



## TERMS OF REFERENCE (TOR): PARTNERSHIPS, RESOURCE MOBILIZATION, MONITORING, EVALUATION AND REPORTING TRAINING FOR MEMBERS OF KADANA.

**Reporting to:** Senior Program Officer Protection and Social Cohesion.

**Location:** A central location to be procured for participants from Dadaab, Kakuma and Nairobi.

**Budget Line:** 6301-09-4823-151-6050-4136

### **Background and Introduction**

The LWF Kenya-Somalia program was founded by the Lutheran World Federation (LWF). This global communion seeks to put our faith into action by serving those in need and advocating for a more just, peaceful, and reconciled world. LWF has worked in Kakuma Refugee Camp since 1992, in Dadaab since 2008, and in Somalia since 2017. Lutheran World Federation is a faith-based organization that has been present in Northwest Kenya in the Kakuma Refugee Camp since the camp was established in 1992. In Turkana West district, the program has been implementing host community projects since December 1999. In 2008, the UNHCR invited the organization to start operations in Dadaab Refugee Camps. In 2017, the program opened an office in Kismayu, Somalia, responding to the drought and supporting Internally Displaced local populations and Somali refugees returning home. The program assists refugees, displaced persons, and host communities impacted by and interacting with refugees.

LWF Kenya Somalia works in refugee camps in Kenya (Dadaab, Kakuma). We work in Turkana County in Kenya and Kismayo Town in Somalia. Our assistance mainly focuses on Education, Child Protection, Community Services, Sustainable Livelihoods, Community Peace, and Persons with Specific Needs. LWF supports Kakuma, Dadaab, and Nairobi (KADANA), a refugee-led network, enabling the members to support the communities on issues related to human rights and day-to-day experiences of the lives of the refugees in the camps and in urban context. The vision of KADANA is safeguarding of human rights and socio-economic development of the refugees and asylum seekers. The mission is to advocate for human rights and socio-economic inclusion of refugees in national plans, systems and policies. To achieve these, KADANA operates under the following six pillars:

- a. Inclusive advocacy.
- b. Environmental and climate change.
- c. Access to services for asylum seekers and durable solutions.
- d. Mental health and psychosocial support.
- e. Peace building and conflict management.
- f. Institutional strengthening.

In its desire to enhance and drive the sustainability agenda of KADANA, LWF is sourcing a consultant who can train the participants on resource mobilization, documentation and reporting and the monitoring and evaluation of human rights activities in the three locations.

### **Objectives**

The objective of the consultancy is to:

- a. Enhance the capacity of members of KADANA to be able to undertake resource mobilization activities for the CBOs.

- b. Enable the participants to appreciate where to concentrate their efforts while mobilizing resources for human rights activities.
- c. Basic reporting guideline – narrative and financial
- d. Trainees develop the competence to undertake M&E processes in their locations with a bias to human rights issues and reporting.

**1. partnerships and Resource mobilization:** To supports better understanding and building the capacity of the trainees on resource mobilization. Enable them to manage and measure interventions with a focus on the results on human rights engagements in their locations and the entire country.

**2. M&E and the project cycle:** To provide participants with skills to design project tools and methodologies to measure, monitor, and report project success.

**3. M&E standards and ethics:** To provide participants with skills in conducting monitoring and evaluation which adheres to Core humanitarian standards and ensures that dignity of human rights and do no harm principle is observed during planning and implementation of the project

#### **Scope of work.**

The consultant is expected to provide the services with the highest standards of professional and ethical competence and integrity. The consultant is required to fulfill the following functions if engaged:

- I. Develop training objectives, methodology, and contents in tandem with the subject/topic of the consultancy.
- II. Assess and gather information on the level of the capacity needs of the participants in partnerships, resource mobilization and monitoring and evaluation.
- III. Prepare training materials.
- IV. Lead training using effective methodology with practical and participatory exercises.
- V. Conduct Post evaluation training assessment.
- VI. Develop an overall training report.

The consultant will have to pitch the training at the level of participants who might not be of homogenous experience and background in partnerships, resource mobilization and monitoring and evaluation and reporting.

#### **Deliverables:**

##### **The consultant will provide;**

- I. A training plan with details of the methodology and timelines associated with the consultancy.
- II. Training Plan, which describes the contents of the course for the five days, the format, detailed schedule, learning materials, and outline of the planned training.
- III. Conduct the training as highlighted above.
- IV. Lead the participants in submitting at least one (1) concept note/proposal.
- V. Training report that highlights key recommendations for future areas and takeaways, participant training assessments.

### Duration of Training and Participants

The training will be held in one central location for all the participants from the three different locations- Kakuma, Dadaab and Nairobi. LWF will be responsible for identifying the participants, procure the venue, transport and accommodation and meals for the participants.

*The deliverables of the assignment shall be provided within eight (8) days after the countersignature of the contract as shown in Table*

Deliverables	working days					
	1	1	1	3	1	1
1. Develop training objectives, methodology, and content.						
2. Pre-training assessment						
3. Prepare training materials						
4. conduct the training						
5. Post-training assessment						
6. Develop an overall training report.						

### Qualifications of consultant and experience required

The consultant is required to have the following qualifications and experience:

- i. Masters’ degree in Monitoring and Evaluation, development research, Project/ program, Administration & Management.
- ii. Knowledge and experience in designing partnerships, resource mobilization and implementing M&E systems, conducting evaluations, and results-based management.
- iii. Should have some knowledge of human rights and how it can be infused in CBO programming.
- iv. At least five (5) years of experience in the area of expertise of the assignment especially conducting similar training to development or humanitarian organizations or CBOs.
- v. Previous training experience in humanitarian project/program management, or related field.
- vi. Demonstrated experience in training of members of CBOs using effective methodologies.
- vii. Fluent in spoken and written English and Kiswahili.

### Submission:

The consultancy proposals shall be sent to; [procurement.nairobi@lutheranworld.org](mailto:procurement.nairobi@lutheranworld.org) copied to [procurementfollowup.nairobi@lutheranworld.org](mailto:procurementfollowup.nairobi@lutheranworld.org) The subject line reading “RFP 5934-CONSULTANCY SERVICES FOR TRAINING ON PARTNERSHIPS, RESOURCE MOBILIZATION, MONITORING EVALUATION & REPORTING”. The deadline for application submission is Wednesday 20<sup>th</sup> February 2024 by 5:00pm.