ARC-PHP requires the services of a highly specialized independent (not less than two persons) facilitation team and a specialized organizational development evaluator to design, facilitate, monitor and assess a reflective and responsive transformation and change management process for the Transformation Committee Members of the campus. The following specific activities or outputs are envisaged:

For each phase the following will be required:

Facilitators:

* Contracting / catch up sessions to be held with a reference group to discuss the environment and the expectations of the process.
* An five day intensive workshop for 15 Transformation Committee Members of ARC-PHP.
* Briefing sessions to be held with the -coordinating staff, potentially to align with the timing of the workshops.
* Brief report on the progress of the workshop (3 -5 page).
* A final report (8-10 pages).

For the evaluator:

* Contracting sessions to assess the status at the start of the process and catch up session observation for Phase 2.
* Observation of components of the five day workshop
* Feedback and reflective sessions as part of the briefing sessions with the facilitators and coordinating staff staff and separately with the facilitators
* Final, detailed report (20-30 pages)

Facilitators and the evaluator must possess at least 3 year tertiary qualifications

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| --- | --- | --- |
|  | **Deliverables** | **Days per person** |
| **Facilitators** | | |
| 1. | Contracting sessions | 2 |
| 2. | 5 day workshop for Transformation Committee Members | 5 |
| 3. | Workshop preparation time and reports x 2 | 4 |
| 4. | Progress report and final report | 2 |
|  | **Total days required** | **13 days** |
| Evaluator | | |
| 1. | Contracting sessions | 2 |
| 2. | Observations and documentation of workshops for the Transformation Committee Members (4 days of 5 workshop days) | 4 |
| 3. | Briefing sessions with facilitators and with Co-coordinating staff | 2 |
| 4. | Final report | 2 |
|  | **Total days required** | **10 days** |