

TERMS OF REFERENCE (TOR) TO DEVELOP A HARMONIZED BUNGOMA PEACE, COHESION AND INTEGRATION POLICY.

Work Description

Consultant to review existing policy drafts and harmonize into a Peace, Cohesion and Integration Policy for Bungoma County.

Duration: 5 days

1. Introduction and Background

Pamoja for Transformation is a National Non-Government Organization (NGO) registered in Kenya as a Trust. The organization envisions a Peaceful, Just and Prosperous Society. We work in conflict-affected communities in East Africa, serving marginalized and disadvantaged people. We work with conflict affected communities, supporting them to transition from crisis and poverty to peace and development. Our interventions seek to transform resolving structural and latent conflicts that arise from weak governance systems, identity conflicts and economic inequalities. We support local, community-based initiatives that strengthen resilience against violence and climate vulnerabilities while promoting economic opportunities. We target disadvantaged groups such as women and youth, Refugees, pastoralists, peri-urban and rural communities. The organization works in collaboration and partnership with civil society, donor agencies, private sector and state institutions to address the drivers of poverty and economic imbalances. We apply an integrated approach to development that combines peace advocacy, participatory governance, formal education and business development strategies to attain sustainable change. Pamoja through support from GIZ-Civil Peace Service (CPS) is implementing a Peace Advocacy project titled "Enhancing Good Governance in Kisumu and Bungoma Counties". The project aims to Promote Inclusive and Transparent Decision – Making through accountable leadership, secure environment that fosters social inclusion and just resource distribution, healing and integration of people exposed to violence.

2. Purpose of Consultancy

Pamoja is looking for qualified Consultant to support in the harmonization of existing peace policy drafts in Bungoma County. The harmonized final policy shall be presented to diverse stakeholders including the County Executive Committee and the County Assembly of Bungoma for consideration.

The main purpose of the assignment is to study existing peace policy documents including the Mabanga Peace Accord, and any other relevant policy framework at the county and national levels and come up with harmonized Peace, Cohesion and Integration Policy for Bungoma County.

3. Specific Objectives

The specific objectives of this consultancy are to:

- i. Conduct a comprehensive policy analysis of Bungoma CSO Peace policy draft, KEPHRA peace policy draft, Mabanga Peace Accord and develop a harmonized draft-Bungoma Peace, Cohesion and Integration policy.
- ii. Aligning the proposed Bungoma Peace, Cohesion and Integration Policy to National Policy on Peacebuilding and Conflict Management 2011, National Cohesion and Peacebuilding Bill 2021, among other county and national laws.
- iii. Work collaboratively with the Office of the County Attorney to ensure that the proposed peace, cohesion and integration policy draft aligns with Bungoma County laws.

4. Scope of work and Main Tasks

The Consultant shall be required to:

- i. Participate in an inception meeting and prepare an inception report detailing the methodology to be employed and the work plan.
- ii. Develop a draft policy in the recommended template as shall be guided by the County Attorney.
- iii. Participate in policy validation meetings with stakeholders.
- iv. Incorporate comments of stakeholders from the policy validation workshop in the peace policy draft.
- v. Develop a final peace policy draft.

5. Deliverables

Key deliverables for the consultancy are as follows:

- i. Inception report, detailing the general understanding of the assignment, approach and methodology.
- ii. Final work plan with timelines as agreed jointly with Pamoja in consultation with the Directorate of Public Administration, Bungoma County Government.
- iii. The Consultant maintains communication with the technical committee to address any emerging challenges that might affect the scope of the assignment.
- iv. Develop a draft report highlighting process, methodology and findings; and
- v. Finalize and submit the final draft policy.

6. Payment terms

- i. Payment of 40% of the fee will be made upon satisfactory approval of the inception report and 60% paid upon submission of the final draft policy.
- ii. The Consultant is expected to cover the cost of insurance, communication, accommodation and any other expenses associated with the consultancy within the available budget.

7. Time Frame

The assignment should be completed within 5 working days within the provided period after signing the Agreement and in accordance with the work plan.

8. Qualifications of consultant

- i. Post-graduate qualifications in law, peace studies, development studies or related discipline.
- ii. The applicant must possess at least five years of experience with a track record in research, policy analysis, policy advisory, and practice.
- iii. Knowledge of human rights and local knowledge on political and governance context of Bungoma is desirable.
- iv. Experience working with County Governments and research institutions, conducting research, and leading or managing research programs or projects.
- v. Excellent and proven research experience in the development of similar literature.
- vi. Ability to work independently and with stakeholders, to produce high-quality output in a timely manner while understanding and anticipating evolving client needs.
- vii. Strong facilitation and advocacy skills.

9. Application instructions:

Send a cover letter, a resume or profile and a detailed technical and financial proposals on or before **22nd April 2025 by 11.59 P.M.** to hr@pamoja-transformation.org

While submitting your application be sure your email subject line reads;
[PFT/6000/037.](#)