CALL FOR PROPOSALS: CONSULTANCY FOR THE REVIEW OF POLITICAL PARTIES DOCUMENTS AND MANIFESTOS

13TH NOVEMBER 2020
BACKGROUND

The Westminster Foundation for Democracy (WFD) through funding from DemoFinland is implementing the Kenya Inclusive Political Parties (KIPP) Programme which seeks to ensure that effective provisions are in place within political parties, to respond to the strategic and practical needs of Persons with Disabilities (PWDs) within the internal structures, political commitments and policies. The programme seeks to work with 10 political parties in reviewing their party documents and manifestos to identify areas or gaps where the internal party documents are responsive/ nonresponsive to inclusion of PWDs in party activities, practices, and processes. This review shall form the basis for direct technical support to the 10 political parties towards strengthened capacities to implement inclusive reforms specifically of PWDs, within party structures and processes and policies.

WFD is therefore seeking a consultant to carry out a comprehensive review of the 10 partner political party’s documents which include manifestos and relevant institutional policies. The consultant will seek to identify the various gaps and provide possible recommendations that will strengthen the internal party structures, manifestos, and policies in response to the strategic and practical political inclusion needs of PWDs. Upon successful completion of the review, the consultant will further provide technical assistance to the political parties in the adoption of recommendations from the review process.

THE CONTEXT

Political parties currently have a cultural and societal disregard of inclusion issues, especially regarding PWDs. This weakens their ability to effectively identify, address and promote inclusion issues and provisions both in their internal political party structures and as part of wider political discourse towards more inclusive public policy. WFD recognizes that in engaging political parties, a vital opportunity exists to address some of the long-standing societal and structural barriers facing Persons with Disabilities (PWDs).

WFD through the KIPP programme has developed a focused and targeted support programme that will deliver core capacity building, training, and mentoring to political party leadership on policies and issues linked to inclusion. Critical to this technical support programme is the review of internal party documents such as the constitution, manifestos and internal policies which provide direction for the political parties’ policies, spelling out their intentions and motives to the electorate which provides the foundation for the operations of political parties.

The recently concluded KIPP programme baseline study and context analysis revealed that most of the political parties unintentionally fail to make provision for the focused inclusion of Persons with Disabilities within the party policies and processes. It is in this regards that the KIPP programme is working with Political parties to put in place effective provisions that respond to PWDs within their internal party structures, political commitments, and policies.

THE ASSIGNMENT

WFD intends to engage a consultant(s) in the review of internal documents i.e. manifestos and policies of 10 Political Parties towards ensuring that Political Parties have increased knowledge and capacity to implement inclusive reforms specifically of PWDs, within their structures and processes, thus aid in the development of develop inclusive policies.

APPROACH

The consultant shall directly engage 10 political parties in reviewing their existing relevant party documents with the primary focus being identifying the existent or non-existent provisions on inclusion of persons with disabilities within the political party structures, policies, and practices. The review should focus on the legal, policy and institutional context of disability inclusion within the political parties. Since all the 10 Political Parties are at different levels of implementing inclusive reforms, the review shall include providing synopsis on strategies in place in each political party towards the promotion of disability. Specifically, the consultant will:

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1. Carry out page by page review and analysis of the political party documents including manifestos and internal policies to identify deliberate provisions and mechanisms for inclusion of PWDs in party business and programmes.

2. Examine the political party documents for relevance, responsiveness, and privileges in promoting political participation of PWDs and/or mainstreaming disability in the party structures and policies.

3. Identify gaps on inclusion of PWDs within the political party documents and present practical recommendations for consideration by the political party National Executive Committee on strengthening institutional policies towards a conducive environment for PWD inclusion.

4. Relate and make comparisons of the current party documents to the legal provisions on disability rights and inclusion indicated in the legislative and policy frameworks both locally and internationally such as the Convention on the rights of Persons with Disabilities (UNCRPD), Constitution of Kenya 2010, the Elections Act 2011 and the Political Parties Act 2011.

5. Compare party practice and policies to similar contexts in other jurisdictions/sister parties with the aim of inspiring internal learning, reflection, and adoption of good practice in political inclusion of PWDs.

Upon completion of the review the consultant will provide technical support to the political parties in drafting of inclusive party documents including manifestos and policies.

The output of this process will be crucial in guiding the WFD KIPP programme on bilateral engagements with political party leadership aimed at addressing the identified gaps highlighted, as well as marshalling goodwill for adoption and implementation of the recommended strategies towards more effective inclusion of PWDs in political party activities, practices and processes.

DELIBERABLES

The independent contractor will be expected to:

1. During Preparation phase – 2 technical days
   - Develop an inception report that captures the proposed methodology, approach, a review checklist, delivery plan, assumptions, anticipated risks, and mitigating strategies.

2. Review phase – 13 technical days
   - Liaise with the 10 Political Party’s leadership to access all the relevant documents for the review process.
   - Administer the review checklist, flagging out disability inclusion gaps and capturing existent strategies.
   - Relate and compare party documents with the legal provisions on disability rights and political inclusion as stipulated in legislative and policy frameworks locally and internationally.
   - Compare party practice and policies to similar contexts in other jurisdictions/sister parties.
   - Provide clear and specific recommendations specific to each party for incorporation in the party documents.
   - Document key learning and good practice identified during the review for sharing with the political parties for adoption.
3. Technical support phase – 20 technical days
   - Provide technical support to the political parties in drafting of inclusive party documents including manifestos and policies.
   - Technical support in ensuring the party documents are graphically appealing and communicate effectively.
   - Develop and provide orientation of a tool for documentation of lessons and monitoring implementation of action plans in operationalization of the political inclusion strategies by the 10 parties.

4. Reporting Phase – 2 technical days
   - At close of the assignment, prepare a comprehensive report detailing the process, deliberations, and resolutions arrived at through the review and the technical support process.
   - The report will also include specific party commitments, plans and lessons building on the assignment.

NOTE: The above deliverables have tight deadlines that must be adhered to by the successful applicant.

OUTCOME OF THE ASSIGNMENT

a) The development of inclusive party documents including manifestos and internal policies as influenced by the review and technical support provided to the political parties.
b) Inclusion of PWDs prominently featuring in the substantive agenda of the 10 Political parties.

DURATION OF THE ASSIGNMENT

This assignment will be conducted and completed within 37 consultancy days spread within the period December 2020 to early January 2021.

QUALIFICATIONS

❖ The ideal candidate(s) should possess post graduate qualifications in a relevant discipline such as Political Sciences, Law, or any relevant Social Science discipline.
❖ Minimum of seven (7) years of relevant experience in analyzing complex information with a strong bias on Disability Inclusion and Political engagement.
❖ Demonstratable track record of delivering democracy assistance support with a bias on Political Party Strengthening and PWD inclusion
❖ Be able to work independently within stipulated timelines.
❖ For consultancy firm, one should have a legal status, a company profile, and tax registration.

KEY SKILLS AND COMPETENCIES

❖ Posses special skills to analyze complex information and make judgement with respect to relevance, responsiveness, and confidentiality.
❖ Have expertise and understanding of Political Parties structures, policies, systems, and practices.
❖ Have proficiency in various document review tools and can adapt new technologies that are evolving.
❖ Possess strong oral and written communication skills
❖ Demonstrate possession of personal traits such as dependability, efficiency, positive attitude, team oriented, strong work ethics and flexibility.
Demonstrated experience working within Political context having engaged Political parties

EXPRESSION OF INTEREST/PROPOSAL SUBMISSION

Proposals may be submitted by individuals, teams of experts or consultancy firms. The selected contractor must demonstrate proven experience in reviewing and analyzing institutional documents. Knowledge and experience of Kenyan politics is essential.

The consultants/consulting firms interested in this assignment are expected to submit proposals (both technical and financial) with CVs of the proposed team.

The technical proposal must detail the following:
1) Objectives and understanding of the assignment
2) Expected outputs and product
3) Demonstrable experience in similar assignments
4) Availability to deliver the assignment within the required timeframe.
5) Financial proposal in Kenya shillings for the entire assignment

Interested parties are requested to submit their proposal responding to the terms of reference by 12 noon EAT on Friday 27th of November 2020 to faith.odidi@wfd.org and Cc maureen.oduori@wfd.org

The email subject should read EoI – Review of political party manifestos for provisions on Disability Inclusion.