



Kenya Coast National Polytechnic

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REGIONAL FLAGSHIP MARINE TRANSPORT AND PORT LOGISTICS CENTRE

EAST AFRICA SKILLS FOR TRANSFORMATION AND REGIONAL INTEGRATION PROJECT (EASTRIP) LOAN NO: P163399

REQUEST FOR EXPRESSIONS OF INTEREST

Description	Consultancy Services for review of strategic plan
Reference number	KE-COASTPOLY-134847-CS-INDV

The Government of Kenya has received financing from the World Bank toward the cost of the East Africa Skills for Transformation and Regional Integration Project, and intends to apply part of the proceeds for consulting services.

The consulting services (“the Services”) include the review of the Polytechnic’s strategic plan. The detailed Terms of Reference (TOR) for the assignment can be found at the following website: www.kenyacoastpoly.ac.ke

The Kenya Coast National Polytechnic now invites eligible consulting firms/individuals (“Consultants”) to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required skills and qualifications to perform the services as well as provide evidence of similar assignments. The attention of interested Consultants is drawn to Section III, paragraphs, 3.14, 3.16, and 3.17 of the World Bank’s “Procurement Regulations for IPF Borrowers” July 2016 (“Procurement Regulations”), setting forth the World Bank’s policy on conflict of interest.

A Consultant will be selected in accordance with the approved individual Selection method set out in the Procurement Regulations.

Further information can be obtained at the address below during office hours (8am-5.00pm)

The Procurement Office
Kenya Coast National Polytechnic
PO Box 81220-80100
MOMBASA

procurement@kenyacoastpoly.ac.ke

Expressions of interest must be delivered in a written form to the address below (in person, or by mail, or by e-mail) by 17th April 2020

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CONSULTANCY SERVICES FOR REVIEW OF STRATEGIC PLAN TERMS OF REFERENCE (TOR) FOR ENGAGING A STRATEGIC & SUSTAINABILITY PLAN REVIEW CONSULTANT

Name of Country: Kenya

**Project Name: East Africa Skills for Transformation and Regional Integration Project
(EASTRIP)**

Project ID No: P1633999

Purchaser: Kenya Coast National Polytechnic

Credit No: 63334-KE

1. Background

Kenya Coast National Polytechnic (KCNP) is a Technical, Vocational, Entrepreneurship and Training (TVET) institution with a mandate to offer technological based programmes ranging from Certificates to Degrees, with special focus on TVET. It provides access to further training and education to TVET graduates, as well as undertaking research and innovation.

After the transition of the institution from Mombasa Technical Training Institute (MTTI) to Kenya Coast National Polytechnic (KCNP) via the Legal Notice 88 of the Technical and Vocational Education Act (No. 29 of 2013), it developed its first five year Strategic Plan (2014-2019), reflecting its new status, and to be in line with vision 2030.

Kenya Coast National Polytechnic (KCNP) was competitively selected by the World Bank and Government of Kenya to be a regional flagship TVET institution in January 2018 under East Africa Skills for Transformation and Regional Integration Project (EASTRIP). KCNP is therefore developing a regional centre of excellence in Marine Transport & Port logistics, a

centre which aims to develop competent graduates for the maritime sector. To develop this centre of excellence, the project must be in line with the current strategic plan.

The KCNP Strategic Plan (2020- 2024) will provide the vision and mission that will guide all those involved in its execution. It will present an analysis of the internal and external environment using SWOT and Gap analysis. Subsequently, it will identify key stakeholders and their roles; outline the strategic issues and objectives and identify suitable strategies to address them. The plan will prioritize activities to be implemented under the strategies; and provides an implementation plan, a monitoring and evaluation system and a projection of the resource requirements.

The achievement of the objectives of the Strategic Plan will require the support and input of stakeholders including all Government Ministries, the Private Sector, Civil society, NGOs, research institutions in ST&I, Universities and Development Partners among others. The consultative process, through which the plan will be developed, will qualify it to be jointly owned by all stakeholders providing it with the necessary support in its implementation.

The Strategic Plan is not only a planning tool to guide the development of the entire Polytechnic but also a requirement in the Performance Contract. It will help the Polytechnic to achieve its overall goal as an institution and that of the country and the region in general.

2. Objectives

The overall objective of this consultancy is to develop a five-year Strategic Plan to ensure that KCNP fulfills its mandate and a sustainability plan to ensure the projects succeeds beyond the World Bank funding.

3. Scope of Work

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

- i) Review the vision and mission based on KCNP mandate;
- ii) Undertake stakeholder mapping and analysis;

- iii) Undertake a situation analysis of KCNP operations to date;
- iv) 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;
- v) Review the institutional capacity, organizational set-up, financial and administrative systems against the Polytechnic mandate and the identified strategic objectives and key result areas; and make recommendations, if any;
- vi) Propose a strategy for achieving the strategic objectives;
- vii) Develop a results and resources framework for the plan period;
- viii) Hold stakeholder meeting(s) to validate the draft Strategic Plan;
- ix) Finalize Strategic plan and submit to KCNP.
- x) Develop a sustainability plan for the EASTRIP project.

4. Deliverables

A Five-year strategic plan including a results and resources framework

A sustainability plan for the EASTRIP project

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 days**

6. Institutional Arrangements

The Consultant will report directly to the Chief Principal of KCNP. KCNP will provide relevant background documents necessary for the assignment including, the immediate Strategic Plan (2014-2019), the Master Plan (2014-2024), TVET Act, the Polytechnic Order, Work Plan, the Strategic Investment Plan for the EASTRIP project and the Performance Contract. KCNP 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, strategic management, business administration/management, development studies or any other relevant qualification.

b) Experience

- At least five years professional experience in strategic planning and management
- Demonstrated experience in working with government partners and other stakeholders in public sector development programmes

c) Skills and Competencies:

- Ability to work with minimal supervision and to deliver on time.
- High level written and oral communications skills in English;
- 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 and management