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 and their County Networks 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 enhance the capacities of County CSOs Networks and their members on the PBO Act (2013) and subsequent Rules and Regulations that will operationalize the law.

3. **Scope of Work**

The scope of work for the Consultant will include but not be limited to:
a) Develop materials for the 2 day Training on Compliance of the PBO Act (2013), Rules and Regulations and PBO charter; and guidelines on County PBO Forums. The training materials and the guidelines will need to be agreed on and approved before commencement of the training.

b) Draft training program for discussion and approval with PEN staff/FHI360 team before producing the final program.

c) Training of the CSO Leaders using the materials developed.

d) Guiding the CSO Leaders to develop community outreach and empowerment action plans and action plans on how their organizations will comply with the Act and Rules and Regulations.

4. Deliverables
   i. Training programs;
   ii. Training materials
   iii. Training report with Action Plans.

5. Timeline
   This is an eight (8) 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>Preparation of Workshop materials</td>
<td>1 day</td>
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<tr>
<td>2.</td>
<td>Training (in 3 batches)</td>
<td>6 days</td>
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<tr>
<td>3.</td>
<td>Report writing</td>
<td>1 day</td>
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<td></td>
<td>Total</td>
<td>8 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 workshop draft report. The final report will be approved by FHI360 Team and PEN’s Executive Director.
7. Expertise

a) Academic Qualifications
   i. A Bachelor’s degree in the areas of public law, public policy, development studies or any relevant fields. Higher qualifications 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.
   iv. Prior interaction and active participation in the PBO Act 2013 development process is a distinct experience.

c) Skills and Competencies:
   i. Good communication and report writing skills
   ii. Excellent facilitation skills

8. Application process.

Interested and qualified candidates should submit their applications which should include the following:
   i. Detailed Curriculum Vitae highlighting similar assignments;
   ii. Proposal for implementing the Assignment;
   iii. Evidence of at least two previous reports relating to the subject

Please quote “Workshop on Compliance of PBO Act and Rules and Regulations – (Ref No.)” on the subject line.

Applications should be emailed to info@penkenya.org so as to reach us not later than Friday, July 31, 2020 at 5.00 pm (EAT).