



National Government Constituencies Development Fund Board
Mt. Elgon Constituency
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CALL FOR EXPRESSION OF INTEREST STRATEGIC PLANNING CONSULTANT

1. Purpose

The overall objective of this consultancy is to develop a five year plan to ensure that the NG CDF Mt. Elgon engagements respond to the present context and future challenges while pursuing a strategic engagement to achieve its stated objectives. The strategic plan developed is expected to build on the previous success in its contribution to vision 2030 and the Big 4 agenda, so as to ensure that NG CDF Mt. Elgon is responsive to the needs and expectations of its Constituents.

2. Background

The National Government Constituencies Development Fund (NG CDF) hereafter referred to as the Fund, formerly Constituencies Development Fund (CDF), is a Fund established in 2003 through an Act of Parliament, the Constituencies Development Fund Act 2003. The Act was later reviewed through the enactment of the CDF (Amendment) Act 2007, and rebuild through CDF Act, 2013. The latter was subsequently succeeded by the current NG CDF Act 2015. The fund is domiciled within the ministry in charge of National Economic Policy and Planning, currently the ministry of Devolution and Planning. The main purpose of the fund is to enhance infrastructural and social-economic development at the constituency level in order to reduce poverty by dedicating a minimum of two and half percent (2.5%) of the National Governments share of annual revenue towards projects identified at constituency level by the communities. Through these funds, the Government has been able to provide bright children from poor families with the opportunity to attain quality education and improve on infrastructure in different constituencies all over the country. Programs leading to wastage of resources and therefore having little impact in some constituencies. It is therefore imperative that constituencies carry out strategic planning to maximize on the resources available with the constituency.

3. Description of Tasks (Scope of work)

Aimed at facilitating internal and multi-stakeholder meetings and consultation processes, the scope of work of the consultant will include but not be limited to:

- a) Undertake a situational analysis of the work of Mt. Elgon NG CDF to date through their alia the review of the Vision and mission of the Mt. Elgon NG CDF based on the past and current engagements of the Mt. Elgon NG CDF since inception including the 2019- 2023 strategic plan and pertinent documents.
- b) Undertake a stakeholder mapping and analysis, and hold consultation with key stakeholder.
- c) Through a consultancy process and application of an appropriate tool of analysis, identify focus areas and develop strategic objective and key result areas for the same.
- d) Review the institutional capacity, organizational set up, financial and administrative arrangement for the effective engagement of the Mt. Elgon NG CDF including the review of the organizational processes and decision-making structures to recommend the required changes to improve effectiveness.

- e) Propose a strategy for achieving the strategic objective and key result areas.
- f) Develop a Result and Resources framework from the plan period.
- g) Hold a stakeholder meeting to validate the draft strategic plan
- h) Finalize the strategic plan and submit to Mt. Elgon NG CDF.

4. Deliverables

- a) Develop five-year strategic plan including Result and Frameworks
- b) Report on the process including stakeholder consultations and workshops

5. Timeframe/Duration and phasing

The consultancy period is 60 days from the date of signing the contract

Expected start date: Month of October 2023

6. Institutional arrangements

The consultant will report directly to the Fund Account Manager and work closely with the NG CDF committee and any other person assigned to her/him. NG CDF Mt. Elgon shall be responsible for the coordination of meeting and other activities under the consultancy and will cover the logistical and administrative costs of this assignment.

7. Competency and Expertise Requirements

- a) Experience
 - ✓ At least five years professional experience in strategic planning and management
 - ✓ Demonstrable experience in working with Governmental and other stakeholders especially in the area of capacity and institutional development
- b) Skills and competencies
 - ✓ Ability to work with minimal supervision
 - ✓ High level written and oral communication in English
 - ✓ Must be results-oriented, a team player, exhibition of high levels of enthusiasm, tact, diplomacy and integrity
 - ✓ Demonstrate excellent interpersonal skills in interacting with government partners
 - ✓ Skills in facilitation and stakeholder engagements/workshops
 - ✓ Evidence of having undertaken similar assignments
 - ✓ Experience in research, policy and development, management and programming-oriented work.

8. How to apply

- a) The consultant is required to submit a profile to include a brief resume highlighting relevant background and experience of not more than 25 pages
- b) The consultant should demonstrate the direct relevant experience and proposed approach
- c) The consultancy firm must have valid tax compliance certificate, current CR12 with the IDs of the directors attached & current single business permit.
- d) The profile submitted will be clearly labeled with respect to the relevant consultancy and delivered on or before 17th October 2023 at 10:am ,to the address below.

To the Fund Account Manager,
Mt. Elgon NG CDF
P.o. Box 267- 50203
Kapsokwony
or email to cdfmt.elgon@ngcdf.go.ke

PROPOSED TIMELINE OF ACTIVITIES

ACTIVITY	TIMELINES	DELIVERABLES	COST
Undertake a situational analysis of the work of the MT. ELGON NG CDF to date through inter alia the review of the vision and mission of the MT.ELGON NG CDF based on past and current engagements of the MT ELGON NG CDF since inception including the 2019 -2023 strategic plan and other pertinent documents.	14 DAYS	Situational, performance review and Environmental Analysis Model	
Undertake a stakeholder mapping and analysis and hold consultations with key stakeholders.	14 DAYS	The strategic model	
Develop a resource mobilization strategy and propose other resource raising initiatives.	5 DAYS	Resource mobilization strategy	
Through a consultative process and application of an appropriate tool of analysis, identify focus areas and develop strategic objectives and key result areas for the same.	5 DAYS	The strategic model	
Review the institutional capacity, organizational set up, financial and administrative arrangement for the effective engagement of the NG CDF MT ELGON including the review of the organizational processes and decision-making structures of recommended changes to improve effectiveness	5 DAYS	The strategic model	
Propose a strategy for achieving the objectives and key result through detailed ward action plans	5 DAYS	Implementation matrix	
Develop a monitoring and evaluation framework	5 DAYS	Implementation strategy	
Hold a stakeholder meeting to validate the draft five-year strategic plan	4 DAYS	Strategic Plan	
Finalize the Strategic Plan and Submit to MT. ELGON NG CDF	3 DAYS	Strategic Plan	
TOTAL			