PROCUREMENT NOTICE

Date: 20 July 2022

Country: Kenya
KEN/IC/044/2022

OUTCOME HARVESTING AND DEVELOPMENT OF DIGITAL KNOWLEDGE PRODUCTS ON ACCESS TO JUSTICE AND LEGAL AID IN KENYA

Period of assignment/services: 30 working days within a period of two months

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

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 in January 2015 and ending in December 2022. The main objective of the project is to provide technical and financial support to CSOs that work in the democratic governance sector (e.g., access to justice, human rights, gender justice, & 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.

The facility received generous support from the European Union Delegation in Kenya (EU) and UNDP in its current phase to support the Programme for Legal Empowerment and Aid Delivery in Kenya (PLEAD). Currently PLEAD is supporting CSOs in 12 counties to implement innovative access to justice initiatives within these counties. Under this support, Amkeni Wakenya issued PLEAD Call 3, Call 3 Repeat, Call 4 and Call 6 grants to 31 Civil Society Organizations. Some of the grants issued have covered multi-year access to justice projects that are soon completed while additional support has been provided for short-term annual grants. The nature of support extended to civil society organizations by Amkeni Wakenya is through grantmaking, capacity development, and learning and knowledge management.
The deliverables of the assignment are:-

The consultant will work under the supervision of the Amkeni Wakenya Project Manager and directly with the M&E Specialist to harvest outcomes to support real-time learning, inform program adjustments in the next phase of PLEAD, communicate progress and results, and develop digital knowledge products on the most significant stories of change (MSSC) based on the best practices taken up by the PLEAD CSO projects with photos to tell these stories. These MSSC should be gathered through field visits in the 12 PLEAD pilot counties and documented in an agreed format/template in consultation with Amkeni PMU, UNDP Kenya Country Office (KCO) Communications team, and Gender Officer.

In collaboration with the Amkeni PMU and to fulfill these objectives, the consultant will engage with the team and relevant stakeholders on the following tasks:

- Design the outcome harvesting methodology and draft the theory of change for the next phase of the access to justice programming.
- Review Amkeni and PLEAD grantees’ activity reports, success stories, monitoring, and evaluation data, and other secondary sources to assist in drafting preliminary outcomes and survey questions for respondents who could speak to these outcomes.
- Collect information on positive and negative outcomes, both intended and unintended, that result from activity interventions; as well as collect lessons learned and best practices.
- Conduct key informant interviews and focus groups with both men, women, and special interest groups including children in conflict with the law in the communities who directly benefitted from project activities, as well as stakeholders (including duty bearers, women led organizations) in key positions to relate to changes that might have occurred due to the projects’ interventions.
- Conduct the situational analysis with a sharp focus on gender (support the beneficiary analysis with sex-disaggregated data) and interpretation of data as well as report writing.
- Collect sex-disaggregated data and qualitative analytical information on gender issues in the context of the project, from the key project partners while identifying challenges and opportunities for gender responsive engagement of stakeholders and beneficiaries
- Identify gender priorities addressed by PLEAD grantees and focus on ‘change stories’ to highlight shifts in gender relations on the ground and as evidence of results from programming. Document stories from gender champions in at least one key partner institution/CSO to profile achievements within the first phase of PLEAD- these will spotlight the gender issues relevant throughout the next phase of PLEAD.
- Develop a standard presentation and organize events to share the outcome harvest through a gender lens with other stakeholders, and development partners at learning events and through other outreach materials.
- Substantiate selected outcomes for additional credibility and review and make sense of the outcome information

The Outcome Harvest will specifically look at intended and unintended outcomes (both positive and negative) of the testing and the level of contribution of the project to these outcomes against the outcomes stipulated in the results matrix in the Amkeni Programme Document. The process is intended for both learning and accountability purposes. It is expected to generate relevant findings, lessons learned, and recommendations that will be shared across all PLEAD stakeholders.
Qualifications and Evaluation Criteria (Minimum 70 points)

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<tr>
<th>Criterion</th>
<th>Weight 100%</th>
<th>Criterion Max. 100 Points</th>
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<tr>
<td>At least 3 years of documented experience of using and facilitating outcome mapping and/or outcome harvesting</td>
<td>35%</td>
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<td>At least 5 years of documented research/policy analysis experience on issues related to democratic governance.</td>
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<td>Excellent facilitation, assessment, monitoring, evaluation, and report writing skills</td>
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<td>Experience in working in multicultural contexts</td>
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<td><strong>Total for Research Expert</strong></td>
<td><strong>100%</strong></td>
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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 including Marsabit, Isiolo, Mandera, Wajir, Garissa, Tana River, Lamu, Mombasa, Nairobi, Kisumu, Nakuru, and Kisumu), 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

12. Duration of the Work

30 working days spread over a period of 2 months.

13. 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/044/2022 – Outcome Harvesting and Development of Digital Knowledge Products on Access to Justice and Legal Aid in Kenya

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

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