



# terms of reference

Baseline assessment on county  
gender responsive budgeting

# Background

The SDGs Kenya Forum is a platform in Kenya that has been promoting civil society organisation (CSO) engagement with government in all aspects of the Sustainable Development Goals (SDGs) since 2015, when the forum was launched. The forum uses a three-pronged approach: 1) CSO engagement with national and county governments on policies and legislation to strengthen commitment, financing, planning and implementation of the SDGs; 2) empowering grassroots citizens to hold government accountable through 'leave no one behind' dialogues; and 3) building partnerships with government, international agencies, the private sector, the media and academia for the implementation of the SDGs.

The SDGs Kenya Forum, in collaboration with Development Initiatives (DI) and forum members, and with funding from the Bill & Melinda Gates Foundation, is implementing a three-year programme called 'Strengthening the SDGs Kenya Forum as an Accountability Platform for Gender and Development'. The programme will engage decision-makers in the SDG process and hold the government accountable for its promotion, planning, financing and implementation, specifically on gender equality priorities under SDG 5, in six counties – Nakuru, Bomet, Kitui, Kisumu, Kilifi and Kajiado – ('the six counties').

## Intervention logic

Kenya has made significant strides in the promotion of gender equality and women's empowerment. The 2010 constitution recognises women's rights as human rights and prohibits discrimination based on sex, gender, residence and pregnancy, among others. Since 2010, Kenya has also enacted several laws promoting women's participation and recognition in governance and the development agenda.

Despite the availability of a favourable legal and policy framework, the implementation of the gender agenda lags behind others. The pace of planning, financing and implementation of the gender equality SDG indicators at both national and county levels has not been impressive. So far, three years have been spent on administrative functions, mainly the preparation and domestication of the SDGs. There seems to be slow progress towards implementation of SDG 5, and as such Kenya may be off-track in achieving gender equality by 2030.

This baseline study will help bring clarity on the various gender responsive programmes implemented at the county level as well as the percentage of the budget set aside for gender responsiveness. The results of the study will help guide SDGs Kenya Forum engagement with local government on SDG 5 implementation. The document produced will be used by the SDGs Kenya Forum and its members to engage county and national government on gender-related issues.

## Purpose of the baseline study

The baseline study will assess the County Fiscal Strategy Papers (CFSPs) and the approved budgets of the six counties over the last three fiscal years, 2016/17, 2017/18 and 2018/19, to determine the extent to which they are aligned to the implementation of SDG 5. This will include an analysis of the supplementary budgets where relevant.

The study will also assess the effectiveness of existing institutional frameworks, existing opportunities for citizens' engagement in the budget process, and accountability mechanisms. This information will be used as the reference point to engage with the government as well as progressively measure project performance against set targets during and at the end of the project.

Finally, the study will recommend ways to increase the capacity of local CSOs to strengthen women's participation in all phases of public budget processes in a gender sensitive way. It will also recommend ways to improve the capacity of women in the six counties to engage constructively in a gender sensitive, public budget process.

## Scope of work

Under the supervision of the Project Manager, and in close collaboration with partners and project staff, the consultant(s) will undertake the following tasks in phases:

- Desk top review of the six counties' CFSPs and budgets to:
  - Understand to what extent budget estimates are gender responsive
  - Identify how many institutions host such allocations to indicate the extent of mainstreaming
- Carry out an analysis of the six counties' CFSPs and approved budgets over the last three fiscal years, including the supplementary budgets where relevant, to determine their alignment to SDG 5
- Analyse the various institutional frameworks, existing platforms for citizen participation and accountability mechanisms for effective implementation of SDG 5
- Analyse what percentage of the total budget the six county governments have allocated for projects on gender in the last three fiscal years
- Analyse how the Annual Development Plan document addresses gender issues and programmes for the last three years
- Based on analysis, recommend ways to make the county budgeting process inclusive, participatory and citizen-friendly

## **Deliverables**

- Plan of study implementation
- A short proposal stating the budget and methods of data collection
- Credible and factual report within 35 days based on analysis of the six counties last three fiscal years' CFSPs and approved budgets, and supplementary budgets clearly outlining how they align to the mainstreaming of SDG 5 implementation
- Analysis of existing institutional framework and strategy to enhance citizens' influence in budget cycle processes
- For quality assurance, the report must be accompanied by the data (Excel) file used for the analytical report

## **Baseline report outline**

The report will enable all stakeholders and other users to understand the current situation of SDG 5 and clarify subtleties that cannot be explained quantitatively. This will be advised by the consultant(s) but should include the following elements.

### **Title page**

The report should have the project title, and the title page should include the names of the assessment team and the dates on which the assessment was carried out.

### **Acronyms**

Acronyms used in the text should be spelled out here for easy reference.

### **Executive summary**

The executive summary should be a brief explanation of the project, the context in which the baseline assessment was done, general findings and general conclusions.

### **Table of contents**

In the table of contents, the section headings should follow the numbering format that will be in guidelines provided, but this can be adapted where necessary.

### **Introduction and background**

This section should include some background information on the project, objectives, performance indicators, an overview of the expected results, the extent of its activities, its geographic scope and the situation in which it operates. Include a description of issues such as the context in which the assessment is conducted (e.g. socio-economic, physical, cultural, political, etc, which might have a bearing on the expected results), implementing

partners and target stakeholder categories. The purpose and objectives of the baseline assessment should be presented and clarified.

## **Methodology**

This section should include discussion of the following:

- The general framework of the assessment
- Techniques employed in information gathering
- The participative methodology used, if any
- Tools applied to track gender responsive budget items and programme activities
- Method employed to develop the strategy plan for improved citizen engagement
- The composition of the assessment team
- The range of stakeholders involved
- The limitations or constraints in terms of information gathering, the tools or other constraints faced by the evaluation team
- Analysis of the findings

This section should include an interpretation of the results in the context that the assessment was in. Key performance indicators should be elaborated upon, clearly showing the data, data source(s), analytical tools used and interpretation. It should identify components that may need further assessment. The report, which is analytical rather than descriptive in nature, must clearly identify allocation and policy gaps, informed by key messages emerging from the analysis.

## **Conclusions**

Conclusions sum up the findings of the assessment, and recommendations made.

## **Annexes**

The first annex should be dedicated to the strategic plan for enhanced citizen engagement with clearly defined goals and outcomes.

The next sections could include relevant documents, data, tables, assessment ranking, a glossary and other information the assessment team may deem necessary. Each annex should be numbered and listed by title in the table of contents.

## **Schedule**

The consultant(s) is expected to deliver the final report on the 35th day after signing the contract. The baseline study will start no later than 4 March 2019.

## Conclusion

The final engagement should include a one-day briefing on the findings to get input from the project team and partners, as well as build consensus around the recommendations.

## Qualifications, skills and experience

- A postgraduate degree or higher in gender studies, economics, public policy, monitoring and evaluation, or other related social sciences
- At least five years' experience conducting external evaluations including gender responsive budgeting, in some of which the candidate was the lead consultant
- Experience conducting a similar baseline assessment study on gender responsive budgeting
- Familiarity with county governance and budget formulation and structures
- Expertise in gender, human-rights based approaches to evaluation, sustainable development
- Understanding of ethical issues and approaches to informed consent with regards to collecting data
- Experience in collecting and analysing quantitative and qualitative data
- Understanding of development, in particular the approaches to promoting inclusion of marginalised groups, gender, and economic empowerment
- Language proficiency: fluency in English is mandatory

## Application details

Email your CV, expression of interest and examples of similar studies completed with references to [HRAfrica@devinit.org](mailto:HRAfrica@devinit.org) with the subject header 'Baseline county gender responsive budgeting assessment study' by 28 February 2019.

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Development Initiatives (DI) is an independent international development organisation working on the use of data to drive poverty eradication and sustainable development. Our vision is a world without poverty that invests in human security and where everyone shares the benefits of opportunity and growth.

We work to ensure that decisions about the allocation of finance and resources result in an end to poverty, increase the resilience of the world's most vulnerable people, and ensure no one is left behind.

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