



REPUBLIC OF KENYA

MINISTRY OF DEVOLUTION AND PLANNING

STATE DEPARTMENT OF DEVOLUTION

Kenya Devolution Support Programme (KDSP)

TERMS OF REFERENCE FOR EXPRESSION OF INTEREST (EOI)

EXPRESSION OF INTEREST: TENDER NO. MODP/SDD/KDSP/EOI/12/2016-2017: CONSULTANCY SERVICES TO DESIGN, DEVELOP AND IMPLEMENT A DATA CAPTURE, ANALYSIS AND REPORTING SYSTEM FOR KENYA DEVOLUTION SUPPORT PROGRAMME(KDSP)

The Constitution of Kenya, 2010 obligates the National Government to provide capacity building and technical assistance to counties. The mandate is elaborated in Section 121 (1) of the County Government Act, 2012 which stipulates that "The Ministry or Government department responsible for matters relating to intergovernmental relations shall provide support to County Governments to enable them perform their functions." The Ministry of Devolution and Planning (MoDP) through the State Department of Devolution is responsible for support to County Governments to enable them perform their functions.

MoDP developed the National Capacity Building Framework (NCBF) jointly with key stakeholders, which was adopted in November 2013. The NCBF provides a mechanism for facilitating and coordinating capacity building initiatives based on government policies and local priorities.

As part of this programme a number of initiatives have taken place including training and induction of County and National Government staff; technical assistance to counties; establishment of inter-governmental sector forums; civic education, public awareness and institutional strengthening.

While the above initiatives are bringing real change in County Governments, the State Department of Devolution recognises that the information flow to the Ministry in charge of Capacity building, the management of devolution affairs and intergovernmental relations on the activities of County Governments remains in-adequate. This necessitates the establishment of **Data Capture, Analysis and Reporting System** that will provide all capacity building stakeholders with the real time information required from National and County governments. That information would be critical to the planning and development of capacity building interventions for the improvement of service delivery.

The State Department of Devolution therefore seeks the services of a qualified and experienced Consultant to assist in the design and development of a system to allow data input in form of reports and other information sources by implementing partners for decision making.

Objective of the consultancy

The objective of the consultancy is to design, develop and implement a **Data Capture, Analysis and Reporting System** that enables enhanced reporting, analysis and visualization for managing the implementation and performance assessment of the KDSP implementing partners. The solution will have four (4) key components:

- i. Identification of user needs, (business architect);
- ii. Design of digital reporting templates for implementing partners;
- iii. An information analysis dashboard; and
- iv. Beneficiary Information Data Collection Approach

Scope of Work

The work of the Consultant will be targeted at achieving the four (4) specific components indicated above, giving priority to the first, the output of the first and second which is expected earlier than the output for the third, and fourth.

1. Identify user needs for Capacity building information from National and County Governments;
2. Develop templates on the various submission requirements for KDSP compliance as stipulated in the Project Operations Manual (POM);

3. Identify user needs for further national and county monitoring information including but not limited to capacity building implementation, financial management, planning and Monitoring and Evaluation (M&E), civic education and public participation and programme management and operations; and
4. Identify user needs for implementation of Investment grants for participating county governments in the implementation of the Performance for Results (PforR).

MANDATORY REQUIREMENTS

1. Design concept of the solution;
2. A company profile including a background of the firm, organizational structure, products and services offered;
3. A joint venture agreement clearly showing the lead partner where firms have come together in a joint venture if any;
4. Statement of experience of at least five (5) years with three (3) similar projects of that magnitude;
5. A proof of the top three (3) clients including services rendered to the clients;
6. Profile of key personnel to be involved in the project. The profile should include experience, qualifications and organization of the implementing team. The team of consultants must include qualifications in ICT, financial management, M&E, project management and any other relevant field;
7. The lead consultant will be required to have masters degree in any of the fields stated above.
8. Audited financial statements for the last three (3) years;
9. Certificate of Incorporation (attach copy);
10. Current tax compliance certificate issue by the Kenya Revenue Authority (attach copy);
11. Valid Business License
12. Authorization letter from the producer/developer; and
13. Partnership certificate from the producer/developer.

Bidders who meet the above requirements will be invited to submit the request for proposals.

Each Expression of Interest documents shall be submitted **MANUALLY** in hard copy in two separate envelopes, one marked **ORIGINAL** and one marked **COPY**. Both envelopes shall be placed in an outer envelope and sealed. The outer envelope, bearing no indication of the bidder and clearly marked: **MODP/SDD/KDSP/EOI/09/2016-2017: CONSULTANCY SERVICES TO DESIGN, DEVELOP AND IMPLEMENTA DATA CAPTURE, ANALYSIS AND REPORTING SYSTEM FOR KENYA DEVOLUTION SUPPORT PROGRAMME (KSDP)**

Interested bidders (firms and individual consultants) may obtain further information on the EOI at the office of the Head, Supply Chain Management Officer, 1st Floor 1st Floor Telposta Towers, Wing C, Kenyatta Avenue during normal working hours (8.00 a.m. to 1.00 p.m. and 2.00 p.m. to 5.00 p.m.) East African Time. Bidders may also access and download the EOI from the Ministry's Website www.devolutionplanning.go.ke

Completed tender documents are to be enclosed in plain sealed envelopes marked with tender reference number and name and deposited in Tender Box situated at 1st floor Telposta Towers, Wing C, Kenyatta Avenue, next to Supply Chain Management Offices during office hours (Weekdays 8.00 am to 5.00 pm) or be addressed to:

**Principal Secretary,
Ministry of Devolution and Planning,
State Department of Devolution,
P. O. Box 30004 – 00100.
NAIROBI, KENYA**

So as to be received on or before 30th January, 2017 at 12.00 Noon. East African Time. Tenders will be opened immediately thereafter in the presence of the candidates or their representatives who choose to attend the tender opening exercise at the 6th floor Board.