



## **TERMS OF REFERENCE & TENDER SPECIFICATION**

### **EXPERT CONSULTANT: Leadership Coaching**

#### **Introduction and Context**

The Westminster Foundation for Democracy (WFD) is seeking leadership coaches to support the development of our Directors and Heads of Departments.

Following a period of significant growth, WFD has conducted several staff consultation projects, including a cross organisational capacity assessment and an initiative to better understand our current organisational culture. WFD are in the process of developing a three-year learning and development strategy that will address the core learning priorities for the business. Some important areas for development were identified from the above consultation projects one of which to strengthen the core leadership skills and competencies of our leaders. Therefore, we are looking to establish a small pool of up to three qualified coaches with experience of working in/with similar sized organisations in the international development sector, who can provide one to one leadership coaching to Directors and Heads of Departments.

#### **About WFD**

Westminster Foundation for Democracy (WFD) is an independent foundation sponsored by the Foreign and Commonwealth Office (FCO) and the Department for International Development (DFID). WFD specialises in parliamentary strengthening and political party development. It does this by supporting the development of parliaments, political parties and civil society organisations. It is uniquely placed to draw directly on the expertise of the Westminster political parties in all its work.

Established in 1992, WFD has supported transitions to democracy in central and Eastern Europe, strengthened multi-party democracies in Africa, and extended its work to the Middle East and North Africa (MENA) and Asia over the past decade. For more information, please visit [www.wfd.org](http://www.wfd.org)

WFD current employs 145 staff; approximately 50 staff in London and 95 locally engaged staff across 30 different countries.

#### ***Regional Directors (Africa, MENA, Asia, Europe and Commonwealth):***

Our five Regional Programme Directors are responsible for oversight of all programme delivery and the strategic direction of programming in their respective region. They have Line Management responsibility for the operational programme team in London and in some cases also managing overseas staff based in our field offices. As well as strategic and operational leadership of their regional programmes, they also play a key role in setting/maintaining a positive organisational culture. All Regional Directors are London based, but travel to locations within their region as required (i.e. regular international travel).

#### ***Executive Management Committee (EMC)***



The EMC provides strategic leadership to the organisation and acts as the overall decision-making body under delegated authority from the Board. The EMC oversees and takes any necessary decisions in relation to planning and resources, performance, people, external affairs, and assurance. EMC membership includes:

- *CEO*
- *Director of Programmes*
- *Director of Operations*
- *Research and Evaluation Director*
- *Finance Director*
- *Head of HR*
- *Head of Business Development*
- *Head of Communications and External Affairs*
- *One Regional Director (RD) is nominated to join the EMC to ensure programme operational perspective is considered. RD is nominated by Director of Programmes on rotational basis for the term of six months*

All EMC members are based in London.

### **Deliverable and contracting arrangement**

WFD will offer up to five, one to one leadership coaching session to our Regional Directors and Research and Evaluation Director (priority group), to take place over Q3 – Q4 2019-20 (October 2019 – March 2020). Directors will be responsible for choosing their preferred coach from the establishing pool of leadership coaches.

Q1 – Q2 2020-21 (April – September), WFD will open up the opportunity for leadership coaching sessions to other members of the EMC.

The successful coach(es) will be contracted by WFD on a framework agreement, based on agreed fixed rates (see below), covering the period to Q2 2020-21. There will be no obligation on WFD to order a minimum amount of time/costs under each framework agreement, as this will be subject to an agreed draw-down mechanism from time to time.

### **Work Location**

Coaching sessions can either be delivered face to face or through video conferencing. Please include in your proposal how your sessions will be delivered. It's expected that the consultant covers the cost of any travel associated with delivery. Therefore, please ensure that these costs are incorporated into the rate.

### **Submission Requirements**

To be considered for WFD pool of leadership coaches, please submit the following information/documentation:

- CV and bio of consultant(s)
- Brief description of the proposed methodology or approach meeting the deliverables
- Minimum of two examples of previous similar work or testimonials
- Projected **session** costs

Submissions will be assessed based on:

- The level of demonstrated technical expertise
- The quality of materials submitted as examples
- The extent to which projected costs match value for money standards



Proposals should be submitted by **COB Friday 21<sup>st</sup> August 2019**. Successful applicants will be contacted the week of 26<sup>th</sup> August to discuss next steps.

If you are interested in submitting a proposal for this work, please send the requested information above to [jon.spence@wfd.org](mailto:jon.spence@wfd.org) by the deadline.

No phone calls please.