**TERMS OF REFERENCE (TOR) FOR THE DEVELOPMENT OF A PEACE BOOKLET**

Echo Network Africa Foundation is a woman-led, women-serving development institution that engages in activities that empower, position, and advocate for women, youth, and Persons with Disabilities (PWDs). ENAF’s focus is to be a catalyst for development that propels the empowerment agenda by collaborating with government, development partners and community-based organizations to develop and innovate viable initiatives that enable women to advance their security and prosperity.

With peacebuilding as a fundamental pillar, ENAF, in partnership with the New Zealand Embassy, seeks to develop a **Peace Booklet** that will be a practical guide to fostering and sustaining peace in local communities. This booklet will be instrumental in supporting peace animators, community leaders, and residents in promoting non-violence, conflict resolution, and community cohesion.

**OBJECTIVES:**

**Overarching Goal:** To develop a comprehensive knowledge Tool (Booklet) on Peacebuilding to train peace animators in informal sectors in Nairobi

**Specific Goals**

* Research and document peace issues in Nairobi’s informal sectors within the 17 Wards in Nairobi County
* Identify key entry points including organizations and individual peace champions in Nairobi’s informal sector
* Identify what the communities in Nairobi County consider to be triggers of violence and proposals for mitigation
* Document terminologies, phrases and language used to communicate violence by various categories of people living in informal sectors in Nairobi County;
* Create a data base of current and potential Peace Champions in each of the 17 Wards in Nairobi
* Propose various strategies/approaches that the community uses or would prefer to use to promote peace in Nairobi County

**SCOPE OF WORK:**

The Consultant will be responsible for the following:

* **Desk Study:** Research and document key issues affecting communities within the informal sectors in Nairobi’s County.
* **Peace Champions:** Identify key peace actors/champions including women in the informal sectors in Nairobi
* **Documentation:** Identify factors that residents of Nairobi’s informal sector perceive as key contributors/triggers to violence in Nairobi and in the country and proposals for mitigation
* **Terminologies:** Document various terminologies, language, phrases and messages etc used in Nairobi’s informal sector to communicate violence
* **Language:** Ensure the language is reader-friendly and suitable for diverse audiences. Consider translations where needed.
* **Feedback:** Incorporate feedback from stakeholders, experts, and target audiences through several review rounds.
* **Design:** Work closely with a graphic designer to create an engaging and visually appealing booklet layout.
* **Peace Booklet:** Deliver the final booklet in digital and print-ready formats.

**DELIVERABLES:**

The Consultant will deliver:

* The Consultant will develop and share an inception Report Within the first week of signing the Contract
* A draft Booklet for review (both content and design)
* A finalized booklet (30-40 pages) covering peacebuilding strategies, practical tools, and messages that can be used to train peace actors/champions
* Digital and hard copy versions of the booklet

**EXPERTISE REQUIRED**:

* Proven experience in content development, particularly in creating educational or informational materials.
* Knowledge of peacebuilding, conflict resolution, and reconciliation methods.
* Ability to write clearly for a broad audience, including non-specialists.

**TIMEFRAME:**

Duration of the task is 10 days after execution of the Contract.

**REPORTING:**

The Consultant will report progress on a weekly basis and ensure alignment with project goals. A final report and booklet will be submitted.

**SUBMISSION OF PROPOSALS:**

Interested Consultants or teams are required to submit:

* A cover letter outlining their experience relevant to this TOR.
* A proposal detailing how they plan to achieve the objectives and scope of work.
* A detailed budget.
* A timeline and work plan.
* Samples of previous work in related fields.

**EVALUATION CRITERIA:**

Proposals will be evaluated based on:

* Relevant experience and qualifications
* Quality of the proposed methodology
* Clarity of the work plan and timeline
* Budget feasibility

**CONTACT INFORMATION:**

Proposals should be submitted via email to [procurement@enafrica.org](mailto:procurement@enafrica.org)

by COB 2nd October 2024