

Organizational Development Consultant

Terms of Reference (ToR)

Location: Lebanon (Remote/On-site as needed)

Contract Type: Consultancy

Contract Duration: 4 months (with the possibility of renewal)

Starting Date: 2nd Week of September 2024

Application Deadline: Friday 30 August 2024

1. Background

Compassion Protestant Society (CPS) is the diaconal arm of the National Evangelical Synod of Syria and Lebanon (NESSL). Registered in Lebanon as an independent entity in 2018, it is closely linked with the work and experience of the Synod in both Lebanon and Syria, with a particular focus on education, protection, and peacebuilding. The organization is currently seeking to enhance its operational efficiency, fundraising capabilities, and overall sustainability.

2. Objective

The objective of this consultancy is to support CPS in strengthening its organizational capacity by conducting a comprehensive analysis of the current situation and providing strategic guidance on key operational areas. The consultant will work closely with the leadership team to ensure that the organization is well-equipped to achieve its mission.

3. Scope of Work and Deliverables

The consultant will be responsible for the following deliverables:

- **SWOT Analysis & Organizational Risk Assessment:** Identify and evaluate potential risks and develop mitigation strategies.
- **Fundraising Strategy/Business Development:** Develop a holistic fundraising strategy that aligns with the organization's unique needs and opportunities. Explore business partnership opportunities to ensure long-term sustainability.
- **Coaching - Operations Management:** Offer guidance on best practices for staff managing finance, procurement, and HR, ensuring compliance with industry standards and major donor requirements.
- **Coaching Sessions - Grant Management:** Provide one-on-one coaching for designated staff on fundraising fundamentals, donor requirements, proposal writing, and grant submissions.

4. Duration and Time Allocation

The consultancy is expected to last for 4 months, with a possibility of renewal based on performance and organizational needs. The consultant is expected to dedicate approximately 28 hours per month to this engagement.

5. Payment Terms

Payments will be made in Fresh US Dollars at the end of each month, following the submission of an invoice.

6. Qualifications and Experience

- Proven experience in organizational development, particularly in the non-profit sector.
- Proven experience in grant management, fundraising.
- Demonstrated ability to develop strategic plans.
- Experience in coaching and mentoring teams on operational management.
- Excellent communication skills and the ability to work collaboratively with diverse teams.

7. Application Process

Interested candidates are invited to submit an application with the following documents:

- A detailed CV.
- Workplan (with an estimated timeline for delivering the outlined scope of work).
- MOF registration (note that 7.5% will be deducted from the total amount if not registered).
- A financial offer.
- References from at least 2 previous clients or employers.

CPS reserves the right to reject any and all applications, or not to award the contract at any time, without thereby incurring and liability to the affected applicants. Please submit the full application documents (as mentioned above) to **info@compassionps.org** by **30 August 2024** with **“Application: Organizational Development Consultancy”** in the Subject line.

8. Selection Criteria

Candidates will be evaluated based on the following criteria:

- Relevant experience and qualifications.
- Proposed approach and methodology.
- Cost-effectiveness of the proposal.
- Feedback from references.