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Terms of Reference for Consultancy by Green Africa Foundation in Marsabit County

Position: Consultancy Service for simplification of the Marsabit County Program Based Budget 2018/2019 for citizen engagement under the AHADI-USAID/UK program.

Project Title: Strengthening partnerships between NSAs, county governments and citizens to enhance county governance processes and service delivery – 2019

Reports to: Project Officer, Green Africa Foundation

The Organization

Green Africa foundation was founded in Kenya in the year 2000 with a focus of implementing practical community driven projects towards greening Africa. The organization has actively been implementing a number of projects covering; Climate Change, Policy Advocacy, Environmental Governance & Conservation, Agriculture, Water and Energy. The organization has been very instrumental in Environment & Climate Change Governance and Policy Advocacy that has seen through a number of policies coming to fruition both at the county and the national level and with agenda of climate change mainstreaming and improved governance at the county level taking precedence.

The Project

This project seeks to enhance governance through increased citizen and Non-state actors/public participation into the government activities in specific sectors, in this case Environment, Water and Natural Resource and Livestock & Fisheries Sectors. Devolution as is mandated in the Kenyan Constitution has availed an opportunity for citizens to be actively involved in policy development process and Public Expenditure Management for County development from projects prioritization, resource allocation, implementation, monitoring and evaluation. Availability and access of the requisite information e.g. budgets and county development plans enhances meaningful citizen participation at all levels in PEM cycle. Through the involvement of citizens and sensitization on the Public Expenditure Management, the project looks forward to increased transparency and accountability with better service delivery. Towards the realization of the objective of this project, the consultant shall offer his/her services in close consultation with Green Africa Foundation, County Government of Marsabit (executive & legislature), citizens and NSAs. The project is implemented through AHADI Programme, funded by the USAID and UKAID and implemented by Green Africa Foundation in Marsabit County.



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The Scope of Work

The consultant will be expected to undertake a desktop study and institutional visits to acquire and verify the Marsabit County, approved program based Budget 2018/2019 from the Controller of Budgets and other relevant county officials. He/she shall develop the simplified version of the budget suitable for citizen engagement, a “mwananchi budget”.

From time to time He/She shall report to the Project Officer on the progress made through emails and one on one meetings as shall be agreed. The consultancy service shall cover a period of 12 days spreading through the **Five Months Project Period**. He/she will be expected to share the draft simplified PBB 2018/2019 version for feedback from Green Africa Foundation and AHADI. After addressing the feedback, he/she shall present the final simplified PBB in two original hard copies and one electronic copy.

Duties and Responsibilities:

1. Develop the approved PBB 2018/2019 into a simplified document (with common language and where necessary mixing with Swahili or popular local words) suitable for citizen consumption (with illustrations) and engagement in Marsabit County.
2. Design the simplified PBB 2018/2019 in a printable format for dissemination in Marsabit County.
3. Upon approval by Green Africa Foundation and AHADI, develop the final version of the simplified PBB 201/2019 ready for printing and dissemination.
4. Conduct training for the TOTs and the CSO network members using the simplified PBB.

Deliverables

1. A simplified, designed and printable PBB 2018/2019 suitable for citizen consumption.
2. Training materials on Project Based Budget 2018/2019.
3. Two original hard copies and one soft copy.

Duration of assignment

The Consultant will be engaged for 12 work-days spread over the five months project period in 2019 broken down as below:

NUMBER OF DAYS	TASKS
2 day	Planning meeting with GAF, Review and understanding objective of assignment, the TORs, desired outcomes and presentation of the work plan
6 days	Research and development of the first draft(to contain illustrations, images, suitable language where possible local terms) Designing it to a printable version
2 day	Presentation of the draft document to GAF and incorporating recommendations.



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1 day	Incorporating AHADI recommendations and delivering the final document for printing.
1 day	Presenting the Simplified PBB to the TOTs and CSO network in a training workshop organized by GAF

The consultant shall work from his/her location during the development of the simplified PBB 2018/2019 but be in close consultation with the Green Africa Foundation Project team while keeping to agreed delivery schedule. He/she shall from time to time report to the Project Officer on the progress made through emails and one on one presentation.

Green Africa Foundation through the project funding allocation will cater for the travel cost, accommodation and food for the consultant during the training session.

Qualifications:

The consultant should have:

1. A degree in a related field such as; Economics, Public Finance, Governance and Public Policy a Master’s Degree in any relevant field will be an added advantage.
2. Significant hands-on experience of not less than 6 years in the fields of Public policy, financial planning and budgeting both at the local and national levels.
3. Demonstrate experience and record of consulting in Climate Change and Environmental Governance, Public policy, county fiscal planning, community participation PEM.
4. Should have a Broad range of experience in ASAL spanning over 5 years in progressive leadership and management; regional rural development, project management, financial management, institutional and organizational development, facilitation skills, Natural resources policy development and climate change adaptation.
5. Should have carried out similar work at County or National level, provide sample of a simplified budget or financial document.
6. Excellent presentation as well as oral and written communications skills; experience working with high level public and private sector counterparts, highly desirable;
7. Experience working with Marsabit County Government will be an added advantage.
8. Ability to create and nurture effective working relationships with the project’s clients;
9. Experienced user of MS Office applications (Word, Excel, PowerPoint) and other common computer applications;

How to apply

Consultant(s) who meet the requirements should feel free to submit the following;

1. Expression of Interest with a well-defined Technical and financial proposal for the task;

2. A filled Bio-Data (AID) Form in this link, (www.usaid.gov/sites/default/files/AID-1420-17-2.doc)
3. A sample of a previous relevant assignment of a similar nature undertaken not more than 3 years ago.

All of the above documents should be submitted to recruitments@greenafricafoundation.org
6th August 2019 Mid-night EAT.

Green Africa Foundation encourages interested parties to submit the above requirements as soon as possible for evaluation. Persons with disabilities, women and the youth are highly encouraged to apply.

Contact

Kenyatta International Convention Center (KICC)

Lower Ground Floor Room 13

P O BOX 9164-00200 Nairobi-Kenya

Tel: +254 20 2248768/9, +254 707 111 999

Email: info@greenafricafoundation.org

Website: www.greenafricafoundation.org