



1. GENERAL INFORMATION

Title of Consultancy:	Consultancy for Conducting Capacity Needs Assessment and Training for Resident Associations to Support the Deployment of Alternative Justice System in Solid Waste Management Subsector
Assignment Duration:	20 days.
Supervisor:	Programmes Manager
Closing Date:	17th May 2021.

2. PROJECT BACKGROUND

2.1 About KARA

The Kenya Alliance of Resident Associations (KARA) is the umbrella body representing the voice and proactive action of Resident Associations on consumers and taxpayers' rights countrywide. The Alliance was registered in September 2000, (under the Societies Act Cap. 108, section 10), as an apex body wholly mandated to facilitate formation of resident's association and coordinate their activities with a view to tackling service delivery challenges in a structurally unified voice. KARA is keen on enhancing access to public service delivery through continuous advocacy especially on good governance and public accountability; effective information, education and communication on the rights, roles and responsibilities of the public in service delivery agenda

KARA is currently implementing a project on enhancing access to environmental justice in the solid waste management sub sector through Alternative Justice Systems (AJS) in Nairobi County with the support from UNDP (AmkeniWakenyaProgramme). AmkeniWakenya is supported by the EU under PLEAD Programme to provide support to CSOs providing legal aid services; enhancing community awareness of legal aid schemes and strengthening alternative dispute resolution (ADR), working with alternative justice systems (AJS) and community paralegal systems. The support for KARA under this programme by Amkeni seeks to enhance advocacy for the accelerated delivery of legal aid and access to formal and informal justice systems for special interest groups (marginalized youth and women, prisoners, persons with disabilities, persons living with HIV (PLHIV), vulnerable children, the aged, refugees and marginalized minorities.

2.2 Project Implementation Context

The population of Nairobi has been increasing rapidly at 4% per annum and is projected to be 5 million by 2025 (Urban Ark and APHRC 2017). The increase in the number of residents in the city coupled with economic growth has led to increased solid waste generation. Nairobi County generates over 2,400 tons of garbage per day and it is projected to reach 3,200 tons per day by year 2022 (Nairobi County Integrated Development Plan, 2018-2022). Over 70% of the waste generated in Nairobi is from residential areas (domestic waste). The solid waste collection and disposal in Nairobi has been characterized by general inefficient, unfavorable and inadequate organizational set-up. Less than 60% of generated waste ends up at the final disposal point. Approximately 10% of generated waste is recycled with the rest ending up inappropriately disposed of in rivers, open landfills or dumpsites that are mostly located in close vicinity of residential areas.

The inability of the Nairobi County to provide infrastructure services for the waste disposal to match

the rapidly growing population, commercial and industrial demand has led to problems such as poor solid waste management along with actors whose activities are poorly controlled and regulated. The situation has consequently led to increased conflicts among the actors in the solid waste management sector (Resident Associations, Waste Pickers, Environmental Defenders and the Government Agencies in charge of environment)

Within Nairobi County, almost 75% of informal waste pickers in the residential places are women and youth. Unfortunately, strategies to formally integrate these waste pickers into the waste management system and manage constant emerging conflicts between the waste pickers themselves and the resident associations on waste collection and disposal are lacking, further fueling their exclusion in the waste governance and policy processes in Kenya. There is documented evidence of the waste pickers being harassed, intimidated, attacked and arbitrarily arrested due to disputes and also cases where they engage in criminal activities and illegal dumping of waste

2.3 Project Description

The proposed project focuses on increasing access to environmental justice in the solid waste management sub sector through Alternative Justice Systems (AJS) in Nairobi County. The project is a response to the need for inexpensive, alternative means of resolving disputes within the solid waste management subsector in Nairobi County. Key players in the subsector include youth waste pickers, Resident Associations (RA) members, local authorities, environmental ombudsman among others.

In order to achieve the project goal, the project will work towards strengthening the community level structures (The local Resident Associations) to sustainably deliver AJS services at the local level by supporting and strengthening the skills of the RAs' Executive Committee Members (ECM) and engaging with local authorities (County government officials) on matters pertaining to AJS in the solid waste management sub sector. KARA, in partnership with LSK, will train Executive Committee Members (ECM) of the RAs on AJS. The project will also sensitize waste pickers (formal and informal) and environmental justice defenders working in the targeted project areas in Nairobi County on the recently launched AJS policy

Additionally, Community led advocacy for sustainable Partnership, Coordination and Linkages will be created for improved environment which will be key in enhancing access to justice through AJS and for the project sustainability. Community awareness campaigns through sensitization meetings will also be organized at the residential level in partnership with county government department of environment and NEMA officials. This awareness campaigns will target the members of the Resident Associations

2.3.1 Project Goal and Outcomes

Project Goal

To increase access to environmental justice in the solid waste management sub sector through AJS in Nairobi County

Project Outcomes

Outcome 1: Actors (Resident Associations, Informal and formal waste workers, environmental ombudsman, County government Department of environment) in the Solid Waste management subsector are empowered to utilize the AJS in dispute resolution

Outcome 2: Coordination and Resolution of Solid Waste Management Disputes and Complaints through AJS is improved in Nairobi County

Key Project Intervention Strategies:(i) Capacity Development; (ii) Research and Policy Advocacy; (iii) Linkages, Networking and Partnership Building; (iv) Digital Service Request to Improve Service, Voice, and Accountability; and (v) Monitoring, Evaluation, Reflection, Learning and Documentation

3. THE BASELINE STUDY

3.1 Purpose and Objectives

KARA seeks the services of a consultant to conduct Capacity Needs Assessment targeting Resident Associations Committee Members, develop the curriculum, facilitators guide and participants guide; and facilitate Training of Trainers (TOT) workshop for select Executive Management Committee members of the Resident Associations to enable them understand both the content and teaching methodology; and equip them with knowledge and facilitation skills to ensure that they are able to effectively deliver the content to their counterparts in implementing the AJS in the waste management Subsector

3.2 Scope of Work

The Consultant is required to:

- I. Develop tools and methodology for the Capacity Needs Assessment, Conduct the Needs Assessment; Disseminate the findings to the relevant stakeholders and Produce Needs Assessment report
- II. Design and develop the Training Manuals/Tools, facilitators guide and participants guide:
- III. Facilitate Training of Trainers (TOT) programme for select Executive Management Committee members of the Resident Associations to enable them understand both the content and teaching methodology and produce Training Report

3.3 Methodology

The consultant should propose and design the most appropriate methodology relevant to the assignment. The approach must integrate COVID-19 safety measures as per the MOH/GOK guidelines.

A mixed method approach to collect both qualitative and quantitative data, analyze the data to identify training gaps and prepare report; develop the Training manuals, facilitators guide and participants guide; organize stakeholders validation session; and facilitate a TOT workshop will be preferred

3.4 Deliverables

The following deliverables are expected of the consultancy:

- Inception Report
- Draft and Final Capacity Needs Assessment Report
- Draft Training Curriculum/Manuals/Tools, Facilitators Guide and Participants Guide;
- A Trainer of Trainers (ToT) program
- Training Report

3.5 Timeframe

The consultancy will take twenty (20 working days) taking into consideration all the measures provided by the government in controlling the Covid 19 pandemic.

The consultant is expected to adhere to the provided timelines so that the generated information and data can be used by KARA in programming

4. MANAGEMENT OF THE CONSULTANCY AND REPORTING

The consultant will work closely with the Programmes Manager, Monitoring & Evaluation Officer and Programme Officer at KARA to ensure quality and timely delivery on the expected deliverables. The following are deadlines for submission of key deliverables:

Report	Format	Due Date
An inception plan clearly indicating activities, timelines and delivery plan	Soft copy in PDF /MS Word	Within 3 days of commencement
Draft Training Needs Assessment Report; Draft curriculum, facilitators guide and participants guide Draft Training of Trainers (ToTs) Report	Soft copy in editable format	
Final Training Needs Assessment Report; Final curriculum, facilitators guide and participants guide Final Training of Trainers (ToTs) Report	Soft copy in editable format and PDF	5 days after submission of draft report
Approved Final Training Needs Assessment Report; Approved Final curriculum, facilitators guide and participants guide Approved Final Training of Trainers (ToTs) Report	3 Hard copies and Soft copy in editable format and PDFs	2 days after submission of final report

5. BUDGET

The consultant will provide a quote for consultancy fee only broken into specific budget line items and number of days. The specific line items include

- Participation in inception meeting and develop assessment design/inception reports
- Develop data collection tools and facilitate training of data collection team
- Coordinate, support and supervise data collection and ensure data quality.
- Conduct data analysis and development of the Capacity Assessment Report
- Development of Training Curriculum/Manuals
- Develop and share the final Reports

The consultant should submit the total budget in the proposal with detail breakdown including applicable government taxes

6. REQUIRED QUALIFICATION

This consultancy is open to an individual consultant or a firm. The lead consultant must possess a minimum of the following qualifications;

- At least a degree in the fields of Social Sciences, Statistics, Demography, Research Methodologies, Development Studies and any other related fields.
- Experience and expertise in conducting needs assessments, managing teams and delivering agreed outputs on time and within budget;
- Experience in developing training Manuals/Tools and Conducting Trainings
- Knowledge of community mobilization and development.
- Experience in data analysis, presentation methods and report writing.
- Knowledge and experience in research and participatory methodologies and approaches such as PRA, situational and problem analysis.

7. SELECTION CRITERIA

Assessment of proposals submitted will be on the Quality and Cost Based Selection as per the criteria as listed below.

7.1 Technical evaluation

Technical evaluation will be on a point - system out of a maximum 50. Only proposals that score at least 30 points at this stage of evaluation will proceed to the next stage. Scores will be awarded as per below matrix:

NO	Description	Maximum Score
	General Technical Approach	
1	Experience relevant to this assessment request	10
2	Qualification of Lead Consultants	5
3	Experience in online data collection platforms	5
4	Evidence of ability to develop an effective assessment methodology	10
5	Experience and expertise in Research and data Analysis	10
6	Evidence of meeting specific requirements in the ToR	10
	TOTAL SCORE	50

7.2 Financial Evaluation

All substantially responsive proposals that score 30 points or more from the Technical submission evaluation shall have their financial proposals opened and evaluated.

NB: Please note that the Financial Proposal **MUST** be submitted separately from Technical Proposals. Applications with both technical and financial proposals as one document will not be considered

8. PAYMENT SCHEDULE

Installment Period	Deliverable	% of payment
1 st Installment	Approved inception Report	50%
2 nd Installment	Draft Report and Approved Final report plus all attachments	50%

APPLICATION PROCESS

To apply the consultant(s) should submit an Expression of Interest of not more than 15 pages excluding the attachments/annexes. This should contain:

- The consultant's understanding of the TOR;
- How the consultant(s) will undertake the Capacity Needs Assessment
- How the consultant(s) meet the requirements of the Assessment;
- Proposed technical work plan
- Financial proposal quoted in Kenya Shillings for the whole assignment (Submitted Separately)
- CVs of the lead consultant and any other personnel to be involved in the assignment (Submitted Separately as attachments/annexes)

Interested candidates should submit their Expression of Interest through:
procurement@kara.or.ke

Applications must be received on or before **Monday, May 17th 2021**.