1. **Background**

Poverty Eradication Network (PEN) is a Kenyan registered NGO, which believes that a strong civil society 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 and its partners, with the support from USAID through FHI360, will be working with the Civil Society Organizations in Six counties under a project “*Strengthening Civic and Democratic Space through the Implementation of the Public Benefits Organization Act 2013.*” This project seeks to secure a more robust and facilitative policy, regulatory and operational environment in which citizens and their organizations can become proactive actors in the ongoing efforts to bring about fundamental transformation of Kenya’s democratic infrastructure.

2. **Objectives**

The purpose of this assignment is to review and harmonize the two existing drafts PBO Act Rules and Regulations (drafts from the NGO Board and CSRG).

3. **Scope of Work**

The scope of work for the Consultant will include but not be limited to:
i. Review of the different sets of draft Rules and Regulations to ensure that they conform to the Constitution of Kenya (2010) and the PBO Act (2013), and the reports from the various public consultation meetings from the select counties;

ii. Harmonization of the different sets of draft Rules and Regulations into a single document that brings out the views of various stakeholders and addresses identified gaps.

4. Deliverables

i. A harmonized draft Rules and Regulations;

ii. A comprehensive report clearly depicting the previous areas of divergence and the agreements/resolutions reached, including the validation meeting report.

5. Timeline

This is a five (5) day assignment that will be carried out as indicated in the table below.

<table>
<thead>
<tr>
<th>#</th>
<th>Details</th>
<th>Timeline</th>
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<tbody>
<tr>
<td>1.</td>
<td>Review of sets of draft PBO Rules and Regulations</td>
<td>2 days</td>
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<tr>
<td>2.</td>
<td>Production of draft harmonized draft PBO Rules and Regulations</td>
<td>1 day</td>
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<tr>
<td>3.</td>
<td>Validation Meeting</td>
<td>1 day</td>
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<tr>
<td>4.</td>
<td>Activity Report and final harmonized draft PBO Rules and Regulations</td>
<td>1 day</td>
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<td>Total</td>
<td>5 days</td>
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6. Institutional Arrangements

The Consultant will report directly to the PEN’s Executive Director. The consultant will liaise with the project coordination team and other key stakeholders to receive input on the harmonized rules and regulations draft and the validation report. The final documents will be approved by FHI360.
7. Expertise

a) Academic Qualifications

i. Bachelor’s degree plus 5 years of experience in the areas of public law, public policy, development studies or any relevant fields;

ii. A Master’s degree in similar fields will be an added advantage.

b) Experience

i. 7 – 10 years of experience with the Civil Society Sector, 5 years of which must be on issues of Civic Space;

ii. Relevant experiences in public policy formulation and compliance;

iii. Relevant experiences with organizational regulatory issues.

8. Application process.

Interested and qualified candidates should submit their applications which should include the following:

i. Detailed Curriculum Vitae;

ii. Proposal for implementing the Assignment; and,

iii. Evidence of at least two previous assignments relating to the subject.

Please quote “Review of PBO Rules and Regulation – (Ref No.)” on the subject line.

Applications should be emailed to info@penkenya.org so as to reach us not later than Monday, September 2, 2019 at 5.00 pm (EAT).