



TERMS OF REFERENCE (TOR) FOR DEVELOPMENT OF A PROJECTS MANAGEMENT MANUAL

**General Information**

<b>Job Title:</b>	Consultancy –Development of a Project Management Manual
<b>Work Description:</b>	Development of the NCDAK’s Project Management Manual
<b>Project Title:</b>	DNCDA_ Increase the priority, attention and budget allocation to NCDs at the national and county levels.
<b>Category:</b>	Organizational Development
<b>Type of contract:</b>	Special Service Contract
<b>Expected starting date:</b>	Immediately
<b>Duration:</b>	Twelve (12) working days

**1.0. BACKGROUND**

The Non-Communicable Disease Alliance of Kenya (NCDAK) is a not-for-profit organization that brings together synergistic relationships of multi-sectoral stakeholders to facilitate active promotional and advocacy activities for prevention and control of non-communicable diseases (NCDs) and the provision of quality NCD care services.

NCDAK responds to the global call of action for the prevention and control of NCDs including cardiovascular diseases, diabetes mellitus, cancers and chronic lung diseases, sickle cell, epilepsy, mental health. These diseases are propagated by common risk factors such as unhealthy diets, physical inactivity, tobacco use, harmful use of alcohol and exposure to environmental toxins.

NCDAK embraces and values strategic partnerships with various agencies including national and county government ministries, departments, and agencies; County First Ladies; academic and research organizations; professional and civil society organizations; development agencies and donors; and the private sector. NCDAK acknowledges that NCDs transverse sectors beyond health, thus adopts a multi-sectoral approach in its activities.

In meeting its program objectives as well as the vision, the organization is in the process of developing a Project Management manual to provide operational guideline for its projects. This document will be developed in line with other existing policy documents at NCDAK and once complete will guide in delivery of quality services to member organizations and persons living with NCDs. It is in this regard, the NCDAK is seeking services of qualified consultant to develop and deliver this task.

**2.0. PURPOSE AND OBJECTIVE**

NCDAK seeks services of consultant to develop a Project Management Manual in line with its Strategic plan, M & E framework, and other policies. This assignment is geared towards strengthening NCDAK organizational system towards quality programme service delivery. The Projects Management manual will also provide tools for management of NCDAK projects.

### **3.0. GENERAL SCOPE OF THE WORK**

The scope of work listed below will generally apply to this task. These will include:

- a. Undertake a review of the existing operational procedures and practices and develop linkages to the Project Management manual.
- b. Ensure a participatory process in coming up with the draft Project Management manual
- c. Develop a draft Project Management Manual.
- d. Liaise with NCDAK staff for input and feedback.
- e. Put in place the necessary procedures, practices and training to build capacity gaps and strengthen the operational systems.
- f. Prepare the final copies of the Project Management manual in soft copy for NCDAK (word and pdf)

### **4.0. DELIVERABLES**

- a) An inception report within two days of commencement of the assignment once selected.
- b) First Draft of the Projects Management manual.
- c) Final copy of manuals (both word and pdf format)

### **5.0. SUPERVISION**

The consultant will report to the Technical Advisor but work closely with the Program Manager, and the Programs team who will be their contact persons within the organization.

### **6.0. DURATION OF THE WORK**

The assignment is estimated to commence immediately and be completed within twelve (12) working days.

### **7.0. QUALIFICATIONS OF THE CONSULTANT**

- Post graduate degree or equivalent in development studies.
- Minimum of 7 years of relevant experience at the national or international level in (Projects/ Program management).
- Knowledge and experience in procurement and accounting processes.
- Possess the following skills and competencies:
  - Ability to work with minimal supervision.
  - High level written and oral communications skills in English.
  - Must be result-oriented, a team player, exhibiting high levels of enthusiasm, tact, diplomacy, and integrity.
  - Demonstrate excellent interpersonal and professional skills in interacting with government and development partners.

The Consultant will be required to have regular consultations with NCDAK team whenever possible. The Consultant will be expected to work within his own office premises and shall cover own travel and internet expenses.

### **8.0. PROPOSAL SUBMISSION**

Interested and qualified consultants are invited to submit the following:

- a) A comprehensive Curriculum Vitae of the consultant detailing the reference list indicating the scope and magnitude of similar assignments, qualifications, registration and other relevant statutory documents.

- b) Financial bid indicating the amount in Kenya Shillings to undertake the task.
- c) The application will be submitted to [careers@ncdak.org](mailto:careers@ncdak.org) not later than 23<sup>rd</sup> October 2020 at 5.00pm.

**Disclaimer:**

The material arising from the contract shall be the property of NCDAK and cannot be used without express written consent by NCDAK.