



**Africa Centre
for Transformative
and Inclusive Leadership**

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**CALL FOR PROPOSAL FOR THE DEVELOPMENT OF THE AFRICA CENTER FOR
TRANSFORMATIVE AND INCLUSIVE LEADERSHIP (ACTIL'S) ONLINE & FACE TO FACE
MENTORING PROGRAM & TRACKING TOOLS.**

Location : ACTIL- Nairobi- Kenya

Application Deadline : 2nd August 2019

Type of Contract : Individual Contract

Post Level : National Consultant

Languages Required : English

Duration of the Contract : 15 days



CALL FOR PROPOSAL FOR THE DEVELOPMENT OF THE AFRICA CENTER FOR TRANSFORMATIVE AND INCLUSIVE LEADERSHIP (ACTIL'S) ONLINE & FACE TO FACE MENTORING PROGRAM & TRACKING TOOLS.

A. BACKGROUND

The Africa Centre for Transformative and Inclusive Leadership (ACTIL) was established in 2013 by UN Women ESARO, in partnership with Kenyatta University, and officially launched in February 2014. Since inception we developed and continue to develop strategic and transformational leadership capacities of current and emerging African national leaders, with a special focus on women and youth, with great success stories.

The Center approaches training through various methodologies, to enhance the learning experience, while remaining flexible to client demands. These include: tutorials, individual mentoring and experiential learning from notable leaders and practitioners, lectures, case studies among others. Executive coaching and mentoring is rapidly becoming a significant part of many organizations' learning and development strategy. Coaching is a form of a systematic feedback intervention aimed at enhancing professional skills, interpersonal awareness, and personal effectiveness. The mentoring and coaching will be part of ACTIL Training approach aimed at enhancing the executive leadership skills as well as personal effectiveness.

We have made great strides in securing strategic partnerships with various partner organizations. To this end, ACTIL has signed several MOUs with these organizations and continues to partner with them in various Transformative Leadership Programs.

Our immediate focus is on building a name for ourselves as a Center of Excellence for Training Partner in Transformative Leadership and other courses, across Africa.

Discussions are ongoing with key Parastatals, National and County Governments and Local Authorities, other UN organizations who have expressed interest in working with ACTIL to develop and run courses targeting women and youth within the region.

ACTIL, in consultation and partnership with key stakeholders, seeks the services of a consultant to develop Online and face to face mentoring program and tracking tools.

The consultant shall be informed by, but not limited to: internal reflections on the Strategic plan, Resource Mobilization Strategy and ACTIL reports.

B. TERMS OF REFERENCE

1. Scope of work

The scope of work for this assignment includes:

- (a) Development of ACTIL's Online and face to face Mentoring Program
- (b) Development of a detailed methodology of the Mentoring Program.
- (c) Review key documents pertaining to this assignment and conduct consultations with selected key stakeholders to gain more insight into ACTIL's training.
- (d) Make a presentation of the Mentoring Program to ACTIL Technical Committee and staff.-
- (e) Facilitate a one day workshop with ACTIL Stakeholders to validate the Mentoring Program
- (f) Incorporate feedback from the validation workshop, work closely with ACTIL Director to finalize the Mentorship Program

2. Expected Deliverables

A rational Online and face to face Mentoring Program, to the satisfaction of the Technical Committee of ACTIL, that incorporates but not limited to;

- i. The Mentoring Process
- ii. Program Team
- iii. Mentoring Training Program and Course

- iv. Recruitment and Matching of Mentors and Mentees; Mentor- Mentee relationship and Reporting process / evaluation tools
- v. Program Resources
- vi. Monitoring and Evaluation Framework

3. Period of Work

This assignment shall be for a duration not exceeding **15 days**.

4. Reporting requirements

- I. The consultant will work directly with the Director ACTIL.
- II. The consultant will be expected to submit a draft document **within two weeks**, following commencement of contract and also make a presentation of the same, to the TC,
- III. The consultant will then be expected to review and finalize the document, based on comments received and make a final presentation of the same to ACTIL Stakeholders in one day workshop
- IV. Upon completion of assignment, the consultant will submit three copies of the final report (plus an electronic copy) to ACTIL within **one week**.



5. Consultant's qualifications & Experience

- i. *Master's degree in relevant area of expertise. Additional qualifications in any of the following areas: Education, Planning and Management, Business or Public Administration, Resource Mobilization, Gender Studies, International Development, Law or other related Social Sciences and Business courses would be an advantage. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.*
- ii.
- iii. Proven experience in Mentoring, coaching, online communication, strategic planning and management with proven ability to produce high quality and concise plans and tools. The Consultant will be expected to provide evidence of previous works related to Mentoring and Coaching processes and provide references for the same
- iv. Experience in developing Mentoring programs, plans and policies, Monitoring and Evaluation Frameworks and tracking tools for training, educational institutions and other organizations.
- v. A proven track record in organizational development and consultative stakeholder engagement
- vi. Understanding of the operation of Training Institutions with a focus ACTIL's objectives, Vision and Mission
- vii. Excellent analytical and writing skills, ICT, communication and facilitation skills;
- viii. Excellent interpersonal skills; and good computer literacy;

6. Submission of Proposals

Interested consultants with the required qualifications and experience to undertake the assignment should submit their **technical and financial proposals** and their CV by email to director-actil@ku.ac.ke by close of business, 5:00pm, **Friday 2nd August 2019**.

The technical proposal should not exceed five (5) pages, excluding the financial proposal.

The criteria for assessing the proposals shall include:

- I. Qualifications of consultant
- II. Understanding of the assignment
- III. Detailed methodology and approach proposed
- Iv. Financial proposal

