



TERMS OF REFERENCE (TOR) FOR EXPRESSION OF INTEREST FOR CONSULTANTS/CONSULTANCY FIRMS TO DEVELOP GRIEVANCE HANDLING POLICY FOR 3 FLOWER FARM COMPANIES

The Federation of Women Lawyers (FIDA) Kenya is a non-governmental, non-political and non-profit making organization whose main objective inter-alia is the enhancement and protection of women's rights through the provision of legal aid, advice, representation and advocacy. FIDA -Kenya has over the years carved a niche for itself as a fearless defender of women's rights at international, national and local level.

BACKGROUND

FIDA-Kenya continues to advocate for the effective implementation of women's labour rights in the horticultural sector. Women working in the horticulture sector in Kenya remain a marginalized population despite their numbers. This is mainly because of poor implementation of existing laws and policies coupled with low legal awareness among the women workers on their labour rights. Some flower farm companies equally lack procedures for reporting and handling complaints/grievances thus the women workers are at a loss on how to manage their dissatisfaction at work.

This situation has led to gross gender based inequity and inequalities being perpetuated against the women laborers; women are receiving less pay than men for equal work done, discriminative hiring practices by businesses which results in women being concentrated in the lower job groups, lack of job security for women workers, women do not get paid when on maternity leave and while pregnant they are expected to perform the same labour intensive work as their male counterparts.

OBJECTIVES OF THE CONSULTANCY

Under the women@work campaign, FIDA-Kenya seeks to conduct grievance handling policy gap analysis in 3 identified flower farm companies, 1 in Thika and 2 in Naivasha. The objective of developing the grievance handling policies for the 3 selected farms is to promote a harmonious employer-employee relationship.

The Objective of this Consultancy is to conduct grievance handling policy gap analysis in 3 identified flower farm companies with the aim of identifying gaps, giving recommendations and developing grievance handling policies for the 3 selected farms.

METHODOLOGY AND SCOPE OF WORK

The Consultant/Consultancy Firm shall conduct grievance handling policy gap analysis in 3 identified flower farm companies, 1 in Thika and 2 in Naivasha and submit main findings, lessons learnt and recommendations as well as develop the grievance handling policies for the 3 farms.

KEY DELIVERABLES

The Consultant/ Consultancy firm is expected to discharge the following deliverables:

1. Submission of an inception report with a detailed work plan.
2. Submission of questionnaires, discussion guides and other data collection tools to be utilized for policy gap analysis.
3. Undertaking grievance handling policy gap analysis in 3 flower farm companies, 2 in Naivasha and 1 in Thika.
4. Submission of the first draft report on the grievance handling policy gaps analysis findings for the 3 flower farm companies.
5. Carry out a power point presentation highlighting the process and methodology, main findings, lessons learnt and recommendations on the grievance handling policy gaps for feedback by FIDA -Kenya.
6. Submission of the final report on the grievance handling policy gaps analysis findings for the 3 flower farm companies incorporating feedback from FIDA- Kenya.
7. Development of elaborate grievance handling policies for both individual and collective grievances for 3 selected flower farm companies.
8. Submission of the first draft of the grievance handling policies for 3 selected farms for feedback by FIDA –Kenya.
9. Submission of the final draft of the grievance handling policies for 3 selected farms for feedback by FIDA- Kenya.

TIME FRAME

The assignment shall take **10 days** from the time of signing the contract up to the time of completion and submission of final copies of the grievance handling policies to FIDA -Kenya.

BUDGET

FIDA-Kenya has allocated a budget of KES 250,000 for carrying out this service in its entirety.

REPORTING AND MANAGEMENT

The Consultant/Consultancy Firm shall have direct communication with and/or work closely with FIDA-Kenya's Program Officer, Monitoring and Evaluation Officer and will report to the Deputy Executive Director and Head of Programmes during the execution of this assignment.

COMPETENCIES AND QUALIFICATIONS of CONSULTANTS

The eligible candidate (s) must meet the following minimum criteria: -

- Bachelor's degree in Social Sciences, Law, Research or Gender Studies. (Master's degree in the above will be an added advantage.)
- Experience in undertaking research in the horticulture sector.
- Evidence of undertaking policy analysis and development in the last five years.
- Excellent analytical and report writing skills.

Application Procedure

Interested applicants are invited to submit their expression of interest documents (in PDF) together with sample work to this assignment with at least 3 referees and financial proposal, clearly marked "**Expression of Interest- Development of Grievance Handling Policy**" on or before **2nd December 2019** to: The Executive Director, Federation of Women Lawyers (FIDA-Kenya), Amboseli Road, Off Gitanga Road, Lavington. P.O. Box 46324– 00100, NAIROBI or email to: recruitment@fidakenya.org. Applications will be reviewed on a rolling basis.