

TERMS OF REFERENCE

Baseline on the status of youth participation in governance and their responsiveness to youth priorities

Position: Research Consultant

Terms: Temporary (Approximately 30 days)

Availability: April 2023

1.0 Introduction

1.1 Contextual Analysis

The 2010 constitution guaranteed public participation in governance both at the national and county level. Whether it is policy making by the executive or making of laws by legislation the public is given the opportunity to share their opinions on matters that affect them directly. Whereas public participation has been taking place, many young people have not been involved yet they make up 75% of the population according to the 2019 census. This has meant that their needs are not met by the governments.

The three key issues that have been seen to hinder meaningful youth engagement are;

- a) Lack of knowledge and limited information, ignorance or non-compliance to the frameworks for youth inclusion by state and non-state actors
- b) Lack of robust frameworks of engagement, within counties, through which youth can articulate their grievances
- c) Marginalization and stereotyping of youth by those in authority

1.2 Overview of the Defend Record Yako Project

The **Defend Record Yako** project seeks to respond to some of the challenges and gaps highlighted in the preceding section. The project is a 3 year initiative targeting young people and women in Kakamega, through existing organized community-based groups. The project intends to work with County authorities (both the Executive and Assembly wings), especially the relevant departments responsible for public participation.

Kakamega county was selected because it covers a large geographical area with 12 sub-counties and 60 wards. The County has a Public Participation Act. However, over the last five years, their approved budget estimate is on the decline (2020-2021: Ksh 1m, 2021-2022: Ksh 480k, 2022-2023: 840k, and 2023-2024: 882k). With limited



monies allocated for civic education in the budget, the amount allocated cannot support public participation

ORGANISATIONAL BACKGROUND

Siasa Place is a youth NGO established in 2015, that aims to create an enabling environment for youth mainstreaming into our body politic. SP has remained focused and guided by its three pillars; people, policy formulation and public participation. The strategic plan of the organization is focused on meaningful youth engagement and involvement in civic processes, additionally utilizing digital platforms to share information through unconventional methods that target the majority populace.

Project Outcomes

There are two outcomes, as outlined below;

OUTCOME 1: Strengthened Youth Groups capacities on use of existing platforms for enhanced Interactions and magnified youth voices

OUTCOME 2: Created youth-friendly avenues for participation and cooperation in advocacy and governance issues

1.3 Call-Out

With the above at play, Siasa Place seeks a qualified and experienced consultant to conduct a baseline evaluation of the DRY project, in Kakamega County towards understanding the current prevailing situation, giving insights in how best to design the intended interventions, and strengthening the project's results framework.

2.0 Purpose, Objectives and Scope of the Assignment

The **purpose of the consultancy** is to establish comprehensive baseline information on the ward based youth groups that are working in Kakamega county and how they are organized, youth participation in governance processes in Kakamega county and how the county government structures respond to the youth. The generated information will be critical in keeping track of the progress made during the life of the project in the next 3 years. Additionally, this consultancy will provide an insight into the existing capacity gaps amongst the youth and the county systems they operate in, therefore guide the project team in tailor-making interventions.

The **overall objective** of the consultancy is to establish baseline data, guided by the indicators in the log-frame, as the basis for designing interventions and evaluating the outcomes amongst the target institutions and individuals.

The specific objectives of the consultancy are to:

- a) Establish the general status of youth participation in governance and the extent to which existing governance structures are responsive to youth needs
- b) Conduct an assessment of the legal framework in Kakamega county that facilitates or constrains inclusive youth participation in Kakamega county.
- c) Establish the status of ward-based youth participation in governance and the extent to which existing governance structures are responsive to gender needs of the youth and recommend capacity and strategies for remedies.
- d) Establish the extent to which social media is integrated in governance and recommend strategies for improvement
- e) Establish the extent to which government and youth activities are responsive to climate

The **Scope of Work** under this consultancy includes the following;

- i. Review the DRY – Project proposal and Outcome Journal, to deepen understanding of the intended interventions and suggest possible adjustments, if at all.
- ii. Conduct an extensive review of all relevant literature (secondary data) related to youth and governance in Kakamega county specifically, and Kenya generally.
- iii. Develop an Inception Report with a clear methodology and data collection tools.
- iv. Proceed to the field (in Kakamega county) to collect the required primary data through interviews and consultations with all the sampled stakeholders in the youth governance space.
- v. Analyze the data, develop the baseline survey report addressing all the key data points and a commentary on the appropriateness (measurability) of the indicators in the outcome journal, and submit the draft to Siasa Place for review.

3.0 Deliverables

These include the following:

- a) An Inception Report, outlining the consultant’s methodological approach to this assignment, and a proposed work-plan.

- b) A set of comprehensive data collection tools that will be used to generate the baseline data. These tools ought to capture both qualitative and quantitative data.
- c) Final baseline survey report, which shall follow a draft submitted for approval to the project team.
- d) A commentary on the Outcome Journal on the appropriateness of the indicators, with suggestions on adjustments on some indicators, if at all.

The draft report that will emanate from this exercise shall be submitted in soft copy, to the Contracting Agency for review, within two weeks of completing the field work phase. Further, the consultant will submit the final report, within one week after receiving feedback from the Project Consortium Members. Approval of the final report shall be done by the Executive Director, Siasa Place.

4.0 Proposed Methodology

It is recommended that the successful candidate shall ensure the consultancy is conducted in a consultative and participatory manner that is both complexity-aware and context-sensitive.

The consultant should consider the use of a Mixed Methods Approach through primary and secondary data collection methods, which will yield both qualitative and quantitative data.

The data collection tools ought to be designed in a manner that corresponds to the sourcing for data for all the indicators in the project log-frame. The collected data will have to be collated, analysed and interpreted in a coherent and systematic manner, using detailed data/information analysis method(s).

5.0 Time-frame

This consultancy will take approximately thirty (30) days, based on a reasonable 'Level of Effort' estimation. These days will be spread from the day of signing of the contract. The consultant is expected to share a **work-plan** that indicates how these days will fit into the three phases of the consultancy; Inception, Fieldwork and Post-Fieldwork phases. The proposed plan will be reviewed by the project team in consultation with the consultant, before roll-out.

The consultant will be expected to be in the field for about two weeks (14 days) days during the Fieldwork Phase. Other days will be spent away from the field in accordance with the proposed plan.

6.0 Profile of the Consultant

There are mandatory and desirable competencies of this;

Mandatory;

- Solid experience in mixed methods research including designing and conducting baseline surveys in youth and governance programmes.
- Extensive experience working in the youth governance sector, especially in capacity enhancement and advocacy programmes. Knowledge of and experience in working in the project county counties will be an added advantage.
- Knowledge and understanding of devolution and county government systems in Kenya.
- Proficiency in report writing skills in English language.
- A degree in any of the following field public policy, monitoring and evaluation, project management, political science or in a related field is an added advantage university.

7.0 Management of the Consultancy

The **Programme Manager, Siasa Place** shall be directly involved in the supervision and management of the consultant during the period of engagement.

During the fieldwork phase, the consultant shall work with designated county coordinators of the project consortium members to ensure meaningful engagement with the stakeholders and successful collection of data from the sampled institutions and individuals.

8.0 Terms and Conditions of Engagement

These include the following;

- The Contracting Agency (Siasa Place) will provide the consultant with the required information and support in setting up interviews with the identified respondents in the field.
- The Contracting Agency commits to provide 'Duty of Care' to the consultant during the Field/Data Collection Phase of the work in line with Siasa Place's policies and guidelines.

- Upon contracting, the consultant shall be responsible for settling his/her taxes, apart from the statutory deductions that will be affected by Siasa Place, as a result of engagement in this assignment.
- As part of the contracting process the consultants shall be expected to abide by all the policies of Siasa Place and CMD, *inter alia*, Child Protection, and Sexual Abuse.

9.0 Application Procedure

Interested applicants should send their applications addressed to the Programme Manager, Siasa Place, by Close of Business on **7th April 2023** via email to support@siasaplace.com.

Applications should include the following documents:

- a) **Cover letter (max 1 page)** outlining your suitability for this assignment
- b) **Technical proposal (max. 8 pages)**. The technical proposal **must** outline the following;
 - The consultants' understanding of the TORs
 - Proposed methodology
 - Proposed work-plan
 - Consultant's relevant experience in previous related assignments
- c) **Financial Proposal (max. 1 page)** outlining in Kenya Shillings, the consultant's proposed cost for undertaking the baseline survey. This should include both the professional and logistical costs.
- d) Attach a **SAMPLE** of a baseline survey report that you have conducted in the recent past.
- e) List of referees

Use The title of the advert as the tile of your email.