



Terms of Reference (TORs) for Graphic Recording & Infographic Design to support the Kenya

REFERENCE NUMBER: TIK/ CDO/KISP/003/2026

ASSIGNMENT: Design of Creative material to Support TI-Kenya's Kenya Institutional Strengthening Program (KISP) project

DURATION: 02 Months

LOCATION: Nairobi

POSTING DATE: 29th January 2026

DEADLINE FOR SUBMISSION: 6th February 2026

.1 Background

Transparency International Kenya (TI-Kenya) is a national civil society organization that works towards a transparent and corruption-free society.

Registered in Kenya in 1999 with a mission to combat corruption, we are dedicated to promoting integrity, transparency and accountability in the public and private spheres through good governance and social justice initiatives.

With over 25 years' experience in governance interventions at the national and county levels, we work collaboratively with partners, institutions and citizens to prevent, expose and challenge corruption, and to strengthen systems that uphold good governance and public integrity. We pursue advocacy, partnerships development, strategic litigation, research, capacity building, and civic engagement as our core approaches.

As an independent chapter within the global Transparency International movement, we operate within our own governance structures and resources, strategies, and programmes tailored to Kenya's unique governance landscape.

Our main office is in Nairobi, with regional presence in the Coast, Rift Valley, Western, and Eastern Kenya through four Advocacy and Legal Advice Centers (ALACs) in Mombasa, Eldoret, Kisumu, and Nairobi.

.2 Project Background

TI-Kenya , in partnership with the Electoral Law and Governance Institute for Africa (ELGIA), URAI Trust and Centre for Multiparty Democracy (CMD), and with support from the Foreign, Commonwealth and Development Office (FCDO), is implementing the Kenya Institutional Strengthening Program (KISP). This partnership provides a strategy for delivering programming support through KISP to strengthen Kenya’s Anti-corruption framework, Promote Public Debt Accountability and Transparency, enhance the integrity of key electoral processes ahead of Kenya’s 2027 Elections, and counter the use of illicit money in Political activities in Kenya in the long-term. KISP aims to provide an integrated framework as a strategy for achieving transformative agenda envisioned in Kenya’s 2010 Constitution that emphasises a strong legal framework, public accountability, and strong institutions.

.3 Objective of the Service / Work

The objective of this engagement is to provide high-quality graphic design services that align with the branding and communication needs of this project

I. Scope

Consultant or firm will be responsible for delivering the following services:

Graphic Recording

- 2 (two) graphic recordings of key findings of the 2 research reports

Infographic

- 2 (Two) infographics from the research Reports

Expected Outputs/Deliverables

- All branding, promotional, social media, and event materials as outlined in the scope of work
- High-resolution files for printing and digital use
- Editable source files for future modifications
- Timely submission of deliverables as per agreed timelines

V. Eligibility Criteria – Professional Skills and Experience

- Team Leader must possess at least a diploma in graphic design, film production or media related fields
- At least 5 years of demonstrated practical experience in design and creative work.
- Demonstrated extensive experience in creatives designs and producing creatives
- Previous work experience and demonstrated contacts with private sector, development partners, international organizations, government and media
- High grasp in development of content targeting multiple audiences
- Proof of experience to be provided with the bid application as portfolio examples and samples of previous work done (Attach links to sample works)

VI. Competencies:

- Ability to provide general leadership and direction to the communications strategy, structure and practice;
- Excellent management and resource allocation skills in relation to the consultancy
- Strong Organizational, facilitating and encouraging open communication in the team,
- Communicating effectively
- Organizational Awareness: demonstrates corporate knowledge and sound judgement
- Strong team and work well under pressure
- Proficiency in both English and Kiswahili

VII. Methodology / Approach of The Service (Work)

The Service provider is expected to closely coordinate conceptualization of ideas and decisions at every step of the process with TI-Kenya.

VIII. Contract Duration:

The engagement is provisional on as required basis for a period running to 3 Months and subject to the confirmation of the final brief and timelines.

IX. Assurance of Confidentiality

All deliberations relating to this work, including all information collected from various meetings/documents shall be kept confidential and shall not be divulged to any third party either verbally or in writing or in any other form.

X. Logistics and Procedures

Transparency International Kenya will be responsible for paying the service provider all costs for the function and directly pay all other service providers.

XI. Application Procedure:

If you meet the above requirements, kindly send your portfolio (including your company profile, business registration, CV for the lead, Current Tax Compliance Certificate, and CR12 form, recommendation letters and references who must be previous clients) to consultancyapplication@tikenya.org by close of business 6th February 2026.

For individuals, please attach portfolio, CV, current tax compliance certificate, recommendation letters, and referees.

Applications will be reviewed on a rolling basis

XII. 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 of 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 as well as the TI-Kenya Tender Complaints Committee.

**Executive Director,
Transparency International Kenya
Bishop Magua Building, Ground Floor,
Wing B UG 7, George Padmore Lane, Off Ngong Rd,
P.O. Box 198-00200, Nairobi
Or Email complaints@tikenya.org**