



COUNTY GOVERNMENT OF KILIFI
REQUEST FOR PROPOSALS (RFP)

1.0 Introduction

The County Government of Kilifi invites proposals from interested and eligible consultants/candidates for formulation of County Integrated Development Plan (2018-2022).

1.1 Background

Formulation of the County Integrated Development Plan (CIDP) 2018-2022, the second CIDP to be prepared by the County, is anchored in the Constitution of Kenya 2010 and other key legislations such as the County Government Act, 2012 and Public Finance Management Act, 2012. In line with constitutional and statutory provisions, implementation of the development agenda of the County has been guided by the first CIDP 2013-2017 which will be succeeded by the second CIDP 2018-2022. This CIDP 2018-2022, like the first CIDP, will be aligned to the Kenya Vision 2030 as implemented under the third successive Medium Term Plan 2018-2022; and applicable international commitments particularly the United Nations' Agenda 2030 for Sustainable Development and Africa Union's Agenda 2063 to deliver both national government and county government development goals.

The Ministry of Devolution and Planning and the Council of Governors developed guidelines for preparation of CIDP 2017. These guidelines provide the framework for Counties to prepare CIDPs with a long-term perspective and promote uniformity by setting basic norms and standards to harmonize the structure, content and presentation of CIDPs. These guidelines will be availed to the consultant who will internalize and strictly follow them in terms of both procedures and contents during the preparation and production of the CIDP 2018-2022. Formulation of the second CIDP will also leverage on the significant sectoral achievements in implementation of development strategies, programmes, and projects earmarked in the first CIDP, best practice, and lessons learnt and develop modalities of addressing remaining and emerging challenges. The process will also be adapted to the existing administrative structures and special purpose committees namely the Joint Steering Committee, Stakeholders' Forum and Secretariat to the County Planning Unit as well.

The department of Finance and Economic Planning is spearheading the formulation of the CIDP 2018-2022. To support this, the department now seeks to engage the services of a consultant to formulate the CIDP 2018-2022.

The following sections provide in details the objectives of the consultancy, scope of works, timing of the assignment, input and degree of expertise and experiences, outputs and deliverables, institutional set-up of the assignment, technical proposal evaluation criteria and references and documents

2.0 Objective of the Consultancy

The objective of this consultancy is to provide highly professional, objective and credible support in the formulation of the CIDP 2018-2022 involving extensive consultations in a sector-wise and multi-disciplinary context. This will be pursued through fulfillment of specific intermediate goals which are to:

- i. Develop and implement a road map, in collaboration with the department, for conducting consultative meetings with the public, community and relevant stakeholders with a view to obtaining information to be incorporated during drafting of the CIDP.
- ii. Undertake situational analysis with the CIDP Sector Working Group highlighting achievements, constraints, bottlenecks in achieving targets and remaining challenges;
- iii. Mainstream Sustainable Development Goals (SDG) and other development goals of regional bodies such as Africa Union's Agenda 2063, East Africa Community (EAC), Inter-Governmental Authority on Development (IGAD) and Common Market for Eastern and Southern Africa (COMESA in the CIDP;
- iv. Link the CIDP to the Third Medium Term Plan (2018-2022) of Vision 2030;
- v. Prepare an implementation matrix which costs the programmes, projects and timelines as well as implementing agencies;
- vi. Develop implementation plan for selected flagship projects for CIDP 2018-2022;
- vii. Identify programmes and key policies other than the flagship projects for implementation;
- viii. Identify the policy, legal and institutional framework/reforms required;
- ix. Develop strategy to obtain consensus on CIDP priorities, strategies, programmes and projects;
- x. Prepare briefs and necessary documents for validation by critical stakeholders and endorsement for approval by the county assembly.

3.0 Scope of Works

The consultant will develop analytical tools for undertaking situational analysis; contextualize socio-economic development issues while enhancing environmental sustainability; prioritize intervening policy objectives, strategies, programmes and projects; align them to county financial and institutional resources and develop monitoring and evaluation framework for respective key performance indicators during the plan period. In this regard, the consultant will:

- i. Provide a detailed background of the county, its location, administrative and political units, population, history, and resource endowments with a view to generate and outline identified socio-economic development issues and their direct logical linkage to priorities, strategies, development outcomes and targets.
- ii. Present a detailed sector by sector discussion of the achievements, major challenges and lessons learnt from the implementation of the first CIDP 2013-2017. This analysis will take a county-wide approach to facilitate identification of key themes and inform county development strategies.
- iii. Discuss the county development strategies and priority programmes to clearly indicate the strategic policy thrusts and present them in a matrix of development issues, causes, development objectives, immediate objectives and potential strategic policy thrusts.
- iv. Identify and provide an institutional organization flow chart required to implement the CIDP including Semi-Autonomous Government Agencies (SAGAs) and other subsidiary institutions responsible for delivery of the county functions.

- v. Explain the resource mobilization framework with details on strategies for raising revenue expected from own-source, grants from national government and development partners. The consultant should also provide evidence-based resource allocation supporting priority programmes.
- vi. Link the CIDP 2018-2022 with other plans particularly third Medium Term Plan 2018-2022 of Kenya Vision 2030 and mainstream SDGs in the plan.
- vii. Provide for implementation, monitoring and evaluation by specifying objectively verifiable indicators that will be used to monitor programme/project implementation status compared to set medium term targets for impact assessment.
- viii. Transfer skills and knowledge relevant in development and implementation of CIDP including surrendering to the client all records of proceedings in meetings, public forums, and workshops both in hard and soft copy.
- ix. Provide ten (10) copies of the final CIDP 2018-2022 and soft copy of the same.

4.0 Timing of the Assignment

The preparation and production of the CIDP 2018-2022 will be carried out for twelve (12) weeks. There will be some introductory sessions with the department and the Secretariat to the County Planning Unit to fine-tune and roll-out the work-plan. It is expected that a lot of field work will be done in late November and early December, 2017.

5.0 Input and Degree of Expertise and Experiences

The scope of work requires a multi-disciplinary consultant's team with the minimum requirement in place. This is aimed at enabling the consultant to have an appropriate sector-wise knowledge base and offer expertise advice to the CIDP-SWGs. The consultants should propose their own team structure, composition and staffing levels, based on their own understanding, interpretation and assessment of the requirements of the terms of reference. It is expected that the team as a minimum will include two (2) experts with a minimum 3-5 years of experience in the following fields;

- Economics;
- Development Studies;
- Finance
- Physical Planning;
- Environmental Studies; and
- Engineering;

All other members of the consultant's team should be conversant with their respective fields so as to offer sector-wise guidance in the CIDP-SWGs.

6.0 Outputs and Deliverables

The consultancy firm will have to submit the following reports:

- i. Inception Report

This will be provided within two (2) weeks of commencing the assignment. The report will give a synthesis of the review of the first CIDP 2013-2017 among other documents; briefly outline the methodology; detailed work-plan and activity schedule; team composition and any other key issues regarding the execution of the assignment.

- ii. CIDP-SWG Report

This will be availed within six (6) weeks of commencing the assignment. This is a report compiled from information collected during the consultative engagements with the public and other stakeholders at the Ward level. It will be presented according to respective CIDP-SWG to allow for

further scrutiny and incorporation of views obtained through the Stakeholders Forum. This will culminate to a refined report that will be subjected for public participation at the Sub-County level.

iii. Draft CIDP

This will be availed within eight (8) weeks of commencing the assignment. The report will be availed and presented for scrutiny and validation at the County-level public participation forum.

iv. Final CIDP

This will be availed within nine (9) weeks of commencing the assignment. The report will be presented to the Joint Steering Committee to be endorsed and submitted to the county assembly for approval. The consultant has to attend meetings of the county assembly committee until a report to consider for approval is tabled, with or without amendments. In case of amendments, the consultant will compile and incorporate these amendments as the final CIDP 2018-2022.

7.0 Institutional Set-up of the assignment

The consultant will work under the overall supervision of the Department of Finance and Economic Planning. The Department of Finance and Economic Planning will establish and link the consultant with all contacts necessary for the formulation of the CIDP 2018-2022. In this set-up, the consultant will however work closely with the Secretariat to the County Planning Unit that feeds into the CIDP-SWG and the Stakeholders Forum.

8.0 How to apply

Interested candidates/ Consultants may inspect and download the proposal Documents by visiting the County Government of Kilifi Website www.kilifi.go.ke. Check under tenders. Proposal documents in plain sealed envelopes clearly marked with the relevant **tender number** and **description** only should be addressed to:

***THE COUNTY EXECUTIVE COMMITTEE MEMBER
FINANCE AND ECONOMIC PLANNING
COUNTY GOVERNMENT OF KILIFI
P.O.BOX 519-80108, KILIFI***

Completed Proposal documents should be deposited in the Tender Box located at the entrance to the County Treasury on or before 31st October, 2017 at 10.30 am. Proposal documents will be opened immediately thereafter in the presence of the candidates or their representatives who choose to attend at the Procurement Office located at the County treasury.

Proposals submitted after the deadline and those submitted in the wrong format shall be rejected.

Head, Supply Chain Management Services

For: COUNTY EXECUTIVE COMMITTEE MEMBER FINANCE AND ECONOMIC PLANNING