

Terms of Reference (ToR) for Facilitator for HPP Strategic Workshop

The Humanitarian Partnership Platform (HPP) has been a vital component of CARE Philippines' efforts to promote locally led disaster response and resilience. As we near the second-to-the-last year of the HPP investment period (ending FY26), CARE Philippines recognizes the need to reflect on progress, reassess strategies, and realign for the future.

To address this, CARE Philippines will conduct a 1-2 day in-house strategic workshop with the Expanded Management Team (EMT), supported by an external facilitator. The workshop will focus on sustainability, strategy alignment, and future planning. This session will provide an objective platform to celebrate achievements, address challenges, and ensure the relevance and impact of HPP in an evolving global and local context.

Scope of Work and Expected Outputs

The facilitator will be responsible for planning, facilitating, and documenting the workshop to achieve the following goals:

1. Pre-Workshop Preparation:

- Review key documents, including the HPP bi-annual report, FY25 Canvas, and CARE Vision 2030 framework.
- Conduct consultations with CARE Philippines leadership to understand the workshop objectives and tailor the agenda.
- Design a detailed workshop agenda with activities and methodologies aligned to the outlined objectives.

2. Workshop Facilitation:

- Lead a 1-2 day strategic workshop, ensuring structured discussions and active participation.
- Facilitate sessions that:
 - Assess platform sustainability and partnership relevance.
 - Review the HPP bi-annual report, highlighting gaps and opportunities.
 - Define CARE's evolving role in HPP, aligning it with broader strategies.
 - Identify challenges and develop actionable solutions.
 - Create a roadmap for FY26 and beyond.

3. Post-Workshop Deliverables:

- A comprehensive workshop report summarizing discussions, insights, and outcomes, including:
 - Key takeaways from each session.
 - Documentation of challenges, solutions, and next steps.
 - An actionable roadmap for FY26 and beyond.
- Recommendations for sustaining HPP and enhancing its impact in the remaining investment period.

Expected Outputs

1. **Workshop Agenda:** Detailed agenda with aligned activities and methodologies.
2. **Workshop Facilitation:** Effective delivery of a 1-2 day workshop achieving the stated objectives.
3. **Comprehensive Workshop Report:**
 - Summary of discussions, challenges, and action points.
 - Documentation of strategic priorities and alignment with CARE's broader goals.
 - A roadmap for FY26 and beyond.

Qualifications

The facilitator should possess:

- Proven experience in facilitating strategic workshops, particularly in the humanitarian or development sectors.
- Strong knowledge of partnership sustainability, localization, and gender-transformative programming is an advantage.

Duration and Timeline

The facilitator will be engaged over an estimated three-week period:

1. **Pre-Workshop Preparation:** 3-5 days (includes consultations and agenda design).
2. **Workshop Facilitation:** 1-2 days (in-house session).
3. **Post-Workshop Reporting:** 5 days (report writing and roadmap development).

Payment Terms

The facilitator will be paid a professional fee of PHP [amount to be discussed] based on the satisfactory completion of the following milestones:

- 20% upon submission of the final workshop agenda.
- 20% upon successful completion of the workshop
- 80% upon submission of the workshop report and roadmap.

Copyright, Intellectual Property, and Confidentiality

- All outputs produced during this engagement will be the intellectual property of CARE Philippines and its implementing partners.
- The facilitator must maintain confidentiality regarding all workshop discussions and materials, with this obligation extending beyond the contract period.

Application Process

Interested facilitators should submit the following by [submission deadline]:

1. A proposal detailing their approach to the assignment and preliminary workshop plan.
2. Updated CV highlighting relevant experience.
3. Financial proposal, including facilitation fees and estimated expenses.

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Subject Line: Application for HPP Strategic Workshop Facilitation