



Terms of Reference (TOR) for consultant to Develop a County-Level Safety and Security Response Mechanism Map and a Directory of Service Delivery in Mombasa County

1. Background

Pema Kenya is a membership-based organization founded in 2008 whose work is premised upon creating an enabling environment for its members and the general population to thrive. We are a GSM-led organization that works with Gender and Sexual Minority (GSM) individuals and communities as well as stakeholders seeking to bridge the gap that exists between the general population and the GSM community.

Our organization is committed to enhancing the capacity of Civil Society Organizations (CSOs) and Social Justice Centers to effectively respond to safety and security issues faced by Gender and Sexual Minorities (GSM) individuals in Coast Region. This initiative aims to map out existing safety and security response mechanisms and create a directory of service delivery to streamline and strengthen the support provided to GSM persons.

2. Objective

The primary objective of this consultancy is to develop a comprehensive map and a web-based data visualization and analytics directory of safety and security response mechanisms and service delivery points in Mombasa County for GSM individuals. This will serve as a resource for CSOs and Social Justice Centers to enhance their capacity in providing effective safety and security responses.

3. Scope of Work

The consultant will be responsible for the following tasks:

1. Desk Review:

- Conduct a comprehensive review of existing platforms, literature, reports, and documents related to safety and security responses for human rights violations in Mombasa, Kenya or globally.
- Identify and analyze current response platforms, mechanisms, service providers, and gaps in service delivery.



2. Stakeholder Engagement:

- Identify and engage with key stakeholders, including CSOs, Social Justice Centers, law enforcement agencies, healthcare providers, and community leaders.
- Conduct interviews and focus group discussions to gather insights and data on existing safety and security response platforms and mechanisms.

3. Mapping and Data Collection:

- Develop a methodology for mapping safety and security response mechanisms.
- Collect data on service providers, their locations, services offered, and contact information.
- Identify and document referral pathways and coordination mechanisms among service providers.

4. Development of the Map and Directory:

- Create a comprehensive map indicating the locations of service providers and response mechanisms.
- Develop a detailed web-based data visualization and analytics directory listing service providers, their contact information, services offered, and referral pathways.
- Ensure the map and web-based data visualization and analytics directory are user-friendly and accessible to CSOs, Social Justice Centers, and other stakeholders.

5. Validation and Finalization:

- Organize a validation workshop with key stakeholders to present the draft map and the web-based data visualization and analytics directory.
- Incorporate feedback and finalize the map and the web-based data visualization and analytics directory.
- Develop a dissemination plan to ensure the map and web-based data visualization and analytics directory reach the intended users.

4. Deliverables

The consultant is expected to deliver the following:

1. Inception Report outlining the methodology and work plan.
2. Draft map and the web-based data visualization and analytics directory of safety and security response mechanisms and service delivery points.
3. Report on stakeholder engagements and data collection findings.



4. Finalized map and the web-based data visualization and analytics directory incorporating stakeholder feedback.
5. Dissemination plan for the map and the web-based data visualization and analytics directory.

5. Duration of Assignment

The consultancy will be carried out from September 2024 - April 2025 both On and Non-onsite engagement.

6. Qualifications and Experience

The consultant should possess the following qualifications and experience:

1. Advanced degree in social sciences, public health, law, or a related field.
2. Proven experience in conducting research, mapping, and developing either offline, window and web-based directories.
3. In-depth knowledge of GSM issues and the safety and security landscape in Kenya, particularly in Mombasa County.
4. Strong analytical, communication, and stakeholder engagement skills.
5. Ability to deliver high-quality work within tight deadlines.

7. Reporting and Supervision

The consultant will report to the Head of Program and will work closely with the project team. Regular progress updates will be required.

8. Application Process

Interested candidates should submit the following:

1. A cover letter outlining their suitability for the consultancy.
2. A detailed CV.
3. A technical proposal detailing the approach and methodology for the assignment.
4. An all-inclusive financial proposal of not more than 300,000 Kshs for the contracted period.



9. Deadline for Application

All applications should be submitted by 27th August, 2024 as a single document to info@pemakenya.org and Cc obwanda@pemakenya.org with the subject **Safety and Security Response Mechanism Map**. Any candidate that in any way tries to influence the selection process will be disqualified immediately. Only shortlisted candidates will be contacted.

Candidates from Mombasa and or Kilifi are encouraged to apply.

Pema Kenya is committed to creating an inclusive and equitable work environment for all. We value diversity and do not discriminate on the basis of race, ethnicity, nationality, religion, gender, gender identity, sexual orientation, age, disability, or any other characteristic protected by law. We welcome applications from individuals of all backgrounds and encourage those who share our commitment to social justice and equality to apply.