



Terms of Reference (TOR): Consultancy to facilitate a 5-day workshop on building the capacity of the County Government of Nandi Ward Development Committees in the PFM cycle and their roles under the Nandi Equitable Development Act, 2023.

About NTA.

The National Taxpayers Association (NTA) is an independent, non-partisan organization focused on promoting good governance in Kenya through citizen empowerment, enhancing public service delivery, and partnership building. NTA does this through monitoring the management of public resources, provision of public services as well as partnership building and capacity development of the partners.

The objectives of the NTA are:

- To enhance accountability that taxpayer's money is used to deliver quality services, such as health, education, agriculture, roads, water, etc., for all Kenyans;
- To contribute to transparent and citizen-responsive management of taxpayers' money in devolved funds, such as County Government Funds, Constituency Bursary Funds, Constituency Development Funds, and Free Primary Education Funds.
- To sensitize citizens on their rights and responsibilities as taxpayers.

NTA is committed to working with both the National and County governments to improve service delivery and the management of devolved funds.

1. Background Information

The *Hatua ya Wananchi project*, led by NTA, is a transformative initiative designed to empower citizens and communities to shape governance, policy, and public finance management actively. At its core, the project seeks to foster inclusive governance by amplifying citizen voices, driving transparency, and demanding accountability in public systems.

Being implemented in Nandi County, *Hatua ya Wananchi* aims to build a culture of active citizenry where individuals and communities can meaningfully participate in decision-making processes, influence policy reforms, and champion equitable resource allocation. Through promoting robust public finance systems, the initiative ensures access to critical services such as healthcare, education, and water while holding duty bearers accountable for delivering on their mandates.

This project is a social and economic justice catalyst, fostering a governance ecosystem where transparency, inclusivity, and fairness become the norm.

2. Activity Description

The consultancy will facilitate a 5-day workshop designed to build the capacity of ward development committees (WDCs) capacity to understand and engage with the Public Financial Management (PFM) cycle. The workshop will focus on enhancing the committees' knowledge and skills regarding the stages of the PFM cycle. The objective is to equip the WDCs with the necessary tools to effectively participate in the financial management processes within their respective wards, ensuring transparency, accountability, and informed decision-making.

Additionally, the workshop will address the roles and responsibilities of WDCs under the Nandi Equitable Development Act, 2023. Participants will be guided on how to apply the provisions of the Act in their activities, focusing on ensuring equitable development at the ward level. This will involve a detailed exploration of how the Act impacts resource allocation, prioritization of development projects, and the overall governance structure at the local level.

The consultant will use a mix of lectures, case studies, group discussions, and practical exercises to ensure participants grasp the key concepts. The workshop will also provide an opportunity for the WDCs to share experiences and challenges, fostering a collaborative learning environment. The expected outcome is that participants will gain a thorough understanding of both the PFM cycle and the legal framework under the Nandi Equitable Development Act, equipping them to better perform their roles and contribute to sustainable, equitable development in their wards.

3. Purpose of the Consultancy

This consultancy aims to engage a consultant to facilitate a 5-day workshop to build the capacity of ward development committees. The workshop will focus on enhancing their understanding of the Public Financial Management (PFM) cycle and their roles as outlined in the Nandi Equitable Development Act, 2023.

4. Scope of Work

The consultant will be responsible for designing and facilitating a 5-day workshop for ward development committees. This will include preparing training materials, delivering sessions on the PFM cycle, and explaining the committees' roles under the Nandi Equitable Development Act, 2023. The consultant will engage participants through interactive activities, discussions, and case studies to ensure practical learning. Additionally, the consultant will provide ongoing support throughout the workshop, ensuring that participants fully understand the concepts and can apply them in their local governance roles. The final deliverable will be a comprehensive workshop report summarizing key insights and outcomes.

5. Deliverables

- Preparation and delivery of comprehensive training materials, slides, and program content before the training session.
- Facilitate a 5-day workshop.
- A final report summarizing the workshop outcomes, key learnings, and recommendations for further capacity-building initiatives.

6. Duration of the Contract

The consultancy is expected to take **5 working days** from the date the contract is signed.

7. Remuneration/Consultancy Fees

The consultancy fees shall be inclusive of statutory tax deductions. Payable by EFT transfer.

8. Reporting

The consultant shall report to the Project Officer.

9. Bid Requirements

Interested consultants should submit an Expression of Interest which should include the following:

- Updated curriculum vitae of the consultant (s) spelling out the relevant qualifications and experience.
- Financial Proposal/Quotation.

Academic Qualifications

- A minimum of a Bachelor's degree in Public Administration, Political Science, Law, Social Sciences, Development Studies, or a related field.
- A Master's degree in any of the above fields is preferred.
- Specialized training or certifications in Public Financial Management (PFM), and governance would be an added advantage.
- Demonstrated expertise in facilitating workshops and training sessions, with a strong ability to communicate complex concepts in accessible language.

10. Application Process

The consultant (s) is expected to submit their bid by **17th January 2025, 1700 EAT** to **jobs@nta.or.ke**

Women, youth, and persons with disabilities (PWDs) are strongly encouraged to apply.