



## TERMS OF REFERENCE

<b>Reference number</b>	<b>TOR-JWF-2022-001</b> <b>(Please refer to this number in the application)</b>
<b>Assignment title</b>	Consultant
<b>Purpose</b>	To review relevant documentation (both internal and external) and conduct internal and external consultations in order to develop a Strategic Plan for Jumuiya Women Fund for the period 2022-2026.
<b>Location</b>	Eldoret, Kenya.
<b>Contract duration</b>	Tentatively from 25 February 2022 to 31 March 2022
<b>Contract supervision</b>	Chief Executive Officer

### Background

Jumuiya Women Fund was first founded as Jumuiya Women Group in 2001 as a community based organization, and was later incorporated in February 2019 in Eldoret, Kenya; as a company limited by guarantee, under Companies Act 2015, with the legal name “Jumuiya Women Fund Ltd”. The Organization is a nonprofit women’s rights and development organization which leverages its local philanthropic, impact-investing and capacity building strategies to delivery impactful outcomes for women and girls. The Organization is committed to increasing strategic empowerment of the women and girls for improved gender equality and sustainable socio-economic development for shared prosperity.

Grounded in the vision of equality enshrined in the Charter of the United Nations, and the Kenya Women Empowerment Framework, Jumuiya Women Fund works for the empowerment women and girls; the advancement of gender-transformative and climate resilient development; and the achievement of substantive equality between women and men. The fundamental objective of JWF is to enhance capacity and ownership to enable local women formations upscale strategies and actions that deliver on gender equality and empowerment of women and girls.

The Strategic Plan (SP) is the long-term planning tool to support the Jumuiya Women Fund’s normative, coordination and operational framework. The SP is aligned with Kenya’s national priorities outlined in the Kenya’s Women Empowerment Framework, and it is implemented through project documents and other relevant strategies (communications, impact-investing, grant-making/partnerships/coordination, among others).

The Jumuiya Women Fund is starting a process to develop its new SP, covering the period of 2022-2026, which will be fully aligned with the organization’s ambitions over the next 5 years. The

Strategic Plan 2022-2026 will define the development results framework (DRF) as well as key drivers and enablers for implementation of the DRF under the Annual Program and Budgets (APBs) in the next five years.

To ensure continued relevance of Jumuiya Women Fund's interventions in response to our national priorities, the formulation of SP is to include a context analysis to capitalize on relevant analysis/evaluations conducted at the Kenya country level, so as to ensure that lessons learned inform the new planning process. The new SP will follow the Jumuiya Women Fund guidance for the SP development, include the following key aspects:

- National context and political developments in Kenya in line with the common country analysis of the new Kenya Women Empowerment Framework.
- Outline of the current and emerging trends related to gender equality and empowerment of women (GEEW) in Kenya as well as the linkages to East African Community and African Union.
- Overview of the work of other UN agencies and international development partners in Kenya in area of gender equality and women's empowerment and key opportunities and gaps that could be addressed through strengthened coordination and partnerships.
- Jumuiya Women Fund's mandate towards achieving goals and objectives of the 2030 Agenda for Sustainable Development and the SDGs with the focus on the principle of leaving no one behind, CEDAW and other relevant normative frameworks to promote GEEW in Kenya.

## **Objectives**

The Jumuiya Women Fund is embarking on the process of development of its Strategic Plan for the period 2022-2026, defining the key development results and management/proposal results that it is in line with Jumuiya Women Fund priorities for the next five years.

As a necessary part of the process of developing the new Strategic Plan, the Jumuiya Women Fund needs to develop a document that:

- Takes into account the national context and priorities in Kenya (including as reflected in the Women Empowerment Framework);
- Is based on current and emerging trends related to Gender Equality and Women's Empowerment (GEWE);
- Reflects Jumuiya Women Fund's registered mandate towards achieving goals and objectives of the SDGs and the 2030 development agenda gender equality commitments including CEDAW and relevant normative Frameworks; and
- Considers key lessons learned from the country portfolio evaluation and audit of Jumuiya Women Fund, reflecting ways in which this Strategic Plan builds on the same.

To this end, the Jumuiya Women Fund would like to bring on board a senior international or domestic consultant to review relevant documentation (both internal and external), conduct internal and external consultations in order to develop a Strategic Plan for the organization that is in line with Jumuiya Women Fund corporate guidelines. The consultant should employ a consultative and participatory approach throughout the development and drafting of the Strategic Plan by involving Jumuiya Women Fund staff, other nonprofit agencies operating in the country, strategic partners

including relevant government counterparts and UN agencies, key donors and stakeholders in the process, and the Board of Directors.

### **Scope of Work and Tasks**

Under the direct supervision of Jumuiya Women Fund's CEO, and working closely with the Senior Finance and Grants Officer and Senior Programs and Partnerships Officer, the Consultant will be responsible for the following specific tasks:

- Use and extend where available evidence-based country analysis on the 2030 Agenda and SDGs from a gender and 'leaving no one behind' perspective, including review of current country-level progress and challenges related to the implementation of the Beijing Declaration and Platform for Action, CEDAW and other human rights treaties, and relevant normative frameworks and other documents.
- Conduct a desk review of the current Jumuiya Women Fund activities and understanding of purpose in Kenya, with practical and substantial recommendations to enhance strategic positioning and comparative advantage of Jumuiya Women Fund vis-à-vis other key players.
- Identify key strategic partners of Jumuiya Women Fund that are crucial for implementing the programs at the country level, with potential to expand into regional programs.
- Facilitate initial internal and external consultations with key stakeholders to validate the preliminary findings of the desk review, obtain additional insights on key GEEW gaps, challenges and opportunities, and key lessons learned that will inform the new Strategic Plan.
- In collaboration with program team, the Consultant will analyze and present the results of evaluation findings, annual reports, and elaborate a drafted monitoring and reporting plan for the implementation of the current activities. Based on the analysis, develop draft theory of change in close consultation with the Senior Programs and Partnership Officer.
- In consultation with the finance and grants team, identify budget for the Strategic Plan period (available and resource to be mobilized) and description of risks/ challenges that may interfere with fulfillment of commitments, including those that are external (e.g. security risks, political instability) as well as those that are internal. Identify mitigation strategies. Build on on-going external consultation processes and program activities to consult with key partners.
- Draft the strategic priorities for the new Strategic Plan 2022-2026 and support the development of the new Strategic Plan 2022-2026 in line with the outcomes and programmatic areas of Jumuiya Women Fund's ongoing purpose.
- Support Jumuiya Women Fund in facilitating consultations to support the validation of the new strategic plan (development of the agenda and facilitate the online discussion) with the Board of Directors and ensure effective and participatory buy-ins and ultimate adoption/approval of the strategic plan as a final working document.

## Institutional arrangement

The consultant will work under the direct supervision of Jumuiya Women Fund’s CEO.

## Deliverables and Schedule of Payment

Deadline	Deliverables	Payments
Last week of February 2022	Inception report with outline of methodology, consultation and validation process, documents for review and updated timelines. This will be developed based on the inception conversation with Jumuiya Women Fund management team and the office.	60%
First week of March 2022	<p>Review and the analysis of the key relevant documents from the Jumuiya Women Fund and other relevant references that will be part of the Draft Strategic Plan.</p> <p>Submission of draft Strategic Plan, including supporting documents such as situation analysis, priorities for the advancement of the rights and empowerment of women and girls in Kenya, including JWF’s comparative advantages and partnership analysis finalized for feedback and validation by Jumuiya Women Fund staff.</p>	
Second week of March 2022	<p>TORs of the consultation together with list of the stakeholders consulted; Partner consultation concept note including list of partners met/meetings organized, questionnaire for the interviews and consultation meeting agenda;</p> <p>A set of PPT slides to introduce Strategic Plan development process including methodology;</p> <p>Finalized inception consultation report with Jumuiya Women Fund, including key inputs received, priority areas, key recommendations received, etc.; and Draft Theory of Change for the new Strategic Plan finalized.</p> <p>Timely submission of Draft Strategic Plan including all the required elements of the Strategic Plan</p>	
Third week of March 2022	<p>Prepare Draft PPT slides for the validation consultation;</p> <p>Finalized validation meeting with Jumuiya Women Fund and partners in Kenya including summary of inputs received, list of partners, etc.</p> <p>2nd draft complete pack of SP log-frame and budget based on the validation workshop for final review by Jumuiya Women Fund’s staff and board; and Final PPT slides for the BOD.</p>	
Last week of March 2022	Finalize and submit Jumuiya Women Fund final Strategic Plan that incorporates recommendations from Jumuiya Women Fund and partners and submit the final copy of the Strategic Plan approval of the Board of Directors.	40%

## Duration of Assignment and Duty Station

The duration of this consultancy is will be from February 25 to March 31, 2022.

## Application Evaluation Criteria

The applicant will be evaluated based on technical capacities (70%) and financial proposal(30%). Technical evaluation will be based on the following criteria stated as below.

1	Master's degree or equivalent in social sciences, gender studies, public administration, international relations, international law, public policy, or a related field.	10 points
2	At least 7 years of experience in the international development field with advanced knowledge of gender analysis and experience working on GEWE issues.	20 points
3	Familiarity with human rights concepts and approaches and GEWE normative frameworks in international development practice.	20 points
4	Advanced knowledge of results-based planning, including planning of monitoring & evaluation work including demonstrated experience of results-based management standards and guidelines.	20 points
5	Demonstrated experience in applying results-based management (RBM) principles into strategic planning processes, including monitoring and reporting	10 points
6	Demonstrated experience in project management, conducting research and writing analytical documents including planning documents.	10 points
7	Fluency in English (written and oral) is a high priority requirement. Knowledge of Swahili is an added advantage.	10 points
	<b>Total</b>	<b>100 points</b>

## Core Values and Competencies

In addition to aforementioned requirements and qualifications, it is important that the intern shares the core values and core competencies of the organization.

### Core Values

Respect for Diversity; Integrity; and Professionalism

### Core Competencies

Awareness and Sensitivity Regarding Gender Issues; Accountability; Creative Problem Solving; Effective Communication; Inclusive Collaboration; Stakeholder Engagement; and Leading by Example

### Functional Competencies:

Strong commitment to and good understanding of gender equality and women's empowerment issues; Strong interpersonal skills; Strong organizational skills and strong self-direction; Strong research and communication skills; Ability to prioritize and work under pressure with colleagues at all levels; and Knowledge of gender mainstreaming and Gender Equality Scorecard.

Development and Innovation:

Take charge of self-development and take initiative;

Work in teams:

Demonstrate ability to work in a multicultural, multiethnic environment and to maintain effective working relations with people of different national and cultural backgrounds.

Communicating and Information Sharing:

Facilitate and encourage open communication and strive for effective communication.

Self-management and Emotional Intelligence:

Stay composed and positive even in difficult moments, handle tense situations with diplomacy and tact, and have a consistent behavior towards others.

Conflict management:

Surface conflicts and address them proactively acknowledging different feelings and views and directing energy towards a mutually acceptable solution;

Continuous Learning and Knowledge sharing:

Encourage learning and sharing of knowledge.

**The weight of technical points is 70% and financial points is 30%.**

**Individual consultants will be evaluated based on Cumulative analysis, the award of the contract will be made to the individual consultant whose offer has been evaluated and determined as:**

- Responsive/compliant/acceptable; and
- Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

**Application Procedure and Deadline**

Candidates are requested to send the following documents in one application addressed to the CEO, Jumuiya Women Fund, on email to [ceo@jumuiyawomenfund.org](mailto:ceo@jumuiyawomenfund.org)

Application letter explaining your interest in the consultancy and why you are the most suited candidate for the consultancy position, Updated CV, a short proposal (max 4 A4 pages) that explains how the consultant will do the work, and a financial proposal specifying a daily consultancy rate and a breakdown per deliverable.

**Deadline for Application: 21 February 2022.**