



## **Terms of Reference (TORs) for Consultancy to Evaluate Systems and Procedures Implemented in Homabay and Elgeyo Marakwet Counties**

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**REFERENCE NUMBER: TIK/NRCGOV/002/2024**

**ASSIGNMENT: Evaluation of Systems and Procedures for Climate Finance Management in Homabay and Elgeyo Marakwet Counties**

**DEVELOPMENT PERIOD: 60 days**

**LOCATION: Homabay and Elgeyo Marakwet Counties**

**POSTING DATE: 23rd June 2024**

**DEADLINE FOR SUBMISSION: 8th July 2024**

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### **Background**

Transparency International Kenya (TI-Kenya) is a not-for-profit organisation that exists to contribute to a transparent and corruption-free society. TI-Kenya is one of the autonomous chapters of the global Transparency International movement that is bound by a common vision of a corruption-free world. TI-Kenya is marking 25 years this year, having built extensive experience in governance work at the national and county levels.

One of the key initiatives under TI-Kenya is the Climate Governance Integrity Programme (CGIP). This program specifically targets the governance of climate finance, ensuring that funds allocated for climate action are managed with the highest standards of transparency and accountability.

### **About the project.**

The Climate Governance Integrity Programme (CGIP), funded by the Waverley Street Foundation, aims to enhance transparency, accountability, and inclusivity in climate policymaking, improve oversight of climate-related actions, and ensure justice for victims of environmental crimes and corruption. The Climate Governance Project will be implemented by Transparency International Kenya in Homabay and Elgeyo Marakwet Counties. The primary goal of the project is to safeguard climate funding by enabling local communities, civil society, and accountability agencies to monitor climate investments effectively. This aligns with the national goal of enhancing transparency and integrity in climate finance governance in Kenya. In the long term, the project aims to establish strong anti-corruption policies within climate change funds, ensuring equitable and efficient use of resources. The project's objectives

include adopting climate action plans at the county and ward levels and increasing citizen participation in climate governance. The project will prioritize administrative wards with a higher prevalence of corruption and governance issues surrounding the utilization of climate finance.

### **Purpose of the Assignment**

The purpose of this consultancy is to evaluate the systems and procedures currently implemented in Homabay and Elgeyo Marakwet Counties for managing climate finance, particularly under the Financing Locally Led Climate Action Programme (FLLoCA). The evaluation will identify areas susceptible to corruption, conflicts of interest, and inefficiencies, and recommend improvements to ensure transparency, accountability, and integrity in climate finance management.

### **Scope of Consultancy**

- i. **Evaluation of Current Systems:** Assess the systems and procedures in place for the selection of benefiting community units and the utilization of funds allocated for climate change initiatives. This will help to understand the existing mechanisms, identify gaps, and evaluate their effectiveness in promoting transparency and accountability. This will entail reviewing documents, interviewing key stakeholders, observing processes, and analysing data related to climate finance management.
- ii. **Corruption Risk Assessments:** Conduct detailed corruption risk assessments focusing on FLLoCA in both counties to identify potential corruption risks, conflicts of interest, and areas vulnerable to misuse of funds. This will entail developing a risk assessment framework, conducting assessments, documenting risks, and analysing the impact of identified risks.
- iii. **Stakeholder Engagement:** Organize follow-up and feedback sessions to present findings and gather input from county officials, community representatives, and other stakeholders. This will ensure the involvement of all relevant parties and gather diverse perspectives on the evaluation findings. This will entail planning and facilitating workshops, preparing presentation materials, and documenting feedback.
- iv. **Capacity Building:** Provide training to county officials on ethical governance, conflict of interest laws, and best practices for transparent and accountable decision-making. This will strengthen the skills and knowledge of county officials in managing climate finance with integrity. This will entail developing training modules, conducting training sessions, and providing follow-up support.
- v. **Recommendations:** Develop actionable recommendations to improve transparency, accountability, and integrity in the management of climate finance. This will offer practical solutions for addressing identified gaps and enhancing governance structures. This will

entail synthesizing findings, drafting recommendations, and validating them with stakeholders.

## **Deliverables**

- i. ***Inception Report:*** With a detailed work plan, methodology, and timeline for the consultancy. Outline the consultant’s approach and ensure alignment with project goals; Work plan, methodology, and timeline.
- ii. ***Interim Report:*** Preliminary findings from the evaluation and corruption risk assessments. Provide an early insight into the findings and allow for mid-course adjustments, a summary of findings, initial risk assessment results.
- iii. ***Stakeholder Workshops:*** Conduct workshops to present interim findings and gather feedback; engage stakeholders and refine findings based on their input; workshop agendas, presentations, and feedback summaries.
- iv. ***Training Sessions:*** Conduct training sessions for county officials and other stakeholders; build capacity in ethical governance and best practices for climate finance management and develop training materials, attendance records, and training evaluations.
- v. ***Final Report:*** A comprehensive report detailing findings, risk assessments, and recommendations to provide a thorough analysis and actionable recommendations. It should have detailed findings, risk assessments, recommendations, and stakeholder feedback.
- vi. Action Plan for implementing the recommendations to guide the counties in improving their climate finance management. Include steps for implementation, timelines, and responsible parties.

**Duration: The assignment is expected to take 60 days from the date of contract signing.**

## **Qualifications of the Consultant**

Candidates should possess the following minimum qualifications:

1. A university degree in Public Administration, Environmental Studies, Governance, or related fields. A master’s degree will be an added advantage.
2. At least five years of relevant experience in governance, anti-corruption, or climate finance.
3. Proven expertise in conducting evaluations and risk assessments.
4. Strong facilitation and training skills with excellent report writing and communication skills.

## **Submission of Bids**

Qualified candidates are requested to submit:

1. An expression of interest/cover letter.

2. A technical bid detailing the methodology, work plan, and tools to be used.
3. Curriculum vitae highlighting relevant expertise.
4. A financial bid with a detailed cost estimate.
5. Contact information for two references familiar with the consultant's work.
6. A copy of reports/ link for similar work done.

Applications should be submitted by email to [consultancyapplication@tikenya.org](mailto:consultancyapplication@tikenya.org) with the subject line "TIK/NRCGOV/002/2024–Systems Evaluation Consultancy" by 8th July 2024. Only shortlisted bidders will be contacted.

### **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.

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