



# MACHAKOS UNIVERSITY

## OFFICE OF THE DEPUTY VICE-CHANCELLOR (ADMINISTRATION, PLANNING AND FINANCE)

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### **REQUEST FOR QUOTATIONS FROM INDIVIDUAL CONSULTANTS TO UNDERTAKE AN EXPERT REVIEW OF A DRAFT STRATEGIC PLAN FOR MACHAKOS UNIVERSITY**

#### **1.0 BACKGROUND**

Machakos University was awarded a charter on 7<sup>th</sup> October, 2016 by H.E. Uhuru Kenyatta, CGH, President of the Republic of Kenya and Commander-in-Chief of the Defence Forces as predecessor of Machakos University College. It is located along the Machakos-Wote Road.

Machakos University wishes to invite Request for Quotations from individual consultant to review and give expert opinion on the draft University Strategic Plan.

#### **2.0 TERMS OF REFERENCE (TOR)**

The Terms of Reference for the Consultant will include but not be limited to the following:

- (a) To review and give an experts' opinion on the current draft strategic plan and make recommendations taking into consideration the University Statutes.
- (b) To take the University Management through the revised draft strategic plan.
- (c) To take the University Council and Management through the revised strategic plan in a workshop.
- (d) To submit a final strategic plan ready for printing after incorporating the suggestions and recommendations from the workshop.

#### **3.0. DELIVERABLES**

- (a) Revised draft strategic plan after experts' input
- (b) Revised strategic plan after management briefing
- (c) Final draft plan after University Council and Management workshop

#### **4.0. DURATION OF CONSULTANCY**

This assignment is expected to be completed within a period of thirty (30) days after signing of the contract.

## 5.0 INSTITUTIONAL ARRANGEMENTS

The Consultant will report directly to the Vice-Chancellor/Chief Executive Officer, Machakos University.

## 6.0 THE CONSULTANT

The consultant, WHO SHOULD BE AN INDIVIDUAL NOT A CONSULTING FIRM is expected to submit the following:

- (a) His or her comprehensive curriculum vitae.
- (b) Work schedule with clear milestones.
- (c) Requirements from the client (Note that the Draft Strategic is ready and has been reviewed internally)
- (d) Quotation for the works
- (e) Evidence of previous similar works undertaken for a University and/or a public institution

All quotations should be received in the office of the undersigned **on or before Friday 4<sup>th</sup> November 2016** either as soft or hard copy.

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