

TERMS OF REFERENCE (TOR)

Consultancy to Support the Development of a Five-Year Strategic Plan for the Women in Timber Ghana Association (WiTG)

1. Background

The Women in Timber Ghana Association (WiTG) is a national body that provides the platform for women entrepreneurs and other women actors who conduct their business in the timber and wood sector of Ghana to deliberate and act in pro-active manner to develop their businesses and individual wellbeing. Established in 2022, the Association works to strengthen the welfare, capacities, and leadership of women in Ghana's forest sector, providing a platform for learning, collaboration, and informed participation in forest governance.

WiTG has expanded rapidly, doubling its nationwide membership within two years moving from the initial thirty (30) members to its current membership of one hundred and eighty (180) plus in 2025. The Association actively promotes sustainable forestry through annual media campaigns on deforestation and climate change, and contributes to the national reforestation programme. Some visible endeavors that WiTG has embarked upon are that it manages a 95-hectare degraded section of the Asubima Forest Reserve in the Offinso Forest District of the Forestry Commission, where it has restored and maintained 80 hectares since 2023; it is a paid-up member of the Forest Industry Association of Ghana (FIAG), with its President and Secretary serving on FIAG's Governing Council. WiTG also receives ongoing technical and capacity-building support from the Knowledge for World Conservation (KWC) and the FAO-FFF programme to build the capacity of its members in tree restoration, wood preservation and also participate in national policy dialogues. WiTG has expressed its keen interest to participate in the Domestic Timber Trade Network (DoTTNeT) platform which aims to streamline timber trade on the domestic market of Ghana.

As the Association grows in visibility and influence, it seeks to define a clear long-term strategic direction. WiTG requires a structured plan that consolidates its achievements, strengthens its institutional role, and positions it to drive responsible forest governance, sustainable timber trade, compliance with legality frameworks such as FLEGT and the EU Deforestation Regulation (EUDR), and broader climate and biodiversity objectives.

This consultancy forms part of the Forest Governance, Markets and Climate (FGMC) Phase II project titled “**Advancing Good Forest and Mineral Governance to Reduce the Contribution of Timber Trade and Mining to Deforestation in Ghana, Liberia, and Cameroon.**” The project is supported with funds from the UK International Development (UKID), and with implementing support from the Foreign, Commonwealth and Development Office (FCDO). It is implemented by a consortium of four organizations led by Nature for Development Foundation (NDF), with Knowledge for World Conservation (KWC) as one of the implementing partners. KWC is responsible for supporting WiTG to develop its first 5-year Strategic Plan.

2. Objective of the Consultancy

The objective of this consultancy is to support WiTG in developing a comprehensive five-year Strategic Plan that strengthens women's inclusion in the leadership of forestry governance, enhances responsible timber trade practices that benefit women businesses and their social setting, and positions the Association as a key contributor to climate resilience and sustainable resource management in Ghana.

3. Scope of Work / Consultant's Tasks

The consultant will:

1. Review background information, existing documents, and relevant reports on women participation and role in the timber trade as they impact on the project.
2. Facilitate a consultative meeting with WiTG executives (national, zonal, and cluster levels) to discuss strategic issues and gather inputs.
3. Lead a structured brainstorming process to identify strategic priorities, goals, and actions for the next five years.
4. Analyze the strengths, weaknesses, opportunities, and threats affecting WiTG's work in the forestry sector.
5. Draft a clear and actionable 5-year Strategic Plan for the Association.
6. Integrate strategic themes such as:
 - o women's leadership in forest and land governance
 - o responsible timber trade
 - o compliance with forest legality systems, including FLEGT on the international and domestic market place
 - o implications of the EU Deforestation Regulation (EUDR)
 - o climate and biodiversity conservation
 - o institutional strengthening, financial sustainability, and partnerships
7. Present the draft Strategic Plan to KWC and WiTG for validation and incorporate feedback.
8. Finalize and submit the approved 5-year Strategic Plan.
9. Where applicable, support WiTG in conducting sensitization sessions to educate members about the strategic direction of the Association.

4. Deliverables

The consultant will provide:

1. Inception report outlining methodology, workplan, and timelines.
2. Summary Report from the brainstorming session capturing inputs from the strategic consultative meeting.
3. Draft 5-Year Strategic Plan for review.
4. Validation Presentation to KWC and WiTG.
5. Final 5-Year Strategic Plan (both PDF and editable Word version), incorporating all comments.
6. Any other relevant supporting materials (slides/brief notes).

5. Level of Effort and Remuneration

The consultant is allocated 21 working days within nine (9) calendar months.
The professional fees are attractive and negotiable.

Payment terms will follow KWC's standard contracting procedures.

6. Required Experience and Qualifications

The consultant must have:

- A minimum of a Master's degree in Business Administration, Natural Resources Management, Forestry, Gender Studies, Development Studies, Strategic Management, or a related field.
- At least five (5) years of relevant experience in strategic planning, institutional capacity development, or organizational development.
- Demonstrated experience working with civil society organizations, forest sector actors, or gender-focused associations in Ghana or the sub-region.
- Knowledge of forest governance frameworks, sustainable timber trade, climate and biodiversity issues, FLEGT processes, and understanding of the EUDR will be an added advantage.
- Strong facilitation, analytical, writing, and communication skills.
- Evidence of at least two similar assignments carried out for reputable organizations.

7. Application Process

Interested consultants should submit:

1. A letter of interest explaining how you meet the qualifications and demonstrating your understanding of this ToR.
2. A comprehensive CV.
3. Evidence of similar work, including at least one strategic plan or comparable assignment submitted previously to a reputable organization.
4. Two (2) professional referees with full contact details.

Applications should be sent to the Executive Director via email to: gustavadu@gmail.com with a copy to admin@kwcgh.org

Deadline for submission: Monday, 9th February 2026.

All enquiries should be directed to admin@kwcgh.org

Only shortlisted applicants will be contacted.

8. Ethical Considerations

The consultant must conduct all activities in a respectful, inclusive, and culturally sensitive manner. Information gathered during the assignment must be handled confidentially and used solely for developing the Strategic Plan.

9. Reporting and Management

The consultant will report directly to the Executive Director of KWC. KWC will coordinate meetings with WiTG executives and provide all relevant documents and logistical support related to this assignment.

10. Duration

The assignment shall be carried out within a period not exceeding nine (9) months from the effective date of contract signing.