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AGILE AND HARMONIZED ASSISTANCE
FOR DEVOLVED INSTITUTIONS



Terms of Reference for Consultancy by Green Africa Foundation in Marsabit County.

Position: Consultancy service to strengthen capacity and governance of social accountability networking of CSOs network in Marsabit County under the AHADI-USAID/UK program.

Project Title: Strengthening partnerships between NSAs, county governments and citizens to enhance county governance processes and service delivery – 2019.

Reports to: Green Africa Foundation

The Organization

Green Africa foundation was founded in Kenya in the year 2000 with a focus of implementing practical community driven projects towards greening Africa. The organization has actively been implementing a number of projects covering; Climate Change, Policy Advocacy, Environmental Governance & Conservation, Agriculture, Water and Energy. The organization has been very instrumental in Environment & Climate Change Governance and Policy Advocacy that has seen through a number of policies coming to fruition both at the county and the national level

and with agenda of climate change mainstreaming and improved governance at the county level taking precedence.

The Project

This project seeks to enhance governance through increased citizen and Non-state actors/public participation into the government activities in specific sectors, in this case Environment and Natural Resource and Livestock Sectors. The County Government processes targeted for the involvement of citizen and Non-State Actors are not limited to Policy development process, projects implementation, resource distribution and prioritization among others. Through the involvement of citizens and CSOs and their sensitization on the Public Expenditure Management, the project looks forward to increased transparency and accountability with better service delivery to the citizens. Towards the realization of the objective of this project, the consultant shall offer his/her services in close consultation with Green Africa Foundation the CSO network members. The project is funded by USAID and UKAID through the AHADI Programme in Kenya and is implemented by Green Africa Foundation in Marsabit County.

The objective of the assignment and scope of work.

The consultant will be expected to work in Marsabit County; particularly with a CSOs network to build their networking capacity and guide in developing a network operational plan.

The consultant will develop a tool for assessing the capacity of the network with a focus to improve their networking and governance systems. The tool will be administered to come up with network operational plan, which will be based on agreements with the network, it will provide a roadmap for building the capacity of the network operations towards strengthening it and ensuring sustainability of its work.

The consultant shall be expected to facilitate monthly meetings of the network towards achievement of his/her objective and strengthening their operations. He/she will be required to do a desktop survey of the network organizations and conduct physical meetings with the network members.

Duties and Responsibilities

1. Develop an assessment tool to assess the capacity of the CSO network with focus to strengthening their networking and governance systems in social accountability and civic education.
2. Administer the tool to come up with network operational plan
3. Lead members of the county CSOs network particularly to discuss social accountability and civic engagement matters on Public Expenditure Management and Access to information in Marsabit County.
4. Facilitate monthly CSO meetings discussing various issues including:
 - Sensitization of the public on the county PEM cycle with emphasis to their rights and responsibilities, how to engage in the county PEM, equip them with the relevant skills and provide them with the tools for engagement, sensitize them on the potential benefits of engaging in the county PEM and identify the upcoming public engagement opportunities along the county PEM cycle and mobilize the citizens to engage meaningfully with those opportunities while using the relevant skills and tools;
 - Conduct social accountability of the county service delivery, public engagement processes and management of public resources and produce reports and briefs for dissemination to the county by residents and stakeholders, and for discussion with the county.
 - Holding joint sessions with the county leadership to discuss emerging issues on the county service delivery, civic engagement and management of public resources with the view to coming up with action plans for strengthening county service delivery, public engagement and improving accountability in management of the county resources.
 - Providing feedback on the changes that have been realized as a result of their interventions on the county PEM with focus to improvement in the quality of public participation; the extent to which proposals of

the public informs the county policies, plans and budgets; improvement in accountability by the county and; improvement in access to and relevance of county public services.

Deliverables

The consultant will be expected to deliver the following;

1. The brief status report on the CSO network capacity, gaps and recommendation.
2. A draft and final CSO network accountability work plan with duty of each member.
3. Monthly activity reports indicating the emerging accountability issues from CSOs meeting and action plans by government and CSOs to address the emerging issues

Duration of assignment

The Consultant will be engaged for 12 work-days spread over the period of July to Nov, 2019.

NUMBER OF DAYS	TASKS
1 day	Planning meeting with GAF, Review and understanding objective of assignment, the TORs, desired outcomes and presentation of the work plan
1 day	Development of the CSO network assessment tool
1 day	Presentation to GAF and addressing any comments and recommendations
1 day	Responding to/incorporating AHADI comments and recommendations. Delivering the final assessment tool.
4 days	Administering the assessment tool to the CSO network members
1 day	Development of the report and CSO network accountability work plan with duty of each member
3 days	Facilitating CSO monthly meetings, discussing emerging issues and development of action plans

The consultant shall work from his/her location during the development of the assessment tool but be in close consultation with the Green Africa Foundation Project team while keeping to agreed delivery schedule. He shall be available physically to administer the assessment tool and facilitate the monthly meetings. He/she shall from time to time report to the Project Officer on the progress made through emails and one on one presentation. Green Africa Foundation through the project funding allocation will cater for the travel cost, accommodation and food for the consultant during the monthly meetings and field visits.

Qualifications

The consultant should possess the following qualifications:

1. A degree in a related field such as; public policy, economics and financial management, Governance, Natural Resource Management, community development and social work. A Master's Degree in any relevant field will be an added advantage.
2. Significant hands-on experience of not less than 6 years in organizational governance and development, public policy and financial management for rural development both at the local and national levels.
3. Broad experience and record of carrying out training on Organizational development and governance, networking and network building, County Governance and related issues such as, Project Management, Policy drafting and review processes either at the county or national level.
4. Should have a Broad range of experience in ASAL spanning over 5 years in progressive leadership and management; CSOs coordination, regional rural development, project management, financial management, institutional and organizational development and facilitation skills.

5. Should have written a research paper, at least a training manual and or published journal papers on CSO governance, devolution, social accountability, civic engagement, public policy, public expenditure management for rural development.
6. Excellent presentation as well as oral and written communications skills; experience working with local communities, CSO, public and private sector institutions.
7. Ability to create and nurture conducive learning environment for a diverse group of learners
8. Ability to create and nurture effective working relationships with the project beneficiaries
9. Experienced user of MS Office applications (Word, Excel, PowerPoint) and other common computer packages and applications

Coordination and Management

The Consultant will be answerable to the Project Officer of Green Africa Foundation and shall submit all reports on the deliverables highlighted in this TORs in time.

How to apply

Consultant(s) who meet the requirements should submit the following;

- a) Expression of Interest with a well-defined Technical and financial proposal for the task;
- b) A filled Bio-Data (AID) Form in this link, (www.usaid.gov/sites/default/files/AID-1420-17-2.doc)
- c) A sample of a previous relevant assignment of a similar nature undertaken not more than 3 years ago

All of the above documents should be submitted to recruitments@greenafricafoundation.org by **11th September 2019** Mid-night EAT time.

Green Africa Foundation encourages interested parties to submit the above requirements as soon as possible for evaluation. Persons with disabilities, women and the youth are highly encouraged to apply.

Contact

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