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AGILE AND HARMONIZED ASSISTANCE
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Terms of Reference for Consultancy by Green Africa Foundation in Marsabit County.

Position: Consultancy for training of ToTs and CSOs on Public Expenditure Management cycle (PEM), Public Expenditure Tracking tools (PETS) and advocacy on social accountability and civic 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

Reports to: 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 and Natural Resource and Livestock Sectors. The County Government processes targeted for the involvement of citizen and Non-State Actors are not limited to Policy development process, projects implementation, resource distribution and prioritization among others. 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 to the citizens. Towards the realization of the objective of this project, the consultant shall offer his/her services in close consultation with Green Africa Foundation, citizens and NSAs. The project is funded by the USAID and UKAID through the AHADI Programme in Kenya and is implemented by Green Africa Foundation in Marsabit County.

The objective of the assignment

- Green Africa Foundation intends to support Trainers of Trainees (TOTs) and a CSO network in Marsabit County to carry out civic education on the PEM cycle and the use of PETs for social accountability. The consultant will work closely with the project team to carry out capacity building trainings on the ementioned areas using the the most suitable approach to the target audience.
- He/she will be required to conduct thorough research and develop the learning materials that shall include PowerPoint presentations, participants' reference handouts and any other material that will enhance learning. The consultant shall submit all the training materials to Green Africa Foundation in advance for internal review

and approval by AHADI.

- The consultant shall conduct extensive training on a CSO network and the Trainers of Trainees (TOTs) during the CSO and TOT meetings that shall be coordinated by Green Africa to build their capacity on Public Expenditure Management, Public Expenditure Tracking tools and advocacy on social accountability and civic engagement.
- He/she shall be available for consultation by the TOT and CSOs in areas they may need further clarification and mentorship.

Duties and Responsibilities

1. Develop training material on PEM, PETs and advocacy on social accountability and civic engagement that include PowerPoint presentations, participants reference handouts and any other material to facilitate learning of CSO and TOT in Marsabit County as approved by the project officer.
2. Facilitate training workshops for CSOs and TOT as organized by Green Africa Foundation.
3. Provide insights and guidance to follow ups by the trained CSO and TOTs.
4. In consultation with the project officer, develop a training schedule to administer the training.
5. Guide the ToTs and CSOs to come up with actions plans for their civic education and social accountability work in the Wards.

Deliverables

The consultant will be expected to deliver the following;

1. A draft and final training power point on PEM, PETs and advocacy on social accountability and civic

engagement.

2. A draft and final participant reference handout (one soft copy and two hard copies)
3. Training facilitation during the capacity building workshops for the CSOs and the TOTs.
4. Action plans by the ToTs and CSOs.
5. Simple reporting template for the PETS and civic education to be used by the ToTs.

Duration of assignment

The Consultant will be engaged for 8 work-days spread over the period of July to Nov, 2019.

NUMBER OF DAYS	TASKS
1 days	Planning meeting with GAF, Review and understanding objective of assignment, the TORs, desired outcomes and presentation of the work plan
2 days	Development of the draft training material in form of power point presentations and participants reference handouts
1 day	Presentation to GAF and addressing any comments and recommendations
1 day	Responding to/incorporating AHADI comments and recommendations. Delivering the final materials.
3 days	Facilitating training workshops with the TOTs

The consultant shall work from his/her location during the development of the training materials 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 field visits.

Qualifications

The consultant should possess the following qualifications:

1. A degree in a related field such as; public policy, economics and financial management, Governance, Natural Resource Management and community development, 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 governance, public policy, economics and financial management for rural development both at the local and national levels.
3. Broad experience and record of carrying out training on public expenditure management, county Governance and related issues such as, Project Management, expenditure tracking, Policy drafting and review processes either at the county or national level.
- 4.
3. 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.
4. Should have written a research paper, at least a training manual and or published journal papers on governance, public policy, public expenditure management for rural development.
- 5.
6. Excellent presentation as well as oral and written communications skills; experience working with local communities with intermediate levels of learning as well high level public and private sector counterparts,
7. Ability to create and nurture conducive learning environment for a diverse group of learners
8. Ability to create and nurture effective working relationships with the project beneficiaries

9. Experienced user of MS Office applications (Word, Excel, PowerPoint) and other common computer packages and applications

Coordination and Management

The Consultant will be answerable to the Project Officer of Green Africa Foundation and shall submit all reports on the deliverables highlighted in this TORs in time.

How to apply

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

- a) Expression of Interest with a well-defined Technical and financial proposal for the task;
- b) A filled Bio-Data (AID) Form in this link, (www.usaid.gov/sites/default/files/AID-1420-17-2.doc)
- c) 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 by **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

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