

May 2019

Terms of Reference

Development of a training manual on institutional strengthening for the Non-State actors working in the area of devolution

Background

Konrad Adenauer Stiftung (KAS) is a German Political Foundation working in Kenya since 1974 to promote and consolidate the tenets of democracy. This process demands that the citizens of Kenya, the civil society as well as religious organizations, political parties and other stakeholders are all involved in the democracy building process.

The just concluded Transformational Devolution Project, which was co-funded by the EU and jointly implemented by the KAS, Centre for Enhancing Democracy and Good Governance (CEDGG) and MAPACA Trust laid down the ground for more interventions within the area of devolution. The project enhanced public participation in selected 10 counties and concentrated her efforts on the capacity building of state and non-state actors for effective devolved governance and as a result, contributed considerably to a participatory county governance system in Kenya.

Context

With devolution, counties continue to champion for progressive increase in their allocation of national share of revenue. This effort is augmented on the need to promote social-economic transformation among people living/residing in these counties. While the function of public affairs at the county level lies with the County Governments, the role of the civil society organizations as watchdogs, to hold the respective county governments is seemingly weak especially in respect to community based organizations that are domiciled within the counties, constituency and in wards.

External weaknesses of these organizations have been argued to range from lack of technical and administrative expertise to lack of strong institutional structures that can sustain the public agenda. The ultimate outcome of such weaknesses and others is that these community based organizations have continuously failed to attract funding from well-wishers as well as to systematically organize, plan and amplify results with their small resources. As a spill over, the quality of oversight, public engagement advocacy and lobbying by these organizations are extremely low.

To consolidate their strengths amidst the challenges as mentioned above, the Partnership for Transformational Devolution created the Citizen Oversight Forums (COFs). The forums brought together various CBOs with shared interest of promoting good governance and the virtue of public participation.

However, even with their coming together, these organizations continue to exhibit the very same weaknesses which fundamentally require capacity building.

The essence of this Terms of Reference is therefore to develop a sequenced training manual that will help the COFs build their ability to internally organize their interventions as well as to improve the quality and effectiveness of their interventions.

Main Objective

1. To develop a training manual for members of the County Oversight Forums in the four counties of Kilifi, Baringo, Elgeyo Marakwet and Makueni on institutional development.

Outcome

This task is meant to assist the County Oversight Forums (COFs) improve on their institutional capabilities, especially to organize, plan, coordinate and communicate their activities and interventions. The eventual outcome is that with this capability, they will be able to engage on their public advocacy and oversight roles in context of the devolved system. The consultant should be able to provide a number of training for the members (Trainers of Trainees) on the different modules of the training manual.

Approach

The consultant will be required to analyse feedback from a set of the needs assessment forms (*note: these forms have already been filed and will be presented to the successful candidate*) develop practical modules within the training manual.

In responding to the terms of reference, the consultant must attach a sample structure of how a curricular of this sort should look like. The consultant must also show/illustrate how the manual can be used during training based on module's objective and the expected result. Illustrations, pictorials and case examples of successes in other parts of Kenya will be encouraged during the actual assignment phase.

Furthermore, the consultant must consider that:

- The training manual must be simple for community based organizations to understand and use them.
- That the font style for the task is Open San, Font size 10.5 and the pages should not exceed 35.
- The manual should have instructions that will provide further guidance to the trainer of trainees.

Scope

The scope of the task will target the four counties of Kilifi, Baringo, Elgeyo Marakwet and Makueni and will focus on the various needs of the COFs, as these needs cannot be assumed to be collective. Apart from the needs assessment and the feedback that will be shared with the consultant, KAS will not meet any costs associated with the collection of data as this is not deemed important in view of the task(s) herein. This exercise or 'work' will be conducted within 25 days inclusive of compilation of the first and final draft.

Deliverable(s):

The consultant(s) or consultancy firm will be required to present a revised structure with the various modules as guided by the feedback from the needs assessment, for approval before starting to work on them in-depth.

Payment terms for the consultancy

The consultant's fee will be paid in two instalments of 40% at the inception stage and the balance after submission of the final draft ONLY IF it meets KAS' expectations as stipulated in the contract of agreement and the Terms of Reference.

Qualifications

The candidate(s) should possess University Degree with bias in either of the following: Political Science, Project Management, Public Administration, Development Studies or any other academic qualification.

- a) Experience in devolution interventions and CSOs capacity building is preferred.
- b) Good knowledge of CSOs in the field of devolution and governance in Kilifi, Baringo, Elgeyo Marakwet and Makueni (at least one of the counties) is required.
- c) Be able to work independently within stipulated time.
- d) For consultancy firm, one should have a legal status, a company profile, and tax information. (The team leader should have academic qualification and experience as mentioned above).
- e) Good command of spoken and written English and Swahili.

Call for expression of interest/proposal submission

The consultants or consultancy firms interested in this assignment expected to submit proposals (both technical and financial) with CVs of the proposed team. The technical proposal should include consultant 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. The financial proposal (budget estimates) must be submitted with an itemised breakdown of professional fees and activity expenses.

Please send your expression of interest to: jeanette.nyanjom@kas.de

Before 14th of June 2019