

## Position: Consultant - Organizational Values and Culture

### About Zizi Afrique Foundation

Zizi Afrique Foundation (ZAF) is a not-for-profit organization committed to improving learning outcomes for children and youth furthest behind. ZAF works at the intersection between evidence, policy, and practice, and uses research as a pathway toward improving public education system. ZAF's areas of focus include Values and Life Skills, Foundational Literacy and Numeracy, Parental Empowerment and Engagement, Whole Child Development and Technical and Vocational Education. ZAF envisions a world where all children and youth learn and thrive. We contribute to the nurturing of a generation of children and youth who are well-equipped with the skills for learning, skills for living and skills for working. ZAF's mission is to consolidate evidence, innovate solutions through collaborative networking, and shape policy and practice to equip children and youth with competencies they need for life and work.

### About the Consultancy

Zizi Afrique Foundation is seeking a skilled organisational culture consultant who can help us surface, articulate, and document the unique culture that defines who we are and how we work. While our values are clear, we have yet to translate them into a living culture, one that is visible in our behaviours, interactions, and daily decisions. The ideal consultant is someone with strong experience in organisational development, able to engage staff at all levels to co-create a shared understanding of "the Zizi way", the expectations, behaviours, and principles that reflect our identity and brand. They will use participatory methods to distil insights from staff experiences, appraisal feedback, and existing organisational materials, ultimately producing a simple, accessible document that captures our cultural essence. This document will guide how we show up as Zizi staff, within our offices, in the field, and in how we engage the world, ensuring consistency, alignment, and authenticity. Experience facilitating values-to-behaviours conversations and a track record of shaping organisational culture narratives is essential.

### Objectives of the Consultancy

The consultancy aims to facilitate a reflective and participatory process that enables Zizi Afrique Foundation staff to collectively surface, articulate, and to document the organisation's unique culture.

Through this process, staff will:

- Deepen their understanding of Zizi's core values and how they inform the organisation's identity and ethos.
- Reflect on how these values are demonstrated in everyday behaviours and decision-making.
- Identify concrete behaviours and norms that strengthen or undermine the desired organisational culture.
- Co-create shared behavioural expectations that bring the values to life across roles, teams, and contexts.
- Lay the groundwork for a simple, staff-owned culture document that captures the "Zizi way" of working and being.

### Scope of Work

The consultant will:

- Review existing organisational materials, including the mission, vision, values, new upcoming strategic plan, and feedback from staff.
- Design and facilitate a highly interactive 2–3 hour session during the staff retreat (end of June 2025), tailored to all staff levels, to elicit reflections and inputs on culture, values, and behavioural norms.
- Guide the team in identifying shared cultural principles and illustrative behaviours that define Zizi's internal and external identity.
- Provide tools or frameworks that help embed these principles into everyday operations and staff interactions.
- Synthesise these outputs and insights into a short, accessible draft document capturing Zizi's organisational culture and expected behaviours.
- Submit a brief post staff retreat session report highlighting key reflections, outcomes, and the proposed draft of the Zizi culture statement.

### Deliverables

- Staff retreat session design and agenda, submitted at least two weeks before the retreat.
- Facilitation of the values and culture session during the retreat.
- A short draft document articulating Zizi's organisational culture, principles, and behavioural expectations.
- A brief post-session report (within one week of the retreat), summarising key takeaways and recommended next steps.

## Consultant Qualifications & Experience

The ideal consultant should have:

- Demonstrated experience in organisational development, culture design, or change management.
- Strong facilitation skills, with the ability to engage diverse teams in reflective, inclusive conversations.
- A track record of translating organisational values into actionable behaviours and/or culture charters.
- Experience designing and facilitating participatory staff retreats or values-based workshops.
- Excellent interpersonal communication and synthesis skills to turn qualitative insights into a coherent cultural framework.

## How to apply

Interested consultants are invited to submit both a narrative and financial proposal for this assignment. Submissions should be sent via email to [jobs@ziziafrique.org](mailto:jobs@ziziafrique.org), clearly indicating "Consultant – Organisational Values and Culture" in the subject line. Only shortlisted candidates will be contacted.

## The narrative proposal (maximum 2 pages)

Should include:

- A brief profile of the consultant, outlining relevant experience and qualifications.
- A summary of the consultant's understanding of the assignment and proposed approach to delivering the objectives.
- Description of the proposed facilitation methodology, including how staff will be engaged and outputs captured.
- An outline of the consultant's recent assignments of similar nature (attach at least two references).
- Expected Level of Effort (LOE) and timeline.

## The financial proposal

Should include:

- Daily consultancy rate in Kenyan Shillings (KES).
- Estimated number of days required for preparation, facilitation, and reporting.
- Total cost inclusive of all applicable taxes.
- Any additional costs clearly indicated.

All proposals should be submitted no later than **3rd June 2025 at 5.00 pm**.

## Reporting & Oversight

The consultant will report to the Chief Operating Officer and will work closely with the Retreat Planning Committee.

*Zizi Afrique Foundation is an equal opportunity employer and encourages submissions from diverse applicants with a passion for values-driven organisational development.*