



PROVISION OF CONSULTANCY SERVICES FOR DEVELOPMENT OF A COMPREHENSIVE PLAN FOR THE COMMUNITY RESOURCE AND TRAINING CENTRE (CRTC)

Disclaimer | *ADS-W reserve the right to determine the structure of the process, number of short-listed participants, the right to withdraw from the proposal process, the right to change this timetable at any time without notice and reserves the right to withdraw this call at any time, without prior notice and without liability to compensate and/or reimburse any party. ADS-W reserve the right to negotiate budget with the bidder(s) prior to awarding the contract. In case of unsuccessful negotiation with the first placed bidder, the bidder with the next highest score bidder will be invited for negotiation.*

Receive greetings from ADSW. Kindly provide ADS-Western with a competitive quotation of either of the items listed below:

Use procurement@adswestern.org for submission of the proposals or physically hand them over to the ADSW offices, Kakamega by **Friday, 5th June 2026, 5:00pm. EAT**

Requirements Needed for Bidding

The Company is required to provide the following.

- Your company's profile
- Certificate of company registration/Business registration
- Tax compliance certificate
- Company CR12 form
- Copy of KRA PIN



a) Title of the Proposal	PROVISION OF CONSULTANCY SERVICES FOR DEVELOPMENT OF A COMPREHENSIVE SITE PLAN FOR THE COMMUNITY RESOURCE AND TRAINING CENTRE (CRTC)
b) Proposal Number	ADSW/CRTC/001/2026–2027
c) Link to online advert	https://www.quotation.adswesternregion.org
d) Issuing Office & Address	Anglican Development Services, Western Diocese of Maseno North, Church House building, Webuye-Kakamega Highway PO Box 2380-50100 Kakamega
e) Point of contact for clarifications and questions	ADS Western procurement Email: info@adswestern.org
f) Quotation Submission	Electronically via the ADS Western procurement@adswestern.org
g) Solicitation Issue Date	13th May 2026
h) Deadline for Submission of Proposal	5 th June 2026, 5:00 PM EAT
i) Proposal Opening date	8 th June 2026 5:00 PM EAT



TERMS OF REFERENCE (ToR) FOR CONSULTANCY SERVICES DEVELOPMENT OF A COMPREHENSIVE SITE PLAN FOR THE COMMUNITY RESOURCE AND TRAINING CENTRE (CRTC)

Location: Muraka / Isukha–Mukhonje (Approx. 3 Acres / 1.22 Ha)

Date: 13th May 2026

1. Introduction

Anglican Development Services – Western (ADS Western) is the development arm of the Anglican Church in Western Kenya, mandated to promote sustainable development, enhance livelihoods, and strengthen community resilience through integrated programming. ADS Western works across thematic areas including food and nutrition security, climate change and natural resource management, integrated health and social protection, human rights, governance and peacebuilding and disaster and crises response.

In pursuit of its long-term sustainability and impact strategy, ADS Western acquired land in Muraka (Isukha–Mukhonje area) for the establishment of a **Community Resource and Training Centre (CRTC)**. The Centre is envisioned as a strategic hub to support learning, innovation, capacity building, enterprise development, and community engagement.

To guide structured and sustainable development of the site, ADS Western seeks to engage a qualified consultant to develop a **comprehensive, practical, and cost-effective site plan** for the CRTC.

2. Purpose of the Assignment

The purpose of this consultancy is to develop a **comprehensive physical site development plan** that will guide the phased establishment of the CRTC, ensuring optimal land use, functionality, sustainability, and alignment with ADSW's vision and strategic priorities.

3. Vision for the CRTC

ADS Western envisions CRTC as an integrated facility comprising the following key components:

3.1 Training Centre Block

- Training halls/classrooms for workshops and seminars
- Conference facilities
- Accommodation units (hostels/dormitories) to support residential training



3.2 Demonstration Farm

- Adjacent to the training centre
- For practical learning in agriculture, agroecological practices, and agribusiness, aquaculture,
- Potential integration with irrigation and innovation models

3.3 Office Block

- Office spaces for ADS Western staff
- Rental/lease office spaces for partners and stakeholders
- Boardrooms and meeting spaces

3.4 Business / Enterprise Block

- Agro-processing units (e.g., apiculture, value addition, and other enterprises) water purification
- Storage and processing facilities
- Innovation and incubation spaces for enterprises
- Outlet/shop/display, easily accessible by clientele

3.5 Social Amenities

- Open field for outdoor activities and community engagement
- Recreational/play area with a child-friendly space
- Flexible outdoor meeting and event space

3.6 Ablution Facilities

- Strategically located sanitation blocks to serve different zones of the facility

3.7 Security area

- Strategically located security house/booth for screening inflows and outflows; and general surveillance of premises

3.8 Borehole/water source

- a potential area for borehole drilling and water storage

4. Scope of Work

- The consultant will be expected to undertake the following tasks

4.1 Situational Analysis and Site Assessment



- Review existing documentation (land ownership, agreements to confirm size)
- Conduct a site visit and physical assessment
- Analyze terrain, soil conditions, drainage, access roads, and utilities
- Identify environmental and regulatory considerations

4.2 Stakeholder Consultations

- Engage ADS Western Board, management, staff, and relevant stakeholders
- Incorporate internal concept ideas and priorities
- Facilitate participatory input into the site development concept

4.3 Conceptual Site Planning

- Develop initial concept layout options for review
- Propose zoning of the site (training, residential, enterprise, recreation, etc.)
- Optimize land use while ensuring future expansion possibilities

4.4 Development of Detailed Site Plan

- Prepare a comprehensive master plan showing:
 - Layout of all proposed facilities
 - Access roads, parking, and circulation
 - Utilities (water, electricity, drainage systems)
 - Landscaping and environmental conservation features
- Ensure compliance with county physical planning regulations

4.5 Phasing Plan

- Develop a phased implementation plan aligned with ADSW priorities and available resources
- Identify priority infrastructure for immediate development (Phase 1)

4.7 Sustainability Considerations

- Integrate climate-resilient and environmentally sustainable design approaches
- Consider renewable energy, water harvesting, and waste management systems

5. Expected Deliverables

The consultant will deliver the following:

1. Inception Report

- Understanding of assignment
- Methodology and work plan with timelines

2. Concept Site Layout Options

- At least two alternative layouts for review

3. Final Comprehensive Site Plan (Master Plan)

- Approved layout incorporating stakeholder feedback

4. Phased Development Plan

- Clearly defined phases with priorities

5. Brief Design Report

- Explanation of planning rationale and design considerations

6. Duration of the Assignment

The assignment is expected to be completed within **4–6 weeks** from the date of contract signing.

7. Reporting and Coordination

- The consultant will report to the **ADS Western Management through the CEO**
- Technical oversight will be provided in collaboration with the **Properties and Investments Committee (PIC)** of the Board
- The consultant will be required to make presentations at key stages of the assignment

8. Required Qualifications and Experience

The consultant (individual or firm) should demonstrate:

- Professional qualifications in **Physical Planning, Architecture, Urban Planning, or related field**
- At least **5–10 years of relevant experience** in site planning and institutional development projects
- Proven experience in developing **master plans for training centres, institutions, or similar facilities**



- Familiarity with **Kenyan planning regulations and approval processes**
- Strong stakeholder engagement and participatory planning skills

9. Proposal Submission Requirements

Interested consultants should submit the following:

- Technical proposal (methodology, approach, work plan)
- Company/consultant profile and relevant experience
- Samples of similar work undertaken and completion certificates
- Financial proposal (detailed budget)
- Proposed timeline
- National Construction Authority license
- Tax Compliance Certificate
- Copy of Company registration with CR12

10. Evaluation Criteria

Proposals will be evaluated based on:

- Technical approach and understanding of the assignment
- Relevant experience and qualifications
- Quality of previous work
- Financial proposal

11. Ethical Considerations

The consultant will be expected to uphold high standards of:

- Professional integrity
- Confidentiality of information
- Accountability and transparency
- Safeguarding and protection in line with ADS Western policies
- Data protection guidelines

12. Conclusion

This assignment represents a critical step toward the realization of the ADS Western Community Resource and Training Centre. The selected consultant will play a key role in translating ADS Western's vision into a practical, sustainable, and implementable site development plan that will guide the organization for years to come.



Applications to be sent to procurement@adswestern.org

Submit your applications by Friday, 5th June 2026, 5:00pm. EAT

KINDLY NOTE THAT WE ONLY ACCEPT RECEIPTS GENERATED FROM THE ETIMS SYSTEM.

**THE CHAIRPERSON,
PROCUREMENT COMMITTEE
ADS WESTERN**

P.O BOX 2830-50200. KAKAMEGA

Kakamega- Webuye Road, ACK Maseno North Buildings, ADS Western Office Email

procurement@adswestern.org

N/B:

- **Bribery, canvassing and collusion will lead to disqualification.**
- **Your quotations should be inclusive of any applicable taxes**