

Invitation to Tender:

Process Manager for MSF Sweden Strategic Plan 2026-2030

Introduction

The objective of this Call for tenders is to seek competitive bids to select a consultant to manage the development of our Strategic Plan 2026-2030. Médecins Sans Frontières (MSF) Sweden is seeking an experienced Process Manager who will play a crucial role in shaping our strategic direction for the coming years.

MSF in brief

Médecins Sans Frontières (MSF) is an international, independent, medical humanitarian organisation that delivers emergency aid to people affected by armed conflict, epidemics, natural disasters and exclusion from healthcare. MSF offers assistance to people based on need, irrespective of race, religion, gender or political affiliation. Médecins Sans Frontières received the Nobel Peace Prize in 1999.

MSF/Läkare Utan Gränser in Sweden

The Swedish section of MSF, founded in 1993, has four main areas of activity:

- Fundraising
- Recruitment and deployment of international mobile staff
- Awareness raising
- Support the project activities through the innovation and evaluation units.

MSF Sweden raises money through donations and in addition recruits international mobile staff, as well as forms public opinions. We inform the public, politicians, media and experts on the lives of the people we meet in our projects. For more information about MSF Sweden please visit our website www.lakareutangranser.se

Scope

Between September 2024-April 2025 MSF Sweden will develop a new Strategic Plan for the period 2026-2030. We plan to keep the three strategic pillars from our current Strategic Plan but review our strategic goals for the coming years. MSF Sweden contributes substantially to the MSF movement in human and financial resources and through communications and advocacy activities as well as through the Innovation and Evaluation units. We aim to build on this relevance and impact, in part, by optimizing the advantages and opportunities of being based in Sweden.

The consulting assignment will be approximately 200-300 hours between September 2024-April 2025. Estimated start date is September 9, 2024, with one of the first deliverables being a workshop with the MSF Sweden Management team and Board on September 28.

Deliverables

The Process Manager will be responsible for delivering the following:

Strategic Planning Process

- Lead and facilitate the strategic planning process, involving input from MSF Sweden staff, the Association, the Board, and external stakeholders.
- Ensure an inclusive approach that considers bottom-up input from individuals, departments, and groups within MSF Sweden.
- Align the vision from the Board and Management Team with the priorities identified during the planning process.

Strategic Goals

- Identify key strategic goals linked to the existing three strategic pillars that will guide MSF Sweden's work over the next five years.
- Formulate a draft Strategic Plan 2026-2030 based on the inputs for the MSF Sweden Board's approval by April 2025.

Shared Ownership and Accountability

- Foster shared ownership of the Strategic Plan among all team members.
- Collaborate with the Management Team and Board to keep the plan at the forefront of decision-making.
- Manage all documentation from the process.

Instructions to submit a bid

Bids should be submitted by e-mail - **no later than -August 5-** - stating as subject "*Strategy Process Manager-Call for tenders*" to malin.magnfalt@stockholm.msf.org

Content of bids

All proposals should include the following components:

- Organizational information: name and address, contact person, website.
- Experience: identification of and experience with similar types of work.
- Executive summary of vendor proposal, containing synopsis of vendor's approach as it pertains to our requirements.
- High-level project plan, including phases and timing and resources required, highlighting dependencies on MSF staff. (when applicable)
- References: List of previous clients for similar type of work with contact information.
- Examples of delivered outputs/products from similar projects.
- Human resources: Proposed resources with bios and/or CVs.
- Pricing.