



**MINISTRY OF LABOUR & SOCIAL PROTECTION
STATE DEPARTMENT FOR LABOUR**

REQUEST FOR PROPOSALS

TENDER NAME: CONSULTANCY SERVICES FOR A TECHNICAL
ADVISOR ON LABOUR MARKET OBSERVATORY

TENDER NUMBER: ML&SP/SDL/KYEOP/001/2020-2021

CLOSE DATE: Tuesday 12th January 2021 AT 10.00 A.M

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SECTION I - LETTER OF INVITATION

To

Date:

Dear Sir,

- 1.1 The **State Department for Labour** invites proposals for **Consultancy Services for a Technical Advisor on Labour Market Observatory**. More details of the services are provided in the terms of reference herein.

- 1.2 The request for proposal (RFP) includes the following documents;
 - Section I - Letter of invitation
 - Section II - Information to Consultants
 - Section III - Terms of reference
 - Section IV - Technical proposal
 - Section V - Financial proposal
 - Section VI - Standard Forms

- 1.3 On receipt of this RFP please inform us
 - (a) that you have received the letter of invitation; and
 - (b) whether or not you will submit a proposal for the assignment

Head/Supply Chain Management Services
For: PRINCIPAL SECRETARY

SECTION II - INFORMATION TO CONSULTANTS

2.1 Introduction

- 2.1.1 The **State Department for Labour** will select an individual consultant to submit proposals or those who respond to the invitation for proposals in accordance with the method of selection detailed under this section and consistent with the regulations.
- 2.1.2 The consultants are invited to submit a technical proposal and a financial proposal for consulting services required for the assignment stated in the letter of invitation (Section I)
- 2.1.3 In the assignment where the procuring entity intends to apply standard conditions of engagement and scales of fees for professional services, which scale of fees will have been approved by a relevant authority, a technical proposal only may be invited and submitted by the consultants. In such a case the highest ranked individual consultant in the technical proposals shall be invited to negotiate a contract on the basis of the set scale of fees. The technical proposals will be the basis for contract negotiations and ultimately for a signed contract with the selected individual consultant.
- 2.1.4 The consultants must familiarize themselves with local conditions as regards the assignment and take them into account in preparing their proposals. To obtain adequate information on the assignment and on the local conditions, consultants are encouraged to liaise with the procuring entity regarding any information that they may require before submitting a proposal.
- 2.1.5 The client will provide the inputs and services specified in the special conditions of contract needed to assist the individual consultant to carry out the assignment.
- 2.1.6 The cost of preparing the proposal and negotiating the contract including any visit to the procuring entity are not reimbursable as a direct cost of the assignment. The procuring entity is not bound to accept any of the proposals submitted.
- 2.1.7 The procuring entity's employees, committee members, board members and their relative (spouse and children) are not eligible to participate in the tender.

2.2 Clarification and amendment to the RFP documents

- 2.2.1 Individual consultant may request clarification of any of the RFP documents not later than Seven (7) days before the deadline for the submission of the proposals. Any request for clarification must be sent in writing by post, fax or email to the procuring entity's address indicated in the appendix to Information to Consultants. The procuring entity will respond by post, fax or email to such requests and will send written copies of the response (including an explanation of the query but without identifying the source of inquiry) to all individual consultants invited to submit proposals.
- 2.2.2 At any time before the deadline for submission of the proposals, the procuring entity may for any reason, either at its own initiative or in response to a clarification requested by an intended individual consultant amend the RFP. Any amendment shall be issued in writing, fax or email to all invited individual consultants and will be binding on them. The procuring entity may at its discretion extend the deadline for the submission of the proposals.

2.2.3 Clarification of tenders shall be requested by the tenderer to be received by the procuring entity not later than 7 days prior to the deadline for submission of tenders.

2.2.4 The procuring entity shall reply to and clarifications sought by the tenderer within 3 days of receiving the request to enable the tenderer to make timely submission of its tender.

2.3 Preparation of proposals

2.3.1 The individual consultant's proposal shall be written in English language.

2.3.2 In preparing the Technical proposal, the individual consultants are expected to examine the documents consisting the RFP in detail. Material deficiencies in providing the information requested may result in rejection of a proposal.

2.3.3 While preparing the Technical proposal, the individual consultant must give particular attention to the following:

- (a) If an individual consultant considers that he/she does not have all the expertise required for the assignment he/she may suggest in the proposals other individual(s) who will assist in the assignment but they will not be party to the contract for the purpose of the performance of the assignment. An individual consultant will not propose other individual consultants invited to submit proposals for the assignment. Any individual consultant in contravention of this requirement shall automatically be disqualified.
- (b) For all the staff who will be involved in the exercise of the proposals to consultant must indicate their responsibility in the assignment and also the staff time as necessary.
- (c) The curriculum vitae (CV) of the staff proposed must be submitted with the proposal.

2.3.4 The Technical proposal shall provide the following information;

- (a) The individual consultants CV and a brief of any recent experience of assignment of a similar nature. For each assignment the brief should indicate the profiles of staff involved, contract amount and the individual consultants' involvement.
- (b) Any comments or suggestions on the Terms of Reference and a list of service and facilities requested to be provided by the procuring entity.
- (c) A description of the methodology and work plan for performing the proposed assignment.
- (d) Any additional information requested in the special conditions of contract.

2.3.5 The Technical proposal shall be separate from the Financial Proposal and shall not include any Financial information.

2.4 Financial proposal

2.4.1 In preparing the financial proposal, the individual consultants are expected to take into account the time required in completing the assignment as outlined in the RFP documents. The financial proposal will therefore be quoted in fees per day or month. The financial proposal may also include other costs as necessary, which will be considered as reimbursable.

2.4.2 The Financial proposal should include the payable taxes.

- 2.4.3 The fees shall be expressed in Kenya Shillings.
- 2.4.4 The Financial proposal must remain valid for 90 days after the submission date. During this period the individual consultant is expected to keep available at his own cost any staff proposed for the assignment. The procuring entity will make best efforts to complete negotiations within this period. If the procuring entity wishes to extend the validity period of the proposals, the consultants who do not agree, have the right not to extend the validity of their proposals.
- 2.4.5 The financial proposal must comply with the law governing the profession of the consultant.

2.5 Submission, Receipt and opening of proposals

- 2.5.1 The technical proposal and the financial proposal shall be prepared in indelible ink. It shall contain no interlineations or overwriting, except as necessary to correct errors made by the individual consultants. Any such corrections must be initialed by the individual consultant.
- 2.5.2 For each proposal the individual consultants shall prepare the proposals in the number of copies indicated in the special conditions of contract. Each Technical proposal and Financial proposal shall be marked “ORIGINAL” or “COPY” as appropriate. If there are any discrepancies between the original and the copies of the proposal, the original shall govern.
- 2.5.3 The original and all copies of the Technical proposal shall be placed in a sealed envelope clearly marked “TECHNICAL PROPOSAL”, and the original and all copies of the financial proposal in a sealed envelope duly marked “FINANCIAL PROPOSAL”. Both envelopes shall be placed in an outer envelope and sealed. This outer envelope shall bear the procuring entities address and other information indicated in the appendix to the instructions to consultants on or before **Tuesday 12th January 2021 At 10.00 A.M**
- 2.5.4 The completed Technical and Financial proposals must be delivered at the submission address on or before the time and date of the submission of the proposals indicated in the appendix to the instructions to consultants. Any proposals received later than the closing date for submission of proposals shall be rejected and returned to the individual consultant unopened. For this purpose the inner envelope containing the technical and financial proposals will bear the address of the individual consultant submitting the proposals.
- 2.5.5 After the deadline for submission of proposals the outer envelope and the technical proposals shall be opened immediately by the opening committee. The financial proposals shall be marked with the individual consultants number allocated at the time of opening the outer envelope and the technical proposals but shall remain sealed and in the custody of a responsible officer of the procuring entity up to the time set for opening them.

2.6. Evaluation of the Proposal (General)

- 2.6.1 From the time the proposals are opened to the time of the contract award, if any individual consultant wishes to contact the procuring entity on any matter relating to his/her proposal, he/ she should do so in writing at the address indicated in the appendix to the instructions to consultants. Any effort by an individual consultant to influence the procuring entity’s staff in the evaluation of

proposals companion proposals or awards of contract may result in the rejection of the individual consultant proposal.

2.6.2 The proposal evaluation committee shall have no access to the Financial Proposal, which in any case will remain sealed, until the technical evaluation is concluded or finalized.

2.7 Evaluation of Technical Proposals

2.7.1 The evaluation committee appointed by the procuring entity to evaluate the proposals shall carry out the evaluation of technical proposals following the criteria set out in the terms of reference based on the following points criteria

	<u>CRITERIA</u>	<u>POINTS</u>
(i)	CV of the individual consultant	30
(ii)	Specific experience of the individual consultant related to the assignment	30
(iii)	Adequacy of methodology and work plan in response to the Terms of reference	40
	Total points	100

2.7.2 Any proposal which will be examined and found not to comply with all the requirements for submission of the proposals will be declared non responsive. All the proposals found to have complied with all the requirements for submission of proposal shall be declared responsive by the evaluation committee

2.7.3 Each responsive proposal will be given a technical score (ST). any technical proposal which fails to achieve the total minimum score indicated in the appendix to the information to tenderers shall be rejected at this stage and will not proceed to the next stage of evaluation. The respective financial proposal will be returned to the individual consultant unopened.

2.8 Opening and Evaluation of Financial Proposals

2.8.1 After completion of the evaluation of Technical proposals the procuring entity shall notify the individual consultants whose proposal did not meet the minimum technical score or were declared non responsive to the RFP and terms of reference. The notification will indicate that their financial proposals shall not be opened and will be returned to them unopened after the completion of the selection process and contract award. At the same time, the procuring entity shall simultaneously notify the consultants who have secured the minimum technical score that they have passed the technical qualifications and inform them the date and time set by the procuring entity for opening their financial proposal. They will also be invited to attend the opening ceremony if they wish to do so.

2.8.2 The financial proposals shall be opened by the procuring entity in the presence of the individual consultants who choose to attend the opening. The name of the individual consultant, the technical

score and the proposed fees shall be read out aloud and recorded. The evaluation committee shall prepare minutes of the opening of the financial proposals.

- 2.8.3 The formulae for determining the financial score (SF) unless an alternative formula is indicated in the appendix to the information to tenderers shall be as follows:

$Sf = 100 \times fm/f$ where
Sf is the financial score
Fm is the lowest fees quoted and
F is the fees of the proposal under consideration.

The lowest fees quoted will be allocated the maximum score of 100

- 2.8.4 The individual consultants proposals will be ranked according to their combined technical score (ST) and financial score (SF) using the weights indicated in the appendix to the instructions to consultants. Unless otherwise stated in the appendix to the instructions to consultants the formula for the combined scores shall be as follows;

$$S = ST \times T\% + SF \times P\%$$

Where

S, is the total combined scores of technical and financial scores

St is the technical score

Sf is the financial score

T is the weight given to the technical proposal and

P is the weight given to the financial proposal

Note P + T will be equal to 100%

The individual consultant achieving the highest combined technical and financial score will be invited for negotiations.

2.9 Negotiations

- 2.9.1 Negotiations will be held at the same address indicated in the appendix to the information to consultants. The purpose of the negotiations is for the procuring entity and the individual consultant to reach agreements on all points regarding the assignment and sign a contract.
- 2.9.2 The negotiations will include a discussion on the technical proposals, the proposed methodology and work plan, staff and any suggestions made by the individual consultant to improve the Terms of reference. The agreed work plan and Terms of reference will be incorporated in the description of the service or assignment and form part of the contract.
- 2.9.3 The negotiations will be concluded with a review of the draft contract. If negotiations fail, the procuring entity will invite the individual consultant whose proposal achieved the second highest score to negotiate a contract.

2.10 Award of Contract

- 2.10.1 The contract will be awarded before commencement of negotiations. All consultants who will have submitted their proposals will be notified of the same through an official letter before a contract is signed between the State Department and the Successful consultant. After negotiations are completed the procuring entity will promptly notify the other individual consultants that they were unsuccessful and return the financial proposals of the individual consultants who did not pass technical evaluation.
- 2.10.2 The selected individual consultant is expected to commence the assignment on the date indicated in the appendix to the information to consultants or any other date agreed with the procuring entity.

2.11 Confidentiality

- 2.11.1 Information relating to evaluation of proposals and recommendations of contract award shall not be disclosed to the individual consultants who submitted the proposal or to other persons not officially concerned with the process, until the winning individual consultant has been notified that he/she has been awarded the contract.

APPENDIX TO INFORMATION TO CONSULTANTS

I) ETHICAL AND CONFIDENTIALITY CONSIDERATIONS

- a) The consultant must be able to assure all stakeholders that their responses during interviews will be completely confidential.
- b) The consultant will be expected to uphold the highest standards of confidentiality and ethical behaviour throughout the assignment

II) CONTACT ADDRESS

For any clarifications, the consultants may contact the Principal Secretary- State Department for Labour via **P.O Box 40326-00100** Nairobi or email ps@labour.go.ke or kyeop@labour.go.ke

III) SUBMISSION AND OPENING OF PROPOSALS

- a. Only **ONE** Copy of the Proposal will be required.
- b. The technical proposal should be placed in an envelope clearly marked “**TECHNICAL PROPOSAL**” and the financial proposal placed in another envelope clearly marked “**FINANCIAL PROPOSAL**” and these two envelopes shall be placed in an outer envelope and sealed. These two envelopes shall either be hand delivered at the Tender/Quotation Box located at the Supply Chain Management Office, NSSF Building, Eastern Wing, Block A, 14th Floor or sent through the post and should be addressed to:

**THE PRINCIPAL SECRETARY,
STATE DEPARTMENT FOR LABOUR
P.O. BOX 40326-00100 NAIROBI**

With the Tender name and number clearly marked on the envelope so as to be reached on or before Tuesday 12th January 2021 at 1000hrs.

- c. Electronic submission will be allowed through email address kyeop@labour.go.ke; documents sent via email shall be in PDF format including the submission letter and all testimonials.
- d. Price quoted may be in Kenya shillings or US Dollars.
- e. Tender Opening shall be conducted on **Tuesday 12th January 2021 from 1000hrs** at the boardroom located at NSSF Building, Block A, Eastern wing, 7th Floor; those consultants who may wish to witness the Tender Opening exercise may do so

IV) COMMENCEMENT DATE

The selected individual consultant is expected to commence the assignment in the month of February 2021. The exact date will be agreed between the State Department and the Consultant before signing the contract.

V) PROPOSALS EVALUATION CRITERIA

After opening, Proposals will be evaluated in three stages namely:

1. Preliminary Evaluation
2. Technical Evaluation
3. Financial Evaluation

STAGE 1: PRELIMINARY EVALUATION

The following mandatory requirements will be considered at this stage of evaluation. **No points** will be awarded and failure to meet any of the requirements will lead to **automatic disqualification**;

1. Attach a copy of National Identity Card or Passport.
2. Attach a copy of valid Tax Compliance Certificate (Kenyans only).
3. Only the ORIGINAL proposals (Technical and Financial) should be submitted.
4. The pages in all the proposals should be serialized/ page numbers indicated.
5. Attach detailed up-to date Curriculum Vitae.
6. Signed commitment that the consultant will not be involved in corruption practices.
7. Signed statement confirming that the consultant is not debarred from participating in Public Procurement.

STAGE 2: TECHNICAL EVALUATION

- (a) A detailed Curriculum Vitae (CV) should be attached and the consultant should have at least a Masters degree in Economics, Information Communication Technology related field or any other relevant field; this criterion will be scored as follows:
- ❖ A Consultant with a PHD – **(10 marks)**
 - ❖ A Consultant with a Masters Degree – **(7 marks)**
 - ❖ A Consultant with a Bachelors Degree – **(0 marks)**
- (b) The preferred candidate should have a wide understanding of **Labour Market Information System (LMIS) issues**. He/she should possess at least fifteen (15) years' experience at a national level on LMIS particularly relating to governance and management of Labour Market Information; his criterion will be scored as follows:
- ❖ A Consultant with 20 or more years of work experience – **(20 marks)**
 - ❖ A Consultant with 15 -19 years of work experience – **(15 marks)**
 - ❖ A Consultant with less than 15 years of work experience – **(0 marks)**
- (c) In addition, the Consultant should have:
- ❖ Experience in defining information requirements for labour market systems and definition of user groups; this will be scored out of a **Max. 5 marks**.
 - ❖ Experience working with international organizations; this will be scored out of a **Max. of 5 marks**.
 - ❖ Excellent knowledge of labour market issues in developed and developing countries; this will be scored out of a **Max. of 5 marks**.

- ❖ Strong Communication skills both written and oral; ability to build and deliver presentations to all levels of the business and effectively explain complex issues and concepts in simple understandable language; this will be scored out of a **Max of 2.5 marks.**
- ❖ The ability to engage in substantive technical discussions with all stakeholders this will be scored out of a **Max of 5 marks.**
- ❖ The ability to work effectively in a team-oriented multicultural environment this will be scored out of a **Max of 2.5 marks.**
- ❖ The ability to interact and communicate effectively and diplomatically with senior government officials at the highest level and be particularly attuned to the prevailing political economy within a country or agency this will be scored out of a **Max of 5 marks.**

The consultant will be required to submit a detailed summary of their work experience demonstrating their knowledge on LMIS issues backed with testimonials for criteria (b) and (c) – max 3 pages.

- c) Submit a detailed description of the methodology and work plan for performing the assignment in response to the Terms of Reference which will be scored as follows:
- ❖ Proposed Work Methodology on specific deliverables of the assignment as per the Terms of Reference (**Max. of 20 marks**).
 - ❖ Proposed Work Plan on performing the assignment in response to the Terms of Reference (**Max. of 20 marks**).

NB: To proceed to the next stage of evaluation (Financial), a consultant will be required to score a minimum total Technical Score of 70 marks out of 100 marks.

STAGE 3: FINANCIAL EVALUATION

The formula for determining the financial score (SF) shall be as follows:

$S_f = 100 \times \frac{F_m}{f}$ where

S_f is the financial score

F_m is the lowest fees quoted and

f is the fees of the proposal under consideration.

The lowest fees quoted will be allocated the maximum score of 100

SUCCESSFUL TENDER

The individual consultants proposals will be ranked according to their combined technical score (ST) and financial score (SF) as follows;

$S = ST + SF$

Where;

S is the total combined scores of technical and financial scores

ST is the technical score

SF is the financial score

The individual consultant achieving the highest combined technical and financial score will be invited for negotiations.

SECTION III - TERMS OF REFERENCE (TOR)

I. Background

The Government of Kenya has received Financing from the International Development Association (IDA), toward the cost of the Kenya Youth Employment and Opportunities Project (KYEOP). The Development Objective of the Kenya Youth Employment and Opportunities Project is to increase employment and earnings opportunities for targeted youths.

KYEOP consists of four components. **Component 1** addresses the skills mismatch of youth by engaging training providers and private sector employers in offering training and work experience to targeted youth. **Component 2** responds to the need for job creation with initiatives to help launch new businesses, improve the productivity and job creation potential of existing micro-enterprises and among youth self-employed, and support innovative approaches to improving job and earning opportunities among the hard-to-reach youth. **Component 3** will improve access to labour market information for evidence-based decision making in general and for career choices in particular. **Component 4** provides support for strengthening youth policy development, monitoring and evaluation, and management of the Project.

Component 3 aims at addressing the lack of timely information about labor demand and supply, as well as career prospects in Kenya. LMI helps stakeholders and actors in the labor market decide and formulate policies. Currently available LMI is often scattered over different locations and is hard to find. It is infrequently interpreted and analyzed for decision making and policy formulation. The lack of easily available information about job profiles, the employment outlook, and career prospects has been making it difficult for job seekers to plan careers and search for suitable jobs. Similarly, it has been difficult for schools and training institutions to identify competencies sought by employers and for individuals and families to get a clear idea of which professional qualifications and occupations are most rewarded in Kenya. It will be implemented by the Ministry of Labour and Social Protection.

This component will focus on the following activities: (a) identification of KLMIS users and their information needs; (b) production of content for KLMIS and (c) dissemination of LMI content and creation of awareness.

Based on the advice by the Technical Advisor on Labour Market Information Systems, the State Department for Labour recently created a Labour Market Observatory with the objective of providing labour market information including but not limited to Labour Market Indicators that will help stakeholders make informed decisions on career choices, job opportunities, training, investment as well as policy interventions, among others. It further identified a team of technical officers to manage the observatory and to deliver on its mandate.

Specific Deliverables of the Earlier Consultancy

1. Inception Report (plus Summary Presentation);
2. Review of the Concept Note and Roadmap;
3. Technical Note on Establishing a Labour Market Observatory (plus Summary Presentation);
4. Technical Note on the Labour Module of the CHSP (plus Summary Presentation).
5. Action Plan and Roadmap for Development of KLMIS;
6. Analytical Capacity Building Sessions (using statistical software STATA to analyze STEP Employer Survey data);
7. Set of STATA do-files providing technology for the analysis of STEP survey data;
8. Set of STATA log-files with results of analysis of STEP data.
9. Graphical presentation of STEP results with accompanying policy messages (posted on KLMIS website).
10. Note on the Sustainability of the KLMIS;
11. Analytical Capacity Building Sessions (using statistical software STATA to analyze ISSOS survey data);
12. Set of STATA do-files providing technology for the analysis of ISSOS data;
13. Set of STATA log-files with results of analysis of ISSOS data.
14. Graphical presentation of ISSOS results with accompanying policy messages (to be posted at KLMIS website).

II. Objectives of the assignment and Description of the activities

Owing to the novelty of the idea of an LMO, the State department through the PIU, requested the Bank for a continuation of the support of the Technical Advisor who helped in the formation of the LMO to guide the identified officers through capacity building.

Towards this end, the PIU has proposed the activities below for the second consultancy assignment:

- Production of the Labour Market leaflet for the general public (students and jobseekers) and related material for the KLMIS website by:
 - Reviewing existing datasets (in particular but not only the CHSP, census, KIHBS, STEP, and ISSOS) and which variables in each dataset is to be included in the leaflet and related material;
 - Development of a methodology to create Critical Occupations List identifying in-demand and shortage occupations
 - Providing Technical Assistance and capacity building to the LMO to produce the indicators used in the leaflet;
 - Provide comments on the leaflet's presentation and outputs for the KLMIS website.
- Stocktaking of existing labor market data sources (including data collected by the Ministry but currently not processed/utilized)
- Identification of critical data gaps and ways of covering them by means of the planned Manpower Survey if need be

- Development of the KLMIS website
- Analysis of the following datasets, with development of policy messages, and of information products:
 - ISSOS (further analysis building on analysis already conducted)
 - CHSP
 - Census
- Capacity building of LMO Staff

IV. Deliverables:

- Model leaflet for the general public and related graphics and information for the KKMIS website
- Presentation and Technical Note containing, inter alia, recommendations regarding the design of the Manpower Survey
- List of key labor market performance indicators (KPI) to be monitored on a regular basis, and generated using available data sources, particularly the LFS, ISSOS and Manpower Survey
- Set of model graphs (templates) to present main labor market patterns and trends
- Guidelines on interpreting the graphs and developing policy message (examples)
- Contribution to and review of detailed ISSOS report
- Set of custom-tailored information products targeted at different stakeholders (press release, info graphic, etc.)
- Protocol for producing the Critical Occupations List
- Draft Critical Occupations List produced using available data
- Identifying and negotiate with a developed LMO for staff exchange program

Duration

The consultancy will be for a period of 90 days over the Fiscal Years 2020/2021 – 2021-22.

v. Qualifications

Education:

- A minimum of a Masters degree in economics, Information Communication Technology related field and any other related field.

Knowledge & Experience:

- At least 15 years of experience working at a national level on LMIS issues, particularly as it relates to governance and management of LM information;
- Experience in defining information requirements for labor market systems, and definition of user groups;
- Experience working with international organizations;
- Excellent knowledge of labor market issues in developed and developing countries;
 - Strong communication skills, both written and oral; Ability to build and deliver presentations to all levels of the business and effectively explain complex issues and concepts in simple, understandable language;
- Ability to engage in substantive technical discussion with all stakeholders
- Ability to work effectively in a team-oriented, multi-cultural environment.
 - Ability to interact and communicate effectively and diplomatically with senior government officials at the highest level, and be particularly attuned to the prevailing political economy within a country or agency.

V. Reporting and Conditions

The Short-Term Consultancy (STC) will be for an estimated intermittent three Months over the fiscal year 2020/21. The TA will work closely with technical LMO staff in the LMIS PIU. He/She will report to Director, National Human Resource Planning and Development Department with an expected start date of July 1, 2020 and end date of June 30, 2021.

The successful consultant will be selected in accordance with the procedures set out in the World Bank's [Guidelines: Selection and Employment of Consultants by World Bank Borrowers](#) (January 2011, revised July, 2014).

SECTION IV - TECHNICAL PROPOSAL (TP)

The technical proposal shall be prepared and submitted by the consultants.

It shall contain the following:-

- (a) Submission letter
- (b) Particulars of the consultant including Curriculum vitae (CV)
- (c) Comments and suggestions of the consultant on the terms of reference, personnel, facility and other requirements to be provided by the procuring entity.
- (d) Description of the methodology and work plan for performing the assignment
- (e) Any proposed staff to assist in the assignment
- (f) Consultancy services activities times schedule.

SECTION V - FINANCIAL PROPOSAL (FP)

The Consultant shall prepare a financial proposal which shall be submitted together with the Technical Proposal but in separate envelopes. It shall contain the following.

- (a) Submission letter indicating total fees
- (b) Summary of costs
- (c) Breakdown of fees per activity
- (d) Breakdown of reimbursable costs/expenses per activity (if applicable)
- (e) Miscellaneous expenses

**INDIVIDUAL PROFESSIONAL CONSULTANTS
(Lump-sum payment)**

The contract form shall be completed by the procuring entity after the award of the contract and negotiation of the contract. It will be signed by both parties pursuant to the information to consultants' clause 2.10.2

SECTION VII STANDARD CONTRACT FORM

1. STANDARD CONTRACT FORM

INDIVIDUAL PROFESSIONAL CONSULTANTS (Lump-sum payments)

This Agreement, [hereinafter called “the Contract”) is entered into this _____ [insert starting date of assignment], by and between.

_____ [insert Client’s name] of [or whose registered office is situated at] _____ [insert Client’s address] (hereinafter called “the Client”) of the one part AND

_____ [insert Consultant’s name] of [or whose registered office is situated at] _____ [insert Consultants address] (hereinafter called “the Consultant”) of the other part.

WHEREAS the Client wishes to have the Consultant perform the services [hereinafter referred to as “the Services”, and

WHEREAS the Consultant is willing to perform the said Services,

NOW THEREFORE THE PARTIES hereby agree as follows:-

1. **Services**
 - (i) The Consultant shall perform the Services specified in Appendix A, “Terms of Reference and Scope of Service, “which is made an integral part Of this Contract.
 - (ii) The Consultant shall provide the personnel listed Appendix B, “Consultant’s Personnel,” to perform the Services.
 - (iii) The Consultant shall submit to the Client the reports in the form and within the time periods specified in Appendix C, “ Consultant’s Reporting Obligations.”

(Appendices A, B, and C to be prepared as appropriate)

2. **Term** The Consultant shall perform the Services during the period commencing on _____ [insert starting date] and through to _____ [insert completion date], or any other period(s) as may be subsequently agreed by the parties in writing.

3. **Payment**
 - A. Ceiling

For Services rendered pursuant to Appendix A, the Client shall pay the Consultant an amount not to Exceed _____ [insert amount]. This amount has been established based on the understanding that it includes all the Consultant's costs and profits as well as any tax obligation that may be imposed on the Consultant.

- B. Schedule of Payments
The schedule of payments is specified below (Modify in order to reflect the output required as described in Appendix C.)

Kshs. _____ upon the Client's receipt of the Draft report, acceptable to the Client; and

Kshs. _____ upon the Client's receipt of the Final report, acceptable to the Client.

Kshs. _____ Total

- C. Payment Conditions
Payment shall be made in Kenya Shillings unless otherwise specified not later than thirty (30) days following submission by the Consultant of invoices in duplicate to the Coordinator designated in Clause 4 here below. If the Client has delayed payments beyond thirty (30) days after the due date hereof, simple interest shall be paid to the Consultant for each day of delay at a rate three Percentage points above the prevailing Central Bank of Kenya's average rate for base lending.

4. **Project Administration**

- A. Coordinator
The Client designates _____ [insert name] as Client's Coordinator; the Coordinator will be responsible for the Coordination of activities under this Contract, for acceptance and approval of the reports and of other deliverables, by the Client and for receiving and approving invoices for payment.

- B. Reports
The reports listed in Appendix C, "Consultant's Reporting Obligations," shall be submitted in the Course of the assignment and will constitute the basis for the payments to be made under paragraph

5. **Performance Standards** The Consultant undertakes to perform the Services with the highest standards of professional and ethical competence and integrity. The Consultant shall promptly replace any employees assigned under this Contract that the Client considers unsatisfactory.
6. **Confidentiality** The Consultant shall not, during the term of this Contract and within two years after its expiration Disclose any proprietary or confidential Information relating to the Services, this Contract Or the Client’s business or operations without the Prior written consent of the Client.
7. **Ownership of Material** Any studies, reports or other material, graphic, software or otherwise prepared by the Consultant for the Client under the Contract shall belong to and remain the property of the Client. The Consultant may retain a copy of such documents and software.
8. **Consultant Not to be Engaged in certain Activities** The Consultant agrees that during the term of this Contract and after its termination the Consultant and any entity affiliated with the Consultant shall be disqualified from providing goods, works or services (other than the Services and any continuation thereof) for any project resulting from or closely related to the Services.
9. **Insurance** The Consultant will be responsible for taking out any appropriate insurance coverage.
10. **Assignment** The Consultant shall not assign this Contract or sub-contract any portion of it without the Client’s prior written consent.
11. **Law Governing Contract and Language** Kenya The Contract shall be governed by the laws of Kenya and the language of the Contract shall be English language
12. **Dispute Resolution** Any dispute arising out of the Contract which cannot be amicably settled between the parties shall be referred by either party to the arbitration and final decision of a person to be agreed

between the parties. Failing agreement to concur in the appointment of an Arbitrator, the Arbitrator shall be appointed by the chairman of the Chartered Institute of Arbitrators, Kenya branch, On the request of the applying party.

For the Client

For the Consultant

Full name _____

Full name _____

Title _____

Title _____

Signature _____

Signature _____

Date _____

Date _____

REQUEST FOR REVIEW FORM
FORM RB 1
REPUBLIC OF KENYA
PUBLIC PROCUREMENT ADMINISTRATIVE REVIEW BOARD

APPLICATION NO.....OF.....20.....

BETWEEN

.....APPLICANT

AND

.....RESPONDENT (*Procuring Entity*)

Request for review of the decision of the..... (*Name of the Procuring Entity*) ofdated the...day of20.....in the matter of Tender No.....of20...

REQUEST FOR REVIEW

I/We.....,the above named Applicant(s), of address: Physical address.....Fax No.....Tel. No.....Email, hereby request the Public Procurement Administrative Review Board to review the whole/part of the above mentioned decision on the following grounds , namely:-

- 1.
 - 2.
- etc.

By this memorandum, the Applicant requests the Board for an order/orders that: -

- 1.
 - 2.
- etc

SIGNED(Applicant)

Dated on.....day of/...20...

FOR OFFICIAL USE ONLY

Lodged with the Secretary Public Procurement Administrative Review Board on day of20.....

SIGNED
Board Secretary