



Terms of Reference (TORs) For Consultancy to Undertake Corruption Risk Assessments for FLoCCA Program in Elgeyo Marakwet and Homabay Counties

REFERENCE NUMBER: TIK/NRCGOV/001/2024

ASSIGNMENT: Corruption Risk Assessments for FLoCCA Program

DEVELOPMENT PERIOD: 60 days

LOCATION: Elgeyo Marakwet and Homabay Counties

POSTING DATE: 23rd June 2024

DEADLINE FOR SUBMISSION: 8th July 2024

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.

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 the capacities of climate finance governance stakeholders to better engage, advocate and contribute to CFG policy development, implementation, oversight, and accountability in Kenya. As part of the Climate Governance Integrity Programme under the Waverley Street Foundation (WSF) project, TI-Kenya aims to enhance transparency, accountability, and integrity in climate finance governance.

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 of corruption and governance issues surrounding the utilization of climate finance.

Purpose of the Assignment:

Kenya's implementation of the Financing Locally Led Climate Action Programme (FLoCCA) is crucial for building local resilience against climate change impacts. However, corruption poses a significant threat to the effective allocation and utilization of climate finance resources. The purpose of this assignment is to conduct corruption risk assessments in Elgeyo Marakwet and Homabay Counties, focusing on the FLoCCA program, to identify vulnerabilities and propose mitigation measures.

Scope of Consultancy:

1. Review existing documentation related to the FLoCCA program in Elgeyo Marakwet and Homabay Counties, including project plans, financial records, and procurement processes.
2. Conduct interviews and focus group discussions with relevant stakeholders, including government officials, community representatives, and project beneficiaries, to gather insights into corruption risks and challenges.
3. Assess the governance structures and systems in place for managing FLoCCA funds, including the selection of benefiting community units, procurement procedures, and financial management practices.
4. Identify potential areas susceptible to corruption, such as conflicts of interest, lack of transparency in decision-making, and inadequate oversight mechanisms.
5. Analyze the findings to prioritize corruption risks and propose targeted mitigation measures, including policy recommendations, capacity-building interventions, and institutional reforms.
6. Present the assessment findings and proposed mitigation measures in validation forums with key stakeholders, seeking feedback and endorsement.
7. Prepare comprehensive reports documenting the assessment process, findings, and recommendations for improving transparency and accountability in the FLoCCA program.

Key deliverables

Deliverable	Description	Due Date
1. Inception Report	A comprehensive report detailing the consultant's understanding of the assignment, including the methodology, work plan, and timeline.	Within the first 7 days of the assignment.
2. Documentation Review Report	A report summarizing the findings from the review of existing documentation related to the FLoCCA program in Elgeyo Marakwet and Homabay Counties. This includes project plans, financial records, and procurement processes.	Within the first 15 days of the assignment.
3. Stakeholder Engagement Summary	A report detailing the outcomes of interviews and focus group discussions with government officials, community representatives, and project beneficiaries. This should include identified corruption risks and challenges.	Within the first 30 days of the assignment.
4. Governance Assessment Report	An assessment of the governance structures and systems in place for managing FLoCCA funds, focusing on the selection of benefiting community units, procurement procedures, and financial management practices.	Within the first 40 days of the assignment.
5. Corruption Risk Identification Report	A detailed report identifying potential areas susceptible to corruption, including conflicts of interest, lack of transparency in decision-making, and inadequate oversight mechanisms.	Within the first 50 days of the assignment.
6. Risk Mitigation Plan	A prioritized list of corruption risks along with targeted mitigation measures, including policy recommendations, capacity-building interventions, and institutional reforms.	Within the first 55 days of the assignment.

Deliverable	Description	Due Date
7. Validation Forum Presentation	A presentation of the assessment findings and proposed mitigation measures in validation forums with key stakeholders. This includes gathering feedback and seeking endorsement.	By the end of the assignment period.
8. Comprehensive Final Report	A final report documenting the entire assessment process, findings, and recommendations for improving transparency and accountability in the FLoCCA program. The report should also include an executive summary, methodology, detailed analysis, and annexes with supporting documents.	On the last day of the assignment.

Submission Guidelines:

- **Format:** All reports will be submitted in both hard copy and digital format (PDF and Word).
- **Delivery:** Reports will be emailed to procurement@tikenya.org with the subject line "TIK001/2024 – Corruption Risk Assessments" by the specified due dates. Additionally, hard copies should be delivered to Transparency International Kenya's office at the address provided.

Duration: The assignment is expected to take 60 days.

Qualifications of the Consultant:

Candidates should possess the following qualifications;

1. A university degree in Governance, Public Administration, Law, or related fields.
2. At least seven years of relevant experience in conducting corruption risk assessments, preferably in the context of development projects.
3. Strong analytical skills and the ability to interpret complex data and information.
4. Excellent communication and interpersonal skills, with the ability to engage effectively with diverse stakeholders.
5. Knowledge of climate finance governance and familiarity with the FLoCCA program is desirable.

Submission of Bids:

Interested candidates should submit the following documents;

1. Expression of interest/cover letter outlining their suitability for the assignment.
2. Technical proposal detailing the approach and methodology for conducting the corruption risk assessments.
3. Curriculum vitae providing a full description of the applicant's profile and relevant experience.
4. Financial proposal containing time and cost estimates for delivering the services.
5. Current Tax Compliance Certificate

Applications should be sent by email to consultancyapplication@tikenya.org with the subject line "TIK/NRCGOV/001/2024 – Corruption Risk Assessments." The deadline for submission is **8th July 2024**

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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