



## **Terms of Reference (TOR) for Editing the Adaptation Fund Programme-Social Audit Report**

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**REFERENCE NUMBER:** TIK/PLIF/006/2022

**ASSIGNMENT:** Editing the Adaptation Fund Programme-Social Audit Report

**DEVELOPMENT PERIOD:** 10 Working days

**LOCATION:** Nairobi

**DEADLINE FOR SUBMISSION:** 20<sup>th</sup> June 2022

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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.

### **Background of the project**

TI-Kenya, under the Climate Governance Integrity Programme has been implementing projects geared at promoting transparency, accountability, integrity and anti-corruption safeguards in climate finance governance (CFG) both nationally and globally. The purpose is to increase capacities of climate finance governance stakeholders to better engage, cooperate, advocate and contribute to CFG policy development, implementation and oversight.

## Purpose of the Assignment

Transparency International Kenya was granted observer status in the program steering committee of the Adaptation fund programme in July 2016. As the Adaptation Fund Programme comes to an end, TI-Kenya, under the Climate Governance Integrity Programme, commissioned a participatory assessment of the programme. The assessment entailed a Social Audit aimed at getting the beneficiaries' perspectives on the project planning, implementation, and effectiveness. TI-Kenya is therefore inviting proposals from qualified consultants to edit the completed report

## Scope of Consultancy

The Terms of Reference are as below:

1. To standardize and harmonize the report for internal consistency of presentations and facts.
2. To edit the report for grammar, spelling, and punctuation.
3. To ensure the final product is in the specified format(s) and consists of all relevant section 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 staff.
5. Any other related duties reasonably allocated by the relevant TI-Kenya staff in the furtherance of the assignment.

## Timelines

- Timeline and work plan should be submitted within 5 days after the award.
- The edited report should be delivered to TI-Kenya no later than on the agreed date.

**DURATION:** The Assignment is expected to take **10 working days**

## Desired Qualifications

Individuals or firms, should possess the following minimum qualifications:

1. At least a bachelor's degree in Communication, or any other relevant degree. An advanced degree in any of the above fields will be an added advantage.
2. Proven experience in conducting editorial review of environmental/climate change reports.
3. In-depth understanding and knowledge of Kenya's climate change concerns. Understanding and Knowledge of Kisumu County is an added advantage.
4. Record of previous relevant work.

**NB: The report has 56 pages.**

## Submission of Bids

Qualified candidates are requested to submit the following:

1. A single document of not more than 10 pages as an attachment covering both technical, including a methodology and financial aspects.
2. Copy of CV indicating work experience relevant to the consultancy.
3. At least 2 reference letters from past clients.

**Only shortlisted firm or candidate/s will be contacted.**

The deadline for submission of expressions of interest is COB on 20<sup>th</sup> June 2022. Applications should be sent by **email** to [procurement@tikenya.org](mailto:procurement@tikenya.org). Please indicate “**TIK/PLIF/006/2022-Editor-Adaptation Report**” in the subject line of your email application.

## 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 the 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 No. 713, House No. 4  
P.O. Box 198- 00200,  
Nairobi

Or Email [Complaints@tikenya.org](mailto:Complaints@tikenya.org)