PROCUREMENT NOTICE

Date: 02 December 2019

Country: Kenya

DESCRIPTION OF THE ASSIGNMENT: NATIONAL INDIVIDUAL CONSULTANT – CAPACITY BUILDING OFFICER - AMKENI

Period of assignment/services: Three months.

Applications should be sent to consultants.ken@undp.org

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

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

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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
2. **OBJECTIVE:**

The consultant will also render support to other core PMU functions related to grant-making and oversight of the grantees in the 4 regions.

3. **EXPECTED DELIVERABLES**

- Develop a capacity building plan
- Oversee Implementation of Capacity building Plan
- Support core PMU functions:
  - Prepare a quarterly report giving a detailed update of the above highlighted tasks.

3. **REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS**

**Education**

A University degree in organizational development, development studies, business administration, project management or other related field in social sciences.

**Experience**

- 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

4. **TECHNICAL CRITERIA**

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<th>Criteria</th>
<th>Weight</th>
<th>Max. Point</th>
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<td>A university degree (Masters or higher) in economics, with strong both macro and micro-economics, demography, statistics, or in a directly-related technical field(s).</td>
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<td>A minimum of 5 years of professional experience at national and/or international levels in SDG indicators, poverty, human rights and social inclusion analysis, data collection, measurement, methodological development and other areas of applied statistics, data interpretation etc</td>
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<td>Demonstrate the ability and capacity to undertake the assignment. This should include details of similar assignments. Previous professional experience with data and statistics for MDGs and/or SDGs.</td>
<td>25%</td>
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Research and analytical capacity, excellent writing skills and demonstrable capacity to work with diverse stakeholders, including Government of Kenya officials and civil society organizations.

| Ability to write quality Reports | 10% | 10 |

Total (Maximum obtainable points) | 100% | 100 |

5. **FINANCIAL PROPOSAL**

Applicants are instructed to submit their financial proposals in KSH 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.

6. **EVALUATION**

* **Cumulative analysis**

The award of the contract will be made to the individual consultant whose offer has been evaluated and determined as:

a) responsive/compliant/acceptable, and

b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

* Technical Criteria weight; [70%]

* Financial Criteria weight; [30%]

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

7. **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)

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