



PARTICIPATORY ECOLOGICAL LAND USE MANAGEMENT (PELUM) KENYA TERMS OF REFERENCE (TOR)

Assessment of the Integration of Smallholder Farmers' Priorities into the 2024/2025 and 2025/2026 County Annual Development Plans (ADPs) and Budgets in Bungoma, Busia, Elgeyo Marakwet, Narok, Kilifi, and Siaya Counties.

1. INTRODUCTION

Participatory Ecological Land Use Management (PELUM) Association is an indigenous African network with over 250 Civil Society Organizations (CSOs) from 12 African Countries, namely Kenya, Uganda, Tanzania, Zambia, Zimbabwe, Lesotho, Botswana, South Africa, Malawi, Swaziland and Rwanda. PELUM Association Regional Secretariat is based in Kampala, Uganda. PELUM Kenya is a national network that currently comprises 63 member organizations located in 47 Counties. The 63 members of PELUM Kenya are distributed in the four (4) PELUM Kenya zones: Nairobi and Central, Rift and Western, Lower Eastern and Coast, Upper Eastern and Northern Zones.

The vision of PELUM Kenya is to empower prosperous and healthy communities in Kenya. The mission is to promote agroecological principles and practices through member organizations for the sustainable livelihoods of smallholder farmers and pastoralist communities in Kenya.

2.0 BACKGROUND OF THE PROJECT

The Governance and Social Accountability for Improved Livelihoods (GSAILI) project is a 3-year initiative implemented by VI Agroforestry and PELUM Kenya in six counties: Bungoma, Busia, Elgeyo Marakwet, Narok, Siaya, and Kilifi. It strengthens the capacity of nine core partner organizations in farmer-led advocacy, governance, and social accountability.

Project Outcomes:

1. Strengthened citizen engagement in water governance.
2. Increased implementation of national and county plans and budgets on sustainable agriculture and climate action.
3. Enhanced community voices in climate action planning and budgeting.
4. Adoption and implementation of agroforestry and sustainable agriculture policies at local and global levels.

Project Results:

- Greater community engagement in water conservation and utilization.
- Empowerment of communities to demand services and accountability.
- Increased community policy dialogue on climate justice.
- Strengthened policy discourse on agroforestry and sustainable agriculture.

PELUM Kenya, together with partners such as Marakwet Highland Farmers Association (MHFA), West Gem farmers Association (WEGFA), 3KM Sacco, Institute of Participatory Development (IDP Kulamusana), Anglican Development Services (ADS Pwani), Kenya Scouts Association (KSA), PARAN Women Group & Kwetu Training Center, has worked over the past two years to enhance farmers' engagement in governance and accountability processes at county and national levels.

3. OBJECTIVES OF THE ASSIGNMENT**3.1 Overall Objective:**

To assess the integration of smallholder farmers' proposals and priorities into the 2024/2025 and 2025/2026 Annual Development Plans and Budgets, and evaluate the extent of their implementation in the six targeted counties.

3.2 Specific Objectives:

1. Analyze the 2024/2025 and 2025/2026 ADPs and approved budgets to determine inclusion of smallholder farmers' priorities.
2. Identify areas where farmers' submissions are reflected or omitted.
3. Develop policy briefs for each county to inform increased county budget allocations to sustainable agriculture, climate action, water justice, and agroforestry.
4. Provide actionable recommendations to improve future integration of farmer priorities.
5. Design templates to monitor and track farmer-prioritized projects in future ADPs.

4.0. PURPOSE OF THE STUDY

PELUM Kenya and its core partners are keen to assess the extent to which smallholder farmers' proposals and priorities submitted during the ADP and budget formulation cycles have been integrated into county planning processes in their respective counties under the GSAILI project. The findings will inform and support core partners' advocacy and social accountability efforts at the county level.

The assignment will involve a detailed analysis of county budgets and plans for the agriculture, climate change, water, and agroforestry sectors, with particular focus on the inclusion and allocation of smallholder farmers' priorities submitted through public participation forums for the 2024/2025 and 2025/2026 financial years. The consultant will develop a concise report with clear, actionable recommendations presented in the form of policy briefs for each county. Additionally, the consultant will assess the extent of public participation by farmer organizations and individual farmers and evaluate how their inputs have been considered in the final county budgets.

5. SCOPE OF WORK

The assignment will cover the six counties and will be carried out in close coordination with the Program Officer in charge of Governance and Social Accountability.

Tasks:

1. Conduct a desk review to assess the inclusion of farmers' priorities in approved county budgets and plans (2024/2025 & 2025/2026), focusing on sustainable agriculture, climate change, agroecology, and water.
2. Compare inputs from public participation forums with approved ADPs and budgets.
3. Identify planning, prioritization, and resource allocation gaps.
4. Develop monitoring and accountability tools.
5. Draft six policy briefs with recommendations.
6. Present findings in virtual validation forums in each county.
7. Submit a final comprehensive report and print 50 copies of each policy brief per county.

6. CONSULTANT QUALIFICATIONS

- Postgraduate degree in public finance, agricultural economics, social sciences, or related field.
- Formal training in budget advocacy and participatory planning.
- Strong understanding of Kenya's devolved governance system.
- Experience with public budgeting, social accountability, policy analysis, and sustainable agriculture.
- Proven ability to design tracking tools and templates.
- Track record of similar assignments (attach at least three, with references).
- Excellent communication and stakeholder engagement skills.

7. DURATION

The assignment is expected to be completed within **30 working days** from the commencement date.

8. KEY DELIVERABLES

The consultant will work closely with the PELUM Kenya Programme Officer responsible for Gender and Youth. All deliverables shall be submitted to the Programme Officer on dates mutually agreed upon during the inception meeting. The reports will be reviewed by the advocacy committee and the programme team. All draft documents shall be submitted in soft copy format.

The consultant will be expected to deliver the following:

- **Inception report** outlining the proposed methodology, detailed activities, and timeline for delivery.
- **Draft report**, including raw data in a usable format, for review and feedback.
- **Six county-specific policy briefs** for Bungoma, Busia, Siaya, Elgeyo Marakwet, Kilifi, and Narok.
- **Designed and printed hard copies** of the report and policy briefs for each county (50 copies per county).
- **Final report**, including a detailed version and a simplified, printed version for wider dissemination.
- **Presentation of findings** during validation forums to be held in each of the six counties.

9. SUBMISSION PROCEDURE

Interested consultants should submit the following documents by **Wednesday, 18th June 2025, at 10:00 AM** to **procurement@pelumkenya.net**

1. Cover letter and contact details of three referees.
2. Technical proposal and detailed financial proposal.
3. Three reference letters from institutions where similar assignments were completed.

Note: Only applications with all requested documents will be reviewed. Only shortlisted candidates will be contacted.