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 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 produce simplified and illustrated Citizens’ versions of the PBO Act (2013) and the Rules and Regulations.

3. Scope of Work

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

i. Producing a simplified version that is easy to read and understand.
4. **Deliverables**
   i. A simplified and illustrated version of the PBO Act and the Rules and Regulations;
   ii. A validation report.

5. **Timeline**

   This is a ten (10) 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 the current PBO Act popular version and the Rules and Regulations</td>
<td>1</td>
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<tr>
<td>2</td>
<td>Simplification and illustrations of the PBO Act and Rules and Regulations</td>
<td>6</td>
</tr>
<tr>
<td>3</td>
<td>Validation meeting with the Project Coordination Team</td>
<td>1</td>
</tr>
<tr>
<td>4</td>
<td>Final Documents</td>
<td>2</td>
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<td><strong>Total</strong></td>
<td><strong>10 days</strong></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 (PCT) and other key stakeholders to receive input on the draft simplified and illustrated documents. The documents will be approved by FHI360 Team and PEN’s Executive Director.

7. **Expertise**
   a) **Academic Qualifications**
      i. A Bachelor’s degree in Communication or any relevant fields, a higher qualification 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 and development communications.
c) Skills and Competencies

i. Good writing skills with competence in the use of graphics.

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;

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

Please quote “Simplified Versions of PBO Act and 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 Sunday, July 26, 2020 at 6.00 (EAT).