



SDGs KENYA FORUM

Coalition for Sustainable Development



DEVELOPING SDGs SOCIAL ACCOUNTABILITY AND REPORTING TOOLKIT/GUIDE

CONSULTANCY



Call for Expressions of Interest (EOI)
&
TERMS OF REFERENCE
05/06/FY25/



About the SDGs Kenya Forum

The Coalition for Sustainable Development (SDGs Kenya Forum) is an inclusive national membership platform and a convener of Agenda 2030 for the Sustainable Development Goals (SDGs) that provides space for structured and coordinated civil society organisation (CSO) engagement with (national and subnational) governments, citizens, the private sector, media, academia, and development partners. The Forum engages with national and county government and all other stakeholders in the implementation, review, and follow-up of the 2030 Agenda for SDGs.

The Forum's mission is to influence multi-stakeholder policies and actions for the achievement of the SDGs in Kenya. The advocacy-based approach the Forum employs to implement, monitor, and review the SDGs is based on collective voice and action by Civil Society Organizations (CSOs) engaging other stakeholders, thus fostering synergies among stakeholders. The overall goal of the Forum is to empower citizens to demand accountability through policy change and budget commitments for sustainable development that leave no one behind.

The Forum advocates for policies and legislation to strengthen commitment, financing, planning and implementation for sustainable development at national and county level. It also promotes the use of data and evidence in the monitoring and implementation of the SDGs in partnership with other key data stakeholders in Kenya. Furthermore, the SDGs Kenya Forum works to raise citizens' awareness of the Agenda 2030 for sustainable development through '*leave no one behind*' dialogues at county and national level. It also builds local and national partnerships with government, citizens, youth, private sector, media, academia, and development partners to achieve the intended goals.

The SDG Kenya Forum also amplifies marginalized voices in policy discussions and implementation, promotes resource sharing and synergies among initiatives, empowers grassroots organizations through training and support, tracks SDG indicators to maintain accountability, fosters public ownership of sustainable development goals, and leverages global expertise and resources. Through its holistic and collaborative approach, the SDG Kenya Forum plays an indispensable role in driving Kenya's progress towards a more sustainable and equitable future, serving as a bridge between local actions and global objectives in the pursuit of the 2030 Agenda.

Our organization is committed to promoting inclusive, participatory, and accountable implementation of the SDGs at the grassroots level. As part of our efforts to strengthen local ownership and accountability, we seek to develop a comprehensive **SDGs Social**



Accountability and Reporting Toolkit/Guide to enhance the capacity of civil society organizations (CSOs), and grassroots actors.

Purpose of the SDGs Social Accountability and Reporting Guide/Toolkit Consultancy

The purpose of this Consultancy is to develop a practical, user-friendly **SDGs Social Accountability and Reporting Toolkit/Guide** to enhance the capacity of civil society organizations (CSOs), community-based organizations (CBOs), grassroots groups, and other stakeholders in Kenya to effectively participate in the implementation, monitoring, and reporting of the Sustainable Development Goals (SDGs).

This toolkit aims to bridge the gap between national SDG commitments and local-level accountability by equipping non-state actors (CSOs) with tools, strategies, and frameworks for evidence-based advocacy, citizen engagement, Gender Equality and inclusive monitoring. The guide will support efforts to hold duty bearers accountable, ensure that no one is left behind, and promote transparency and responsiveness in development processes at both national and county levels.

Objectives of the Consultancy

Specifically, the consultancy seeks to:

- Develop simple practical tools, templates and methodologies for tracking and reporting SDGs progress as well as promoting social accountability, Gender Equality and inclusive public participation.
- Promote the use of citizen-generated data, Gender data and statistics, social audits, community scorecards, and other participatory accountability tools.
- Enhance the capacity of CSOs and grassroots organizations to contribute to Voluntary National Reviews (VNRs), Voluntary Local Reviews (VLRs), and shadow reporting processes;
- Advance inclusive participation of marginalized groups such as women, youth, persons with disabilities, indigenous communities and grassroots communities in SDGs accountability mechanisms.
- Strengthen mechanisms for citizen engagement and feedback in local development processes;
- Enhance collaboration between the government, civil society and development partners in monitoring and reporting on the 2030 Agenda in Kenya.



The developed toolkit is expected to be accessible, adaptable, and aligned with Kenya's national SDG framework, the minimum gender indicators framework, existing accountability mechanisms, and global SDG reporting standards.

Scope of Work

The Consultant will be expected to:

a. Design a Training Guide on SDGs Monitoring, Tracking and Reporting, covering the following areas:

- Introduction to the SDGs and the 2030 Agenda
- Localizing the SDGs
- Principles and frameworks for SDGs monitoring and tracking
- Data collection, analysis, and reporting on SDG and Gender indicators
- Community-level SDG reporting using Gender data and citizen-generated data
- Kenya's SDGs Monitoring and Reporting Architecture

b. Develop Social Accountability Tools and Templates, including but not limited to:

- Community Scorecards
- Gender tracking tools
- Citizen report cards
- Citizen monitoring checklists
- Public expenditure tracking
- Social audits

c. Design Templates for Harnessing Citizen Voices:

- Community Consultation Forms
- Citizen -Led SDGs and Gender Reporting Frameworks
- Testimonial and Case Study/Success Story Templates
- Public Petition Templates for SDGs and Gender Policy Advocacy
- Social Media and Digital Engagement

d. Provide Practical Guidance on Use of the Tools:

- Steps for facilitation and implementation
- Stakeholder engagement strategies
- Data collection and analysis techniques
- Reporting and advocacy approaches



e. Produce a Comprehensive Toolkit Document combining the training guide, tools, templates, and facilitation notes.

Expected Outputs and Key Deliverables

- i. Draft an inception report presenting a clear-cut methodology on how the assignment will be accomplished, laying out specific roles and the work plan-not more than 10 pages.
- ii. Develop a draft SDGs and Gender Social Accountability and Reporting Guide/Toolkit.
- iii. Hold debriefing meetings with the Forum and incorporate comments/inputs from stakeholders from the stakeholder's validation forum and finalize the SDGs Social Accountability Guide/Toolkit.
- iv. Summary report on the validation workshop.
- v. Submit the Final version of the Toolkit to the Forum (print-ready and digital).
- vi. PowerPoint Presentation on Toolkit.
- vii. Trainer's Guide / Facilitator Manual notes for training sessions.
- viii. Launch and disseminate the finalized SDGs Social Accountability Guide/Toolkit.

Ethics and child protection

The Forum is committed to ensuring that the rights of those participating in data collection or analysis are respected and protected, in accordance with our Ethical MERL Framework and our Child and Youth Safeguarding Policy. All applicants should include details in their proposal on how they will ensure ethics, youth, and beneficiary safeguarding in the data collection process. Specifically, the consultant(s) shall explain how appropriate, safe, and non-discriminatory participation of all stakeholders will be ensured and how inclusivity and special focus will be paid to the needs of young people, women with a disability, and other vulnerable groups. The consultant(s) also explain how confidentiality and anonymity of participant's data as expressed under the Data Protection Act (2019) will be guaranteed and further expound on ways in which to manage conflict sensitivity arises.

Timelines

The assignment will take 25 working days.



Role of the Forum

The role of the Forum in this exercise is as follows.

- i. Provide any documents for review by the consultant as sources of secondary data.
- ii. Provide support supervision during the assessment period.

Budget and Payment Schedule

The consultant will propose a budget covering professional fees and related expenses. Payment will be made in installments upon submission of key deliverables as follows:

- **30%** upon approval of the inception report.
- **40%** upon submission of the zero draft report and validation.
- **30%** upon submission, approval and launch of the final report.

Expected qualifications

To be eligible for this position the consultant (individual or firm) should possess the following qualifications:

- i. Academic qualifications of a minimum of a master's degree in development studies, Economics, Statistics, Governance, Public Policy, Human Rights, Monitoring and Evaluation, or a related field.
- ii. Proven progressive experience (at least five years) in governance, social accountability, development planning or sustainable development.
- iii. Demonstrated experience in **developing toolkits, training materials, manuals, or guides**—preferably related to SDGs, Gender analysis, citizen engagement, governance, accountability or monitoring and evaluation.
- iv. Strong understanding of SDGs and Gender Equality processes, including the Voluntary National Reviews/Voluntary Local Reviews, shadow reporting, community led monitoring, and citizen participation methodologies.
- v. Proven experience working with civil society organizations, community-based groups, and government stakeholders in Kenya.
- vi. Excellent writing, facilitation, and communication skills.
- vii. Proficient in Gender analysis, data analysis, participatory research, statistical forecasting and report-writing.
- viii. A demonstrated high level of professionalism and ability to work independently under tight deadlines.



- ix. Geographic expertise/experience, preferably in Kenya.

Submission requirements

Interested consultants and/or agencies are expected to provide an expression of interest letter stating the consultant's or firm's capabilities, including the following:

- i. Consultant(s) or agency profile outlining areas of expertise with samples of select works.
- ii. Current list of recent and relevant clients.
- iii. Any direct or relevant experience of undertaking similar initiatives.
- iv. Names and CVs of the professionals who will be the lead and associated with the assignment and how this will be managed.
- v. Detailed technical and financial proposal outlining the approach to accomplish the assignment- not more than five pages
- vi. A proposed timeline/ workplan.

All applications received by the submission date will be reviewed by a selection committee based on predetermined objectives. The shortlisted consultant(s)/consulting firm would be invited for an interview discussion.

Submission instructions

Interested and qualified bidders should submit a technical and financial proposal to info@sdgkenyaforum.org.

The subject of your email should read ***SDGs SOCIAL ACCOUNTABILITY AND REPORTING GUIDE/TOOLKIT CONSULTANCY* (SSARG) NO: 05/06/FY25/**

Hard copy documents will not be accepted.

Queries related to the consultancy should be addressed to info@sdgkenyaforum.org

NB: The Technical and Financial proposals must be submitted separately.

The closing date for submission of complete applications is **19th June 2025**



CONTACTS:

Phone: +254 020 2725348

Email: info@sdgkenyaforum.org

Website: www.sdgkenyaforum.org

Office: Azure Towers, 10th Floor, Lantana Rd - Nairobi

Social Media: @SDGsKenyaForum

