



Bible Translation & Literacy (E.A.)

TERMS OF REFERENCE FOR DEVELOPMENT OF A 5-YEAR STRATEGIC PLAN FOR BTL

2024-2028

MAY, 2023
BIBLE TRANSLATION & LITERACY (E.A)
P.O Box 44456-00100, Nairobi

1. Background

Bible Translation and Literacy E.A. (BTL) is a charitable Christian Organization that was established in 1981 and is registered as a NGO created under section 10 of the Non-Governmental Organizations Co-ordination Act.

BTL's main focus is to facilitate Bible translation, sustainable literacy and language development programs among small language groups in Kenya and beyond. These language groups are isolated by harsh climate and rough terrain; many of them are limited in the areas of education and development.

The organization is currently working in **36** language groups in Kenya, namely; the **Daasanach** and **Rendille** in Marsabit County; **Ilchamus** and **Tugen** in Baringo County; **Samburu** in Samburu County; **Orma**, **Ilwana**, **Pokomo**, **Upper Pokomo**, **Wardei**, in Tana River County; **Waata** in Tana River and Kilifi Counties; **Chonyi**, **Giryama**, **Ribe**, and **Jibana**, in Kilifi County; **Digo** and **Duruma** in Kwale County, **Taveta** in Taita Taveta County; **Aweer** in Lamu County; **Tharaka** and **Chuka** in Tharaka Nithi County; **Suba** in Homabay County; **Sengwer** in Trans-nzoia; **Sabaot** and **Tachoni** in Bungoma and Trans Nzoia Counties; **Ogiek** in Nakuru and Narok Counties; **Marakwet** and **Keiyo** in Elgeyo-Marakwet County; **Rabai**, **Kambe**, **Kauma** in Kilifi and Mombasa counties; **Tigania** and **Igembe** in Meru county; **Ndia**, and **Gicugu** in Kirinyaga county and **Kabras** in Kakamega county.

BTL also has projects situated in Tanzania, Uganda and South Sudan.

2. Objective

The main objective of the consultancy is to develop a five-year strategic plan (2024-2028) for BTL through a participatory process involving staff, board members and other Stakeholders.

3. Scope of Work

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

- a. Examine relevant BTL documents including, the organizational reports, policy documents and the Current Strategic Plan
- b. Develop a comprehensive inception report
- c. Facilitate a review of BTL's vision, mission, core values and strategic objectives.
- d. Design relevant tools for the internal and external assessments
- e. Facilitate consultative meetings with BTL staff, board members and other stakeholders
- f. Review the institutional capacity, organizational set-up, financial and administrative systems against BTL's mandate and make recommendations
- g. Formulate a plan that will guide implementation of the strategic goals
- h. Formulate a risk matrix.

- i. Develop a performance measurement and implementation plan of BTL's strategic goals

4. Expected Outputs and Deliverables

At the end of this consultancy, the consultant will be expected to have submitted the following key deliverables:

- a. Inception Report (detailing the evaluation of the current Strategic Plan, work plan, tools and templates)
- b. Draft Strategic Plan
- c. Final Strategic Plan
- d. Annual operational Plan and Budget
- e. A Process Report (a report that documents how the strategy was developed)

5. Timeline

The final strategic plan document to be handed in on **15th August 2023**.

6. Application Requirements

Interested individuals and or firms to submit a technical and cost proposal to BTL detailing their **methodology** on how to carry out the assignment, a **work plan, consultant's level of experience (experience in regional SP development is preferred)**, and detailed CV. In addition, at least 3 references of similar assignments successfully undertaken in the last 3 years. The proposal should reach BTL not later than **24th May 2023**. The proposal should be submitted in PDF format to Procurement@btlkenya.org

Only shortlisted candidates will be contacted for interviews.