

## **PARTICIPATORY ECOLOGICAL LAND USE MANAGEMENT ASSOCIATION (PELUM –KENYA)**



**Terms of Reference (ToR) Finance Management Workshop to be held  
from 6<sup>th</sup> to 7<sup>th</sup> October 2021**

### **1. Introduction to PELUM-Kenya.**

PELUM-Kenya is a member of the greater Participatory Ecological Land Use Management (PELUM) Association in East, Central and Southern Africa. It is a membership networking organization founded in 1995 which promotes people-driven development towards sustainable land use management. The organization facilitates learning networking and advocacy on sustainable natural resource management for improved livelihoods. Membership is drawn from Civil Societies Organisations which currently stands at 54 organizations. The network has been organized into six (4) networking zones where members in each zone work closely to promote horizontal and vertical networking.

PELUM Kenya envisions self-organized communities in Kenya that are able to make choices towards improved quality of life that is socially, economically and ecologically sustainable. The association endeavours to build the capacity of the member organizations and partners in Kenya to empower the local communities through participatory methodologies in ecological land use management and sustainable development. PELUM Kenya coordinating secretariat, is based in Juja, along Kenyatta Road in Boma Estate which is approximately 1.5 km from Thika Road.

#### **1.1 Background**

The Mandate of PELUM-Kenya is to ensure empowered and prosperous communities deriving their livelihoods from sustainable land use. In an effort to undertake its mandate, PELUM-Kenya promotes an integrated approach to participatory ecological land use and management for improved livelihoods among the small holder communities in Kenya. Currently, PELUM-Kenya's work is focused towards implementing its 2021- 2025 Strategic Plan. The five-key strategic programmes choices to be implemented in the new strategic plan for 2021 - 2025 will include: Institutional Strengthening, Networking and Capacity Development; Policy Influence & Advocacy on Agro ecological Practices; Agro-Enterprise and Market Development; Climate Change Resilience and Natural Resource Management; and, Gender and Youth in Agroecology.

#### **1.2 PELUM Kenya Staff.**

PELUM Kenya Staff are currently 23 in total. Country Coordinator, Head of Programmes and the Finance and Administration Manager who comprises of the Management Team. 7 Programme Staff based at the Country Secretariat Office and 4 Zonal Coordinators based at the Zones. 10 Finance and Administration Staff based at Country Secretariat Office

#### **2.1 The purpose of the workshop**

The procurement function helps in obtaining the value that an organization requires for its optimal operation. This training aims to enhance performance and efficiency by increasing the knowledge and skills of organization staff in managing the procurement function. To enhance capacity of the Staff on basics in procurement process

## **2.2 Objectives**

- To enhance capacity on Procurement Operational Requirements
- To manage the procurement process and supply base efficiently and effectively.
- To develop procurement performance indicators
- To understand how to develop and effectively use a pre- qualification list.

### **2.2.1 Benefits of the workshop participation**

Staff participation will help build understanding of the end-to-end procurement process. As well as these participants will gain the following key benefits from attending:

- Awareness on procurement Principles
- More appreciation of choosing the right type of specification.
- More capability in finding and evaluating suppliers.
- How to develop and manage the prequalification list
- Less likelihood of the procurement process failing to deliver the intended outcomes.
- Procurement Ethics
- Declaration of conflict of interest

### **2.2.2 Key learning outcomes**

- Describe the end-to-end procurement process.
- Describe the risks and opportunities in procurement and identify the controls that are appropriate to manage the process.
- Apply procurement principals in procurement processes
- Manage simple bid processes and ensure that the best solution is selected.

## **3. The Participants**

The total participants in the workshop will be 19;

- Country Coordinator, Finance and Administration Manager and Head of Programmes
- Finance Department and Administration Staff
- Programmes and Zonal Coordinators Staff

## **4. Scope of work**

Facilitate a 2 days' workshop on Procurement in a venue around Thika and Nairobi Environs;

- Wednesday 6<sup>th</sup> and 7<sup>th</sup> Thursday October 2021 (Facilitation days)

## **5. Key activities:**

The consultant will

- Develop a draft programme and share with PELUM-Kenya
- Design the training/ facilitation content
- Facilitate development of output and objective action plan
- Develop and share the workshop Report

## **6. Methodology**

- The course will be delivered using participatory tools to ensure understanding.
- Power point
- Any other appropriate and effective tools

## 7. Responsibilities

### 7.1 PELUM-Kenya:

- Preparing a budget for the exercise
- Sending TOR and negotiating consultancy fees
- Entering in a contract with the consultant
- Participating in the training
- Developing work-plan together with the consultant.
- Implementing the action points
- Pay the Consultant facilitation costs
- Meet the costs of the facilitator and the rapporteur, meals and accommodation

## 8. HOW TO APPLY:

Interested candidates should submit the following:

1. Expression of interest with a summary of how to carry out the proposed assignment and the budget.
2. Detailed curriculum vitae of the main consultant/ Trainer

If you are interested in the above consultancy and can demonstrate your ability to meet the qualifications required and submit the deliverables within stipulated timelines, then submit your expression of interest with the above mentioned documents to [pelumkenya@pelum.net](mailto:pelumkenya@pelum.net), copied to [pelumkenya@gmail.com](mailto:pelumkenya@gmail.com), [kahuho@pelum.net](mailto:kahuho@pelum.net) with the subject heading: **Procurement training**

The closing date for applications is **Monday 27<sup>th</sup> September 2021** COB.

Note: Only shortlisted candidates will be contacted