



DEVELOPMENT OF INDIGENOUS LIVELIHOODS ENHANCEMENT PARTNERS (ILEPA) INSTITUTIONAL ISSUE-SPECIFIC POLICIES

TERMS OF REFERENCE (TORs)

1.0. INTRODUCTION

Indigenous Livelihoods Enhancement Partners (ILEPA) is a non-for-profit community-based Indigenous Peoples organization (IPO) for human rights and governance, environment and climate change and local level self-determined development registered in Kenya, with the National NGO Coordination Board. The organization serves amongst the Indigenous Peoples in Kenya with a focus on pastoral communities in Narok County.

The abbreviated name of the organization—ILEPA—carries a significant meaning in Maa (the language of the Maasai people). The Maa word Ilepa loosely translates to “arise” or “ascend.” ILEPA is a call to significance. It thus aptly captures the spirit of what the organization stands for—ILEPA exists to facilitate the self-determination of Indigenous peoples toward their overall well-being.

ILEPA envisages a just and prosperous Indigenous peoples’ society with a mission to promote Indigenous Peoples’ sustainable self-determined development and recognition and respect of their human rights for enhanced wellbeing.

Integrity, transparency and accountability, professionalism, community-centeredness; dignity and respect; orientation to learning, Partnership and Collaboration; diversity and social justice are some of our core values

2.0. BACKGROUND

ILEPA has grown over time in terms of programmatic reach, thematic areas of interest, scales of engagement, depth in human resources, and development partners portfolio. ILEPA seeks to develop policies to establish a foundational framework for responsible and effective operations. This will ensure protection of the organization, beneficiaries, and the environment while also demonstrating a commitment to ethical conduct and transparency.

Some of the issues/areas of interest calling for policy guidance include:

- *Donor Requirements:* grant development partners' comfort & reassurance with respect to transparency, accountability, and adherence to ethical and legal standards
- *Transparency and Trust:* to help foster trust among donors, beneficiaries, and the public.
- *Legal Compliance:* to help minimize legal risks and consequences by ensuring operations are undertaken within the legal boundaries of the Kenyan context and international where applicable.
- *Good Governance:* Establishing principles and guidelines for ethical leadership, decision-making, and conflict resolution to ensure good governance would also help prevent abuses of power and promote fair and ethical practices.
- *Preventing Conflicts of Interest:* This would help prevent situations where individual interests could compromise the organization's objectives. It would also protect the organization's integrity and ensure that resources are used for their intended purposes.
- *Protecting Vulnerable Populations:* This is critical in ensuring ILEPA acts in the best interests and protects the well-being of the vulnerable populations it serves.
- *Gender Equality:* Helps ensure that ILEPA addresses gender equality and non-discrimination, promoting diversity and inclusivity within the organization & its programming.
- *Environmental Responsibility:* to help reflect our commitment to sustainability and responsible organization's environmental footprint.
- *Ethical Conduct:* to help guide the behavior of staff and stakeholders, setting high standards for professionalism and integrity to foster an organizational culture that values ethical behavior.

In this regard, ILEPA is seeking the services of a competent consultant/s to support the development of the institutional policies and procedures as elaborated below.

3.0. PURPOSE OF THE CONSULTANCY

The overall objective of this consultancy is to develop the following ILEPA's Policy.

- i. **Gender Inclusion Policy:** This policy should outline the organization's commitment to promoting gender equality and ensuring that gender considerations are integrated into all aspects of ILEPA's work. It should address issues such as preventing gender-based violence, promoting gender-responsive programming, and promoting gender diversity within the organization.

- ii. **Governance, Ethics, and Standards of Operation (GESO):** This policy should sets out ILEPA's commitment to good governance, ethical conduct, and adherence to international standards of operation. It should cover areas like transparency, accountability, integrity, and responsible use of resources. It should incorporate a component on Board Manual
- iii. **Human Resources Policy:** This policy should cover various aspects of managing the ILEPA's workforce. It should encompass elements such as recruitment and hiring procedures, compensation and benefits, professional development, employee rights, and workplace behavior expectations. The policy should include guidelines for *Code of Conduct*: outlining ethical behavior and values expected of all individuals associated with the organization, including staff, volunteers, and partners.
- iv. **Financial Accountability and Transparency Policy:** This policy should ensure that the ILEPA's financial operations are conducted with integrity. It includes guidelines for budgeting, financial reporting, auditing, and the responsible use of funds.
- v. **Procurement Policy:** The policy should help ILEPA define standard methods and procedures for purchasing products and services from different vendors. At the minimum the envisioned policy should a) Outline overarching principles and standards for the procurement process, b) Standardize the procedure for purchasing goods and services within an organization, c) Ensure that all purchasing activities align with the organization's strategic goals and comply with regulatory requirements, d) Support consistent, efficient, and best practice approaches to procurement and provide guidelines for; Approved suppliers. Price negotiation, Documentation requirements. Ethical guidelines & Policy review and revisions.
- vi. **Safety and Security Policy:** This policy covers measures to protect the safety and security of staff, volunteers, beneficiaries, and assets.
- vii. **Monitoring and Evaluation Policy:** This policy should provide guidelines for monitoring and evaluating the impact of the organization's programs, ensuring data-driven decision-making and program improvement.
- viii. **Anti-Corruption and Whistleblower Policy:** The policy should help prevent and address corruption, including mechanisms for reporting misconduct (whistleblowing).

- ix. **Risk Management Policy:** The Policy should help ILEPA Identify hazards, assess risks, Eliminate or minimize risks so far as is reasonably practicable, consistently Review the control measure and enable Consultation with workers throughout the risk management process

4.0. SPECIFIC TASKS FOR THE CONSULTANCY

- a) Hold an inception meeting with the ILEPA management Team to better understand the requirements, priorities, and expectations from the onset.
- b) Review existing ILEPA's policies and practices to appreciate current practice and identify gaps
- c) Develop Drafts of the Listed policies speaking to the context realities of ILEPA.
- d) Organize a two-day training workshop for ILEPA Staff to socialize the new policies

5.0. DELIVERABLES

- a) Draft Policy documents.
- b) Final/validated and adopted policy documents.
- c) A staff workshop report on the socialization of the policies

6.0. REQUIRED SKILLS AND EXPERIENCE

- a) Advanced university degree in the relevant study area (Law, Anthropology, Institutional/organizational strengthening
- b) Demonstrated 5 experience in policy formulation, and stakeholder engagement.
- c) Excellent experience in Kenya's context on the non-state sectors and the legal policy environment
- d) Excellent communication and writing skills in English and Swahili.

7.0. SUBMISSION OF PROPOSAL (Bid)

The proposal should demonstrate sound knowledge, technical skills, and capacity as required by the nature of work of the assignment and understanding of the requisite tasks outlined in the scope of work. Eligible consultants should submit the following.

1. Technical and financial proposals
2. Date and activity schedule
3. CV of designated personnel
4. Minimum of 2 recommendations from previous assignments
5. A sample of the previous relevant assignment

The proposals should be emailed to procurement@ilepa-kenya.org, indicating clearly on the email header the title of the consultancy by **August 30, 2024**