
TERMS OF REFERENCE



Subject: **Strategy summary writing assignment**
Date of publication: October 29, 2020
Deadline to submit your proposals: November 15, 2020
Contact person: heleen.verlinden@rikolto.org

1. Context of the assignment

Rikolto is an international NGO with more than 40 years' experience in partnering farmer organisations and food chain stakeholders across Africa, Asia, Europe and Latin America. Rikolto runs programmes in 16 countries worldwide through seven regional offices. We're a close-knit network of accessible and knowledgeable colleagues, willing to share experience and eager to inspire others. This network of Rikolto offices is supported by a global support team, which fulfils key advisory roles and offers shared services such as finance, monitoring & evaluation, people & organisation, communication and fundraising.

In the first quarter of 2021, Rikolto will hold an **external stakeholder consultation**. The scope of this consultation is triple, i.e. to consult our key stakeholders on

1. Rikolto's new strategies, beyond 2021
2. Rikolto's future Planning, Learning and Accountability (PLA) system and more precisely the stakeholders' information needs
3. GRI reporting in the annual report.

The purpose of this stakeholder consultation will be to finetune all of the above based on the feedback by our key stakeholders; and in the process strengthen the relationships with key stakeholders.

The stakeholder consultation will have two key moments: first, a written consultation in January 2021; second, a follow-up virtual round table in February 2021.

2. Scope of work

Together with the written consultation request, Rikolto would like to send out a **high-level strategy summary**, written in such a way that it **engages and enlightens** a wide range of stakeholders, including donors, foundations, private sector actors, local government actors, other NGOs and representatives of farmer cooperatives.

We are looking for an external writer (or team of writers) to compile an engaging, attractive high-level strategy summary, that outlines the strategic direction Rikolto is taking beyond 2021.

This high-level strategy summary should outline the strategic direction Rikolto is taking Beyond 2021, including sections on:

- Rikolto's strategic programme priorities, globally and at the level of each international 'cluster' (rice, cocoa, coffee and food smart cities);
- Sustainability, in relation to the SDGs;
- Governance structure.

The strategy summary document should **contain between 1800 and 2400 words** (6 to maximum 8 pages).

Furthermore, it should be lay-outed in line with Rikolto's house style.

Resource documents that will have to be digested before starting the writing process:

- A 20-slide presentation outlining the global strategic directions
- Four cluster strategies (rice: 20 pages, food smart cities: 44 pages, cocoa: 45, coffee: 40)
- Rikolto's gender & youth strategies

Ideally, the strategy summary document should be **finalised by 23 December**.

The strategy summary will also be used by Rikolto beyond the stakeholder consultation, for external and internal communication purposes.

3. Submission of tenders

Are you the skilled copy-writing team we are looking for? If you are interested, please contact Heleen.verlinden@rikolto.org by November 15, 2020, with the following information:

1. CV
2. Examples of relevant experience (3 similar documents)
3. Cost overview
Costs should include VAT (if applicable - Rikolto is a foundation of public interest registered in Belgium)
4. Project implementation timeline