

## DEFENDERS COALITION

### TERMS OF REFERENCE FOR A CONSULTANCY FOR DEVELOPING AN OPERATIONAL PLAN 2023 FOR THE IMPLEMENTATION OF THE DEFENDERS COALITION STRATEGIC PLAN 2020-2025

Contract Duration: **10th -17th January 2023**

Contract Period: **7 working days**

#### Who we are

Defenders Coalition (The National Coalition of Human Rights Defenders–Kenya) is a national organization incorporated in the Republic of Kenya as a Trust. Its mission is to strengthen the capacity of human rights defenders (HRDs) to work effectively in the country and to reduce their vulnerability to the risk of persecution, through protection, capacity building, and advocacy for a favorable legal and policy environment. Established in 2007, NCHRD-K is the only national organization that works primarily for the protection of HRDs.

The Defenders Coalition's strategic plan 2020 – 2025 outlines the vision, mission and strategies of realizing the same. The strategic plan is futuristic and encompasses alignment to global human rights instruments as it seeks to effectively reposition the Defenders Coalition in the rapidly changing environment especially in technology. The identity of the plan is to present HRDs with holistic approaches geared towards a safe and secure environment for all HRDs through an established rapid response mechanism, capacity building and knowledge management structures.

#### Purpose and elements of the Operational Plan

The Operational Plan is the specific plan which prescribes how the Defenders Coalition will use its resources towards the implementation of the 2020-2025 Strategic Plan. It guides the day to day activities of the secretariat and its work plan for the coming year in order to achieve the goals and result areas set in the Strategic Plan. The Operational Plan identifies the activities and events that will be conducted by the Secretariat as aspired in the Strategic Plan. In a nutshell, the Operational Plan identifies the following key elements with a view of guiding the implementation of the identified activities:

1. Set measurable objectives that are clearly linked with the Defenders Coalition's Strategic Plan (2020-2025)
2. Create measurable goals that support the objectives
3. Set up clear accountability and timeframe
4. Set budget and other resources required
5. Specify who is responsible for each objective and goal, and the deadline
6. Set mechanisms to regularly track progress
7. Identify key fundraising opportunities

#### Expected output

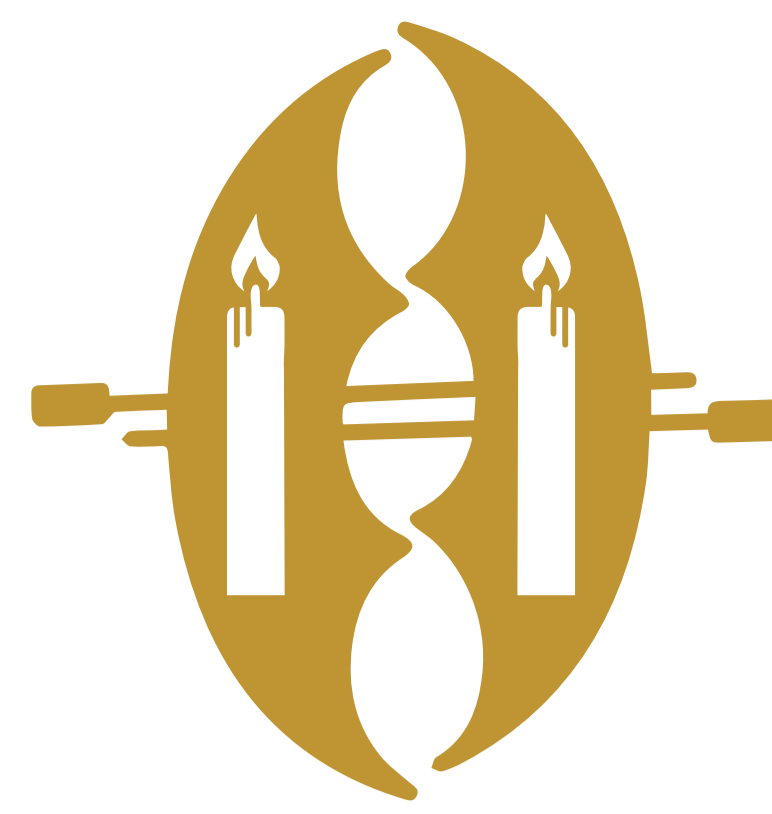
The expected outputs of the consultancy are;

1. A comprehensive Operational Plan for the year 2022 which provides for the above key elements,
2. A comprehensive budget for the year 2022,
3. A MERL (Monitoring, Evaluation, Research and Learning) plan.

#### Scope and methodology of the Work

In preparing the Operational Plan, the Consultant is expected to undertake a close consultation of the Strategic Plan to identify activities and events for the year 2022.

The Consultant is required to submit a proposal which indicates the methodology on how the Plan will be developed and highlights the content of the Operational Plan. The proposal will be assessed in the manner Defenders Coalition deems suitable. After a consultation is held and the proposal is approved, the Consultant will then guide the secretariat on developing the Operational Plan.



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The Consultant then will submit the final Operational Plan document.

### **Reporting lines**

The Consultant will work under the direct supervision and guidance of the Executive Director and the Head of Programs/Operations. However, during the course of work the consultant will be expected to liaise and consult directly with Defenders Coalition's financial budgets.

### **Time Frame**

The total amount of time given for the preparation of the Operational Plan is a 4 day period.

### **Application**

The following should be included in the application:

- a. A Curriculum Vitae
- b. A two page proposal on how they are going to carry out the consultancy
- c. Company/individual profile including a minimum of three recent referees
- d. Evidence of programmatic and technical expertise

Application should be submitted to [info@defenderscoalition.org](mailto:info@defenderscoalition.org) and put in copy [procurement@defenderscoalition.org](mailto:procurement@defenderscoalition.org) no later than **16 December 2022** with the subject line CONSULTANCY FOR DEVELOPING THE OPERATIONAL PLAN 2023.

Only shortlisted candidates will be contacted.