



Terms of Reference (ToRs)

CONDUCT A FUTURE-READY REVIEW OF THE WCoZ ORGANOGRAM

Background

Women's Coalition of Zimbabwe (WCoZ) is a network of women's rights advocates and women's rights organizations in Zimbabwe, and its national structures were established in 1999. WCoZ brings women from diverse backgrounds to advocate for attaining and enjoying their rights and ensure that the women and girls empowerment agenda remains central to the national agenda. WCoZ operates in a rapidly changing civic, political, economic, technological and funding environment. As such, women's rights organisations are required to respond to increasingly complex and intersecting challenges while navigating constrained resources, shifting donor priorities, regulatory demands, emerging risks and changing constituency needs. These conditions require a deliberate approach for future-proofing WCoZ and its member organisations through strategic deployment of resources, requisite skills-set, collaborations across functions, safeguarding institutional knowledge, while sustaining agile coordination, advocacy and member support.

WCoZ therefore seeks to engage an independent consultant to undertake a comprehensive review of its current organogram and associated organisational arrangements. The review will recommend a future-facing structure that is agile, efficient, accountable, feminist, inclusive, financially sustainable and institutionally resilient. The proposed structure should enable WCoZ to preserve its identity as a member-driven coalition while strengthening innovation, institutional resilience, alternative resource mobilisation, programme quality, accountability and responsiveness to women's rights priorities across Zimbabwe.

Tasks under this consultancy

Reporting to the National Coordinator and working under the oversight of a designated WCoZ review team, the consultant shall undertake the following:

- Identify structural gaps, overlaps, bottlenecks, duplication, role ambiguity, excessive spans or layers, capacity constraints and institutional risks within the current organogram
- Determine the core skill-set and capabilities WCoZ required now and over the medium term to strengthen WCoZ organisational resilience, financial sustainability

and adaptability to future realities. This includes capacities for innovation, digital transformation, business development, sustainable resource mobilization and membership capacity development.

- Develop future looking organisational structural options and recommend a structure that advances organisational strategic growth, agility and sustainability.
- Provide clear role architecture, reporting lines, staffing implications and a phased transition plan for implementing the approved structure.

Deliverables

The Consultancy will be responsible for the following deliverables:

- Review the current WCoZ Organogram
- Present a consolidated report on the review process and a transition roadmap.
- Facilitate the validation process of the proposed organogram before the WCoZ Board.
- Submission of the final approved organogram

Duration

15 Days

Bid Format

- Technical and Financial proposals not exceeding 5 pages should be submitted to WCoZ including a resume.
- A sample of similar work done previously done.

Qualifications, Experience, and a sample of work

- Advanced degree in Business Development, Human Resources or any relevant field. Experience working with coalitions and networks will be an added advantage.
- At least 10 Years' experience in business development or Human Resources.
- The complete bidding proposal documents should be submitted to **wcozprocurement@gmail.com** copying **coalitionzw@gmail.com** by end of day 1st October 2026 clearly marked **"PROPOSAL FOR REVIEWING WCoZ For Organogram"**
- Please note, only shortlisted candidates will be contacted within 1 week from the closing date and any form of soliciting to any member of secretariat will result in bid disqualification.
- **Women are strongly encouraged to apply.**