



**REPUBLIC OF KENYA**  
**MINISTRY OF LANDS, PUBLIC WORKS, HOUSING & URBAN DEVELOPMENT**  
**State Department of Housing and Urban Development**

**Request for Expression of Interest**  
**(Consulting Services – Individual Consultant Selection)**

**Country: Kenya**

**Name of project:** Second Kenya Informal Settlements Improvement Project (KISIP 2)

**Project No.:** P167814

**Credit No:** 6759-KE

**Assignment Title: CONSULTANCY SERVICES FOR AN INDIVIDUAL  
PROCUREMENT CONSULTANT TO ASSIST THE COUNCIL OF  
GOVERNORS (COG)**

**CONTRACT NO. KE-MOTI-223920-CS-INDV**

1. This Request for Expression of Interest follows the General Procurement Notice for this project that appeared in Development Business; issue No. 1686 of 1<sup>st</sup> January 2021.
2. The Government of Kenya has received a Credit from International Development Agency (IDA) towards the cost of the **Second Kenya Informal Settlements Improvement Project (KISIP 2)** and intends to apply part of the proceeds of this Credit to payments under this contract: **Consultancy Services for an Individual Procurement Consultant to assist the CoG; Contract No. KE-MOTI-223920-CS-INDV**
3. The overall objective of this consultancy is to strengthen procurement capacity of the Project in the execution of procurement functions for efficient implementation of the Project Activities
4. **The main assignment includes but not limited to the following tasks:**
  - a) Support County Governments in the preparation of timely annual procurement plans for onward submission to the NPCT and World Bank;
  - b) Guide in the preparation and updating of the County consolidated procurement plans.
  - c) Advise the participating counties when to initiate procurement processes for planned items, the most appropriate procurement method and market approaches to be used based on the estimated cost and nature of procurement;
  - d) Monitor implementation of the procurement plan by counties and provide timely advice where performance deviates from the plan;
  - e) Review of bidding documents for acquisition of works, in consultation with the participating counties;
  - f) Monitor County procurement processes and ensuring timely responses to clarifications, requests and complaints during bidding processes;
  - g) Compilation of counties project implementation completion reports before forwarding to the NPCT;

- h) Review and discuss requests for proposed contract amendments from counties and forward the same to the NPCT;
  - i) Support Counties to ensure adherence to the World Bank procurement procedures.
  - j) Convene County procurement officers to address project related procurement issues;
  - k) Support the County Governments to ensure timely Quarterly / Annual Procurement Reports to the NPCT;
  - l) Assist to plan, in partnership with NPCT, for county procurement monitoring visits to provide technical assistance to the counties;
  - m) Advise the Land, Planning, Urban Development and Energy committee and the National Program Coordination Team on procurement challenges in implementation of the project at the county level and propose mitigation measures;
  - n) Overall Coordination of the project procurement function at the Council of Governors;
  - o) Any other task as may be assigned from time to time.
- 5. The consultant shall possess the following qualifications:**
- a) A Bachelor Degree in Business Administration / Management (procurement Option) or related field with a Master's degree in either Procurement, Economics, Business Administration, Project Planning and Management; or a Degree in Civil / water Engineering with Master's degree in Procurement, with extensive and demonstrated experience in all aspects of procurement;
  - b) At least Five 5 years work experience in procurement related field; Sound understanding of Devolution is desirable;
  - c) Membership with a recognized procurement-related institute such as CIPS, KISM or equivalent and in good standing;
  - d) A good knowledge of complete software Microsoft office package (Word, Excel, Power point);
  - e) Experience in Donor funded projects will be an added advantage
6. The Consultancy Service Contract is expected to be for a period of **Twelve (12) calendar months**,
7. The State Department for Housing and Urban Development through the Second Kenya Informal Settlement Improvement Project (KISIP2) now invites individuals to express their interest in providing the services. Interested individuals must provide information indicating that they are qualified to perform the services (**attach curriculum vitae (CV), copies of documentary evidence of Academic qualifications, Professional Qualifications and registration** with relevant Professional body
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").
9. 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.

Expression of interest shall be delivered by **15<sup>th</sup> March 2023 at 1100hours EAT.** - using one of the following modalities: (i) deposit in the tender box located on 6<sup>th</sup> Floor, Ardhi House in Nairobi, Kenya or (ii) send by email to: [kisip2.procurement@housingandurban.go.ke](mailto:kisip2.procurement@housingandurban.go.ke) **and quote the Assignment title and Contract No. in the subject row.** For expressions of interest that will be deposited at the tender box, the packages should be clearly marked **Contract No. KE-MOTI-223920-CS-INDV for CONSULTANCY SERVICES FOR INDIVIDUAL PROCUREMENT CONSULTANT TO ASSIST THE COUNCIL OF GOVERNORS**

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**HEAD SUPPLY CHAIN MANAGEMENT  
FOR: PRINCIPAL SECRETARY/STATE DEPARTMENT FOR HOUSING AND  
URBAN DEVELOPMENT**