



## TERMS OF REFERENCE

### Short Term Consultancy for the ForumCiv Activism Fellowship

#### KENYA.

## 1. BACKGROUND/INTRODUCTION

### 1.1. Introduction ForumCiv

Since 1995, ForumCiv has defended democracy and human rights. As Sweden's largest platform for civil society with 210 member organizations and offices in Sweden, Colombia, Liberia, Kenya, Cambodia, and Lithuania. Our offices in Colombia, Kenya, and Lithuania have regional coverage. In Kenya, we are registered with the NGO Coordination Board and have been in operation since 2008. Our work centres on enabling people to organize to claim their rights and take control of their lives and promote responsiveness by duty bearers and other decision-makers. Together with our members and partners, we work with human and civil rights and facilitate democratic participation around the globe. Our work centres on enabling people to organise to claim their rights and take control of their lives. Because only then can democracy grow, resources distributed more fairly, and poverty reduced. ForumCiv is guided by the following:

- **Our vision:** A just and sustainable world where all people have the power to effect change.
- **Our purpose:** To strengthen marginalized people around the world who organize to claim their rights and to advocate for changes that contribute to a just and sustainable world.

ForumCiv plays the roles of an advocate, a capacity developer, grant administrator, and development actor. In our role as advocators, we are a voice for those we work for and with. As a capacity developer, we have a great potential to strengthen the capacity of our members and partners around the world. As a grant administrator, we have developed a robust framework to

provide grants to civil society organisations within the frame of principles for aid and development effectiveness. Our methods for grant administration focus on relevance, impact and sustainability while also guaranteeing compliance of good international administration and accounting principles and anti-corruption efforts. Finally, as a development actor, we are innovative in our partnerships, programme development, and communicating our efforts for a more sustainable world. Finally, ForumCiv applies a rights-based approach and enables active popular participation by supporting civil society actors.

ForumCiv's Theory of Change is reflected in the partnerships and innovative approaches and sustainable strategies adopted for this proposal to defend and promote human rights in Kenya. This is with the knowledge that human rights are fundamental rights that embody key values in any society, such as fairness, dignity, equality, and respect. ForumCiv believes that partnerships based on cooperation between different actors can lead to individual and structural change through networks, coalitions, and alliances. As a result, we work to legitimize diverse civil society organisations to advocate for society-wide change, monitor those in power, and promote dialogue for change. All people are holders of human rights and can describe their problems and propose solutions. Evidence shows that change is only sustainable when determined, implemented, and owned by the affected communities. The Theory of Change is complemented by ForumCiv's policies on Environment & climate justice and gender equality and equity and by ForumCiv's Development Perspectives that recognize the connection between environmental and climate injustices, gender inequalities, and conflict.

ForumCiv office in Kenya serves as the regional office for Eastern and Southern Africa (RO ESA), coordinating regional sub-granting and developing new partnerships, innovative programmes, and local engagement with donors. Most of the region's interventions focus on civil society strengthening and deepening democracy, human rights, and gender equality. The office works with various partners and stakeholders at grassroots, national, regional, and global levels. As part of our work, ForumCiv has curated the Leadership Academy and Activism Fellowship as innovative approaches that contribute to its vision.

## **1.2. Context and Problems addressed.**

Over the years, Civil rights groups have employed advocacy initiatives and public demonstrations to raise diverse social issues of concern. The demonstrations

have often been met with brutal force from the police, sometimes leading to the deaths of civilians. Due to the negative impact and the high risk of police brutality during the direct physical demonstrations, **Artivism** was adopted as an alternative strategy for raising social issues of Concern. We define Artivism as the link between the use of activism and art as a powerful tool to influence social change.

Artivism is a fast-growing area of advocacy in various parts of the World. It's emerging as a driver of democratization especially in regions coping with shrinking space for civil society because it enables and encourages citizens to express their views in the public sphere igniting open and inclusive public discourse. If well utilized, artivism can support the creation of a free-thinking society, keeping institutions in check and upholding freedom of expression.

It is on this basis that ForumCiv through Wajibu Wetu; Jumuika, Sikika! (WWJS!), Strengthen Agency for Social Accountability (SASA) and Enhanced Artivism for Social Transformation (EAST) programmes seeks to run an **Artivism Fellowship** in Kenya.

The **Artivism Fellowship** will adopt a residency / training, apprenticeship, and mentorship approach whereby the artists are brought together to learn new ideas, learn from each other, enrol in mentorship by experienced artists, and competitively gain seed grants for the development of individual or joint projects. The trainees will also have an opportunity to showcase their projects through an Artivism Concert.

The *goal* of **ForumCiv Artivism Fellowship** is to **contribute to empowering citizens and promoting democratic values, human rights, and fundamental freedoms through the innovative use of art to advocate for democracy, good governance, human rights, gender equality and climate justice in Kenya, Uganda and Tanzania.**

The ForumCiv Artivism Fellowship is designed to achieve the following objectives:

- 1. To enhance the capacity of creative sector actors leveraging on art, culture, and technology for social change and justice.**

- 2. To contribute to a favourable policy and operating environment for creative sector actors towards a thriving creative sector.**
- 3. To nurture the entrepreneurial culture of creative sector actors towards improving their livelihoods.**

## **ASSIGNMENT**

### **1.3. Assignment, purpose, aims and objectives.**

ForumCiv seeks to procure the services of a qualified and experienced institution/consultant to co-create and co-implement the Artivism Fellowship. The Artivism Fellowship aims to empower individuals to use artistic expression as a catalyst for positive social change.

The aim of this call is for the recruitment of an institution/consultant to support with:

- The recruitment of Artists including the development of the recruitment criteria
- Design and execute the residency program looking at both the content and the methodology
- Coordinate the post-residency activities including mentorship, coaching and the selection of project for seed granting.
- Execution of the final showcase for the artists projects.
- Document the journey of artists in their ideas and projects executed

To this end, the consultant(s) will analyze, evaluate, curate and propose special tailor-made course material for the residency and post residency activities.

It is proposed that the Artivism Fellowship take a residential form during the training and mentorship session for all the artists to foster an environment that encourages collaboration, creativity, and critical thinking.

### **1.4. Scope, focus and limitations.**

The assignment is to consider and analyze the following key areas:

- a) A rigorous recruitment process encompassing gender balance, regional balance, inclusion parameters, and committed artists. Consider designing a process to audition the participants with a partial panel.
- b) A comprehensive curriculum outlining the topics, activities, and resources for the workshops.
- c) Engaging residency and post residency sessions that include practical exercises, discussions, and collaborative projects; and impactful mentorship sessions with activists and artists from different genres.
- d) Co-ordinated competitive seed grating process for the activists.
- e) Resources and materials for participants to continue exploring activism beyond the workshops.
- f) Final reports highlighting the impact and effectiveness of the residency and post residency activities.

## 2. METHODOLOGY

### 2.1. Methodology

To run a successful Artivism Fellowship, the consultant is expected to consider the following steps and activities:

- (a) **Workshop Needs Assessment;** at the beginning of the residency, the consultant will conduct a pre-training survey. This will seek to identify the demographic characteristics of the targeted activists for the fellowship and assess the existing skills and knowledge of the artivism fellowship participants.
- (b) **Workshop Design and Delivery;** Develop / adopt a curriculum based on the identified needs and interests of the participants in ensuring interactive learning that incorporates hands-on activities, discussions, and collaborative projects towards active participants' engagement.
- (c) **Workshop Logistics.**
  - i. *Venue:* Support ForumCiv in securing an appropriate venue with necessary resources for residency and post residency activities, ensuring accessibility for all participants and one that enhances creativity.
  - ii. *Schedule:* Develop a detailed workshop schedule, considering the optimal timing for participants to learn and that breaks to maintain energy levels.

- d) **Residency and post-residency:**
- i. *Experienced Facilitators:* Engage experienced facilitators with expertise in both art and activism, ensuring they can effectively guide participants through the learning process.
  - ii. *Mentorship Integration:* Integrate mentorship elements within the workshops connecting participants with experienced individuals in the activism field. Include the participants in identifying their mentors and coordinating the mentor matching process. Regularly assess the mentor-mentee relationship seeking feedback from both mentors and mentees and adjust the mentorship program based on feedback and evolving needs while maintaining flexibility.
- e) **Monitoring, Evaluation and Feedback**
- i. Continuous monitoring and evaluation: Implement ongoing monitoring and evaluation mechanisms of the workshop to gauge participant understanding and adjust content accordingly.
  - ii. Feedback mechanisms: Establish regular feedback mechanisms encouraging participants to provide insights on the residency and post residency engagement and suggesting areas for improvement.
- f) **Events and Collaborations;** Work in partnership with ForumCiv co-create the networking and showcase events for the activists after completing their projects.
- g) **Post-Program Reporting:** Conduct a comprehensive evaluation at the end of the program to assess the overall impact, collect participant testimonials, identify areas for improvement and document this in a comprehensive and creative post program report.

## 2.2. Reference Group/ForumCiv Support

For this assignment, ForumCiv will provide the following:

- An approved detailed Terms of Reference.
- A team dedicated to the Activism Fellowship for co-creation and close cooperation.
- Linkage to our networks during the recruitment of participants and mentors.
- Any other support jointly agreed on.

### 3. OUTPUTS AND REPORTING

#### 3.1. Outputs

The following outputs must be submitted by the contractual party and received to the satisfaction of ForumCiv:

- A **detailed work plan** for the assignment: Detailed Work plan to be submitted **5 (five) days** after signing the contract.
- **Interim report:** Share a simplified interim report detailing the recruitment and residency processes before embarking on the post-residency activities.
- **Final Report:** Final assignment report, updated after ForumCiv's feedback. All reports must be submitted to ForumCiv in an electronic file. The report must include a cover page, the main document, and all annexes. The deadline for this is **September 30th, 2024**.

**Approval of outputs:** Deliverables will be approved by the ForumCiv Regional Manager. The period for approval of reports will be 10 days, if after this time the Regional Manager does not issue any observations, the report will be considered approved.

#### 3.2. Reporting

The Consultant shall submit:

- A simplified interim report detailing the recruitment and residency processes before embarking on the post-residency activities.
- A final assignment report. The report shall, at a minimum, contain the journeys of the artists throughout the program and the impact realised linked to ForumCiv's Artivism Fellowship Goal and Objectives.
- The final report should no more than 30 pages, excluding appendices.

Both documents shall be written in English and submitted electronically.

### 4. TIME SCOPE

ForumCiv has estimated that the volume of the assignment amounts to a total period of 6 Months (April to September 2024) but not calculated as consecutive

days. The total scope of work and workplan to determine the total number of days will be aligned in consultation with the winning tenderer accordingly.

The assignment shall be undertaken between 1<sup>st</sup> April 2024 and 30<sup>th</sup> September 2024.

## **5. BUDGET**

The direct consultancy budget should not exceed **Kenya Shillings 2,500,000**, including fees, reimbursable, and excluding VAT.

The payments will be made according to the schedule below:

- ⇒ 50% after the contract is signed and the work plan approved.
- ⇒ 20 % after the delivery and approval of the Interim report.
- ⇒ 30 % after the delivery and approval of the final report.

Final payment will be made by bank transfer within 30 days after delivery by the tenderer and approval by ForumCiv. A first payment of initial costs can be approved.

ForumCiv will take care of the other costs related to the residency and post residency activities. The specific costs in reference are those linked to the conference, accomodation, , transport, seed grant and showcase/concert. These costs could be channeled through the consultant if agreed upon in the entry meeting. Take note that costs related to facilitators and mentors are part of the consultancy fee detailed above.

### **5.1. Fees**

The tenderer shall specify the fee per working day including all taxes and social costs but excluding VAT.

### **5.2. Reimbursable**

The tenderer is to specify anticipated reimbursable costs. If per-diem costs are included, they shall be specified separately and follow the thresholds from the Swedish Tax Agency (or equivalent). The details of the budget for reimbursable costs shall be indicative only. Revisions and re-allocations will be decided in dialogue with ForumCiv, along the course of work.



## 6. TENDERERS QUALIFICATIONS

**Diversity:** ForumCiv is committed to diversity, inclusion, and equal opportunity for all candidates.

The tenderer is to meet the following expectations.

- Offer services described in §2 above.
- **Degree/Academic Level & Years of Professional Experience:** Professional with at least a bachelor's or advanced degree in a relevant field such as Art, Social Sciences, Cultural Studies, or related disciplines. With at least ten years of experience in democracy, human rights, gender issues, governance, art and Activism.
- **Areas of Expertise:** Mastery in one or more artistic disciplines, such as visual arts, performing arts, literature, or multimedia arts. Deep understanding of social justice issues, human rights, and the dynamics of activism in Kenya or Tanzania as applicable.
- The consultant must possess the following qualifications and expertise:
  - Experience in designing and delivering effective educational /creative programs, workshops, and training sessions.
  - Ability to design comprehensive and adaptable training curricula that cater to participants' diverse backgrounds and skill levels.
  - Understanding of the socio-political landscape and the role of art in promoting social change.
- **Skills:** A record of accomplishments showcasing previous works that reflect a deep understanding of Activism (art and activism). Organization and project management skills to plan and execute training programs, workshops, and collaborative art projects. Time management skills and the ability to meet deadlines. Excellent writing, editing, attention to detail, and Evaluation skills.
- **Languages:** Fluency in English, Kiswahili (desired).
- Goods/services shall be produced and supplied in the most environmentally friendly way possible.
- Fundamental human rights, expressed in the ILO's core conventions, shall be considered.
- Not be bankrupt, be convicted of a crime in the profession, not have been guilty of serious professional misconduct nor have tax liabilities. Swedish suppliers shall have a class F tax certificate for contractors.

- The tenderer follows ForumCiv's Code of Conduct (provided at contract signing).
- The tenderer must make sure that subcontractors, if any, follow the same expectations.

**Note:** The qualifications stated hereinafter reflect the requirements for an individual consultant. For a highly complex operation with multiple programme sites, components, and increased risk, a team of consultants/organisation may need to be hired.

## **7. PROCUREMENT TECHNICALITIES**

### **7.1. Tender Procedure**

The assignment is subject to an **open** tender procedure, handled directly by a ForumCiv assessment group. The tenders will be assessed considering the following aspects;

- The contents of the tender (that all the required information is enclosed).
- The qualifications and experience of the tenderer.
- Experience from working with governance and or coursework development.
- The methodology and approach proposed.
- The cost for the tender .

Questions concerning the tender can be posed to the contact persons below until **15<sup>th</sup> March 2024**. ForumCiv reserves the right not to accept any of the tenders submitted. In addition, ForumCiv reserves the right to take references for the proposed candidate.

ForumCiv is not covered by the Swedish Public Procurement Act (LOU). This means that it is not possible to appeal against the decision of choosing a supplier and that ForumCiv is not obliged to disclose the procurement documentation after the completion of procurement.

### **7.2. Documentation and information required.**

Tenders shall

- State the methods they intend to use to implement the assignment and guarantee the quality of their work.
- State the qualifications of each person/ sub-consultants they make available for the assignment and attach a CV for each.
- Confirm that they will be able to meet all expectations in §7.
- State the total cost of the assignment, specified in the form of a daily fee for each personnel category, reimbursable expenses, and any other charges. All costs shall be given in Kenya Shillings, excluding VAT.
- Propose a schedule for the assignment.
- At least three relevant references for the work are indicated.

Based on the above, interested parties will be evaluated in the following criteria

**Assessment Criteria**

<b>Criteria</b>	<b>Maximum Points</b>
<i>Detailed Technical proposal with the consultants' profile and capability statement and interpretation of the Terms of Reference</i>	<b>40</b>
<i>Experience in undertaking similar work in the last five years</i>	<b>20</b>
<i>The proposed methodology, detailed implementation plan, and time frame</i>	<b>30</b>
<i>Detailed financial proposal</i>	<b>10</b>

**7.3. Final date of Submission**

Application documents should be sent to [procurement.kenya@forumciv.org](mailto:procurement.kenya@forumciv.org) with the subject heading: **Short Term Consultancy for Artivism Fellowship for ForumCiv’s Programmes**. The deadline for submission is **20th March 2024**.

**7.4. Validity of the Tender**

Tenders shall remain valid for 60 days.

**8. CONTACT DATA**

For further information, kindly contact; [winfred.nkonge@forumciv.org](mailto:winfred.nkonge@forumciv.org).