

Request for Expression of Interest

Recruitment of a Consultant to Develop a Risk Assessment, Management and Quality Assurance Framework (2026-2030) for ICCASA

REFERENCE NO: ICCASA/SALCA/2026/003

Context

Project Background and Objectives

The Centre for Inclusive Climate Change Adaptation for a Sustainable Africa (ICCASA) is an NGO with a primary focus on generating and disseminating knowledge and information related to gender and social inclusion and climate change. This effort aims to influence climate change policies, legislations, and programs in a gender-transformative and inclusive manner. ICCASA's mission focuses on building resilience within African communities through a gender-transformative approach. The organization is strongly committed to principles of gender and racial equality, social inclusion and cohesion, as well as the protection of the rights of Indigenous Peoples. Additionally, ICCASA emphasizes disability inclusion, intergenerational equity, and the empowerment of women, girls, and marginalized individuals in decision-making processes. The organization recognizes the value of diverse knowledge and leadership and supports collective climate action among various social groups.

ICCASA is currently strengthening its institutional systems to enhance operational efficiency, accountability, and quality programme delivery. As part of this process, the organization seeks to establish structured and practical mechanisms for identifying, assessing, managing, and monitoring risks, while strengthening quality assurance across its operations. Given ICCASA's growing portfolio of programmes and partnerships, there is a need for a comprehensive framework that addresses risks and quality assurance across organizational, programmatic, financial, and procurement levels, and supports consistent, high-quality implementation.

Main objective

The main objective of these Terms of Reference (TOR) is to support the development of a Risk Assessment, Management and Quality Assurance Framework

Specific objectives

The specific objectives consist of:

- Develop a risk assessment, management, and quality assurance Framework.
- Enhance ICCASA's internal and external knowledge in risks management and quality assurance.
- Identify and recommend appropriate knowledge management tools and technologies, including relevant and cost-effective digital tools or systems that can enhance effective risks management and quality assurance.

- Provide training for ICCASA staff in the application of the risk assessment, management, and quality assurance Framework.

Tasks and Responsibilities

The specific tasks will include the following;

- Conduct a thorough analysis of ICCASA's current risk environment to identify strengths, weaknesses, and areas for improvement.
- Assess the current state of quality assurance within the institution, including strengths, weaknesses, opportunities, and threats.
- Engage with ICCASA's key stakeholders, including management, staff, and external partners, to understand their perspectives on existing risk management practices and gather insights for enhancing the process.
- Identify and prioritize potential risks and vulnerabilities specific to ICCASA's operations, considering both internal and external factors such as funding changes, regulatory changes and emerging threats.
- Develop customized risk assessment methodologies and tools tailored to ICCASA's mandate and organizational structure, ensuring alignment with international best practices and standards.
- Facilitate workshops and training sessions for ICCASA's employees to raise awareness about risk management principles, quality assurance, enhance risk identification capabilities, and foster a culture of proactive risk mitigation.
- Collaborate with ICCASA's management team to develop and implement a robust risk mitigation and quality assurance strategy, including action plans, controls, and monitoring mechanisms to address identified risks effectively.
- Deliver a detailed final Risk Assessment, Management, and Quality Assurance Framework, providing actionable insights to empower ICCASA in fortifying its risk management and quality assurance processes and attaining its strategic goals.

Expected deliverables

1. Development and submission of Inception Report
2. Assessment of ICCASA's Risk assessment, management and quality assurance capacity to inform targeted framework.
3. A comprehensive Risk Assessment, Management and Quality Assurance Framework
4. Communication and awareness-raising materials, including presentations practical guides, and training documents,
5. Development of training plan and facilitation of training, including training on the use of relevant and adopted risk assessment, management and quality assurance tools.

Methodology

The Risk Assessment, Management, and Quality Assurance Framework will primarily be developed through desktop work, supplemented by a physical training workshop.

- The consultant is expected to carry out an assessment of the Risk Assessment, Management, and Quality Assurance capacities of ICCASA. This assessment must identify the processes, infrastructure, and human resources available to ICCASA in addition to their knowledge and skills in terms of Risk Assessment, Management, and Quality Assurance;
- The assessment is expected to inform the formulation of a Risk Assessment, Management, and Quality Assurance Framework with an associated action plan.

Adaptation For A Sustainable Africa (ICCASA)

P.O Box 1872 Sarit Centre (00606) Kenya

Physical Location: Sunpark Place, Block G, Fifth floor 52,

Syokimau, Machakos Kenya

- This consultancy will also include the provision of technical support as part of the Risk Assessment, Management, and Quality Assurance development process, to facilitate the presentation of knowledge in formats that are suitable for its dissemination to diverse target groups.

Academic Profile, Experience, Skills

- A minimum of 5 years of with a strong background and expertise in risk management and quality assurance, with proven experience in developing and implementing risk assessment, management and quality assurance strategies for NGOs, preferably in the African context.
- Familiarity with international best practices and standards in risk management and quality assurance.
- Proficiency in conducting thorough analyses of organizations' risk environment to identify strengths, weaknesses, and areas for improvement.
- Skill in identifying and prioritizing potential risks and vulnerabilities specific to NGOs considering both internal and external factors.
- Experience in conducting training sessions to raise awareness about risk management principles, enhance risk identification capabilities, and promote a culture of proactive risk mitigation among employees.
- Ability to collaborate effectively with ICCASA's management team to develop and implement a robust risk management and quality assurance framework, communicate complex concepts clearly.
- Excellent communication and writing skills.
- Proven ability to work collaboratively with diverse teams and stakeholders.

Submission of Expression of Interest

Interested Consultants must submit an application file including the following elements:

- **Technical Proposal** – this should include a brief presentation of the methodological approach (accompanied by a timeline).
- **Samples of work done:** 3 Copies of similar work done
- **Curriculum Vitae** - Highlighting experience acquired in similar projects and at least 3 references.
- **A financial proposal** – Financial proposals should be encrypted and must include a detailed breakdown of the costs of the services proposed to be offered in response to this call.

Supervision and Duration of the Assignment

This assignment is envisaged to be implemented between 15th May 2026 and 15th June 2026. The Consultant will be contracted by ACBF on behalf of ICCASA who will lead the supervision of the assignment.

Content, Schedule, and Submission

The results must meet quality standards. The document must be submitted no later than 15th June 2026. The tentative schedule is presented in the deliverables in section 4.

Work Arrangements

The Consultant is expected to work from his/her own office or that of the ICCASA. The consultant will have access to relevant information necessary to carry out the tasks planned as part of this mission. The consultant will be required to provide their own workstation (laptop, internet, phone, scanner/printer, etc.) and have access to a reliable internet connection.

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Language

All reports and documents must be presented in English.

Evaluation Criteria

The proposals will be evaluated based Consultant's Qualifications Selection. The technical evaluation committee shall consider the technical proposals based on their responsiveness to the Terms of Reference, with a minimum technical score required of 70 points.

Table 2. Criteria and point system for the evaluation of the technical proposals

N°	Criteria	Points maximum
01	A minimum of 5 years of with a strong background and expertise in risk management and quality assurance, with proven experience in developing and implementing risk assessment, management sand quality assurance strategies for NGOs, preferably in the African context.	25
02	Familiarity with international best practices and standards in risk management and quality assurance.	20
03	Proficiency in conducting thorough analyses of organizations' risk environment to identify strengths, weaknesses, and areas for improvement.	15
04	Skill in identifying and prioritizing potential risks and vulnerabilities specific to NGOs considering both internal and external factors.	20
05	Experience in conducting training sessions to raise awareness about risk management principles, enhance risk identification capabilities, and promote a culture of proactive risk mitigation among employees.	10
06	A minimum of 2 samples of Risk assessment, management and quality assurance frameworks developed	5
07	Excellent written and oral communication skills in English.	5
Total		100

Submission

Interested consultants are requested to submit their bid with the subject marked REFERENCE NO: ICCASA/SALCA/2024/006 “: **Recruitment of 'a consultant responsible for drafting ICCASA's Risk Assessment, Management and Quality Assurance'** to email address procurement@iccasa-africa.org on or before 17.00 hours (East Africa Time), on 8th May 2026.