

## Terms of Reference

### Development of a Virtual Facilitation Tool-Kit for Participatory Democracy in Kenya

Ref No: IB 20 - 020

#### Background and context

The Konrad Adenauer Stiftung (KAS) is a German Political Foundation working in Kenya since 1974. With a focus on political education in Germany and with projects in over 120 countries, KAS makes a contribution to the promotion of democracy, rule of law, and social market economy all over the world and encourages a continuous dialogue at national and international levels. KAS in Kenya utmost's priority is the promotion and consolidation of democracy. The implementation of the 2010 constitution is crucial for the political development and the stabilization of democracy.

KAS Kenya in partnership with KICTANET (Kenya ICT Action Network) has been engaging on various activities on how the ICT and Internet can be used to promote democracy as well as influence good regulatory framework that govern the ICT space. The overall objective for this has been to enhance the use of internet to contribute to an accountable, transparent and participatory governance system in Kenya in accordance with its constitutional rights.

In the 21st century we live in, technological advances such as low-cost computing, the internet and mobile connectivity has truly increased the pace at which development changes happen and also interdependence. Kenya has witnessed significant growth in the ICT sector as demonstrated by the number of telephone lines, Internet Service Providers (ISPs), the number of Internet users, broadcasting stations, and market share of each one of them. The increase of ICT has influenced all sectors of the society: political, economic and social. With regards to politics, it has the potential to increase the number and quality of political debates online that would lead to political actions.

Politics in the 21<sup>st</sup> century as well could be seen to being influenced by ICTs – Information and Communication Technologies. The rise of the use of social media especially among the youth aged between 18-35 years could be seen as a platform with the potential to invigorate democracy and political engagement. However, are the youth really well equipped to understand ICT and internet well enough to use it effectively for the promotion of the principles of Democracy? Do they understand the relevant regulatory ICT policies and framework that exists and question how favourable they are? Does the general public including relevant stakeholders understand the potential ICT and internet have to use it for the promotion of sustainable democracy in Kenya?

The virtual toolkit will strive to build the capacity of the general public with a specific target of young people on how they can use ICT and internet as a democratic tool. Some proposed topics for discussion will include Internet, social media and participatory democracy, social media and social accountability, fact-checking and verification of information, and relevant policies and legal framework that govern the ICT and Internet space and open data. Open data which stands for the

idea of making data publicly available and usable. The interest in open data is based on the assumption that freely usable data leads to more transparency and cooperation. The aim for this topic is to discuss the potential of open data for a sustainable democratic development and enhance the participant's capability on the level of the use of open data. Further, the provision of open data by the public sector is seen as a requirement for open government.

### **Main objective**

The main objective of this task is to consolidate a training tool-kit that will be used to conduct virtual trainings for the public specifically selected youthful participants from Community based organizations, civil society organizations, government agencies, and governance structures in the counties to be able to engage and use the internet as a tool for democratic debates.

### **Specific objective:**

- Develop a training manual tool-kit that seeks to build the capacities for the general public specifically targeting the youthful participants on various topics on how they can effectively use the internet and ICT platform to positively influence our democratic structures to achieve the desired change.

### **Intended outcome**

The engagement will seek to eventually invigorate democracy and political engagement for the public more so the selected youthful participants to get involved on the different levels of Kenyan politics and thus increase the number and quality of self-initiated local political activities. Through online vigorous political engagement, in the long run this could influence politics both at the County and National levels.

### **The consultant's scope of services includes;**

1. Provide us with a proposal/offer for development of the manual/facilitators toolkit. Proposed topics to be included are listed below but the consultant has the opportunity to propose some additional sub-topics. The topics include:
  - Participatory democracy
  - Opportunities for young people and the digital space for sustainable democracy in Kenya
  - Social media and social accountability
  - How to do fact-checking and verification of information
  - Relevant policies and legal frameworks
2. Develop content that will be used for the virtual trainings. The content should be summarized and precise with a short explainer at the beginning of each module that includes: Estimated time of the module, module expectations, ice breaker introductions and method of evaluation etc....
3. The toolkit should be an interactive one including live links with explanatory/relevant videos where necessary followed up with discussions.

4. It should include more examples relevant to our context and exercises (individual or group) where necessary and apply more of an adult learning methodology.

The consultant should have in mind that the tool-kit will be used to conduct virtual trainings through zoom platform thus the tool-kit should be user friendly and well structured.

### **Key deliverables**

1. The consultant will be expected to produce well-researched content in form of a tool-kit and facilitation guide roughly (20 - 30 pages or less) incorporating use of relevant examples and short group exercises and discussion points/ questions where possible.
2. The content of the tool-kit should have short and precise information of the proposed topics mentioned.
3. The tool-kit should be an interactive one with live links that have explanatory/relevant videos for some of the relevant topics to be covered. Explanatory/relevant videos clips should also be provided as well to accompany the tool-kit. A few copies of the tool-kit will be printed as hard copies and as well have an interact able soft copy version of the same.

### **Supervision**

The consultant (s) will be required to make a presentation of findings to KAS staff before handing over the virtual facilitation toolkit. KAS will solely supervise this process to ensure quality and purpose.

### **Duration of the assignment**

The consultancy will run for a period of 20 days including submission of the final draft of the tool-kit.

### **Payment terms for the consultancy**

The consultant's fee will be paid in two instalments of 40% at the inception stage, that is after submitting the draft outline and work plan and the balance 60% after submission of the final draft of the content of the virtual facilitators tool-kit only if it meets KAS expectations as stipulated in the *Contract of Agreement* and *Terms of Reference*.

### **Call for expression of interest/proposal submission**

The consultant interested in this assignment should submit the following:

Technical proposal about 3 – 5 pages outlining the following;

1. A draft outline which shows the approach in developing the tool - kit.

2. The draft outline should entail your understanding of how virtual trainings will run as well as the incorporation of the explanatory videos where necessary. Note that the consultant should provide us with a framework of how the short videos clips (2 - 5 mins) will be done as well as the cost implications.
3. Specific work approach and work plan
4. Tentative timeline and deadline
5. Consultants CV or consultants team list (name/position within the team/qualification/task for each member/number of working days and CVs for each one of them which covers his/her experience and track records in similar undertakings (This can be annexed)
6. Financial proposal – a finance budget estimates to deliver the deliverables submitted with an itemized breakdown of professional fees and activity expenses

### **Qualifications**

This TOR is open for anyone with a background in social sciences. A degree in political science and experience in youth and governance and ICT will be an added advantage.

Please send your Expression of Interest, CV which covers his/her experience , together with your budget proposal by 23rd October 2020 to [Jeanette.nyanjom@kas.de](mailto:Jeanette.nyanjom@kas.de)

The subject should read: IB KAS ICT – VIRTUAL TOOLKIT FOR PARTICIPATORY DEMOCRACY.