

TERMS OF REFERENCE FOR CONSULTANCY ASSIGNMENT FOR DEVELOPMENT OF FIVE YEARS STRATEGIC PLAN FOR KAMPALA CLUB LIMITED

Strategic Planning Consultant

1. Background

Kampala Club Limited (KCL), a premier private members' club in Uganda, invites applications from qualified Ugandan individual consultants to support the development of a participatory and practical Five Years Strategic Plan for the Club.

A draft strategic plan already exists and will be reviewed, validated and refined through a short structured consultative process.

2. Objective of the Assignment

To facilitate a one-month strategic planning process that meaningfully engages key stakeholders and produces a clear, implementable and context-appropriate Five Years Strategic Plan for Kampala Club Limited.

3. Scope of Work

The Consultant will be expected to:

- [1] Review the existing draft strategic plan and other key Club documents.
- [2] Conduct targeted stakeholder consultations with:
 - a. Executive Committee (ExCom)
 - b. Club Management
 - c. Staff
 - d. Selected members (as guided by ExCom)
- [3] Facilitate one in-person strategic planning workshop at the Club premises.
- [4] Draft the Strategic Plan, incorporating feedback from ExCom and management.
- [5] Produce a final Strategic Plan and an Executive Committee presentation.

4. Key Deliverables

- Inception note (2–3 pages)

- Summary of stakeholder consultations
- Draft Strategic Plan
- Final Strategic Plan (PDF + editable format)
- Executive summary and PowerPoint presentation to ExCom

5. Duration

Maximum duration: One (1) month, inclusive of consultations, workshop, drafting and revisions.

6. Budget (Uganda-specific)

Budget should be all-inclusive of professional fees, transport, communication, stationery and any incidental costs.

Note:

This aligns with typical Ugandan consultancy rates for short, individual assignments in NGOs, clubs, associations and small institutions.

7. Required Qualifications and Experience

- Bachelor's degree in Management, Business Administration, Strategic Management, Social Sciences or related field.
- Minimum 5 years' experience in strategic planning or organizational development.
- Demonstrated experience facilitating planning workshops in Uganda.
- Experience working with membership-based organizations, clubs or associations is an added advantage.
- Strong communication and report-writing skills.

8. Submission Requirements

Interested consultants should submit:

1. Technical Proposal (max 5 pages) including:
 - Understanding of the assignment
 - Proposed methodology tailored to a one-month timeline
 - Work plan and deliverables schedule
2. Financial Proposal: Separate from the technical proposal

3. Curriculum Vitae (max 3 pages)
4. At least two (2) referees from recent similar assignments

Submission Format:

- PDF documents preferred
- Soft copy submission via email is standard practice in Uganda

9. Submission Deadline Proposals

should be submitted to:

Physical address:

Kampala Club Limited,

Plot 8, Ternan Avenue, Nakasero,

P.O. Box 9048, Kampala

Email: kampalclub100years@gmail.com

Deadline: 7th August 2026

Late submissions will not be considered.