1. Background

Amkeni Wakenya is a UNDP Civil Society Democratic Governance facility that was established in 2008. The project is currently in phase II of implementation, beginning January 2015. The main objective of the project is to provide technical and financial support to CSOs that work in the governance sector (e.g. justice, human rights, & devolution) in Kenya. It also enhances citizens’ participation in governance and reforms. Amkeni Wakenya phase II is focusing on four strategic outcomes: 1) access to justice and realization of human rights; 2) entrenching human rights-centered and accountable devolved governance; 3) promoting an enabling environment for CSOs; and 4) building the capacity of CSOs to effectively respond to contemporary governance issues.

Amkeni Wakenya has received support from the Embassy of the Kingdom of Netherlands to implement the project on Strengthening Civil Society and Citizen Voice for Realization of Sustainable Development Goals-SDGs in Kenya. The project seeks to strengthen the role of civil society in making meaningful contribution towards achieving sustainable development goals (SDGs) and promoting ability of civil society organizations (CSOs) in holding governments and the private sector accountable for the realization of SDGs. The project seeks to contribute further to addressing the constrained environment within which CSOs operate to advocate for human rights and governance issues that are pertinent to realization of SDGs. The project principally contributes to realization of SDG 16 which promotes peaceful and inclusive societies for sustainable development, with a focus on access to justice, citizen participation and adoption of non-discriminatory laws.

The project is to be implemented across four counties Kilifi, Kwale, Kitui & Turkana. Thus far Amkeni Wakenya has conducted scoping missions across the four counties and documented issues of concern regarding public participation and civic space.
1.1. Project Scope

The facility initially focused on the five priority reform areas of

- Governance reforms
- Human rights reforms
- Justice reforms
- Reform oriented capacity building

Amkeni Wakenya seeks to promote democratic governance reforms through supporting civil society organizations. The nature of support extended to civil society organizations by Amkeni Wakenya is through: Grant making, capacity development and learning and knowledge management. Since the start of the second phase, Amkeni has managed to provide grants to CSOs and CBOs country wide through successive calls for proposals. So far Amkeni has published seven calls for proposals and supported over 65 civil society organizations to undertake democratic governance reform initiatives mainly in the rural areas.

Through the Strengthening Civil Society and Citizen Voice for Realization of Sustainable Development Goals-SDGs in Kenya project, Amkeni Wakenya aims at enhancing an accountable and inclusive democratic system of governance underpinned by vibrant civic space, respect for rule of law and human rights compliance contributing to realization of SDG agenda. With support from The Embassy of Netherlands, Amkeni Wakenya aims to achieve the following results.

a) Regulation of civic space aligned with the Constitution of Kenya 2010.

b) Inclusive platforms for public participation and civic engagement strengthened at County and national levels.

c) Lobbying, advocacy, and organizational sustainability capacities of civic actors enhanced.

2. Purpose of the Research Study

With pursuit of fundamental rights and freedoms to marginalized and vulnerable population being at the heart of the work of UNDP, it makes public participation and civic space\(^1\) a priority area. Towards this, there is need to develop guidance notes and knowledge products that will guide the Civil Society Actors in protecting and promoting civic space. Public participation has been observed to foster positive relationships between citizens and their governments and this has significantly reduced the risk of fragility, crisis and violence, thereby making societies safer and more resilient and policymaking more effective and legitimate. Thus, this research study will develop knowledge products that will disseminate knowledge on considerable efforts of ensuring meaningful participation of civil societies at governance processes, ways of protecting the civil society actors as well as guidelines in promotion of civic space.

3. Tasks/Duties of the Consultant

The consultant will work under supervision of the Amkeni Wakenya Project Manager and directly with the M&E Specialist Gender Officer. The Consultant will be responsible to develop a knowledge product on support to civic space advocacy. More specifically, the consultant will:

a) Provide a detailed report on existing policies that encourage inclusive participation and access to information at National level. Additionally, the report should clearly show whether these existing

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\(^1\) Civic space is the environment that enables people and groups – or “civic space actors” – to participate meaningfully in the political, economic, social and cultural life of their societies
policies are guided by and meet the standards of national and international human rights law, and whether they ensure transparency as well as access to information and participation at the local and National levels.

b) Provide a detailed report on existing policies that protect civil actors from attacks, harassment, arbitrary detention, enforced disappearances, unlawful killings, criminalization, and acts of intimidation and reprisal to silence critical voices. The report should clearly show how different groups and populations are more vulnerable than others as well as how certain civic actors face risks based on their gender roles and identities and how these policies protect them.

c) Provide a detailed report on the existing institutional, legal and policy frameworks that enable effective and safe participation of diverse civil society groups and actors and protect the space for free speech, association, and assembly. The report should clearly show whether these frameworks promote vibrant and free civic space with channels for safe, non-discriminatory, inclusive, meaningful, and effective participation in the conduct of public affairs without compromise from government interferences.

d) Provide detailed report on the situational analysis with sex-disaggregated data and the gaps existing in promoting and enhancing gender mainstreaming in promoting and protecting civic space at a national level. Recommend key performance indicators to measure gender equality and empowerment nationally and within the focus counties.

e) Develop gender-responsive and inclusive knowledge products with recommended actions for UNDP, Government, and other strategic actors in accordance with relevant mandates on how to promote and protect civic space in Kenya as well as documenting relevant existing policies that promote and protect civic space.

4. Outputs of the Consultancy

a) *Research plan and proposed methodology which should include:* process and criteria for selecting participants to be part of the research, sample size, full methodological approach taking into consideration the objective of the assignment, timeline for implementing the agreed methodology.

b) *Data sets to include:* database of participants included in the research together with contact details, quantitative data received through surveys/questionnaires, qualitative data received through interviews and focus groups (recordings/transcripts if available in English), data that are disaggregated by sex and the corresponding analysis from a gender perspective.

c) *Draft consultancy report and draft knowledge product to include:* participation, promotion and protection policies and frameworks existing at the national level and relevant information as described in part 3 above.

d) *A PowerPoint presentation on main findings, conclusions, and recommendations of the research study for dissemination and debriefing purposes.*

e) *Final consultancy report to include:* methodology, context, results, analysis of findings, recommendations, and conclusion.

f) *Final knowledge products* containing detailed information as described in part 3(e) above. Gender Responsive Results that change gender norms, roles and access to resources and respond to varying and differential needs of men, women, minorities, and key segments of society

g) • Imagery and media elements in the knowledge product should support women and girls in non-traditional roles, as active participants, and decision-makers as much as possible.
5. **Required Skills and Competencies**

- A master’s degree in law, social sciences, statistics, or any other related field;
- At least 5 years of research / policy analysis experience;
- At least 3 years of research / policy analysis experience on issues related to Public Participation;
- Experience of working in multicultural contexts;
- Excellent assessment, monitoring, evaluation and report writing skills;

5.1 **Evaluation Criteria for the Research Expert**

<table>
<thead>
<tr>
<th>Criterion</th>
<th>Weight 100%</th>
<th>Criterion Max. 100 Points</th>
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<tbody>
<tr>
<td>At least 5 years of documented research / policy analysis in the areas of governance, rule of law, human rights, public participation and civic engagement</td>
<td>35%</td>
<td>35</td>
</tr>
<tr>
<td>A minimum of 3 years documented experience of quantitative and qualitative research methods, and policy analysis in multilevel governance structures.</td>
<td>35%</td>
<td>35</td>
</tr>
<tr>
<td>Excellent assessment, monitoring, evaluation and report writing skills</td>
<td>15%</td>
<td>15</td>
</tr>
<tr>
<td>Experience of working in multicultural contexts</td>
<td>15%</td>
<td>15</td>
</tr>
<tr>
<td><strong>Total for Research Expert</strong></td>
<td><strong>100%</strong></td>
<td><strong>100</strong></td>
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6. **Research Study Timelines (Timelines to be agreed with selected consultant)**

<table>
<thead>
<tr>
<th>a) Activity</th>
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<tbody>
<tr>
<td>Identification of expert/ team of experts</td>
</tr>
<tr>
<td>Finalizing contracting process</td>
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<tr>
<td>Agreement upon proposed research plan &amp; methodology</td>
</tr>
<tr>
<td>Inception Report</td>
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<tr>
<td>Implementing the research according to the agreed plan &amp; methodology</td>
</tr>
<tr>
<td>Draft consultancy report and draft knowledge product</td>
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<tr>
<td>PowerPoint Presentation</td>
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<tr>
<td>Final Consultancy Report and Final Knowledge Product</td>
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7. Roles and Responsibilities

Roles of the Expert (Consultant)

- Develop the methodology of the research;
- Conduct the research according to the agreed research plan, which will include a calendar of activities.
- Respect the deadlines established in this ToR – early August for submitting the final report.

Roles for Amkeni Project Team

- Cover the expert’s/ team of experts’ travel and accommodation expenses related to the implementation of the field research in the region (Consultant to include it in the financial proposal)
- Support the expert/ team of experts with necessary background documents and information about the Amkeni project (including contacts of participants);
- Provide feedback on the documents resulted from this assignment.

8. Reporting Arrangements

The Researcher will report to Amkeni Wakenya Project Manager. The consultant will work closely with the Amkeni Wakenya Monitoring and Evaluation Specialist, UNDP Gender Officer, as well as Amkeni Wakenya Project Management Unit for effective Programme delivery.

9. Consultancy Fees

The Research Expert will be recruited and paid in accordance with UNDP terms and conditions of remuneration for individual consultants. The payments will be pegged on the attainment of deliverables/milestones as per the agreed Work Schedule.

The financial proposal should include the professional fee and cost of travel to the Amkeni Wakenya Project target counties mentioned above, logistical, and other related expenses. UNDP will not make any payments on behalf of the selected consultant.

The Evaluators fees will be paid in line with the following schedule and upon acceptance of key deliverables:

<table>
<thead>
<tr>
<th>Deliverable</th>
<th>Duration</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inception report</td>
<td>5 days</td>
<td>10%</td>
</tr>
<tr>
<td>Design of Research Methodology and Conducting Research Study</td>
<td>10 days</td>
<td>30%</td>
</tr>
<tr>
<td>Draft consultancy report and draft knowledge product</td>
<td>10 days</td>
<td>40%</td>
</tr>
<tr>
<td>Final Consultancy Report and Final Knowledge Product</td>
<td>5 days</td>
<td>20%</td>
</tr>
</tbody>
</table>
10. Submission of the Financial Proposal

Applicants are instructed 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, communications, utilities, consumables, insurance, etc.) that could possibly be incurred by the Contractor will be factored into the financial proposal.

Financial evaluation (maximum 30 points):

The following formula will be used to evaluate the financial proposal:

\[ p = y \left( \frac{\mu}{z} \right), \]

where

- \( p \) = points for the financial proposal being evaluated
- \( y \) = maximum number of points for the financial proposal
- \( \mu \) = price of the lowest-priced proposal
- \( z \) = price of the proposal being evaluated

11. Duration of the Work

30 working days spread over a period of 2 months.

12. 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. Offeror’s letter to UNDP- template provided

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

**Note:** 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 Wednesday, 10 August 2022 on or before 5.00 P.M (GMT+3.00)

Please quote - KEN/IC/042/2022 – Research and Development of Knowledge Products to Support Human Rights and Civic Space Advocacy on the subject line.

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

For any clarifications, please write to undp.kenya.procurement@undp.org

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