TERMS OF REFERENCE

CONSULTANCY FOR THE PRODUCTION OF POPULAR VERSIONS OF COUNTY BUDGETS 2018/2019 FOR NANDI AND MACHAKOS COUNTIES

1. BACKGROUND

Poverty Eradication Network (PEN) is a Non-Governmental Organization registered with the Kenyan NGO Coordination Bureau in December 2001 for the purpose of building the capacity of Civil Society Organizations (CSOs) enabling them to play their critical role in poverty eradication while opening space for citizens and their organisations to hold governments to account on their commitments and pledges. PEN’s primary focus is on building the institutional capacity of indigenous NGOs and Community Based Organizations (CBOs). Over the last 17 years, PEN has been actively mobilizing, coordinating, and training CSO leaders and citizens at the grassroots and national level.

PEN has secured funding from USAID through AHADI to implement grant activity “Amplifying the Voices and Actions of Non-State Actors and Citizens in Machakos and Nandi Counties in the Management of County Affairs for Effective Service Delivery”. Working with Civil Society actors, AHADI is piloting innovative governance tools, capacity building and knowledge-sharing mechanisms to support devolved and national institutions in their efforts to achieve Kenya’s devolution and Vision 2030.

The Tasks

The Constitution of Kenya (2010) has peremptory provisions that provide for public participation in governance and in decision-making processes at all levels. Public participation is emphasized in Articles 10 and 201 of the Constitution, section 87 of the County Government Act (2012) and the Public Finance Management Act (2012). Each County Government in Kenya is expected to produce an Annual Budgets reflecting the county aspirations expounded in the County Integrated Development Plan (CIDP) involving citizens in its development, implementation and overall review.

In many cases however, the County Budgets document like many other county documents document is not accessible to citizens because it is not published widely for public
consumption nor is it written and presented in way that the citizens can understand and relate to.

Noting that information sharing is a critical provision in the constitution, this project seeks to ensure that the public are fully aware of the commitments in the CIDPs and are able to relate to, to track and report on its implementation. Of importance will be the need for citizens at all levels to understand what the Budgets 2018/2019 promises in raising resources and utilization of the same at villages, wards, sub-counties and county level so that they can use the same to engage leaders on its delivery.

2. Objectives of the assignment

The consultancy is to achieve the following objectives:

1. Working with CSOs Network members in Machakos and Nandi, develop one popular (citizens friendly) version of the 2018/2019 Budget for each county.
2. Validate the publications with Network CSOs leaders and county government officials before publication.
3. Produce a print popular version in PDF format and versions for online sharing.

3. Activities

Overall engagement should be participatory involving Network partners in Machakos and Nandi. The validation process should involve Network partners, relevant county government officials (finance and budget office).

4. Target Audience

The primary target audience for the publication will be the citizens in Machakos and Nandi counties. Secondarily, it should also inform political leaders particularly Members of County Assembly, MPs and Senators.

5. Duration of the assignment

The assignment should be carried out for 10 days between January and February 2019 as indicated in the table below:

<table>
<thead>
<tr>
<th>Details</th>
<th>Machakos</th>
<th>Nandi</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Review of County budget 2018/2022</td>
<td>3 days</td>
<td>3 days</td>
<td>6 days</td>
</tr>
<tr>
<td>Preparation of the popular version</td>
<td>2 days</td>
<td>2 days</td>
<td>4 days</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>5 days</td>
<td>5 days</td>
<td>10 days</td>
</tr>
</tbody>
</table>

6. Specification of the consultant

The consultant should have the following qualification:

1. Minimum of Bachelor’s degree in preferably in Communication, Social Development, Finance and Economics.
2. Experience in handling development communication of similar nature.
3. Experience with use of graphic and images to capture public attention.
4. Knowledge of Civil Society sector in Kenya and good understanding of the County of Machakos or Nandi
5. Experience working with county governments will be an added advantage

7. Deliverables
1. A popular version for 2018/2019 Budgets for both counties of Machakos and Nandi.

8. 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

Please quote “Production of Popular Versions of Budgets” on the subject line.

Applications should be emailed to info@penkenya.org so as to reach us not later than Friday, January 18 2018 at 5.00 pm (EAT).