



Terms of Reference (TOR) for Consultant to Facilitate Annual Programme Reflection Meeting

Background and Context

The Centre for Human Rights and Policy Studies (CHRIPS) implements programmes that support Preventing and Countering Violent Extremism (PCVE) and responding to some of the critical issues that lead to the recruitment and radicalisation of individuals into violent extremist organisations. These programmes support a sustainable network of paraprofessionals and professional frontline workers essential to PCVE efforts. The programmes engage communities and security agencies to create a sustainable and effective community support network for at-risk individuals..

The objective of the Assignment

The primary objective of this assignment is to facilitate a two-day annual reflection meeting to evaluate progress, assess lessons learned, and strategies for the CHRIPS PCVE programme. The consultant will lead sessions to help the team reflect on achievements, challenges, and areas for growth, ensuring active participation and alignment on programme strategic priorities.

Scope of Work

The consultant will be responsible for:

- Design an interactive agenda for the two-day reflection meeting in collaboration with CHRIPS.
- Facilitating participatory sessions that encourage open dialogue and critical reflection on the programme's performance, challenges, and impact.
- Utilising creative tools and methods (e.g., group exercises, case studies, breakout sessions) to encourage team engagement and constructive discussions.
- Guiding the team in identifying key insights and lessons learned and how to incorporate them in year 2.
- Assisting the team in developing action points and a roadmap for implementing changes or improvements based on the reflection outcomes.
- Provide a brief report summarising key reflections and action points generated during the meeting.

Key Deliverables

The consultant is expected to deliver:

- A detailed agenda and facilitation plan to be approved before the meeting.
- Facilitation of the two-day reflection meeting.
- A summary report detailing key reflections and action points.

Duration and Location

- The reflection meeting will be in Nairobi on the **5th and 6th December 2024**.

Reporting and Communication

The consultant will report directly to the CHRIPS Director and liaise closely with the programme team to ensure alignment and adequate preparation for the meeting.

Qualifications and Experience

The ideal consultant will have:

- Proven experience facilitating programme reflection, strategic planning, or organisational learning workshops.
- Strong understanding of participatory facilitation methods.
- Excellent communication, interpersonal, and report-writing skills.
- Familiarity with PCVE issues or relevant experience in the field is an asset.

Proposal Submission Requirements

Interested consultants are requested to submit the following:

- A brief proposal outlining the objective, approach and methodology.
- A financial proposal (indicating daily rates and total expected cost).
- A CV highlighting relevant experience, including examples of similar assignments.
- Contact details for at least two professional references.

Application Deadline

Please submit all application materials to info@chrips.or.ke by 14 November 2024.