TERMS OF REFERENCE
FOR BASELINE RESEARCH STUDY

Location: Kenya

Period: 20 May – 10 August 2021

Type: Consultancy

About Hivos

Hivos is an international development organization that seeks solutions to persistent and emerging global issues. With smart projects in the right places, we oppose discrimination, inequality, abuse of power and the unsustainable use of our planet’s resources. Counterbalance alone, however, is not enough. Our primary focus is achieving structural change and impacting lives. We do this through collaborating with innovative businesses, citizens, governments and development organizations across four continents.

Consultancy Context

Following the COVID-19 crisis, the Kenyan government has implemented drastic measures to protect citizens at risk and limit the economic consequences of the pandemic. Stimulus and safety net packages have been allocated, intended to reach citizens and businesses in need. The government continues to plan and allocate significant resources to fund COVID-19 response and recovery. Against this backdrop, there is mounting evidence that the health emergency and subsequent rapid responses have created opportunities for violations of the principles of public finance management, seriously weakening the effectiveness of government action.

In addition, as the government transitions from addressing the immediate crisis to focusing on economic recovery, these challenges may continue to rise and undermine recovery efforts. It is therefore imperative that fundamental safeguards of public integrity, transparency and public accountability are not weakened or disregarded in both the immediate response as well as the longer-term recovery from COVID-19. It is in this light that Hivos and the Institute of Economic Affairs are implementing the “Enhancing Transparency in Public Finance Management in response to the COVID-19 crisis” project in Kenya.

Overall Objective and scope of the consultancy

The purpose of this objective is to conduct a national baseline survey across the 47 Counties and its dissemination in six (6) regional blocs.
The national level research study will establish on-going efforts, need, existing barriers and gaps in publishing and monitoring of COVID-19 related funds allocations and utilization and how this impacts transparent and efficient use of public resources and access to services by citizens. The research will include mapping, assessment and prioritization of counties where the action will be implemented. The selection will be based on a typology that includes the following:

- Counties with highest funds allocated for COVID-19
- Counties with lowest budget allocation
- Highest expenditure counties
- Level of corruption and mismanagement of COVID-19 funds
- Commitment to open data, open contracting approaches

Based on the final baseline report findings, the consultant and Hivos will convene six (6) dissemination meetings to engage counties on the findings specifically, on specific ways to improve COVID-19 transparency. The dissemination meetings will be structured to follow the 6 regional blocs namely; Frontier Counties Development Council (FCDC), North Rift Economic Bloc (NOREB), Lake Region Economic Bloc (LREB), Jumuia ya Kaunti za Pwani, South Eastern Kenya Economic Bloc an the Mt. Kenya and Aberdares Region Economic Bloc. The dissemination meetings will be conducted through online platforms (webinars) bringing together a total of 96 participants based on the membership per bloc.

**Expected Results**

This is a short-term consultancy and will involve primary and secondary research as well as dissemination alongside relevant contractual obligations. The consultancy is expected to achieve the following results:

i) Baseline Report on the current state of Covid-19 related initiatives, funds allocations, utilization and oversight produced and submitted to Hivos with a set of strategies and recommendations for action as per contractual terms.

ii) Report findings on specific ways to improve COVID-19 transparency disseminated and reports of dissemination meetings produced.

**Desired Qualifications and skills**

Interested consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the services. Proposed Criteria for shortlisting is as below;

1. Demonstrated knowledge of the Kenya’s laws particularly Public Finance Management Act, Public procurement and Disposal of Assets Act, Access to Information laws and devolved governance system.

2. Demonstrated experience working on transparency, public participation and accountability issues in public finance management sector.
3. Demonstrated experience in advancing Open Contracting and the broader Open Governance agenda is an added advantage.

4. Experience in practical use of ICT platforms will be mandatory.

5. Demonstrated experience in undertaking similar research tasks with successful track record (atleast 1 relevant sample must be submitted).

6. Qualification and Experience of key professionals in the consultancy.

7. Excellent written and oral communication skills in English.

8. Ability to work independently and respond in a timely and professional manner.

**Reporting and Institutional Arrangements**

The Consultant will report to Hivos and line managed by the responsible Project Manager. A final report will be submitted in soft and hard copies at the completion of the assignment.

Interested Consultants are invited to submit an application with the following information:

- CV and cover letter detailing interest in the assignment
- Work plan for undertaking the assignment
- Financial cost proposal
- One (1) written sample of previous Research studies with direct attribution

Please submit the information to eastafricajobs@hivos.org by 5pm (EAT) 5th May 2020.