TERMS OF REFERENCE

RE-TENDER PROPOSAL NO.ICHAPREQ00632

OPERATIONAL RESEARCH TO INCREASE UNDERSTANDING OF CONFLICT AND VIOLENCE EXTREMISM ISSUES AMONG YOUTHS IN KENYA, WITH A VIEW OF INFORMING PRACTICE AND POLICY
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OPERATIONAL RESEARCH TO INCREASE UNDERSTANDING OF CONFLICT AND VIOLENCE EXTREMISM ISSUES AMONG YOUTHS IN KENYA, WITH A VIEW OF INFORMING PRACTICE AND POLICY

1. Background

Kenya has faced high levels of insecurity for many years as a result of land disputes, ethnic conflicts, armed civilians operating as bandits or criminal groups, including across borders, and a history of marginalization of the country's periphery. Economic inequality is most prevalent and visible in the large urban centers of Nairobi, Mombasa, Nakuru, Kisumu and Eldoret, while the north-east and coastal counties have generally been excluded from the national development process.

Kenya shares borders with five countries, three (Somalia to the east, Ethiopia to the North and South-Sudan to the north-west) of which are experiencing serious conflicts. Against this backdrop, these countries are increasingly becoming transit points for irregular migration routes and/or breeding grounds for violent extremism. In addition, according to a survey conducted by the National Crime Research Centre in 2012, there are 46 organised criminal gangs in Kenya. Lack of employment among the youth was seen as a catalyst for their induction into the organised criminal gangs. In addition to unemployment, land issues have also been a significant factor.

In October 2016, Kenya Red Cross Society (KRCS) with financial and technical support from European Union (EU) started a 4 year Conflict prevention, peace and economic opportunities for the youth project which seeks to address underlying causes of conflict in particular areas in Kenya that are at risk of violent conflict and forced displacement. The geographical scope of the project focuses on high-risk areas, in particular, the counties of Garissa, Mandera and Wajir in the North East, Kwale, Kilifi, Lamu and Tana River in the Coast, and urban areas, in particular Mombasa. These are areas where the vulnerabilities and risks are significant.

The intervention logic of the project is based on three main elements:

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1 National Crime Research Centre; A study of organized gangs in Kenya, 2012
- If we can strengthen understanding of underlying causes of conflict and violence, and sources of resilience, then we will be able to better adjust our interventions to address conflict risks.
- If young people are given inclusive access to better vocational educational opportunities, which lead to decent jobs and livelihoods for target groups, then grievances will decline, and better economic opportunities will be created. This will contribute to reduced vulnerability, enhanced economic stability and positive peace.
- If key actors’ attitudes change to favour peaceful and political solutions to grievances, and recognise the importance of working together to improve Kenya’s security, then there will be a reduction in existing violence, and a reduced risk of future conflict.

The overall objective of the project is to contribute to increased peace, stability and inclusive economic opportunities for young people in marginalised areas in Kenya.

The specific objectives of the project are:

- To enhance understanding of sources of conflict and exclusion, leading to informed policy and interventions, which identify means of addressing development needs and grievances.
- To provide youth with skills that can be used to improve employment and livelihoods prospects.
- To strengthen capacity to manage and prevent conflict and improve trust between the state and communities.

2. **Purpose of the assignment**

The conflict prevention, peace and economic opportunities for the youth project has been designed to include proactive, reflective and evidence based programming. An operational research (OR) component is expected to provide information (in additional to other information sources) necessary to improve the development and implementation of effective peace and conflict management policies and programmes. The OR will investigate the processes of youth engagement in violence within the local context. Local knowledge is crucial for successfully designing interventions that counter these processes.

3. **Research questions**

This section outlines the research questions and sub-questions that will be explored. It also outlines the proposed key methods to be used and the expected outputs. The questions involve examining and synthesizing existing literature, focussed group discussions and key informant’s interviews with key stakeholders. Reference will also be made to all project documents and reports.

**Question 1: What are the underlying drivers of conflict (terror and gang related) among youth in Kenya? (Focus: within the project areas)**

Provide an in-depth overview which addresses the:
Factors and issues linked to conflict

The common character traits of the youths who are engaged in conflict especially gang and terror related (provide insights to family circumstances, childhood and education)

The relationship between security actors and the youths and how does this influence peace and/or conflict in the area

Question 2: What community aspects contribute towards conflict including gang and terror related conflicts

Provide an in-depth overview which addresses the:

(i) Linkages between clan conflicts and gang and terror conflicts and how they contribute to radicalization to terror related violent extremism
(ii) Community aspects that fuel conflicts especially gang and terror related

Question 3: What are the traditional/communal and modern ways of addressing conflicts?

Provide an in-depth understanding of the:

(i) Communal/traditional and modern ways of addressing conflict and how this can be harnessed to also address gang and terror related conflicts
(ii) Synergies between the modern and traditional ways of addressing conflicts
(iii) Roles and place the traditional and modern way of addressing conflict prevention with a focus on terror and gang conflicts prevention

Question 4: What is the role of digital media in violent extremism?

Provide an in-depth overview which addresses the:

(i) Ways social media and internet have been used to support conflict (roles of social media in the recruitment and transformation process)
(ii) Ways of using digital media to prevent/counter violent extremism (effective methods of counter-messaging)

Methods:

(i) Desk review of relevant literature, both formal and grey
(ii) Focus group discussions, Key informant interviews, and other participatory approaches needed

Outputs:
(i) Draft inception report/research protocol with study goals and objectives, design, clear and robust methodology, information on data management and statistical analysis, quality assurance, expected outcomes, work plan, any anticipated problems, project management and details of research team.

(ii) Finalized and signed off inception report (taking account of comments)

(iii) Draft reports – frequency to be agreed which will then be subject to technical review

(iv) Finalized and signed off reports

(v) Raw data including transcripts, grids, field notes, pictures, recordings etc.

Note: all research outputs should include direct quotes from the community, youth and key informants. Emphasis should be given to capturing youth’s voices as this will be of importance for the intended use of the research.

**Target:**

(i) KRCS staff and partners

(ii) Beneficiary communities including youth

(iii) County and National Government

(iv) Practitioners and policy markers

(v) International stakeholders

**Purpose:**

(i) The research findings will be used to inform the design of interventions proposed in this project, as well as inform programming and policy.

**Planned use of outputs:**

(i) To be read by KRCS staff and volunteers involved in the project

(ii) Basis of discussion with communities and youth

(iii) Inform discussions with counties and national government

(iv) Adjust plans and approaches to taken better account of the real issues on the ground

(v) Used to inform:
   a. KRCS programming and practice
   b. Development of policy briefs and position papers on violent extremism and youth
   c. Development of case studies/learning papers to be shared nationally and internationally

**4. Roles and responsibilities**

**a) The ICHA team**

(i) In consultation with the project team, discuss and agree on the final ToR
(ii) In line with the current project’s realities and focus as detailed in the ToR and as relevant for each group of questions:
   a. Interrogate and provide a proposed list of research questions (with due justification) for discussion and final approval.
   b. Identify an appropriate research framework (with due justification).
   c. Develop the various data collection methods and tools in consultation with the project team.
   d. Pilot the tools; make necessary adjustments, if any, in collaboration with the project team.
   e. Collect data from respondents using the data collection tools developed and analyze the data collected.
   f. Review project reports to link the research and learning findings to the routine project information.
   g. Schedule technical research meetings (at least monthly but with further engagement as needed) with the programme team and other subject matter experts throughout the research process to enrich the research process and outcome.

(iii) Actively engage all stakeholders (internal & external) to ensure robust interrogation of the process, methodology, tools, data collection, analysis & research products generated

(iv) Prepare a detailed work plan with clear milestones for the research activities for the project broken down on a monthly basis

(v) Prepare a basis of costing justification and a detailed budget covering the research component for the whole programme duration broken down on a quarterly basis.

b) DRM Programme team

Working with ICHA:

(i) Approve in writing the final ToR, inception report/research protocol and all research outputs
(ii) Make available key project documents (plans, reports etc.), provide ‘pointers’ to literature that may relevant to the research
(iii) Facilitate all field work logistics, including travel arrangements, setting up KII meetings and mobilising communities and volunteers as needed
(iv) Provide support and guidance within agreed parameters to enable timely delivery of key milestones as per the approved work plan
(v) Ensure robust technical review of plans, draft reports involving internal and external technical experts
(vi) Provide comprehensive feedback to ICHA on draft reports within agreed timelines
(vii) Provide feedback on all correspondence in a timely manner
(viii) Process payments in line with the approved work plan and budget
(ix) Engage with other teams in KRCS including M&E and other programme units to involve and draw on skills and experience and promote understanding of the research to be undertaken
(x) Engage with external stakeholders to ensure understanding of the research and seek input and support as relevant
(xi) Develop and implement a research uptake strategy with input from ICHA and others
(xii) Utilise research findings on an on-going basis to inform changes in project plans, organize and undertake knowledge sharing forum to disseminate findings with both internal and external stakeholders

5. Quality and ethical standards

The consultant shall undertake reasonable steps to ensure that the research is designed and conducted to respect and protect the rights and welfare of the people and communities involved and to ensure that it is technically reliable and accurate, conducted in a transparent and impartial manner and contributes to the organizational learning and accountability.

Therefore, the research consultant shall be required to adhere to research standards and applicable practices including:

(i) **Utility**: Research findings must be useful and appropriate
(ii) **Feasibility**: Research process must be realistic, diplomatic, and managed in a sensible cost and effective manner
(iii) **Ethics and legality**: Research must be conducted in an ethical and legal manner, with particular regard for the welfare of those involved in and affected by the research
(iv) **Impartiality and independence**: Research should be impartial, providing comprehensive and unbiased compilation that takes into account the views of all stakeholders
(v) **Transparency**: Research activities should reflect an attitude of openness and transparency
(vi) **Accuracy**: Research should be technically accurate, providing sufficient information about data collection, analysis and interpretation methods so that its worth or merit can be determined
(vii) **Participation**: Stakeholders should be consulted and meaningfully involved in the research process when feasible and appropriate
(viii) **Collaboration**: Collaboration between key operating partners in the evaluation process improves the legitimacy and utility of the evaluation

It is also expected that the research process should respect the seven Fundamental Principles of the Red Cross and Red Crescent Movement: Humanity, Impartiality, Neutrality, Independence, Voluntary Services, Unity and Universality.

6. Timeframe

The assignment is expected to run concurrently with the execution of the project in the eight counties (Garissa, Mandera, Wajir, Kwale, Kilifi, Lamu, Tana River and Mombasa). To achieve its goal of informing programming, the research will be completed within 12 months.

7. Additional Information
The agreed ToR and work plan and budget (plus subsequent approved inception report) will provide the basis of agreement and performance management.

Special attention will be given to:
(i) The development of a detailed work plan and budget
(ii) Quick mobilization of subject matter experts to enrich the research process and outcome
(iii) A system of management and quality assurance of the research

8. Consultant specification

The selected consultant's/team members will to demonstrate that they have:

(i) Extensive experience in violent extremism, conflict,
(ii) Understanding the
(iii) Demonstrated experience of systematic literature review
(iv) Demonstrated experience of producing high quality reports and papers
(v) History of delivering work to standard and on time
(vi) Extensive experience in survey design, sampling and data analysis
(vii) Extensive experience of qualitative and quantitative research methods – including all methods will be proposed as part of this research
(viii) Previous experience in undertaking conflict, violent extremism, peace-building related research
(ix) Experience in developing and/or researching on youth empowerment/development agenda
(x) Experience working with ethnically diverse and illiterate populations
(xi) Experience of managing large rural and urban population based studies
(xii) Human resources include:
   a. A qualified principal investigator or research coordinator who has relevant qualifications (masters level or above), skills and experience and who have successfully managed work of a similar scale
   b. Available skills or ability to draw on additional technical expertise as follows:
      i. Conflict and peace-building expertise
      ii. Violent extremism expertise including counter violent extremism
      iii. Youth development/empowerment expertise
      iv. Statistician with a track record on quantitative surveys and analysis of large data sets
      v. A social scientist with a track record in using qualitative methods and data analysis

9. Application Requirements

Application materials shall include:
A written response to this TOR in terms of a proposal detailing the technical understanding of the task, proposed methodologies of the evaluation, expected activities and deliverables, proposed work plans with schedule, and financial bids. See Annex 1

Detailed CVs of all professional (s) who will work on the evaluation. If there is more than one contractor on the proposed evaluation team, please attach a table describing the level of effort (in number of days) of each team member in each of the evaluation activities. See Annex 3

Professional references: please provide at least three references from your previous clients and full contact details of the referees.

10. Submission of proposal

The Technical Proposal MUST be prepared in conformance to the outline provided in Annex 1 while the financial proposal shall conform to the template provided in Annex 2. Team composition should conform to Annex 3

Bidders should provide a technical and financial proposal in two separate envelopes clearly marked “Technical Proposal” and “Financial Proposal” and sealed in one plain envelope clearly marked “Re-tender Proposal No. ICHAPREQ00632 “Call for Consultancy to Conduct Operational Research to Increase Understanding of Conflict and Violence Extremism Issues Among Youths in Kenya, with a view of Informing Practice and Policy”

The Proposal should be addressed as below to reach the under signed (by mail or hand delivery) 3rd April 2019

Chairperson
Tender Committee
Kenya Red Cross Society
P.O Box 40712 - 00100
Nairobi, Kenya

ANNEX 1: RESPONSE PROPOSAL FORMAT

1) Introduction: description of the firm/consultant, the firm’s/consultant’s qualifications and statutory compliance (1 page)
2) Background: Understanding of the consultancy, context and requirements for services, Key questions (2 pages)
3) Proposed methodology - Indicate methods to be used for each question and highlight any areas where indicators may need adjustment. The targeted respondents should be indicated for each question. Proposed detailed approach to each question should be indicated. Detailed sampling procedure needs to be indicated. (5 pages)
4) Firms/consultant experience in undertaking assignments of similar nature and experience from the geographical area for other major clients (Table with: Name of organization, name of assignment, duration of assignment (Dates), reference person contacts)-2 pages
5) Proposed team composition (As per annex 3)-1 page
6) **Work plan** (Gantt chart of activity and week of implementation)-1 page

**ANNEX 2: BUDGET TEMPLATE**

The consultant shall only quote for the items below as KRCS will manage all other related costs (Logistics and payment of enumerators)

<table>
<thead>
<tr>
<th>Item</th>
<th>Unit</th>
<th># of Units</th>
<th>Unit Cost</th>
<th>Total Cost (Ksh.)</th>
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<tbody>
<tr>
<td>Consultancy Fee (for the whole evaluation period)</td>
<td>Per day</td>
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<tr>
<td>Office expenses (Printing, photocopy, binding, communication costs etc.)</td>
<td>lump sum</td>
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<tr>
<td><strong>Grand Total</strong></td>
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**ANNEX 3: PROPOSED TEAM COMPOSITION TEMPLATE**

<table>
<thead>
<tr>
<th>Name of Team Member</th>
<th>Highest Level of Qualification</th>
<th>General Years of Experience related to the task at hand</th>
<th>Number of days to be engaged</th>
<th>Roles under this assignment</th>
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**ANNEX 4: PROPOSAL EVALUATION CRITERIA**

A three stage evaluation procedure will be used to evaluate all proposals from bidders. The total number of points which each bidder may obtain for its proposal is:

- Technical Proposal 60 marks
- Oral presentation 30 marks
- Financial Proposal 10 marks

1. **Evaluation of the Technical Proposal**
The technical proposal shall be evaluated on the basis of its responsiveness to the TOR. Specifically, the following criteria shall apply:

<table>
<thead>
<tr>
<th>Evaluation Criteria</th>
<th>Maximum Points Possible</th>
<th>Bidders score</th>
<th>Remarks</th>
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<tbody>
<tr>
<td><strong>(1) Introduction:</strong></td>
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<tr>
<td>• Description of the Firm/consultant and the Firm’s/Consultant’s Qualifications</td>
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<td><strong>(2) Background:</strong> Understanding of the project, context and requirements for services</td>
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<td><strong>(3) Proposed Methodology:</strong> The proposed methodology MUST provide an indication of its effectiveness and added value in the proposed assignment.</td>
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<td><strong>(4) Firms Experience in undertaking assignments of similar nature and experience from related geographical area for other major clients</strong></td>
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<tr>
<td>• Provide a summary and supporting information on overall years of experience, and related technical and geographic coverage experience</td>
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<td><strong>(5) Proposed Team Composition:</strong></td>
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<tr>
<td>• Tabulate the team composition to include the general qualifications, suitability for the specific task to be assigned and overall years of relevant experience to the proposed assignment.</td>
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<td>• The proposed team composition should balance effectively with the necessary skills and competencies required to undertake the proposed assignment.</td>
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<td>• Lead Consultant Qualifications – should be as per the TOR</td>
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<tr>
<td>• Mandatory-statistician</td>
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<td><strong>(6) Work Plan:</strong> A Detailed logical, weekly work plan for the assignment MUST be provided.</td>
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<tr>
<td><strong>TOTAL SCORE</strong></td>
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<td>60</td>
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Total scores of the technical bid analysis shall be converted to a denominator of 60. Top three firms will go to the orals stage and top two after the orals will go to the financial evaluation stage.
2. Oral presentation

<table>
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<tr>
<th>Criteria</th>
<th>Score</th>
<th>Remarks</th>
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<tbody>
<tr>
<td>Understanding of the assignment (5 Marks)</td>
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<tr>
<td>Clear and scientific methodology (20 Marks)</td>
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Presentation of

- Detailed CVs of team to be involved
- Evidence of legal Compliance-Registration, PIN certificate, tax compliance etc.)
- two Sample reports of previous assignments (5 marks)

3. Evaluation of the Financial Proposal

The Financial Proposal shall be prepared in accordance to Annex 2. The maximum number of points for the Financial Proposal shall be 10% (10 points). This maximum number of points will be allocated to the lowest Financial Proposal. All other Financial Proposals will receive points in inverse proportion according to the below formula:

Points for the Financial Proposal being evaluated =

(Maximum number of points for the financial proposal) x (Lowest price)
Price of proposal being evaluated

A total score obtained including Technical, Oral and Financial Proposals is calculated for each proposal. The bid obtaining the overall highest score is the winning bid.