TERMS OF REFERENCE

<table>
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<th>Title</th>
<th>Capacity Development Training for an IOM Local Implementing Partner</th>
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<td></td>
<td>1: How to develop a communication strategy/ policy</td>
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<td>2: How to conduct quality research and documentation</td>
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<td>Programme</td>
<td>Contributing Towards Sustainable Peace in the Coast region of Kenya, covering Mombasa, Lamu, Kilifi and Tana River Counties</td>
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<tr>
<td>Location</td>
<td>Virtual via an online platform</td>
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<tr>
<td>Duration</td>
<td>15 days in August 2020</td>
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<td>30 July 2020</td>
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1. BACKGROUND

Kenya has made significant political, structural and economic reforms that have largely driven sustained economic growth, social development and political gains over the past decade. However, key development challenges include unemployment for the increasing youth population, radicalization and violent extremism, poverty levels and utilization of resources in certain areas, low private sector investments, climate change and the vulnerability of the local economy to internal and external shocks. At the Coast Region, there are also inter-ethnic tensions and dispute. The International Organization for Migration (IOM) currently implements a USAID-funded project of “Contributing towards sustainable peace in the Coast region of Kenya: Mombasa, Lamu, Kilifi and Tana River” in partnership with the Coast Interfaith Council of Clerics Trust (CICC) to promote peacebuilding and develop resilience based on the “People to People” approach.

IOM values the importance of increasing its partner’s capacity so that they can improve their policies, accountability and other important components.

2. OBJECTIVES

Established in 1951, IOM is a Related Organization of the United Nations, and as the leading UN agency in the field of migration, works closely with governmental, intergovernmental and non-governmental partners. IOM is dedicated to promoting humane and orderly migration for the benefit of all. It does so by providing services and advice to governments and migrants.
IOM is looking for a qualified organization or consulting firm with expertise on providing capacity development training in English on (1) the development of communication strategies/policies and (2) research and documentation for the IOM staff personnel and the local non-government organizations based on the scope and desired outcomes as specified in this terms of reference.

Due to the current COVID-19 outbreak in Kenya and the rest of the world, the Government of Kenya is imposing preventive measures against the virus by restricting social gathering and public assemblies. In observance of the government’s restrictions to curb the pandemic, IOM looks for a qualified and experienced organization to carry out this activity via remote setting, using any reliable web-based platform.

This call for proposal aims to:

2.1. Increase capacity in developing communication policies and strategies for an IOM local implementing partner;
2.2. Enhance the effectiveness and skills of local implementing partner’s key staff and selected IOM staff in conducting quality research and its essential structures, including participatory research approaches and research findings; and,
2.3. Come up with attainable institutional communication strategies and policies on management, administrative, finance and operations.

3. SCOPE

The successful organization or consulting firm shall perform the following scope of work:

3.1. Training on Development of Communication Strategy/Policy
   3.1.1. Conduct training needs assessment (TNA) with the key staff from implementing partner and IOM to identify the specific needs of target participants and recommend appropriate subjects/topics to develop communication strategies, policies and protocols;
   3.1.2. Development of practical modules on how to develop holistic communication strategies, as well as the institutionalization of minimum standard policies and protocols designed for the top management, administration, finance and accounting, procurement and logistics, human resource; and
   3.1.3. Conduct a 3-day training for the development of communication policies and strategies with nine (9) key staff from implementing partner and six (6) select staff from IOM; and,
3.1.4. Assist in drafting the communication policies and strategies for 1 (one) IOM’s Implementing Partner.

3.2. Training on Quality Research and documentation
3.2.1. Conduct training needs assessment (TNA) with the key staff from implementing partner and IOM to identify the specific needs of target participants and recommend appropriate subjects/topics related to quality research, including approaches, processes and methods on community-based participatory research and publication of significant findings as well as the documentation;
3.2.2. Development of practical modules based on TNA results and recommendations from the target participants on how to conduct quality research, community-based participatory research approaches (processes, methods, guidance and techniques) and the documentation; and
3.2.3. Conduct a 3-day training for policies and strategies with nine (9) key staff from implementing partner and six (6) select staff from IOM;

4. DESIRED OUTCOME

4.1. As mentioned above, the training shall be conducted via a remote interface, using a reliable and “user-friendly” web-based application.

The service provider is expected to:

4.2. Training on Development of Communication strategy/policy
4.2.1. Develop and design a practical training module that is suitable for remote and online-based training, using a web-based software system. The module shall focus on the development of communication policies and strategies;
4.2.2. Assist and guide the implementing partner on how to develop and formulate communication policies and strategies for roll-out within its organization;
4.2.3. Conduct training via a remotely managed platform to fifteen (15) key staff from implementing partner and IOM;
4.2.4. Conduct pre-and-post quizzes to assess the learning progress of participants to find out if the training content was transferred to the participants; and

4.2.5. Submit one (1) post-training report, including one (1) final plan outputs from implementing partner on communication policies and strategies for roll-out and implementation. For the report, it must contain an analysis of the pre-and-post quizzes and recommendations.

4.3. Training on Quality Research

4.3.1. Develop and design a practical module that is suitable for remote and online-based setting, using a web-based software system. The module shall focus on practical methods and approaches in conducting quality research, community-based participatory research, documentation and publication of relevant research findings;

4.3.2. Conduct training via a remotely managed training for fifteen (15) key staff from implementing partner and IOM;

4.3.3. Conduct pre-and-post quizzes to assess the learning progress if the training content was transferred to the participants; and

4.3.4. Submit one (1) post-training report on the outcomes of quality research sessions. The report must contain an analysis of the pre-and-post quizzes and recommendations.

5. DURATION
The entire duration of the contract shall be 15 (fifteen) days:

5.1. Five days module revision and preparation for the training with IOM;

5.2. Three days training as described under section 3.1 of this document;

5.3. Three days training as described under section 3.2 of this document;

5.4. Four days report writing; and

5.5. Preferred timeline for both the training is between 3rd and 17th August 2020.

6. NUMBER OF EXPECTED PARTICIPANTS
The target participants shall have a maximum number of fifteen (15). Nine (9) key staff from IOM implementing partner and six (6) staff from IOM.
7. PROPOSED APPROACH AND WORK PLAN

7.1. The successful service provider shall propose training modules and methodology which are designed for remotely managed and online sessions. IOM and service provider shall agree on the modality and scheme of the training sessions and finalize the modules, prior to roll-out upon selection;

7.2. The service provider shall ensure that the training modules and methodologies shall emphasize on practical sessions using adult methods of education; and

7.3. Training sessions shall use a participatory approach.

8. QUALIFICATIONS FOR APPLICANT ORGANIZATIONS

8.1. Must be a registered institution, organization or consulting firm (not an individual);

8.2. Must have at least five (5) or more years of proven track record in capacity development activities related to the development of communication policies and strategies, community-based research, documentation and research findings publications;

8.3. Must have the capacity to deliver the activities via remotely managed and tech-enabled digital interface;

8.4. Preferred having at least five (5) or more years of proven experience, working with rural development, peacebuilding, conflict management or any related programmes;

8.5. Previous experience in providing similar interventions in Kenya Coast region, an advantage.

9. SELECTION CRITERIA

9.1. Only application with complete documents as listed below (Annexes from A to H) will be considered and those which did not contain all the requested information and documents will be automatically disqualified:

- Annex A: Must clearly state the implementation plan and strategy
- Annex B: Suggested modules
- Annex C: Minimum 3 (three) CVs of experts
- Annex D: List of current and previous relevant assignments
Annex E - Organization’s valid registration certificates in the respective country
Annex F - Last 1 (one) year financial statement/report
Annex G - Minimum of 3 (three) references
Annex H - Detailed Budget

9.2. Any qualified organizations have a choice to submit either a proposal for the two (2) trainings or only 1 (one), provided that organizations have met the minimum criteria.

9.3. Annex H shall include all-inclusive cost, including the cost to develop modules, to facilitate the online platform, certificates for the participants. No international travel cost is permitted in this call for proposal.

10. Submission of application

An interested applicant shall submit all the required documents electronically to iomnborfq@iom.int by 23:00 Kenya Time on 30 July 2020.

Any questions regarding this opportunity may also be sent to the same email address by 25 July 2020.