

TERMS OF REFERENCE – STRATEGIC PLANNING CONSULTANT

Job Type:	Consultancy – Short Term
Unit:	Governance and Management
Cluster/s:	Strategic Planning
Contract Period:	1 month (22 working days)
Location:	Nairobi
Reports To:	Executive Director
Supervises:	None
Application Deadline:	8 th September 2021.

1. BACKGROUND

Usawa Agenda (hereinafter “Usawa”) is a not-for-profit organization duly registered and working in Kenya, with a vision of a Kenya where all children have equitable access to quality learning opportunities. This is a vision that Usawa, previously existing as Uwezo program, has pursued since its inception 12 years ago.

The name ‘Usawa’ is Swahili for ‘Equity’ and it underlies the strong belief that we can make it possible for ALL children to access and benefit from quality education. We work in all the 47 counties of Kenya, with a vision of a world where all children have equitable access to quality learning opportunities.

Our mission is to promote equitable access to quality learning opportunities for ALL children in Kenya. We do this through research, innovation and engagements with stakeholders at multiple levels.

Usawa is organized around three core departments: Research and Evidence, Learning and Strategy and Communication and Engagement. These core departments are supported by Usawa’s Operations, Finance, and Governance Departments. For more information, see www.usawaagenda.org.

2. PURPOSE

Usawa is looking for a consultant to provide technical support in the drafting of a comprehensive Strategic Plan for the period 2022-2024.

The overall objective of this assignment is to support the development of a Strategic Plan that will:

- (i) Ensure Usawa effectively and efficiently fulfils its mission; and
- (ii) Serve as a resource mobilization tool.

With Usawa having already covered considerable groundwork in drafting its 2022-2024 Strategy, the consultant will be responsible for assessing the effectiveness of the interim Strategic Plan, and providing insight on how it can be improved to enhance delivery around planned activities, proposed budgets, and monitoring plans.

3. SCOPE OF WORK

Reporting to the Executive Director, and working under the guidance of the Fundraising, Strategy and Planning Committee, the consultant will undertake the following responsibilities:

- a) Critically review Usawa's interim strategic plan and identify critical issues, gaps, and opportunities with respect to its implementation;
- b) Lead consultative meetings with the Executive Director and the Fundraising, Strategy and Planning Committee to define/refine focus areas and action plans;
- c) Facilitate Strategy development workshops to validate the interim Strategic Plan;
- d) Support the design and development of a sound Monitoring, Evaluation and Learning (MEL) Plan to ensure effective implementation of the Strategic Plan;
- e) Present the draft strategy to the staff, board members and founders of Usawa to elicit their inputs; and
- f) Finalize the Strategic Plan for presentation to and endorsement by the Board of Directors.

4. REQUIREMENTS

Academic Qualifications:

- A postgraduate degree in strategic planning, economics, education, business administration, development studies, or other related fields.

Professional Experience:

- Minimum 5 years' professional experience in facilitating strategic planning processes, and formulating strategic plans;
- Minimum 3 years' relevant experience in developing MEL plans;
- Demonstrable experience in implementing strategic plans and change management;
- Conducting similar work for not-for-profit organizations/NGO's, and experience with donor relations an added advantage.

Skills and Competencies

- Excellent communication and group facilitation skills;
- Strong analytical, organizational and reporting skills;
- Ability to work efficiently and adhere to strict deadlines, while working independently or with minimum supervision.
- Results oriented and team player.

5. CONDITIONS

- Unless otherwise agreed by Usawa, the consultant will use his/her own office resources and materials in the execution of this assignment;
- Remuneration will be agreed on based on the Consultant's experience and qualifications;



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- Remuneration will be paid contingent on the successful completion of the assigned tasks, and Usawa's satisfaction with the same.
- Usawa reserves the right to withhold all or a portion of the remuneration if performance is deemed unsatisfactory.
- Usawa reserves the right to modify these terms of reference at any time.
- All materials developed will remain the copyright of Usawa Agenda.

6. INSTRUCTIONS FOR APPLICATION

To apply, please submit the following in MS Word or PDF formats to ed@usawaagenda.org, and copy to bonyango@usawaagenda.org.

- Cover letter, explaining your interests/motivations to work for Usawa Agenda;
- Current CV (maximum 4 pages);
- Technical and financial proposal (4 pages maximum);
- Two samples of previous work (Strategic Plan and MEL Plan);
- Names and contact details of 3 referees

Deadline for applications: 5:00 PM, Wednesday, 8th September 2021.

ONLY shortlisted candidates will be contacted.