



REPUBLIC OF KENYA

MINISTRY OF DEVOLUTION AND PLANNING

STATE DEPARTMENT OF DEVOLUTION

TERMS OF REFERENCE

**CONSULTANCY SERVICES FOR DEVELOPMENT OF NATIONAL CIVIC
EDUCATION FRAMEWORK**

1. Introduction

The promulgation of the Constitution of Kenya 2010 ushered in changes in how the state and citizen relate. The constitution places the sovereign power in the people of Kenya, which they can exercise directly or through their democratically elected representatives. The sovereignty is exercised at national and county level. Further, participation of people is one of the national values and principles of governance as provided in Article 10 of the constitution and all state organs and officers are bound to apply it. Every person has right to freedom of expression including freedom to seek, receive and impart information and ideas. These constitutional provisions put the citizens at the centre of government programmes and governance.

The County Government Act 2012 Article 100 (2) provides that there shall be established a national design and framework for civic education including determining the content of civic education curriculum. All these provisions demand for structured, continuous and sustainable way of engaging with the citizens. In the past, civic education has been provided by civil society organizations and faith-based organizations with little coordination and varied messages as well as delivery mechanisms. Over the years, this scenario has improved with the government initiating the Kenya National Integrated Civic Education (KNICE) Programme. The programme developed coordination mechanism, curriculum to standardize messaging and delivered civic education at national and county level.

The government has developed a comprehensive National Capacity Building Framework aimed at strengthening the implementation of devolved system of government. Civic education is one of the pillars of the capacity building framework. It is therefore imperative that a comprehensive

framework for civic education is developed and rolled out to buttress the National Capacity Building Framework.

The role of various institutions in provision of civic education in Kenya

It is incumbent upon all state organs, state and public offices to ensure that members of the public meaningfully participate in all governance processes. Civic education, as a means of informing the public to know their rights and responsibilities and make informed choices, should be embraced by both levels of government and delivered effectively and sustainably.

The County Government and the Transition to Devolved Government Acts, both of 2012 specify roles of various actors in civic education. Section 137 of the County Government Act provides for the formation of the County Governments, civic education units and section 121 for support for capacity of county governments among others.

Sections 98- 101 of the same Act provides that national and county governments have responsibility to facilitate implementation of civic education programmes including ensuring participation of Non-State Actors. County Governments are responsible for civic education at the county level and are required to legislate on the institutional framework for facilitating implementation of civic education including establishment of County civic education units.

A number of civil society organizations and faith based organizations are also engaged in civic education activities. Most of them work in selected geographical areas. A few of them work through consortiums and could reach out to more regions.

While the Constitution and related Acts of Parliament provide for the need for citizen education and engagement, there are still challenges in coordination, messaging, delivery and financing of civic education. It is against this background that the Ministry of Devolution and Planning in collaboration with Attorney General's Office, Council of Governors, Intergovernmental Relations Technical Committee and civil society organizations comprising of Uraia Trust and Amkeni wa Kenya (representing civil society organizations) seek to develop a National Civic Education Framework to guide coordination, messaging, financing and institutional framework for delivery of civic education at national and county levels. The framework will be useful reference for development of policy and legislative framework for civic education at the national and county levels.

The objectives of civic education

The County Government Act 2012, Section 99 provides the objectives of civic education as follows:

- I. Sustained citizens' engagement in the implementation of the constitution;
- II. Improved understanding, appreciation and engagement in the operationalization of the county system of government;

- III. culture of constitutionalism; knowledge of Kenya's transformed political system, context and implications;
- IV. Enhanced knowledge and understanding of electoral system and procedures;
- V. Enhanced awareness and mainstreaming of the bills of rights and national values
- VI. Heightened demand by citizens for service delivery by institutions of governance at the county level;
- VII. Ownership and knowledge on principal economic, social and political issues facing county administrators and their form, structures and procedures; and
- VIII. Appreciating for the diversity of Kenya's communities as building blocks for national cohesion and integration

Objectives and scope of the assignment

The overall objective of the assignment is to develop civic education framework for the country. The framework will guide the national and county governments in delivering civic education to Kenyans.

The scope of the assignment will include:

- I. To map out on-going civic education programmes in the country and identify success factors, challenges, threats and opportunities in coordinating and delivering civic education in Kenya. This will include a review of the Kenya National integrated Civic Education (KNICE) Programme;
- II. Literature review on local and international best practices in civic education;
- III. Survey of key stakeholders undertaking civic education in Kenya including review of initiatives and methodologies employed by various stakeholders in civic education at national level.
- IV. To propose institutional framework for coordinating and delivering civic education by national, county governments and non-state actors. To identify and document local and international best practices for the conduct of civic education in a devolved system of government.
- V. To propose a civic education framework to guide the conduct of civic education at the national and county level.
- VI. To facilitate and/or moderate stakeholder workshops and retreats
- VII. Prepare and submit reports to the Ministry of devolution and planning, state Department of Devolution.

Expected output and duration of work

National Civic Education Framework. The consultancy is expected to be completed by a period of 90 days.

Timelines and Payment Schedules

MILESTONES	DELIVERABLES	TIMELINE	% PAYMENT
Inception	Inception report	15 days	10%
Conduct stakeholder consultations	Stakeholders consultation Report	20 days	
Prepare draft civic education framework	draft civic education framework	25 days	30%
Conduct stakeholder validation of the draft civic education framework	Validation Report	20 days	
Finalization of the civic education framework and exit report	civic education framework and the exit report	10 days	60%

Qualifications, Skills & Experience

The Consultant selected will have the following expertise:

Education

- I. A Masters degree in public administration, communications and knowledge management, Strategic management, public policy, business administration or any other relevant social sciences from a recognized University.

Experience

- I. At least 15 years' experience of leading good governance and /or civic education process in Kenya or within the region.
- II. Familiarity with the Constitution of Kenya 2010;
- III. Good understanding of Kenya's governance and civic education context.
- IV. Good knowledge of mandates of National and County Governments.
- V. Excellent research and documentation skills

Language and communication Skills

- Fluent in written and spoken English.
- A mastery of Swahili is required
- Excellent facilitation, communication and interpersonal skills

Technical Evaluation criteria

No.	Criteria	Weight	Maximum Points
1.	Key Qualifications	10%	10
	A Master's degree in public administration, communications and knowledge management , Strategic management, public policy, business administration or any other relevant social sciences from a recognized University.		7
	Certification in community development or any other relevant field		3
2.	Experience	50%	50
	At least 15 years' experience of leading good governance and /or civic education process in Kenya or within the region.		25
	At least 15 years' experience of leading good governance and /or civic education process in Kenya or within the region.		20
	Good knowledge of mandates of National and County Governments.		5
	Methodology	30%	30
	Understanding of the Terms of Reference		10
	Technical approach to Methodology		15
	Presentation of a work plan		5
3.	Competencies	10%	
	Analytical and facilitation skills		3
	Research and documentations skills		5
	Interpersonal skills		2

ONLY Technical Proposal that attain a minimum of 70% score shall be considered responsive and shall proceed to the next stage (financial evaluation).

Management of the assignment

The Consultant shall report to the Principal Secretary, State Department of Devolution.