



CALL FOR EXPRESSION OF INTEREST TO DEVELOP KATIBA INSTITUTE'S GENDER AND ANTI-HARASSMENT POLICY

Background:

Katiba Institute (KI) was established to promote the understanding and implementation of Kenya's 2010 Constitution. KI endeavours to enhance the implementation and realization of the objects of the constitution through research, awareness on constitutional provisions, constitutional education, constitutional litigation, and encouraging public participation in public affairs. KI also works to foster the spirit of constitutionalism in the East African Region by encouraging academic discourse on constitutional issues and by working with like-minded organizations to secure greater freedoms in the East African Region.

KI's principal objective is to achieve social transformation through the Constitution by promoting its implementation; KI's long-term objective is to establish a culture of constitutionalism, a secure foundation for the constitution and its values including a participatory and accountable democracy. KI's Vision is "*Social transformation through constitutionalism*" and its Mission is "*to entrench constitutionalism through research, litigation and promoting public participation*".

As part of strengthening its institutional operations, KI is keen on the development of a Gender Policy aimed at providing gender transformation and sound project design. KI intends for the Gender Policy to assist it in achieving the following objectives: to reduce gender disparities in KI's programming through identifying, monitoring and mitigating potential risks or unintended consequences arising from programme activities; to ensure that staff and partners working with KI have the necessary diversity, skills and sensitivity in order to implement projects in a gender transformative manner; and to ensure that KI maintains a safe and healthy work environment where all employs, regardless of gender, can thrive.

Methodology and Scope of Work:

The consultant will provide leadership and guidance to the Katiba Institute team, in the process of developing an institutional Gender and Anti-Harassment Policy (hereinafter referred to as the "Policy"). The consultant will conduct the following activities:

- a) Present an inception report on your understanding and execution of the assignment; and an elaboration of a methodology/action plan.
- b) Undertake a desk-based review of relevant background documents for the development of the Policy .
- c) Interview relevant staff (where necessary) in the development of the Policy.

- d) Facilitate meetings with staff and board members (where relevant) to obtain views on recommendations for the development of the Policy.
- e) Draft KI's Policy in collaboration with the KI team.
- f) Train KI staff on Gender and Feminism principles
- g) Facilitate requisite meetings with staff to validate the draft Policy.
- h) Finalize Katiba Institute's institutional Policy.

Expected Deliverables

The consultant will be expected to deliver the following:

1. An inception report.
2. A draft policy for review by the Katiba Institute team.
3. A report from the Staff Policy validation meeting.
4. A final policy incorporating all comments from staff and board members.

Duration of the task

The duration planned for the development of the Gender Policy is 5 months including the time required for the desk reviews, policy development and validation and finalization of the policy.

Qualifications for the Consultancy

1. A degree in gender development, social services or related degree
2. A minimum of 5 years' experience and skills in policy development.
3. Knowledge and understanding of constitutional matters, governance and rule of law.
4. Excellent knowledge on Gender and Feminism principles.
5. Excellent research, communication and writing skills.
6. Demonstrated ability to deliver results to specified deadlines and quality standards.
7. Strong writing, presentation and organizational skills.
8. Strong interpersonal skills, communication and diplomatic skills,
9. Proven capacity to develop sound working relationships and to work effectively within a professional multi-disciplinary team.

The expressions of interest detailing the technical and financial proposals should be sent to info@katibainstitute.org by end of day **Monday 14th June 2021**.