

TERMS OF REFERENCE

Short Term Consultancy for the ForumCiv Artivism Fellowship

BACKGROUND/INTRODUCTION

1.1 Introduction ForumCiv

ForumCiv is Sweden's largest civil society platform, with over 210 member organizations and a presence in Sweden, Colombia, Liberia, Kenya, and Lithuania. Since 1995, ForumCiv has supported civil society actors globally to enable people to organize, claim their rights, and drive sustainable change.

- ***Our vision:*** A just and sustainable world where all people have the power to effect change.
- ***Our purpose:*** To empower people living in marginalization, who organize to claim their rights and advocate for change that contributes to a just and sustainable world

The Roles of ForumCiv are:

(1) To empower people who organize to demand their human rights, all over the world. This is done primarily through financial support to member organizations and their partner organizations, as well as through access to capacity development for everyone who works within the member and partner organizations, and ForumCiv.

(2) To spread knowledge and encourage commitment to changes that contribute to a just and sustainable world. This is done in collaboration between ForumCiv and the member organizations and focuses on both decision-makers and the general public, primarily in Sweden and the EU.

In Kenya, ForumCiv operates through its Eastern and Southern Africa Regional Office (RO ESA), focusing on strengthening civil society, deepening democracy, advancing human rights, and promoting 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 NextGen Leaders Fellowship and Artivism 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 is 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 seeks to run an **Artivism Fellowship** for the **East Africa** Region. 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, culture and technology 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.**

2.0 ASSIGNMENT

2.1 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
- 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 projects 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 Period for all the artists to foster an environment that encourages collaboration, creativity and critical thinking. The mentorship will be an hybrid of physical and virtual sessions tailor made based on participants needs and managed by the Consultant.

2.2 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 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.
- d) Impactful mentorship sessions with artists and artists from different genres
- e) Co-ordinated artists projects curations from the seed grants support.
- f) Resources and materials for participants to continue exploring activism beyond the workshops.

- g) Final reports highlighting the impact and effectiveness of the residency and post residency activities.

3.0 METHODOLOGY

3.1 Methodology

To run a successful Activism 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 activism 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 take 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.
 - iii. Design a tailor-made mentorship plan based on the activists needs. Engage experienced mentors in the diverse mentorship sessions with the activists. 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.

- iv. Support the development of Projects by the artists. This includes close monitoring and evaluation of the projects from the start to the end.
- 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 artists 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.

4.0 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.

5.0 OUTPUTS AND REPORTING

5.1 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 **30th November 2025**.

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.

5.2 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 activists throughout the program and the impact realised linked to ForumCiv's Activism 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.

5.3 TIME SCOPE

ForumCiv has estimated that the volume of the assignment amounts to a total period of 6.5 Months (Mid-May to November 2025) but not calculated as consecutive days. The total scope of work and work to determine the total number of days will be aligned in consultation with the winning tenderer accordingly.

The assignment shall be undertaken between 15th May and 30 November 2025

6.0 BUDGET

Please provide a detailed budget for this assignment including fees, reimbursable, and VAT. The budget needs to include the full assignment activities as listed in 2.1

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, accommodation, transport, seed grant and showcase/concert. These costs could be channeled through the consultant if agreed upon in the entry meeting.

6.1 Fees

The tenderer shall specify the fee per working day for the recruitment, residency and post residency activities including all taxes.

6.2 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.

7.0 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 Bachelors 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.

8.0 PROCUREMENT TECHNICALITIES

8.1 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 (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 **23rd April 2025**. 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.

8.2 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

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

8.3 Final date of Submission

Application documents should be sent to procurement.kenya@forumciv.org with the subject heading: **Short Term Consultancy for ForumCiv Artivism Fellowship**. The deadline for submission is **2nd May 2025**.

8.4 Validity of the Tender

Tenders shall remain valid for 60 days.

8.5 Contact Data

For further information, kindly contact: winfred.nkonge@forumciv.org.