



Terms of Reference (TORs) for Consultancy services to develop the Strategic Plan of the Lake Region Economic Bloc (LREB): 2019 – 2024

REFERENCE NUMBER: TIK/LREB/001/2019

PROJECT TITLE: CONSULTANCY SERVICES TO DEVELOP THE STRATEGIC PLAN OF THE LAKE REGION ECONOMIC BLOC (LREB): 2019 - 2024

DEVELOPMENT PERIOD: 30 Working Days

LOCATION: Kisumu

DEADLINE FOR SUBMISSION: 16TH April, 2019

1.0 Introduction

Lake Region Economic Bloc is an organization solely formed and managed by counties around the Lake Victoria Basin. These organization was borne out of the necessity to address common challenges facing the counties that form the bloc. These counties include; Bomet, Bungoma, Busia, Homabay, Kakamega, Kisii, Kisumu, Migori, Nyamira, Trans Nzoia, Siaya and Vihiga.

ABOUT TI-KENYA

Transparency International Kenya (TI-Kenya) was founded in 1999 with the aim of developing a transparent and corruption-free society through good governance and social justice initiatives. TI-Kenya is one of the autonomous chapters of the global Transparency International movement that are all bound by a common vision of a corruption-free world. TI-Kenya's vision is "A corruption-free Kenya."

TI-Kenya is in partnership with LREB in the development of the strategic plan.

2.0 Objectives of the Lake Region Economic Blueprint

The broad objective of the Lake Region Economic Blueprint is to leverage economies of scale in the region, including shared resources such as Lake Victoria, in order to improve the livelihoods of the peoples of these counties. The counties further resolved to focus on ten key intervention areas as follows:

A. Productive Sectors

1. Agriculture
2. Trade and Industrialization
3. Tourism;

B. Social Sectors

4. Education
5. Health
6. Women, Youths, PWDs and Minorities
7. Water, Environment and Climate change;

C. Enablers

8. ICT
9. Financial Services
10. Infrastructure.

3.0 Working Vision and Mission

The following vision and mission currently guide the bloc

Vision: To be a world-class bloc in promotion of sustainable, equitable socio-economic development for a better life

Mission: To achieve sustainable development through coordination, promotion, resource mobilization, innovation and enhancement of equitable economic integration in the lake region.

LREB is therefore seeking the services of a qualified firm/consultant (s) to develop an inaugural strategic plan.

4.0 Objective

The overall objective of this consultancy is to develop a 5-year Strategic Plan for the Lake Region Economic Bloc (LREB) for the period 2019-2023.

The firm/ consultant (s) shall be guided by the following scope of work and specific terms of reference.

5.0 Scope of Work

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

- a) Prepare resource materials/tools for presentation to the summit and the council.
- b) Undertake stakeholder mapping and analysis for LREB;
- c) Generate proposals for institutional capacity development, organizational set-up, financial and administrative systems for LREB based on its mandate;
- d) Propose a strategy for achieving the strategic objectives and key results;
- e) Develop a Results and Resources Framework for the 5-year plan period;
- f) Hold stakeholder meeting(s) to validate the draft Strategic Plan;
- g) Finalize the Strategic Plan and submit to the LREB Secretariat.

6.0 Specific Deliverables of the consultancy

1. A five-year strategic plan (2019 – 2023), including a results and resources framework;
2. Review of organizational documents, relating to the structure, history, activities and programmes of the member counties to identify current status of the organization.
3. Identify and review all relevant documents and materials from LREB and other relevant documents on regional economic blocs to identify areas that LREB can engage in to achieve its vision and mission.
4. Consultations with LREB secretariat and the member counties, and other relevant stakeholders, either by in-person interview or phone-interviews to identify current status, future challenges and individual recommendations
5. Undertake a detailed environment scan by use of relevant tools including but not limited to SWOT and PESTEL analysis with a view to clearly identifying

the bloc's current situation, futuristic scenarios and relevant interventions for achieving its vision and mission.

6. Develop a clear vision and mission and align the same to the bloc's goals and objectives.
7. Develop specific strategic interventions for the achievement of the blocs goals and objectives
8. Develop a clear implementation plan with clear smart deliverables aligned to the objectives
9. Present drafts of the Strategic Plan to LREB staff and the members for review.
10. Make a presentation to stakeholders for feedback
11. Present a final strategic plan in a format that shall be agreed between the company/consultant (s) and LREB.

7.0 Expected Results

The consultant/firm is expected to produce

- Prepare and deliver interview tools and schedules.
- Prepare documentation review tools
- Conduct interview schedule/ stakeholder meetings.
- Conduct an analysis and prepare a report.
- Publish and present agreed Documents.

The Organization will be responsible for;

- Sourcing for the consultant.
- Mobilizing stakeholders for the meetings and interviews.
- Availing the documents for reviews
- Validation processes.
- Providing resources for the strategic plan, development, review and production.

8.0 Duration of the Consultancy

The assignment must be completed in maximum thirty (30) working days;

9.0 Required Expertise

The Consultant/Firm must have:

- Previous experience in strategic planning for the Public Sector;
- Knowledge and practical experience in working with County Governments;
- At least a master's degree in a relevant field in the area of planning, public policy, development studies
- Excellent analytical and report writing skills.
- Skills in facilitation of stakeholder engagements/workshops;
- Evidence of having undertaken similar assignments;
- Experience in research, policy development, management and programming-related work.

10.0 Reporting Channels

The consultant(s)/ firm will report to the Head of the LREB Secretariat, who will transmit reports to the Summit and Council.

11.0 Submission of Proposal

The deadline for submission of expressions of interest (technical and financial proposal) is 16th April, 2019. Applications should be sent by email to procurement@tikenya.org

Please indicate “**TIK/LREB/001/2019– Strategic Plan**” in the subject line of your email application

The proposal should clearly indicate;

- The understanding of the ToR;
- Proposed methodology and work schedule;
- Proposed Budget, including cost of the consultative and validation activities;
- A profile of the firm including full names(s), physical addresses, telephone numbers;
- 2 page CVs of consultants who will undertake the assignment.