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Terms of Reference

TOR/RN01014.04.01 .014/AHN Lobbying and Advocacy Capacity Assessment/2022

Consultancy for assessment/diagnosis of organizational Lobbying and Advocacy capacity
and follow up Lobby and advocacy training of the ASAL Humanitarian Network (AHN)
Members in Kenya

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

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

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| Solicitation Reference No. | ToR/RN01014-04.01.014/ ASAL Humanitarian Network (AHN) Lobbying and Advocacy Capacity Assessment/2022 |
| Title of Solicitation | Consultancy for the Lobbying and Advocacy Capacity Development of the ASAL Humanitarian Network (AHN) |
| Issuing Office & Address | Rural Agency for Community Development and Assistance (RACIDA) Website: www.racida.org |
| Point of contact for clarifications, questions and amendments | RACIDA General Procurement, Kenya Procurement@racida.org |
| Email Address for submission of Proposals/ Quotes | RACIDA General Procurement, Procurement@racida.org |
| Solicitation Issue Date | 5 th October, 2022 |
| Initial Deadline for Submission of Proposals | 24 th October, 2022 23:59 PM EAT. |
| Anticipated Award Type | Consultancy Agreement |
| Submission and Evaluation Criteria | <p style="text-align: center;">Bidder must provide the below listed information</p> <p style="text-align: center;">Mandatory Eligibility Requirement</p> <ol style="list-style-type: none"> i. Must be an Individual/ Registered Consultancy Firm ii. Must submit CV(s) of Key Personnel iii. If applying as a firm, the consultant must provide certificate of Incorporation/ Business Registration iv. The firm/individual consultant shall not be sanctioned or blacklisted by any government or institution. v. If applying as a firm, the consultant must submit a valid tax compliance certificate vi. If applying as an individual, the consultant must submit a valid KRA Pin certificate. vii. The Applicant must be a Kenyan National or a Registered Consultancy firm in Kenya <p style="text-align: center;">Technical Evaluation Criteria</p> <ol style="list-style-type: none"> i. Consultant Academic and Professional Qualification-20% ii. Consultant's Prior Work Experience- 40% iii. Methodology/Approach- 40% <p style="text-align: center;">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> |



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1. Background and Rationale

Kenya is subject to recurrent, cyclical, and erratic disasters characterized as natural (climatological, hydrological or biological) or man-made (technological, social or chemical). When disasters occur in Kenya, local actors are always 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 strengthening. 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 investing in strengthening the capacity of the three 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 will coordinate their activities with other actors such as The Police, the County Steering Committees, the Northern Frontier Alliance in ASAL among other to avoid duplication, exploit synergies and ensure the timely transmission of relevant information.

Therefore, the First Responders Consortium will strengthen the first responder's system in Kenya by investing in the advocacy capacity of a network of local and national organizations in Kenya. Comprised of **30** Civil Society Organizations operating in the Arid and Semi-Arid Lands (ASAL) counties, the ASAL Humanitarian Network (AHN) was founded in 2019 to promote a humanitarian system that enables more locally-led responses. With a wide array of expertise, AHN members complement and add value to each other's humanitarian and development programs and provide a collective voice against injustice.

For the purposes of this consultancy, the first responder's consortium is seeking to strengthen the capacity of the ASAL Humanitarian Network by first assessing the lobby and advocacy capacity gaps (12 days consultancy) and based on the gaps identified conduct a 3 days training among the AHN members.

Lobbying and Advocacy Capacity Development Consultancy Objectives

1.1. Overall Objective

Equip the AHN members with lobby and advocacy capacities to be able to effectively and efficiently undertake lobby and advocacy initiatives in their respective national and county level.

Specific Objectives

- i. Assess the ability of AHN as a collective to undertake coordinated and effective lobbying and advocacy work.



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- ii. Assess AHN's past performance in the execution of lobbying and advocacy at national and subnational levels.
- iii. Define a specific capacity development plan for the AHN based on priorities set by AHN members that include specific investments, tasks, items, policies, frameworks and timelines
- iv. Training the AHN members on policies and response mechanisms as well as on the lobby and advocacy capacity gaps identified from the assessment.

2. Methodology

The proposed methodology for this assignment includes quantitative and qualitative methodologies, however, the consultant is welcome to present another well-justified methodology for the assignment.

| Step of the Process | Lead Actor |
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| 1. Organize a planning online call with the consultant, RACIDA, and essential AHN Focal Points to agree on Lobbying and Advocacy Capacity Assessment workshop tools and workshop program | Consultant, RACIDA, and AHN Focal Points |
| 2. Share the Lobbying and Advocacy Capacity Assessment program to AHN partners in advance and confirm their full commitment | Consultant with support of AHN Secretariat |
| 3. Plan and conduct a Lobbying and Advocacy Capacity Assessment for AHN | Consultant, RACIDA, and AHN Focal Points |
| 4. Establish which capacity strengthening needs identified during the Lobbying and Advocacy Capacity Assessment that should be prioritized into the Lobbying and Advocacy Capacity Development Framework | AHN Focal Points (Collaborating with Consultant to ensure that the needs are prioritized by AHN) |
| 5. Develop Lobbying and Advocacy Capacity Strengthening framework/plans | Consultant with AHN Focal Points |
| 6. Budget for planned actions in the Lobbying and Advocacy Capacity Strengthening Framework template | Consultant with AHN Focal Points |
| 7. Documentation of Lobbying and Advocacy Capacity Assessment /Strengthening workshop and outputs | Consultant to submit to AHN Focal Points |
| 8. Complete the Lobbying and Advocacy Capacity Assessment/Strengthening Framework | AHN Focal Points & Consultant |
| 9. Submission of Lobbying and Advocacy Capacity Assessment/Strengthening Framework for approval | Consultant (Submitting to RACIDA, AHN Focal Points, and AHN Steering Committee) |

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| 10. Approval of Lobbying and Advocacy Capacity Assessment/ Strengthening Framework | AHN Focal Points and AHN Steering Committee |
| 11. Conduct tailor- made lobby and advocacy training as per the findings from the capacity gaps assessment for the AHN members on the policies and response mechanisms. | Consultant, RACIDA, AHN Focal Points and AHN Steering Committee |
| 12. Develop a lobby and advocacy strategy for AHN members. | Consultant, RACIDA, AHN Focal Points and AHN Steering Committee |

3. Outputs and Deliverables

The consultant shall deliver the following:

1. CAPACITY ASSESSMENT

- i. Lobbying and Advocacy Capacity Assessment
 - a. An inception report with clear tools, methodologies proposed.
 - b. The Consultant is to provide the **Lobbying and Advocacy Capacity Assessment report first draft** to RACIDA and AHN Focal Points for review. The report should be concise and not more than 20 pages.
 - c. The consultant will **present findings** of the first draft report in a **validation workshop** with AHN Focal Points and **incorporate comments** from the validation workshop for a **second draft**.
 - d. The **final comprehensive report** of the lobbying and advocacy capacity assessment with recommendations and plans for capacity development to RACIDA and AHN Focal Points.
- ii. Lobbying and Advocacy Strategy
 - a. Lobbying and Advocacy Development Plan should present key areas for investment to strengthen the lobbying and advocacy capacity of the AHN along with the requisite budget required to complete the assignment. The Development Plan should be co-created with AHN focal points.

2. TRAINING:

- i. Proposed training and workshop materials for a **three-day** workshop.
- ii. Facilitation of three-day AHN training on the policies and response mechanisms capacity as well as gaps identified during the assessment.
- iii. Training report detailing the methodology, training modules, training program, tools and outputs from the workshop.

4. Duration of Assignment

The consultant should be available to start work in October 2022 and should plan on completing the assignment within one months for a **billable of 15 number of days (inclusive of 3 days' workshop)**.



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5. Qualifications and Experience of Consultant

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

- i. Master's degree in law, policy development, social sciences, or other areas of relevance to this consultancy especially the lead consultant.
- ii. 10+ years of experience working on Lobbying and Advocacy in the context of developing countries. Experience from Kenya is desirable.
- iii. Experience in the capacity assessment of Civil Society Organizations especially in Lobbying and Advocacy in a humanitarian context in Kenya and Horn of Africa region.
- iv. Demonstrated experience in providing high quality Lobbying and Advocacy training for non-profits, Civil Society Organizations, NGOs, and the like.
- v. Contextual knowledge of and experience working in the ASAL areas of Kenya. Candidates from the ASAL areas of Kenya are encouraged to apply.
- vi. Fluency in spoken and written English is essential.
- vii. The Applicant must be a Kenyan National or a Registered Consultancy firm in Kenya

6. Application requirements

- 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. (**NOTE: The financial proposal should clearly outline the cost breakdown for cost related to capacity assessment and those related to lobby and advocacy training as separate sub-totals for the cumulative bid**).
- The financial proposal should indicate **professional fees only** (and not costs related to workshop and participants' logistics) and any other reimbursable costs. Please note that RACIDA is not in a 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. (These must be submitted in PDF format).
- iii. Detailed CVs of the professional(s) who will work on the Consultancy Assignment.
 - iv. 3 names and contacts of relevant referees especially on Lobby and advocacy capacity assessment and training.
 - v. 3 examples of similar work done on lobby and advocacy capacity assessment and training.
 - vi. If applying as a firm, the consultant must provide a Certificate of Incorporation/Business Registration and a valid tax compliance certificate.
 - vii. If applying as an individual, the consultant must submit a valid KRA Pin certificate.
 - viii. The firm/individual consultant shall not be sanctioned or blacklisted by any government or institution.
 - ix. The Applicant must be a Kenyan National or a Registered Consultancy firm in Kenya.

Evaluation Criteria:

| Evaluation Criteria | Sub criteria/Description | Score |
|--|--|-------|
| Consultant Academic and Professional Qualification | Master's degree in law, policy development, social sciences, or other areas of relevance to this consultancy. | 20% |
| Consultant Prior Work Experience | <p>Detailed and specific experience in undertaking similar roles highlighting;</p> <ul style="list-style-type: none"> i. 10 + years of experience working on Lobbying and Advocacy in the context of developing countries. Experience from Kenya is desirable. ii. Experience in capacity assessment especially in Lobbying and Advocacy in a humanitarian context in Kenya and Horn of Africa region. iii. Demonstrated experience in providing high quality Lobbying and Advocacy training for non-profits, NGOs, and the like. iv. Contextual knowledge of and experience working in ASAL areas of Kenya. Candidates from the ASAL areas of Kenya are encouraged to apply. v. Fluent in English and logical flow of the proposal vi. CVs of all relevant team members attached. | 40% |
| Methodology/Approach | <p>Understanding of the terms of reference that includes:</p> <ul style="list-style-type: none"> i. Outline of methodology and approach of implementing this assignment. ii. Proposed assignment plan that includes clear timelines for the assignment that demonstrates the understanding of the assignment expectation. iii. Detailed financial proposals and budget breakdown based on expected daily rates and initial work plan. Financial Proposals should be in Kenya Shillings and not any other currency. iv. Technical Proposal Maximum 15 pages | 40% |

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 **financial proposal in Kenya Shillings** (The financial proposal should clearly outline the cost breakdown for the assessment and for the training as separate sub-totals for the cumulative bid) with an itemized budget including VAT where applicable and the proposed timeframe in response to the above scope and intended deliverables to Procurement@racida.org.

The email submission should have the words **“Consultancy for the Lobbying and Advocacy Capacity assessment and lobby and advocacy training of the ASAL Humanitarian Network members (AHN)”** as the subject line of your email response by 24th October, 2022 23:59 PM EAT East Africa Time (EAT).



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