



Terms of Reference

ToR/RN01008- 03.01.05/Lobbying and Advocacy Capacity Development Consultancy/2021

Consultancy for the Lobbying and Advocacy Capacity Development of Consortium Members
within the Fankisha Kukabili Janga Improving First Responders Sector in Kenya

Rural Agency for Community Development and Assistance (RACIDA) in Collaboration with the
Johanniter International Assistance

Synopsis of the Consultancy Opportunity (Individual Consultant / Registered firm)

Solicitation Reference No.	ToR/RN01007-01.05.06/Lobbying and Advocacy Capacity Development Consultancy/2021
Title of Solicitation	Consultancy for Providing Capacity Training on Lobbying and Advocacy for Consortium Members within the Fankisha Kukabili Janga Improving First Responders Sector in Kenya
Issuing Office & Address	Rural Agency for Community Development and Assistance (RACIDA) Website: www.racida.org
Point of contact for clarifications, questions and amendments	RACIDA General Procurement, Procurement@racida.org
Email Address for submission of Proposals/ Quotes	RACIDA General Procurement, Procurement@racida.org
Solicitation Issue Date	7 th October, 2021
Initial Deadline for Submission of Proposals	21 st October, 2021 5:00 PM EAT
Anticipated Award Type	Consultancy Agreement
Submission and Evaluation Criteria	<p>Bidder must provide the below listed information</p> <p>Mandatory Eligibility Requirement</p> <ul style="list-style-type: none"> i. Must be an Individual/ Registered firm consultant ii. Must submit CV of Key Personnel iii. If applying as a firm, the consultant must provide certificate of Incorporation/ Business Registration iv. The firm/individual consultant shall not be sanctioned or blacklisted by any government or institution. v. If applying as a firm, the consultant must submit a valid tax compliance certificate <p>Technical Evaluation Criteria</p> <ul style="list-style-type: none"> i. Consultant Academic and Professional Qualification-20% ii. Consultant's Prior Work Experience- 35% iii. Methodology/Approach- 35% iv. Language and analytical skills -10%



	NB. The minimum technical score shall be 75%. There will be no financial negotiations, as per The German Federal Ministry for Economic Cooperation and Development (BMZ) guidelines.
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1. Background and Rationale

Kenya is subject to recurrent, cyclical, and erratic disasters characterized as natural (climatological, hydrological, biological, and the like) or man-made (technological, social, chemical, and the like). When disasters occur in Kenya, local actors are the first to respond. However, these local actors are undermined by gaps and shortcomings within the Kenya Disaster Response System.

As such, Johanniter International Assistance (JIA), and three local NGO first responders – The Rural Agency for Community Development and Assistance (RACIDA), St. Johns Ambulance of Kenya, and Merti-Integrated Development Programme (MID-P) (hereafter referred to as the consortium members) – commissioned a systemic analysis of Kenya's Disaster Response System to identify key areas for investment and capacity building. The analysis revealed several categories of barriers that hinder effective service delivery by first responders in Kenya, which relate to policy, legal and institutional frameworks, structures and systems, resources and community/public awareness.

Based on these gaps, the consortium is investment to strengthen the capacity of the three nationals first responders (RACIDA, St. Johns Ambulance of Kenya, and MID-P) to accomplish the following: a) increase their technical capacity; b) improve their in-country fundraising capacity for timely intervention; c) increase their public recognition and accountability; d) share and develop the "Knowledge Products" of first responders, i.e. share and document best practices to better learn from successes and failures. The project will coordinate their activities with other actors such as the police, the County Steering Committees, the Northern Frontier Alliance in ASAL, etc. to avoid duplication, exploit synergies and ensure the transmission of relevant information.

The direct beneficiaries of the project are staff of the three consortium members, i.e. RACIDA, St. John Ambulance and MID-P whose technical, advocacy and fundraising capacities will be strengthened, as well as selected members of the County/National ASAL Forums and the County Steering Group.

2. Lobbying and Advocacy Capacity Development Consultancy Objectives

2.1. Overall Objective

Build the capacity of the Consortium members to develop, refine, and implement Lobbying and Advocacy agendas around issues of first response by:

1. Identifying lobbying and advocacy gaps in each organisation, as provided by the available Advocacy Capacity Assessment and collaboratively identified with consortium members.



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2. Conduct a subsequent three-day training on lobbying and advocacy

Lobbying and Advocacy and Programs Staff Specific Objectives

- i. Identify Lobbying and Advocacy Training Gaps within the first responders consortium based on Lobbying and Advocacy Capacity Assessment (to be provided by RACIDA)
- ii. Co-Identify priority training areas for capacity investment based on the Advocacy Capacity Assessment with consortium members
- iii. Conduct a joint training for consortium members on lobbying and advocacy informed by capacity gaps provided in the Advocacy Capacity Assessment.

3. Outputs and Deliverables

The consultant shall deliver the following:

- i. Inception report detailing activities with proposed methodology and timelines for the delivery of the scope of work. The inception report should also include a coherent strategy for addressing the identified gaps for the regional networks complete with relevant tools for documentation of all advocacy/policy work.
- ii. Training modules based on jointly identified capacity gaps and priority areas.
- iii. Facilitation of one three-day Lobbying and Advocacy capacity development workshop for consortium member staff.
- iv. Pre and Post KAP Survey to assess the gained capacity from the training.
- v. Submission of final training report inclusive of identified capacity gap areas, employed training modules, and pre and post KAP survey findings.

3.1. Scope of Assignment

The scope of the assignment will be undertaken over the course of a 5 days, including the 3-day workshop.

4. Duration of Assignment

The consultant should be available to start work in late October 2021 and should plan on completing the assignment within five billable working days. It is expected that the billable days will be comprised of the following:

- i. 0.5 day for submission of inception report
- ii. 1 day for agreeing upon capacity areas and developing training modules
- iii. 3 days training of consortium. Members
- iv. 0.5 day for submission of final training report

5. Qualifications and Experience of Consultant

The independent consultant/consultancy firm must demonstrate experience and expertise as follows:

- i. Master's degree in International Affairs, Economics, or other areas of relevance to this consultancy.



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- ii. 5 + years of experience working on Lobbying and Advocacy in the context of developing countries. Experience from Kenya is desirable.
- iii. Experience with Lobbying and Advocacy planning and project management for humanitarian and first response initiatives.
- iv. Demonstrated experience in providing high quality Lobbying and Advocacy services for non-profits, NGOs, and the like.
- v. Contextual knowledge of and experience working in Mandera, Isiolo, Meru, and Embu as well as Kiambu and Nairobi.
- vi. Fluency in English is essential.

6. Application requirement

- i. Technical proposal detailing understanding of the task, proposed methodologies of the consultancy, expected activities and deliverables (Must be submitted in PDF format).
- ii. Financial proposal submitted in KES and not any other currency. The financial proposal should indicate professional fees only and should not include any costs associated with the facilitation of a workshop. (Must be submitted in PDF format).
- iii. Detailed CVs of the professional(s) who will work on the Consultancy Assignment.
- iv. If applying as a firm, the consultant must provide Certificate of Incorporation/Business Registration
- v. If applying as a firm, the consultant must submit a valid tax compliance certificate.
- vi. The firm/individual consultant shall not be sanctioned or blacklisted by any government or institution.

Professional references: Please provide at least 3 references from your previous clients and full contact details of the referees.

Evaluation Criteria:

Evaluation Criteria	Sub criteria/Description	Score
Consultant Academic and Professional Qualification	Master's degree in International Affairs, Economics, or other areas of relevance to this consultancy.	20%
Consultant Prior Work Experience	<ul style="list-style-type: none"> i. Detailed and specific experience in undertaking similar roles highlighting; ii. 5 + years of experience working on Lobbying and Advocacy in the context of developing countries. Experience from Kenya is desirable. iii. Experience with Lobbying and Advocacy planning and project management for humanitarian and first response initiatives. iv. Demonstrated experience in providing high quality Lobbying and Advocacy services for non-profits, NGOs, and the like. v. Contextual knowledge of and experience working in Mandera, Isiolo, Meru, and Embu as well as Kiambu and Nairobi. 	35%



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	<ul style="list-style-type: none"> vi. Fluency in English is essential. vii. Bidder must attach detailed CVs of all relevant team members. 	
Methodology/Approach	<p>Understanding of the terms of reference that includes:</p> <ul style="list-style-type: none"> i. Outline of methodology and approach of implementing this assignment. ii. Proposed assignment plan that includes clear timelines for the assignment that demonstrates the understanding of the assignment expectations. iii. Detailed financial proposal and budget breakdown based on expected daily rates and initial work plan. iv. The budget should quote only for professional fees and should be exclusive of all costs associated with the training workshop – these costs will be catered by RACIDA. <p>Technical Proposal Maximum 15 pages</p>	35%
Language and analytical skills	<ul style="list-style-type: none"> i. Strong analytical and information presentation skills ii. Fluency in English is mandatory. iii. Designing training plans and modules based on individual and organizational needs iv. Excellent interpersonal and communication skills, including the ability to communicate and work with a wide range of stakeholders in a participatory, respectful, collaborative manner, and to enhance effective work relationships. v. Commitment to team building and a consensus-led approach to work. 	10%

Only consultants scoring 75% or above will be invited to participate in the next round of procurement: presentation of technical bids.

