1. Background

Amkeni Wakenya is UNDP-Kenya flagship facility for supporting civil society organizations (CSOs) working in the democratic governance sector. The facility was established in 2008 and rendered financial and technical support to over 370 civil society organizations until the expiry of the first phase in 2014. The facility commenced its second phase in 2015 following the signing of a new project document with the Government of Kenya. Amkeni Wakenya is currently implementing a human rights promotion programme with funding from The Embassy of the Kingdom of the Netherlands (EKN) and an access to justice project with funding from the European Union (EU). The two projects cover a combined 17 counties are expected to run until 2020 and 2022 respectively.

Amkeni works to achieve the following objectives:

- To improve respect, enjoyment and promotion of access to justice, human rights and freedoms for Kenyans
- To entrench rights-responsive devolved system of governance
- To improve organizational performance, sustainability and enabling environment for CSOs in Kenya
- To enhance capacity of civil society to respond to contemporary governance issues

Capacity building is one of the core functions of the Amkeni Wakenya facility. According to the Capacity Building strategy of the facility, the following are some of the key capacity challenges which Amkeni seeks to address:

- Uncertain regulatory environment facing civil society
- Inadequate technical capacities of CSOs
- Limited organizational sustainability of CSOs
- Sustaining Amkeni Wakenya’s capability in strengthening CSOs

Currently, Amkeni is managing 40 grantees requiring varied levels of support in strengthening technical and sustainability capacities. Amkeni is also supporting civil society efforts towards operationalization of the Public Benefits Organizations Act (2013) in order to ensure an enabling regulatory environment for the sector. In the same vein, Amkeni is rendering technical support to the NGO Board to ensure greater responsiveness and efficacy of the regulator.
United Nations Development Programme

The PMU is in the process of establishing field offices to support capacity building of grantees and CSOs in 4 regions (Northern Kenya, Nairobi, Coastal and Western Regions). The consultant will also render support to other core PMU functions related to grant-making and oversight of the grantees in the 4 regions.

2. Tasks/Duties of the Consultant:

The Consultant will undertake the following tasks:

2.1. Develop a capacity building plan
- Review capacity assessment reports
- Undertake capacity needs review
- Draft a capacity building plan for grantees;

2.2. Oversee Implementation of Capacity building Plan
- Organize capacity building activities
- Initiate and follow-up on procurement of consultants
- Oversee the work of consultants
- Oversee implementation of capacity building grants
- Conduct assessment of capacity building activities;

2.3. Support core PMU functions:
- Support the management of grants including selection, supervision, monitoring and reporting of grants;
- Support monitoring, evaluation and reporting activities of the PMU;

3. Outputs of the consultancy

The Consultant will prepare a quarterly report giving a detailed update of the above highlighted tasks.

4. Qualification Requirements

The Consultant will be expected to have the following qualifications:
- A University degree in organizational development, development studies, business administration, project management or other related field in social sciences.
- Minimum 5 years of proven and demonstrable experience in capacity development work, particularly in democratic governance and human rights context
- Excellent assessment, evaluation and reporting skills
- Knowledge of grants management will be an added advantage
- Knowledge in UNDP project and financial management systems will be an added advantage

5. Reporting Arrangement

The Consultant will report to Amkeni Project Manager. He/she will however work closely with the other Amkeni staff for effective programme delivery.

6. Time frame and schedule for the Consultancy

The Consultancy will be required for 3 months.
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7. Fee
The Consultant will be recruited and paid in accordance with UNDP terms and conditions of remuneration for consultants.

8. Deliverables

**Key deliverables Month 1 (21.75 working days)**
- Review Capacity Assessment reports for all Grantees
- Undertake a rapid capacity needs assessment to capture emergent capacity needs among all grantees
- Develop a capacity building plan for Amkeni for 2019
- Oversee implementation of capacity building activities for strategic partners such as NGO Board
- Take part in capacity assessments for new grantees (Call 3 & 4)
- Manage grantees in Nairobi region
- Contribute to PMU M&E and reporting activities

**Key deliverables Month 2 (21.75 working days)**
- Oversee implementation of capacity building plan- organize capacity building activities, capacity visits etc
- Facilitate procurement of consultants to provide capacity building activities
- Oversee implementation of capacity building activities for strategic partners such as NGO Board
- Manage grantees in Nairobi region
- Contribute to PMU M&E and reporting activities

**Key deliverables Month 3 (21.75 working days)**
- Oversee implementation of capacity building plan- organize capacity building activities, capacity visits etc
- Facilitate procurement of consultants to provide capacity building activities
- Oversee implementation of capacity building activities for strategic partners such as NGO Board
- Manage grantees in Nairobi region
- Contribute to PMU M&E and reporting activities

9. Evaluation criteria:

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<thead>
<tr>
<th>Criteria</th>
<th>Weight</th>
<th>Max. Point</th>
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<tbody>
<tr>
<td>100%</td>
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<tr>
<td>A University degree in organizational development, development studies, business administration, project management or other related field in social sciences</td>
<td>10%</td>
<td>10</td>
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<tr>
<td>Minimum 5 years of proven and demonstrable experience in capacity development work, particularly in democratic governance and human rights context</td>
<td>30%</td>
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United Nations Development Programme

| Excellent assessment, evaluation and reporting skills. | 30% | 30 |
| Knowledge of grants management | 20% | 20 |
| Knowledge in UNDP project and financial management systems will be an added advantage | 10% | 10 |
| **Total (Maximum obtainable points)** | **100%** | **100** |

10. **Submission of the Financial Proposal**

Applicants are instructed to submit their all-inclusive fee proposal in Kenya Shillings using the financial proposal template provided (Offerors letter to UNDP)

The financial proposal should be all-inclusive and include a breakdown. The term ‘all-inclusive” implies that all costs (professional fees, travel related expenses, communications, utilities, consumables, insurance, etc.) that could possibly be incurred by the Contractor are already factored into the financial proposal.

**Financial evaluation (maximum 30 points):**
The following formula will be used to evaluate financial proposal:

\[ p = y \left( \frac{\mu}{z} \right) \]

- \( p \) = points for the financial proposal being evaluated
- \( y \) = maximum number of points for the financial proposal
- \( \mu \) = price of the lowest priced proposal
- \( z \) = price of the proposal being evaluated

Only candidates obtaining a minimum of 49 points (70% of the total technical points) will be considered for the Financial Evaluation.

11. **Application process.**

Interested and qualified candidates should submit their applications which should include the following:

1. Detailed Curriculum Vitae
2. Proposal for implementing the assignment - template provided
3. Offerors letter to UNDP - template provided

**Note:** Email attachments must not exceed 5MB. Please split files if they exceed this size.

**Note:** The successful applicant will be required to complete a UNDP Personal History Form (P11) form prior to contracting.

Applications should be sent to consultants.ken@undp.org to reach us not later than 11.59 p.m. on Tuesday, 10 December 2019 (Kenyan time - GMT+ 3.00)

Please quote “KEN/IC/2019/048 – Capacity Building Officer - Amkeni” on the subject line.

Firms are not eligible for this consultancy assignment. Open to individual consultants only.

**DO NOT COPY ANY OTHER RECIPIENT**