



## Terms of Reference (TOR) for Consultancy on the Review, Data Collection and Entry into the Climate Finance Watch Tool

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<b>REFERENCE NUMBER:</b>	TIK/PLIF/014/2024
<b>ASSIGNMENT:</b>	Data Collection and Entry.
<b>DEVELOPMENT PERIOD:</b>	60 working days
<b>LOCATION:</b>	Nairobi
<b>POSTING DATE:</b>	26 <sup>th</sup> November 2024
<b>DEADLINE FOR SUBMISSION:</b>	11 <sup>TH</sup> December 2024

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### Background

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 organized around four strategic focus areas namely, Public Accountability; Policy, Legal and Institutional Frameworks; Social Justice and Economic Accountability, and Institutional Development.

Transparency International Kenya, under the Climate Governance Integrity Program 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, co-operate, advocate and contribute to CFG policy development, implementation and oversight.

### About Project

The Climate Watch Tool project, funded by Austria's Bilateral Climate Finance Program, is a two-and-a-half-year initiative aimed at enhancing transparency and accountability in climate finance management across Kenya. The project focuses on the usage of a web platform to track climate finance flows, conducting data collection and analysis, and engaging the public through stakeholder workshops and awareness campaigns. It also aims to build capacity among civil society organizations, local governments, and other stakeholders, enabling them to effectively monitor and manage climate funds. By promoting transparency, accountability, and community involvement, the project seeks to ensure that climate finance is used effectively to benefit the environment and local communities.

### **Purpose of the Assignment**

The primary purpose of this consultancy is to support the enhancement of the Climate Finance Watch Tool developed by Transparency International Kenya (TI-Kenya). As Kenya continues to receive and manage significant financial resources aimed at addressing the impacts of climate change, it is critical to ensure these funds are utilized with utmost transparency and accountability. The consultancy will focus on the systematic collection and accurate entry of climate finance data into the Climate Finance Watch Tool, a publicly accessible platform designed to track and report on the flow of climate finance in Kenya.

Through this assignment, TI-Kenya aims to bolster the integrity and reliability of the data housed within the tool, thereby enabling stakeholders—including government bodies, civil society organizations, and the public—to effectively monitor climate finance. The goal is to ensure that these financial resources are directed towards their intended purposes, contributing to sustainable environmental management and resilience against climate change. Based on the foregoing, TI-Kenya commenced the development of a climate finance tracking tool [CFWT - Climate Finance Watch Tool \(tkenya.org\)](https://tkenya.org) to facilitate transparency and accountability in the use of climate finances. The tool, which will be publicly accessible will be a repository for data on climate financing resources received by the country.

### **Overall Objective**

The objective of this consultancy is to enhance the effectiveness and transparency of climate finance governance in Kenya by ensuring comprehensive and accurate data collection and entry into the Climate Finance Watch Tool. This tool is crucial for tracking the flow of climate finance resources, promoting accountability, and empowering stakeholders to monitor and influence the equitable and effective use of these funds.

Specific objectives include:

1. To conduct a gap analysis and update the Climate Finance Watch tool to ensure its feasibility and

- effectiveness in climate finance data collection and analysis for evidence-based decision making.
2. To upload quality and comprehensive climate finance data in Kenya from credible sources for the period of over the past 5 years.
  3. To strengthen the capacity of TI-Kenya and Partners on utilization of the Climate Finance tool.
  4. To further develop and modify the climate finance watch tool to accommodate user needs and requirements for optimal performance and utility.

## Scope

1. **Data Collection:** Gather detailed climate finance data from various sources over the past five years.
2. **Data Integration:** Ensure accurate and consistent entry of data into the Climate Finance Watch Tool.
3. **Stakeholder Engagement:** Involve key stakeholders in validating the data to ensure its relevance and accuracy.
4. **Web Application Development:** The addition of bulk data upload capabilities to the system, to ensure data entry can be done using an excel sheet/csv file. To review the CFW tool against user needs and requirements and make necessary updates on the source code.
5. **Capacity Building:** Strengthen the ability of TI-Kenya and partners to monitor and manage climate finance effectively.
6. **Transparency and Accountability:** Enhance public access to accurate climate finance data, promoting greater transparency and accountability.
7. **Reporting:** Produce a final report documenting the process and providing recommendations for improving the tool and climate finance governance.

## Key Deliverables

1. **Inception Report:** A detailed document outlining the consultant's understanding of the assignment, including the methodology, work plan, and timeline for completing the data collection and entry tasks.
2. **Climate Finance Watch Tool Assessment report:** To generate a comprehensive gap analysis report indicating the areas of improvement on the current tool while generating and implementing actionable

recommendations on updating the tool.

3. **Data Collection:** A comprehensive dataset of climate finance information from various sources, covering financial flows over the past five years, organized and ready for entry into the Climate Finance Watch Tool.
4. **Data Entry:** Accurate and consistent entry of all collected data into the Climate Finance Watch Tool, ensuring it is up-to-date and functioning as a reliable repository.
5. **Validation Presentations:** Presentations of the collected data at stakeholder validation forums, including feedback summaries and any necessary adjustments made based on stakeholder input.
6. **Training materials:** This should include the training ppt, training report and the tools utilized during the TI-Kenya and partners capacity building sessions.
7. **Final Report:** A comprehensive report documenting the entire data collection and entry process, highlighting challenges, solutions and providing actionable recommendations for future enhancements of the Climate Finance Watch Tool and overall climate finance governance.

### **Qualifications of the Consultant**

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

- A combination of team lead with a university degree in (*Information Technology, Information Management, Computer science Data Science or related field*) **AND** (*social sciences, Environmental Studies, or a related field.*)
- At least 1 team member who is familiar with Laravel, MySQL and Javascript.
- At least five years of experience in data collection and management, particularly in the context of climate finance or related fields.
- Strong analytical skills and attention to detail.
- Experience with web-based data entry platforms.

### **Submission of Bids**

Qualified candidates are requested to submit one document not exceeding 15 pages as an attachment containing:

- An expression of interest/cover letter.
- A technical bid detailing the approach to data collection and entry.
- Curriculum vitae providing full description of the team lead's profile and expertise. Additional CVs

of team members providing full description of their expertise.

- A financial bid containing time and cost estimate for delivery of the above-described services and outputs, including a breakdown to level of effort and expenses.
- Provide at least two samples of similar assignments conducted.
- Contact information of at least two independent referees with in-depth and proven knowledge of the expert's/consultant's expertise and relevant work experience.

Applications should be sent by email to **[consultancyapplication@tikenya.org](mailto:consultancyapplication@tikenya.org)**.

Please indicate “**TIK/PLIF/014/2024 – Climate Finance Watch Tool**” in the subject line of your email application. Only shortlisted bidders will be contacted.

**Do not attach your testimonials or certificates.**

The deadline for submission of expressions of interest is **11 December ,2024**. Applications should be sent by email to [consultancyapplication@tikenya.org](mailto:consultancyapplication@tikenya.org) .

Please indicate “**TIK/PLIF/014/2024– Climate Finance Watch Tool**” in the subject line of your email application

**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 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,  
Bishop Magua Center, Off Ngong Road,  
Ground Floor, Wing B UG 7  
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