

TERMS OF REFERENCE

DEVELOPMENT OF A TRAINING MANUAL ON STRENGTHENING LOCAL PARTY STRUCTURES TO OPERATE EFFECTIVELY AND EQUIPPING PARTY OFFICIALS WITH KNOWLEDGE AND SKILLS TO IMPROVE THEIR FUNCTIONS.

Background

The Centre for Multiparty Democracy (CMD-Kenya) is a political parties' membership organisation that exists to promote, strengthen and defend multiparty democracy in Kenya. The organisation provides a platform for political parties, political actors and policy makers to engage in dialogue and cooperate in strengthening multiparty democracy, promote meaningful political participation, good governance practices and respect for human rights and fundamental freedoms as essential pillars of social justice.

CMD-Kenya is rolling out implementation of a project titled: Citizen centered policy making and pursuance of the SDGs in Kenya whose overall objective is to ensure political parties' policy formulation at national and county levels reflects citizens development priorities and concerns and relates to the SDGs. The project is guided by three immediate objectives namely:

1. Political parties' branches effectively advocate for the needs and concerns of constituencies, develop and offer solutions and link these to County and National policy making and planning process;
2. National level leadership of political parties commit to support and actively engage with party branches; and
3. Sustainable platforms for multi-actor dialogue align community needs and policy priorities with the County and National policy agendas, including the SDGs. The project will be implemented in four counties i.e., Nairobi, West Pokot, Narok and Meru.

Context

Political party branches form important structures of any political party. However, they can often be disregarded when parties perform their main functions. Although party branches in Kenya play a central role in mobilizing citizens during elections, they become less active in between elections. If political parties are to increase their relevance and visibility, branches need to play a central role in performing all the main functions of the party such as understanding the needs of society; developing relevant policy alternatives; recruiting, selecting and training people for political office and seeking and exercising control of the government. For parties to achieve this, they need to invest in the grassroots of their party by placing branch development at the top of their priority list.

The essence of this Terms of Reference is therefore to develop a sequenced training manual that will help party officials build their ability to strengthen their branch structures and improve their functions.

Main Objective

To develop a training manual for party branch officials training in the four counties of Nairobi, Meru, Narok and West Pokot on strengthening their branch structures and improving their functions.

Outcome

This task is meant to assist political parties' branches to effectively advocate for the needs and concerns of constituencies, develop and offer solutions and link these to County and National policymaking and planning process. The eventual outcome is that branches are visible and active between elections, have clear structures and procedures and operate according to plans and budgets, formulate political solutions to issues raised by constituencies, advocate to influence planning and policymaking. The consultant should be able to provide Trainers of Trainees training on the different modules of the training manual.

Approach

The consultant will be required to analyse feedback from a set of the needs assessment to develop practical modules within the training manual.

In responding to the terms of reference, the consultant must attach a sample structure of how a curricular of this sort should look like. The consultant must also show/illustrate how the manual can be used during training based on module's objective and the expected result. Illustrations, pictorials and case examples of successes in other similar tasks will be encouraged during the actual assignment phase.

Furthermore, the consultant must consider that:

- The training manual must be simple to understand and use.
- That the font style for the task is Calibri Light, Font size 12 and the pages should not exceed 30.
- The manual should have instructions that will provide further guidance to the trainer of trainees.

Scope

The scope of the task will target the four counties of Nairobi, Meru, Narok and West Pokot and will focus on the various needs of the branches, as these needs cannot be assumed to be collective. Apart from the needs assessment and the feedback that will be shared with the consultant, CMD-Kenya will not meet any costs associated with the collection of data as this is not deemed important in view of the task(s) herein. This exercise or 'work' will be conducted within 5 days inclusive of compilation of the first and final draft.

Deliverable(s):

The consultant will be required to present a revised structure with the various modules as guided by the feedback from the needs assessment, for approval before starting to work on them in-depth.

Payment terms for the consultancy

The consultant's fee will be paid in two instalments of 40% at the inception stage and the balance after submission of the final draft ONLY IF it meets CMD-Kenya's expectations as stipulated in the contract of agreement and the Terms of Reference.

Qualifications

- The candidate should possess University Degree with bias in either of the following: Political Science, Project Management, Public Administration, Law, Development Studies or any other relevant academic qualification.
- Experience in governance and organisational development interventions and Political Parties capacity building is preferred.
- Good knowledge of Political Parties in the field of policy formulation and governance in at least one of the counties is required.
- Be able to work independently within stipulated time.
- Good command of spoken and written English and Swahili.

Evaluation of Proposals

The proposals will be evaluated on weightage of the score for the two proposals as follows:

- Technical proposal **70%**
- Financial proposal **30%**

The evaluation of the proposals will be based on the combined scoring method – where the qualifications and methodology are given 70% weightage and financial offer will be given 30% weightage. Only proposals meeting a minimum of 70 points under technical evaluation shall be considered for the financial evaluation.

Call for expression of interest/proposal submission

The consultant interested in this assignment is expected to submit proposals (both technical and financial) with a CV which covers his/her experience and track records in similar undertakings. The financial proposal (budget estimates) must be submitted with an itemized breakdown of professional fees and incidental expenses.

Please send your expression of interest to: **info@cmd-kenya.org before November 20, 2023.**