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## **Terms of Reference for Consultant - Data Demand and Information Use Training**

**1. Background:** The Center for the Study of Adolescence (CSA), on behalf of the "Right Here Right Now" (RHRN) Kenya Program, is seeking a qualified consultant to conduct a training program on Data Demand and Information Use. The training aims to enhance the skills and knowledge of 25 participants from the RHRN Program in Kenya, focusing on sexual reproductive health and rights (SRHR) programming.

**2. Objectives:** The primary objective of this consultancy is to deliver a comprehensive training program that equips participants with the necessary tools and knowledge to understand and apply data demand and information use concepts within the context of SRHR programming. Specifically, the consultant is expected to:

- Ensure participants understand the key concepts related to data demand and information use.
- Facilitate practical exercises, case studies, and interactive sessions to enhance participant engagement and learning outcomes.
- Provide guidance on identifying data needs, evaluating data quality, and transforming data into actionable insights.
- Promote a data-driven culture among participants.
- Conduct daily and end-of-workshop evaluations to assess progress and provide feedback.

**3. Scope of Work:** The consultant's responsibilities will include:

- Designing and developing a 5-day training program on data demand and information use tailored to the needs of RHRN Kenya.
- Preparing training materials, including presentations, case studies, and practical exercises (2 days maximum).
- Delivering the training program from October 9th to 13th, 2023.
- Engaging participants in participatory learning methods and activities.
- Conducting daily evaluations to assess the effectiveness of the training and making necessary adjustments.
- Providing participants with post-training resources and materials for reference.
- Submitting a comprehensive training report, including participant feedback and recommendations for improvement (1-day maximum).

**4. Qualifications:** The consultant should possess the following qualifications and experience:

- A strong background in data management within the context of SRHR programming.
- Proven experience in designing and delivering training programs on data-related topics.
- Excellent facilitation and communication skills.
- Familiarity with participatory learning methods.
- Understanding the SRHR landscape, particularly in Kenya, is an advantage.



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**5. Deliverables:** The consultant is expected to deliver the following:

- A detailed training program agenda.
- A pre-training needs assessment
- Training materials and resources.
- Daily evaluations and feedback reports.
- Post-training resources and materials.
- A comprehensive training report.

**6. Duration:** The consultancy is expected to be completed within the specified dates, from October 9th to 13th, 2023. There will be 3 additional days to cover the preparation and report writing for the training.

**7. Application Process:** Interested consultants are invited to submit the following:

- A detailed proposal outlining their approach to the training.
- Curriculum vitae highlighting relevant experience.
- Sample training materials or resources.
- Proposed budget, including fees and any expenses.

**8. Submission Deadline:** All applications should be submitted by interested consultants by **midnight on Monday 24<sup>th</sup> September 2023** to [jobs@csakenya.org](mailto:jobs@csakenya.org) and copied to [procurement@csakenya.org](mailto:procurement@csakenya.org).

**9. Evaluation:** The selection of the consultant will be based on the consultant's availability, quality of the proposal, relevant experience, and proposed budget.

**10. Confidentiality:** All data and information shared during the training and consultancy period must be treated with the utmost confidentiality.

**11. Payment:** CSA shall pay the consultant after the completion of the task which shall be subjected to a withholding tax of 5%.

**12. Right to Terminate:** CSA reserves the right to terminate the consultancy if the consultant fails to meet the agreed-upon terms and standards.

**13. Agreement:** The selected consultant will be required to sign an agreement with CSA outlining the terms and conditions of the consultancy.