



OFFICE OF THE CONTROLLER OF BUDGET

TERMS OF REFERENCE

CONSULTANCY TO FINALIZE A STRATEGIC PLAN 2018 - 2022 FOR THE OFFICE OF THE CONTROLLER OF BUDGET

OFFICE OF THE CONTROLLER OF BUDGET

The Office of Controller of Budget (OCOB) is an independent Office established under Article 228 of the Constitution of Kenya, 2010 with the main mandate to oversee the implementation of the budgets of the national and county governments by authorizing withdrawal from public funds. Every four months, the Office is required to submit a report to each House of Parliament on the implementation of the budgets of the National and County governments. It also advises Parliament on whether to approve or renew a decision to stop the transfer of funds to a State organ or any other public entity pursuant to Article 225 (7) (a) of the Constitution. Further, the Controller of Budget Act, 2016 and the Public Finance Management Act, 2012 require the Controller of Budget to ensure the public has access to information on Budget Implementation. To implement these roles and responsibilities, the Office developed its first Strategic Plan for the period 2012/13 - 2016/17. The plan specified the roadmap to guide implementation and coordination of its activities in a strategic manner for a period of five years.

The Office now intends to engage the services of a consultant (firm or individual) to finalize development of its second Strategic Plan for the period 2018 - 2022. Already, the Office has reviewed implementation of the first Strategic Plan for the period 2012/13 - 2016/17 and developed a draft Strategic Plan for the period 2018-2022. The Consultant will therefore be expected to review and finalize the draft Strategic Plan.

INTERNATIONAL DEVELOPMENT LAW ORGANIZATION (IDLO)

The International Development Law Organization (IDLO) is an international, intergovernmental organization headquartered in Rome, Italy with the exclusive mandate to advance the rule of law. IDLO's mission is to enable governments and empower people to reform laws and strengthen institutions to promote peace, justice, sustainable development and economic opportunity. IDLO prides itself on being independent and impartial and on working in a transparent, accountable and nonpartisan manner. IDLO's Establishment Agreement provides that the organization shall not be influenced by political considerations in its activities, management, and staffing. While the organization's work is anchored in international standards and values, IDLO's technical assistance seeks to align with local priorities, seek local support and ownership from a wide range of societal stakeholders, and work closely with local partners to meet local needs based on locally defined parameters.

The Government of Kenya became a Member of IDLO in 2009. That same year, IDLO began its work in Kenya to provide technical assistance to the then Committee of Experts tasked with the development of the Constitution. Since then, the organization has collaborated with the key agencies in the country responsible for the implementation of the Constitution, particularly relating to the Bill of Rights, land and environment,



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devolution, access to justice, public finance management and representation of the people. A key component of IDLO's work also relates to advancing gender equality across the country and operationalizing the gender provisions contained in the Constitution. IDLO's support in Kenya has included strategic policy development, critical legislative review, expert technical advice, institutional strengthening and capacity building. In all projects undertaken by IDLO, the approach has been non-partisan, innovative and collaborative, rooted in partnerships, and driven by a meaningful understanding of the contextualized needs. From its inception, IDLO's work has been undertaken at the formal request from and in collaboration with the Government of Kenya, through the various governmental organs, and has been aimed at building a strong legal framework and enhancing access to justice for the Kenyan people. IDLO has no role or involvement in the decisions considered or taken by the institutions it has helped strengthen.

OCOB with the support of IDLO seeks to recruit highly qualified Kenyan Consultant to finalize development of a five year Strategic Plan 2018-2022 to ensure that the Office of the Controller of Budget fulfils its mandate.

SPECIFIC TERMS OF REFERENCE

Background

The overall objective of the consultancy is to assist the Office to finalize the five-year Strategic Plan for the period 2018 - 2022 through a participatory process involving staff and key stakeholders to ensure OCOB fulfils its mandate. The specific objectives of the consultancy include the following;

- a) To develop a comprehensive inception report that includes interpretation of the TORs, work plan and tools and templates for data collection;
- b) To review the 2012/13 - 2016/17 Strategic Plan and scan the operating environment with a view of assessing results achieved, lessons learnt, gaps and challenges faced in its implementation and make recommendations to inform the 2018-2022 Strategic Plan;
- c) To review all documents relevant to the development of the new Strategic Plan (2018-2022) through facilitating an analysis of the internal and external environment;
- d) To facilitate consultative meetings with OCOB staff, and Key stakeholders aimed at collecting information for the review of the draft Strategic Plan already prepared by the Office;
- e) Make a presentation of the draft strategic plan to OCOB management and incorporate their views and comments in the revised draft.
- f) Facilitate a stakeholder's validation workshop to deliberate on the draft Strategic Plan.
- g) Revise and finalize the developed draft strategic plan (2018-2022).

Deliverables

The deliverables of the consultancy will be;

1. Inception report showing interpretation of the Terms of reference and how the assignment will be executed.
2. Validation workshop report indicating the key inputs obtained from the process and gaps, if any, that should be addressed.



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3. Draft Strategic plan 2018– 2022
4. Final Strategic Plan 2018– 2022 after stakeholder validation
5. Exit report on the assignment.

The Expert/s will, at all times:

- Carry out the services and perform his/her tasks with care, skill and in an efficient and professional manner.
- Ensure a high degree of quality in his/her output.
- Be guided by these terms of reference.

REPORTING AND SUPERVISION

The Consultant will directly report to the Deputy Controller of Budget, the IDLO Country Director and/or such other person as shall be appointed by OCOB and IDLO. OCOB will provide relevant background documents necessary for the assignment. The OCOB shall be responsible for the coordination of meetings and other activities under the Consultancy.

ESTIMATED TIMEFRAME AND TIMEFRAME

It is expected that this assignment should be undertaken within a maximum period of two calendar months w.e.f. **1st December 2018 to 31st January 2019**. The consultancy days and fees, to be paid on a specific deliverable basis, shall be agreed on between the Consultant and IDLO. The assignment shall be carried out for 40 Consultancy Days (spread across two months) at the prevailing IDLO daily rate. The fees shall be paid in three instalments as follows:

- a) 20% to be paid upon submission and approval of the inception report.
- b) 40% to be paid upon submission and approval of draft report
- c) 40% to be paid submission and approval of the final report.

EXPERTISE

- a) Academic Qualifications
 - At least a master's degree in Planning, Public policy, Development studies Strategic Management, Monitoring and Evaluation, Organizational Management, Project Management, or any other relevant field.
- b) Experience



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- At least 7 years professional experience in strategic planning and management.
- Demonstrated experience in working with government partners and other stakeholders in the public sector.
- Excellent knowledge of local, regional and international developments relevant to public finance management and budgeting.
- Be very conversant with the Constitution of Kenya, 2010 and the Public Finance Management Framework.

c) Skills and Competencies:

- Ability to work with minimal supervision;
- High level written and oral communications skills in English and Swahili;
- 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, management and programme-related work.
- Previous experience in developing strategic plans for public sector institutions will be a distinct advantage.

APPLICATION PROCESS AND APPLICATION DEADLINE

Interested applicants should submit their applications via email to be received latest by **16th November, 2018 by 4:00pm (Nairobi time)**. The application **MUST** consist of:

1. The Applicant should submit a two-page proposal on your understanding of the task and how you will approach the consultancy including the work plan and budget. A detailed Curriculum Vitae (CV) including names and contact details of 3 Referees and your contact details (email and day-time cell phone numbers) in Portable Document Format (PDF) format
2. The applicant should include in this application a motivational letter and current detailed CV indicating 3 references.
3. One sample policy report of recently undertaken related consultancy assignment (in PDF format).

REPUBLIC OF KENYA



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Applications **MUST** be emailed to kenyarecruitment@idlo.int with a copy to mashasn@cob.go.ke and csalim@idlo.int. The email subject must read: “Application- Consultancy to Finalize a Strategic Plan 2018 - 2022 for The Office of The Controller of Budget.”

Please note that IDLO is an equal opportunity employer and does not charge a fee at any stage of the recruitment process. Only short listed applicants will be contacted.

If you have any queries, please contact kenyarecruitment@idlo.int