



PROCUREMENT NOTICE

Date: 21 October 2021

Country: Kenya

KEN/IC/054/2021

NATIONAL CONSULTANT TO DEVELOP AN INDUCTION MANUAL FOR NEW AMKENI GRANTEES

Period of assignment/services: 20 working days

Firms are not eligible for this consultancy assignment. Open to National Individual Consultants only.

Background

Amkeni Wakenya is UNDP-K's flagship project focused on strengthening civil society organizations involved in promotion of democratic governance and human rights, in line with Sustainable Development Goal (SDG) 16. Since inception of the second phase of Amkeni Wakenya (2015-2022), Amkeni has so far supported over 70 CSOs with grants and technical support. Amkeni usually awards grants through a competitive process entailing publication of calls for proposal, followed by a rigorous selection process and due diligence. Upon the award of a grant, the project management unit (PMU) of Amkeni usually organizes induction workshops for new grantees to build their respective capacity in project and financial management as well compliance with UNDP grant management rules.

So far, the induction workshops are organized virtually of in-person (depending on the COVID-19 risk) and facilitated by in-house facilitators drawn from the various UNDP departments. Typically, the presentations explore such content as; Overview of UNDP and Amkeni Wakenya; contracting rules; financial management rules; procurement rules; monitoring and evaluation; reporting; ethical and integrity issues. The facilitators rely on customized learning materials that are usually delivered by way of PowerPoint presentations. These materials also serve as handouts to support post-workshop learning.

This approach to conducting the induction workshop has its limitations. First, the training materials are not standardized and therefore the impact of the same on the learners depend on the effort and style of the facilitator. Therefore, where a facilitator is not diligent enough, the content in the learning materials will be inadequate for the task. Secondly, with the introduction of virtual training sessions in response to the COVID-19 crisis, the facilitator-learner interface is minimized and therefore opportunity for interactive learning is impeded.

There is therefore risk of knowledge loss or transfer challenges.

Thirdly, post-workshop learning is usually undermined by failure by facilitators to furnish trainees with learning materials or loss of the same. Fourthly, with the rather high level of staff turnover exhibited by grantee organizations, there is risk of institutional memory, if the departing staff do not share the induction learning materials with their incoming colleagues.

Therefore, to make the learning experience of inductees more holistic and permanent, Amkeni Wakenya is seeking a consultant to develop induction manual as a learning material for facilitating inductions workshops and supporting the post-workshop learning phases.

Objective

The overall objective of the Consultant is to develop comprehensive and responsive induction manual to augment training and foster post-training learning processes for new Amkeni grantees.

Expected Deliverables

The deliverables of the assignment are:-

1. An inception report detailing methodology, approaches, schedule of activities and requirements for undertaking the consultancy;
2. A draft induction manual;
3. A final induction manual incorporating feedback from the pilot exercise

Qualifications and Evaluation Criteria (Minimum 70 points)

Criteria	Weight	Max. Point
Master's degree in project management, organizational development, finance, business management or relevant social science	15%	15
At least 5-10 years extensive professional experience working in the area of grants management, project cycle management and organizational development.	35%	35
Extensive experience in facilitating organizational development processes for civil society organization grantees, preferably in the democratic governance sector	10%	10
Track record in development of learning materials (manuals, guidance notes, guides etc) for civil society organizations	20%	20
Familiarity with the UNDP grant management processes is a significant advantage.	10%	10
Strong work ethic characterized by open-mindedness, ability to co-create and work with others and desire to achieve results is critical	10%	10
Total Maximum obtainable points	100%	100

Application Process

Applicants are requested to submit their all-inclusive fee proposal in Kenya Shillings using the financial proposal template provided (Offeror's letter to UNDP). **The financial proposal should be all-inclusive and include a breakdown. The term 'all-inclusive' implies that all costs (professional fees, travel related expenses accommodation, communications, utilities, consumables, insurance, etc.) that could possibly be incurred by the Contractor are already factored into the financial proposal.**

Interested and qualified candidates should submit their applications which should include the following:

1. Detailed Curriculum Vitae
2. Proposal for implementing the assignment - template provided
3. Offerors letter to UNDP- template provided

Note: Email attachments must not exceed 5MB. Please split files if they exceed this size.

The successful applicant will be required to complete a UNDP Personal History Form (P11) form prior to contracting.

Applications should be sent to consultants.ken@undp.org to reach us not later than 5.00 P.M on Thursday, 04 November 2021(Kenyan time - GMT+ 3.00)

Please quote: **“KEN/IC/054/2021 – Develop an Induction Manual for New Amkeni Grantees”** on the subject line.

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