

## TERMS OF REFERENCE

**Position title:** Consultant

**Expected period of commitment:** 20<sup>th</sup> September 2022 – 20<sup>th</sup> November 2022

**Application deadline:** 10<sup>th</sup> September 2022

**Selection deadline:** 15<sup>th</sup> September 2022

### 1. BACKGROUND

Slow Food Convivia Association of Kenya (here-in after referred to as Slow Food Kenya) is an affiliate of Slow Food, a global, grassroots organization, founded in 1989 to prevent the disappearance of local food cultures and traditions, counteract the rise of fast life and combat people's dwindling interest in the food they eat, where it comes from and how our food choices affect the world around us. Slow Food in Kenya started its activities in 2004 after the first edition of Terra Madre Salone del Gusto (an international food and agriculture event that brings together producers and artisans of the food industry from around the world every two years in Turin, Italy). The association was officially registered as a legal entity in the country in the year 2014 and launched in 2015.

Today SFK brings together 28 local chapters (called *convivia*) and over 100 food communities that are spread in different areas across the country. Its main activities focus on defence of food biodiversity, sustainable agriculture and promotion of local and traditional food. It supports small-scale farmers to rediscover themselves and promote their cultural food traditions with pride and dignity.

#### Mission

As part of the global Slow Food movement, Slow Food Convivia Association of Kenya believes that everyone has the right to good, clean, and fair food.

- **Good:** food should taste good and be rooted in season, place, and culture.
- **Clean:** food and farming should promote health and well-being, preserve agricultural resources, protect the environment and biodiversity, and ensure animal welfare.
- **Fair:** food should be accessible and affordable to all, and should provide dignity and fair compensation to workers at every link in the food chain.

#### Vision

Slow Food envisions a world in which all people can access and enjoy food that is good for them; good for those who grows it and good for the planet.

### 2. OBJECTIVES

The overall objective of the consultancy is to review the Slow Food Kenya previous activities and achievements; identify the gaps and learnings in order to facilitate the development of a five-year (2023-2027) Strategic Plan (SP)

### 3. PURPOSE OF THE ASSIGNMENT

Slow Food Kenya seeks the services of consultant to review the organization's previous activities and achievements; identify the gaps and opportunities and develop its five-year strategic plan. Participatory processes will be employed during the SP development with

critical reflection by Slow Food Kenya and stakeholders being an integral part of the process. The consultant is expected to create an enabling environment for meaningful engagement, inclusivity and active participation for those involved in the SP development initiative. The views and opinions of the participants should be thoroughly explored.

A critical element of the consultancy is the preparation and facilitation of a strategic planning workshop involving the representatives from Slow Food Kenya members, partners, affiliates, management committee and staff. The data and the results of the workshop will be consolidated into a draft and finalized strategic document, including analysis and the development of Slow Food Kenya's Theory of Change. This model will be used in the design and development of Slow Food Kenya's future programmes and projects.

Specifically, the consultant will be expected to:

Phase 1: Desk review of internal project documents (history, activities, case study on Slow Food approaches)

- Learn and fully understand Slow Food Kenya history, operations, achievements, learnings and gaps;
- Review the institutional capacity, organizational set-up, financial and administrative systems against the Slow Food Kenya mandate and use the results to make recommendations;
- Review the current Slow Food Kenya Organogram in consultations with the Slow Food Kenya staff and the management committee,

Phase 2: Preparation of learning cases on the internal and external environment

- Conduct a SWOT analysis to assess SFK's services provided/projects implemented, relationships between project stakeholders and the organization, local groups, project team, local authorities etc;
- Conduct a PESTLE analysis to keep track of the risks and opportunities arising from external factors impacting the organization;

Phase 3: Prepare and facilitate internal workshops and processes on strategic plan development

- Based on the results and recommendations from phase 1 and 2, plan and organize workshops on strategic plan development involving Slow Food Kenya members, partners, affiliates, management committee and staff;
- Identify and prioritize Key Focus Areas (KFAs) and also develop Strategic Objectives and Key Result Areas (KRAs) for the same;

Phase 4: Support the development of the new Strategic Plan

- Support in the development of Slow Food Kenya Theory of Change;
- Propose a strategy for achieving the strategic objectives and key results;
- Develop a Results and Resources Framework for the plan period;
- Design a new SFK organogram that can deliver the SP;
- Draft a Strategic Plan and hold stakeholder meeting(s) to validate it;
- Finalize Strategic Plan and submit to Slow Food Kenya.

#### **4. METHODOLOGY**

The following methodology is proposed by Slow Food Kenya

- Conduct a desk review of all relevant Slow Food Kenya documents and policy frameworks both at the local, national and international level around defence of food biodiversity, local food cultures and traditions, and Agroecology.
- Interviews with staff and all key stakeholders so as to assess Slow Food Kenya previous activities, achievements, learnings and gaps
- Plan and facilitate workshops for Strategic Plan Development

#### **5. DELIVERABLES**

- A five-year Strategic Plan (2023 – 2027) including a results and resources framework
- A Theory of Change Framework for Slow Food Kenya
- Report on the process including stakeholder consultations and workshops, desk review, SWOT and PESTLE analysis

#### **6. ROLES AND RESPONSIBILITIES**

- The consultant will report directly to Slow Food Kenya Country Coordinator.
- Slow Food Kenya will provide relevant background documents necessary for the assignment
- Slow Food Kenya shall cater for the Participatory workshop to develop the SP and the validation process
- The consultant shall be responsible for the coordination of meetings and other activities under the Consultancy.
- The consultant will ensure regular progress reporting and consultation with Slow Food Kenya
- The consultant will ensure timely deliverables in accordance with the requirements and timeframes of the Terms of Reference

#### **7. EXPERTISE**

##### **a) Academic Qualifications**

- At least a master's degree in a relevant field in the area of strategic planning, public policy, development studies and Monitoring and Evaluation

##### **b) Experience**

- At least five years professional experience in strategic planning and management
- Demonstrated experience in working with a network or consortium

##### **c) Skills and Competencies:**

- Ability to work with minimal supervision;
- High level written and oral communications skills in English and Kiswahili;
- Must be result-oriented, a team player, exhibiting high levels of enthusiasm, tact, diplomacy and integrity;
- Skills in facilitation of stakeholder engagements/workshops;
- Evidence of having undertaken similar assignments – at least two samples of the SP documents developed to be submitted as support documents.

- Proven experience in research, policy development, management and programming-related work.
- Proven experience in the use of participatory approaches and processes.

#### **8. HOW TO APPLY:**

Interested candidates are kindly requested to submit the following:

- Expression of Interest stating why the applicant is suitable for the position
- Financial proposal showing the total cost of consultancy
- The terms for payments in terms of percentages in order to carry out the exercise.
- Evidence of having undertaken a similar assignment in the past specifying the work done and the client.
- Detailed curriculum vitae of the main consultant and the support consultants (including names and contacts of three referees - phone numbers and email) to be involved in the assignment, with relevant university certificates and relevant supporting documents and testimonials.

If you believe you are the right candidate for the above consultancy and can clearly demonstrate your ability to deliver on it and meet the qualifications required, then submit the above-mentioned documents to [info@slowfoodkenya.org](mailto:info@slowfoodkenya.org) & [slowfoodkenya@gmail.com](mailto:slowfoodkenya@gmail.com) with the subject heading: CONSULTANCY FOR STRATEGIC PLAN DEVELOPMENT

Only shortlisted candidates will be contacted and notified by either phone or email.