

**BOK/PROC/JULY-TENDERS/2023-02**

17<sup>th</sup> July, 2023

TO ALL TENDERERS,



**ANDENDUM NO. 2**

**FRAMEWORK AGREEMENT FOR PROVISION OF CONSULTANCY SERVICES FOR  
MONITORING & EVALUATION(M&E) OF PROJECTS IN THE CREATIVE AND CULTURAL  
SECTOR- TENDER NO BOK/FA/16/2023-2024**

Tenderers are notified of the following Clarification on the tender.

The Terms of Reference in the tender document read as follows: -

**"CONSULTANCY SERVICES FOR OCCUPATIONAL HEALTH AND SAFETY,  
MENTAL HEALTH AND RELATED SERVICES"**

The correct terms of reference are hereby attached. The other terms and condition remain the same as per the tender document.



**AMBROSE RIASI**  
**FOR: GENERAL MANAGER/CHIEF EXECUTIVE OFFICER**





## **TERMS OF REFERENCE FOR CONSULTANCY SERVICES FOR MONITORING & EVALUATION(M&E) OF PROJECTS IN THE CREATIVE AND CULTURAL SECTOR- TENDER NO BOK/FA/16/2023-2024.**

**Project:** SampleBar Kenya

**Contract Type:** Project-based Consultancy

**Duration of Assignment:** 12-18 months

### **Background**

The SampleBar Kenya is an interactive ethno-musicological exhibit aimed at preserving and showcasing Kenya's cultural heritage through digitized music recordings. Bomas of Kenya is partnering with Libido Music AB (Sweden) to document and exhibit traditional Kenyan instruments that are facing extinction. Notably, the project relies on a Swedish innovation, a digital technology product, to uniquely archive and safeguard sounds and melodies of the diversity of Kenyan traditional music.

The Samplebar consists of a table with a glass tabletop and an infra-red (IR) reader below. The IR reader can detect blocks that are placed on the table. Blocks represent different instruments and these instruments can behave differently depending on where on the table they are placed. Parameters such as volume and pan can also be affected by placement. Several blocks can be placed on the table at the same time which will allow many instruments to play together. Specially developed software and careful preparation of the recorded material will ensure that the instruments will always play well together in perfect sync.

This project will result in the permanent exhibit the SampleBar installation at the Bomas of Kenya cultural centre with a total of eight (8) SampleBar tables to cover the musical diversity of 8 regions of Kenya (Central, Coast, Eastern, North Eastern, Nyanza, Rift Valley, Western Kenya and Nairobi city). While the different regional tables will focus on traditional instruments from specific ethnic communities





residing in these regions, the Nairobi table will represent the blending of cultures, showcase the contemporary development of Kenyan musical identity and feature popular music genres and instruments.

The project consists of research and fieldwork across Kenya, field and studio recording of a variety of traditional music, and content development in terms of appropriate ethnomusicological and cultural information on the recorded instruments and musical styles, and documentation of the same. The project team is also collecting (purchasing or fabricating) musical instruments, since the final exhibit will equally consist of the actual physical instruments displayed behind a glass wall.

Due to its ludic and intuitive nature, the SampleBar is a fun way of exploring Kenyan traditional music, regardless of previous knowledge or skills, that should be particularly attractive to our younger visitors. It is also an effective tool for teachers to demonstrate to students Kenya's musical heritage and for music professionals to (re)discover the unique traditional sounds of Kenya. Thus, this project offers more than just a novel and effective way to document traditional music. It will equally encourage young Kenyans to utilize the traditional musical elements in their contemporary creations. In this way, we hope to change the negative perception of traditional music in the minds of Kenyan youth and encourage them to take this music with us into the future.

### **Scope of Work**

The Consultant/Consultancy Firm will be supporting the SampleBar Kenya Project Implementation Committee on the ongoing SampleBar Kenya project.

All activities will be implemented under the overall supervision of the SampleBar Kenya Project Manager. The overall objective of the assignment is to provide technical support in monitoring and evaluation (M&E) of project activities, objectives, outputs and outcomes.

The M&E Consultant should ensure that objective evaluation is designed and managed to assess the project's relevance, effectiveness, efficiency, impact and sustainability of results; as well as that the evaluations are carried out in a credible and systematic manner; and, evaluation lessons and recommendations are used





for project design, contributing to implementation of the institution's priorities and results. In particular, the Consultant will perform the following duties:

- i. Develop and provide an M&E framework for SampleBar Kenya project, including methodology, tools and indicators to be used for project monitoring and evaluation;
- ii. Research, analyse, interpret and also, monitor and review information and data on the project from a wide variety of sources for the purpose of project M&E;
- iii. Consolidate and verify data (e.g. by identifying and obtaining supporting documents) collected by project technical team (researchers, admins, consultants) in order to integrate such data into the M&E reports, as needed;
- iv. Identify sources of data already available and flow of information and ensure the developed M&E framework and associated guidelines are disseminated among assigned staff working on the project;
- v. Provide technical support to drafting and finalizing of quarterly narrative reports to donors on the implementation of the SampleBar Kenya project;
- vi. Provide technical support to Project Manager in identifying and addressing key risks, issues and challenges which affect or may affect the implementation of the SampleBar Kenya project;
- vii. Provide technical support to Project Manager in identifying any lessons learned throughout the project implementation and reporting periods;
- viii. Develop staff capacity in relation to reporting and monitoring and evaluation through five (5) internal workshops and provide technical advice as needed;



- ix. Support the Project Manager and project implementation team in organizing any meetings and workshops to follow up on the project impact with project beneficiaries, as well as support the development of workshop required content;
- x. Develop one (1) mid-term and one (1) final M&E report on the SampleBar Kenya project (mandatory project evaluation) for submission to project donors including inputs, activities, outputs, intermediate and final outcomes of the project;
- xi. Regularly report to the Project Manager on the project M&E activities and any challenges encountered in their implementation.

### **Expected Outcomes & Deliverables**

Specific deliverables are:

- a) An MEL Framework and MEL Plan for the SampleBar Kenya project prepared in the form of an operational manual including: monitoring and evaluation principles; procedures and templates for data collection and reporting for results indicators; and roles and responsibilities for reporting on the results achieved, including format, content, frequency, source(s) of data.
- b) One (1) mid-term/interim and one (1) final M&E report on the SampleBar Kenya project based on the above framework and ready for submission to project donors;
- c) Input into and consultation on quarterly narrative reports to donors on the implementation of the SampleBar Kenya project;
- d) At least five (5) meetings, workshops, interviews to follow up on the project impact with project beneficiaries, including any content required for the same.



**Provisory Timeline** (may vary based on project implementation timelines)

	Deliverable	Deadline
1.	MEL Framework and MEL Plan	By 1 <sup>st</sup> September 2023
2.	Mid-term/interim MEL Report	By 1 <sup>st</sup> October 2023
3.	Input into Quarterly Narrative Reports	By 15 <sup>th</sup> of the following month for each quarter (i.e. by 15 <sup>th</sup> October, by 15 <sup>th</sup> January 2024, etc.)
4.	Workshops/meetings/follow-up interviews with project participants	By 30 <sup>th</sup> December 2023
5.	Final MEL Report	By 20 <sup>th</sup> January 2024

## Requirements: Qualifications & Experience

### A. Education

- Postgraduate university degree preferably in the social sciences, cultural management, international development, or education;
- A first-level University degree with an additional two years of experience with a relevant combination of academic qualifications and experience may be accepted in lieu of the advanced university degree.

### B. Work Experience

- At least 5 years of professional experience in monitoring and evaluation in the field of Cultural and Creative Industries (CCIs), working with international, bilateral and multilateral donor organisations;
- Experience with, knowledge and understanding of the Cultural and Creative sector in Kenya;
- Previous experience with evaluation of projects funded by the European Union (EU) is an added advantage.



### **Institutional Arrangement**

The hired Consultant will directly be under the close supervision of the SampleBar Kenya Project Manager. All products will be shared with the Project Manager in a timely manner and via appropriate channels, with copy to the Chief Executive Officer.