



## CONSULTANCY - TERMS OF REFERENCE (ToR)

Terms of reference for a scoping study to inform the development of CFK's 2025 expansion plan

### 1. About CFK

Established in 2001, Carolina for Kibera (CFK) exists to develop local leaders, catalyse positive change and alleviate poverty in the informal settlements of Kibera and beyond. Over the past 19 years, CFK has grown from a local initiative implementing sports for change initiatives to an organization that has a huge focus on Primary Healthcare (for all), Education and Livelihoods (10-24 years) and Girls' empowerment (10-24 years). CFK's approach to participatory community development has been rooted in the conviction that sustainable impact and solutions to poverty are only possible when the community that is most affected by it are the real change-makers.

The organization is on a rapid growth trajectory as it heads toward its 20<sup>th</sup> Anniversary next year.

### 2. Background information

A number of people living in urban areas live in informal and peri-urban settlements. CFK started her operations in Kibera slums to fight poverty through innovative community based platform focused on long term youth leadership development and lifesaving public health. As the organization moves towards its 20<sup>th</sup> anniversary in 2021, it has recommitted herself to scaling her impact to other communities beyond Kibera. In so doing, CFK, has identified Kiambu, Nakuru, Machakos and Kajiado as priority counties for the next stage of growth.

### 3. Purpose of the consultancy

In order to serve these communities well and deepen impact, CFK would like to conduct a scoping study of these counties so as to inform the 2025 expansion plan. Fully aware that our areas of focus are informal settlements, the scoping study should among other things highlight;

- a. Illustrative maps and demographics of the counties highlighting informal and peri-urban settlements in urban areas of the above counties.
- b. Partners (NGOs & CBOs) working in the areas including their geographies of coverage, target beneficiaries and service sectors.
- c. Priority socio-economic issues affecting the community
- d. Presence of the county and national governments in the informal settlements of the urban and peri-urban areas of the above counties.
- e. Social amenities available in the locations: Schools, hospitals, youth centers etc.

### 4. The objective of the scoping study

The objective of the consultancy is to develop a scoping study report to inform CFK's baseline surveys and subsequently, an expansion plan. The scoping study shall inform CFK of the underlying socio-economic issues in the target communities, the existing power structures and modalities of engaging the county and national government in the target counties. In addition, it will provide an opening to create linkages, networks and relationships that the organization can rely on for the long term.



## 5. Main tasks of the consultancy

### *a. Scope of work*

- i. Produce basic maps and demographics of the informal and peri-urban settlements highlighting available services.
- ii. Establish underlying socio-economic conditions in the informal settlements in Kiambu, Nakuru, Machakos and Kajiado counties. This shall among other things include:
  - Use of the studies already undertaken to gain an in-depth understanding of these socio-economic conditions of the informal settlements.
  - Understanding from community perspective the social, economic and cultural norms that may affect and keep people in poverty in these areas.
- iii. Develop the mapping of all actors (NGOs, FBOs & CBOs) operating in and working on social issues in the areas
- iv. Outline government administrative structures and services available in these areas.
- v. Capture the gaps including service delivery gaps/ failures affecting the areas.

### *b. Methodology*

The methodology for this assignment is to be developed and specified by the consultant(s) and will cover among other areas;

- i. Inception meeting and report; select and detail the approach and tools for collecting the information rationale and expected results.
- ii. Desk/literature review: analysis studies relevant to this assignment.
- iii. Fieldwork: to gather information through a participatory approach involving anticipated future program participants.
- iv. Development of the scoping report in consultation with CFK.

### *c. Deliverables*

- i. A comprehensive report addressing the priority social, cultural and economic issues in line with this TORs and the scope of work indicated above.
- ii. A customized basic maps of informal and peri-urban settlements in Kiambu, Nakuru, Machakos and Kajiado counties.

## 6. Time frame

The assignment is expected to be conducted over a period of 20 days between July and August 2020 in accordance with the current government directives regarding COVID-19 pandemic.

## 7. Role of CFK

CFK will provide all required background materials and program documents to the consultant in a timely manner; and be the link between the consultant and the target Counties.

CFK will review tools and provide support in the scoping process including community mobilization, identifying venues for discussions and all other related logistics while in the field.

CFK will manage the consultancy contract, monitoring adherence to specified deadlines, facilitating access to required information. In addition, CFK will provide guidance throughout all phases of execution, approving all deliverables, and facilitating access to any documentation deemed relevant to the assessment.

## 8. Expected Profile of the consultant(s)

The consultant/firm is expected to hold the following qualifications and experience:



- Relevant academic qualification with preferably a masters in Political Science, Social Studies, Sociology, Gender Studies, or related relevant field.
- Relevant demonstrated technical knowledge, skills and extensive work experience in conducting researches and other studies.
- Extensive understanding of urban informal contexts and technical areas of interest such as community health, girls' empowerment and livelihoods.
- Experience in undertaking similar work, specifically at the local (community) level.
- Excellent writing and reporting skills.

## **9. Child Safeguarding & other policies**

In line with the UNCRC, CFK strives to keep children safe in all its undertakings. A screening and reference check of the successful candidate will be conducted during the selection process. The successful applicant will be required to read, understand, and commit to abide by CFK's Safeguarding Policies and other policies including sexual harassment. The institution/firm or individual consultant will sign the policies to indicate an understanding of, and commitment to follow the policy requirements. The methodologies used in this study must abide by the universally accepted standards for involving children in research.

## **10. Ethical considerations**

Confidentiality and the right to privacy should be ensured. Consent will be obtained from all participants prior to their participation. Interviewing children will only be done for children above 12 years, with the consent of their parents/caregivers and if they themselves are comfortable participating and providing information. Consent must be provided for all photos of persons taken in the course of the assignment.

## **11. How to apply**

Interested applicants should submit their Technical and Financial proposals electronically in PDF format, addressed to "The Executive Director", with subject line clearly marked "EOI Scoping Study" via email ([procurement@carolinaforkibera.org](mailto:procurement@carolinaforkibera.org)) on or before 21st July 2020 at 12pm.

All applications should include:

- Cover letter
- Understanding of the TOR and the task to be accomplished.
- Proposed methodology.
- Draft work/implementation plan.
- Financial proposal.
- Organisational or personal capacity statement