



TOM MBOYA UNIVERSITY
(KNOWLEDGE FOR SUSTAINABLE INNOVATION ENTERPRISE)

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HOMA-BAY

**EXPRESSION OF INTEREST FOR PROVISION OF
CONSULTANCY SERVICES FOR THE DEVELOPMENT OF A
STRATEGIC PLAN FOR TOM MBOYA UNIVERSITY**

TENDER NO: TMU/EOI/01/2023-2024

CLIENT:

THE VICE CHANCELLOR,
TOM MBOYA UNIVERSITY,
P. O BOX 199 – 40300,
HOMA-BAY

CLOSING DATE: FRIDAY 14TH NOVEMBER, 2023

CLOSING TIME: 10:00 A.M.

Background

Tom Mboya University (TMU) was established through Legal Notice No. 55 in the Kenya Gazette Supplement No 45 of 8th April 2016 and operated as a Constituent College of Maseno University until award of Charter on 2nd August, 2022 as a Public University situated in Homa Bay County. The Mandate of Tom Mboya University is to teach, train, carry out research and disseminate knowledge for the greatest benefit and wellbeing of society and by law provide for all the functions and objects of a university as provided under the Universities Act 2012.

The University recognizes the need to develop a Five-Year Strategic Plan, 2023-2028 in line with the guidelines on preparation of the 5th Generation of Strategic Plans issued by the National Treasury and Planning, State Department for Planning to reaffirm commitment to its Vision and Mission.

Purpose of the Consultancy:

The main aim of the consultancy service is to develop a Strategic Plan 2023 – 2028 for Tom Mboya University. In developing the Strategic Plan, the consultancy shall align the Plan with the Revised Guidelines for Preparation of the Fifth-Generation Strategic Plans for Ministries, Agencies, Counties, Constitutional Commissions and Independent Offices issued by the State Department for Economic Planning in June 2023. The consultancy shall further re-view elements of the 2018-2023 Strategic Plan and take into account process ownership and stakeholder engagement as stipulated in the Statutory Instruments Act, 2025. The substantive outcome of the consultancy will be a five-year Strategic Plan for the period 2023-2028.

The consultant is also expected to conduct a Summative Evaluation of the Tom Mboya University Strategic plan 2018-2023. The Summative evaluation should address the effectiveness in implementation of the TMUC strategic plan 2018-2023 with examination of issues, challenges and limitations faced so as to facilitate learning from experience into the future and preparation for the next strategic plan. In particular it is expected that the summative evaluation will highlight the extent of attainment in the strategic objectives, key result areas, the specific performance targets; the challenges faced; any attendant and extraneous factors that hindered the achievement of the set targets during implementation of the strategic plan and any critical lessons of experience learnt.

In particular and given that this was the first strategic plan the summative evaluation will be grounded on a learning principle whereby the consultants will facilitate the inclusive participation, involvement and engagement of the leadership, management team and key stakeholders of the University to help all understand and gain knowledge on how issues were addressed or should have been addressed in the future for the purpose of improving future performance.

Scope of Work:

The preparation of the Strategic Plan shall abide with the steps and structured along the eight (8) chapters outlined in the Revised Guidelines for Preparation of the Fifth-Generation Strategic Plans for Ministries, Agencies, Counties, Constitutional Commissions and Independent Offices. The consultant will be expected to draw from best practices on governmental strategic planning.

Specific Tasks:

In the development of the TMU Strategic Plan 2023-2028, the Consultant is expected to:

- i. Develop a roadmap and/or action plan for the development of the Plan;
- ii. Develop a strategic framework for developing the Strategic Plan in line with Step Two (2) of section two (2) of the Revised Guidelines;
- iii. Undertake a desk review of documents relevant to an understanding of the mandate, legal framework and context of the University and the current state of the education sector in Kenya;
- iv. Review and guide TMU in clearly defining the TMU Vision, Mission, Core Values, Strategic Areas and Objective that reflects the University's mandate;
- v. Undertake a thorough analysis of TMU's internal and external environment, including strengths, weaknesses, opportunities, and threats;
- vi. Undertake a comprehensive stakeholder analysis;
- vii. Identify strategic issues emerging out of the situational and stakeholder analyses;
- viii. Develop specific, measurable, achievable, relevant, and time bound (SMART) goals and objectives aligned with the vision and mission;
- ix. Develop strategic initiatives and action plans to achieve the established goals and objectives that are aligned with Kenya's Vision 2030, MTP IV and the Bottom-up Economic Transformation Agenda "BETA";
- x. Develop an implementation and coordination framework for the Strategic Plan including a comprehensive Risk Management Framework;
- xi. Identify resource requirements and mobilization strategies for effective implementation of the Strategic Plan;
- xii. Establishing clear responsibilities, timelines, and performance indicators to monitor progress.

- xiii. Establish a monitoring and evaluation framework to track progress, measure performance, and assess the impact of the strategic plan;
- xiv. Develop a communication strategy to effectively communicate the strategic plan to internal and external stakeholders;
- xv. Prepare a comprehensive and well-structured strategic plan document that incorporates all the elements mentioned above. The document should be clear, concise and visually appealing.

Deliverables and Timelines

The consultancy shall be for a period not more than three (3) months and as per the deliverables and timelines below.

S/No	Deliverables	Description	Timeline
1	Inception Report	Present a work-plan that outlines the scope, objectives, timelines, and key stakeholders that will be involved in the strategic planning process	2 weeks
2	Draft Strategic Plan	Present a draft strategic plan to internal and external stakeholders for validation	4 weeks
3	Validated Draft Strategic Plan	Incorporate comments, suggestions and concerns raised during the validation process	2 weeks
4	Advanced Draft Strategic Plan	Present an Advanced Draft strategic plan for final perusal and consideration	2 weeks
5	Final Plan (2023-2028)	Present the Final Strategic Plan. The document should be clear, concise, and visually appealing.	2 weeks

Remuneration

Deliverable	Payment
Delivery and acceptance of the Work Plan and Inception Report	20%

Delivery and acceptance of a satisfactory Draft Strategic Plan following Internal and External Stakeholders and based on the terms of reference	40%
Delivery and acceptance of the final Strategic Plan including 500 Hard Copies in the approved format	40%

Methodology:

The consultant shall review relevant literature, obtain disaggregated data, undertake interviews, workshops and conduct field visits where necessary. During the whole process, the consultant shall work closely with the TMU 2023-2028 Strategic Plan Development Committee.

All validation workshops will be organized by TMU in consultation with the consultant upon receipt of Draft Report(s). All reports must be submitted in electronic form with a hard copy of inception and interim reports, 500 hard bound copies of draft and final Strategic Plan. Copies of the Final Plan will be published on B5 full colour cover and text on matt art 115 GSM paper which are properly bound.

Assignment Timeframe:

The assignment will be undertaken in three (3) months. A work plan including the estimated man-hours for personnel involved will be expected from the Consultant prior to commencing of the assignment.

Implementation arrangements:

The Consultant/Firm shall make own arrangements for carrying out its services, including production of documents, printing and reproduction of all reports. In addition, TMU will provide existing documentation regarding the assignment including provision of introductory letters as necessary. The Consultant will however be responsible for obtaining all the necessary public information required to perform the tasks included in this TORs.

Consulting Service Requirements

The key members of the Consultant’s team shall not change throughout the duration of the contract with the TMU. Any staff changes will require approval from TMU. It is expected that the work would be conducted both in the consultant’s premises and no office space shall be provided by TMU.

Eligibility and qualification of bidders

1. TMU is seeking for the services of a professional or a consultancy firm to develop a five-year Strategic Plan. The firm/individual must possess the following:

- i). Demonstrable record of accomplishment of success in formulation of Strategic Plans and in delivering similar assignments preferably in the Public Sector.
 - ii). Provide evidence of relevant projects successfully completed, clearly indicating the year undertaken, the organization and the name of the client. Evidence of acceptance of past works by the client is necessary;
 - iii). Excellent organizational and communication skills, ability to prioritize and work with minimum supervision;
 - iv). Possess knowledge in the general social, economic and political environment that influences the higher education sector; and
 - v). Understanding of participatory approaches to management and operations.
2. The mandatory criteria will be evaluated on a pass – fail basis:
- i). A 1- page cover letter for Expression of Interest signed by the head of the organization;
 - ii). Company/organizational profile describing experience in offering the services outlined in this request for Expression of Interest;
 - iii). CV's of key personnel in the team proposed to undertake the assignment;
 - iv). Audited Accounts for the last 2 years;
 - v). Attach copy of valid Tax Compliance Certificate;
 - vi). Attach copy of valid PIN Certificate;
 - vii). Attach a copy of Company Registration/Incorporation Certificate;
 - viii). Attach a copy of CR 12 or equivalent
 - ix). Attach a proposed methodology including key deliverables;
 - x). At least five years' professional experience in strategic planning, management research and policy development;
 - xi). All printed pages of the tender document must be numbered and serialized by the tenderer to the last page of the document.
3. The attention of interested Consultants is drawn to the following provisions that will be highlighted in the Request for Proposals to be issued to shortlisted firms.

- i). The Consultant will be expected to have no conflict of interest with other assignments or its own corporate interests and acting without any consideration for future work.
 - ii). The consultant has no personal or business relationship with the Procuring Entity's senior management or professional staff.
 - iii). A firm or an individual in the firm has not been sanctioned by the Public Procurement Regulatory Authority or are under a suspension or a debarment imposed by any other entity of the Government of Kenya, or any international organization.
4. Consultants may associate with other firms to enhance their qualifications, but should indicate clearly whether the association is in the form of a joint venture and/or a sub-consultancy. In the case of a joint venture, all the partners in the joint venture shall be jointly and severally liable for the entire contract, if selected.

Medium of Communication

All documentation submitted in response to this Expression of Interest must be in English.

Terms and Conditions:

- i. The consultant shall maintain confidentiality and shall not disclose any confidential information without prior authorization;
- ii. The final Strategic Plan shall remain the property of TMU and may not be reproduced or distributed without express authority of TMU.

Conflict of Interest Statement

The Consultant/Firm is required to disclose any potential conflicts of interest arising out of other assignments. Where the Consultant currently represents any party or potential stakeholders that would create conflict of interest or to the extent, any conflict of interest would arise in the future, the Consultant/Firm shall provide a copy of its policy or procedures with respect to conflicts management. In addition to the Consultant/Firm conflict of interest and confidentiality policy, the Consulting firm shall detail any measures that may be required to avoid conflicts of interest and ensure the confidentiality of information received in connection with the implementation of this assignment. The consultant shall also be required to sign a non-disclosure agreement with TMU. In addition, information relating to this assignment shall not be disclosed to other parties without official authority of the TMU issued by the Vice-Chancellor in writing.

Corrupt or Fraudulent Practices:

TMU requires that the consultant observe the highest standards of ethics during the consulting assignment. The consultant shall be required to sign a declaration that he/she/firm has not and shall not be involved in

corrupt or fraudulent practices. The TMU will reject proposals for award if it determines that the consultant recommended for award has engaged in corrupt or fraudulent practices in competing for this consulting assignment.

Disclaimer

The EOI is an expression of interest only and not an offer document. Answers to it must not be construed as acceptance of an offer or imply the existence of a contract between the parties.

Contact Information:

Any questions regarding this consultancy should be sent to the email address below with “Tom Mboya University - Strategic Plan Consultancy” in the subject line. Email: vc@tmu.ac.ke

EOI Submission:

Eligible firms are to submit their clearly labelled “**EXPRESSION OF INTEREST FOR PROVISION OF CONSULTANCY SERVICES FOR THE DEVELOPMENT OF A STRATEGIC PLAN FOR TOM MBOYA UNIVERSITY- TENDER NO. TMU/EOI/01/2023-2024**” by hard copy to be deposited in the Tender Box situated at Ground Floor, Administration and Lecture Halls Block, so as to be received not later than **10:00 a.m.** East African Time on **14th November, 2023.**

The Envelop should be clearly addressed to:

**THE VICE CHANCELLOR,
TOM MBOYA UNIVERSITY,
P. O BOX 199 – 40300,
HOMA-BAY**

EOI Opening:

The EOI documents will be opened in the presence of bidders’ representatives who choose to attend at University Boardroom on 14th November, 2023 at 10.00 a.m.