

REPUBLIC OF KENYA



COUNTY GOVERNMENT OF SIAYA

**REQUEST FOR EXPRESSION OF INTEREST (EOI)
CGS/SCM/OT/2014/2015(004)**

FOR

**CONSULTANCY DEVELOPMENT AND PRODUCTION OF
EDUCATION SECTOR STRATEGIC PLAN**

January, 2015

TERMS OF REFERENCE

1. Introduction

As part of its strategic plan, the County Government of Siaya has recognised the need to revamp the Education Sector in the areas of Early Childhood, Youth, Polytechnics Culture and Sports, Gender and Social Services. The County has consequently committed to develop a three year strategic plan. This plan should be in line with the Basic Education Act, sessional paper no. 14 of 2012 and the County Integrated development plan. The following are the investment priority areas:

1. Construction of Model ECD centres
2. Construction of workshops and Computer Laboratories in Youth polytechnics
3. Establishment of a center of Excellence modelling Starehe Girls Centre
4. Development of a Youth Talent Academy
5. Enhance provision of Quality Education for competitive
6. Organize Education Investors Conference
7. Establishment of resource centres.
8. Establishment of a mobile Library.

Scope and Focus of the assignment

- (a) Improve access to reflect the County population by age
- (b) Ensure equity by reducing the current gender disparities.
- (c) Enhance learning outcomes by ensuring progression and internal efficiency.
- (d) Development of conducive learning environment by providing well furnished classrooms.
- (e) Procure, supply, storage and correct utilization of learning materials
- (f) Improved teacher's pupil ratio
- (g) Provision of relevant sports equipments and uniforms
- (h) Establish a revolving fund of model the higher education loans board
- (i) Provide scholarships to bright and needy students.
- (j) Gender mainstreaming.
- (k) Disability mainstreaming

Purpose and Objective

The purpose of this assignment is for a consultant to conduct background assessments and facilitate the development of a strategic plan for the period 2015 – 2017.

Specific Objective

- Assess and analyze the County Internal Environment
- Assess and analyze the County's external environment and stakeholders.
- Synthesis of result and identify strategic opportunities.
- Plan and facilitate a workshop with stakeholders
- Support the executive member in designing appropriate metrics using the theory of change model and/or organization balanced scorecard to best align with identified strategic priorities.
- Draft and finalize strategic plan

The ideal Consultant will have knowledge of and/or proven expertise in;

- Good understanding of Siaya County Education system
- Participatory approaches in conducting assessment and facilitating strategic planning process.
- Familiarity with the theory of change and building organizational balanced scorecards.
- Strategic planning document preparation.

Process/Methodology

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Process /Methodology

- The Consultant should carry out a rapid assessment to establishment the current status.
- Review of key documents and analysis of the same to identify gaps across sub sectors.

Time Schedule

The Consultant shall carry out and complete the consulting assignment within a period of two months.

Consultant Fee Proposal

The Consultant shall offer a grand total fee for the services in accordance with the Terms of Reference. The fee shall be inclusive of all administrative, professional and technical staff costs, expenses, profit and taxes in the consultant's home country and taxes payable by the consultant's staff in Kenya.

The Consultant shall propose a mode of payment, based on delivery milestones.

REQUIRMENTS FOR ELIGIBLITY

This assignment is open to consulting firms who meet the following requirements:

- i) Detailed firm profile
- ii) Certificate of registration/incorporation;
- iii) Valid Tax compliance certificate
- iv) Names and detailed Curriculum vitae of key assignment staff and at least five years post qualification experience and a list of other staff who will participate in the assignment and their qualifications;
- v) Provide two letters of reference from major clients for whom similar assignments have been undertaken;
- vi) List and contact details of organizations for which similar consultancies have been undertaken over the last 4 years.
- vii) Demonstrate understanding of the assignment by submitting a brief approach.
- viii) Submit copy of the last audited accounts.

Letters of expression of interest are to be enclosed in plain sealed envelopes, clearly marked “Expression of Interest for Consultancy services for No. **CGS/SCM/EOI/2014/2015(004) Development and Production of Education Sector Strategic Plan** and be deposited in the tender box provided at the Main entrance of **ALEGO USONGA SUB COUNTY OFFICES** and be addressed to

**THE COUNTY SECRETARY
COUNTY GOVERNMENT OF SIAYA
P.O. BOX 803-40600
SIAYA**

So as to reach on or before 11th February, 2015

Applications will be opened immediately thereafter in the presence of the Tenderers representative who choose to attend at the Alego Usonga Sub County offices.

COUNTY SECRETARY
COUNTY GOVERNMENT OF SIAYA