



Kenya Association of Fundraising Professionals
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Terms of Reference (TOR) for Consultant to Develop Strategic and Organizational Framework for KAFP

1. Background

The Kenya Association for Fundraising Professionals (KAFP) is seeking a skilled consultant to assist in the development of a comprehensive strategy and organizational framework. This initiative aims to enhance KAFP's impact and effectiveness as a futuristic membership organization.

2. Objectives.

The consultant will be responsible for:

- a) Reviewing KAFP's current offerings and developing a three-year strategic plan, focusing on membership growth and product development.
- b) Formulating a robust Board, Governance, and Management structure/strategy to align with the new strategic direction.
- c) Conducting a comprehensive Context/SWOT/PESTEL analysis to inform the strategic planning process.
- d) Conduct Board retreat

3. Key Deliverables

- a) A three-year strategic plan document with clear objectives, strategies, and action plans for membership growth and product development.
- b) A proposed Board, Governance, and Management structure/strategy that ensures efficiency and accountability.

4. Scope of Work.

- a) Engage with KAFP stakeholders (Board members, staff, members, partners) to gather inputs and insights for the strategic planning process.
- b) Analyse current market trends, challenges, opportunities, and the organizational environment.
- c) Develop innovative and sustainable strategies that position KAFP as a leader in resource mobilization in East Africa.

d) Present a comprehensive and actionable strategic plan, along with governance and management structure recommendations.

e) Conduct a one day board retreat to go through the draft and approval

5. Qualifications

a) Experience in strategic planning, organizational development, and governance.

c) Excellent communication and stakeholder engagement abilities.

d) Knowledge of the resource mobilization landscape and membership organizations is desirable.

6. Timeframe.

The consultancy is expected to be completed within a period of one month from the date of appointment.

7. Reporting

The consultant will report to the Board Secretary and provide periodic updates on progress.

8. Application Process

Interested candidates should submit their application, including a cover letter, CV, and a brief proposal outlining their approach to the assignment, by Wednesday 14th February 2024. Please send to info@fundraisingkenya.org.