

DEFENDERS  
COALITION

## **TERMS OF REFERENCE**

### **FOR THE DEVELOPMENT OF A PROCUREMENT POLICY**

#### **Introduction**

The Defenders Coalition is the National Coalition of Human Rights Defenders in Kenya that works to strengthen the capacity of Human Rights Defenders (HRDs) to work effectively and to reduce their vulnerability to the risk of persecution by advocating for a favourable legal and policy environment in Kenya.

Our mission is to Champion the safety, Security and wellbeing of Human Rights Defenders focusing on four main areas as follows:

1. Supportive policy, legal and institutional Framework of HRDs.
2. HRDs protection ( Safety and security)
3. Social Economic Wellbeing of HRDs
4. Institutional Development

#### **Purpose**

Defenders Coalition which has grown in size and operations since its founding in 2007 is in the process of reviewing current policies of the organization to respond to its growth and dynamic operating environment of modern approaches and growing service demands.

Defenders Coalition therefore seeks the services of a consultant (s) or consultancy firm to lead in the develop a Procurement Policy for the organization to enhance operational capacity, efficiency and effectiveness. The successful candidate is expected to support the development of a Standalone procurement policy that incorporate best practices for enhancing internal controls, transparency, integrity, accountability and ensuring best value for money

#### **Terms Of Reference**

The overall objective of this consultancy is to develop a procurement policy that can be used to support the procurement function of the Defenders Coalition. The consultant(s) shall

1. Review existing procurement guidelines and practices of Defenders Coalition
2. Benchmarks Defender's Coalition's procurement guidelines and practices against comparable industry standards.
3. Draft a procurement policy of Defenders Coalition based the (1) and (2) above
4. Validate the draft procurement with staff and management of Defenders Coalition and its key stakeholders
5. Produce a final procurement policy incorporating feedback from key stakeholders

#### **Scope of the Consultancy**

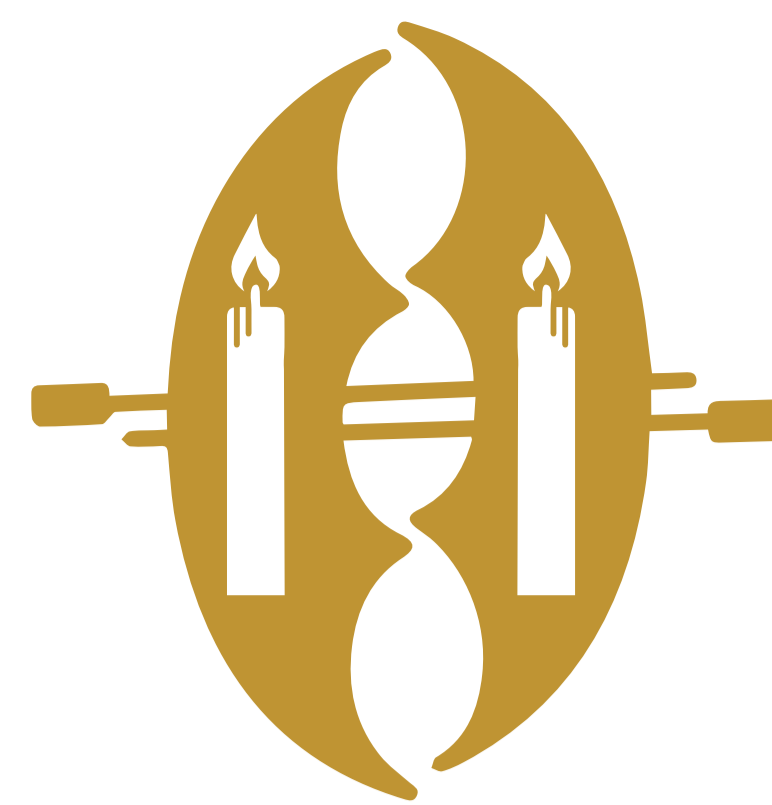
Working under the guidance of Head of Programmes, the scope of work of the consultancy shall include

1. Develop an implementation plan of the assignment
2. Regular meetings with Defenders Coalition assignment contact
3. Conduct a comprehensive desktop review of existing procurement guidelines and documented practices relating to the procurement function at DC
4. Review best procurement practices from comparable organizations within DC's working context
5. Produce a draft procurement policy for validation by stakeholders
6. Validate the report and incorporate proposals from staff, management and identified stakeholders
7. produce a final procurement policy incorporating input from stakeholders
8. Undertake this assignment within a duration two (2) months

#### **Deliverable**

1. A Final draft procurement policy for Adoption





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## Qualification and experience Essential experience

### Essential experience

- Institutional/Individual operational experience of consultancy services of at least five (5) years.
- Demonstrable work experience in conducting similar assignment recently within government/NGOs/NPOs sector. Provide references and links
- Higher level academic qualification in related subjects. Masters/PHD qualification preferred
- Practitioner or grasp of procurement rules and internationally accepted best practices and standards.

### How to apply

Interested candidates should send the following documents to Defenders Coalition via [info@defenderscoalition.org](mailto:info@defenderscoalition.org), [copy procurement@defenderscoalition.org](mailto:copy_procurement@defenderscoalition.org) indicating **“Consultancy for Development of Procurement Policy” as the subject latest by 11.59 pm 27th March 2023.**

### The following documents are to be submitted

1. Expression of Interest (EOI) both narrative and financial proposal.
2. CV(s) of staff who will be engaged for this assignment reflecting at least the academic qualification, previous relevant experience, contact number, current location etc.
3. Documented evidence of previous work e.g. copy of manuals previously developed, contract award or reference letter from the clients stating the scope of services and deliverables related to previously completed similar assignments (Maximum two previous related documents/sample);
4. Registration certificate of the Consultancy Firm, mentioning the date of establishment.

### Selection process and criteria

Note: It is the applicant's responsibility to demonstrate previous experience and justification for the proposed consultancy. The panel will review the documents and evaluate capacity based on the information in the above required documents. The panel will only review/evaluate the documents that are stated above.