

## TERMS OF REFERENCE

**Project Title: Community Resilience Building in Livelihood and Disaster Risk Management (REBUILD)**

**Location:** Tana River County

**Duration:** 45 days

**Reports to:** Project Manager

**Objective: Conduct Bottleneck Analysis of Policies and Practices at County Level and Develop a Participatory Advocacy Strategy**

### I. Background

**CISP – Comitato Internazionale per lo Sviluppo dei Popoli** (International Committee for the Development of Peoples) is a rights-based international NGO established in 1983 in Rome. CISP implements humanitarian, rehabilitation, and development projects through its cooperation with public and private local actors in over 30 countries globally. Since 1997 CISP has been working in Kenya to carry out projects in areas of development by supporting national and county authorities to provide quality, equitable, transparent and accountable services in various sectors. Over the past 23 years CISP Kenya has expanded its activities across more than 12 Counties in both rural and urban areas in various sectors of intervention, including Agriculture and Food Security, Conservation, Livelihoods, Health and Nutrition, Protection (children, refugees, GBV), Education (early childhood, university), Governance, and Arts and Culture.

CISP is the lead agency in a consortium of partners (GROOTS, Nature Kenya, Procasur and NDMA) implementing a multi-year European Union (EU)-funded project (EU REBUILD) on resilience building and food security in Tana Delta and Tana River sub-Counties of Tana River County. The project is an integrated, multi-sectoral response to food security and sustainable livelihood challenges faced by agro-pastoralist and pastoralist communities, including drought and other effects of climate change. The project aims to enhance resilience of these communities through improving food and nutrition security of vulnerable households, especially for women and children, generating sustainable livelihoods and protecting productive assets.

	<b>Intervention logic</b>
<b>Overall objective</b>	<b>The aim of the project</b> is to contribute towards increased resilience of communities in ASAL areas of Kenya to drought and other effects of climate change.
<b>Specific objective/ outcomes</b>	<p><b>a)</b> Enhance food and nutrition security of vulnerable households, especially for women and children in Tana River County</p> <p><b>b)</b> To generate sustainable livelihoods and protect productive assets in Tana River County</p>
<b>Relevant Result Area</b>	<p><b>Result 1:</b> Productive and climate resilient agriculture and livestock production strategies and measures are implemented in Tana River County.</p> <p><b>Result 2:</b> . Generate sustainable livelihoods and protect productive assets in Tana River County..</p>

	<p><b>Result 4:</b> County administrative services, cross-sectoral collaboration and local livelihood initiatives are strengthened in Tana River County.</p>
<p><b>Relevant activity Area</b></p>	<p><b>RIA2.</b> Nutrition sensitive practices are sustained, and the production/ marketing of nutritious crop and products is reinforced in Tana River County.</p> <p><b>RIA4. <u>Nutrition and WASH:</u></b> homestead and school gardening with nutritious plants, improved utilization, and processing of nutritious food, growing of fruit trees for Households and schools; awareness raising on hygiene and sanitation practices, including innovative &amp; appropriate water purification technology.</p> <p><b>R4A1. <u>Evidence-based Participatory advocacy and lobbying:</u></b> bottleneck analysis of policies and practices at county level; joint advocacy training of county authorities/officials and CBOs; Participatory development of advocacy strategy and implementation plan; Enhancing capacity of civil society to participate in governance; Implementation of Citizens Participation Policy.</p> <p><b>R4A2. <u>Develop the capacity of 36 CBOs and local media</u></b> to participate in the governance and of 36 NDMA and county authority officials to dialogue with citizens on decision making processes related to Nutrition, Food Security and Disaster Risk Reduction.</p> <p><b>R4A3. <u>Develop a joint advocacy plan</u></b> and support its implementation to influence policy, strategic planning and budgeting on Nutrition, Food Security and Disaster Risk Reduction.</p> <p><b>R4A2.</b>Support CBOs and self-help groups in lobbying and advocacy with County Authorities to ensure relevant policies are reviewed, approved, and implemented (Land use plan, livestock Act, etc.).</p>

## 2.0 Objective of the assignment

**EU REBUILD** project is seeking consultancy from a Service Provider with the following objective: **Conduct a participatory bottleneck analysis of policies and practices at county level regarding Nutrition, Food Security and Disaster Risk Reduction.** This consultancy aims at conducting a Bottleneck analysis of policies and practices at county level and development of Participatory Advocacy strategy and implementation plan.

The assignment will be a participatory assessment carried out in Tana River County with NDMA, the County authorities including the County Health Management Team (CHMT), County Executive Committee (CEC), Department of Agriculture, relevant service providers, CSOs, youth

and women groups, community representatives and other key actors, to identify the bottlenecks of nutrition food security and DRR services, at demand and delivery levels. The research is meant to provide context specific evidence and knowledge to guide interventions and strategies in Tana River, enhance citizen participation and inform county policies and strategic planning/budgeting in Food security, Nutrition and DRR.

### 3.0 Scope of Services and 4.0 Deliverables

The main expected outcomes from this consultancy assignment will be:

#	3.0 Scope of service	4.0 Deliverable	Timeline
a	Development of an Inception Report and Work Plan with clear timelines and responsibilities	1. Inception report (3-5 pages) and Work Plan with clear timelines and responsibilities	45 days
	Analysis of the existing status through; - a) <b>Literature review</b> to identify gaps in food security, disaster risk reduction and nutrition at the county and national level as well as best practices. b) <b>Quantitative data collection</b> - Develop tools for data collection for bottleneck assessment on nutrition, food security and disaster risk reduction. c) <b>Qualitative data collection</b> - through Key informant interview, focus group discussion from relevant stakeholders (NDMA, the County authorities including but not limited to the County Health Management Team (CHMT), County Executive Committee (CEC), Food Security team, service providers, CSOs, youth groups, community representatives and other key actors on DRR, nutrition and food security.	2. Methodology and tools 3. Draft report including summary of the key findings and raw data (where applicable) 4. Final Analytical Report including Executive Summary (max. 5 pages), Policy Brief, advocacy strategy and Action Plan (in soft and hard copies) 5. PPT presentation presented to the technical Working Group and/or consortium days prior to the validation meeting 6. Minutes of the validation meeting signed by the relevant departments	
b	Identification of enablers and main operational bottlenecks to effective county policies and strategic planning/budgeting in Food security, Nutrition and DRR.	7. Minutes/reports of the dissemination workshop 8. Final analytical policy Assessment report including a policy brief with concrete and feasible sectoral and	
c	Generate and validate at county level report on bottleneck assessment on DRR, nutrition and food security with SMART recommendation with context specific		

	evidence and knowledge to guide interventions and strategies in Tana River to enhance citizen participation and inform county policies and strategic planning/budgeting in Food security, Nutrition and DRR	multi-sectoral recommendations and strategies including a participatory advocacy strategy	
d	Development of a participatory advocacy strategy and implementation matrix on Food security, Nutrition and DRR sectors		

### 5. Consultancy timeframe

The consultancy assignment is expected to take about 45 days (to be agreed by both parties) and consists of: development of tools, survey, reporting, stakeholders' engagement, meetings, and technical assistance to Key actors and project staff. The engagement will be staggered to feature the various timelines of the deliverables as per above table. Before commencing the tasks, the Service Provider should develop and share plans and tools for each deliverable with CISP.

### 6. Co-ordination of visits or interviews

The Service Provider will make its own logistic arrangements and cover all relevant expenses associated with the service, including data collection in the field and training, and meeting logistic expenses. CISP and partners will assist in the provision of requisite background information and where possible will link up the Service Provider with field-based personnel. CISP and partners will facilitate contact with key stakeholders including relevant national and county focal points from County government, NDMA, target community groups and other Key stakeholders.

### 7. Ethics and child protection

The consultant is obliged to respect the following ethical and child protection requirements:

- **Conflict of interest:** The consultant must demonstrate the necessary independence and declare any conflict of interest and potential biases, including bias towards any of the stakeholders, target groups, types of research methodologies or approach, social, political or religious prejudice.
- **Based on rights and ethics:** The consultant must respect the rights and dignity of participants as well as comply with relevant ethical standards and CISP Child Protection Policy and Code of Conduct. The research must ensure appropriate, safe, non-discriminatory participation, a process of free and un-coerced consent and withdrawal and confidentiality and anonymity of participants. The informed consent of each person (including children if necessary) participating in data collection should be documented.
- **Fair and inclusive:** The consultant should seek the views of various stakeholders: youth, women, PWD, their families, CSOs, community, partners and government actors and be able to identify and address potential conflict of interest and unequal power relationships. Special efforts should be made to make the research process sensitive to gender and inclusion

## 7. Service Provider's profile:

This consultancy assignment requires a multi-disciplinary approach of an experienced consultant or consortium of qualified consultants with:

- a) Master's degree in Political Science, Public Administration, Management, Public policies, Organizational Sociology, Economics, Organizational Psychology, Law or other similar fields;
- b) Highly refined analytical, problem solving and organizational skills and a Detail-oriented, logical thinker.
- c) Proven experience in research and analysis of development programmes, reviewing and summarizing both quantitative and qualitative data and information and Experience in undertaking bottleneck analysis.
- d) At least 7 years of specific professional experience in policy development and/or carrying out strategic analysis like government institutional needs assessment, functional review, sectoral analysis and capacity development.
- e) Proven knowledge of the Kenyan context and experience in working with ASAL counties is a strong advantage.
- f) Demonstrated substantial policy experience, working with government, development of training and advocacy material, preparation of reports, social media materials, organizing and facilitating learning events.
- g) International experience on the same thematic areas is a strong advantage.
- h) Excellent communication, presentation and writing skills, and experience preparing and delivering workshops.
- i) Highly proficient in use of English and Kiswahili with the ability to write in a clear and practical manner.

## 8.0 Payment

Parties will agree on payment schedule with the successful bidder that will be based on achievement of set milestones.

## 9.0 Evaluation Criteria

The contract will be awarded based on the following:

	Description	score
<b>Technical Evaluation criteria (60 marks total)</b>		
1.	Quality of suggested consultant/consultants' team to undertake all aspects of the assignment	15
2.	Adherence to ToR's specifications and related requirements: a clear understanding of required deliverables and robust, appropriate proposed approach	25
3.	Displayed capacity for similar high-quality work on data collection, evidence gathering, and evaluation. Experience working in climate change, livelihoods, agriculture sector will be an advantage.	15
4.	Communication, Writing skills and language proficiency	5

<b>Financial Evaluation criteria (40 marks total)</b>		
1.	Competitive fee rates and expenses in relation to the market and demonstration of Value for Money	25
2.	Clear and effective financial plan to deliver output-based deliverables and key performance measures	5
3.	Financial approach and methodology for ensuring the requirements will be delivered on time and in line with agreed costs, highlighting any financial risks.	10
<b>Total</b>		<b>100</b>

f) Only those proposals deemed satisfactory, with a minimum score of 70% at the technical evaluation stage will proceed for the financial evaluation stage.

## 10. MODE OF APPLICATION

Applications with non-returnable copies of CVs, testimonials and sample of previous work should be submitted on or before **14<sup>th</sup> December 2020** and via email to [admin@cisp-nairobi.org](mailto:admin@cisp-nairobi.org) cc [burugu@cisp-ngo.org](mailto:burugu@cisp-ngo.org); [chemoiywo@cisp-nairobi.org](mailto:chemoiywo@cisp-nairobi.org):

All applications should include all of the following:

- **Cover letter (maximum 1 page)**
- Technical and Financial proposal **should be submitted as separate documents within** the same application.
- **Technical proposal (max 8 pages):** The technical proposal should include, at a minimum:
  - a) Profile of the Service provider with particular emphasis on previous experience in similar research, in Kenya and in other countries if applicable.
  - b) Full list of the team that will implement the study with description of respective roles.
  - c) Description of the proposed approach and methodology (including sampling methodology and disaggregation of data) with clear justifications, understanding of the TOR and the tasks to be accomplished.
  - d) Proposed workplan, including the expected level of effort and number of working days in a tabular form.
  - e) Description of how COVID regulations, restrictions and guidelines will be considered and adhered to during the assignment.
  - f) Only those proposals deemed satisfactory, with a minimum score of 70% at the technical evaluation stage will proceed for the financial evaluation stage.
- **Financial Proposal:** The Financial Proposals should be clear and effective to achieve output-based deliverables and key performance measures, while demonstrating Value for

**Money.** The Financial Proposals should be inclusive of all costs required to render the services and achieve the deliverables of this TOR, including but not limited to: consultancy fees, accommodation and living costs, air and ground transport, stationeries and supplies, and communication costs of the consultants. The costs assigned with each output should be sufficiently detailed and any financial risks must be highlighted. The currency used for the Financial Proposal shall be in Kenya Shillings and should include all relevant taxes applicable.

- **Supporting Documentation:**
  - a. At least two samples of previous work for similar assignments.
  - b. Curriculum Vitae of all consultant(s) involved in the service provision.
  - c. At least three Letters of recommendations from Companies/Organizations served in the past three years.
  - d. Kenya Tax Compliance Certificate for Kenyan registered entities or persons
  - e. KRA PIN certificate for Kenyan registered entities or persons
  - f. Business Registration Certificate for Kenyan registered entities or persons
  - g. For international firms/persons applying relevant statutory documents from country of origin should be included.

*CISP is strongly committed to ending child abuse, all forms of sexual exploitation and abuse, and to building a work environment that is safe and welcoming for all, where sexual harassment does not take place. The desired candidate for any position should share and support this commitment in all aspects of their personal and professional behavior. Any history indicating that the applicant has a history of child abuse, sexual exploitation and abuse, or sexual harassment, is a reason for excluding him or her from engagement with CISP.*