



COUNTY ASSEMBLIES FORUM

EXPRESSION OF INTEREST

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.

Consultancy on Drafting Public Participation Bill.

The United Nations Development Program (UNDP) in partnership with the County Assemblies Forum have started the implementation of the project title Consolidating gains and deepening devolution in Kenya (2019-2022).

CAF invites the services of a consultant or a consultancy firm with extensive experience in legislative drafting. The project aims at strengthening and legal and institutional framework for public participation in counties.

The consultant appointed shall carry out the work in accordance with the TERMS OF REFERENCE outlined in this document and shall report their findings to the CAF programs department and in adherence to the program detailed in their proposals and agreed with the CEO and programs department.

The overall objective of this consultancy is to improve accountability in the management of public finances for delivery of services. The initiative aims to achieve this by drafting public participation legislation to advocate for transparency and meaningful engagement in the county governance processes to ensure that the county development responds adequately to the felt needs.

Tasks

Under the guidance of UNDP, CAF programs and legal departments, Wajir and Marsabit County Assemblies, the consultant shall:

1. Adhere to national procedures for development and adoption of national guidelines, regulations, policies and legislative mechanisms

2. Provide legal backstopping to the drafting committee in the respective county government during the process of drafting Public Participation Bill
3. Lead the design and facilitation of the validation meetings of the Public Participation Bill
4. Submit draft Public Participation Bill

Deliverables

1. Facilitate in presentations and coordination of the stakeholder's workshop as per the agreed work schedule.
2. Produce a well written and comprehensive draft Public Participation Bill as enumerated above.
3. Produce an outcome and process report of the stakeholder validation workshop.

Duration

The consultation is required to work in the period February – March, 2021.

Qualifications & Experience

Candidates should have the following qualifications and experience:

- Minimum master's degree in law – specific experience in public participation is an asset.
- 10 years' experience of proven research, legal and policy drafting on key areas of political, rule of law, governance, public finance management, conflict, social, human rights issues.
- Experience in designing and drafting county policies, laws and regulations
- Ability to engage with a cross section of stakeholders in the public and private sectors.
- Capability to deploy strong analytical, drafting and presentation expertise
- Capability to deploy good communication expertise in English (Written and Oral)
- Demonstrate its capabilities, understanding of the ToR, and methodology
- Experience working with county assemblies will be considered as an added advantage
- Experience in reporting on training workshops and producing a summary of technical/legal services provided in support to contractual agreements during this consultancy.
- Ability to engage with gender mainstreaming issues whilst drafting
- Proven ability to work under pressure and meet deadlines.

Application Procedure:

Qualified candidates are requested to apply to the CEO, County Assemblies Forum latest by 1700 Hrs on 10th February, 2021 in soft copy to the email address: jobs@countyassembliesforum.org or to the County Assemblies Forum Offices on Flamingo Towers 5th Floor. The application should contain:

- A technical proposal including brief methodology on how you will approach and conduct the assignment (Max 3 pages)
- C.V including past experience in similar projects and contact details of referees
- 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.