



REPUBLIC OF KENYA

MINISTRY OF DEVOLUTION AND PLANNING

(STATE DEPARTMENT OF DEVOLUTION)

TENDER NOTICE

INVITATION FOR INDIVIDUAL CONSULTANCY SERVICES

Tender No: MODP/KDSP/IC/02/2015-2016

Country: Kenya

Project: Kenya Devolution Support Program-for-Results (KDSP for R)

REVIEW AND VERIFICATION OF COUNTY CAPACITY BUILDING PLANS

The Ministry of Devolution and Planning (State Department of Devolution) has received financing from the World Bank towards the Kenya Devolution Support Program-for-Results project (KDSP-for R) and intends to apply part of the proceeds to hire a consultant for review and verification of county capacity building plans.

The objectives of the consultancy are

- To review all the capacity building plans submitted to MODP by the counties to ensure compliance with the format and guidelines set in the capacity building manual. The consultant will therefore be expected to familiarize himself with the Capacity Building (CB) manual and other manuals already developed for KDSP
- The consultant will be expected to submit a report for each county stating the compliance or non compliance of the CB plan with the guidelines set in the CB manual.
- The consultant will also be expected to identify areas in the CB plans of counties that do not conform to the capacity building manual.

The consultant will work under the supervision of the program coordinator, the consultants will provide the services as outlined in the detailed terms of reference (TOR), accessible from the Ministry's website.

The Ministry of Devolution and Planning (State Department of Devolution) now invites eligible individual consultants to indicate their interest in providing the above services by submitting a curriculum vitae and Proposal for implementing the assignment.

Interested consultants may obtain further information from the Ministry's website www.devolutionplanning.go.ke or at **Capacity Building and Technical Assistance Department, Ministry of Devolution and Planning (State Department of Devolution), Cianda House, 4th Floor, Koinange Street, Nairobi, Kenya during office hours (8 am to 5 pm).**

APPLICATION PROCESS

Interested and qualified candidates should submit their applications clearly indicating the tender number which should include the following:

Detailed Curriculum Vitae

Proposal for implementing the assignment

And be addressed to,

Principal Secretary,

Ministry of Devolution and Planning (State Department of Devolution),

P. O. Box 30004 – 00100.

NAIROBI, KENYA

Applications may also be deposited in the **Tender Box** located at **Teleposta Towers, 1st Floor, Kenyatta Avenue, Nairobi** between 0800hrs and 1700hrs (East Africa Time), **on or before 20th May, 2016 at 10.00 am (East Africa Time).**

Applications will be opened immediately thereafter **at the conference room of Teleposta towers on 6th Floor**, in the presence of tenderers' or their representatives who choose to attend.

NB: i. Applications through email shall not be accepted.

ii. Late submissions will not be accepted.

Head, Supply Chain Management Services.

FOR: PRINCIPAL SECRETARY.

TERMS OF REFERENCE FOR THE REVIEW OF CAPACITY BUILDING PLANS OF COUNTIES PARTICIPATING IN KDSP

Definitions and concepts applied in the ToR:

- Annual Capacity & Performance Assessment (ACPA): Is the annual assessment of the performance/capacity of the counties.
- NCBF--national capacity building framework which guides government capacity building both at national and county level
- The Client: The Ministry of Devolution and Planning (MoDP)
- KDSP– Secretariat: Is a secretariat under the MoDP, with the task to coordinate and support the organization and management of the capacity & performance grants and related tasks.
- KDSP Technical Committee: Is an inter-governmental body to be formed by representatives from MoDP, National Treasury, CRA, PPOA, IGFRC, CoG and to coordinate activities under the KDSP and all issues related with the capacity & performance grants (CPG). The Committee also verifies the final results from the ACPA.
- Kenya Devolution Support Program (KDSP) (a Program for Results) is a Program implemented by the GoK, MoDP and supported by the World Bank.

1.0. BACKGROUND

The Government of Kenya (GoK), through the Ministry of Devolution and Planning, is introducing a new Capacity & Performance Grant (C&P Grant) to support improvements in core institutional capacity of participating counties. The introduction of the C&P Grant forms a central part of the new Kenya Devolution Support Program (KSDP), which will be co-financed by the World Bank. The C&P Grant will function as a mechanism to support and incentivize county action toward selected capacity building (CB) results as one of the key tools to support the GoK National Capacity Building Framework (NCBF).

the GoK in its budget policy statement of 2015 stated that the Government will design a performance grant framework “to support county governments as the centres for service delivery and economic expansion, especially in the areas of PFM, good governance practices and supporting the counties to be fully operational,” as well as to enhance fiscal responsibility principles. The Budget Policy Statement (BPS) also states that the Government will work with development partners to “provide their support to county governments through the framework and thus ensure coalescence around common results.” Capacity and Performance Grants to counties are thus envisioned to be a key part of the broader devolution capacity-building program – by helping to define key capacity results at the county level, rigorously monitor whether they have been achieved, and building incentives for counties to achieve these results.

The new fiscal transfers will support the counties to put in place key capacity measures related to PFM, Planning and M&E, HR, civic/citizen participation, and project implementation capacity, and to supplement their investment budgets to support local service delivery and capacity

development. The capacity measures will include adoption of key actions in Planning and M&E, PFM, HRM, civic/citizen participation, and project implementation performance. Capacity measures implemented by counties with C&P Grant financing will be supported by national-executed capacity building support under the KDSP. The KDSP will also include rigorous monitoring of achievement of NCBF results through Annual Capacity Performance Assessments (ACPAs). These ACPAs will assist the counties and national government in identifying areas in need of further support.

- 1 The first year of the performance grants (2015/16) for the funds to be released in august 2016 requires the counties to develop capacity building plans, based on their capacity needs in the key results areas. The submission of this CB plan from the counties once certified that it conforms with the format in the CB manual will trigger release of a pot of funds (around kshs 30m) for FY 2016/17 to be used in building capacity in the KRAs and especially the minimum access conditions.

1.1. Objective of the program

The overall objective of the program is to support counties to enhance capacity in key performance areas of, PFM, Planning and M&E, HR, civic/citizen participation, and project implementation capacity. The results focus on key three main areas namely

- Minimum Access conditions: very simple results, that determine access to a small pot of capacity-building funds;
- Minimum Performance conditions: basic resource management results, that determine access to a larger pot of investment funds;
- Performance Measures: capacity and performance results drawn from Kenya's legal and regulatory framework in areas of PFM, Planning and M&E, HRM, public participation and project implementation capacity. The results on these performance measures impact on the size of the grants to counties.

2.0. OBJECTIVES OF THE ASSIGNMENT

The C&P Grant is being introduced for the fiscal year 2016/17. During this year, a small 'level 1' grant will be available to all counties that meet Minimum Access Conditions (MACs). These MACs

are described in more detail in the C&P Assessment Manual, but in summary they are: opting in to the KDSP, and; developing a capacity building plan that conforms to the requirements of the KDSP Capacity Building Manual. The size of the C&P 'level 1' Grant will vary depending on county size as measured by the equitable share formula, but will average around KShs 30 million per year. This level 1 grant can be spent on a range of capacity building investments to implement the annual capacity building plans that were developed as an access condition for the grant.

2.1. Specific objectives of the assignment.

- The consultant is therefore required to review all the capacity building plans submitted to MODP by the counties to ensure compliance with the format and guidelines set in the capacity building manual. The consultant will therefore be expected to familiarise himself with the CB manual and other manuals already developed for KDSP
- The consultant will be expected to submit a report for each county stating the compliance or non compliance of the CB plan with the guidelines set in the CB manual.
- The consultant will also be expected to identify areas in the CB plans of counties that do not conform to the capacity building manual.

3.0. SCOPE OF WORK

The consultant is expected to undertake the following activities

- Review the CB plan of the county for KDSP program and verify compliance with the procedure and format in the CB manual.
- Review the CB plan of the counties and verify whether it covers the key result areas for the program.
- Review the CB plans of the counties and verify whether it uses all the capacity building methodologies in the CB manual
- Propose any required strategy for improving the capacity building plans of the counties to the KDSP secretariat.

4.0. DELIVERABLES

The following deliverables are to be submitted by the Consultant:

- A short Inception Report, within one (1) week of commencing the assignment giving a brief outline of the methodology, detailed work plan and activity schedule, team composition, reporting schedule and any other key issues regarding the execution of the assignment;
- Within one Month of the commencement of the assignment a draft report setting out the suitability of the CB plans of the counties compliance with CB manual
- Within two months of signing the contract final report of the assignment.
- Present the final draft report to the technical committee/secretariat of KDSP.
- Final report includes the comments in the final report for submission.

- Reports will be submitted in five paper copies as well as electronically on a CD ROM in Microsoft Office format plus power point presentations.

5.0. REPORTING AND TIMEFRAME

The consultants will on a day-to-day basis report to the **Program Coordinator in the KDSP Secretariat under the MoDP**. The work of the consultants will be technically overseen and guided by the **KDSP Secretariat** and the KDSP Technical Committee, which will have representatives from MoDP, NT, NEMA, CRA, PPOA, COG and others. All results and outputs will be reviewed by these groups. The first draft of the assignment will be submitted within the first one month from the commencement of the assignment which will be reviewed and commented on.

The consultant will submit the final version of the report within two weeks after receiving the feedback from the kdsp technical committee. In essence therefore, the assignment is expected to take not more than 10 weeks from the commencement of the assignment

6.0. CONSULTANT'S OBLIGATIONS

The consultant shall be responsible for the provision of all the personal resources to carry out the assignment; and shall make arrangements for accommodation, insurance, utilities, and any other required personal resources necessary for the fulfilment of obligations under the contract.

7.0. INPUTS PROVIDED BY THE CLIENT

The Client shall be responsible for the provision of office space, supporting office equipment and furniture where appropriate, and communications related to the carrying out of the contract.

8.0. COMPETENCIES AND QUALIFICATIONS

Education:

Post-graduate degree (PhD or Masters) in Development Studies, human resource management business administration or relevant Social Science degrees.

Work Experience:

- At least 7 years' experience in one or more of the following areas: organizational development or capacity building
- Previous experience in designing organizational development or capacity building programs for public or private organizations
- Broader experience in capacity building programmes

Competencies:

- Ability to work with minimal supervision.
- High level written and oral communications skills in English and Kiswahili.

- Must be result oriented team player
- Excellent analytical skills
- Recent experience with capacity building programmes;
- Must be able to communicate effectively (verbally and written) and present complex ideas to a non-specialist audience

9.0. Evaluation Criteria

Below is an overview of the technical proposal evaluation criteria.

Technical Proposal Scoring Criteria		Points
1	General qualifications	30
1.1	Education/qualification	20
1.2	Membership of professional organisation	10
2	Specific experience related to the job	70
2.1	At least 7 experience designing organisation development/ capacity building programs for institutions	30
2.2	Knowledge of local contexts and experience	20
2.3	Similar assignment in the public sector in east Africa within the last two years	15
2.4	Excellent Analytical and report writing skills	5
	total	100

10.0. Proposed Payment Schedule

The budget of the consultancy company will be divided in three parts (each part should be budgeted separately) and for each part; the payment will be as follows:

1. Fifteen (15) per cent of the Contract Price shall be paid on submission and acceptance of inception report.
2. Forty five (45) per cent of the Contract Price shall be paid upon submission of satisfactory draft CB assessment reports.
3. Forty (40) per cent of the Contract Price upon submission of detailed final CB Assessment Reports for each of the assessed counties and the final synthesis report acceptable to the Client

11. REMUNERATION

- The successful consultants will be paid on terms and conditions for gok consultants or as agreed with the consultant.
- Payment will be done against a disbursement schedule as outlined in the contract and based on receipt of clearly defined deliverables within a specific timeline.
- Transport and accommodation for field work should be included in the consultants cost

APPLICATION PROCESS

Interested and qualified candidates should submit their applications which should include the following:

Detailed Curriculum Vitae

Proposal for implementing the assignment

Please quote **“review of capacity building plans of participating counties.** On the subject line.

12.0. References and Documents

- Constitution of Kenya, 2010
- Capacity and performance assessment manual
- Capacity and grants manual
- KDSP program operational manual
- KDSPcapacity building manual
- KDPS Program Operational Manual with Appendixes 1-3.
- National capacity building framework(NCBF)
- Medium term interventions(MTIs) of the NCBF