

## **TOR FOR CONDUCTING BASELINE SURVEY AND SITUATION ANALYSIS ON THE DEVELOPMENT ENVIRONMENT AND CAPACITY NEEDS OF GRASSROOTS BASED ORGANIZATIONS**

### **PROJECT: STRENGTHENING THE CAPACITY OF COUNTY-BASED AND GRASSROOT CIVIL SOCIETY GROUPS FOR ENHANCED GOVERNANCE, ACCOUNTABILITY AND PROTECTION OF HUMAN RIGHTS OF THE PEOPLE OF KENYA**

#### **BACKGROUND**

Citizens often come together to form groups within the community broadly referred to as Civil Society Organisations (CSOs) to facilitate and strengthen engagement and collective action on common interests and concerns and these Civil society organisations in Kenya play a crucial role in promoting and defending fundamental human rights, and so contribute to the functioning of democracies. They continue to offer effective means to participate, influence to address common interests, amplifying citizen voices across the country in the spirit of accountability

Even though the sector has made some significant progress in contributing to good governance and promotion of human rights in the country and their role has been acknowledged by both the national and the county governments, they still face threats due to both legal and practical restrictions. The shrinking civic space, reduced donor funding has affected core budgets necessary for administrative support with many organizations moving away from advocacy-based activities.

These cuts to funding have particularly impacted grass root-based organization who have had less opportunity to access support for their programmes given that these groups are already having to deal with capacity gaps both at institutional and governance level and limited skills especially for fundraising, advocacy and financial management. Human rights defenders confront risks because of the work they do. They have been subject to gender specific violation, target of executions, torture, beatings, arbitrary arrest and detention, death threats, harassment and defamation, as well as restrictions on their freedom of movement, expression, association and assembly. Their organizations have not been exempted from threats of closure and most lack safety and protection measures to continue their operations.

Strong and empowered community-based organizations committed to the protection of rights and development, gender equality between men and women, strong leadership, partnership and collaboration is becoming important in the current operating environment that CSOs find themselves if we are to protect the gains already realized and to advance the social, political, cultural and economic rights of the marginalized community and groups we work with and community/grass root based organization have a critical role to play in protection of vulnerable and marginalized groups, promotion of human rights and empowering and mobilising the most vulnerable groups or people to hold duty bearers to account across the country

## 1.0 INTRODUCTION

In 2022, CSO Network, IFA and KIOS as the lead organization and the project management unit have received a 4-year funding from the European Union (EU) to implement a project called **“strengthening the capacity of county based and grassroots civil society groups for enhanced governance, accountability and protection of human rights of the people of Kenya”**. The project emanates from the realization that even though the Kenyan Constitution bestows human rights to every Kenyan citizen, there are challenges on how rights are realised and is designed to strengthen the capacity of county-based and grassroots civil society groups for enhanced governance, accountability and protection of human rights of the people of Kenya for a more inclusive, equitable and sustainable society and to improve the participation of Kenyan people in civic life.

The project is based on the theory of change that when support is accessible and well-targeted, Civil Society Organizations (CSOs) and Community Based Organizations (CBOs) are both powerful agents of change and valuable sources of local knowledge. The project through small grants, capacity building and institutional strengthening, will focus on enhancing the capacity and resources of CSOs, CBOs and grassroots movements across the country, as agents of social change in Kenya. More specifically the project aims to:

1. Promote democracy and the Rule of Law: good governance, promoting the rule of law and State accountability, fight against corruption and increasing access to justice.
2. Enhance gender Equality and Non-Discrimination: women’s rights, prevention of gender-based violence (GBV), and enhancing LGBTIQA+ rights
3. Strengthen the business and Human Rights: environmental and climate justice, corporate accountability

To achieve this, we shall over the project duration undertake to:

1. Increase the capacity of rights holders to claim their rights and participation in civic and political life in their communities.
2. Strengthen capacity of grassroot organizations to protect and advice on human rights concerns.
3. Provide grants and mentorship to grassroot organizations to effectively implement their core activities in line with their mandates for the benefit of their communities.
4. Strengthen accountability and good governance through enhanced collaboration and coordination.
5. Enhance credibility to advance human rights in the counties that will targeted.

### 1.1. The Intended Overall Outcomes

1. Targeted sector players in Kenya have improved capacity to defend human rights at local, national, regional and international levels.
2. Rights-holders have increased abilities to claim their rights and participate in civic and political life in their communities for the protection and advancement of human rights.
3. Duty bearers are engaged and committed to advancing human rights in the target counties.

## **2.0 Scope of the Assignment**

The Consortium of CSO Network, IFA and KIOS wish to undertake a baseline study focusing on grassroot based Civil Society groups, understanding their institutional, resource and capacity needs and situational development needs in targeted counties.

### **2.1 Project Target Groups and Counties**

The project targets women, youth and LGBTIQA+ led organisations groups, working especially in rural and urban informal settlement. The beneficiaries of this project will come from a total of 20 counties which include Taita-Taveta, Kwale, Kilifi, Kakamega, Busia, Nairobi, Embu, Kirinyaga, Kericho, Narok, Kisii, Migori, Siaya, Turkana, Isiolo, Nyamira, Kisumu, Homabay Bungoma and Laikipia. Indirect organizations that will also benefit from the project will include other CSOs and duty bearers providing oversight and protection of rights, such as the Kenya National Commission of Human Rights, Commission on Administration of Justice (CAJ), Independent Police Oversight Authority (IPOA), the Judiciary, Ethics and Anti-corruption Commission and the police.

- Grassroots organisations and CBOs (80-100) in 15 priority counties
- Community Action Teams (40),
- Citizens Activist Journalists (190),
- Social Justice Centres, community level activist groups (30)

## **3.0 OBJECTIVES OF THE BASELINE:**

### **3.1. General Objectives**

To provide the situational analysis, values and any additional information regarding the project thematic areas. The Findings of the baseline survey will be useful in achieving the intended outcomes of the project. It will direct and guide the implementation and moreover measure the progress and success of the project.

The selected contractor will receive the project document including the logframe upon signature of the contract. The contractor is expected to refine the proposed study methodology and present a comprehensive baseline study design that matches with the project logframe and the related success indicators in the inception phase.

### **3.2 Specific Objectives:**

1. Undertake a needs assessment of grassroot based organizations capacity strengthening needs and develop recommendations for their capacity development.
2. Map CBOs and grassroots groups and understand their governance structures, human rights concerns and other emerging issues in the project target counties.
3. Identify the types of organizations that operate in these counties and their capacity gaps.

4. Provide clear and priority recommendation on action to be taken to enhance capacity and operations of grassroots based organizations

### 3.3. Deliverables

#### Deliverable 1:

1. Conduct a desk review of existing assessments on capacity of grassroots based organizations and design a capacity assessment tool jointly with the consortium members
2. Conduct capacity assessment on current CSO Partners including selected groups. The assessment will be conducted through Stakeholder consultations, data collection, focus group discussion and interviews. This assessment should identify strengths and provide and identify opportunities for improvement.
3. Produce an Inception report of the findings of the mapping listing both the identified organizations and their capacity building needs by categorizing them into 1) gaps in organizational capacities and 2) skills and knowledge building needs. In addition, the contractor should provide recommendations that guide the project implementation as per the project document.
4. Organize a feedback session to share the findings, receive feedback and provide support in the development of the next steps.

#### Deliverable 2

1. Conduct and mapping exercise of the grassroots-based organizations in the targeted counties. The identification should be comprehensive to capture the type of organizations working in the targeted counties, training or mentoring needs, experiences available of work being undertaken by different organizations and a proposal on strategies for carrying out capacity development for these groups.
2. Develop a database of at least 350 grassroots organization CBOs/CSOs spread across the 20 counties.
  - Grassroots organisations and CBOs (80-100) in 15 priority counties
  - Community Action Teams (40),
  - Citizens Activist Journalists (190),
  - Social Justice Centres, community level activist groups (30)As indicated in the project document, 50% of the identified organisations should be women and youth-led organisations
3. Final Baseline Survey Report of the findings of the mapping listing both the identified organizations and their capacity building needs by categorizing them into 1) gaps in organizational capacities and 2) skills and knowledge building needs. In addition, the contractor should provide recommendations that guide the project implementation as per the project document.
4. Hold a feedback meeting to share findings, receive feedback and provide support to design the next steps

### 4.0 Timelines

1. The assignment is expected to take a total of 30 days.
2. The consultant shall commence the work upon signing of the contract

## 5.0 Qualifications/Requirements

1. The proposed consultancy team should include a Team Leader with at least a master's degree in development studies, leadership and governance or other related fields.
2. Proven qualifications, skills and experience in research work and experience in Kenya on contemporary issues affecting communities and livelihoods especially those in governance and human rights, engaging in analysis on the sector.
3. At least 8 years relevant experience in facilitating grassroots work / programs on community development issues; mobilization, training, planning, implementation, coordination, monitoring and evaluation, at the national and regional level.
4. Proven report-writing, and research experience, with the ability to present recommendations supported by findings gathered through desk review, interviews and focus group discussions.
5. Ability to produce high-quality output in a timely manner while understanding and anticipating the evolving client needs.

## 6.0. Submission of Bids

Interested consultants are requested to submit application package by email to [procurement@csso-network.org](mailto:procurement@csso-network.org) and copied to [euprojectteam@informaction.tv](mailto:euprojectteam@informaction.tv) and [eukenya@kios.fi](mailto:eukenya@kios.fi) Please indicate the following “**CSO/EOI/001/2023-CSOs Baseline Survey**” in the subject line of your email application. The package should include

1. A brief technical proposal of not more than 20 pages, with the proposed methodology for undertaking this assignment, along with a brief work plan with timelines.
2. Information on the team composition and level of effort of each team member – include updated curriculum vitae that clearly spell out qualifications and experience
3. Financial proposal that indicates a daily rate (in KES) to undertake the terms of reference, and other related costs -if applicable-. Applications submitted without a daily rate will not be considered.
4. References and/links of similar work undertaken in the past (at least two) that demonstrate strong technical skills in CSO engagement, gender analysis, youth engagement, governance strengthening
5. Contacts of three organizations that have recently contracted the consultant to carry out relevant study
6. Commitment to availability for the entire assignment

Incomplete submissions will not be reviewed and are ground for disqualification.

Note: Financial proposal will be in Kenya Shillings. The proposal shall also specify daily professional fees and any charges related to other expenses, i.e, logistic, travel and communications expenses.

The deadline for submission of expressions of interest is **3 April 2023**.