



PROCUREMENT NOTICE

Date: 02 December 2021

Country: Kenya

KEN/IC/062/2021

NATIONAL CONSULTANT TO DEVELOP STANDARD OPERATING PROCEDURES FOR AMKENI WAKENYA GRANT-MANAGEMENT PROCESSES.

Period of assignment/services: 20 working days within a period of one month

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

Background

Amkeni Wakenya is UNDP-Kenya flagship facility for supporting civil society organizations (CSOs) working in Kenya democratic governance sector. The facility was established in 2008 and rendered financial and technical support to over 370 civil society organizations until the expiry of the first phase in 2014. The facility commenced its second phase in 2015 following the signing of a new project document with the Government of Kenya. Amkeni Wakenya is currently implementing an access to justice project with funding from the European Union (EU) and anticipates to commence a civic space promotion programme with funding from the Embassy of the Kingdom of the Netherlands (EKN). The two projects cover a combined 17 counties and its expected to run until 2022 and 2024 respectively.

Amkeni works to achieve the following objectives:

- To improve respect, enjoyment and promotion of access to justice, human rights and freedoms for Kenyans
- To entrench rights-responsive devolved system of governance
- To improve organizational performance, sustainability and enabling environment for CSOs in Kenya
- To enhance capacity of civil society to respond to contemporary governance issues.

Amkeni renders technical assistance to CSOs through grant-making. In this regard, through UNDP, Amkeni mobilized grant resources from UN member states, the UN system and other sources for onward granting to beneficiary organizations. The grant making processes are governed by UNDP's Programme and Operations Planning Procedures (POPPs). Under these procedures, UNDP conducts selection, assessment, contracting, monitoring, evaluation, reporting and quality assurance of Amkeni grantees as part of the grant management cycle.

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.

Expected Deliverables

The deliverables of the assignment are:-

- a. Inception report detailing the methodology and detailed workplan
- b. A gap analysis report on gaps, ambiguities in POPPs and inconsistencies in prevailing best grant management practices
- c. A detailed SoP document containing guidelines for Amkeni grant management processes

Qualifications and Evaluation Criteria (Minimum 70 points)

Criteria:	Criteria Weight: 100%	Max Point: 100%
Minimum - Masters University Degree in Financial Management, Business Administration, Operational management or equivalent	20%	20%
Be a CPA-K holder or possess equivalent qualification	15%	15%
Be registered and with certificate of good standing from ICPAK	15%	15%
S/he should have 5 years' experience of institutional capacity development interventions targeting civil society organizations in Kenya, with due regard to policy, strategy and skills development in financial management	30%	30%
Good knowledge of civil society organizations in the democratic governance sector in Kenya	10%	10%
S/he shall have solid practical experience in carrying out capacity assessments and evaluation of training activities	10%	10%
<i>Total Maximum obtainable points</i>	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, 16 December 2021 by 5.00P.M Kenyan Time (GMT+3.00)

Please quote: **"KEN/IC/062/2021– Develop SOPs for Amkeni Wakenya Grant Management Processes"** on the subject line.

DO NOT COPY ANY OTHER RECEIPT