



## REQUEST FOR PROPOSAL (RFP)

### Consultancy Services for Development of Uzima University Strategic Plan (2027–2037)

#### 1. Introduction

Uzima University invites eligible and qualified consultancy firms/individual consultants to submit proposals for the development of its Strategic Plan (2027–2037).

The University seeks to engage a competent consultant to facilitate a participatory, evidence-based, and results-oriented strategic planning process that will guide the institution's growth and sustainability over the next ten years.

#### 2. Background

Uzima University is committed to excellence in teaching, research, innovation, and community engagement. The current strategic plan is nearing completion, and the University intends to develop a new ten-year Strategic Plan to:

- Strengthen governance and institutional capacity
- Enhance academic excellence and research output
- Improve financial sustainability
- Expand infrastructure and digital transformation
- Strengthen partnerships and stakeholder engagement
- Align with national higher education regulations and global trends

#### 3. Objectives of the Assignment

1. Review performance of strategic plan 2016 - 2026
2. Conduct a comprehensive situational analysis.
3. Facilitate stakeholder consultations.
4. Develop strategic pillars, objectives, and key initiatives for 2027–2037.
5. Prepare a costed implementation matrix.
6. Develop a Monitoring and Evaluation (M&E) framework.
7. Deliver final Strategic Plan document.

#### 4. Scope of Work

The assignment will include, but not be limited to:

- Inception meeting and review of key institutional documents
- Institutional performance assessment
- Governance and financial sustainability review
- Stakeholder engagement (Council, Management, Faculty, Students, Alumni, Partners)
- Strategic framework development (Vision, Mission, objectives, strategies, strategic pillars, KPIs)
- Facilitation of strategic planning workshop
- Development of costed implementation matrix

- Risk management framework
- Validation workshop facilitation
- Finalization and submission of final Strategic Plan

## **5. Deliverables**

1. Inception Report
2. Draft Strategic Plan (2027–2037)
3. Costed Implementation Plan
4. Monitoring and Evaluation Framework
5. Final Strategic Plan
6. Executive PowerPoint Presentation

**6. Duration:** 12 weeks

## **7. Requirements**

- Minimum 10 years' experience in strategic planning.
- Proven experience in higher education or university strategy development.
- Strong facilitation and stakeholder engagement skills.
- At least three (3) similar assignments completed in the last ten years.
- Valid Tax compliance certificate, KRA PIN, Registration Certificate, Professional Association Certificate, NITA Certificate

## **8. Proposal Submission Requirements**

Interested bidders shall submit:

### **A. Technical Proposal**

- Company profile and relevant experience
- Understanding of the assignment
- Proposed methodology and work plan
- Team composition and CVs of key experts
- At least three reference assignments
- Proposed stakeholder engagement approach

### **B. Financial Proposal**

- Detailed professional fees
- Breakdown of costs (professional fees, travel, workshops, VAT)
- Payment schedule linked to deliverables

## **9. Submission Details**

Interested consultants/firms are invited to submit their Technical and Financial Proposals in separate sealed envelopes (or separate PDF files if submitted electronically) clearly marked:

“RFP – Consultancy for Development of Strategic Plan (2027–2037)”

Terms of Reference is attached

Proposals must be received on or before:

4<sup>th</sup> March, 2026

**Submission Address:**

Uzima University, P.O. Box 2502-40100, Kisumu.

Email to:

[vc@uzimauniversity.ac.ke](mailto:vc@uzimauniversity.ac.ke)

Copy to: [joeokal@uzimauniversity.ac.ke](mailto:joeokal@uzimauniversity.ac.ke) and joeokal14@gmail.com

**Contact:**

Joe Okal, PhD.,  
Deputy Vice Chancellor,  
Administration, Finance, Planning & Development,  
**UZIMA UNIVERSITY.**  
**Telephone: +254 722 538769/ +254 734 538769**

Late submissions will not be considered.