



**KASNEB  
FOUNDATION**

Empowering Your Professional Growth

**KASNEB Towers, Hospital Road, Upperhill,  
P.O Box 41362-00100 Nairobi, Kenya**

**REQUEST**

**FOR**

**EXPRESSION OF INTEREST (EOI)**

**FOR RESOURCE MOBILIZATION/FUNDRAISING CONSULTANT**

**EOI NUMBER: KF/RM/1/2026/2027**

**SUBMISSION CLOSING DATE AND TIME:**

**TUESDAY, 30 JUNE 2026 11.00 A.M**

## 1. Background

The KASNEB Foundation is a registered Charitable Trust under the Trustees (Perpetual Succession) Act, Cap 164 of the Laws of Kenya. The Foundation was established by Kenya Accountants and Secretaries National Examinations Board (KASNEB) to support needy students pursuing KASNEB qualifications in order to nurture competent business professionals and advance professional education across Kenya.

The Foundation is committed to supporting deserving students through financial assistance in the form of loans and bursaries. In addition, the Foundation undertakes initiatives aimed at promoting financial literacy, mentorship, and Corporate Social Investment (CSI) programmes within institutions of learning and communities

## 2. Objective

The primary objective of this consultancy is to engage a qualified consultant for resource mobilization/fundraising consultant.

## 3. Scope of Assignment

The consultant shall undertake, but not be limited to, the following assignments:

### (a) Resource Mobilization Strategy

- Develop a comprehensive Resource Mobilization Strategy for the Foundation.
- Develop a practical 12-month implementation and action plan.
- Recommend innovative and sustainable fundraising approaches.

### (b) Donor and Partnership Mapping

- Identify potential donors, strategic partners, sponsors, and collaborators aligned to the Foundation's mandate.

### (c) Proposal Development and Fundraising Tools

- Lead the development of high-quality concept notes, grant proposals, partnership proposals, and fundraising templates.
- Support the preparation of partnership agreements and donor engagement materials.
- Develop tools and systems for tracking fundraising opportunities and donor engagement.

### (d) Resource Mobilization Targets

- Support the Foundation to mobilize a minimum of Kenya Shillings Fifty Million (KES 50,000,000) annually through grants, sponsorships, partnerships, donations, CSR collaborations, endowment support, and other fundraising initiatives.
- Develop and implement fundraising activities, donor engagements, strategic forums, partnership meetings, and investment pitches aimed at achieving the fundraising targets.

### (e) Internal Capacity Strengthening

- Strengthen internal systems and processes related to donor reporting, accountability, and transparency.
- Support timely preparation and submission of donor reports.

- Build staff capacity on proposal development, fundraising, donor management, and stakeholder engagement.
- (f) Monitoring and Reporting
- Develop and maintain a dashboard to track fundraising progress against annual and multi-year targets.
  - Provide periodic progress reports, donor engagement updates, and recommendations.

#### **4. Expected Deliverables**

The consultant will be expected to deliver the following:

- a) An assessment report on the donor landscape in Kenya and globally.
- b) A comprehensive 12-month Resource Mobilization strategy and Action Plan.
- c) A donor mapping and segmentation report identifying strategic funding opportunities.
- d) A pipeline of at least ten (10) funding prospects.
- e) Fundraising tools and templates including concept notes, proposal templates, donor engagement tools, and partnership frameworks.
- f) Evidence of active donor engagement initiatives, fundraising forums, partnership meetings, sponsorship negotiations, and strategic collaborations aimed at resource mobilization.
- g) Quarterly resource mobilization progress reports and updated funding dashboards.
- h) Fundraising at least a minimum of Sh.50 million annually for the Foundation's programmes and initiatives.
- i) An annual fundraising performance review report with recommendations for improvement.

#### **5. Expert Profile and Qualifications**

The consultant or consulting firm should possess the following minimum qualifications and experience:

- (a) At least five (5) years' demonstrated experience in resource mobilization, fundraising, partnership development and donor engagement.
- (b) Proven experience in developing and implementing resource mobilization strategies for non-profit organizations, foundations, NGOs or development institutions.
- (c) Demonstrated understanding of the donor-funding environment.
- (d) Proven record of accomplishment in securing funding from institutional donors, foundations, development agencies, financial institutions, and private sector entities.
- (e) Evidence of or undertaken activities that contributed to raising at least Kenya Shillings Twenty Million (Ksh. 20,000,000) cumulatively in previous assignments or engagements.
- (f) Demonstrated experience in developing high quality and successful concept notes, grant proposals, partnership frameworks and donor engagement tools.
- (g) Strong stakeholder engagement, networking, negotiation and capacity-building skills.

## 6. Selection Criteria

Selection Criteria	Description	Score (%)
General qualifications and experience	Academic and professional qualifications, overall consultancy experience	10
Specific experience relevant to the assignment	Resource mobilization, fundraising, donor engagement, partnership development	35
Adequacy and quality of response to the TOR	Technical approach, methodology, work plan, and understanding of the assignment	55
<b>Total</b>		<b>100</b>

## 7. The attention of interested Consultants is drawn to the following provisions:

- (a) The Consultant will be expected to have no conflict of interest with other assignments or its own corporate interests and act without any consideration for future work.
- (b) The consultant has no personal or business relationship with KASNEB Foundation.
- (c) The individual consultant should have not been sanctioned by the Public Procurement Regulatory Authority or are under a suspension or debarment imposed by any other entity of the Government of Kenya, or any international organization.
- (d) Kenya civil servants and/or employees of public institutions may not be eligible.

## 8. Application Requirements

Interested consultants/firms are invited to submit an Expression of Interest (EOI) including the following:

- (a) A cover letter demonstrating understanding of the assignment and availability for the consultancy period.
- (b) A detailed technical proposal and work plan (maximum five pages).
- (c) Updated Curriculum Vitae(s) of the lead consultant and key personnel highlighting relevant qualifications and experience.
- (d) At least three (3) references from organizations where similar assignments have been successfully undertaken.
- (e) Documentary evidence of previous fundraising achievements, donor engagements, partnership development initiatives, or successful resource mobilization & Fundraising assignments.
- (f) A financial proposal indicating the consultancy fee structure, expected percentage-based remuneration and reimbursement arrangements.

## 9. Contract Duration and Payment

The consultancy assignment shall be for a period of one (1) year, renewable based on satisfactory performance, achievement of agreed targets, and availability of funding.

## 10. Terms of Reference and Shortlisting Criteria

The detailed information and shortlisting/eligibility criteria can be found on attached **Terms of Reference (ToR)** which has also been published on the Public Procurement Information Portal [www.tenders.go.ke](http://www.tenders.go.ke) and the KASNEB website [www.kasneb.or.ke](http://www.kasneb.or.ke). The Shortlisted Consultants shall be invited for further interviews and negotiations. A Consultant will be selected in accordance with the Quality and Cost Based Selection procurement method set out in the Public Procurement and Asset Disposal Act 2015 and Regulations 2020.

## 11. EOI Submission Guidelines

Interested consultants/firms/individuals should submit their Expression of Interest (EOI) and accompanying documents via email to [ceo@kasneb.or.ke](mailto:ceo@kasneb.or.ke); [francis.okubo@kasneb.or.ke](mailto:francis.okubo@kasneb.or.ke); [procuretwo@kasneb.or.ke](mailto:procuretwo@kasneb.or.ke); [kasnebfoundation@kasneb.or.ke](mailto:kasnebfoundation@kasneb.or.ke)

The subject line should read: “**Expression of Interest – Resource Mobilization Consultant**”

Applications should be received on or before **Tuesday, 30 June 2026**

Trust Secretary  
KASNEB Towers, Hospital Road,  
Upper Hill  
P.O.BOX 41362, 00100  
Nairobi  
Tel: 020 4923000/0722201214  
Website: [www.kasneb.or.ke](http://www.kasneb.or.ke)  
Email: [ceo@kasneb.or.ke](mailto:ceo@kasneb.or.ke) and copied to  
[francis.okubo@kasneb.or.ke](mailto:francis.okubo@kasneb.or.ke);  
[procuretwo@kasneb.or.ke](mailto:procuretwo@kasneb.or.ke);  
[kasnebfoundation@kasneb.or.ke](mailto:kasnebfoundation@kasneb.or.ke);

The EOI opening date and time will be **Tuesday, 30 June 2026, 11:00 am**.

Further information and/or clarification can be obtained by submitting written request vide the following email addresses: [ceo@kasneb.or.ke](mailto:ceo@kasneb.or.ke) and copied to [francis.okubo@kasneb.or.ke](mailto:francis.okubo@kasneb.or.ke); [procuretwo@kasneb.or.ke](mailto:procuretwo@kasneb.or.ke); **on or before Friday, 26 June 2026 4pm**.