



Our ref: GUMZO/VACANCY /2020

## **TERMS OF REFERENCE – STRATEGIC PLANNING CONSULTANT**

---

<b>Job Type:</b>	Consultancy – Short Term
<b>Unit:</b>	Governance and Management
<b>Cluster/s:</b>	Strategic Planning
<b>Contract Period:</b>	1 month (22 working days)
<b>Location:</b>	BUNGOMA
<b>Reports To:</b>	DIRECTOR PROGRAMS
<b>Supervises:</b>	None
<b>Application Deadline:</b>	27 <sup>th</sup> DECEMBER 2021.

### **1. BACKGROUND**

GUMZO youth group is composed of sexual and gender minority persons (SOGIE), registered in 2018 operating in Bungoma and Transzoia counties, we aim to help and champion for our members access to vital health care and empower them economically through income generating activities, Gumzo hopes to push for a healthier and safe society where the SOGIE persons human right are dignified and

The name 'GUMZO' is Swahili for A Chat its emphasis the need to dialogue and understand that we can appreciate diversity and that all persons are human with human rights regardless to their gender identity, expression, race etc

GUMZO thematic focus are health ,security advocacy and empowerment

### **2. PURPOSE**

GUMZO 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 GUMZO effectively and efficiently fulfills its mission; and
- (ii) Serve as a resource mobilization tool.

the consultant will be responsible for organizational capacity assessment, 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**

The consultant will undertake the following responsibilities:

- a) Critically Assess our organizational capacity, 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 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 GUMZO 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 GUMZO, the consultant will use his/her own officer resources and materials in the execution of this assignment;
- Remuneration will be agreed on based on the Consultant's experience and qualifications;



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

## 6. INSTRUCTIONS FOR APPLICATION

To apply, please submit the following in MS Word or PDF formats to [gumzoyouth@gmail.com](mailto:gumzoyouth@gmail.com), and copy to [\\_watwatihagin@gmail.com](mailto:watwatihagin@gmail.com).

- Cover letter, explaining your interests/motivations to work for GUMZO 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, MONDAY, 27<sup>th</sup> December 2021.

**ONLY** shortlisted candidates will be contacted.