TERMS OF REFERENCE

CONSULTANCY TO DEVELOP A STRATEGIC PLAN FOR THE TRANSITION AUTHORITY

1. Background

The Transition Authority (TA) is a statutory body with a constitutional mandate of facilitating and coordinating the transition to the devolved system of government in Kenya pursuant to the provisions of the Transition to Devolved Government Act 2012, and section 15 of the Sixth Schedule to the Constitution of Kenya, 2012. Its mandate is to “facilitate the realization of a devolved system of government through effective and efficient coordination of the transition process.”

The Authority’s mandate will be implemented in two phases: phase one -July 2012 – 4th of March 2013 and phase two 5th March 2013 -2016. The phase one of the Authority has been guided by a TA roadmap for the period July 2012 to June 2013. The TA is expected to prepare a three year strategic plan 2013-2016 which sets the long term direction for the implementation of its mandate in phase 2.

2. Objectives

The overall objective of this consultancy is to develop a three year Strategic Plan to ensure that TA fulfils its mandate.

3. 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 TA mandate;
b) Undertake stakeholder mapping and analysis;
c) Undertake a situation analysis of TA 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 TA 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 TA.

4. Deliverables

- A three-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 **30 man-days**

6. Institutional Arrangements

The Consultant will report directly to the Chief Executive Officer/Secretary of the Transition Authority. TA will provide relevant background documents necessary for the assignment including, the Laws on Devolution, the TA Road Map, TA quarterly reports, the M&E framework and the draft communication strategy. The TA 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 on decentralization issues is an added advantage
- 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. Application process.

Interested and qualified candidates should submit their applications which should include the following:

1. UNDP Personal History Form (P11)
2. Detailed Curriculum Vitae
3. Proposal for implementing the assignment

Please quote “Strategic Plan – Transition Authority” on the subject line.

Applications should be emailed to consultants.ken@undp.org to reach us not later than Thursday, 27 June 2013 at 4.00 P.M Kenya Time.