



Likoni Community Development Programme (LICODEP)

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TERMS OF REFERENCE: Consultancy for Reviewing and Development of Strategic Plan 2018-2022

Background

The LICODEP is a Non-Governmental Organization with a network of youth groups, currently operating within Mombasa and Kwale County. Having been formally established in 2004 in Likoni to initiate action that promote the voice of the youth and women to address issues that affect them and the community at large by promoting education access to children, enhancing good governance through strengthening youth and women participation and representation in decision making process at the local levels in order to articulate their concerns ,enhancing access to affordable credit facilities to the youths for sustainable livelihoods and working collaboratively with other development actors for a just and sustainable human development. LICODEP’s primary role is to be a catalyst for collective action, to facilitate and support the communities and their institutions to address issues of common concern, and to strengthen and influence the participation of citizen (women and the youth) in the management of decentralize funds.

Purpose and objective

LICODEP seeksto recruit a consultant to provide technical, strategic direction and facilitate the development and renewal of strategic plan for the year 2018 - 2022. It should be responsive to the needs and Expectations of LICODEP and its stakeholders; and can build on previous success in its contribution

Description of Task

1. Plan and facilitate a two day workshop with LICODEP Staff, Board members and stakeholders to prioritize strategic directions.
2. Help identify prioritize for adjustment and redesign
3. Assess and analyze LICODEP environment
4. Conduct a desk review of other documents
5. Design resource mobilization plan for implementation of the strategic plan
6. Draft LICODEP strategic plan 2018-2022
7. Present draft strategic plan to LICODEP management and the board
8. Present the final and reviewed strategic plan to LICODEP leadership officially in a meeting (10 hard copies and 10 CDs) and all the materials used during the process.
9. Facilitate one day validation workshop and ensure a consensus is reached for the way forward

Deliverables

1. Inception report detailing issues, approach, methodology, process to be employed and work plan
2. Draft strategic plan and budget incorporating a strong monitoring and evaluation frame work
3. Final strategic plan and budget, including a viable implementation and risk management plan

Qualifications

A successful candidate must possess the following:-

1. Advance degree in Development studies
2. A minimum of 3 years' Experience in NGO sector as well as an experience in developing strategic plans
3. Excellent in writing, oral communication and presentation skills in English language.

Submission of proposals

The proposal shall be submitted as set forth below and confined its submission to those matters sufficient to define its scope to provide an adequate basis for LICODEP evaluation of the same. The award of the contract resulting will be based upon the most responsive consultant whose offer will be advantageous to LICODEP in terms of their ability and experience to undertake the assignment, cost and other factors specified in this request.

Management consultants are therefore invited to send in their technical and financial proposals by COB Friday 29th December 2017 through e-mail to the Director.