



TERMS OF REFERENCE

CONSULTANCY TO DEVELOP A STRATEGIC PLAN FOR THE SUSTAINABLE ENERGY ACCESS FORUM KENYA (SEAF-K)

1. Background

The Sustainable Energy Access Forum is a national network of CSOs, development partners, individuals, vendors, advocating for access and use of clean, affordable and modern energy services and products. SEAF-K delivers her mandate through four thematic working groups which include Research and Development, Membership Outreach and Capacity Building, Information and Communication, and Governance.

SEAF-K project aims to address the limited level of multi-stakeholder engagement by using a holistic approach that brings together all the stakeholders in the energy sector and to provide a platform for addressing the various challenges encountered in the sector. SEAF-K believes that once sustainable energy solutions are provided with a joint thrust through sufficient policy, financial, technological and institutional support frameworks, Kenya can secure a sustainable pathway towards access to modern energy services for all.

2. Objectives

The overall objective of this consultancy is to develop a Five year Strategic Plan to ensure that SEAF-K fulfils her mandate.

. Scope of Work

The scope of work for the Consultant will include but not be limited to:

- a) Review the vision and mission based on SEAF-K's mandate

- b) Undertake stakeholder mapping and analysis
- c) Undertake a situation analysis of SEAF-K's 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 SEAF-K's 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 SEAF-K.

Duration of the assignment

The duration for the consultancy shall involve 10 working days a week spread through 3 weeks. This would involve data collection, interviews with members of the Steering committee as well as relevant stakeholders in the energy space.

The consultant;

- Shall arrange for 1 day inception/planning meeting with the steering committee, to review and gain understanding of the objective of the assignment, the TOR and desired outcomes
- Will be required to make a presentation of the work plan and budget for the period of consultancy.
- Shall from time to time report to the steering committee on the progress made through emails and virtual meetings.

4. Deliverables

- ❖ A Five-year strategic plan including a results and resources framework
- ❖ Report on the process including stakeholder consultations and workshops

5. Time Span

This assignment is expected to be carried out for a period of 20 man-days

6. Institutional Arrangements

The Consultant will report directly to the Chairman of SEAF-K and the Steering committee. SEAF-K Secretariat will provide relevant background documents necessary for the assignment including, the current strategic plan and membership guidelines .KCCWG (host organization) shall be responsible for the coordination of meetings and other activities under the Consultancy.

7. Expertise

a) Academic Qualifications

At least a master's degree in a relevant field in the area of planning, public policy, development studies and

b) Experience

- At least five years professional experience in strategic planning and management
- Prior working experience handling similar assignments
- Demonstrated experience in working with government partners and other stakeholders in public sector development programs especially in the area of capacity development

c) Skills and Competencies:

- 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 of having undertaken similar assignments
- Experience in research, policy development, management and programming-related work.

8. Terms and conditions

The consultant shall be expected to work from his/her location during the assignment period but be in close consultation with the KCCWG project team, SEAF-K Coordinator and SC while keeping to agreed delivery schedule. The consultant shall be paid through disbursements as follows;

Activity item	Payment disbursed
Signing of assignment agreement	50%
Submission of mid-term report	30%
Submission and approval of final report	20%

9. How to apply

Potential consultant(s) who meet the requirements should feel free to submit the following;

- i. Cover letter addressed to;

Projects officer,

Kenya Climate Change Working Group,

P.O Box 61912-00200, Nairobi.

- ii. Expression of interest with a well-defined Technical and financial proposal for the task
- iii. A sample of previous relevant assignment of similar nature undertaken not more than years ago

All of the above documents should be submitted to recruitments@kccwg.org latest by 19th August 2020 Mid-night EAT.

SEAF-K is an equal employer. Persons with disabilities, women, and the youth are highly encouraged to apply.

Contact:

We are hosted at KCCWG's offices located along Dunga Road, in South B,

P.O BOX 61912-00200 Nairobi, Kenya

Tel: 079840010

Email: recruitments@kccwg.org

Website: www.kccwg.org