



## **Terms of Reference (TOR): Consultancy to Translate the popular version of the Nandi Equitable Development Act 2023 into Kiswahili.**

### **About NTA.**

The National Taxpayers Association (NTA) is an independent, non-partisan organization focused on promoting good governance in Kenya through citizen empowerment, enhancing public service delivery, and partnership building. NTA does this through monitoring the management of public resources, the provision of public services, as well as partnership building and capacity development of the partners.

### **The objectives of the NTA are:**

- To enhance accountability, the taxpayer's money is used to deliver quality services, such as health, education, agriculture, roads, water, etc., for all Kenyans.
- To contribute to transparent and citizen-responsive management of taxpayers' money in devolved funds, such as County Government Funds, Constituency Bursary Funds, Constituency Development Funds, and Free Primary Education Funds.
- To sensitize citizens to their rights and responsibilities as taxpayers.

NTA is committed to working with both the National and County governments to improve service delivery and the management of devolved funds.

### **1. Background Information**

The *Hatua Zaidi project*, led by NTA, is a transformative initiative designed to empower citizens and communities to shape governance, policy, and public finance management actively. At its core, the project seeks to foster inclusive governance by amplifying citizen voices, driving transparency, and demanding accountability in public systems.

Being implemented in Nandi County, *Hatua Zaidi* aims to build a culture of active citizenry where individuals and communities can meaningfully participate in decision-making processes, influence policy reforms, and champion equitable resource allocation. Through promoting robust public finance systems, the initiative ensures access to critical services such as healthcare, education, and water while holding duty bearers accountable for delivering on their mandates.

This project stands as a social and economic justice catalyst, fostering a governance ecosystem where transparency, inclusivity, and fairness become the norm.

## **2. Rationale**

The Nandi County Equitable Development Act 2023 represents a pivotal legal framework aimed at ensuring fair and inclusive resource distribution across the county. However, the technical and complex language often used in legislative documents poses a barrier to understanding and engagement for many citizens. To bridge this gap, it is critical to translate the Act into a simplified, accessible version that resonates with diverse audiences, including grassroots communities, local leaders, and civil society actors. Translation of the popular version will not only demystify the content of the Act but also empower citizens with the knowledge necessary to demand equitable implementation and accountability from duty-bearers.

By translating the popular version of the Act, the Hatua Zaidi project will strengthen civic education and promote active citizen participation in governance. Simplifying the legislation ensures that every resident of Nandi County, regardless of educational background, can understand their rights and responsibilities under the law. This approach aligns with the project's broader goals of fostering transparency, inclusivity, and social justice, ultimately enabling communities to advocate for equitable resource allocation and meaningful development outcomes. Such a tool will not only enhance public awareness but also serve as a foundation for informed dialogue between citizens and the County Government of Nandi.

## **3. Purpose of the Consultancy**

The purpose of this consultancy is to develop a Kiswahili-translated, simplified, reader-friendly version of the Nandi County Equitable Development Act 2023. This version will serve as a vital tool for civic education, enabling citizens to easily comprehend the provisions, objectives, and implications of the Act. By making the legislation accessible to a wider audience, the consultancy aims to enhance public understanding, foster greater citizen participation in governance, and strengthen accountability mechanisms within the county.

The consultant will work closely with NTA, Nandi County stakeholders, and other relevant actors to ensure the translated version accurately captures the core principles of the Act while presenting them in clear and relatable language. This effort is crucial in promoting equitable development, as it empowers communities to monitor and influence the implementation of the Act, advocate for their rights, and actively participate in decision-making processes that affect their lives.

## **4. Scope of Work**

The scope of work will include:

### ***Document Review***

- Analyze the Popular version of the Nandi County Equitable Development Act 2023 to identify key provisions, principles, and actionable content for inclusion in the translated popular version.
- Review related county policies and governance documents to ensure alignment and context.

#### ***Stakeholder Engagement***

- Conduct consultations with relevant stakeholders, including representatives from the county government, civil society, and community groups, to gather input on critical areas of focus and preferred formats.
- Incorporate feedback to ensure the document addresses the needs of its intended audience.

#### ***Content Development***

- Translate the Act into simple, non-technical Kiswahili language while retaining the integrity of the original legal provisions.
- Use engaging and relatable examples, visuals, or illustrations to enhance understanding.
- Organize the content into a logical and user-friendly structure.

#### ***Validation and Feedback***

- Present the draft version to NTA, county officials, and other stakeholders for review and validation.
- Revise the document based on feedback to ensure accuracy, clarity, and relevance.

#### ***Finalization and Production***

- Deliver a finalized, professionally designed, translated version of the Act in print-ready and digital formats.

## **5. Deliverables**

#### ***Inception Report***

- A detailed work plan, methodology, and timeline for the assignment.

#### ***Draft Popular Version of the Act***

- A simplified Kiswahili translated version of the Nandi County Equitable Development Act 2023.

#### ***Final Popular Version of the Act***

- A polished, simplified document incorporating NTA/Stakeholder feedback, ready for dissemination in both print and digital formats.

## **6. Duration of the Contract**

The consultancy is expected to take **15 days** from the date the contract is signed.

## **7. Remuneration/Consultancy Fees**

The consultancy fees shall be inclusive of statutory tax deductions. Payable by cheque or EFT transfer, as the consultant may prefer.

## 8. Reporting

The consultant shall report to the Project Officer.

## 9. Bid Requirements

Interested consultants should submit an Expression of Interest, which should include the following:

- a) Suitability statement that expresses commitment to availability for the entire period of the assignment.
- b) Brief statement on the proposed methodology, including a detailed work plan.
- c) Updated curriculum vitae of the consultant (s), spelling out the relevant qualifications and experience.
- d) Contacts of organizations that have recently contracted the consultant(s) to carry out similar tasks.
- e) Financial proposal.

### *Academic Qualifications*

The consultant(s) should possess the following academic qualifications:

- A minimum of a **Bachelor's degree** in Education, Law, Public Administration, Political Science, Social Sciences, Development Studies, or a related field.
- A **Master's degree** in any of the above fields, preferably a postgraduate degree in linguistics, i.e, Kiswahili.

Additional qualifications or certifications in areas such as civic education, governance, or policy analysis will be an added advantage.

The consultant should also demonstrate expertise in translating complex legal documents into accessible language for diverse audiences.

## 10. Application Process

An Expression of Interest should clearly outline the consultant's understanding of the Terms of Reference, proposed methodology, key deliverables, and timelines. It must be labeled as: **"Expression of Interest for Translation of the Popular Version of the Nandi Equitable Development Act 2023 into Kiswahili."**

This should be submitted to [admin@nta.or.ke](mailto:admin@nta.or.ke) on or before 26<sup>TH</sup> September 2025, 1700 EAT.

*Women, youth, and persons with disabilities (PWDs) are strongly encouraged to apply.*