



Terms of reference for Evaluation of MHACA Strategic Plan, 2008 - 2011

Background

The Mental Health Association of Central Australia (MHACA) uses a Strategic Plan to determine the overall strategic direction of the organisation in the longer term. The current plan was approved in June 2008 for a period of three years, 2008 to 2011. A copy is available on the MHACA website at <http://www.mhaca.org.au/reports.html>.

The Management Committee of MHACA wishes to review the Strategic Plan and update for the next three year period, to take effect from 2012. As part of the planning process, we wish to commission an independent evaluation of progress against the current plan. This work will be undertaken by a consultant commencing in February 2012 with the evaluation to be completed no later than 13th April 2012.

Objectives

The evaluation will achieve the following objectives:

1. To measure and assess progress against the Strategic Plan, 2008-2011;
2. To identify issues or priorities to be taken into account in developing a new Strategic Plan;
3. To provide advice and recommendations in the form of an evaluation report.

Proposed work

The Consultant will undertake the following activities:

- a) Review the current Strategic Plan and understand the underlying thinking that informed its development;
- b) Examine documents, reports and records that demonstrate progress against the objectives of the Plan;
- c) Interview key stakeholders to include MHACA participants, staff, committee members, partner organisations and funding bodies in relation to the objectives of the evaluation;
- d) Measure and evaluate the performance of the organisation against its Strategic Plan and analyse the reasons for differences between the plan and performance;
- e) Identify issues to be considered and accounted for in a new Strategic Plan, based on population and policy trends, service gaps and opportunities and stakeholder priorities within MHACA's current operating environment.

Output and reporting

A concise evaluation report not exceeding 15 pages in length will be prepared by the consultant and delivered to MHACA no later than 13th April 2011.

Selection Criteria

The successful application must address the selection criteria and provide evidence of demonstrated experience in the following:

Essential

1. Experience in project management.
2. Excellent communication skills including written and verbal skills.
3. Proven program planning, research, and/or evaluation skills.
4. Ability to work effectively and collaborate with a wide range of people.
5. High level of organisational and time management skills.

Desirable

6. An understanding of Mental Health policy framework.
7. Qualifications in relevant discipline/ subject ie; research, report writing, project management etc.

Reporting

The consultant will report to Sue Coombs, Administrator of MHACA. The report is to be submitted no later than 13th April 2011.

Any enquiries contact Sue Coombs

**MHACA, PO Box 2326 Alice Springs,
NT 0871 or email sue.coombs@mhaca.org.au**

Closing date: February 3rd, 2012

Applications must address the selection criteria and provide a CV. All applications will be considered in strict confidence by a sub-committee of the MHACA Management Committee.

*Sue Coombs
Administrator
13th January 2012*