REFERENCE NUMBER: TIK/ A4T/003/2020

ASSIGNMENT: Engagement as a mentor/consultant under the Action for Transparency Project

DURATION: 3 months

LOCATION: Nairobi

POSTING DATE: 12\textsuperscript{th} August 2020

DEADLINE FOR SUBMISSION: 31\textsuperscript{st} August 2020

BACKGROUND
Action for Transparency (A4T) is a pioneering project that fights corruption and mismanagement of government funds by putting the power to change in the hands of citizens.

Using a mobile phone with Internet access, anyone is able to check the amount of government money pledged to each school and health clinic – and the amount actually spent. If you do not have a smartphone, you can find the same functionality on the A4T website.

It entails empowering journalists, community leaders, civil society activists and civil servants to track suspected corruption through a combination of ICT-tools and community engagement strategies as a new way of holding government accountable.

The overall objective is to contribute to strengthened democratic accountability and transparency in Kenya through citizen monitoring of government expenditure, in order to uncover suspected corruption and mismanagement of public funds.

GOAL
The project seeks to engage a Consultant to mentor two investigative journalists for three months.
OBJECTIVES:
The main objective of the consultancy is:

To mentor the selected journalists to be able to improve their skills in planning, getting credible sources, gathering facts, analysing facts/data, and produce quality investigative stories on suspected mismanagement of public funds and corruption in the Kenyan public service delivery sector of health and education.

SCOPE
To mentor select journalists on journalistic practices, skills and professional conduct in relation to reporting on accountability issues for a period of 3 months as per the A4T project requirements.

EXPECTED OUTPUTS
The expected outputs from this consultancy are as follows:

a) Mentorship Strategy
b) Work plan (Schedule of bi-monthly online meetings with the journalists)
c) Reports (Inception, monthly & final reports)
d) Published stories and guidance on publication of the stories

PROCESS/TASKS/SCOPE OF SERVICES
The mentor will need to undertake the following tasks in order to achieve the above-mentioned objectives:

• Review overall and specific objectives of the Action for Transparency project and the journalists’ training, to design a mentorship strategy that is aligned to the organization’s strategic priorities.
• Develop a work plan for undertaking the assignment for review and approval by TI-Kenya (The mentor will be expected to hold two online meetings each month with the journalists in view of the COVID-19 social distancing regulations).
• Provide monthly progress reports after meetings, highlighting progress, resolved challenges, matters that require action etc.
• Prepare a report of the mentorship process.

The above tasks are illustrative however; TI-Kenya will build on these as needed in order to ensure the assignment is completed to the expected standards.
QUALIFICATIONS
TI-Kenya seeks experienced journalists, who will engage in a mentorship programme for a period of nine months. We are looking for:

- Experienced/Veteran journalists with over 10 years’ experience in reporting on transparency and accountability issues.
- Journalists with exemplary track record/award(s) in feature/long-form story telling/or data mining and analysis.
- Individuals with diversity and experience in different media i.e. – online, TV/Radio broadcast, print.
- Availability to mentor two journalists for 3 months, with expectation to conduct meetings.
- Demonstrated experience in training and mentorship of journalists.

SUPERVISION AND QUALITY ASSURANCE
The mentor will be supervised by TI-Kenya staff.

PERIOD OF MENTORSHIP
This mentorship is expected to take a total of 3 months.

ASSURANCE OF CONFIDENTIALITY
All deliberations relating to this work, including all information collected from various meetings/documents shall be kept confidential and shall not be divulged to any third party either verbally or in writing or in any other form.

LOGISTICS AND PROCEDURES
Transparency International Kenya will be responsible for paying the consultant to cover the total costs for the entire mentorship period. These costs include meeting costs i.e. venue, internet, airtime etc.

COMPLAINTS PROCESS
This call for Expression of Interest does not constitute a solicitation and TI-Kenya reserves the right to change or cancel the requirement at any time during the EOI process. TI-Kenya also reserves the right to require compliance with additional conditions as and when issuing the final solicitation documents. Submitting a reply to a call for EOI does not automatically guarantee receipt of the solicitation documents when issued. Invitations to bid or requests for proposals will be issued in accordance with TI-Kenya rules and procedures. Any grievances and or complaints arising from the evaluation process and final tender award can be addressed, in writing, to the Executive Director and the TI-Kenya Tender Complaints Committee.
SUBMISSION OF BIDS

The bids should contain the following elements:

- Name, address, phone
- Resume, Max 3 pages
- Deliverables: provide a table/workplan with approximate dates of completion of each of the above-mentioned deliverables
- Financial proposal, including rates in Kenyan Shillings, and total costs. Period of validity of the quotation should also be highlighted

- Bids should be submitted to procurement@tikenya.org by 31st August 2020, Referenced – “TIK/ A4T/003/2020-A4T Mentor 2020”.