

Organizational Specialist SOW

Background

The purpose of the **Advancing the U.S.-India Partnership Platform (APP)** activity is to support USAID/India staff and stakeholders to be more efficient, effective, transparent and skilled in achieving planned development outcomes. The APP Activity is a central Mission platform for integrating Collaboration, Learning and Adaptation (CLA) throughout the design and implementation of USAID/India's activities and ensuring that development activities funded by USAID/India achieve their intended results through strong performance management.

The APP mechanism supports USAID staff and implementing partners to be more efficient, effective and transparent in achieving program results, while also learning from other Mission managed mechanisms. This includes conducting/providing: performance monitoring support; performance and impact evaluations; related assessments, survey data, and other special studies; related capacity strengthening for Mission and partner staff in monitoring, evaluation and learning (MEL), support/services on the Strategy, and/or Activity design, data analysis and use; support for implementing a CLA approach in the Mission, including logistics and facilitation for partner workshops, learning events, knowledge management, activity reviews, pause and reflect activities, staff retreats, and multi-stakeholder field trips.

Position description and rationale:

Organizational Development (OD) is a priority for USAID/India as it enhances internal and external collaboration, and in pursuit of improved development outcomes, particularly as they relate to localization and private sector engagement. APP is seeking an OD Specialist consultant to provide technical OD expertise to support USAID and APP staff in developing and carrying forward the Mission's OD agenda.

Key tasks include:

- In cooperation with USAID/India, lead the initial design and development of services and activities under the OD component of the APP India contract, including developing initial OD workplan for the project that will be supported in the longer-term by APP's on-staff OD Specialist.
- Help assess USAID/India's OD needs. Initiate a process to articulate the Mission vision through engaging, interactive, and collaborative workshops that provide opportunity for teambuilding, align CLA challenges and aspirations, and create the right context and appetite for a MEL approach.
- Design activities to increase staff effectiveness through deeper personal awareness of individual behaviors, and shared understanding of interpersonal and team dynamics.
- Design activities to enhance USAID/India's organizational culture, orienting current and in-coming staff into the Mission's values and behavioral expectations, while encouraging ongoing OD.
- Oversee implementation of the series of inter-related OD services to USAID/India by the full-time OD Specialist and provide support as necessary.
- Support the conduct regular assessment for organization capacity development progress, provide recommendations, and provide corrections to the OD workplan.
- Support/train the local OD Specialist as necessary in techniques and activities to increase their capacity to implement the OD workplan and specifically by bringing in lessons learned in the OD experience of other USAID missions.

Period of Performance, Level of Effort, and Location

The consultancy is expected to require approximately 80 days of work over an initial six months, with the likelihood of extension to one year. Work will be remote as well as on-site. The position will require travel to New Delhi, India to perform onsite work, and an initial 2-3 month stay in New Delhi is anticipated. The assignment is expected to begin mid-February, 2024.

*The final duration and total level of effort are contingent on client needs and approval

Reporting

The OD Specialist reports to the Chief of Party.

Qualifications

- Bachelor's degree in business administration or any other relevant field required. Master's degree preferred.
- 10 years of OD experience is required. A broad range of OD experience is preferred, an ideal candidate will have over 20 years of experience, including significant experience with other USAID missions.
- Excellent influencing and interpersonal skills with people at all levels, internally and externally.
- Substantial experience facilitating organizational development sessions for both large and small groups, experience with organizational development through promoting leadership behavioral change.
- Substantial experience promoting leadership development and conducting executive coaching.
- Demonstrated experience in organizational process design and improvement, strategic planning, communications, team building, change management, organizational design, and leadership development.
- Familiarity with CLA and MEL approach at USAID is a strong advantage. Experience in OD for CLA process in other USAID missions is preferred.
- Demonstrated experience working with international development organizations employing multi-ethnic staff in multicultural work environments. Prior experience working with USAID will be advantageous.
- Strong written and oral communication skills, including presentation skills.
- Strong coaching/mentoring skills.
- Excellent written and oral communication skills, and fluency in English