

Request for Expression of Interest

Recruitment of a Consultant to Develop a Program Planning and Implementation Framework and Program Management Manual for ICCASA

Ref No: ICCASA/SALCA/2026/004

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 programme planning, coordination, implementation, and sustainability. As the organization continues to expand its portfolio of projects and partnerships, there is a need to establish a structured, practical, and standardized approach to programme planning and implementation, supported by a clear program management manual and a forward-looking business plan to guide growth, sustainability, and resource optimization.

Main Objective

The main objective of this assignment is to support the development of a Program Planning and Implementation Framework, a Program Management Manual, and a Business Plan for ICCASA.

Specific Objectives

The specific objectives consist of:

- Develop a comprehensive Program Planning and Implementation Framework for ICCASA.
- Develop a practical Program Management Manual to guide programme design, implementation, monitoring, and reporting.
- Develop a Business Plan to support ICCASA's sustainability, growth, and strategic positioning.

Inclusive Climate Change 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

- Strengthen ICCASA’s internal capacity in programme management through training and application of the developed tools and systems.

Tasks and Responsibilities

The specific tasks will include the following:

- Conduct an assessment of ICCASA’s current programme planning, implementation, and management systems to identify gaps and opportunities for strengthening.
- Review existing organizational documents, tools, and processes related to programme design, implementation, monitoring, and reporting.
- Engage with ICCASA staff and management to understand current practices, challenges, and priorities.
- Develop a structured Program Planning and Implementation Framework aligned to ICCASA’s mandate and operational context.
- Develop a comprehensive Program Management Manual covering key components including:
 - Programme design and proposal development
 - Work planning and budgeting
 - Implementation and coordination
 - Monitoring, evaluation, reporting, and learning (MERL)
 - Stakeholder engagement and partnerships
 - Risk management and adaptive programming
- Develop a Business Plan outlining:
 - Strategic priorities and growth areas
 - Programmatic focus areas
 - Resource requirements and sustainability strategies
 - Revenue streams and partnership approaches
- Develop practical tools, templates, and guidelines to support application of the framework and manual.
- Facilitate validation sessions with ICCASA team to refine outputs.
- Develop training materials and conduct staff training on programme management and application of the framework and manual.
- Deliver final consolidated outputs that are practical, user-friendly, and aligned to ICCASA’s institutional processes.

Expected Deliverables

1. Inception Report outlining methodology, work plan, and approach
2. Assessment Report on ICCASA’s programme planning and management systems
3. Draft Program Planning and Implementation Framework
4. Draft Program Management Manual
5. Draft Business Plan
6. Final consolidated Framework, Manual, and Business Plan
7. Training materials (presentations, guides, tools)
8. Facilitation of staff training

Methodology

The consultancy will adopt a systems-based, participatory, and implementation-oriented approach.

- Desk review of relevant ICCASA documents and systems
- Consultations with ICCASA staff and management
- Analysis of programme cycles and institutional processes
- Development of frameworks and tools aligned to best practices but tailored to ICCASA context
- Validation and capacity strengthening sessions

Academic Profile, Experience, Skills

- Advanced university degree (Master's level or above) in Development Studies, Project Management, Business Administration, or related fields
- Minimum of 5 years' experience in programme management, institutional development, or related fields
- Proven experience in developing programme frameworks, manuals, or business plans for NGOs
- Strong understanding of programme cycles, MERL systems, and institutional processes
- Experience in facilitating training and capacity strengthening
- Excellent analytical, writing, and communication skills
- Ability to work collaboratively with diverse teams

Submission of Expression of Interest

Interested Consultants must submit an application file including:

- Technical Proposal (methodological approach and timeline)
- Samples of similar work (at least 2–3)
- Curriculum Vitae with references
- Financial Proposal with detailed breakdown

Supervision and Duration of the Assignment

The assignment will be implemented within an agreed timeframe. The Consultant will work closely with ICCASA and report to the designated technical lead.

Content, Schedule, and Submission

All deliverables must meet high-quality standards and be submitted within agreed timelines.

Work Arrangements

The Consultant will work remotely or from ICCASA offices and will be required to provide their own equipment and internet access.

Language

All reports and deliverables must be presented in English.

Inclusive Climate Change 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

Evaluation Criteria

Proposals will be evaluated based on Consultant's Qualifications Selection, with a minimum technical score of 70 points.

Table 2. Evaluation Criteria

N°	Criteria	Points Maximum
01	Experience in programme management frameworks/manuals development	25
02	Experience in developing business plans	20
03	Analytical and institutional assessment capacity	15
04	Understanding of programme cycles and MERL systems	20
05	Training and capacity building experience	10
06	Samples of similar work	5
07	Communication skills	5
Total		100

Submission

Interested consultants are requested to submit their applications with the subject: **“Consultancy: Development of Program Planning and Implementation Framework, Manual and Business Plan for ICCASA”** to email address procurement@iccasa-africa.org on or before 17.00 hours (East Africa Time), on 8th May 2026.