



# KENYA METHODIST UNIVERSITY

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**EXPRESSION OF INTEREST (EOI) FOR PROVISION OF CONSULTANCY SERVICES FOR DEVELOPMENT OF A FIVE-YEAR STRATEGIC PLAN (2024-2029) FOR THE ESTABLISHMENT OF THE KENYA METHODIST UNIVERSITY SCHOOL OF LAW**

**TENDER No: KeMU/EOI/001/2024**

## **UNIVERSITY BACKGROUND**

Kenya Methodist University (KeMU) is a chartered ecumenical Christian University with its main Campus in Meru and other campuses in Nairobi and Mombasa.

## **SCOPE OF WORK**

**Development of a five-year Strategic Plan (2024-2029) for the establishment of the Kenya Methodist University School of Law**

Aimed at developing the five-year Strategic Plan that will be used to establish the Kenya Methodist University School of Law in 2024 and submitted for approval to the Council of Legal Education, the scope of work of the Consultant will include but not be limited to:

- a) Ensuring that the Strategic Plan developed aligns to the curriculum, Council of Legal Education Requirements, Commission for University Education guidelines and requirements, the KeMU Strategic Plan 2018-2027 and any other related Kenyan Laws and Regulations, KeMU Policies and Guidelines;
- b) Through a consultative process and application of an appropriate tool of analysis, identifying focus areas and developing strategic objectives and key result areas for the same;

- c) Ensuring that the relevant stakeholders views are considered when developing the Strategic Plan.
- d) Ensuring that the Strategic Plan comprehensively provides for institutional capacity, organizational set up, financial and administrative arrangements which will be required to start off the School of Law.
- e) Developing a Results and Resources Framework for the plan period;
- f) Presenting the draft Strategic Plan to KeMU’s management for validation; and
- g) Finalizing the Strategic Plan and submitting it to KeMU’s Vice Chancellor.

**Deliverables**

- a) Develop a five-year Strategic Plan (2024-2029) for the KeMU School of Law including Results and Resources Frameworks.
- b) Report on the processes including stakeholder consultations and workshops (if any).

**Assignment Period**

The Consultant is expected to undertake this assignment within a period of twenty-one (21) days after signing of the contract. The Consultant will provide a breakdown of the period within which the various activities for the assignment are expected to complete within the twenty-one (21) days’ timeframe.

**Assignment Reports and Schedule of Expected Documents**

The Consultant is expected to prepare and present the following report and document to the Vice Chancellor of the Kenya Methodist University within the set timelines as follows:

NO	ACTIVITY	TIMELINE
1.	Draft strategic plan document	Two Weeks (2) after signing the Contract
2.	Final strategic plan document	One (1) week after presentation of the draft strategic plan document

Individuals meeting the above criteria are requested to submit their EOI as follows:

1. Provide a cover letter outlining the understanding of the assignment, capacity and capability to deliver on the terms of reference.
2. The methodology, work plan and timelines for undertaking and completing the assignment, and the deliverables.
3. Current Curriculum Vitae demonstrating experience with similar assignment.
4. Appropriate references to demonstrate having the experience specified in the terms of reference.
5. Financial Proposal.

The individuals bidding should also submit the following documents with their Proposals:

1. A certified copy of Identification Card.
2. A certified copy of Pin Certificate.
3. Valid Tax Compliance Certificate.
4. A disclosure form confirming that the individual does not have any conflict of interest which may exist with respect to the University.

Interested individuals should send their EOI in sealed envelopes clearly marked: “**Expression of Interest for Provision of Consultancy Services for the development of the five-year Strategic Plan (2024-2029) for the establishment of the Kenya Methodist University School of Law. TENDER No: KeMU/EOI/001/2024**” and addressed to:

The Vice-Chancellor,  
Kenya Methodist University,  
P.O. Box 267-60200,  
MERU.

The EOI should be sent via email to: [supplies@kemu.ac.ke](mailto:supplies@kemu.ac.ke) on or before **Wednesday, 13<sup>th</sup> March 2024 COB.**