

Biodiversity and Biosafety Association of Kenya (BIBA Kenya)

TERMS OF REFERENCE (ToR) FOR CONSULTANCY ON THE REVIEW OF BIBA KENYA’S STRATEGIC PLAN

# INTRODUCTION

## Back ground

BIBA Kenya is a national network comprising of farmer organizations, animal welfare groups, consumer networks, faith-based organizations, local non-governmental organizations, and community-based organization promoting agroecology, environment, health, food safety and biodiversity. Currently, it comprises 52 member organizations spread across 22 counties. These member organizations are distributed across regions including Nairobi, Central, Rift Valley, Western, Eastern, and Nyanza.

BIBA Kenya’s mandate is to ensure the public is **AWARE** and **ALERT** about critical issues related to the environment, agriculture, livestock, food safety, health, and biodiversity. The network envisions a healthy nation that safeguards its biodiversity to promote community justice and sustainable livelihoods. BIBA Kenya implements its activities at the community level through its member organizations.

BIBA Kenya’s last strategic plan ended in 2024, and there is a need to review and develop a new strategic plan to align the organization’s vision, mission, and strategic priorities with current realities and emerging challenges in biodiversity, biosafety, food systems and Agroecology. This review will help BIBA Kenya enhance its impact and effectiveness in achieving its mandate and mission in Kenya.

## 1.2. Purpose of the consultancy

The purpose of this consultancy is to review BIBA Kenya’s past strategic plan and develop a comprehensive and forward-looking strategic plan for the next five years. The consultant will facilitate a participatory process to assess the organization’s progress, identify gaps, and establish new strategic priorities and goals.

# SCOPE OF WORK

The consultant will undertake the following tasks:

* Conduct a desk review of BIBA Kenya’s previous strategic plan, annual reports, and other relevant documents.
* Engage with BIBA Kenya’s staff, board members, members, partners, and key stakeholders to gather input and insights.
* Assess the organization’s achievements, challenges, and lessons learned from the previous strategic plan period.
* Analyze the external environment, including policy, socio-economic, and environmental factors affecting BIBA Kenya’s work.
* Facilitate strategic planning workshops with BIBA Kenya’s stakeholders.
* Develop a draft strategic plan, including a clear vision, mission, strategic objectives, key result areas, and an implementation framework.
* Refine the draft strategic plan based on feedback from BIBA Kenya.
* Finalize and present the strategic plan to BIBA Kenya’s board and key stakeholders.

# SPECIFIC TASKS AND KEY DELIVERABLES FOR THE CONSULTANT

* An inception report detailing the methodology, work plan, and timelines.
* Stakeholder consultation report.
* Draft strategic plan.
* Final strategic plan **Year 2025-2029** document.

# CONSULTANTS QUALIFICATION

To undertake this task, BIBA Kenya, is looking for a qualified, competent and experienced professional consultant.

Key consideration include:

1. Demonstrable knowledge and experience in working with civil societies, culture, biodiversity, agro biodiversity and seed systems, agricultural policies, governance, human rights, and advocacy issues.
2. Proven experience in strategic planning and organizational development.
3. Strong facilitation and stakeholder engagement skills.
4. Excellent analytical, writing, and communication skills.

# DURATION OF CONSULTANCY

It is anticipated the task process begin on **10th April 2025 and have it completed by 25th May 2025** at the latest. This includes submission of the final approved report.

The entire assignment should take **at least 30** working days including planning, review, inputs collection and consolidation, submission of final report and other deliverables related to this assignment.

# APPLICATION PROCESS:

Completed proposals should include:

1. A **cover Letter** expressing interest and availability for the tasks
2. Technical proposal indicating his/her understanding of the assignment, proposed methodology for conducting the assignment and work plan.
3. Financial proposal showing the total cost of conducting the assignment including the breakdown of all the consultancy costs
4. The terms for payments in terms of percentages in order to carry out the exercise.
5. A list of possible documents for review
6. At least one report of a similar assignment conducted elsewhere.
7. Detailed curriculum vitae of the consultant with relevant university certificates and relevant supporting documents and testimonials.
8. Names and contacts of two referees (phone numbers and email)

Interested and qualified consultant (s) or firms should send their application through [info@bibakenya.org](mailto:info@bibakenya.org) and cc [kendi.juster@bibakenya.org](mailto:kendi.juster@bibakenya.org) and [anne.maina@bibakenya.org](mailto:anne.maina@bibakenya.org) with the subject heading: **Consultancy for BIBA-K SP Review\_2025**

The closing date for application is **30th March 2025.** Only shortlisted candidates will be contacted.