



To

Whom It May Concern

From

German Kenyan Cooperative Development
DGRV Kenya
Hardy Post Mall
Ushirika Road
P.O. Box 15658 - 00509
Nairobi - Karen

March 27th, 2025

Request for Quotations: Online Facilitation of three (3) consecutive Online Mentoring Sessions (90 min each)

Theme “Leading and Leadership”

Background

The FLEP – COOP initiative is a mentorship programme for female aspiring to be Co-operative leaders in Kenya. The program aims to foster and encourage women in cooperatives to take up leadership functions in Co-operatives in the Country.

The intended impact of this intervention is to accelerate the personal and professional leadership development of female co-operate leaders in Kenya.

The purpose of this assignment

These 3 online Mentoring sessions are sessions number 10, 11 and 12 (July – September 2025) of a total of 15 mentoring sessions carried out over a mentoring period of 15 months. They are aimed at progressively guiding the 12 female mentees of FLEP-Coop to inspire their leadership aspirations. The methodologies, facilitation styles and [rhetoric](#) chosen to need to be suitable for the age group 25 – 40 years of age.

The facilitator is tasked to adopt the theme of the 3 sessions “Leading and Leadership” and prepared the contents and methodologies according to the session outlines set by the client. More details of the requirements for each session will be shared once the bidder is selected. For the purpose of submitting a suitable technical offer, the titles of the consecutive sessions are:

1. The Basics of Leading and Leadership
2. Confident Female Leaders
3. The Flip Side of Leadership

Terms of reference (Scope of service)

The consultant shall provide the following service:

- Preparation: facilitation, presentation and delivery of three separate sessions on
 - “The basics of Leadership and Leading” - 90-minute online seminar.
 - “Confident Female Leaders” - 90-minute online seminar.
 - “The Flip Side of Leadership” - 90-minute online seminar.

- 12 Female participants aged between 22 and 40 years of age who are part of a Female Leaders Mentorship Program for Co-operative and thus active members and leaders in Co-operative organizations with additional observers from the project
- The online sessions are scheduled for 24th July 2025, 25th August 2025 and 18th September 2025 respectively, please confirm your availability as part of your response
- The sessions shall introduce, enlighten and guide the mentees on:
 - **“The basics of Leadership and Leading” - 90-minute online seminar with a focus on:**
 - **Leadership Styles**
 - **Desired qualities of good leaders**
 - **Leading teams, team formulation, team Dynamics**
 - **“Confident Female Leaders” - 90-minute online seminar.**
 - Female Leadership: Why is different and why is it important?
 - Leadership Confidence
 - Work Life Balance and Self-Care
 - **“The Flip Side of Leadership”- 90-minute online seminar.**
 - Dealing with Wrong Decisions and Failure
 - Dealing with Pushback from those you lead
 - The Role of Feedback
- Language for this assignment is English
- Presentation contents are to be handed over to the DGRV Kenya Project Director as part of the final reporting
- Facilitation style needs to be interactive and involving, oriented along the reality of life of the participants, suitable for the Kenyan cultural and socio-economic context
- Online meeting with the DGRV Kenya team online to clarify objectives, expectations, and specific needs of the assignment (Tentatively in June 2025)
- Tailor the seminar content and facilitation methods according to the brief received by the DGRV Kenya Project Director and submit the same for approval to the client prior to the event.
- Prepare a summary report of the assignment including hand over of the seminar presentations and materials to DGRV Kenya.

Time Frame

- The sessions are scheduled as follows.
 - “The basics of Leadership and Leading” - 90-minute online seminar, on 24th July 2025.
 - “Confident Female Leaders” - 90-minute online seminar, on 25th August 2025.
 - “The Flip Side of Leadership”- 90-minute online seminar, on 18th September 2025.
- The online briefing meeting with the DGRV Kenya team is scheduled in May 2025, and prior each session finalizes on the moderation modalities.
- The summary report shall be submitted to DGRV Kenya in 3 working days after each seminar.

Qualifications

- Training in team dynamics and group psychology.
- Experience leading teams through various stages of development.
- A background in human resources and Leadership.
- Strong facilitation skills, particularly in the context of cooperatives.
- Ability to inspire and engage with participants.

Partner with us

To offer your support in this mentoring initiative please submit your technical and financial proposal in Kenya Shilling exclusive of all Taxes by 30th April 2025 at 17:00 hrs. via email to procurement_kenya@dgrv.coop