



CALL FOR CONSULTANCY TO

- a) Develop an Open Contracting Monitoring Tool;
- b) Conduct a One Day Training for Members of County Assembly and Representatives from Youth Serving Organisations on Open Contracting;
- c) Undertake an Assessment of Open Contracting in the Administration of Covid 19 Funds.

Reference Number: YAA/CEO/05/11-08-2020

Date: 17th August 2020

Deadline: 24th August 2020

About Youth Agenda (YAA)

The Youth Agenda (YAA) is an independent, national, non-profit and non-partisan youth led and youth serving organization that is duly registered with the Government of Kenya. It was founded in 1996 and has been a leading advocate for young people by developing their capacity to take charge of the affairs in their counties through leadership trainings and capacity building, knowledge generation and dissemination as well as facilitating platforms for them to engage in governance, decision making and development processes.

Background

With the support of UNDP Kenya, Youth Agenda is implementing a project dubbed 'WAJIBIKA' that seeks to is to promote: prudent use of public resources, compliance with the Public Finance Management legal frameworks and promote transparency in the administration of the Covid 19 response funds in Nairobi County. The expected project results include:

1. Improved access to information on Covid 19 response and County procurement
2. Improved accountability in administration of the Covid 19 response funds.
3. Adherence to the Legal Frameworks on public expenditure as per PFM Act 2012.

Forming part of the project deliverables, Youth Agenda seeks to develop an Open Contracting Monitoring Tool; Equip Members of Nairobi County Assembly and representatives of Youth Serving Organisations operating in Nairobi County with Knowledge and skills on Open Contracting through a one day workshop; and Assess the level of Open Contracting in Nairobi City County with a focus on the administration of Covid Funds.

Call for Submission of Proposals and Scope of Work

The Youth Agenda calls for proposals from Consultancy Firms, Civil Society Organisations or Individuals with a strong background in Public Procure Monitoring and Open Contracting. The successful firm/organisation/individual is expected to undertake the exercise in a period of 7 days starting 31st of August 2020. The Consultant is expected to develop an Open Contracting Monitoring Tool; Conduct a one day training for Members of Nairobi County Assembly and representatives of Youth Serving Organisations operating and provide technical support to Youth to assess the level of Open Contracting in Nairobi City County with a focus on the administration of Covid Funds.

Expected Outputs from the Consultant

Based on the scope of the exercise, Youth Agenda expects the following outputs:

1. Consultancy Inception Report
2. Open Contracting Monitoring Tool
3. Training for Members of Nairobi County Assembly and Representatives of Youth Serving Organisations
4. Status Report on Open Contracting in Nairobi County
5. End of Consultancy Report

Interested Candidates should have:

1. At least 5 years practical experience in Public Procurement Monitoring and Open Contracting especially within a non-profit context;
2. At least five years' experience in decentralization/devolution of service delivery
3. At least five years' knowledge of latest methods of Open Contracting and technological applications;
4. Experience in donor funded assignments;
5. Demonstrated experience in human rights; specific expertise on youth issues, and governance would be an asset;
6. Experience of writing similar publications, as well as monitoring and documenting and knowledge of Open Contracting methodologies;
7. Should be knowledgeable on the current state of affairs in the area of audit;
8. Proven report – writing skills in English;
9. Candidates must be fluent in spoken and written English and Kiswahili

How to apply:

Send a proposal with the following:

1. Proposed methodology.
2. Budget document in a separate document.
3. Professional profile with relevant information.
4. If working in a team provide profiles for proposed team members.
5. Personal/institutional motivational statement on suitability for the project.
6. Statement of availability during the time period.
7. Recent, relevant three references and proof of work undertaken.

Key documents to attach.

1. Valid tax compliance certificate.
2. National Identity/ passport copy.
3. Academic certificates

To apply

Email proposal containing all the information requested to: recruitment@youthagenda.org
cc info@youthagenda.org

The Application must reach us by latest **5 pm on Friday 24th August, 2020**. Due to the high number of applications anticipated, **ONLY** the shortlisted will be contacted.

