



The Kenya Alliance of Resident Associations

Terms of Reference (ToR)

Consultancy for Rapid Baseline Survey for the Protection of The Civic Space in Digital Era Project.

A. General Information

Organization: The Kenya Alliance of Resident Associations (KARA)

Duration of Assignment: 30 days

B. Background and Project Information

Background and Context

The Kenya Alliance of Resident Associations (KARA) is a national network of Neighborhood and Resident Associations (NRAs) working in more than 2000 neighborhoods across the 47 counties in Kenya championing for access to sustainable and quality public services, security and good governance. Over the past 20 years, KARA has implemented several projects aimed at strengthening citizens' voice, capacity and participation in service delivery agenda. KARA has established itself and contributed effectively in attainment of better service delivery through: Effective and evidence-based policy advocacy, formulation and influence; Capacity building for Resident Associations, community leaders & relevant state officers; Supporting public & community mobilization, awareness, networking & direct engagement with the Government; Facilitating formation and better coordination of Resident Associations across Kenya; Research & Innovation; and Carrying out Mediation and Arbitration for dispute resolutions.

Today, Human Rights and Civic Space continue to be under threat in Kenya, despite the Country having a progressive constitution (complete with a bill of rights) promulgated in 2010, and the establishment of institutional structures such as the Kenya National Commission on Human Rights (KNCHR). In as much as the Constitution of Kenya is recognized as one of the most progressive constitutions in promoting the respect for human rights, the implementation of these rights depends largely on the work of local CSOs, Neighborhood and Resident Associations (NRAs) and Human Rights Defenders (HRDs).

The push for the implementation of policies, practices and frameworks that advance human rights including digital rights are being frustrated by shrinkage of civic space, with more activists, CSOs, NRAs and HRDs facing various threats and attacks. And increasingly, much of the threats and attacks faced by CSOs, NRAs and HRDs are in digital nature. Tactics used to shrink civic space include using laws on hate speech and defamation to prosecute critical voices and dissidents, cyber bullying and harassment, arrests and intimidation during outreach activities, banning of protests, and interruption of internet services to prevent citizens from mobilizing and sharing information online.

It is in this context that KARA with the support from UNDP AmkeniWa Kenya is implementing a project on protection of civic space in the digital era through research, advocacy, capacity development and civic education in the counties of Kilifi, Kwale, Kitui & Turkana for the realization of SDGs in Kenya. The Overall Objective of the Project is to provide an enabling environment for increased opportunities for

digital space protection for the realization of SDGs. The Specific Objectives are: (i) To strengthen the technical capacity of HRDs/CSOs and government authorities to protect civic space in the digital era; (ii) To increase awareness and public dialogue on human rights and digital rights among communities; (iii) To improve coordination and evidence informed advocacy work of protecting the digital space by HRDs and CSOs at local, county and national level. KARA therefore wishes to hire the services of a qualified consultant to carry out a rapid baseline assessment of the existing structures and gaps in addressing Digital Rights and the knowledge, attitude and practice (KAP) survey of the target group on Digital Rights and Digital Space Protection.

C. Rapid Baseline Survey.

(i) Overall Objective (s)

The overall objective of the proposed assignment is to carry out a rapid baseline assessment of the existing policies, structures, tools and gaps in addressing Digital Rights and the knowledge, attitude and practice (KAP) survey of the target group on Digital Rights and Digital Space Protection. Specifically, the consultant will be expected to;

(ii) Specific Objectives

- Assess the level of awareness on digital space related issues amongst the target group
- Outline existing structural mechanisms that support digital space protection both at national and in target counties
- Outline structural and systemic challenges limiting effective implementation of digital protection laws and policies both at national and in target counties
- Identify the levels of inclusion of HRDs in decision making around addressing digital rights issues
- Identify strategies for Digital space protection that can be employed by the HRDs and other stakeholders
- Map out active HRDs groups and determine their capacities to carry out advocacy on digital space protection.
- Establish Baseline information on the project's logical framework indicators against which the progress of the project in achieving its outcome and impact can be measured and monitored

The baseline information will enable KARA identify the exact conditions existing at the start of the project interventions and enable the organization measure the degree and quality of change during project implementation

(iii) Scope of Work

Detailed Specifications for the services and tasks/deliverables being requested under this engagement include:

- Development of relevant study design and data collection instruments.
- Conducting desk review of existing information as per the objectives outlined above.
- Provide an inception report, which should espouse the consultant's understanding of the TORs, and methodology.
- Preparing a draft and final report on study findings and providing recommendations on emerging programming interventions and policy advocacy opportunities.
- Final report must be formatted ready for publication (in a printable final version approx. 20-30 pages).

D. Expected Results and Deliverables

The following deliverables are expected from the consultant:

- Inception report, detailing the baseline survey design, sampling methodology and framework, survey tools, and agreed-upon budget and work plan.
- Draft baseline report that will contain the following elements: ((i) Table of contents, (ii) Executive Summary, (iii) Objectives of the baseline, Methodology, and any challenges encountered in the field, (iv) A presentation of the findings and the analysis, (v) Conclusions, (vi) Recommendations with clear guidelines on how they can be implemented, (vii) Report Annexes:
- Copies of original and cleaned data sets (with a codebook for both quantitative and qualitative data), including original field notes for KIIs and FGDs, as well as recorded audio material, if available, should be submitted with the draft report.
- Hard and Digital Copies of Signed Consent provided by respondents.
- PowerPoint presentation highlighting key findings from the baseline, presented at a feedback meeting to be held after completing the draft report.
- Final baseline Survey Report – submitted as one digital copy and 2 bound and signed hardcopies submitted to KARA by the agreed submission deadline.

E. Working Arrangements and Reporting

The consultancy will be conducted in 30 working days, starting from March 2023 to April 2023. However, the consultant shall remain available for any contribution until an acceptable Close out Report is submitted. The consultant shall work in close collaboration with the KARA Project Manager and Project Team. A weekly virtual or face-to-face meeting will be organized by the consultant in order to present the updates on the progress and discuss the key issues. Necessary correspondences to the consultant will also be provided through the KARA Project Team.

F. Required/Preferred Experience and Skills of the Consultant(s)

Education

The Consultant should have one of the following education profiles:

- (i) A Postgraduate or other advanced university degree in law or social sciences or any other relevant domain.
- (ii) At least 5 years of professional experience in conducting social science research
- (iii) Experience of working and collaborating with stakeholders including governments; civil society and communities in focus counties,
- (iv) Experience of working with CSOs and HRDs
- (v) Demonstrated ability of analytical and report drafting work;
- (vi) Excellent written and spoken English
- (vii) Ability to manage a demanding workload and to adhere to fixed timelines
- (viii) Adherence to KARA policy, code of conduct and safeguarding measures to protect vulnerable children and adults which apply to all contractors.

G. Remuneration

Remuneration will be calculated based on qualification and experience and will be paid on a 40%- 40% - 20% Modality as per each sub-assignment in the contract. This will be broken down as follows:

Instalment Period	Deliverable	% of payment
1st Instalment	Approved inception Report	40%

2nd Installment	Draft Report / Validation Meeting	40%
3rd Installment	Approved Final Report plus all attachments/Dissemination Workshop	20%

Note that all payment will be made via Cheques/ Direct Bank Transfers upon approval of all deliverables by relevant authority within KARA

H. Submission of Application

Interested applicants who meet the required profile are invited to submit an expression of interest and applications will be evaluated on the basis of the following criteria:

- A suitability statement including CV of participating consultant(s) with details of qualifications, skills, and experience.
- A technical proposal that summarizes understanding of the TOR, methodology, and tools to be used.
- Work-plan indicating the activity schedule.
- Financial proposal providing cost estimates and consultancy fees. The financial proposal should consider the responsibilities of the consultant to executing the assignment (all-inclusive) and all related budgets.
- An example of similar pieces of work completed recently and contacts of three organizations that have recently contracted you to carry out a similar assignment.

Please send your complete application by email to **procurement@kara.or.ke** not later **10th March-2023**. The subject of the email should read: **Rapid Baseline Survey for the Protection of The Civic Space in Digital Era Project**: