



Terms of Reference

Grants Consultancy

BACKGROUND

Pact Kenya Office is currently implementing two regional programs funded by the European Union Trust Fund for Africa (EUTF) and the United States Agency for International Development (USAID). The Regional Approaches for Sustainable Conflict Management and Integration (RASMI) and Selam Ekisil (SEEK) projects, are three-year EUTF funded cross-border conflict management programs. RASMI and SEEK adopt a conflict systems-based approach to address the multiple causes of conflict in cross border areas and promote peace building, conflict management, and conflict resolution capacity at the community and cross-border levels. RASMI works in Kenya, Somalia and Ethiopia border (Mandera Triangle) while SEEK works in Kenya and Ethiopia border areas. The programs are currently implemented together with seven (7) local consortia partners based across the operation areas of Kenya, Somalia and Ethiopia.

The expanding access to justice program (EAJ), funded by USAID responds to citizens' needs by supporting civil society and government justice actors in sustainably improving the quality and scope of legal services in Somalia and Somaliland. The program's focus is on developing services that assist citizens in achieving rights-based outcomes through both the formal and informal justice system. Working with government and civil society justice sector actors, EAJ's ultimate goal is to support sustainable expansion of legal aid service delivery in Somalia and Somaliland.

GOAL/PURPOSE

The main purpose of this position is to provide short term grants management support to Pact grants team. This will include, reporting, refining systems, strengthening internal and donor compliance guidelines and training staff grant process and procedures. The close collaboration with Pact HQ to ensure compliance with Pact and funder guidelines.

OBJECTIVES:

This consultancy's main objectives are:

- A. Streamline internal and external grants reporting procedure.
- B. Support the roll-out of upcoming sub-grant awards for the EAJ program (primary and rapid response grants)
- C. Review Pact Kenya grants systems and processes, strengthening compliance to internal and donor regulations
- D. Refine internal processes, templates and develop new toolkits to ensure compliance with internal and donor regulations
- E. Train Pact and partners staff on grants processes and procedures as required

PROCESS/TASKS/SCOPE OF SERVICES

The consultant will need to undertake the following tasks to achieve the above-mentioned objectives:

1. Review the EU and USAID program grant documents and processes to align with the grant with the donor guidelines.
2. Work proactively with grants, procurement, and program staff to understand needs, challenges and solicit ideas for program innovation.
3. Coordinate grant compliance and reporting responsibilities with finance, human resources, and program including program outcome data, due diligence documentation submission and fiscal reports.
4. Refine, templates, and toolkits to ensure compliance with donor regulations
5. Contribute to cross-functional initiatives to streamline workflows and grant tracking and administration
6. Maintain the existing workflow with partners and program staff and provide strategic advice regarding systems improvements
7. Audit both electronic and hard copies of program files to ensure compliance with donor record keeping procedures
8. Develop a grant training toolkit and conduct systems training to contribute to organizational learning and systems improvement

The above tasks are illustrative, and the consultant will be expected to build on these as needed to ensure the assignment is completed to the expected standards. He/she is encouraged to consult regularly with Pact staff for any clarification or assistance to further inform the products from this assignment.

KEY DELIVERABLES:

The Consultant will submit the following deliverables at the end of the assignment:

1. Develop Standard Operating Procedure (SOP) for the grants department to strengthen internal compliance processes.
2. Refine existing templates and develop new toolkits for the grants depart in line with Pact and donor requirements.
3. Develop a grant staff training toolkit and conduct systems training to contribute for Pact and partners staff.
4. Provide systems evaluation report with recommendations

SUPERVISION AND QUALITY ASSURANCE

The Consultant will be supervised by Pact Kenya Director of Finance and Grants.

PERIOD OF CONSULTANCY

This consultancy is expected to take a total of 90 days.

ASSURANCE OF CONFIDENTIALITY

All deliberations relating to this consultancy, including all information collected from various meetings/documents shall be kept confidential and shall not be divulged to any third party either verbally or in writing or in any other form.

APPLICANT SKILLS AND QUALIFICATIONS

The Consultant should have the following educational qualifications, skills and experience:

1. Degree in Accounting, Business Administration or any other related field
2. Minimum of 3 years' professional experience in development sector, of which one years' experience working on grants management or in a complex administration setting. Experience providing in developing new system and training in grants management will be an added advantage.
3. Knowledge of USAID and EU policies, regulations and reporting requirements
4. Excellent interpersonal, communication, presentation and report writing skills required.
5. Team Player, ability to work in a multi-cultural environment, flexible and able to handle pressure.
6. Ability and willingness to travel within Kenya, Somalia, and Somaliland

LOGISTICS AND PROCEDURES

Pact will cover transport and accommodation costs related to this assignment.

SUBMISSION REQUIREMENTS

Submit the following documents with their expression of interest for this consultancy:

- Curriculum Vitae
- At least three references (could be included in the CV)
- Proposed work plan to perform the consultancy's assignment (This should include activities, methodologies time frame and daily costs)

CONTACTS FOR SUBMISSION AND DUE DATE

Submit the EOI and supporting documents to kenyahr@pactworld.org by **12:00pm on Tuesday 10th September 2019** quoting "Grants" Consultant on the subject line.