



Terms of Reference
Facilitator for Review of ICE Strategic Plan 2016-2020

A. BACKGROUND

The Institute for Culture and Ecology (ICE) is a national indigenous non-governmental organization (NGO) that was started in 2006 and is registered in Kenya under the NGO Coordination Act. ICE was founded out of a visible need to promote the inherent and natural role of culture in environmental and resource management in Kenya. ICE vision is that of empowered communities harnessing indigenous knowledge for healthy people and ecosystems. Its mission is to promote indigenous knowledge for environmental conservation and to enhance the livelihoods of local communities. To achieve this, ICE accompanies communities as they rediscover the value of local knowledge and naturally endowed resources/potentials in the processes of livelihoods improvement and environmental conservation. This enables communities to drive their own development hence detach themselves from the poverty cycle.

As part of Monitoring and Evaluation, ICE plans to review its Strategic Plan 2016-2020. This activity will involve ICE staff and representative of technical committee advisory board. It will involve discussing achievements towards realization of target objectives (what has worked? What has not worked? Recommendations?) in relation to project areas.

ICE is therefore seeking for a facilitator to guide its team in a two-days meeting in reviewing the SP.

B. DESCRIPTION OF THE ASSIGNMENT

Overall Objective

The overall objective of this assignment is to take stock of initial lessons from experience over the first three years to help in decision making in implementation of the next two years (2019-2020). Specifically, this will provide a basis for identifying appropriate actions to: address issues or problems in design, implementation and management of ICE programmes and reinforce initiatives that demonstrate the potential for success.

C. SCOPE OF WORK

The facilitator will act as a couch in the two-day program in guiding ICE team in reviewing of the SP.

D. DURATION OF THE ASSIGNMENT

This will be a two-days exercise scheduled on **5th and 6th March, 2019** (Tuesday and Wednesday).

E. OBLIGATIONS OF ICE AS THE CONTRACTING AUTHORITY

The contracting authority (ICE) shall be obliged to;

- provide 2016-2020 SP for review –
- Provide stationeries to be used during the meeting.
- Provide meals and venue for the two days.

F. OBLIGATIONS OF THE FACILITATOR

The facilitator will be obliged to;

- Be available to facilitate the two-day review meeting.
- Available for briefing (maximum 2 hours) before actual review meeting.
- To analyse ICE 2016-2020 SP and understand the context before actual review meeting

G. MEDICAL AND PERSONAL ACCIDENT COVER

The facilitator is expected to have their own medical and personal accident cover during the period of this contract since ICE is not under any obligation to provide under this contract.

H. STATUTORY DEDUCTIONS

ICE is under obligation to submit all statutory deductions as provided by the Kenyan law.

I. QUALIFICATIONS AND SUBMISSION OF BIDS

Expert's Profile, Qualifications and skills

- Post-graduate degree (MSc or equivalent) in a relevant discipline (Strategic Planning, Project Management, Monitoring and Evaluation, social sciences, Development studies, Economics)
- Should have about 5 years of professional experience in development of strategic plans, developing and training programs in relevant fields (Project design, monitoring and evaluation)
- Should have experience on participatory consultation and facilitation approaches
- In depth knowledge of development organizations
- Proficiency in English with excellent report writing and communication skills

J. HOW TO APPLY

Qualified and interested individuals are invited to submit their expression of interest to undertake the above defined work. One should include facilitation quotation and attach detailed CV.

The applications should be submitted electronically not later than **27th February, 2019** to info@icekenya.org and cc. martin@icekenya.org.