



Reference number: TIK/ID/001/2020 (Re-advertisement)

Description: Consultancy for TI-Kenya Project Management Training

Deadline date for submission of EOI: 10th August 2020

Posting date: 4th August 2020

1. Background and Summary

Transparency International Kenya (TI-Kenya) is a not-for-profit organisation founded in 1999 in Kenya with the aim of developing a transparent and corruption-free society through good governance and social justice initiatives. TI-Kenya is one of the autonomous chapters of the global Transparency International (TI) movement that are all bound by a common vision of a corruption-free world. TI-Kenya's vision is a corruption-free Kenya. The mission is to champion the fight against corruption by promoting integrity, transparency and accountability. TI-Kenya's work is currently organised around four strategic focus areas namely, Public Accountability; Policy, Legal and Institutional Frameworks; Social Justice and Economic Accountability and Institutional Development.

2. Where we work

TI-Kenya has its main office in Nairobi and a regional presence in the Coast, Rift Valley, the larger Western and Eastern Kenya regions through its four Advocacy and Legal Advice Centres (ALACs) in Mombasa, Eldoret, Kisumu and Nairobi. TI-Kenya also works with TI national chapters in East Africa through the Social Justice and Economic Accountability Programme to implement a Domestic Resource Mobilization project.

3. Our approach

The organisation has over 20 years' experience in governance work at the international, national and county levels. These include direct engagement with national and county governments, civil society, the private sector, other groups and individuals. TI-Kenya uses advocacy as its signature approach; complemented by other approaches such as research, capacity building, civic engagement and partnership development.

4. Background to project management training

TI-Kenya uses advocacy as its signature approach to influence citizens and duty bearers towards behavioral change as well as policy and legislative changes in the fight against corruption. The organisation works with different stakeholders at the county, national and regional levels to implement advocacy projects. Implementation of advocacy projects and reporting on results requires appropriate and relevant project management skills including proficiency in monitoring, evaluation and reporting. More often, acquired

competencies are complemented by regular trainings on new Project Management approaches, appropriate Monitoring and Evaluation methods as well as reporting requirements. Through these capacity building initiatives, organisational capacity is enhanced, thereby deepening advocacy initiatives while maintaining sound Project Management controls and proactively harnessing, documenting and sharing results.

TI-Kenya is committed to continuous capacity development of its staff to meet internal and external stakeholder requirements. In view of this commitment, the organisation is planning a refresher Project Management training for its staff.

5. Scope of the assignment

While working remotely but closely with TI-Kenya's Quality Assurance Executive, Human Resource and Administration Officer and programme staff, the consultant is expected to conduct refresher courses on:

- a. Project Management
- b. Monitoring and Evaluation approaches in advocacy with emphasis on impact monitoring, contribution analysis, outcome harvesting and social media monitoring.
- c. Result based reporting including best practices in report writing and development and communication of stories for change.

6. Training methodology

Due to the COVID-19 pandemic, the consultant is expected to conduct a virtual instructor-led training incorporating participatory techniques.

7. Expected outputs

- a. Training report
- b. Training certificates
- c. Comprehensive learning materials

8. Duration

The training will be conducted within a period of **3 days**

9. Qualifications required for the assignment

The Consultant shall have overall responsibility for quality and timely delivery of all deliverables detailed above. The consultant for this assignment should meet the following requirements:

- A minimum of 10 years' experience in projects management/monitoring and evaluation in civil society.
- Proven work experience as a training facilitator or similar role.
- Evidence in undertaking similar assignments within civil society organisations within the last 7 years.

- A minimum of master's degree in social sciences, preferably monitoring and evaluation, Project Management, Development Studies, International Development, Public Policy and Research, or a related field. Certification in Project Management training is an added advantage.
- Excellent communication skills.
- Knowledge of traditional and modern training methods and techniques.
- Good leadership and organisational skills.

10. Application process

Qualified candidates should submit documents not exceeding eight pages in total including:

1. An expression of interest of with elaborate methodology to the assignment and capability statement.
2. Curriculum vitae providing full description of the applicant's profile and expertise
3. A financial bid containing time and cost estimate for delivery of the above-described deliverables, including a break-down to level of effort and expenses
4. Contact information of at least three independent referees with in-depth and proven knowledge of the experts' / consultant's expertise and relevant work experience.

11. 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. 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.

12. Submission of Expression of Interest

Applications should be sent by email to procurement@tikenya.org on or before **10th August 2020**. Please indicate **"TIK/ID/001/2020- Project Management Training"** in the subject line of your email application.