

**THE LUTHERAN WORLD FEDERATION
LWF STRATEGIC DEVELOPMENT PROCESS**

TERMS OF REFERENCE FOR THE LWF STRATEGY CONSULTANT

Background

The Lutheran World Federation (LWF) is a global communion of Christian churches in the Lutheran tradition. Founded in 1947 in Lund, Sweden, the LWF now has 145 member churches in 98 countries all over the world representing around 75 million Christians. The LWF has a Secretariat in Geneva with 70 staff, and 23 country programs in other countries. More information on LWF is available on the website www.lutheranworld.org.

The current LWF Strategic Plan will expire in December 2017 and a new strategy will be drawn for 2019 to 2024. An external Consultant shall be contracted for a short term assignment to facilitate the LWF Strategic planning process. This Terms of Reference for the LWF strategic planning Consultant is to provide guidance and general parameters on the structure and management of the process.

Expected Result

The LWF Strategy document for 2019-2024.

Task of the consultant

The main responsibility of the consultant is to facilitate and provide expert guidance on the development of the LWF strategy. Specifically, the scope of the consultant's task involves:

- Outlining the full strategic planning process, ensuring comprehensive participation of stakeholders and substantive discussions on issues relevant to the strategy.
- Reviewing and analysing key documents that contributes to the building of the strategy, including the LWF 2017 Midterm assessment, LWF sustainability study, Assembly resolutions and messages, and vital policy papers.
- Facilitate stakeholder discussions, input and contributions, analyse and synthesize, facilitate consensus/agreements on key issues
- Document the process and ensure regular communication with key stakeholders
- Write and produce the final LWF strategy paper

Methodology

Opportunities for participation and involvement of stakeholders shall be built into the process to inspire contributions and secure broad based ownership. The strategy process will through various forms involve the member churches, church leaders, church related agencies, ecumenical partners, LWF staff and relevant organizations. The exact detailed methodology is to be presented and agreed in a meeting for this purpose.

The planning process needs to be effectively managed and the contributions of key stakeholders need to be balanced. All this must take place within the time period outlined below.

Timeframe:

The strategic planning process shall be conducted within the timeframe from August 2017 to June 2018. Key milestones are October 16-17 (staff workshop); December 4-5 (governance meeting), February 22-23 (Related organizations), June 28 – July 3, 2018 (governance meetings).

The Consultant shall ensure that the final LWF Strategy 2019 – 2024 is ready for presentation and adoption at the LWF Council in June 2018.

Internal reporting lines

The Consultant shall be responsible to the LWF General Secretary. He/She shall keep the General Secretary informed on key issues in order to provide clear and transparent communication and ensure consistency and quality of the Strategic Plan.

The Consultant will work with the Director for Planning and Operations in relation to the methodology, administration and process flow of the strategy.

Criteria for selection

The selection of the Consultant shall be guided by the following process:

1. A call for Expression of Interest shall be circulated in July. Closing date for proposals shall be by **August 23**. The final decision on the Consultant shall be made by August 31. Consultancy days shall be determined in the final contract pending the final agreement on the methodology and process.
2. Key requirements:
 - Knowledge: A degree or relevant experience in strategic leadership and planning, business management and sound knowledge and use of strategic planning methodologies, processes and tools.
 - Experience: At least five years relevant experience working with organizational development, strategic planning, business/institutional planning issues. Experience in strategic planning with international NGOs and faith based organizations with multi stakeholders. Good understanding of key theological and ecumenical issues.
 - Skills and Abilities: Strong coordination and team work experience with a dynamic, creative and outgoing personality. Excellent diplomatic, negotiating and communication skills. Outstanding facilitation and highly participatory skills. Much of the job involves supporting and getting others to engage in the strategy development process, so sensitivity and tact combined with confidence are critical.
 - Excellent English language, writing and editing skills
3. Interested parties should respond with an Expression of Interest cover letter, Curriculum Vitae, and an initial offering based on his/her interpretation of the Terms of Reference.

Submission of interest without obligation or cost to the LWF and any questions should be addressed to Maryssa Janelle M Camaddo, Director, Planning and Operations

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