



TERMS OF REFERENCE

FOR

CONSULTANCY TO DEVELOP THE CFF MONITOR (UHURUTRACK)

Post level: Short - Term Consultancy

Expected Start Date: July 31, 2026

ABOUT CIVIC FREEDOMS FORUM (CFF)

Civic Freedoms Forum (CFF) is a national platform whose core mission of the platform is for consolidation and coordination of civil society actions in the promotion and protection of civil liberties. Its membership comprises of civil society organizations (CSOs) operating at the national level with a track record and commitment to the protection of human rights, civil liberties, and democracy. See more at <https://cff.or.ke/>

ABOUT PEN KENYA

PEN Kenya is a Kenyan Public Benefits Organization committed to strengthening institutions and fostering partnerships that drive sustainable development. The organization envisions a Kenyan society with strong, sustainable institutions that enhance equity and dignity of citizens, and works to turn this vision into reality through targeted capacity building and collaboration. Guided by its mission to enhance institutional capacity and coordination of partnerships for effective service delivery and citizens transformation, PEN Kenya partners with civil society, government, and community actors to improve governance, accountability, and service delivery systems. Its approach emphasizes evidence-based interventions, participatory processes, and strategic alliances that amplify impact. PEN Kenya is currently the Host of CFF's Secretariat. See more at <https://penkenya.org/>

CFF MONITOR

The [CFF Monitor](#) commonly referred to as the "UHURU TRACK" is a web-based civic freedoms monitor that assesses the civic space trends of 47 counties and condenses this information in a score for each of them. The Monitor provides up-to-date information on legal, policy and administrative issues affecting civil society and civic freedoms, including freedoms of association, expression, and peaceful assembly. Each county report provides an overview of key legal issues relating to civic freedoms and civic participation. The Monitor is currently in its first phase (where county-by-county stories are published in the digital map for public access). However, the CFF Monitor is expected to metamorphosize beyond this stage to Phase 2 (where index-based approach is employed to generate data which will, at a glance, demonstrate the various status of each county). It is, in the spirit of this that CFF hopes to engage a consultant to support in the development of the second phase of the Monitor.

SCOPE AND OBJECTIVE OF THE ASSIGNMENT

Civic Freedoms Forum wishes to recruit a consultant to design and develop a robust, secure, user-friendly, and scalable web-based civic space monitoring system that enables the collection, analysis, visualization, and publication of county-level civic space data.

Objectives of the Assignment

1. Develop an enhanced Civic Space Monitoring Platform (*UhuruTrack*) with modern front-end and back-end architecture.
2. Integrate an index-based scoring and ranking system for all 47 counties.

3. Establish a secure database for storing, managing, and retrieving civic space monitoring data.
4. Develop interactive dashboards in the form of the Kenyan map with the 47 counties.
5. Create a content management system (CMS) that allows authorized users to upload, edit, review, and publish content.
6. Develop user roles and permissions for administrators, editors, researchers, and public users.
7. Build analytical tools that allow trend analysis and comparisons among counties over time.
8. Ensure compliance with data security, privacy, and accessibility standards.
9. Provide technical documentation, training, and post-deployment support.

Scope of Work

This assignment will be conducted and completed within the months of August, September and October 2026. The consultant shall undertake, but not be limited to, the following tasks:

A. System Assessment and Design: Review the existing CFF Monitor platform and architecture; and propose suitable technologies and hosting arrangements.

B. Platform Development:

Front-End Components (Interactive county-based map interface; Civic Space Index dashboard; County profiles and scorecards; Data visualization tools - graphs, charts, trends, heat maps; Public search and filtering functionality; and responsive user interface compatible with all devices)

Back-End Components (Secure database architecture; Administrator dashboard; Content management system; User management and access control; Data collection and validation modules; and analytics and reporting tools.

C. Testing and Quality Assurance: Conduct functional testing; Conduct usability testing; Conduct security and performance testing; and address identified bugs and system vulnerabilities.

D. Capacity Building: Train designated CFF staff and system administrators; Provide user manuals and technical documentation; and facilitate system handover and knowledge transfer.

E. Deployment and Support: Deploy the platform on the agreed hosting environment; Provide technical support during the warranty period; and address post-launch issues and optimization requirements.

EXPECTED DELIVERABLES

The consultant will be expected to deliver:

Deliverable 1: Inception Report Including: Understanding of the assignment; Methodology and work plan; Technical specifications; System architecture proposal; and Development timeline.

Deliverable 2: Functional Prototype demonstrating

Deliverable 3: Fully Functional Civic Space Monitor

Deliverable 4: Documentation and Training including: Technical documentation; User manuals; and Training materials and training report.



Deliverable 5: Final Project Handover including: Database structure; Intellectual property transfer to CFF; and Deployment and maintenance documentation.

REQUIRED SKILLS AND EXPERIENCE

The task will be conducted by an IT company having the following main qualifications:

Mandatory Requirements

- Degree in Information Technology, Computer Science, Software Engineering, or a related field.
- Minimum of five (5) years of experience in web application development.
- Demonstrated experience developing data-driven web platforms, dashboards, or monitoring systems.
- Proven expertise in front-end and back-end web development technologies.
- Experience in database design and management.
- Knowledge of cybersecurity and web application security standards.
- Experience developing GIS-enabled or map-based platforms is an added advantage.
- Experience working with civil society organizations, governance, democracy, human rights, or development sector projects is highly desirable.

Technical Competencies

- Strong UI/UX design capabilities.
- API development and integration experience.
- Knowledge of cloud hosting and deployment environments.
- Ability to provide training and technical support.
- Excellent communication and documentation skills.

HOW TO APPLY

For consideration, please submit an expression of interest in English with the email subject ‘**EoI – CFF Monitor**’ to info@cff.or.ke and copy mmwelesa@cff.or.ke by **July 28, 2026**.