

REQUEST FOR EXPRESSIONS OF INTEREST (EOI) FOR STRATEGIC PLANNING CONSULTANCY

The International Institute for Legislative Affairs (ILLA) is a not-for-profit organization that offers technical support to Government Ministries and Agencies, Members of Parliament, Civil Society Organizations (CSOs) and other stakeholders in the legislative process through research, policy and legislative drafting, communication and advocacy and capacity building with the objective of enacting and implementing pro-people policy and legislation.

As organizations evolve, the need to review the strategic direction remains paramount in ensuring that organizations retain their relevance in their own spheres of influence. Accordingly, as part of its institutional capacity strengthening, ILLA would like to review implementation its Strategic Plan (2016- 2020) and develop the next plan. ILLA intends to engage a consultant to guide this strategic planning exercise.

The goal of the consultancy is to develop a revised strategic framework for ILLA that takes into account the current internal and external operating environment in order to enhance ILLA's effectiveness and sustainability in the area of policy and legislative advocacy in Kenya. The consultant will review and where necessary propose for update on the following: - our Vision, Mission, strategic areas and objectives. The consultant will also guide ILLA in conducting a situational analysis, including sustainability, stakeholder and risk mapping, and propose a functional organizational & leadership structure, a sustainability plan and an effective monitoring and reporting structure. Finally, the consultant will assist with costing of the plan.

ILLA hereby invites eligible consultants to express their interest in providing the services. Interested consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the services through submission of an Expression of Interest (EOI) to ILLA; including the following:

- ✓ A suitability statement; including commitment to his/her availability for the entire assignment;
- ✓ Updated curriculum vitae that clearly spells out qualifications and experience in relation to this assignment;
- ✓ Contacts of 3 organizations that have recently contracted the consultant to carry out a similar assignment.

Details of the assignment are elaborated in the accompanying Terms of Reference (TOR).

Further information can be obtained at the ILLA offices Monday through Friday during office hours (i.e. 0900 to 1700 hours). The Expressions of Interest must be delivered in a written form (in person, or by mail, or e-mail) to the address below **by COB Friday 13th March 2020**:

Attn: Chief Executive Officer
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