TERMS OF REFERENCE

CONSULTANCY TO DEVELOP A STRATEGIC PLAN FOR MACHAKOS COUNTY CIVIL SOCIETY NETWORK

1. Background
The Machakos County CSOs Network (MCCN) was established in April 2014. The CSO Network was established for the purpose of forming a platform for enhancing dialogues within the Civil Society Organizations (CSOs), the County Government, and other Stakeholders towards achieving effective service delivery which is responsive to the needs of Citizens of Machakos County. The Network is run by a Steering Committee and has a membership of 27 active organizations including NGOs, FBOs, CBOs, Foundations, Trusts, and Societies which are actively involved in public benefit work in Machakos County.

The Network acknowledges the need to promote new and sustained multi-stakeholder dialogues in the County on devolution, accountability, Human Rights, governance and budgeting issues informed by research and inclusive of a wide variety of voices. It also recognizes that the vibrancy, increased voice and action within the CSO sector is key to promoting and enhancing an informed citizenry towards citizen centered County development.

The Network is in the process of producing its first Strategic Plan to guide its operations in the county after securing funding from USAID through AHADI and are currently holding discussions on the current draft. However, the Network requires technical support to finalize the Plan and are now seeking services of a competent consultant to work with them to finalize the process. The consultant will be required for minimal number of days.

2. Objectives
The overall objective of this consultancy is to develop a 3 year Strategic Plan to ensure that MCCN fulfils its mandate.

3. Scope of Work
The scope of work for the Consultant will include but not be limited to:
   a) Review the current MCCN’s draft Strategic Plan;
   b) Undertake stakeholder’s consultation with MCCN Executive Committee;
   c) Undertake a situation analysis of MCCN operations to date;
d) 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;

e) Review the institutional capacity, organizational set-up, financial and administrative systems against the MCCN mandate and the identified strategic objectives and key result areas; and make recommendations, if any;

f) Propose a strategy for achieving the strategic objectives and key results;

g) Develop a Results and Resources Framework for the plan period;

h) Hold stakeholder meeting(s) to validate the draft Strategic Plan;

i) Finalize Strategic plan and submit to MCCN.

4. Deliverables
   i. A 3-year Strategic Plan including a results and resources framework
   ii. Report on the process including stakeholder consultations and workshops

5. Time Span
   This assignment is expected to be carried out for a period of 7 days spread over a period of one month as indicated in the table below

<table>
<thead>
<tr>
<th>Activity</th>
<th>Duration</th>
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<tbody>
<tr>
<td>Review of existing CSO network material</td>
<td>1 day</td>
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<tr>
<td>Meeting with the network leadership</td>
<td>½ day</td>
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<tr>
<td>Consolidation of findings and report writing</td>
<td>3 days</td>
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<tr>
<td>Validation meeting</td>
<td>1 day</td>
</tr>
<tr>
<td>Final report</td>
<td>1½ days</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>7 days</strong></td>
</tr>
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6. Institutional Arrangements
   The Consultant will report directly to the Chairperson of the MCCN and the Executive Committee who will provide relevant background documents and organize necessary meetings for the assignment. The MCCN shall be responsible for the coordination of meetings and other activities under the Consultancy. PEN Project Officer will provide oversight and technical support to the team.

7. Expertise

   a) Academic Qualifications
      At least a bachelor’s degree in a relevant field in the area of planning, public policy, development studies or community development. A good understanding of Civic Space and Civil Society work in Machakos County will be relevant for this assignment.

   b) Experience
      i. At least five years professional experience in strategic planning and management
      ii. Prior working experience with Civil Society organizations
      iii. Demonstrated experience in working with government partners and other stakeholders in civil society sector development programs especially in the area of capacity development

   c) Skills and Competencies:
i. Ability to work with minimal supervision;
ii. High level written and oral communications skills in English and Kiswahili;
iii. Must be result-oriented, a team player, exhibiting high levels of enthusiasm, tact, diplomacy and integrity;
iv. Skills in facilitation of stakeholder engagements/workshops;
v. Evidence of having undertaken similar assignments;
vi. Experience in research, policy development, management and programming-related work.

8. Application process.
Interested and qualified candidates should submit their applications which should include the following:
   1. Detailed Curriculum Vitae
   2. Proposal for implementing the assignment

Please quote “Strategic Plan – Machakos County CSO Network” on the subject line.

Applications should be emailed to info@penkenya.org so as to reach us not later than Friday, January 18 2018 at 5.00 pm (EAT).