



## **Consultancy to develop a Strategic Plan and Advocacy Strategy for The Kenya Climate Change Working Group (KCCWG)**

**Project Title: Strengthening KCCWG's Institutional systems towards effective Climate change Advocacy at all levels**

### **TERMS OF REFERENCE**

#### **1. Institutional Background**

The Kenya Climate Change Working Group is the leading national membership network of civil society organizations uniting voices and actions on climate change and nexus issues with the aim of creating synergies in response to the impacts and the underlying issues. The establishment of KCCWG in 2009 was a deliberate decision by CSOs and development partners in Kenya who at that time were disjointed in pursuing the climate change advocacy agenda at national and global levels hence the need to synergize the efforts. The network is comprised of over 400 agencies working on climate change and nexus issues drawn from different sectors and levels.

KCCWG's mandate is to empower, coordinate, and represent CSOs' in collaborative advocacy action (s) on climate change matters in Kenya and beyond and to influence legal and regulatory frameworks at all levels towards asserting a climate resilient development pathway. Upon formation, KCCWG organized her work around thematic groups, which reflect the socio economic sectors of Kenya, and draws background from some of the UNFCCC pillars. The network has successfully influenced policy at international, national, and county government levels through the

county networks, representation in different task forces, county environment committees as well as through observer status to the UNFCCC, GCF and UNEP.

## **2. Project background**

The USAID funded project seeks to enhance the Capacity of KCCWG to effectively support Kenyan CSOs to participate meaningfully in the National and International climate change policy engagements while influencing development of climate change sensitive policies at National and County levels. Being in the first year of implementation, the project seeks to strengthen institutional capacity through among others supporting the review of the previous strategic plan and supporting the development a strategic plan for the next five years as well as support the development of KCCWG's Advocacy strategy.

## **3. Objectives of the Assignment(s)**

- a) To review previous KCCWG Strategic Plan 2014 – 2018 and develop a new Strategic plan for 2020 – 2024.
- b) To develop an advocacy strategy for KCCWG to effectively deliver on her advocacy mandate and leverage on available networks

## **4. Conditions**

The applicant to undertake the two separate assignments must be a **verifiable consortium of consultants** comprising of experienced experts with multi-disciplinary dimensions.

## **5. Scope of Work**

The scope of work for the Consortium of Consultants for the assignments will include but not limited to:

### ***1) Strategic plan***

- a) Review the vision and mission based on KCCWG's mandate
- b) Undertake stakeholder mapping and analysis
- c) Undertake a situation analysis of KCCWG'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 KCCWG'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 Framework for the Strategic plan period
- h) Hold stakeholder meeting(s) to validate the draft Strategic Plan
- i) Finalize Strategic plan and submit to KCCWG.

## **2. Advocacy Strategy**

- a) Define the problem statement
- b) Design a shared advocacy vision and mission statement for the strategy
- c) Define tangible advocacy goal and objectives of the strategy
- d) Conduct a gap analysis and stakeholder mapping
- e) Conduct a SWOT analysis; Identify niche areas
- f) Map out advocacy needs and resources
- g) Craft key advocacy messages for different audiences
- h) Develop an implementation plan
- i) Develop a Monitoring, evaluation and learning plan for the strategy
- j) Hold stakeholder meeting(s) with members to validate the draft advocacy strategy
- k) Finalize the Advocacy strategy and submit to KCCWG

## **6. Duration of the assignment**

This assignment is expected to be carried out for a period of 20 man-days spread across 7 Weeks following the signing of the contractual agreement. A virtual inception meeting with KCCWG will be held to have an understanding of the expected deliverables. The Consultant shall from time to time report to the Coordinator KCCWG on the progress made through emails, online meetings and phone calls. The Consultant shall share the draft advocacy strategy and strategic plan with the project team for internal validation by 31/1/2021.

The consultant;

- Shall arrange for 1day 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 Secretariat on the progress made through emails and virtual meetings.

## **7. Deliverables**

- ❖ A Five-year strategic plan including a results and resources framework
- ❖ An advocacy strategy for KCCWG
- ❖ Reports on the processes undertaken for the two separate documents including stakeholder engagements

## **8. Expertise**

### a) Academic Qualifications

At least a Masters degree in a relevant field in the area of planning, public policy, development studies, project management and natural resources management.

### b) Experience

- At least 10 years professional experience in strategic planning and management
- Prior working experience handling similar assignments
- Management of NGOs/CSOs, in particular those involved in advocacy work
- Policy lobbying and advocacy by CSOs and networks at different levels
- Planning and strategy development for CSOs and advocacy engagements

### 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
- Good understanding of international processes in regards to climate change and advocacy for sustainable development
- Ability to work efficiently and deliver on committed outputs under the assignment within agreed timelines and deadlines.

### **9. Remuneration**

The consultant shall be expected to work in close consultation with the KCCWG Secretariat while keeping to agreed delivery schedule. The consultant shall be paid through disbursements as follows;

Activity item	Payment disbursed
Signing of assignment agreement	40%
Remittance of Withholding tax	5%
Submission of second drafts for validation	30
Submission and approval of final report	25%

## **10. How to apply**

Potential Consortium of consultant(s) who meet the requirements are required to submit the following;

- i. Cover letter addressed to;

The Coordinator,

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 two tasks
- iii. A sample of previous relevant assignments undertaken not more than 3 years ago
- iv. Detailed curriculum vitae demonstrating relevant experience to the assignment

All of the above documents should be submitted to [recruitments@kccwg.org](mailto:recruitments@kccwg.org) latest by 30<sup>th</sup> November, 2020 Mid-night EAT.

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

### **Contact:**

We are based at National Water Harvesting and Storage Authority located along Dunga Road, in South B,

P.O BOX 61912-00200 Nairobi, Kenya

Tel: 079840010

Email:[recruitments@kccwg.org](mailto:recruitments@kccwg.org) ;Website: [www.kccwg.org](http://www.kccwg.org)