



# MINISTRY OF DEVOLUTION AND PLANNING

## STATE DEPARTMENT OF DEVOLUTION AND PLANNING

### TENDER INVITATION

#### REQUEST FOR PROPOSAL (RFP) FOR CONSULTANCY SERVICES

TENDER NO	:	MODP/SDD/RFP/KSDP/16/2016/2017 IFMIS NO. 445393
COUNTRY	:	KENYA
PROJECT	:	KENYA DEVOLUTION SUPPORT PROGRAM (KDSP)
ELIGIBILITY	:	CONSULTING FIRMS
TITLE	:	CONSULTANCY SERVICES FOR ANNUAL CAPACITY & PERFORMANCE ASSESSMENT (ACPA)

The Government of Kenya, together with Development Partners, has developed a National Capacity Building Framework (NCBF) to frame efforts to build capacity around the new devolved governance arrangements. The NCBF covers both national and county capacity. The Government is now developing a Medium-Term Implementation program to implement the National Capacity Building Framework.

The Government intends to provide support to counties in Kenya in terms of capacity building, improved systems and procedures and performance-based funding for development investments over a period of 5 years starting from January 2016 under a new Program with the name: Kenya Devolution Support Program (KSDP) supported by the World Bank. The Program will include the introduction of a Capacity & Performance-Based Grant – named **Capacity & Performance Grants (CPG)** to counties to provide additional incentives for improved county performance in five core results areas: -

- 1) **Public Financial Management (PFM),**
- 2) **Human Resource Management (HRM),**
- 3) **Planning, and M&E/Accountability,**
- 4) **Civic Education and Participation and**
- 5) **Implementation/Service Delivery Progress.**

#### Objectives of the Assignment

The objective of the assignment is to provide highly professional, objective and credible **assessment results of counties' performance**. The assessment will be conducted on a number of indicators (minimum access conditions (MACs), minimum performance conditions (MPCs) and performance measures (PMs)) that will be identified and communicated to counties in advance of the assessment. The indicators will **relate to a number of core minimum access conditions (for access to grants)**, minimum performance conditions and performance measures, which are more qualitative measures for the counties' performance. **The Capacity and Performance Assessment Manual provides a full overview of the conditions and measures.** The results of the MACs, MPCs and PMs will be used to identify counties, which can get access to the grants and the size of these grants. Assessment of the performance measures will also be applied to provide incentives for counties to improve performance identify capacity development gaps and provide lessons learned on areas in needs of attention and support.

The Ministry of Devolution and Planning (State Department of Devolution) now invites eligible firms to tender their applications by submitting a **Request for Proposal for Consultancy Services for Annual Capacity Performance Assessment**.

Interested and eligible consultants/consortiums is required to submit their application in English language with the following specific information

- **Experience in similar assignments**
- **Availability of appropriate key staff to be involved in the assignment**
- **A brief profile of the firm including description of the firm/consortium members, incorporation details, joint venture details etc.**

Interested consultants may obtain further information from the Ministry's website: [www.devolutionplanning.go.ke](http://www.devolutionplanning.go.ke) or at Capacity Building and Technical Assistance Department, Ministry of Devolution and Planning (State Department of Devolution), Bazaar House, 4th Floor, Moi Avenue, Nairobi, Kenya during office hours (0800hrs and 1700hrs - East Africa Time).

- The attention of interested consultants is drawn to paragraph 1.9 of the World Bank's guidelines selection and employment of consultants under IBRD loans and IDA credits and Grants by World Bank borrowers January 2011 (consultants' guidelines setting forth the WB policy on conflict of interest.
- Consultants may associate with other firms in the form of joint venture or a sub-consultancy to enhance their qualification (provide group agreement to the effect).
- A consultant will be selected in accordance with quality and cost based selection (QCBS) selection method as set out in the consultants' guidelines.

Interested bidders can access and download detailed Tender Documents and their corresponding Terms of Reference from the:-

- i. IFMIS Supplier Portal: <http://supplier.treasury.go.ke> by clicking on the unique IFMIS Tender number - IFMIS no. **445393**
- ii. The Ministry's Website [www.devolutionplanning.go.ke](http://www.devolutionplanning.go.ke).
- iii. Tender portal: <http://supplier.treasury.go.ke>, and click on "link to tenders" and access the tender number
- iv. My Gov website [www.mygov.go.ke](http://www.mygov.go.ke)

Tenders clearly marked "**TENDER NO: MODP/SDD/RFP/KSDP/16/2016/2017; Consultancy Services for Annual Capacity and Performance Assessment (ACPA)**" - shall be submitted through IFMIS SUPPLIER PORTAL:

[supplier.treasury.go.ke](http://supplier.treasury.go.ke) and a backup hard copy document; One ORIGINAL (1No.) and Two Copies (2No.) be submitted to the address stated below. Bidders who may experience challenges in accessing and uploading their tender documents in the IFMIS Tender Portal should contact the IFMIS Department, Treasury Building on 5th Floor or Supply Chain Management Office (SDD) on 1st floor, Teleposta towers, Wing C, Kenyatta Avenue, for assistance.

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

and 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 29th May, 2017 at 1000hrs (East Africa Time).**

Applications will be opened immediately thereafter at the **conference room on the 6th Floor Teleposta Towers, Kenyatta Avenue** 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.

**Micah Kpokus Powon, CBS**  
**PRINCIPAL SECRETARY**