



**Terms of Reference (TOR) for Consultancy on Rapporteur Services for the Taita Taveta Policy
Dialogue on Promoting Transparency and Accountability in the Transaction of Raw
and Value-Added Stones**

REFERENCE NUMBER: TIK/NRCG/001/2025

ASSIGNMENT: Provision of Rapporteur Services for the Taita Taveta Policy Dialogue

CONSULTANCY PERIOD: 6 Months

DEADLINE DATE FOR SUBMISSION: February 14th, 2025

POSTING DATE: February 4th, 2025

Organizational profile

TI-Kenya is a not-for-profit organization that seeks to contribute to developing a transparent and corruption-free society through good governance and social justice initiatives. Registered in Kenya in 1999, the organization has built extensive experience in governance work at the national and county levels. TI-Kenya pursues advocacy, partnerships development, strategic litigation, research, capacity building, and civic engagement as core approaches. 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.

Background of scope

This policy dialogue aims to foster a multi-stakeholder conversation on enhancing transparency and accountability in the gemstone value chain while prioritizing inclusivity to ensure that all stakeholders, especially marginalized groups, benefit equitably.

Objectives of the conference

Promote Transparency and Accountability: Identify and discuss mechanisms to improve openness and integrity in the transaction of raw and value-added stones.

Enhance Inclusivity: Advocate for the equitable participation of women, youth, and ASM in the gemstone value chain.

Strengthen Policy Frameworks: Explore existing policies and propose reforms to promote sustainable and inclusive gemstone trade.

Build Stakeholder Capacity: Empower stakeholders with knowledge and tools to engage in fair and transparent

Purpose of the Assignment

The objective of the Rapporteur consultancy is to capture the complete notes of the proceedings and produce a report on the proceedings of the three-day conference. The report shall include all the presentations made during the conference, a narrative summary of the proceedings and discussions and professional observations from the processes and outcomes of the conference.

Scope of the work

The Consultant Rapporteur will:

Before the event

Consult regularly with the conference coordinators.

Become familiar with the conference theme, programme, objectives, themes, and speaker presentations when available.

Consult with session panel moderators and speakers to agree on the best preparation and use of the session content for reporting purposes.

During the event

Attend and monitor the conference sessions and in particular Q&A exchanges.

With the assistance of panel moderators pick up interesting questions that are relevant to the report.

After the event

Prepare a conference report

Key Deliverables

The following reports should be submitted to TI-Kenya word document format as follows:

Conference Report

Draft: this should be submitted for comments within 5 days after the conference

Final: The consultant will revise the draft comprehensive report based on the comments and submit a final report. TI-Kenya reserves the right to request further amendments by the consultant if necessary.

Confidentiality of information: All documents and data collected will be treated as confidential and used solely to facilitate analysis.

Content: All the required documents and reports in their draft and final versions shall be submitted to TI-Kenya within agreed timelines and shall remain the explicit property of TI-Kenya.

Qualifications /Requirements

1. Be highly qualified and proficient in spoken and written English.
2. University degree from a recognized institution in communication and journalism, natural resources management, environmental studies, Energy, human rights or a related field.
3. Minimum 3-5 years' work experience in a similar position or carrying out similar functions. At a minimum, the candidate should have experience leading the development, writing, and drafting/editing of technical reports or proceedings.
4. Have a good understanding of key concepts in Business and Human rights related to energy and extractives in the African context.
5. Demonstrate the ability to use a neat, concise and clear style in writing and communication of technical concepts in the Energy and extractives industry.

6. Have experience in discourse analysis methods and using innovative approaches such as graphics charts to summarize key content.

Submission of Bids

Qualified candidates are requested to submit one document not exceeding 5 pages as a single attachment covering both technical and financial aspects, at least three professional referees and at least 3 links to previous work done. Do not attach your testimonials or certificates. Only shortlisted candidate/s will be contacted. The deadline for submission of expressions of interest is February 14th, 2025 Applications should be sent by email to procurement@tikenya.org. Please indicate “**TIK/NRCG/001/2025** Rapporteur services” in the subject line of your email application. Only shortlisted candidates will be contacted.

Complaint's 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 as well as the TI-Kenya Tender Complaints Committee.

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