



**REPUBLIC OF KENYA
MINISTRY OF LANDS, PUBLIC WORKS, HOUSING AND URBAN DEVELOPMENT**

**State Department for Housing and Urban Development
Second Kenya Urban Support Program (KUSP2)**

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

Country: Kenya

Name of project: Second Kenya Urban Support Program (KUSP 2)

Project No.: P177048

Credit No: 7349-KE

**Assignment Title: Consultancy Services for an Institutional Development Specialist
(Individual Consultant)**

Contract No.: KE-MOTI-396552-CS-INDV

1. This Request for Expression of Interest follows the General Procurement Notice for the project that appeared in Development Business; issue No. P1214050 of 20th June, 2023.
2. The Government of Kenya has received a Credit from World Bank (the Bank) towards the cost of the **Second Kenya Urban Support Program (KUSP 2)** and intends to apply part of the proceeds of this Credit to payments under this contract: **Consultancy Services for an Institutional Development Specialist (Individual Consultant)- KE-MOTI-396552-CS-INDV**
3. The primary objective of the consultancy is to offer support and advice to the Head of Result Area 1 on institutional development and capacity building.

4. The tasks to be carried out under the assignment includes but not limited to:

The Consultant is expected to undertake the following tasks:

- a) Support RA 1 component head in implementation of the Program activities
- b) Advising on organization of activities under RA1 of the Program
- c) Preparation of reports on the progress and achievements of RA1, including capacity building reports on who and when specific trainings were undertaken.
- d) Liaise with the counties/municipalities to ensure effective implementation of activities/training as per the technical and capacity building strategy.
- e) Liaise with the other TAs from other Result Areas on cross-cutting issues related to the institutional development.

- f) Develop the Program's Annual Capacity Building Plan,
- g) Review, implement, monitor and advice on the **Program's capacity building strategy**.
- h) Represent the client in various progress meetings and forums on institutional development and programme management.
- i) Prepare an Annual Work Plan to guide the execution of tasks stipulated in the Contract.
- j) Prepare an Annual Report showing milestones achieved.
- k) Perform any other duties as reasonably requested by the Programme Coordinator.

5. The detailed Terms of Reference (TOR) for the assignment can be found at the following website: www.housingandurban.go.ke/fenders or can be obtained at the address given below.

6. The Consultant shall possess the following minimum qualifications and experience:

The Consultant should have the following minimum qualifications and experience:

- (a) At least a Master's Degree in public administration, Governance, Project Management, Business Administration, or any other related qualification relevant to the assignment from a university recognized in Kenya.
- (b) Registered and have current annual practicing license from a relevant professional body recognized in Kenya.
- (c) **General experience:** He/she Should have at least 10 years of demonstrable experience relevant to the assignment. At least 5 years engaging or working with the public sector
- (d) **Specific experience:** The consultant should demonstrate having worked on two (2) similar assignments in capacity building and institutional development, with at least one (1) assignment in the last five years. Additionally, the consultant should have knowledge and experience in Kenya Government and World Bank operations.

7. The Consulting Services contract is expected to be for a period of Two (2) calendar Years from the date of commencement.

8. The Ministry of Lands, Public Works, Housing and Urban Development, State Department for Housing and Urban Development (the Client), through the Second Kenya Urban Program (KUSP2) now invites eligible Individual Consultants 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 Academic and Professional Qualifications and registration/licensing certificates).

9. The attention of interested Consultants is drawn to Section III, paragraphs, 3.14, 3.16, and 3.17 of the World Bank's "Procurement Regulations for IPF Borrowers" July 2016 and Revised November 2020 ("Procurement Regulations"), setting forth the World Bank's policy on conflict of interest.

10. An Individual Consultant will be selected in accordance with the Selection of Individual Consultants Method set out in the Procurement Regulations.

11. Interested Individual Consultant may obtain further information at the address below from 0900 to 1700 hours East African Time (EAT) from Monday to Friday excluding lunch hour (1300 to 1400hours EAT) and public holidays.

12. Expression of interest shall be delivered by **Wednesday 13th March, 2024 at 1100 hours East African Time** using one of the following modalities: (i) deposit in the tender box located on 6th Floor, Ardhi House in Nairobi, Kenya or send by email to: kusp2proc@housingandurban.go.ke. For expressions of interest that will be deposited at the tender box, the packages should be clearly marked **Consultancy Services for an Institutional Development Specialist (Individual Consultant): Contract No. KE-MOTI-396552-CS-INDV**

State Department for Housing and Urban Development,

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Website: www.housingandurban.go.ke

HEAD SUPPLY CHAIN MANAGEMENT

FOR: PRINCIPAL SECRETARY/STATE DEPARTMENT OF HOUSING & URBAN DEVELOPMENT