



CALL FOR APPLICATIONS FOR A CONSULTANCY TO DEVELOP THE DEFENDER'S COALITION CO-HOSTING AND SUB-GRANTING POLICIES AND PROCEDURES

TERMS OF REFERENCE

Who we are

The National Coalition of Human Rights Defenders–Kenya (Defenders Coalition) 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, Defenders Coalition is the only national organization that works primarily for the protection of HRDs.

Defenders Coalition's strategic plan 2020 – 2025 outlines the vision, mission, and strategies of realizing the same. Guided by pillar 4 which focuses on institutional excellence, Defenders Coalition seeks to consolidate its position as a dynamic, effective and sustainable organization with focus on further strengthening and diversifying its resource base as well as its internal policies and structures which will manifest in form of changes in diversity and levels of funding with a desired end result of establishing an internal environment that safeguards the integrity of Defenders Coalition resources.

Defenders Coalition believes that the kind of work that we do requires that we are “in it for a long haul” and hence the need to an expanded and stable resource base for the organization, as well as establish and sustain a strong HRD movement by among other things facilitating them access resources for enhanced HRDs agency, amplifying their voice, increased social status and bargaining power.

The consultancy

Defenders Coalition seeks the services of a consultant(s) or consultancy firm to lead in the development of policies and procedures for co-hosting and subgranting. The framework shall among other things incorporate procedures for assessing partner organization capacity regarding competence, resources, internal control and work on anti-corruption as well as meaningful, effective and accessible grant development, management, accountability and capacity enhancement framework.

The policies and procedures guide shall include best practices in grant oversight, grant coordination, risk mitigation and limiting exposure to grant-related legal liability, assessing efficiency and impact of HRDs' work, and ensuring consistency and accountability in securing and managing grant funds.

Specific Objective

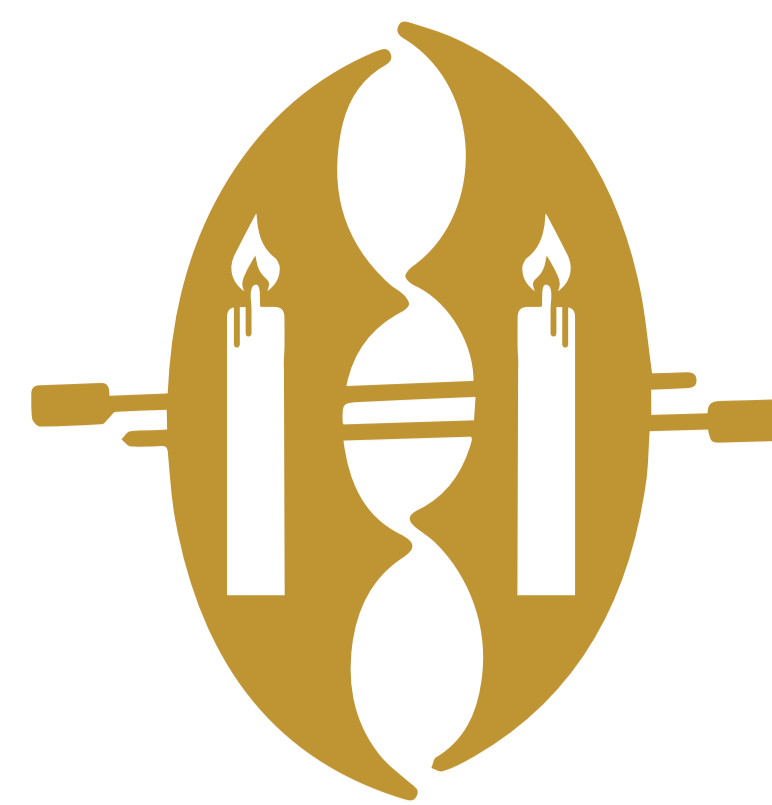
Subgranting: The specific objective is to set up the subgranting policy framework with the requisite governance mechanisms for effective grants management and administration. Such would be expected to maintain meaningful grant coordination, oversight and impact assessment and documentation. The policy shall specifically oversee all requests, application submissions, acceptances/ approvals and disapprovals, pre award, post award and closeout requirements, including programmatic and financial reporting; and project monitoring and evaluation where it is necessary.

Co-hosting: The specific objective is to develop a framework for assessing partners capacity, internal controls, risks, value addition and impact for meaningful partnership and maintaining effective grant management, reporting, recognition and dispute management.

Scope of Work

Specific tasks of the consultancy will include:

1. Develop grant communication guidelines among Defenders Coalition, grant seekers and other stakeholders.
2. Develop grant-management procedures from application submission, acceptance, pre-award, award, post award to grant close-out including programmatic and financial reporting as well as reimbursement.
3. Develop guidelines on grant oversight and monitoring to meet targets.
4. Develop guidelines for file-management, access and retention procedures.



DEFENDERS
COALITION

Profile of the Consultant

Essential

1. Institutional/individual experience of similar assignment for more than 5 years
2. Demonstrable work experience in project management/grant management field within the government/NGO/NPO sector
3. Higher level academic qualification. Master's degree/PHD in Communication Studies, Law, Public Policy, Human Rights Studies, Development Studies, or any other relevant field preferred
4. Good understanding of human rights law, norms and standards, state obligations and the role of human rights organizations.
5. Excellent written and presentation skills.

Additional

1. Experience and expertise in developing and maintaining good relationships with institutional donors or corporations.
2. Experience of working in multicultural contexts.
3. Strong analytical, strategic thinking and planning skills and ability to work under tight deadlines.
4. Proficiency in English.

Interested applicants shall present to the Defenders Coalition both financial and technical proposals for the project. The technical proposal must cover all-important aspects of the project and the financial proposal should cover professional and support costs.

Application procedure

Interested applicants who meet the job requirements and qualifications and with the right personal attributes are invited to complete and submit the following:

1. A technical proposal detailing the methodology and work plan.
2. Financial proposal.
3. A brief description of the resource person outlining recent experience in similar assignments.
4. At least three references of similar assignment.
5. Sample work that is similar to this assignment

All applications should be sent to Defenders Coalition Executive Director via info@defenderscoalition.org copy procurement@defenderscoalition.org by **27 March 2023** with the subject line **THE DEFENDERS COALITION GRANTS MANAGEMENT POLICY**.

Disclaimer

Defenders Coalition is an equal opportunity employer, committed to ensuring diversity, inclusivity and gender equality within our organization and work. Defenders Coalition, thus will recruit/award the consultancy to the most qualified person /company irrespective of race, color, marital status, sexual orientation, religion, gender, ethnicity. Only successful candidates will be contacted.