



TERMS OF REFERENCE

CONSULTANCY TO CONDUCT A NEEDS ASSESSMENT SURVEY AND DEVELOP AN ENGAGEMENT FRAMEWORK FOR SEAF-K MEMBERS.

1. Background

The Sustainable Energy Access Forum is a national network of CSOs, development partners, individuals, vendors, advocating for access and use of clean, affordable and modern energy services and products.

SEAF-K project aims to address the limited level of multi-stakeholder engagement by using a holistic approach that brings together all the stakeholders in the energy sector and to provide a platform for addressing the various challenges encountered in the sector. SEAF-K believes that once sustainable energy solutions are provided with a joint thrust through sufficient policy, financial, technological and institutional support frameworks, Kenya can secure a sustainable pathway towards access to modern energy services for all.

To deliver her mandate SEAF-K works through four thematic working groups which include Research and Development, Membership Outreach and Capacity Building (MECAP), Information and Communication, and Governance. Each thematic group develops quarterly work plans to deliver various objectives of the Forum.

The overall strategic objective of MECAP to contribute towards overall vision of SEAF-K, is to enhance capacity of energy access actors at all levels to develop a sustainable clean energy market. As part of its quarterly plan, MECAP now wants to conduct Capacity building, needs assessment and awareness creation.

2. Objectives

The overall objective of this consultancy is to conduct a needs assessment survey and develop an engagement framework with SEAF-K members.

3. Scope of Work

The scope of work for the Consultant will include but not be limited to:

- i. Conduct capacity assessment needs of SEAF-K members
- ii. Development of Engagement Framework with Members
- iii. Compilation of Needs Assessment as input into development of SEAF-K new strategic plan

Conduct capacity assessment needs of SEAF-K

Sub-activities

- a. Develop Assessment Template (see attached)
- b. Conduct survey using the template questionnaire
- c. Analysis of output from survey
- d. Organize virtual/physical meetings with the WGs conveners to harmonize identified needs and gaps
- e. Write final report of the survey

Development of Engagement Framework with Members

Sub-activities

- a. Understand goals and activities of member organizations
- b. Align these goals with survey output on identified needs and gaps
- c. Identify policies, structures and communication strategies of member organizations
- d. Develop members' interactive dialogue tool and engagement framework

- e. Organize virtual/physical meetings with the WGs conveners to harmonize a proposed engagement framework
- f. Finalize report and share with members for adoption

Final Activity Outputs

1. Needs Assessment Report of SEAF-K members
2. Members Engagement Framework and Interactive Dialogue Tools
3. MECAP compiled contribution to development of SEAF-K SP

6. Institutional Arrangements

The Consultant will report directly to the Secretary of SEAF-K and the Conveners of MECAP. SEAF-K will provide relevant background documents necessary for the assignment. SEAF-K secretariat shall be responsible for the coordination of the exercise and other activities under the Consultancy.

7. Expertise

a) Academic Qualifications

At least a degree in a relevant field in the area of planning, public policy, development studies and natural resources management.

b) Experience

- ❖ At least three years' professional experience in strategic OD and framework analysis
- ❖ Prior working experience on decentralization issues is an added advantage
- ❖ Demonstrated experience in working with government partners and other stakeholders in public sector development programs especially in the area of capacity development

c) Skills and Competencies

- ❖ Ability to work with minimal supervision
- ❖ High level written and oral communications skills in English and Kiswahili
- ❖ Must be result-oriented, a team player, exhibiting high levels of enthusiasm, tact, diplomacy and integrity

- ❖ Skills in facilitation of stakeholder engagements/workshops

8. Terms and conditions

The consultant shall be expected to work from his/her location during the assignment period but be in close consultation with the Steering committee and KCCWG while keeping to agreed delivery schedule. The consultant shall be paid through disbursements as follows;

Activity item	Payment disbursed
Signing of assignment agreement	70%
Submission and approval of final report	30%

9. How to apply

Potential consultant(s) who meet the requirements should feel free to submit the following;

- Cover letter** addressed to;
Projects officer,
Kenya Climate Change Working Group,
P.O Box 61912-00200, Nairobi.
- Expression of interest with a well-defined **Technical and financial proposal** for the task
- A sample of previous relevant assignment of similar nature undertaken not more than 3 years ago

All of the above documents should be submitted to recruitments@kccwg.org latest by **28th August, 2020 Mid-day EAT.**

KCCWG is an equal employer. Persons with disabilities, women, and the youth are highly encouraged to apply.

Contact:

We are hosted at KCCWG's offices along Dunga Road, in South B,
P.O BOX 61912-00200 Nairobi, Kenya

Tel: 0798400103

Email: recruitments@kccwg.org

Website: www.kccwg.org