



REFERENCE NUMBER: TIK/PLIF/009/2020

DESCRIPTION: REQUEST FOR PROPOSAL FOR AN EDITOR FOR THE CIVIL SOCIETY ORGANISATIONS GUIDE TO PUBLIC PROCUREMENT IN KENYA

DEADLINE DATE FOR SUBMISSION OF EOI: 21ST AUGUST 2020

POSTING DATE: 7th 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. The vision of TI-Kenya 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 organized around four strategic focus areas namely, Public Accountability, Policy, Legal and Institutional Frameworks, Social Justice and Economic Accountability and Institutional Development

TI-Kenya has developed a Public Procurement Guide aimed at assisting Civil Society Stakeholders in understanding and participating in Kenya's National and County procurement processes.

TI-Kenya, therefore, is inviting proposals from highly motivated consultants to edit the Civil Society Organisations' Guide to Public Procurement in Kenya.

2. Scope of the assignment

The Terms of Reference are as below:

1. To standardize and harmonize the guide for internal consistency of presentations and facts.
2. To edit the guide for grammar, spelling and punctuation.
3. To ensure the final product is in the specified format(s) and consists of all relevant sections (including but not limited to an executive summary, recommendations, table of contents among others) for online and hard copy publications.
4. To ensure the final report conforms with the writing standards and norms of TI-Kenya as provided by TI-Kenya.
5. Any other related duties reasonably allocated by the relevant TI-Kenya staff in the furtherance of the assignment.

3. Qualifications of the consultant

Candidates, individuals or firms, should possess the following minimum qualifications:

- At least a Bachelor's degree in Communication, Public Policy and Governance, or any other relevant degree in social sciences. An advanced degree in any of the above fields will be an added advantage.

- Proven experience in conducting technical review of procurement legislations and reports.
- In-depth understanding and knowledge in Kenya’s procurement matters.
- Record of publications (previously edited by the applicant) will be an added advantage.

4. Application process

Applications must contain the following:

- An expression of interest.
- Curriculum vitae providing full description of the applicant’s profile and expertise; The CV should also contain contact information of at least two independent referees with in-depth and proven knowledge of the experts’/consultant’s expertise and relevant work experience.
- A financial bid containing time and cost estimate for delivery of the above-described services and outputs, including a break-down to level of effort and expenses.

5. 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.

The Executive Director,
Transparency International Kenya,
Kindaruma Road, Off Ring Road Kilimani,
Gate 713, House No. 4,
P.O. Box 198- 00200, Nairobi

Or Email,
complaints@tikenya.org

5. Submission of bids

The deadline for submission of expressions of interest is **21st August 2020**. Applications should be sent by email to procurement@tikenya.org Please indicate “**TIK/PLIF/009/2020 – OC4H Editor**” in the subject line of your email application