

## **Terms of Reference (TORs) For Consultancy to Develop Policy Documents for Accountability Research Hub (ACCORE)**

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

**DESCRIPTION:** Consultancy to develop three key policy documents including, Strategic Plan, Human Resource Manual, and Financial Policy for Accountability Research Hub (ACCORE).

**DEADLINE DATE FOR SUBMISSION OF EOI:** 21<sup>st</sup> September 2021

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

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### **Organizational profile**

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 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.

TI-Kenya is in partnership with Accountability Research Hub (ACCORE) in the development of the organization's policies.

### **About Accountability Research Hub**

[Accountability Research Hub \(ACCORE\)](#) is an independent hub of scholars who come together to investigate and provide civic actors and industry decision makers with critical information and analysis on governance, accountability and climate justice. The hub is dedicated to informing and improving public agency and policy through empirical, accurate and high-quality research, innovation, and dialogue to advance inclusive, responsive, and accountable governments and climate justice in Kenya and the Eastern African region. The think-tank envisions an open, healthy, sustainable, and just world.

Policies and procedures are an essential part of any organization. Together, policies and procedures provide a roadmap for day-to-day operations. They ensure compliance with laws and regulations, give guidance for decision-making, and streamline internal processes. Being an accountability agency,

ACCORE wishes to lead by example. Consequently, it is seeking a consultant to develop three key policy documents, including a Strategic Plan, a Human Resource Manual and a Financial Policy.

### **Purpose of the consultancy**

The consultancy will support ACCORE to improve its policy regime that requires to be harmonized with current practices in the development world. Specifically, ACCORE seeks to:

1. Develop a strategic plan that will map long-term plans, specific objectives, and actionable steps towards achieving ACCORE's vision.
2. Develop a Human Resource Manual that outlines universal Human Resource principles to ensure that the organization garners optimal performance.
3. Develop a robust financial policy that covers all procurement, resource mobilization, and accounting among others with the view of ensuring proper management of financial and other resources.

### **Scope of Work**

The consultant is expected to:

- a) Work with ACCORE to develop several policies (Strategic Plan, Human Resource Manual & Financial Policy) in the organization that are responsive, realistic and inclusive.

For each of the three policies must have:

- a) Clear objectives to be achieved by any of the policies to be developed
- b) Clear timelines and actions to operationalize each policy document
- c) Clear Monitoring, Evaluation, Reporting and Learning (MEAL) plan on the use of the policies
- d) A risk map that is likely to derail the policy operational space

### **Qualifications of the Consultant**

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

- A bachelor's degree in Law (LLB) or Strategic Management
- Minimum of five to ten years of experience in organizational development and particularly policy research and development
- Three references of successful policy development
- A copy of the national identity card
- A copy of PIN from Kenya Revenue Authority

### **Application Process**

Qualified candidates are requested to submit one document of not more than 10 pages as an attachment containing the application letter, brief proposal on methodology, financial proposal and Curriculum Vitae with particular emphasis on previous experience in conducting other organizational policy documents. Do not attach your testimonials or certificates. Only shortlisted candidate/s will be contacted

### **Submission of Bids**

The deadline for submission of expressions of interest is **21<sup>st</sup> September 2021**. Applications should be sent by email to [procurement@tikenya.org](mailto:procurement@tikenya.org). Please indicate “**TIK/ACCORE/001/2021 –POLICY DEVELOPMENT**” in the subject line of your email application.

### **Complaints Process**

This call for Expression of Interest does not constitute a solicitation, ACCORE 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,  
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Kindaruma Road, Off Ring Road Kilimani,  
Gate 713, House No. 4,  
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Or  
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