



## **Terms of Reference**

ToR/RN01013-03.01.02//Lobbying and Advocacy Capacity Development on the Policy  
Cycle in Kenya/2022

Consultancy for Capacity Building of First Responders Consortium on the Policy  
Formulation Cycle in Kenya

Rural Agency for Community Development and Assistance (RACIDA) in Collaboration with  
the Johanniter International Assistance

## Synopsis of the Consultancy Opportunity (Individual Consultant / Registered firm)

Solicitation Reference No.	ToR/RN01013-03.01.02/Lobbying and Advocacy Capacity Development on the Policy Cycle in Kenya/2022
Title of Solicitation	Consultancy for Capacity Building of First Responders Consortium on the Policy Formulation Cycle in Kenya
Issuing Office & Address	Rural Agency for Community Development and Assistance (RACIDA) Website: <a href="http://www.racida.org">www.racida.org</a>
Point of contact for clarifications, questions and amendments	RACIDA General Procurement, <a href="mailto:Procurement@racida.org">Procurement@racida.org</a>
Email Address for submission of Proposals/ Quotes	RACIDA General Procurement, <a href="mailto:Procurement@racida.org">Procurement@racida.org</a>
Solicitation Issue Date	11 <sup>th</sup> August, 2022
Initial Deadline for Submission of Proposals	24 <sup>th</sup> August, 2022 23:59 PM EAT
Anticipated Award Type	Consultancy Agreement
Submission and Evaluation Criteria	<p>Bidder must provide the below listed information</p> <p><b>Mandatory Eligibility Requirement</b></p> <ol style="list-style-type: none"> <li>Must be an Individual/ Registered firm consultant</li> <li>Must submit CV of Key Personnel</li> <li>If applying as a firm, the consultant must provide a certificate of Incorporation/ Business Registration</li> <li>The firm/individual consultant shall not be sanctioned or blacklisted by any government or institution.</li> <li>If applying as a firm, the consultant must submit a valid tax compliance certificate</li> </ol> <p><b>Technical Evaluation Criteria</b></p> <ol style="list-style-type: none"> <li>Consultant Academic and Professional Qualification- 20%</li> <li>Consultant's Prior Work Experience- 40%</li> <li>Methodology/Approach- 40%</li> </ol> <p>NB. The minimum technical score shall be 75%. There will be no financial negotiations, as per The German Federal Ministry for Economic Cooperation and Development (BMZ) guidelines.</p>



# Terms of Reference

## 1. Background and Rationale

Kenya is subject to recurrent, cyclical, and erratic disasters characterized as natural (climatological, hydrological, biological, and the like) or man-made (technological, social, chemical, and the like). When disasters occur in Kenya, local actors are the first to respond. However, these local actors are undermined by gaps and shortcomings within the Kenya Disaster Response System.

As such, Johanniter International Assistance (JIA), and three local NGO first responders – The Rural Agency for Community Development and Assistance (RACIDA), St. Johns Ambulance of Kenya, and Merti-Integrated Development Programme (MID-P) (hereafter referred to as the consortium members) – commissioned a systemic analysis of Kenya's Disaster Response System to identify key areas for investment and capacity building. The analysis revealed several categories of barriers that hinder effective service delivery by first responders in Kenya, which relate to policy, legal and institutional frameworks, structures and systems, resources and community/public awareness.

Based on these gaps, the consortium is an investment to strengthen the capacity of the national first responders (RACIDA, St. Johns Ambulance of Kenya, and MID-P) to accomplish the following: a) increase their technical capacity; b) improve their in-country fundraising capacity for timely intervention; c) increase their public recognition and accountability; d) share and develop the "Knowledge Products" of first responders, i.e. share and document best practices to better learn from successes and failures. The project team will coordinate its activities with other actors such as the police, the County Steering Committees, the Northern Frontier Alliance in ASAL, etc. to avoid duplication, exploit synergies and ensure the transmission of relevant information.

The direct beneficiaries of the project are staff of the three consortium members, i.e. RACIDA, St. John Ambulance and MID-P whose technical, advocacy and fundraising capacities will be strengthened, as well as selected members of the County/National ASAL Forums and the County Steering Group.

## 2. Lobbying and Advocacy Capacity Development Consultancy Objectives

### 1.1. Overall Objective

Build the capacity of the First Responders Consortium to develop, refine, and implement Lobbying and Advocacy agendas around issues of first response by:

1. Training consortium staff on the policy cycle in Kenya, specifically on the public policy formulation process in Kenya at county and national levels.
2. Training of consortium staff on how first responder consortium can influence policy formulation at the County Level of Government, identifying:
  - i. Key stakeholders to be engaged in the policy-making process
  - ii. Key opportunities for input from civil society and other stakeholders.



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- iii. Key mechanisms for input and accountability.

### **1.2. Key Topics to Address in the Training:**

- i. What is the formal policy cycle? How is public policy created at county and national levels? How is public policy formulated, introduced, and ratified into law?
- ii. How do stakeholders of public policy participate and influence policy formulation and implementation processes
- iii. What are the key mechanisms and points of entry for stakeholders to provide input on the formulation, implementation, and revision of public policy.
- iv. The role of Responder Consortium partners ensure that they are engaging all stakeholders (government, civil society, affected communities, private sector, etc.) in lobbying and advocacy activities?
- v. What are key points/mechanisms for First Responder Consortium members to give input on policy formulation and implementation?
- vi. How can the First Responder Consortium leverage a multi-county approach to coordinate lobbying and advocacy initiatives across Kenya?
- vii. Challenges in policy influencing process and how can the first responder consortium engage in this process successfully.
- viii. Differences between lobbying and advocacy in a policy formulation and implementation cycle.

### **3. Duration of Assignment**

The assignment is for 3 days to undertake the training on the policy cycle. The consultancy should be completed within 12 days after the contract is signed. The consultant should be available to start work in September 2022.

## **3.1 Obligations**

### **3.1.1 Obligations of the Consultant**

- Give leadership to the 3 days Policy Formulation Cycle training for the consortium throughout the assignment.
- Conduct the consultancy as per agreements in TOR, and contract, and if modifications are necessary, bring to the attention of the Program Manager before making any changes.
- Report on a timely basis as per the TOR and the contract agreement.
- Declare any possible conflict of interest before signing the contract.
- Share the draft Policy Cycle training report and discuss the feedback and general findings with consortium team.
- Cater for his/her transport to the training venue.
- Organize for his/her own accommodation and cater for other expenses they may likely to incur during the assignment.



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### 3.1.2 Obligations of RACIDA

- Make sure the Consultant is provided with the necessary and required resources i.e. the project documents, reports and any other that the consultant may need.
- Facilitate the work of the consultant in making sure that the trainees are available for training.
- Provide technical review of all deliverables.
- Provide timely comments on the draft report and approving the final report for payments.
- Provide conference facilities during the 3 days training –including training materials, transport of participants and meals

## 4. Deliverables

The consultant shall deliver the following:

- i. An inception report detailing the methodology with clear tools, methodologies, and curriculum proposed.
- ii. Clear informational material in pdf format on the policy cycle of Kenya at national and county levels, detailing best practices on engaging stakeholder engagement, community mobilization for lobbying and advocacy agendas, key mechanisms for engaging in advocacy on the formulation, implementation, and revision of public policy.
- iii. A three-day training for the First Responders Consortium on the policy cycle in Kenya, hosted in Nairobi by RACIDA.

## 5. Qualifications and Experience of Consultant

The independent consultant/consultancy firm must demonstrate experience and expertise as follows:

- i. Master's degree in Public Policy, International Relation, Political Science, Law or other areas of relevance to this consultancy.
- ii. 5 + years of experience working on Policies in the context of developing countries. Experience from Kenya is desirable.
- iii. Experience with Policy Formulation planning for humanitarian and first response initiatives.
- iv. Demonstrated experience in providing high quality Policy Formulation for non-profits, NGOs, and the like.
- v. Contextual knowledge of and experience working in Mandera, Isiolo and Embu as well as Kiambu and Nairobi.
- vi. Fluency in English is essential.



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## 6. Application requirement

- i. Technical proposal detailing understanding of the task, proposed methodologies of the consultancy, expected activities and deliverables (Must be submitted in PDF format).
- ii. Financial proposal submitted in KES and not any other currency. The financial proposal should indicate professional fees as well as any applicable taxes. Please note that RACIDA is not in position to negotiate, due to the regulations stipulated by the donor, therefore, RACIDA recommends that the applicant submits a financial proposal without expectations of negotiations. (Must be submitted in PDF format).
- iii. Detailed CVs of the professional(s) who will work on the Consultancy Assignment.
- iv. If applying as a firm, the consultant must provide Certificate of Incorporation/Business Registration and a valid tax compliance certificate.
- v. If applying as a firm, the consultant must submit a valid tax compliance certificate and a KRA Pin certificate.
- vi. If applying as an individual, the consultant must submit a valid KRA Pin certificate.
- vii. The firm/individual consultant shall not be sanctioned or blacklisted by any government or institution.
- viii. Professional references: Please provide at least 3 references from your previous clients and full contact details of the referees.

## 7. Evaluation Criteria:

Evaluation Criteria	Sub criteria/Description	Score
Consultant Academic and Professional Qualification	Master's degree in Public Policy, International Relation, Political Science, Law or other areas of relevance to this consultancy.	20%
Consultant Prior Work Experience	Detailed and specific experience in undertaking similar roles highlighting; <ol style="list-style-type: none"><li>i. 5 + years of experience working on Lobbying and Advocacy in the context of developing countries. Experience from Kenya is desirable.</li><li>ii. Experience with Lobbying and Advocacy training, policy formulation training for humanitarian and first response initiatives.</li><li>iii. Demonstrated experience in providing high quality policy formulation experiences for non-profits, NGOs, and the like.</li><li>iv. Contextual knowledge of and experience working in Mandera, Isiolo, and Embu as well as Kiambu and Nairobi.</li><li>v. Fluency in English is essential.</li><li>vi. Bidder must attach detailed CVs of all relevant team members.</li></ol>	40%



Methodology/Approach	<p>Understanding of the terms of reference that includes:</p> <ol style="list-style-type: none"> <li>Outline of methodology and approach of implementing this assignment.</li> <li>Proposed assignment plan that includes clear timelines for the assignment that demonstrates the understanding of the assignment expectation.</li> <li>Detailed financial proposal and budget breakdown based on expected daily rates and initial work plan.</li> <li>The budget should quote only for professional fees and should be exclusive of all costs associated with the training workshop – these costs will be catered by RACIDA.</li> <li>Technical Proposal Maximum 15 pages</li> </ol>	40%
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Only consultants scoring 75% or above will be invited to participate in the next round of procurement: presentation of technical bids.

### **Application procedure**

Please send in a short but detailed technical and cost proposal in Kenya Shillings, with an itemized budget and the proposed timeframe in response to the above scope and intended deliverables to [Procurement@racida.org](mailto:Procurement@racida.org). The email submission should have the words “**Consultancy for Capacity Development on the Policy Formulation Cycle**” as the subject line of your email response by 24th August, 2022 23:59 PM East Africa Time (EAT).



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