

TERMS OF REFERENCE FOR A CONSULTANT

TASK: PARTNER CAPACITY ASSESSMENT

1. ABOUT USAWA AGENDA

Usawa Agenda (hereinafter “Usawa”) is a not-for-profit organization duly registered and working in Kenya, with a vision of a Kenya where every child benefits from quality education. This is a vision that Usawa, previously existing as the Uwezo program, has pursued since its inception 11 years ago.

We work in all the 47 counties of Kenya, and our mission is to promote equitable access to quality learning opportunities. We do this through research, innovation and evidence-based stakeholder engagement.

Usawa is organized around three core units: Research and Evidence, Monitoring, Learning & Evaluation and Communication and Engagement. These core units are supported by Usawa’s Operations and Finance unit. For more information, see <http://www.usawaagenda.org>

2. PURPOSE

The objective of the assignment is to evaluate and strengthen the capacities of organizations and/or individuals in supporting Usawa Agenda to implement the activities of the planned 2023 Uwezo National Learning Assessment in accordance with Uwezo’s Principles and Partnership Standards.

Usawa Agenda invites eligible individuals to submit applications for a Consultancy to undertake capacity assessments and due diligence on current and prospective implementing partners for the Uwezo Program.

3. SCOPE OF WORK

Under the direction of the Executive Director, and in collaboration with the Usawa Secretariat, the Consultant shall use appropriate research methods, including interviews, document analysis and direct observations to:

- i) Undertake field visits to conduct due diligence on current and prospective implementing partners for Usawa Agenda Programs;
- ii) Assess the capacities of current and prospective implementing partners to effectively implement the activities of Usawa Agenda Programs;
- iii) Prepare a report that ranks the three potential candidates for recruitment as Usawa partners in each visited county/subcounty;
- iv) Undertake a capacity-gap analysis of the top-ranked candidate in each county/subcounty; and
- v) Propose a capacity-building strategy for each organization based on the information acquired from the capacity-gap analysis.

3.1 EXPECTED DELIVERABLES

- i. Conduct due diligence and capacity assessments on current and potential Uwezo partners in assigned counties;
- ii. Submit an inception report, inclusive of a detailed work plan;
- iii. Submit fieldwork progress reports, inclusive of organizations and/or individuals interviewed, milestones (against work plan), challenges experienced, and lessons learned;
- iv. Compile and submit individual County Reports, inclusive of operational capacities, action plans, capacity gaps analysis, and capacity building strategies;
- v. Compile and submit a Consolidated report of findings from assigned counties in hard and soft copy.

4. REQUIREMENTS

Academic Qualifications

- Bachelor's Degree in Project Management, Strategic Management, Education, Economics, Data Analysis or related discipline.

Professional Experience

- A minimum of two (2) years' experience undertaking institutional capacity assessment/due diligence activities, or similar assignments;
- Significant experience leading and conducting qualitative research within the education field;
- Prior experience with Usawa Agenda is added advantage.

Skills and Competencies

- Proficiency in English and Swahili languages (both spoken and written);
- Excellent communication and interpersonal skills;
- Excellent analytical and reporting skills, with attention to detail;
- Excellent organizational and time management skills;
- Ability to be discreet and safeguard confidentiality;
- Passion for evidence-based research, and interest in education issues and trends in Kenya;
- Immediately available to commence the work and be available for three months;
- Willingness to travel across the country.

5. REPORTING

The projected timeline for the consultancy is summarised below:

ACTIVITY	TIMELINE
1. Submission of Inception Report inclusive of a detailed work plan	Week 1
2. Field Work/ Data Collection and submission of weekly progress reports	Weeks 2 to 8
3. Data Analysis and submission of the County Reports (Soft Copy)	Weeks 9 to 10
4. Submission of Consolidated Report (Soft & Hard Copy)	Weeks 11 to 12

6. CONDITIONS

- i. The Consultant undertakes to perform this assignment with the highest standards of professionalism, ethical competence, and integrity;
- ii. Unless otherwise agreed by Usawa, the Consultant will use his/her own office resources and materials in the execution of this assignment;
- iii. Remuneration will be agreed on based on the Consultant's experience and qualifications;
- iv. Remuneration will be paid contingent on the successful completion of the assigned tasks, and Usawa's satisfaction with the same;
- v. Usawa reserves the right to withhold all or a portion of the remuneration if performance is deemed unsatisfactory;
- vi. Usawa reserves the right to modify these Terms of Reference at any time.
- vii. All data collected and materials developed for the purposes of this assignment will remain the copyright of Usawa Agenda. The Consultant shall not, both during the term of the Contract and after its expiration disclose any proprietary or confidential information relating to this Consultancy without prior written consent from Usawa.

7. TERMS OF PAYMENT

Payments shall be made as follows (less applicable taxes):

- i. Up to 50% of communication and transport allowance upon submission and approval of an Inception Report;
- ii. Final disbursement of communication and transport allowance at the start of the second month subject to satisfactory progress in the data collection exercise;
- iii. Fees will be paid in two monthly instalments of 30% upon submission and approval Progress Reports;
- iv. A final fees payment of 40% upon submission and approval of the Consolidated Report.

8. INSTRUCTIONS FOR APPLICATION

To apply, please submit the following in MS Word or PDF formats to info@usawaagenda.org; and copy to ed@usawaagenda.org

- Cover letter, explaining your interests/motivations to work for Usawa Agenda and suitability for the assignment;
- Current CV, indicating experience with similar work (maximum 4 pages);
- At least two samples of previous work;
- Names and contact details of 3 referees

Deadline for applications: 5:00PM, Thursday April 28th, 2022.

ONLY shortlisted candidates will be contacted.