

## **A. BACKGROUND.**

Winas DT- Sacco is a Sacco Society Regulatory Authority (SASRA) licensed modern and fast-growing financial institution in Kenya. Established in 1977 to serve teachers in larger Embu County. The society has rebranded and diversified its membership to effectively tap the economic potential in all viable sectors in Kenyan markets and beyond. Since inception the Sacco has undoubtedly witnessed exponential growth with membership growing tremendously to the level that we have now set our eyes further afield.

The Sacco seeks to engage a seasoned consultant for the services of review of its BYLAW.

## **B. TERMS OF REFERENCE FOR THE SACCO BY-LAW REVIEW.**

- 1) Inception meeting with WINAS SACCO Board of Directors to review the current WINAS SACCO BY-LAW guidelines, following which the consultant will prepare an inception report outlining the key steps, specific deliverables and timelines agreed upon for the SACCO BY-LAW Development process.
- 2) Review and analysis of existing documents, including but not limited to WINAS SACCO's current SACCO BY-LAW and key project documents, relevant departments reports, critical research on the programs. The aim is to identify focus areas and develop objectives and key result areas for the same as well key opportunities and gaps, national priorities and what works.
- 3) Conduct a needs assessment of the Sacco including consideration of situation analysis and identification of constraints and opportunities for growth and development (SWOT Analysis).
- 4) Undertake stakeholder mapping and analysis; Through a consultative process and application of an appropriate tool of analysis, the consultant will conduct consultations with Board of Directors, staff and key stakeholders to identify key areas, critical issues, opportunities and gaps to be addressed in the SACCO BY-LAW.
- 5) Develop and administer a questionnaire to WINAS SACCO members to include a participatory approach to the development of the SACCO BY-LAW.

- 6) Develop and submit a detailed work plan covering the whole development cycle of the SACCO BY-LAW.
- 7) Develop first Draft of SACCO BY-LAW.
- 8) Review and validation of the draft SACCO BYLAW. The WINAS SACCO Board of Directors and management will receive and review the draft of the SACCO BY-LAW in a session with the consultant. The consultant will adjust or update the draft based on feedback and share the second draft. Further modifications may be required, but these should be minimal.
- 9) The WINAS SACCO Board of Directors will formally approve the final document once satisfied and adopt it in a Board meeting.

### **C. THE CONSULTANT.**

- I. The consultant shall use an evidence-based approach and ensure the highest standards of work and timely deliverables at every stage of this assignment.
- II. The consultant shall ensure clarity of objectives and process during the consultations, counter check all facts and figures cited, ensure that the content and format of the draft SACCO BY-LAW meets the high standard for such documents and ensure proper editing and clarity.
- III. The consultant shall, at the onset of the planning process, identify all stakeholders having a direct and indirect interest in the SACCO BY-LAW. Listing people, groups and institutions that influence the work of WINAS SACCO. All stakeholders must be able to make inputs into the SACCO BY-LAW to promote ownership of the BY-LAW.
- IV. The Consultant shall be responsible for the preparation of an inception report and a work plan with clear timelines.
- V. Undertaking consultation with WINAS SACCO Board, management, staff, members and other relevant stakeholders.
- VI. Assessing and analysing data to identify gaps and critical issues through the use of participatory processes, providing regular progress reports to the Chief Executive Officer.
- VII. Preparing a first draft of the SACCO BY-LAW and presenting it for review to WINAS SACCO Board and Management staff and modifying the draft based on feedback received.
- VIII. Preparing the final SACCO BY-LAW document.
- IX. Assist in monitoring at once the implementation of the SACCO BY-LAW has been set in motion.