



EXPRESSION OF INTEREST (EOI)

Locations: International Centre of Insect Physiology and Ecology (*icipe*) located in Nairobi, Kenya and Offices in Addis Ababa, Ethiopia and Mbita, Homa Bay in Western Kenya.

Project: A. *icipe* Institutional Capacity Assessment; and
B. Development of *icipe*'s 2026-2030 Vision and Strategy

The two assignments -A and B- will be carried out sequentially as two complementary workstreams, as per the process outlined herein and in accordance with timelines specified in Article 6.

Contract No.: EOI/*icipe* 10/07-2024

1. The International Centre of Insect Physiology and Ecology (*icipe*) is an intergovernmental organisation headquartered in Nairobi, Kenya that carries out research and training in sustainable management of insects (arthropods) for improving comprehensive health and agricultural productivity in the tropics (www.icipe.org).
2. *icipe* aims to conduct the Centre's strengths, weaknesses, opportunities, and threats (SWOT analysis) to effectively fulfil its mission and achieve its strategic objectives in the current and evolving global landscape. The overall objective of this assessment is to provide a comprehensive and independent assessment of *icipe*'s (a) human capacity needs for readiness to expand its research for development activities and impact, (b) scalability of its research outputs to the region and beyond (c) current visibility, communication strategy, and suggest interventions to reach a wider audience with its research findings, (d) recruitment strategy and its ability to attract, develop, and retain the high-calibre researchers to achieve its research goals, and as a follow on to the assessment, (e) development of *icipe*'s 2026 – 2030 Vision & Strategy document.

3. **Project Scope of Work:**

A. Institutional Capacity Assessment: The assessment will cover the following key areas:

Human capacity needs:

- What are the core technical skills and knowledge required for staff to effectively perform their roles at *icipe*?
- Are there any critical knowledge gaps that are hindering project or program implementation?
- Does *icipe* have a plan for staying up-to-date with the latest advancements in relevant scientific fields?

Scalability:

- How can *icipe* readily adapt its current research for development resources and infrastructure (e.g., human/personnel, expertise, facilities, data management) to accommodate a significant increase in research funding or personnel?

- What are the key bottlenecks that would hinder scaling up *icipe*'s research output (e.g., data storage capacity, specialized equipment, partnerships, policies, collaborations)?
- How can *icipe* translate its research findings into a broader societal impact (e.g., knowledge dissemination strategies, public and policy outreach programs)?

Visibility and communication:

- How effectively does *icipe* communicate its ongoing research activities and its significance to various stakeholders from end-users to policy makers (e.g., ultimate beneficiaries, academics, policymakers, the public)?
- What strategies are in place to ensure *icipe*'s research output is recognized and cited by leading researchers in the field, and to forge new and equitable partnerships?
- How does *icipe* leverage on diverse communication outlets (media, social media platforms, or public events) to raise awareness of its research among the research community and development partners?

Recruitment Strategy:

- Is the current recruitment strategy effective in attracting top-tier scientists (researchers, academia, postdocs, etc.) whose expertise aligns with *icipe*'s research for development priorities?
- What strategies can *icipe* put in place to attract renowned staff in other sectors of administration and management (finance, communication, grants, etc etc)
- What are the key interventions needed in *icipe*'s recruitment strategy to address the challenges and opportunities associated with attracting high-quality international researchers?
- What strategies can *icipe* use to attract and retain a diverse pool of researchers across all ranks (e.g., gender, ethnicity, background)?
- How does *icipe* balance the cost-effectiveness of its recruitment efforts with attracting high-quality researchers?

B. Vision and Strategy Development: The scope of work for the Vision and Strategy (V&S) 2026 – 2030 includes (but is not limited to):

- Familiarization with the history, and review of the vision and mission based on *icipe*'s mandated objectives.
- Undertake stakeholder mapping and analysis.
- Undertake a situational analysis of *icipe*'s operations to date.
- A consultative process and application of appropriate analysis, identification of focus areas, the thrust areas, long term goals and strategic objectives.
- Propose strategies for achieving the goals, strategic objectives, and key results.
- Develop a results and resources framework for the plan period.
- Hold engagements with stakeholders to validate the draft V&S.
- Propose strategies and mechanisms to ensure the effective implementation of the V&S.
- Finalize V&S and submit to *icipe*

Please refer to the current *icipe* Vision and Strategy 2021-2025 on:

<http://www.icipe.org/publications/corporate-publications/vision-and-strategy>

4. **Methodology.** The assessment will employ a mixed-methods approach, including:
 - **Document review:** Review of relevant *icipe* documents, assess past recruitment records, including strategic plans, annual reports, financial statements, and staff policies.
 - **Interviews:** Interviews with key internal and external stakeholders, including *icipe* leadership, staff members, donors, and collaborators.
 - **Surveys:** Online or paper-based surveys to collect data from staff and stakeholders.
 - **Site visits:** Visits to *icipe* facilities and research laboratories (if feasible).

5. **Deliverables -** The consultant(s) will be expected to deliver the following:
 - A. ***Institutional Capacity Assessment***
 - **An in-brief meeting:** discuss the assessment process, timeline, and deliverables.
 - **An inception report:** outline the detailed methodology and work plan for the assessment.
 - **A progress/update meeting: periodic briefings on progress of work.**
 - **A draft report:** present the findings from the assessment, including a SWOT analysis and recommendations for improvement.
 - **A final report:** incorporate feedback from *icipe* on the draft report.
 - **An executive summary:** summarize the key findings and recommendations of the assessment.

 - B. ***Vision and Strategy Development***
 - **A concept note:** outline approach or methodology
 - **A draft Vision and Strategy Document:** A five-year strategic plan including a results
 - **A process report:** Report on the process including stakeholder consultations and workshops.

6. **Duration:** The organisational capacity assessment is expected to be completed between **August and October 2024** whereas the development of *icipe*'s 2026 – 2030 Vision and Strategy should be completed between **December 2024 – March 2025**.

7. **Evaluation Team Composition -** The Panel of Consultant(s) should possess a mix of skills and expertise in the following areas:
 - Evaluation Specialist
 - Research Management Expert
 - Communications Specialist
 - Human Resources (HR) Specialist
 - Organizational Development specialist

8. **Qualifications of the Consultant(s) -** The consultant(s) should possess the following qualifications:
 - Advanced degree (Master's degree or PhD) in a relevant field, such as institutional development, agricultural research, or management.
 - Extensive experience (more than 10 years) in conducting institutional capacity assessments for research institutions or international organizations.
 - Strong analytical and reporting skills.
 - Excellent communication and interpersonal skills.
 - Familiarity with the work of *icipe* and the challenges and opportunities facing research institutions in Africa.

- Experience facilitating strategy development processes.
9. **Selection Process** - *icipe* will shortlist qualified consultants based on the criteria outlined above and conduct interviews to select the final panel of consultant(s).
 10. **Confidentiality** - All information collected during the assessment will be treated with the utmost confidentiality.
 11. *icipe* now invites Expressions of Interest (EOIs) from eligible Independent Consultant(s) who can demonstrate the technical capability to carry out a **professional Institutional Capacity Assessment, as well as** develop the **Vision & Strategy**, and generate a tender package that shall include consultant's understanding of the assessment, methodology and approach.
 12. The bidding Consultant(s) **MUST** demonstrate familiarity with the work of *icipe* and the challenges and opportunities facing research institutions in Africa. The independent consultant(s) must possess strong analytical and reporting skills in addition to excellent communication and interpersonal skills.
 13. Interested and bidding Consultant(s) **MUST** provide the following documentation that will form the basis for evaluation and qualification:
 - a) Cover letter with active contact details (email & phone number, website – if applicable) and location.
 - b) Curriculum Vitae, highlighting past consultancies undertaken and certified copies of valid professional practicing certificates (if available).
 14. In addition, interested parties **MUST** provide reference of at least five (5) similar assessments completed within the last five (5) years. This should be in tabular format and **MUST** include:
 - i) Name and location of the client.
 - ii) Title of the assessment.
 - iii) Start and end date.
 - iv) Name and active contacts of the Representative.
 15. The Expression of Interest must be delivered to the email below on or before 11:00 hours East Africa Time on **Friday, 2nd August 2024**. The subject head should be clearly marked '**Expression of Interest in *icipe* Institutional Capacity Assessment and Vision and Strategy Development - No. EOI/*icipe* 03/07-2024**
 16. General Information and Notice:
 - a) Any information provided by the bidding party will form the basis of any contract that may be entered into between *icipe* and the bidder.
 - b) *icipe* shall not be liable for or be required to pay any costs, expenses or losses that may be incurred by the bidding party in the preparation of their EOI.
 - c) *icipe* reserves the right to accept or reject any proposal without assigning any reasons thereof.
 - d) Any questions and/or clarifications should be directed in writing to eo-ochra@icipe.org
 17. **Official address** - To submit expressions of interest, please email: eo-ochra@icipe.org