

MINISTRY OF YOUTH AFFAIRS AND SPORTS/UNDP- Kenya

Terms of Reference for Documentation of “Tuelewane” Youth Exchange

1. Background and Context

UNDP Kenya, working with the Ministry of Youth Affairs and Sports is hiring the services of a consultant writer for a period of 25 days cumulatively to perform documentation work for the Youth Exchange project.

2. Purpose and Objective

The Youth Exchange is a project under the National Healing and Reconciliation framework of the Government of Kenya, supported by UNDP-Kenya under the Kenya National Youth Development and Training Programme.

The main purpose of the consultancy is to develop a publication, of minimum 30 pages, on the “Tuelewane” Youth Exchange Programme as a best practice in working with young people for Peace Building, Conflict Resolution, Healing and Reconciliation. The publication will include the following sections:

- **UNIQUE FEATURES OF THE EXCHANGE PROGRAMME AND ITS RELEVANCE TO YOUTH**
- **EXPERIENCES DURING THE EXCHANGE**
(Including testimonials from the youth, the community and political leaders)
- **TRACKED DOWN TRANSFORMATION EXPERIENCES OF INDIVIDUALS AND COMMUNITIES FOLLOWED THROUGH VARIOUS PHASES OF THE EXCHANGE**
(including the economic, socio-dynamics, attitude, perception, and personal resolve)
- **A SEGMENT ALIGNING THEORIES OF CONFLICT MANAGEMENT AND PEACE BUILDING TO PRACTICES OBSERVED IN KENYA.**
(Analyze the theories and paradigms in conflict management, in relation to the Kenyan Post-election violence (PEV) experience and the place of Youth in Cultural and community exchange as a path to building bridges among communities)
- **LESSONS LEARNT**
(including lessons that inform conflict prevention, conflict management working with young people, the do's and don'ts in conflict management in Kenya, if they exist)

Written reports from previous Youth Exchange activities, videos and newspaper cuttings will be provided to the writer, besides visiting the activities in real time.

3. Methodology and Technical Approach

The structure and content of the document will be decided in consultation with the UNDP and Ministry of Youth Affairs and Sports office, but it will include programmatic data and description of activities, as well as human interest stories at the minimum?

A combination of desk review, in-depth interviews with Youth, Members of Parliament, UNDP and MOYAS staff, other government officials and beneficiaries and field visits will be used to collect the necessary data for the report.

4. Activities and Tasks

- Desk review of all available documentation relevant to the youth exchange and preparation of the 1st draft (4 working days)
- In-depth interviews with MOYAS and UNDP staff, Political leaders and other government officials as well as with the programme beneficiaries (5 working days)
- Field visits, 2 of which consultant will be embedded in an exchange activity with the youth (5 working days)
- 2nd Draft produced including a selection of appropriate human interest stories, photos and draft structure of document (5 working days)
- Round-table consultation on content of fact-sheets with UNDP and MOYAS staff (1 day)
- Finalization of Document/Booklet (5 working days)

5. Deliverables and Timeframe

- Desktop review
- First draft of Document /Booklet
- Final version of Publication, approved and ready for printing

Start day: 20th November, 2009 (latest)

End date: 20th December, 2009

6. Management and Organisation

- The consultant will be working under the supervision of the Project Manager at MOYAS and in close collaboration with the project team.
- The assignment will commence no later than October 25, 2009 and is for duration of **25** working days over a 1 month period.
- The consultant is entitled to transportation and DSA organized by UNDP when necessary
- The consultant will get 30% payments upon production of desk-top review draft to the MOYAS/UNDP team

7. Background and Qualifications

- Post Graduate Degree in Communication, Journalism, International Conflict Management, Social Sciences, International Affairs or relevant discipline
- Fluency in written and spoken English essential
- Editorial experience
- Proven track record in writing materials in English for wide dissemination
- Knowledge of UNDP, Government and the UN system preferred

Qualified candidates should send their CV, a covering letter and where possible a sample of writing to UNDP: - nelson.waswa@undp.org and copy to philip.nganga@undp.org no later than 29th October 2009

Only shortlisted candidates will be contacted for interview