



TERMS OF REFERENCE

TENDER NO. KCO/27/03/FY25

CONSULTANCY SERVICES FOR MEESA REGIONAL LEADERSHIP DEVELOPMENT PROGRAMME

1.1 Background

About Plan International

Plan International is an independent global child rights organisation committed to supporting vulnerable and marginalised children and their communities to be free from poverty. By actively connecting committed people with powerful ideas, we work together to make positive, deep-rooted and lasting changes in children and young people's lives. We place a specific focus on girls and young people's lives. We place a specific focus on girls and women, who are most often left behind. For over 80 years, we have supported girls and boys and their communities around the world to gain the skills, knowledge and confidence they need to claim their rights, free themselves from poverty and live positive fulfilling lives.

1.2 Purpose of the assignment

The consultants will work with the Regional Learning and Development specialist to deliver regional leadership development programme with the specific tasks of:

- Administering Leadership assessment tool and 360-degree feedback.
- Provide individual professional coaching to participants (at most 3 coaching sessions per participant).
- Develop and facilitating learning sessions which will be categorised under modules:

Module 1: Self Leadership

- Building Self-awareness – following feedback from the leadership assessment outcomes linking the sessions with Plan International's Power privilege and bias awareness programme.
- Career management and growth

Module 2: Leading People

- Leading others: Developing team management and leadership skills and behaviour. Identifying a clear transition path to your career development.
- Leading Leaders: Working through people; Leading and motivating managers to achieve their best performance and accelerate a high performing team.
- Culture and Change management

Module 3: Operations management

Growing your budgeting and financial management strength as a leaders

- Understand budgets and how Plan international's budgeting process works
- Leadership role in Monitoring and evaluating budget performance.
- Understanding the KPIs insights, impacts and the different accountabilities.
- Understand the different disciplined process to financial performance measures.

Understanding and gaining knowledge of leadership insights and accountabilities on:

- ICT
- Supply chain and procurement

Module 4: Risk Management

- Leading in diversity (Complexity, fragile and conflict context, crisis management)
- Leadership accountability in ensuring risk management at different levels in both humanitarian and development context.

- Safety and security

Module 5: Strategic Leadership

- Growing your strategic leadership as aligned to our Value based leadership framework.

1.3 The scope of the assignment will entail the following;

- Administering leadership assessment through an agreed tool and 360 feedback processes to all programme participants individually.
- Design and deliver learning sessions incorporating Plan International's Value based leadership framework, Plan's subject matter experts and learning content in developing and delivering the sessions as may be needed.
- Provide Individual professional coaching sessions to each participant, allowing at most 3 coaching sessions per participants.
- Provide a report/summary of the programme experience at the end with suggestions on next steps as appropriate.

1.4 Methodology

The consultant will:

- Work with the Regional Learning and Development Specialist and Regional P&C Director to agree on the appropriate programme for the suggested sessions and how they will be delivered.
- Provide and facilitate tools for Leadership style, capability assessments and profiling
- Review participants profile and facilitate reflection sessions with individual participants
- Design suitable Pre, during and post module exercise/activities to enhance practical learning and transfer of learning to deliverables.
- Design sessions that allow for interactive engagement and learning as appropriate. E.g Panel discussions, group discussions, assignments etc. Where appropriate, guest speakers for panel discussions will be considered.
- This programme will be delivered virtually, with a blend of online self-directed learning and group webinars.
- The programme will incorporate work challenge activities where appropriate to bring more practical experiences and exposures.

1.5 Deliverables

- Individual leadership profiles for participants
- Individual reflection sessions
- Group webinars as may be needed for each module
- Individual professional Coaching sessions
- End of programme Report

1.6 Time Frame

- May 2025 – June 2025: administration and individual reflections of the leadership assessment tool and 360 feedback.
- July 2025: Module 1
- September 2025: Module 2
- November 2025: Module 3
- January 2026: Module 4
- March 2026: Module 5
- Individual coaching sessions will start from July 2025, and will go on throughout the programme period, and should be completed by May 2026.
- End of programme and Graduation: May 2026

1.7 Consultant Profile

The chosen consultant will play the role of administering and facilitating the Leadership assessment tool and deliver/facilitate the sessions as per the modules. They will also be responsible for setting up individual coaching sessions, guide participants thinking and evolution in their leadership capability. The consultant should have the following qualifications:

- Access to accredited leadership assessment tool
- Demonstrated competence in developing and delivering leadership development programmes
- Demonstrated capability in Professional Coaching and experience

1.8 Submission requirements

Respondents are required to include in their submission: -

- A detailed technical proposal clearly outlining the proposed methods for the assignment.
- Curriculum Vitae(s) of proposed experts outlining relevant education, and experiences
- A financial proposal with a detailed breakdown of costs.
- A proposed timeframe detailing activities and a schedule/work plan.
- Names and contact information of three references who can be contacted regarding relevant experience
- A Consulting Firm Profile (including all details of the firm)

1.8.1 The detailed technical proposal should:

- Show a thorough understanding of this Terms of Reference
- Include a detailed description of the leadership assessment and profiling tool you are using.
- Demonstrate previous experience in conducting similar assignments
- Demonstrate approaches that will be used to ensure child protection and ethics and principles will be applied throughout implementation of the task

1.8.2 The financial proposal should contain:

- Detailed itemized consultancy fees/costs.
- Payment will be subject to the successful selection of the consultant and offer acceptance
- Validity period of quotations should be 90 days

1.8.3: Supervision.

The Regional P&C Director will provide technical oversight of the process and ensure quality assurance.

1.9 Global Policy Safeguarding Children and Young People

- a) As a child centred development organization, Plan International ascribes to the Convention on the Rights of the Child and the Children's Act of 2001, which stipulates that child have the right to have their health, safety and well-being, and their best interest considered paramount; have their welfare and development promoted and safeguarded; are valued, respected and understood within the context of their own culture, religion and ethnicity. They require having their needs identified and met within this context and within the context of their family wherever possible. They should be listened to and have their views given careful consideration, and encouraged and helped to participate in decisions which affect them.
- b) The successful bidder must sign the Global Policy Safeguarding Children and Young people, which seeks to provide guidance on how individuals should conduct themselves while relating with children and young people, either directly or indirectly in the course of project implementation. Plan International requires every individual or organization who works in

partnership with the organization, at any level, to consciously subscribe and uphold these values and principles, which seek to promote the respect and observance of child rights, by carefully reading and understanding the Global Policy Safeguarding Children and Young People and code of conduct before appending their signatures as a sign of commitment.

The consultant and his/her team shall sign and follow Plan's Global Safeguarding Policy and PSHEA Policy, Code of Conduct for Suppliers and consultants.

2.0 Submission Instructions

Interested and qualified bidders who meet the above requirements and are able to provide deliverables in line with the terms expressed in these full terms of reference are invited to submit their technical and financial proposals as separate pdf documents to Kenya.Bids@plan-international.org with the subject line clearly marked "**Regional Leadership Development Programme**"

Closing date for submission of complete application is **2nd April 2025** close of business.

A selection committee utilising a pre-determined objective criterion will review all applications received by the submission date. Upon selection, the consultant(s)/ consulting firm/individual consulting experts may be invited for a discussion.

"Plan International Kenya reserves the right to accept or reject any bid and is not bound to give reasons for its decision"