

Position title: Senior Facilitation Specialist, Short Term Consultant

Reports to: Home Office Technical Director

- **Application Instructions:** If interested, please send a CV with contact information and your quote for price per deliverable to Mia Richardson (mrichardson@encompassworld.com) and Kyle Charles (kcharles@encompassworld.com).

Background

- The Ukraine Monitoring and Learning Support Contract (UMLS) exists to holistically assist the USAID regional mission for Ukraine and Belarus (USAID/Ukraine) in addressing its overall monitoring and evaluation, oversight, collaborating, learning, and adapting (CLA) needs. EnCompass is the prime contractor in collaboration with NORC as a major subcontractor. At this time in the contract, it is important for the full team to come together for reflection, action planning, and connection. EnCompass intends to issue a Firm Fixed Price Consultant Agreement for this role.

Position Summary

- The UMLS Activity requires support for the design and facilitation of a team retreat to take place over three days in mid-September. The hybrid event will be in Krakow, Poland with approximately 25 participants in person and three or less attending virtually.
- The event will consist of two parts over three days. The first day will be a UMLS leadership retreat with the core leadership team inclusive of in-country and home office leaders, and the second and third days will be a full team retreat with potential client involvement. The facilitator will participate in person with the team in Krakow.
- Travel costs will be determined and do not need to be included in quotes. Any expected payment for time spent in transit during travel should be incorporated into the quote for price of deliverables.

Primary Responsibilities

- Design the agenda, identify technology needs for this hybrid event, and identify any additional facilitation needs. Preparation may involve document review, interviews, or other data collection methods, as appropriate.
- Determine any specific needs for sessions which may include co-facilitators, external speakers, games/props, or presentations.
- Coordinate retreat agenda(s), materials, and logistics with EnCompass and local POC.
- Facilitate the event.
- Conduct an event debrief with EnCompass POC(s) and prepare an event debrief.

Required Qualifications

- Minimum of a Masters degree and over 15 years of organizational development and change management experience
- At least 10 years of relevant experience supporting complex activities in the training and facilitation space
- Direct experience facilitating senior leadership retreats focused on senior team alignment and leadership
- Direct experience leading facilitated discussions involving leadership transitions
- Experience developing training modules and delivering training to wide audiences, including USAID
- Professional fluency in English (spoken and written)
- Willingness to travel to and conduct work in Krakow, Poland on retreat dates

Desirable Qualifications

- Prior experience working in an appreciative and strengths-based environment, particularly in the training and facilitation sphere
- Experience working with Ukraine-based personnel preferred
- Prior training and/or facilitation experience with EnCompass preferred

Deliverables to be quoted

Deliverable	Method of Delivery	Due Date	Price Per Deliverable
Design for 1 day of retreat programming with leadership team	email	September 2024, specific dates to be agreed	
Design for 2 days of retreat programming with full team	email	September 2024, specific dates to be agreed	
Facilitation of 3-day retreat and debrief	In-person	September 2024, specific dates to be agreed	
Retreat report (written debrief)	email	September 2024, specific dates to be agreed	