



REPUBLIC OF KENYA
MINISTRY OF TRANSPORT, INFRASTRUCTURE, HOUSING, URBAN DEVELOPMENT AND
PUBLIC WORKS
State Department of Housing and Urban Development
Second Kenya Informal Settlements Improvement Project (KISIP 2)

Credit No: 6759-KE

CONSULTANCY SERVICES

**Request for Expressions of Interest (REOI) for Consultancy Services for an Individual
Program Assistant Consultant**

Contract No. MTIHUDPW/KISIPII/ICS/03/2020-2021/KE-MOTI-214054

1. This Request for Expression of Interest follows the General Procurement Notice for this project that appeared in Development Business; issue No. 1686 of 1st January 2021.
2. The Government of Kenya has received a Credit from International Development Agency (IDA) for the **Second Kenya Informal Settlements Improvement Project (KISIP2)** and intends to apply part of the proceeds of this Credit to payments under this contract: **Consultancy Services for an Individual Program Assistant Consultant; Contract No. MTIHUDPW/KISIPII/ICS/03/2020-2021/KE-MOTI-214054.**
3. The overall objective of this consultancy is to strengthen program management capacity of the Project for efficient implementation of the Project Activities.
4. The main assignment includes but not limited to the following tasks:
 - (a) Based at the office of the Principal Secretary (PS) to provide administrative support to all Donor funded projects in the State Department;
 - (b) Support, in liaison with the Chairman and Secretary, the convening of the Project Steering Committee (PSC) meetings as spelt out in the POM;
 - (c) Support the NPCT on policy related matters by liaising with the policy makers in the ministry, inter-ministerial / interagency as well as inter-governmental interactions on project matters;
 - (d) Support coordination of Project activities between the NPCT and Counties through the Council of Governors (COG) secretariat;
 - (e) Follow up with the CPCTs for timely submission of work plans and project reports as provided for in the POM and County Participation Agreement;
 - (f) Follow up and tracking of the Projects' documentations that are submitted to and from the office of the Principal Secretary, ensuring timely action;
 - (g) Follow up communication with project partners and stakeholders for project activities, in relation to policy matters;
 - (h) Participate in World Bank missions and other meetings, and assist in follow up of progress reports on agreed actions during such missions and meetings from the different stakeholders;
 - (i) Carry out any other duties as may be assigned from time to time by the client.

5. The consultant shall possess the following qualifications:
 - a. Holder of a Bachelor's degree in Business Administration, Project Management, or equivalent qualification from a recognized institution. A masters' degree will be an added advantage;
 - b. At least ten (10) years full-time work experience; five (5) of which have been as a personal assistant in the public sector but not lower than a PS level; preferably handling duties and responsibilities relating to donor funded projects. Sound understanding of Devolution is desirable;
 - c. Must be familiar with Donor Funded projects guidelines;
 - d. Experience in working with /in policy level offices, not lower than a PS level, will be an added advantage;
 - e. Proficient IT skills in Microsoft Office packages (Word, Excel, PowerPoint) etc.;
 - f. Membership in a recognized professional body (where applicable);
 - g. Excellent analytical and report writing skills as well as exceptional written and spoken communication skills
 - h. Ability to handle confidential and sensitive information and documents;
 - i. Excellent interpersonal skills and ability to work in a diverse team;
 - j. Capacity to work under pressure and meet tight schedules under minimum supervision.

6. The Consultancy Service Contract is expected to be for a period of **Twelve (12) months**,

7. The Ministry of Transport, Infrastructure, Housing, Urban Development & Public Works through the Second Kenya Informal Settlement Improvement Project (KISIP2) now invites **Individual Program Assistant Consultant** to express their interest in providing the services. Interested individuals must provide information indicating that they are qualified to perform the services (**attach CV**).

8. The Individual Consultant will be selected in accordance with the procedures set out in the World Bank's *Procurement Regulations for IPF Borrowers July 2016 Revised November 2017, August 2018 and November 2020* ("Consultant Guidelines"). Interested individuals may obtain further information at the address below from 0900 to 1700 hours from Monday to Friday excluding lunch hour (1300 to 1400Hrs) and public holidays.

9. Expression of interest shall be delivered by **28th April 2021 at 1100 hrs**. East African Time using one of the following modalities: **(i)** deposit in the Tender Box located on 6th Floor, Ardhi House in Nairobi **(ii)** send by email to: **projectkisp2@gmail.com** For expressions of interest that will be deposited at the tender box, the packages should be clearly marked **Contract No. MTHUDPW/KISIP2/ICS/03/2020-2021/KE-MOTI-214054 for Consultancy Services for Individual Program Assistant Consultant**

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