

TERMS OF REFERENCE (TOR) FOR CONSULTANT TO DEVELOP ABRIDGED AND TRANSLATED KISWAHILI VERSION OF BUNGOMA AND VIHIGA WOMEN'S MANIFESTOS.

1. INTRODUCTION

Echo Network Africa Foundation (ENAF) is a Pan-African philanthropic institution that works with like-minded stakeholders to empower, position, and advocate for girls and women in Africa. Founded in 1982, the vision of ENAF is an inclusive society where girls and women enjoy full rights and participate in the life of the society. ENAF intentionally focuses interventions on girls and women with special attention to young women, women with disabilities, and women from marginalized communities.

Following the promulgation of the Constitution of Kenya in 2010, Counties and Sub-Counties became central to service delivery and governance. However, women's participation in decision-making at these levels has remained limited due to weak capacities, lack of gender-inclusive systems, and structural barriers. In 2023, Echo Network Africa Foundation (ENAF) facilitated the development of two Women's Manifestos in Bungoma and Vihiga Counties, which aimed to establish a clear roadmap for gender inclusion in County governance. The Manifestos identified key gender equality priorities, strategies, and action plans to advance women's leadership and participation.

As part of the current project to cascade these Manifestos to the Sub-County levels and expand the knowledge of gender inclusion across Bungoma and Vihiga Counties, ENAF seeks to engage a consultant to develop an abridged version of the Manifestos and translate them into Kiswahili. This will make the documents more accessible to local women and serve as an advocacy tool to promote the implementation of gender action plans.

2. OBJECTIVE OF THE CONSULTANCY

The primary objective is to develop an abridged version of the Women's Manifestos for Bungoma and Vihiga Counties and translate the abridged documents into Kiswahili. This will ensure that local women, particularly at the grassroots level, can easily comprehend and utilize the Manifestos to advocate for gender equality and inclusion in County governance.

3. SCOPE OF WORK

The consultant will be expected to:

- Review the existing Women's Manifestos for Bungoma and Vihiga Counties, focusing on the key themes, priorities, and action plans.
- Develop an abridged version of each Manifesto, distilling the essential content to make it concise, practical, and accessible to a broader audience.
- Translate the abridged versions into Kiswahili to ensure inclusivity for non-English speakers, particularly local women leaders and community members.

- Collaborate with County stakeholders to ensure the abridged versions and translations are accurate and culturally appropriate, reflecting the context of each County.
- Ensure the translated document is aligned with the advocacy needs of the local women in these counties, to empower them in championing for the implementation of the action plans in the Manifestos.

6. EXPECTED DELIVERABLES

The consultant is expected to deliver the following;

1. An abridged and translated Kiswahili version of the Bungoma Women's Manifesto.
2. An abridged and translated Kiswahili version of the Vihiga Women's Manifesto.
3. A summary report detailing the process, feedback from stakeholders, and final recommendations for advocacy using the Manifestos.

7. DURATION AND TIMELINE

The consultancy is expected to be completed within **one month from** the date of contract signing. A detailed timeline will be developed in collaboration with the selected consultant.

8. CONSULTANT QUALIFICATIONS

The ideal consultant should possess:

- Expertise in gender equality, women's leadership, and advocacy in the Kenyan context, particularly in County governance.
- Proven experience in document review, editing, and translation (especially into Kiswahili), with a clear understanding of local cultural nuances.
- Familiarity with the political and socio-economic contexts of Bungoma and Vihiga Counties.
- Strong communication and stakeholder engagement skills, with a track record of working with grassroots women's organizations or communities.
- Demonstrated ability to produce high-quality, user-friendly materials for advocacy purposes.

9. APPLICATION PROCESS

Interested consultants are invited to submit:

1. A **technical proposal** outlining their approach to the assignment, including a work plan, methodology, and proposed timeline.
2. A **financial proposal** detailing the costs for the entire consultancy, including translation, printing, and any additional expenses.
3. **Curriculum vitae** of the consultant or consulting team, highlighting relevant qualifications and past experiences.
4. Samples of similar work previously completed.



Expressions of Interest should be submitted via email to procurement@enafrica.org not later than **Tuesday, 24th September, 2024, by 4:00 PM.**
