



Lets Be Tested Queens CBO

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Our Ref: 04/11/21

4th November 2021

TITLE	: TERMS OF REFERENCE
PROJECT NAME	: COLLECTIVE CARE AND HEALING
COUNTY OF ASSIGNMENT	: KISUMU
TYPE OF CONTRACT	: CONSULTANCY
DURATION OF ASSIGNMENT	: 2 MONTHS
TENTATIVE DATE OF COMMENCEMENT	: 15TH NOVEMBER 2021

1. BACKGROUND

Lets Be Tested Queens CBO (Western Kenya LBQT feminist Forum WKLFF) was formed in 2016 and is registered under the Ministry of East African Community, Labor and Social Protection in 2020 with an aim to infuse intersectional feminism at the core of all advocacy for LBQ and ITGNC Womxn in Western Kenya. The organization has 65 bonafide members.

The organizations main mandate is to build an intersectional feminist movement that will enable LBQ and ITGNC Womxn participation in decision making, social and economic engagement. Our core interests are based on these thematic areas; Human Rights and policy Advocacy, Mental health ,inclusive Health, Gender Based Violence and Institutional strengthening.

In order to deliver on our Vision of having an inclusive society where all persons have equitable opportunities for access ,WKLFF recognizes the value of Reviewing our strategic plan, human resource and safeguarding policies, to assess the strengths and weaknesses of our approach considering the internal and external factors that influence the trajectory of our work especially in the light of the COVID 19 pandemic.

WKLFF therefore plans to Review its Strategic Plan, Human Resource and Safeguarding policies to reconfirm the Organization's vision and to establish a design a creative process and approach for the effective implementation and sustainability of its mandate over the next five years.2021-2025

WKLFF firmly believes that its membership ,beneficiaries, allies, partners and key stakeholders are at the center of Collective Care by Providing direct input into the process.



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2. PURPOSE OF THE CONSULTANCY

1. The consultant will facilitate a directional analysis for WKLFF, and support detailed outcomes for Collective Care and Healing practices, in order to cultivate an understanding on cultures of care that provide safety for mental and emotional well-being, checks the progression of burnout as well as explores the role of self and collective care in the workplace, to be infused in the strategic plan, Human resource policy and safeguarding policy.
2. Provide a directional analysis for WKLFF's communication, monitoring and evaluation plan. Including assessing the Theories of Change employed and examining how they serve to deliver WKLFF's mission and vision.
3. Infuse creative and participatory methodologies to support and lead WKLFF staff, members, and board through a participatory planning process that ensures a sense of ownership and meaningful engagement that will ultimately improve the experience for all, paying attention to their well being.
4. The substantive outcome is a five year strategic plan for the period 2021-2025, Human resource Policy and Safeguarding Policy infused with collective care methodologies.

3. OBJECTIVE OF THE CONSULTANCY

The Overall objective of this consultancy is to review the WKLFF strategic plan, Human resource policy and Safeguarding policy by infusing Collective care methodologies and practices to cultivate a sense of ownership and meaningful engagement that will ultimately improve Clarity of Vision and Continuity of Practice.

4. SCOPE OF WORK

The scope of work for the Consultant will include but not be limited to:

- a. Through a consultative process, Develop a sound creative collective and self care methodology that grounds the Human resource policy and safeguarding policy to facilitate directional analysis for WKLFFs current operations and the integration of the Queer Knowledge Hub and Wellness center.
- b. Conduct a needs assessment of the Organization including consideration of situation analysis and identification of constraints and opportunities for growth and development of WKLFFs operations to date.
- c. Review the institutional capacity, organizational set-up, financial and administrative systems against WKLFFs mandate and the identified strategic objectives and key result areas; and make recommendations, if any.
- d. Review, validate, finalize and cost the strategic plan 2021-2025, including outcome mapping for monitoring and evaluation, detailed implementation matrix and general activities. The strategic plan should include priority programs and strategies, baselines and targets, timelines and resource allocations and a monitoring plan and communication plan.
- e. Develop a comprehensive work plan for a participatory process with a view of achieving feedback from members and Board, which may includes holding consultations and facilitating interviews with relevant stakeholders



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- f. Propose a strategy for achieving collective care strategy and key results;
- g. Develop a Results and Resources Framework for the plan period;
- h. Finalize Strategic plan, Human Resource Policy and Safeguarding Policy and submit to the Executive Director

DELIVERABLES OUTPUTS

1. A five year strategy 2021-2025 with clear deliverables, key milestones, and direct guidance on implementation to strengthen WKLFF's mission and vision.
2. A five year Human resource policy and safeguarding policy 2021-2025 with collective and self care methodologies.

DURATION

Duration The consultancy shall be for a period no longer than two months, beginning in November 15th, 2021.

INSTITUTIONAL ARRANGEMENTS

1. The Consultant will report directly to the Executive Director who is the Secretary to the Board of Management.
2. WKLFF will provide relevant background documents necessary for the assignment .
3. WKLFF shall be responsible for the coordination of meetings and other activities under the Consultancy.

APPLICATION MATERIALS

Interested parties should submit a concise proposal for how the work will be carried out.

Interested applicants are encouraged to submit their bids alongside detailed proposals, indicating their work schedule from the commencement to the end of the consultancy. Included should be:

- Technical approach and suggested timeline (maximum 5 pages)
- Case studies of previous experience of strategic development planning, experience on collective care is an added advantage (maximum 2 pages)
- Budget for work to be undertaken (submitted in a single Excel worksheet and broken down into personnel, fees, travel and other)
- Any restrictions or challenges on consultants' availability to begin work on **15th November 2021**

APPLICATION TIMELINE AND INQUIRIES

Proposals and inquiries on the consultancy should be submitted to: info@wklff.org with the subject line 'STRATEGIC PLAN AND POLICIES REVIEW CONSULTANCY'

Application deadline: **FRIDAY, 12 NOVEMBER 2021**
LBQITGNC PERSONS ARE HIGHLY ENCOURAGED TO APPLY