1. Background

Poverty Eradication Network (PEN) is a Kenyan registered NGO, which believes that a strong civil society (which includes Community Based Organizations (CBOs), Non-Governmental Organizations (NGOs) and Faith Based Organizations (FBOs)) is fundamental to the development of any country and its ability to have sustainable impact upon poverty. PEN was established to contribute toward the eradication of absolute poverty in Kenya, through building and strengthening the institutional capacity of civil society organizations and other not-for-profit organizations and institutions (NPOs).

Strong and sustainable civil society groups require not only highly motivated, committed and competent leadership, but also: good governance, strong management, clear strategy, successful fundraising, demonstrated results, good public profile, effective policies and procedures and positive collaboration within the sector as well as with the government and the private sector.

PEN with the support from USAID through AHADI will be working with the CSOs Networks in the counties of Machakos and Nandi under a project “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.” The project aims at strengthening CSOs and citizen’s capacity in setting their development in collaboration with county governments and other stakeholders. Under this grant we will be building the capacity of 140 Community Resource Persons (CRPs) from the two counties in the Public Expenditure and Management (PEM), Community Mobilizing and Public participation framework. The CRPS will be involved in mobilizing citizens to participate in county affairs and processes for accountable, transparent and equitable utilization of resources within the County.

2. Objectives

The purpose of this assignment is to build the capacity of CRPs in the two counties for better understanding of PEM Framework, Public Participation Frameworks and enhance their skills in Community Mobilizing. At the end of the training the CRPs are expected to equip citizens at respective Wards with relevant information to enable them to participate actively in County affairs.
3. **Scope of Work**

The scope of work for the Consultant will include but not be limited to:

- a) Design a simplified training curriculum on Public Expenditure Management (PEM), Public Participation Processes, and Citizen’s mobilizing. The task will involve reviewing existing relevant literature/materials and customizing for this category of learners.

- b) Design an easy to use Curriculum/Materials and tailor make the contents appropriate for the learners’ Skill and Knowledge levels.

- c) Training of the CRPs using the materials developed and guides them to develop community outreach and empowerment action plans.

The consultant will be expected to draw a draft workshop program for discussion and approval with the PEN staff before producing the final program. Workshop materials will need to be agreed and approved before commencement of the workshop by AHADI.

4. **Deliverables**

- a) A workshop program
- b) Workshop Materials (These will require prior approval)
- c) Training Report

5. **Time Span**

The training of the CRPs will be organized in clusters with a maximum of 30 participants (Machakos 3 clusters and Nandi 2 Clusters). A 2-day training will be organized for each cluster (Machakos 8 - days, Nandi 6 – days) as indicated in the table below.

<table>
<thead>
<tr>
<th>Details</th>
<th>Machakos 3 clusters</th>
<th>Nandi 2 clusters</th>
<th>Total 5 clusters</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preparation of training materials</td>
<td>1 day</td>
<td>1 day</td>
<td>2 days</td>
</tr>
<tr>
<td>Training of the CRPs – 2 days per cluster</td>
<td>6 days</td>
<td>4 days</td>
<td>10 days</td>
</tr>
<tr>
<td>Report writing</td>
<td>1 day</td>
<td>1 day</td>
<td>2 days</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>8 days</strong></td>
<td><strong>6 days</strong></td>
<td><strong>14 days</strong></td>
</tr>
</tbody>
</table>

6. **Institutional Arrangements**

The Consultant will report directly to the PEN Project Officers in charge of this project. The consultant will liaise with the Civil Society Network Chairs/contact person to receive input on the workshop draft report. Final report will need to be approved by PEN staff/Executive Director.

7. **Expertise**

- a) **Academic Qualifications**

  At least a bachelor’s degree in a relevant field in the area of planning, public policy, development studies or Finance. A sound understanding of budgeting process in the public sector especially in the devolved dispensation will be relevant for this assignment.
b) Experience
Experience in participatory methodologies and adult learning techniques. The consultant will need to be conversant with the respective county CIDP and 2018/2019 plans and budgets for they will form a key pillar of this training. Residency in the County and working with an NSA based in the County will be desirable.

c) Skills and Competencies:
   a) Good communication skills in English and Swahili
   b) Proven and substantial experience designing and developing training materials/manuals
   c) Evidence of having undertaken similar assignments
   d) Excellent facilitation skills

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 “CRPs Training” 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).