



Justice, Advocacy and Empowerment Centre

TERMS OF REFERENCE (ToR) GOVERNANCE AND LEADERSHIP PLAN

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Closing: 5th June 2023

May 2023

1 BACKGROUND

Justice, Advocacy and Empowerment Centre

Justice Advocacy and Empowerment Centre (JAEC) is an independent Non-Governmental Organization (NGO), which was established on September 2017. Our goal is to promote peace, justice, human rights, and development through advocacy and sustainable development.

JAEC provides community-based solutions by linking quality training and sustainable livelihood for the most vulnerable members of the community by breaking the poverty cycle.

We provide relevant help and support to the most vulnerable in the community especially women and girls through designed projects which include education and protection, health long-term economic opportunities, Village Savings and Loan programs (VSLs), youth empowerment programs peace-building activities, budget advocacy, and civic education. Our programs are designed and run by local people who understand the diversity of the issues affecting the communities we work with

2 OBJECTIVE OF THE CONSULTANCY

The objective of the consultancy is to develop a governance and leadership plan which will be a reference document for all matters of governance. The developed policy will be expected to:

- i. Ensure everyone in JAEC follows appropriate and transparent decision-making processes and that the interests of all stakeholders (shareholders, managers, employees, suppliers, customers among others) are protected.

3 CONSULTANCY SCOPE OF WORK

The consultancy in the course of undertaking this exercise will be required to fulfil the following activities.

- i. Define, establish and document a full understanding of the scope of work. This shall entail details of the stakeholders involved, the definition of the problem domain, and the solution.
- ii. Undertake the development of the governance and leadership plan
- iii. Provide training for the BOD and staff

4 DELIVERABLES

The work is expected to commence immediately after the signing of the contract. The consultant will be expected to submit the following:

- i. An Inception report highlighting the strategy(ies) he/she will use to ensure that all the stakeholders' insights are well captured.
- ii. A Report after the development and training of the governance and leadership plan.

- iii. Final governance and leadership plan document

5 TIME SCHEDULE AND REPORTING REQUIREMENTS

The timetable will be in accordance with an agreed work plan. However, the delivery of the assignment from inception to implementation is expected to be finalized within two (2) months from the date of commencement.