Kimisitu Investment Company PLC

'Your umbrella in fair weather'

TERMS OF REFERENCE

STRATEGIC PLAN REVIEW CONSULTANCY SERVICES (2023-2027)

TENDER REFERENCE NO: KIPLC/SP/01/2022

SECTION I: - INFORMATION TO CONSULTANTS (ITC)

1 Introduction

1. The consultants are invited to submit a Technical Proposal and a Financial Proposal for the facilitation of the strategic plan 2023-2027.

2. The consultants must familiarize themselves with Kimisitu Investment Co PLC (Kimisitu PLC) when preparing their proposals, hence consultants are encouraged to liaise with the Office regarding any information that they may require before submitting a proposal.

3. Please note that the costs of preparing the proposal including any visit to the Client are not reimbursable as a direct cost of the assignment.

4. The procuring entity's employees, committee members, board members and their relative (spouse and children) are not eligible to participate.

5. It is desirable that the majority of the key professional staff proposed be partner/ consultant/ employee (without permanent)/technical person who has an extended and stable working relationship with it.

6. A **separate ORIGINAL copy** of the Technical Proposal shall provide the following information:
    a) Certificate of Incorporation
    b) Valid Tax Compliance Certificate
    c) A brief description of the firm's organization (Profile) and an outline of recent experience (within the last three years) on at least one assignment of a similar nature in real estate business, duration of the assignment, contract amount and firm's involvement.
    d) Technical team composition and their credentials (CVs)

e) 5 firm references (Letters) for the past 3 years.
f) Description of the methodology and work plan/ execution plan for performing the assignment.
g) Other information as per the attached Terms of Reference
h) The Technical Proposal shall not include any financial information.

7. A **separate ORIGINAL copy** of the Financial Proposal shall provide the following information:
   a) All costs associated with the assignment.
   b) The Financial Proposal should clearly identify as a separate amount, the local taxes, duties, fees, levies and other charges imposed under the law on the consultants,
   c) Consultants shall express the cost of their services in Kenya Shillings.
   d) Bank account details

8. Confidentiality

Information relating to evaluation of proposals and recommendations concerning awards shall not be disclosed to the consultants who submitted the proposals or to other persons not officially concerned with the process, until the winning firm has been notified that it has been awarded the Contract.

9. Corrupt or fraudulent practices

Kimisitu PLC requires that the consultants observe the highest standards of ethics during the selection and award of the consultancy contract and also during the performance of the assignment. The Company will reject a proposal for award if it determines that the consultant recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.

SECTION II: - TERMS OF REFERENCE

Background:

Kimisitu PLC was registered in the year 2010 with a specific focus of pooling resources of its members in a view to create wealth for its shareholders. The key objective of Kimisitu PLC is to create wealth by engaging in profitable activities e.g. Real Estate, Money market etc.

Kimisitu PLC business operates under company's Act cap 486 and the supreme decision body is Board Resolution. Kimisitu Plc intends to expand its operations and take enhanced services to the members in order to appropriately meet the following needs;

- Quality Real Estate products
- Quality investments that will enhance good profitability and returns to shareholders
- Affordable and value for money on properties in prime areas or those deemed to be prime and well placed.
- Value added services at a fee e.g., boreholes, electricity etc.
- Property Management

The current strategic period runs from the year 2018 to 2022 and we would like to engage the services of a consultant in designing the 2023-2027 strategic plan. The process should assist Kimisitu PLC to chart out clear goals and objectives over the next five years and the way it intends to achieve them.

Objectives of the assignment

The objective of this consultancy is to review our current five-year strategic plan.

- To reflect on the current Strategic plan of 2018 – 2022
- Establish success and challenges so far in the implementation of the 2018 – 2022 strategic plan
- Revision of Key Performance Indicators and targets based on SWOT analysis.
- Development of a Balanced Score Card that matches the reviewed strategic plan.

Scope of the Service

The consultant will review and guide Kimisitu PLC in clearly defining: -

1. Our Vision, Mission, strategic areas and objectives; including priority focus areas for the strategic period
2. Our situational context, through a SWOT, PEST and other relevant analysis.
3. Conduct desk review of relevant documents on Kimisitu PLC to prepare for the workshop including: The current strategic plans, Articles of Association and policies and applicable legislation.
4. Sustainability plan; including proposals for effective financial and Human resource strategies
5. Our stakeholder map and identify relevant strategies to engage them to advance our stated objectives and stakeholders
6. Risk analysis and management approaches,
7. Monitoring and reporting framework to enable effective tracking of the strategic plan
8. Costing of the strategic plan

Deliverables

1. An inception report detailing the methodology/ approaches and timelines associated with this consultancy/ assignment,
2. Conduct a needs assessment of Kimisitu PLC including consideration of situation analysis and identification of constraints and opportunities for growth and development covering both internal and external factors.
3. A workshop (to be agreed) dedicated to strategic planning workshops for the Kimisitu PLC board and staff members,
4. A consultancy report that includes the major activities of the consultancy, the highlights of the strategic planning workshop and an evaluation of the workshop.

5. 5 years Strategic Plan Results Framework
6. A final binding strategic plan for 2023 – 2027 including monitoring and evaluation plan (2 copies).
7. An electronic copy of all final reports in MS Word (Office 2010) and PDF.

Time Span

The team has proposed a workshop between 14th -19th November 2022.This assignment is expected to be carried out for a max. period of 21 clear days.

Institutional Arrangements

Kimisitu PLC will provide relevant background documents necessary for the assignment and venue for the workshop

MANDATORY REQUIREMENTS

(a) Expertise, skills and competencies

In order to be selected for this assignment, the Consultant must possess the following among other Academic and Professional qualifications:

a) A minimum of a post graduate qualification in the field of Administration, Organizational Development and/ or management or in a related field
b) Minimum of 5 years of experience in strategic planning;
c) Should have undertaken at least one assignment of a similar nature in real estate business in the last three years;
d) Experience in organizational and change management
e)
f) Excellent communication and facilitation skills
g) Ability to strategize and formulate business plans
h) An analytical mind with problem-solving abilities

Confidentiality of information

All documents and data collected in the process of the consultancy will be treated as confidential and used solely to facilitate the consultancy assignment.

All information to which the consultant shall receive access to shall at all times be treated as the property of Kimisitu PLC and shall not be disclosed saved for where express permission has been granted as such.

HOW TO APPLY

Note: All bids to be submitted in a sealed envelope labelled with only the words
"**STRATEGIC PLAN REVIEW CONSULTANCY SERVICES (2023-2027)"**

should be addressed:

The Procurement Committee
Kimisitu Investment Co. Plc
P.O Box 37159-00200, Kenya
Telephone: 020 27 15 246, +254 715 047065

and deposited in the Tender box at **Kimisitu Investment Co. Plc, Woodlands Court, Woodlands Road, Nairobi** so as to be received not later than **4th November, 2022 at 4.00pm**.