



I. General Information

Title of Consultancy:	Support for the Police in implementation of Standard Operating Procedures (SOPs) through Training Needs Assessment and Training.
Duration of the assignment:	60 days.
Supervisor:	Programme Manager
Closing Date:	18th December 2019.

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

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 UK AID 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/O8TQQkqVQgs>). 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 in 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 conduct a training needs assessment targeting police officers from 30 selected police stations in the five target counties, develop a training manual taking into account the outcome of the needs assessment and further conduct a training for trainers (ToTs) for select police officers who will subsequently train their counterparts in effective implementation of the SOPs.

IV. Scope of the Assignment

WEL wishes to hire the services of a qualified consultant to support in the following 3 areas:

a) Carry out a Training Needs Assessment (TNA) to: -

- i. Identify the awareness, knowledge gaps and training needs of the Police Officers on the developed Police SOPs for tackling GBV and its Action Plan implementation
- ii. Provide independent and reliable field research into National Police Service training on the SOPS implementation that will allow training to be developed in response to the needs and expectations of National Police Service Officers
- iii. Support the development of a comprehensive customized Training Plan for The NPS officers based on the findings of the Training Needs Assessment and best practices around the world
- iv. To support Identification of relevant and practical training methods and effective strategies for implementing the SOPs training plan
- v. To support the development of a monitoring and evaluation plan for monitoring progress in the implementation of the plan for SOPs training

b) Design and develop a Training Resource Manual and Handbook to: -

- i. Help the Police Trainers of Trainers (ToTs) deliver introductory and interactive training on the Police Standard Operating Procedures (SOPs) on Gender Based Violence (GBV) prevention and response and Action Plan implementation

c) Conduct a Training of Trainers (ToTs) Workshop on the implementation of the SOPs to: -

- i. To strengthen capacity of ToTs to lead and support the implementation of the of police SOPs for GBV prevention and response
- ii. To develop actionable work plans with the TOTs on the implementation of police SOPs for GBV prevention and response

V. Output and Deliverables

Under the Terms of Reference (TOR) of this Project, the consultant contracted is expected to submit five (5) Deliverables.

Training Needs Assessment:

- (i) The Inception Report;
- (ii) A Draft Training Needs Assessment Report;
- (iii) A Final Training Needs Assessment Report;
- (iv) A Draft Training Plan including Implementation Strategy, a Monitoring and Evaluation Plan; and
- (v) A Final Training Plan.

Design and develop a Training Resource Manual and Handbook:

- (i) The Inception Report;
- (ii) A Draft Training Manual and Handbook;
- (iii) A Final Training Manual and Handbook;

Conduct a Training of Trainers (ToTs) Workshop on the implementation of the SOPs:

- (i) The Inception Report;
- (ii) Conduct the ToTs Trainings
- (iii) A Draft Training Report;
- (iv) A Final Training Report;

VI. Timeframe

Training Needs Assessment

This consultancy will be delivered over 30 days' period from the date of issuance of consultancy contract broken down as follows:

Activity	Output	Schedule
Inception meeting with WEL staff	Notes of meeting	1 day
Detailed Inception report	Report	5 days
Data collection on site and data entry	Review Days	20 days
Review of Draft report on the findings	Draft Report	2 days
Final report and hard copy document	Final report	2 days
Total		30 days

Development of a Training Manual and Handbook

This consultancy will be delivered over 20 days period from the date of issuance of commencement letter upon successful completion of Training Needs Assessment broken down as follows:

Activity	Output	Schedule
Inception meeting with WEL staff	Notes of meeting	1 day
Detailed Inception report	Report	2 days
Actual Development of Manual	Review Days	10 days
Review of Draft training Manual	Draft Manual	2 days
Final Training Manual	Final Manual	5 days
Total		20 days

Training for Police Trainer of Trainers (ToTs)

This consultancy will be delivered over 7 days period from the date of issuance of commencement letter upon successful completion of Manual Development. Note that this will only be paid on actual training dates

Activity	Output	Schedule
Travelling Day	Travel to and from Venue	2 day
Actual Training	Report	4 days
Draft Training Report	Review Days	4 days
Total		10 days

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	30%
2 nd Instalment	Draft Report	40%
3 rd Instalment	Approved Final report plus all attachments	30%

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

VIII: Qualifications and Competencies

The consultant must have at least:

- Advanced degree in political science, economics, law, social sciences or others as may be relevant;
- Experience and expertise in conducting needs assessments, managing teams and delivering agreed outputs on time and within budget. (to provide copy of a report on similar work in the last 3 years)
- Experience in developing training Content (To provide a sample of training manual developed individually or contributed to)
- Experience in Conducting Trainings (Provide at least two referees to this effect)
- Experience and knowledge of, human rights, gender and participatory development Programmes.
- Experience of working with, Police, local communities and non-governmental organizations.

IX. Submission of Application

Interested consultants should provide the following to info@wel.or.ke on or before **18th December 2019** by **4:30pm** Kenyan time:

- Cover letter;
- CV with 3 references for all members who will be engaged in the assignment;
- Copies of reports 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

X. Terms of Service

This is a non-staff contract 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.