



**REFERENCE NUMBER:** TIK/PLIF/001/2021

**DESCRIPTION:** REQUEST FOR PROPOSAL FOR AN EDITOR FOR REPORTS ON VETTING PROCESSES FOR ELECTIVE AND APPOINTIVE POSITIONS IN KENYA

**DEADLINE DATE FOR SUBMISSION OF EOI:** 22<sup>nd</sup> JANUARY 2021

**POSTING DATE:** 13<sup>th</sup> JANUARY 2021

## **1. BACKGROUND AND INTRODUCTION**

Transparency International Kenya (TI-Kenya) is a not-for-profit organization 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 movement that are all bound by a common vision of a corruption-free world. TI-Kenya's vision is "A transparent, accountable and corruption-free Kenya.

### **Project Background**

TI-Kenya through its Policy, Legal and Institutional frameworks program is implementing a project on "Democracy, Governance and Human Rights" which aims to improve access to justice through effective key institutions within the justice sector that respect human rights and the rule of law. The project's overall objective is to contribute to increased respect for human rights, gender equality and strengthened democratic governance at the national and local levels. One of the key outcomes of the project relates to having improved consensus and legitimacy in electoral processes". This objective is to be realized "through strengthening processes used to vet individuals for elective and appointed offices".

Consequently, TI-Kenya commissioned a research study on the legal and legislative framework for implementation of Chapter 6 in Kenya and application in vetting of persons seeking elective positions; and another on the strengths and weaknesses of the Parliamentary vetting processes in Kenya and best practice globally.

TI-Kenya, therefore, is inviting proposals from highly motivated persons to edit the Chapter 6 reports which are in draft form.

## **2. SCOPE OF CONSULTANCY**

The Terms of Reference are as below:

1. To standardize and harmonize all the chapters forming the reports for internal consistency of presentations and facts.
2. To edit the report for grammar, spelling and punctuation.
3. To harmonize the report in terms of citations and establishing one consistent pattern of referencing.
4. 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.
5. To ensure the final report conforms with the writing standards and norms of TI-Kenya as provided by TI-Kenya staff.
6. Any other related duties reasonably allocated by the relevant TI-Kenya staff in the furtherance of the assignment.

**NB: The total pages for the two reports is 81.**

## **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 reviews on governance reports.
- Record of publications (which editing has been done) will be an added advantage.

## **4. APPLICATION PROCESS**

Applications must contain the following:

- An expression of interest
- Technical proposal detailing how the consultant will conduct the assignment (methodology)
- 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.
- 2 reference letters from previous clients
- 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

**NB: Applications should be sent as a single document of a maximum of 10 pages.**

## **5. SUBMISSION OF BIDS**

The deadline for submission of expressions of interest is **22<sup>nd</sup> January 2021**. Applications should be sent by email to **procurement@tikenya.org**. Please indicate **“TIK/PLIF/001/2021 Editor PLIF”** in the subject line of your email application.

## **6. 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](mailto:complaints@tikenya.org)