

TERMS OF REFERENCE

National Individual Consultant – Conduct Training on County Budgeting Process and Enhance Capacity of Grassroots Organisations and Survivors of Sexual Violence to Demand Fiscal Accountability from County Governments.

Location	Nairobi, with field travel to Kisumu, Bungoma and Vihiga Counties
Type of Contract:	Individual Consultant
Languages Required:	English
Expected Duration of Assignment:	20 working days within a period of two months
Reference:	KEN-IC-2020-012- OHCHR- Consultant VAWiE- Budget Trainings
Application Deadline:	Sunday, 19 April 2020 by 11.59 P.M (GMT+3.00)

This information pack should assist potential candidates to understand the work of OHCHR Kenya, what is involved in the role, how to apply, and the recruitment process.

Title	National Consultant
Classification	Individual Consultant (IC)
Section/ Agency	OHCHR and UN Women
Reports to (title)	Senior Human Rights Adviser-OHCHR
Location	Nairobi with field travel

A. Background

The Office of the High Commissioner for Human Rights (OHCHR) is the leading UN entity on human rights with a unique mandate to promote and protect all human rights for all people. The United Nations human rights programme aims to ensure that the protection and enjoyment of human rights is a reality in the lives of all people. OHCHR also plays a crucial role in safeguarding the integrity of the three interconnected pillars of the United Nations – peace and security, human rights and development.

The UN Entity for Gender Equality and the Empowerment of Women (UN Women) is the UN entity dedicated to gender equality and the empowerment of women. It works globally to make the vision of the Sustainable Development Goals a reality for women and girls and stands behind women's equal participation in all aspects of life.

In December 2019, OHCHR, UN Women and Physicians for Human Rights jointly published a report, [*Breaking Cycles of Violence: Gaps in Prevention of and Response to Electoral-Related Sexual Violence in Kenya*](#), documenting the findings and recommendations of a human rights based analysis of gaps in prevention of and response to electoral-related sexual violence during the 2017 electoral period. The research, focused on Nairobi, Kisumu, Bungoma and Vihiga counties where the highest number of incidents of sexual violence were documented by the Kenya National Commission on Human Rights, revealed there was inadequate budgeting by the national and the four county governments for prevention, protection and response to sexual violence during the electoral period. As a result of this gap in budgetary allocations, the prevention and response to 2017 electoral related sexual violence by national and county governments was insufficient in these four counties.

OHCHR and UN Women are currently implementing a programme, *Let It Not Happen Again: Prevention of and Accountability for Violence against Women in Elections (VAWiE)* that aims to implement the recommendations of Breaking the Cycles of Violence report. A key recommendation is for the Government to fulfil its human rights obligations to allocate adequate financial resources for effective prevention and response to sexual violence, including electoral related sexual violence, at national and county levels.

B. Objective of the Consultancy

Under the guidance and direct supervision of the OHCHR Senior Human Rights Adviser and working closely with the OHCHR Project Officer - Human Rights and UNWomen Violence against Women Specialist, the short-term consultancy aims to:-

- Develop and deliver a training package on monitoring budgetary allocations and execution, for the prevention and response to sexual violence targeting survivors of sexual violence, and grassroots organisations.
- Assist the VAWiE programme to engage the county governments, the national treasury and Parliament to allocate adequate budget towards prevention and response to sexual violence.

C. Scope of the Consultancy's Work

Under the overall guidance of OHCHR-Kenya and UNWomen the consultant will perform substantive activities that include: -

- Analyse the four counties' budgetary allocations and execution for prevention and response to sexual violence through review of previous financial years' budgetary estimates, sectoral Medium Terms Plans, County Integrated Development Plans and allocations towards implementation of national policies, guidelines, regulations and Standard Operating Procedures for provision of post rape care health services and provision of 24-hour specialized, integrated and comprehensive medico-legal services at county level.
- Based on the analysis, develop training materials on budgetary allocation and execution by the county governments for enhanced prevention and response sexual violence at county level; and participation in budget-making process and budget-tracking.
- Conduct a pre-training and post trainings needs assessment for the participants.
- Conduct trainings to the participants that include representatives of grassroots organisations, survivors of sexual violence network, human rights defenders and county government officials.

- Work together with the participants to develop road maps and action plans for their participation in the county budgetary processes including budget-tracking on the county budgetary allocation and execution to realise the objectives of the VAWiE programme.

D. Key Deliverables

- Inception report with a workplan on how the consultancy will be executed including the methodology that will be employed in conducting the trainings.
- Training needs assessment tools.
- Summary of analyses on county budgetary allocation and execution on prevention and response to sexual violence and training materials to be used for training.
- Detailed report includes the roadmaps and action plans for participation in county budgetary processes and tracking.
- Delivery of training workshops.

E. Qualifications for the Successful Candidate

- An advanced university degree in economics, or public finance management with strong both macro/micro-economics, applied accounting, demography, statistics, or in a directly related technical field(s). A first- level degree in combination with 2 years qualifying experience may be accepted in lieu of the advance degree. **(15 marks)**.
- A minimum of 5 years of professional experience at national and/or international levels in development indicators, poverty, human rights and social inclusion analysis, data collection, measurement, methodological development and other areas of applied statistics. Experience in data interpretation is required. Demonstrable understanding of human rights approach; and committed to human rights and gender equality. Ability to adhere to timelines and work with minimum supervision**(30 marks)**.
- Proven experience in analysis on national and county budgets gender responsive budgetary allocation and execution; budget tracking and training on gender-responsive budget-making processes. Excellent facilitation and training skills, and demonstrable capacity to work with diverse stakeholders, including Government of Kenya officials and civil society organizations using diverse adult methodology. This should include the ability to explain technical subject matter to diverse audience. Experience in county budget analysis and tracking on prevention and response to sexual and gender-based violence; and in training grassroots organisations is highly desirable. **(30 marks)**
- Research and analytical capacity, excellent written and oral communication skills; and report writing skills. **(10 marks)**
- Demonstrate the ability and capacity to undertake the assignment including past organisational references. Candidates will be interviewed**(15 marks)**.

Language and Other Key Requirements:

- Excellent proven written and spoken English and Swahili with strong oral and written communication skills.
- Demonstrable understanding of human rights approach; and committed to human rights and gender equality.
- Ability to adhere to timelines and work with minimum supervision.

F. Tentative Workplan

No.	Activity	No. of Days
1.	Preparations for conduct of trainings: including preparation of, and conduct pre-needs assessment; and develop training materials is to be undertaken prior to the conducting the trainings.	10 days
2.	Conduct of trainings will be for two days to each of the participants from the four counties; Nairobi, Kisumu, Bungoma and Vihiga. Participants from Vihiga and Bungoma counties may be trained in Kisumu county for logistical purposes.	8 days
3.	Report writing	2 days
Total number of working days		20 days

Note

1. The tentative workplan may be revised to employ methodology that will attain the best results of the consultancy.
2. The consultancy is to be spread for a period of two months.
3. Consultants are requested to quote for all costs related to this assignment as instructed in the Offerors letter to UNDP.

G. Breakdown of Cost by Deliverables*

Deliverable	% of total amount payable	Total cost (KSH)
<ul style="list-style-type: none"> ▪ Inception report with a workplan on how the consultancy will be executed including the methodology that will be employed in conducting the trainings. 	20%	
<ul style="list-style-type: none"> ▪ Summary of analyses on county budgetary allocation and execution on prevention and response to sexual violence and training materials to be used for training. 	30%	
<ul style="list-style-type: none"> ▪ Delivery of training workshops and final report 	50%	
Total (KSH)		

Note: The term ‘all-inclusive’ implies that all costs (professional fees, travel related expenses, communications, living allowance, utilities, consumables, insurance, etc.) that could possibly be incurred by the Contractor are already factored.

Application process.

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

All applications should be submitted through the UNDP eTendering portal.

- If already registered, please go to <https://etendering.partneragencies.org> and sign in using your username and password, and search for the **event**:

Business Unit: **UNDP1**

Event ID:

- If you do not remember your password, please use the “Forgotten password” link. Do not create a new profile.
- If you have never registered in the system before, please complete a one-time registration process first by visiting <https://etendering.partneragencies.org> and using the below generic credentials:

Username: **event.guest**

Password: **why2change**

Detailed user guide on how to register in the system and submit the proposal can be found at:

<http://www.undp.org/content/undp/en/home/operations/procurement/business/procurementnotices/resources/>

Email submission of applications will not be accepted. Queries about the position can be directed to

undp.kenya.procurement@undp.org

Firms are not eligible for this consultancy assignment. Open to individual consultants only.

N.B. United Nations has zero tolerance for sexual exploitation and abuse. A background check will be done to ensure candidates are in conformity with UNDP policy on sexual exploitation and abuse. Applicants are encouraged to familiarise themselves with UNDP's SEA policy found at <https://www.undp.org/content/undp/en/home/accountability/prevention-and-response-to-sexual-misconduct.html>

