



I. General Information

Title of Consultancy:	Support for the development of popular version of Police Standard Operating Procedures (SOPs) on tackling GBV, digitization and design/ printing of IEC materials.
Type of Contract:	Individual Contract.
Duration of the assignment:	30 days.
Supervisor:	Program Manager
Closing Date:	24 December 2019 9:00 AM.

II. Introduction

Women's Empowerment Link (WEL) is a non-profit, non-partisan, non-governmental women's right organization that is committed to empowering women and girls to realize their full potential, worth, and strength politically, socially and economically through advocating for opportunities that explore their potential. WEL prides in contributing to the national and local agenda that promotes gender equality and women's empowerment on social, political and economic spheres.

III. Context

Gender Based Violence (GBV) and Violence Against Women and Girls (VAWG) has been on the rise in Kenya and has led to numerous incidences of killings of women and girls, which have dominated the limelight in the recent past. The recent Economic Survey (2019) by KNBS indicates that out of 75, 037 people reported to the police in 2018 for sexual offences, only 312 served probation. Despite the laws, policies and programmes in place to tackle GBV by the National Police Service (NPS) and other initiatives by Civil Society Organizations (CSOs), the number of GBV/VAWG cases are going up at an alarming rate with the reported cases not being followed to conclusion. The survey further indicates that there were 4700 more sexual offences cases reported in 2018 compared to 2017. To respond to this, Women Empowerment Link (WEL) has been implementing various projects supported by different development partners with the aim of tackling Gender Based Violence(GBV) in Kenya since March 2016.

One such program is “Improving Community Security (ICS) – Jamii Thabiti” supported by DFID through Coffey International. The major objective of the project was to engage with NPS to tackle Gender Based Violence GBV in Kenya, through an innovative model where WEL partnered with NPS and Civil Society Organizations to improve NPS institutional approach and services to specifically respond to VAWG and GBV in general.

The project successfully supported the training of over 1300 police officers on effective strategies for handling cases of VAWG targeting 32 police stations in eight counties. On policy improvement, the project successfully worked with NPS to develop and unveil Standard Operating Procedures (SOPs) on managing GBV/VAWG that is linked to the Multi-sectoral SOPs. The SOPs were launched in January 2019 by the Inspector General of the Police (<https://youtu.be/O8TQQkgVQgs>). The SOPs provides a systematic and uniform approach in dealing with GBV/VAWG cases reported to the Police Stations, Posts and Patrol Bases countrywide. This project has further been enhanced with a new project “Increasing Access to Police Services for Women and Girls Survivors of Violence in Kenya (2019-2021)”. The project builds on achievements of improved policies and police accountability by supporting the implementation of the newly developed SOPs increasing access to police services by women survivors of violence to reduce levels of GBV/VAWG in Kenya.

In a bid to scale up this work, WEL has gotten support from UK AID to further reach out and train more police officers in responding to GBV and VAWG cases as well as raise awareness among communities. The project will be implemented in five counties namely: Mombasa, Kwale, Nakuru, Kisumu and Nairobi.

To achieve this, WEL seeks to engage a consultant who will support in developing a popular version of the SOPs, design a digital version of SOPs that can be easily shared and accessed on e-platforms, design IEC materials for the project including info/motion graphics.

IV. Objectives of the Assignment

- To develop / design / print a popular version of the Standard Operating procedures.
- To develop a digitized, well-illustrated version of the Standard Operating Procedures
- To Design/ print IEC materials on GBV

V. Deliverables / Outputs

- Detailed work plan
- Soft and Hard Copy of Popular version.
- Digitized SOPs

- Final approved samples of banners, brochures, fact sheets, Folders, Notebooks, Diaries, Calendar
- High Quality printed versions of all approved IEC materials

VI. Timeframe

30 days from the contract date.

VII: Remuneration

Remuneration will be calculated based on qualification and experience and will be paid on a 30% - 40% - 30% Modality as per each sub-assignment in the contract. This will be broken down as follows: -

Instalment Period	Deliverable	% of payment
1 st Instalment	Approved inception report / work plan	30%
2 nd Instalment	Approved samples for print	40%
3 rd Instalment	Supply of all printed materials	30%

Note that all payment will be made via Cheques/ Direct Bank Transfers upon approval of all deliverables by relevant authority within WEL.

IX: Qualifications and Competencies

The consultant must have at least:

- Degree in social sciences or others as may be relevant;
- Experience and expertise in similar assignments. (to provide samples of work in the last 3 years)
- Knowledge of human rights and gender Programmes.

X: Submission of Application

Interested consultants should provide the following to info@wel.or.ke on or before **24th December 2019** by **9:00 am** Kenyan time:

- Cover letter;
- CV with 3 references.
- Samples of previous work conducted.

- Maximum 3-page Technical proposal: The technical proposal should include;
 - a) Brief explanation about the consultant with particular emphasis on previous experience in this kind of work;
 - b) Understanding of TOR and the task to be accomplished;
 - c) Proposed methodology;
 - d) Draft work/implementation plan and budget to undertake the assignment.

Applications will be assessed based on the proposed methodology and level of experience of candidates

XI: Terms of Service

This is a non-staff contract under the Individual Contractor modality of hiring at WEL. The incumbent shall not be considered as staff of WEL and are therefore not entitled to any privileges or any other special status or conditions as WEL staff.