



ST. PAUL'S UNIVERSITY

Your University of Choice!

CALL

FOR A CONSULTANCY ASSIGNMENT FOR THE DESIGN OF THE 2025-2030 STRATEGIC PLAN

1.0 INTRODUCTION

St. Paul's University (SPU) is a Private, Chartered, Christian, Ecumenical University in Kenya with campuses in Limuru, Nairobi, and Nakuru. Since the award of Charter in 2007, St. Paul's University has continued to experience sustained growth with courses in various fields of study and research programs as guided by the two previous strategic plans. During the period of acquiring accreditation status, a ten-year strategic plan 2007-2016 was developed to guide its growth. At the end of the planned period, a ten-year strategic plan 2016-2025 was designed as it was clear that the university had grown its programs, student numbers, and physical and human resources. As the plan period nears the end, there is a need to develop a third five-year strategic plan to guide the dynamic operating environment.

2.0 BACKGROUND AND PURPOSE

St. Paul's University operates in a dynamic environment of higher education that is characterized by increased demands of the 21st Century learner, swift technological changes, volatile policy changes and stiff competition. This is coupled with expectation that the university upholds its commitment to meeting the growing demands and dynamics of higher education while maintaining quality standards. It is therefore imperative that SPU designs an agile strategy that appropriately prepares the workforce and stakeholders to navigate the current trends presented in the changing times.

It is against this backdrop the university is looking for a national consultant, who will work closely with the Internal Strategic Plan Steering Committee to lead the process of the development of a new strategic plan for the period 2025-2030.

3.0 SCOPE OF THE WORK

Working closely with the SPU Strategic Plan Committee, the consultant shall;

- Develop an inception report with detailed work plan, methodology, and timelines for the project.
- Conduct a comprehensive analysis of the 2016-2025 Strategic Plan.
- Conduct a detailed analysis of the internal and external environment impacting higher education in Kenya and globally and the University's strategic priorities.
- Develop and execute a stakeholder engagement plan, including interviews, surveys, focus groups, and workshops, to gather input from different SPU stakeholders (University Trustees and Council, Board of Management, Senate, faculty, students, staff, alumni, external partners, and the other stakeholders).
- Facilitate consultations, analyze and synthesize feedback from the stakeholders to gain insights into SPU strengths, weaknesses, and future directions.
- Develop the 2025-2030 Strategic Plan.
- Develop actionable implementation, monitoring, evaluation and control frameworks.
- Provide a detailed final report outlining the strategic plan, the methodology used, and the recommendations for future growth and development.

4.0 DELIVERABLES

- a) Inception Report - Detailed work plan, methodology, and timeline for the assignment
- b) Stakeholder Consultation Report - Summary of the findings from stakeholder consultations, including feedback and insights.
- c) Situational Analysis Report - Detailed analysis of the external environment impacting higher education in Kenya and globally including SWOT, PESTLE and the University's strategic priorities.
- d) Strategic Plan Document - A comprehensive strategic plan with mission, vision, goals, initiatives, KPIs, and implementation guidelines.

- e)** Implementation Framework - An actionable roadmap with timelines, milestones, and assigned responsibilities.
- f)** Final Report - A summary of the entire process, key findings, and recommendations for further steps.
- g)** Monitoring, Evaluation & Control Framework - Guidelines for assessing progress, including KPIs and periodic review mechanisms.
- h)** Dissemination to all the university stakeholders.

6.0 TERMS AND CONDITIONS

The selected consultant will be required to sign a contract with St. Paul's University that outlines the scope of work, deliverables, timeline, and payment schedule. The consultant must also agree to maintain the confidentiality of all information obtained during the course of the consultancy.

7.0 PAYMENT AND TERMS

The financial proposal should cover all expenses, including consultancy fees, and any other costs related to the project. The fees should be presented in a detailed breakdown. The fee and the exact terms of payment will be negotiated with the consultant based on deliverables. Payments will be based on outputs, i.e., upon delivery of the services specified in the contract.

5.0 REPORTING AND SUPERVISION

The consultant will report directly to the Vice Chancellor or the designated representative from the Strategic Planning Committee. Regular progress updates and check-ins will be scheduled throughout the assignment.

8.0 APPLICATION PROCESS

Interested consultants are invited to submit their proposals, including:

- a)** A technical proposal
- b)** A financial proposal

Applications should be sent to strategicplanningcommittee@spu.ac.ke
Deadline for the application submission: **Saturday, November 30, 2024.**