



**Terms of Reference for Development of Domestic Workers Training Manual on Life skills, Advocacy, leadership and rights including decent work and right to live free from violence.**

**Project Title: TIME TO CARE**

**Project Sites: Nairobi, Kiambu, Mombasa, Nakuru.**

**CONSULTANCY PERIOD: 1<sup>st</sup> Dec 2023 – 31<sup>st</sup> Jan 2024**

**A project funded by the Global Affairs Canada, Supported by OXFAM in Kenya.**

**Background**

Kenya Union of Domestic, Hotels, Educational Institutions and Hospital Workers (KUDHEIHA) is a trade union with an institutional framework that covers almost all the 47 counties in Kenya. It is registered in 1951 and has since continued to fight for the right of workers in Kenya. It represents workers in the hotel industry, hospitals, educational institutions e.g. universities, colleges, polytechnics, secondary and primary schools and domestic workers including migrant domestic workers. The union protects and advances the interests of its members in the workplace such as negotiating collective agreements with employers. Generally, the Union engages in advocating on matters that affect workers at the workplace including domestic workers on various issues that are not limited to wages, salaries, taxation, education and training, improving on skills, financial empowerment, MSMEs growth which has contributed to job creation etc. KUDHEIHA has a workforce of 200 employees consisting of the Secretariats, Industrial Relations Officers, Legal officers, Branch Secretaries and Organizers.

## ABOUT THE PROJECT

Kenya Union of Domestic, Hotel, Educational Institutions, Hospitals and Allied Workers (KUDHEIHA) in partnership with Oxfam and Youth Alive Kenya (YAK) will implement a 6-year programme dubbed ‘Care Project Kenya in Nairobi, Mombasa, Kiambu and Nakuru counties in Kenya. The project aims to improve gender equality and care infrastructure for women and girls in Kenya. The Care Project will benefit directly 5,916 people and 2,021,800 people indirectly as shown in the table below:

Direct Beneficiaries							Indirect Beneficiaries							
Women			Men				Total	Women			Men			Total
Age ( 15-24) Years	25-35 Years	35 and above	Age ( 15-24) Years	25-35 Years	35 and above	Age ( 15-24) Years		25-35 Years	35 and above	Age ( 15-19) Years	20-24 Years	25- 35 Years		
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These include both rural and urban populations, in particular small-scale farmers, women-headed households, unemployed and vulnerable men. The Care Project will take an intersectional approach, integrating efforts to combat exclusion and discrimination across identity markers such as gender, age, religion, ethnicity, sexual orientation, disability and income.

It also involves gender-transformative training and sensitization sessions held with workplace leadership to support them to be champions of care work; gender-transformative behavioural communications change (BCC) campaigns designed and implemented to foster normative change in support of care work; and care workers trained on relevant competencies, life skills, advocacy, leadership, and rights, including the right to decent work and the right to live free from violence. Technical support will be provided to 1) civil society organizations (CSOs), including women's rights organizations (WROs) and care workers' unions, to implement gender-transformative care programs that are climate aware and use good environmental practices and 2) to the private sector to design and implement gender transformative care policies that integrate environmental analysis and strengthen the care economy within small and medium sized enterprises (SMEs). Advocacy strategies, tools and mechanisms will be developed by CSOs and care workers unions to hold government to account on gender-transformative structural changes.

The project has a two-pillar strategy representing two Intermediate Outcomes

1. Increased adoption of gender-equitable social norms in support of women and girls in Kenya's care infrastructure
2. Increased implementation of gender-transformative legislation, policies, and practices by duty bearers in support of care infrastructure in Kenya for women and girls

To deliver this commitment, Kenya Union of Domestic Hotels Education Institutions and Hospital Allied (KUDHEIHA) Workers has partnered with Oxfam in Kenya in advocating for promotion of decent work for domestic workers by championing for inclusion of gender responsive policies that recognizes, reduces, redistributes, rewards and represents care work.

### **Scope of work**

KUDHEIHA in Partnership with OXFAM wishes to call for expression of interest to draft a training Manual to be used in training of domestic workers. The purpose of the Manual is to present to the institution a guiding toolkit that comprehensively addresses needs of domestic workers which will be used by subsequent trainers henceforth as a tool for training. The training manual should also provide an outline key format/ approaches to be applied by the learners. The task will

also involve presentations to KUDHEIHA executive Board, Branch leadership, domestic workers' committees from the regions and Time to Care Partners during Validation meeting while capturing their inputs as much as possible into the final Manual.

### **Consultancy objective**

The aim of this consultancy is to develop a **Training Manual on Life skills, Advocacy, leadership and rights including decent work and right to live free from violence** to guide KUDHEIHA in delivering comprehensive training to domestic workers.

### **Methodology**

The main methodological approach will be refined once the consultant is on board, however is expected that there will be literature reviews of relevant documentation that will inform the training manual. Sources of the literature and policy reviews may include, government training curriculums for domestic workers, laws, policies, guidelines, reports including, National Time Use Surveys,

### **Key deliverables**

- Inception report detailing the methodological approach for undertaking the assignment
- A detailed time bound work plan covering the agreed methodology with clear time frame and budget.
- Final training manual outlining key issues that addresses the needs assessment reported and methodologies to deliverables
- The final manual will consist of not less than **40 A4** pages with ***Times New Roman: Font Size 12***.
- The manual should be submitted both electronically as well as in TEN (10) bound copies.
- Presentation of the Manual for Validation
- Feedback from the Validation meeting should be captured into the final report.

## **Presentation of the Training Manual**

The development of the Training Manual will be the responsibility of the consultant and will cover all the aspects outlined in this ToR while KUDHEIHA will be responsible for coordinating and supporting the exercise through internal Time to Care Taskforce.

## **Content**

All the required documents in their draft and final versions shall be submitted to KUDHEIHA Secretary General/ Program Manager within the specified timing in this ToR. The Time to Care Taskforce commits to give written feedback to each of the submitted documents within 3 working days of receipt.

## **Intellectual Property and Confidentiality of Information**

All documents, data and information accessed will be treated as confidential and used solely to create visibility for the project and should follow the GDPR regulation on data control and storage.

All the required documents and deliverables in their draft and final versions shall be submitted to KUDHEIHA within agreed timelines and shall remain the explicit property of the organisation.

## **Consultancy period**

The entire period of this consultancy will be for **2 months** beginning **1<sup>st</sup> December 2023 through 31<sup>st</sup> January 2024** that will include needs assessment and preparation of draft Training Manual, presentation of the draft Manual to the Technical Taskforce, reviewing and submitting of the final Manual for validation to KUDHEIHA Executive Board, Branch Leadership, domestic workers and TTC Partners.

## **Management / Tax arrangements**

KUDHEIHA will deduct 5% withholding tax from the consultancy fees which will be in conformity with the prevailing government rates and submit the same to the Government of Kenya. The consultant will be entitled to a copy of the tax submission certificate on request from KUDHEIHA.

## **Supervision**

The overall supervisor of this assignment will be TTC Program Manager. However, the consultant will work on a day to day basis under the direct supervision of KUDHEIHA Time to Care Taskforce.

## **Qualifications required**

- The candidate must have at least 3 years' experience in labour laws, budgets, labour/economics, developing technical papers and Training Toolkits.
- Masters in the relevant field.
- Demonstrable experience and skills in doing the similar work with evidence.
- Experience in Research and Consultancy.
- Demonstrate experience in executing training needs
- A person with drive to see change with personal conviction/passion on labour rights and Care Work.

## **Bid requirements**

Consultants who meet the requirements of this assignment should submit Expression of Interest of **MAXIMUM OF 6 PAGES** which should include the following:

- a) Suitability statement that express commitment to availability for the entire period of the assignment.
- b) Proposed methodology including a detailed work plan.
- c) Updated curriculum vitae of the consultant that clearly spell out their qualifications and experiences.
- d) Contacts of 3 organizations that have recently contracted the consultant to carry out similar tasks.
- e) An itemized budget proposal with costs per activity which shall be part of the 6 pages for consultancy fees
- f) List of related work undertaken in the recent past including references

**Application process**

Interested and qualified consultants should send their applications on or before 28<sup>th</sup> November 2023 **at 5.00 P.M** and indicate **APPLICATION FOR DEVELOPMENT OF TRAINING MANUAL** in the subject line to the email address below: **info@kudheiha.org**

**NB.** *Applications will be reviewed on a rolling basis.*