Terms of Reference (ToR)

DEVELOPMENT OF AN EMERGENCY PREPAREDNESS AND RESPONSE STRATEGY FOR SOS CV KENYA

1. Introduction

SOS Children’s Villages Kenya (SOS CV KE) is a member of SOS - Kinderdorf International, the largest private child welfare organization in the world. SOS CV KE implements programmes focusing on Alternative Family Care of children with inadequate parental care, education, health, youth empowerment, Family Strengthening and Advocacy. The organization has a presence in 7 of the country’s 47 counties; these are Nairobi, Mombasa, Uasin Gishu, Meru, Kisumu, Busia and Homa Bay.

The frequency and severity of natural and man-made emergencies has increased over the last several decades as a result of environmental degradation and the adverse impact of climate change, conflicts and other factors. Developing countries like Kenya are characterized by rapid population growth and urbanization; deforestation and human-wildlife conflicts; poor physical infrastructure and weak social systems. This growing complexity exacerbates the effects of disasters on the lives, rights and welfare of children and youth targeted by the organization; the livelihoods of their families and the wider target communities. It also reduces the resilience of families and communities while increasing the vulnerability of entire populations.

The UN Convention on the Rights of the Child (UNCRC, 1989) articulates children’s rights to survival, development, participation and protection in all circumstances. During emergencies, the risk of violation of these rights increases, oftentimes leading to family separation, gross violation of their rights, loss of parental care and protection and sometimes loss of children’s lives or those of their parents. Unaccompanied or separated children are at greater risk of being sexually abused, trafficked, or recruited into armed groups. Children’s rights to health and psychological well-being are threatened, and access to education is often denied. Furthermore, children from ethnic or religious minorities, girls, children with disabilities, and children affected by HIV and AIDS face further risks of discrimination, violence and abandonment. The emotional impact of disasters has the potential to jeopardize children’s psychosocial recovery and long-term development.

Girls and women are particularly vulnerable to being deprived of fundamental rights in emergencies. The UN Security Resolution on Women, Peace and Security addresses the disproportionate impact of armed conflict on girls and women. It also recognizes their rights to protection from violence and to participate in all peace and security processes.
The UN Guidelines for the Alternative Care of Children (UNGAC, 2009) promote the rights of children at risk of losing parental care and of children in alternative care settings. The Guidelines strongly emphasize the importance of preserving and supporting family care, and they offer guidance to prevent family separation and ensure adequate care in all circumstances. It is essential that all duty bearers live up to their responsibilities as laid out in the UN Guidelines for the Alternative Care of Children and incorporate them into national policy and practice.

SOS CV International developed a Comprehensive Emergency Policy that expresses the organization’s stand on emergency activities and sets an action framework for the SOS Children’s Villages’ Member Associations (Mas) across the world. SOS CV KE would wish to further build on the same in developing its country specific emergency preparedness, response and recovery strategy with the aim of establishing the necessary local systems, structures, programmes, resources and capabilities of minimizing human suffering and reducing economic loss at times of disasters and calamities.

The Strategy should also feed directly into the National Disaster Management Plan; comply with the Disaster Management Act of 2015, the National Disaster Management Authority Bill 2019 and other existing laws and policies related to Emergencies in general and children in emergencies in particular.

2. PURPOSE

SOS CV KE is looking for a consultant/ consultancy firm to facilitate a participatory process that will lead to development of its 3-year National Emergency Response Strategy; and training of 30 members of the National Management Team to have more leadership role during emergency response.

The consultant/consultancy firm will support SOS CV KE in the following:

a) Facilitate a joint training for National Management Team to have more leadership role during emergency response through strategic planning.

b) Facilitate the process of joint context analysis for 7 locations/counties where SOS CV Kenya is operating including (Nairobi, Mombasa, Kisumu, Homabay, Busia, Uasin Gishu and Meru).

c) Facilitate the process of assessing the needs per each location/county and identify priorities.

d) Support partners in stakeholder mapping and stakeholder analysis.

e) Lead the process in supporting SOS CV Kenya to put together a consolidated Emergency Preparedness and Response Strategy where clear programmatic focus is identified including strategies and approach.

In regard to the current COVID – 19 situations in the country, the strategy is expected to address immediate humanitarian needs, short-term as well as long-term priorities and need.
3. DELIVERABLES
   a) A 3-year Emergency Preparedness and Response Strategy including a results and resources framework.
   b) Report on the process detailing methodology, tools employed, participants to the process and related details.
   c) A three-day training for 30 members of the SOS CV National Management Team on the provisions of the Strategy.
   d) A training report detailing training methodology, process, contents, and evaluation of learning outcomes.

4. GEOGRAPHICAL COVERAGE
   The Strategy should cover all the 47 Counties in the country but draw experiences and primarily focus on the seven Counties where SOS CV KE currently implements its programmes. These are Nairobi, Kisumu, Mombasa, Uasin Gishu, Meru, Busia and Homa Bay.

5. CONSULTANT PROFILE
   Qualifications and Experience:
      i. Lead consultant must have at least BSC. Degree in social sciences or related field (Master’s degree will be an added advantage). Provide copies of CVs, certificates and other testimonials.
      ii. A minimum of ten (10) years of experience in Emergency Response/Disaster Management in the NGO Sector, preferably focusing on children and youth. Demonstrated experience in the development of Emergency Preparedness and Response Strategies for development agencies. Provide at least 3 reference letters with contact details of referees (phone and email) for similar consultancies done within the last 10 years, preferably from INGOS

   Knowledge and Skills:
      i. Demonstrated knowledge and skills in the facilitation of stakeholder consultation and participatory methodologies.
      ii. Demonstrated analytical and research skills in the field of Disaster Management/Emergency Response.
      iii. Demonstrated knowledge of the National Legal and Policy framework on Disaster Management/Emergency Preparedness and Response and child rights.
      iv. Strong communication, documentation and presentation skills.

6. DURATION
   The consultant is expected to propose a workable period for delivering the above-mentioned assignment in consultation with SOS CV Kenya. The length of the assignment should not take more than 21 days.

7. BUDGET:
The budget will be dependent on the proposed fee of the consultant who will be selected based on a competitive bidding process.

8. REMUNERATION

As soon as the consultant is selected and there is an agreement on the total cost of the project, the parties agree on the following conditions:

1. 20% of the payment will be made upon signing of the contract.
2. 30% after submitting draft Emergency response strategy.
3. 50% upon finalizing the strategy, training 30 NMT members and submission of the final strategy with the NMT’s input and workshop report.

9. EXPRESSION OF INTEREST

In addition to satisfying the requirements indicated under consultant profile above, interested persons/firms should submit a proposal based on the Terms of Reference outlined above complete with:

a. The methodology: this should describe your detailed understanding of the assignment and objective of the exercise and proposed approach towards achieving the proposed deliverables.
b. Submit a comprehensive work plan and delivery schedule with breakdown of actions to achieve the objectives/deliverables of the assignment, specifying budgeted hours, timelines and sequence of activities.
c. Financial proposal; Submit an all-inclusive fixed price professional fee to complete the assignment.
d. Registration/incorporation certificate for registered firms.
e. Tax Compliance certificates (applicable to both firms and individual consultants)
f. Company profile (for firms) or cover letter (for individual consultants)

Proposals should be submitted in hard and soft copies as follows:

In sealed envelopes clearly marked “Development of an Emergency Preparedness and Response Strategy for SOS CV Kenya” and delivered to “SOS Children Villages Kenya, P.O. Box 40653-00100 Nairobi, Kenya, Gate no. 7, Marcus Garvey Road, off Argwings Kodhek Rd, Nairobi not later than Friday, November 06, 2020 1700 hrs AND a similar copy MUST be sent by email to nationaloffice.procurement@soskenya.org quoting “Development of an Emergency Preparedness and Response Strategy for SOS CV Kenya” in the subject line to be submitted not later than Friday, November 06, 2020 1700 hrs.