



TERMS OF REFERENCE FOR CONSULTANCY TO DEVELOP A FIVE-YEAR STRATEGIC PLAN FOR THE SOCIAL JUSTICE CENTERS WORKING GROUP (SJCWG) IN KENYA

Introduction

The Social Justice Centers Working Group (SJCWG) is partnering with Katiba Institute with support from the Royal Norwegian Embassy to develop its first Strategic Plan.

About Us

The Social Justice Center Working Group (SJCWG) was formed in 2018 to advocate for social justice and human rights in informal settlements and rural villages. SJCWG advocates and fights for the promotion of human rights in all spheres through documentation, monitoring, reporting of cases of human rights violations and holding community dialogues within their areas of advocacy.

The foundation of our movements is to establish spaces, known as Social Justice Centers, where communities can come and organize, collaborate, discuss and reflect on the human rights violations they endure to document them and campaign for change. Police violence and extrajudicial killings, sexual and gender-based violence, and economic and social rights - such as the rights to water and adequate housing – are all pressing rights issues voiced by communities in informal settlements.

Achievements

Today, SJCWG is a consortium of 41 social justice centers mainly based in the former provinces of Nairobi, Nyanza, Western, Coast and Rift Valley informal settlements. Most members of the SJCWG movements are young human rights defenders from informal settlements who promote social justice in their communities in response to the deep inequalities they face in access to water, sanitation, health, education and other basic services.

The centers are networked through the Social Justice Centers Working Group, which functions as the collective voice for the social justice movement and is comprised of two representatives from each center. Additionally, SJCWG convenes and acts as the secretariat for the Social Justice Centers in Kenya and the network brings together 3 Regional Social Justice Chapters from Nairobi, Mombasa and Western Kenya Chapters.

Justification

The Social Justice Center Working Group (SJCWG) prides itself as a grounded grassroots organization and believes that the proposed first Strategic Plan will enhance and sustain the much-needed visibility of the Social Justice Centers in the country beyond their communities, and strengthen the foothold and inclusion in our communities, donors, diplomatic community, National NGOs and civil society dialogues on governance and human rights issues in Kenya, regionally and globally.

SCOPE OF THE ASSIGNMENT

The purpose of this assignment is for a consultant to conduct background assessments and facilitate the development of a five-year strategic plan for Social Justice Center Working Group (SJCWG) for the 2021-2026 period. The scope and focus of the assignment is to provide technical, strategic and facilitation support to enable the development of SJCWG's strategic plan. After an initial document review, the consultant will develop an analysis framework and work plan to guide the assessment.

The consultant will conduct a thorough but focused assessment of SJCWG's strengths and weaknesses, as well as external opportunities and threats, with a view to identifying appropriate strategic options for the 2021-2026 operational period. The assessment will include review of relevant documents, in particular, SJCWG's vision, existing plans and key project documents, strategic plans of key partner agencies, donor organizations, and related domestic and international reports.

The consultant will also develop the following:

- 1) Online/offline survey for SJCWG members and stakeholders;
- 2) Conduct individual interviews with key informants; and
- 3) Anticipatorily facilitate in-depth focus group/facilitated discussions using web-based technologies and/or teleconferencing.

The use of participatory processes is expected. Critical reflection by members and stakeholders is integral to this strategic planning initiative. As such, the consultant will be expected to provide for meaningful engagement of SJCWG members, relevant government representatives and other stakeholders. It is expected that data will be analyzed using a rigorous and transparent analysis framework, summarized and presented to SJCWG to aid in prioritization of strategic directions.

ROLES AND RESPONSIBILITIES

SJCWG with support from Katiba Institute will be responsible for:

- Preparing the Terms of Reference
- Selecting, contracting and managing the Consultant
- Covering the costs of and managing communications and logistics associated with the assignment
- Actively engaging with the consultant during the assignment
- Identifying stakeholders and relevant documents as needed

The consultant will be responsible for:

- Preparation of a work plan
- Actively engaging with National Coordinators, Centers Conveners, Members of the Social Justice Centers, Social Justice Centres committees and other stakeholders (including possible travel to other counties) through the use of participatory processes
- Regular progress reporting to SJCWG
- Production of deliverables in accordance with the requirements and timeframes of the Terms of Reference.

DELIVERABLES

The consultant will provide the following deliverables:

1. Work plan
2. Tools for conducting interviews and group discussions
3. A Strategic Plan document including:
 - Executive summary
 - Background
 - Internal and External analysis
 - Strategic priorities
 - Metrics to assess progress made in the attainment of these strategic priorities
 - Costed Strategic Plan

DURATION AND LOCATION

The tasks under this assignment is to be undertaken in a maximum period of 4 months including time required for the desk reviews, KIIs, FGDs, facilitation of the process, drafting and validation of the plan. A draft as well as final strategy will be presented to the National Convener and Coordinator and the Steering Committee of the SJCWG.

The location of the assignment is flexible, but part of the work will be in Nairobi, Mombasa and Kisumu.

REQUIREMENTS

Consultants with the following skills and competencies are encouraged to express their interest:

- A minimum of a bachelor's degree in a relevant area
- A minimum of 5 years' experience and skills in development of Strategic Plan
- Experience in programming, leading strategic planning processes and good group facilitation skills
- Knowledge and understanding of constitutional matters, governance and rule of law.
- Knowledge of the socio-economic and political dynamics as well as the social justice issues in Kenya and the Region

- Demonstrable knowledge and understanding of the African human rights system.
- Competence in organizational development.

QUALIFICATIONS

The consultant(s) is expected to:

- Have professional experience of work in the human rights sector in Kenya
- Have proven experience in development of Strategic Plan within the human rights sector
- Be Fluent in spoken and written English and Kiswahili
- Be willing to travel to Nairobi, Mombasa and Kisumu counties and other focal counties and be available to meet with the Social Justice Centers and partners

APPLICATION

The consultant(s) should submit a project proposal (outlining the tools, methods and sampling model to be used) and comprehensive indicative project budget as part of their motivation and application for consideration.

SCOPE OF PRICE, PROPOSED METHODOLOGY

All applicants must submit their Proposed Methodology on how they intend to deliver the services while demonstrating that it will be appropriate to the context of the assignment. Combined scoring method – where the technical score (qualifications and proposed methodology) will be weighted at a maximum of 70%, and combined with the price offer which will be weighted at a maximum of 30%

EVALUATION CRITERIA

Technical Score

- Education – 5 points
- Experience – 30 points
- Language skills - 5 points
- Methodology – 30 points

Financial Score

- Price Offer - 30 points. Only applicants obtaining a minimum of 49 points in their technical score will be considered for financial evaluation

SUBMITTING YOUR APPLICATION

Please send your application to careers@katibainstitute.org and copy socialjusticecentreswg@gmail.com with the subject line **“Strategic Plan Consultancy”** by **19th May, 2021**. Your application should include your company profile and or CV and your proposed time frame, budget, work-plan and 3 references for similar work undertaken.

SJCWG does not charge any fees for applications