



National Government Constituencies Development Fund Board
Samburu West Constituency
P.O. Box 450 - 20600
MARALAL
Cell: 0722371227
Email: samburuwestcdf@gmail.com | Website: www.ngcdf.go.ke

SAMBURU WEST NG-CDF STRATEGIC PLAN

2023-2027

TENDER NO. SAMBURU WEST/NG-CDF/001/2022/2023

1.0 Introduction

The National Government Constituencies Development Fund (NGCDF) is established under the NG-CDF Act, 2015 as amended in 2016. The main purpose of the Fund is to address socio-economic development of the people at the constituency level in order to reduce poverty and enhance regional equity. The NG-CDF Act 2015 aligned the operations of the Fund to the new constitutional dispensation especially in terms of ensuring that the law strongly embraces the principles of participation of the people, separation of powers, and delineation of functions between National and County governments. The Fund is domiciled within the ministry in charge of National Economic Policy & Planning, currently The National Treasury and Planning & Managed by The National Government CDF Board at the National level, the NG-CDF committees at the constituency level.

1.2 About NG-CDF Strategic Plan

A Strategic Plan is an important tool for NG-CDF Committees' forward planning. It aligns constituency interventions with national and global development agenda including the Kenya Vision 2030 and Medium Term 111, the Government's Big Four Agenda, Sustainable Development

Vision: Equitable social-economic development countrywide



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Goals and the new government bottom up economic transformation agenda 2023-2027. It is in this light that Samburu West NG-CDF seeks to develop a five year strategic plan with clear set of strategic goals and operational objectives and activities needed to achieve the desired goal.

1.3 Objectives

The overall objective of this consultancy is to develop a five-year strategic plan to ensure that Samburu West NG-CDF fulfils its mandate.

1.4 Scope of Work

The scope of this work will include:

- 1) Hold inception meeting with the Samburu West NG-CDF to agree of the times lines and grey areas;
- 2) Review the previous strategic plan to identify key achievements and challenges;
- 3) Review the vision and mission based on Samburu West NG-CDF mandate;
- 4) Undertake stakeholder mapping and analysis;
- 5) Undertake a situation analysis of Samburu West NG-CDF operations to date;
- 6) 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;
- 7) Review the institutional capacity, organizational set-up, financial and administrative systems against the Samburu West NG-CDF



- mandate and the identified strategic objectives and key result areas; make recommendations, if any;
- 8) Propose a strategy for achieving the strategic objectives and key results;
 - 9) Develop a Results and Resources Framework for the plan period;
 - 10) Hold stakeholder meeting(s) to validate the draft Strategic Plan;
 - 11) Finalize Strategic plan and submit to Samburu West NG-CDF.

1.5 Key Personnel

The consulting assignment requires the following key personnel, whose CVs shall be included in the submitted technical proposal. Each expert position should be supported by copies of academic, professional certification and all documentary evidence required in the request for proposal.

The Lead Expert: Should possess at least at least a master's degree in a relevant field in the area of planning, public policy, humanities, development studies or any other related field. The ideal Consultant will have knowledge of and/or proven experience in:

- Strategic planning document preparation;
- Proved experience in strategic planning and management;



- Participatory approaches in conducting assessments and facilitating strategic planning processes
- Demonstrated experience in working with government partners and other stakeholders in public sector development programs especially in the area of capacity development;
- Be member of good standing in a professional body, if available and recognized in Kenya;
- • Has at least 10 years' experience delivering similar services in the public or private sectors;
- High level written and oral communications skills in English;
- Must be result-oriented, a team player, exhibiting high levels of tact and integrity;
- Demonstrate excellent interpersonal and professional skills in interacting with government and development partners;
- Skills in facilitation of stakeholder engagements/workshops;
- Evidence as demonstrated in the CV of having undertaken similar assignments;
- Experience in research, policy development, management, and programming-related work.

The assistant expert should have at least a Master's Degree in Strategic Management or related field from a recognized university with at least five years' experience in strategic planning in the public or private sector. Skills and Competencies required will include:

- Ability to work with minimal supervision;



- High level written and oral communications skills in English and Kiswahili;
- Must be result-oriented, a team player, exhibiting high levels of enthusiasm, tact, diplomacy and integrity;
- Demonstrate excellent interpersonal and professional skills in interacting with government and development partners;
- Skills in facilitation of stakeholder engagements/workshops;
- Evidence as demonstrated in the CV of having undertaken similar assignments;
- Experience in research, policy development, management and programming-related work.

1.6 Key Deliverables

The consultant shall ensure the following deliverables are met:

- Inception Report presented within seven days of signing the contract containing the implementation schedule and activities for the whole assignment and allocation of tasks for each key expert;
- Draft Strategic Plan including a results and resources framework to be submitted within 10 days of completion of data collection and field work;
- Presentation of the Draft Strategic Plan to stakeholders for input and revision of the plan considering the feedback from the stakeholders' consultations;
- Preparation and Submission of the Final Strategic Plan.



1.7 Duration

The Consultant is expected to carry out the assignment for a period of 2 (two) months, using an estimated level of effort by the consultant. The consultant is responsible for allocation of time effort for its proposed personnel.

1.8 Responsibilities of the Consultants

The Consultant shall be responsible for all his office and living accommodations, transportation, equipment, secretarial services, investigation, telephones, postage, and everything else necessary for the satisfactory execution and completion of the services.

1.9 Responsibilities of the Samburu West NG~CDF

The Consultant will report directly to the Fund Account Manager Samburu West. The NG-CDF will provide relevant documents necessary for the assignment including the previous strategic plan any other document requested by the Consultant. The Samburu West NG-CDF shall also be responsible of mobilising the CDF membership quick approval of the deliverables as appropriate.

2.0 Payment Schedule

The consultant shall be paid as follows:

- 40% of the contract price shall be paid upon submission and approval of the Inception Report;
- 60% of the contract price shall be paid upon submission and acceptance of the Final Strategic Plan.



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ELIGIBLE TENDERERS: RESTRICTED TENDER COVERAGE

Tender documents with detailed specifications and tendering conditions can be obtained from Samburu west NG CDF Office during the normal working hours upon payment of non-refundable fees of Kshs 1,000 in cash at sub county treasury as per set of documents.

Price quoted must be NET i.e. inclusive of all governments' taxes applicable and must remain valid for 90 days from the date of closing tender.

3.0 Submission of Application

Complete tender documents are to be enclosed in a plain sealed envelopes clearly marked with tender identification number and name to be deposited in the tender box provided at the main entrance of Samburu West NG-CDF and addressed to:

THE FUND ACCOUNT MANAGER,
NG-CDF SAMBURU WEST,
P.O Box 450-20600
MARALAL

Tender Closing Date and Time: Friday 17th October 2023 at 10.00 AM.

RECEIPT NO.....

SERIAL NO.....

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