

REPUBLIC OF KENYA



COUNTY ASSEMBLIES FORUM (CAF)

**TERMS OF REFERENCE
SUPPORT TO EDIT THE CAF ANNUAL REPORT FY 2019/20
READVERTISEMENT**

1.0 BACKGROUND

The County Assemblies Forum (CAF) is duly registered Society under Societies Act, CAP 108 Laws of Kenya. Its objects are to coordinate the 47 County Assemblies in Kenya through institutionalization of the law-making process in the Counties, representation, advancement of the oversight capacities of the County Assemblies in Kenya and creation of linkages between County Assemblies, the national government and stakeholders who include the general public, all with a view to enabling the County Assemblies to discharge their constitutional mandate effectively and efficiently.

2.0 OVERVIEW OF THE ASSIGNMENT

Section 12(5) of the CAF constitution obligates the secretariat to report periodically to the Executive Committee on the activities undertaken. It's against this background, that the CAF programs department compiled the Annual Report for the financial year 2019/20.

A validation meeting that brought together the CAF Executive Committee to endorse the Annual Report, 2019/20 took place on 13th May, 2021 at Acacia Premier, Kisumu County (Extract of minutes attached).

3.0 TASKS, RESPONSIBILITIES AND REPORTING ARRANGEMENTS

CAF requires the services of a qualified editor to edit and finalize the Annual report FY 2019/20. At this point, the editor is required to polish and refine the document before publication. The editor will work with the guidance of CAF team to:

1. Review the validated report and ensure the language used is simple and communicates the intended information accurately;
2. Ensure that the correct grammar, spelling and syntax are used throughout the report;
3. Ensure any cross-referenced information in the report is presented correctly
4. Designing the text of the report in a user friendly and appealing format by Incorporating any diagrams, text boxes, pictures and any other content that will be agreed on in consultation with the team;
5. Generate the table of contents and include a list of abbreviations used in the report;
6. Draft the executive summary and requisite forward(s) and or appropriate acknowledgements for the report;

7. Provide draft version of edited report to CAF for comments (with markup showing edits made);
8. Submit the final edited annual report for publication and printing

4.0 APPROACH

This is a short-term consultancy and will involve substantive editing. Substantive edits proceed at roughly 3 to 4 pages an hour and largely involves clarifying and reorganizing a manuscript for content, structure, style, length and level and may involve copy editing, rewriting and negotiating changes with authors.

The editor will work closely with the CAF team for any issues, clarifications etc. The editor will then submit draft (with markup) for review and then submit final drafts incorporating any feedback received.

5.0 DELIVERABLES

1. Draft documents with mark-up (including notes within the report on suggested placement of print-quality photos
2. Identified photos for inclusion in the report
3. Final Annual Report FY 2019/20 incorporating feedback received for publication and printing

6.0 LEVEL OF EFFORT

It's estimated that proof reading and editing will proceed at roughly 3-4 pages an hour. The level of effort will be rated at 40 hours per 100 pages (including all the time that will be spent in consultative meetings/communication/feedback with authors. The expected level of effort for editing the annual report with a total of 27 pages for 2 days. An additional two days will be included in the assignment to account for time spent sourcing, reviewing and identifying photos for inclusion in the report.

7.0 TERMS OF PAYMENT

The Consultant shall be paid 4 days 100% upon review and approval of the deliverables.

8.0 PERFORMANCE PERIOD. The assignment will take place in December, 2021. The assignment is time sensitive and requires immediate availability of the consultant.

9.0 TASK MANAGEMENT

The consultant will work with CAF and will report directly to the Chief Executive Officer (CEO) who can be reached through ceocaf@countyassembliesforum.org or her designate

Ms. Lonah Losem who can be reached on 0705 447 865 or lonah@countyassembliesforum.org

10: REQUIRED QUALIFICATIONS

The Consultant **MUST** have minimum academic qualifications in Communication and editorial. The Consultant must demonstrate prior experience carrying out similar tasks. Demonstrable capabilities in editing and particularly, crisp writing for diverse audiences.

11. APPLICATION PROCEDURE:

Qualified candidates are requested to send in their application to the CEO, County Assemblies Forum by 8:00 AM on 16th December, 2021 in soft copy to the email address: jobs@countyassembliesforum.org or hardcopy to the County Assemblies Forum Offices in Upper hill, Flamingo Towers 5th Floor.

The application should contain:

- (i) A technical proposal including brief methodology on how you will approach and conduct the assignment (Max 3 pages)
- (ii) C.V including past experience in similar projects and contact details of referees
- (iii) Financial proposals (In KSh.) to include a breakdown of lumpsum amounts (number of anticipated working days and any other possible costs).

* Incomplete application will not be considered

* Since this is a readvertisement, all applications will be considered together.