



MINISTRY OF LANDS, PUBLIC WORKS, HOUSING AND URBAN DEVELOPMENT

State Department for Housing and Urban Development

6th Floor,
Ardhi House
1st Ngong Avenue
Email: ps@housingandurban.go.ke

P.O. Box 30119-00100
Tel: +254 (0) 20 2734886
NAIROBI

Ref: MLPWHUD/SDHUD/SCMS/1/2/VOL. V/050

27th May 2024

OPEN TO SHORTLISTED FIRMS

REQUEST FOR EXPRESSIONS OF INTEREST (CONSULTING SERVICES-FIRM SELECTION)

REFERENCE NAME: CONSULTING SERVICES FOR DEVELOPMENT OF MODEL ORGANIZATIONAL STRUCTURES AND STANDARD HUMAN RESOURCE MANAGEMENT PROCEDURES FOR URBAN AREAS (CITIES, MUNICIPALITIES AND TOWNS)

REFERENCE NO.: KE-MOTI-420990-CS-CQS

1. The Government of Kenya (GOK) has received financing from the World Bank towards the cost of the Second Kenya Urban Support Project (KUSP 2) and intends to apply part of the proceeds for consulting services.
2. The consulting services (the Services) include: Developing of Model Organizational Structures and Standard Human Resource Management Procedures for Urban Areas (Cities, Municipalities and Towns). The assignment is expected to take Six (6) calendar Months.
3. The detailed Terms of Reference (TOR) for the assignment is hereby attached for your review and further necessary action.
4. The State Department now invites you to indicate your interest in providing the Consulting Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services. The shortlisting criteria are:
 - a) **Core business and years in business:** The firm shall be registered/incorporated as a consulting firm with core business in human resource management, organization design and development or related field for a period of at least ten (10) years.
 - b) **Relevant experience:** The firm shall demonstrate having successfully executed at least three (3) assignments of similar nature and complexity in similar operating environment in the last eight (8) years. Details of the assignments (name and address of the client, scope, value, and period) should be provided.
 - c) **Technical and managerial capability of the firm:** The firm shall demonstrate having

the requisite technical and managerial capacity to undertake the assignment in the submitted company profile. **Key Experts will not be evaluated at this stage.**

5. Your attention is drawn to Section III, paragraph, 3.14,3.16, and 3.17 of the World Bank's "Procurement Regulations for IPF Borrowers" First Published July 2016 and revised Fifth Edition September 2023 ("Procurement Regulations") setting forth the World Bank's policy on conflict of interest.
6. The Consultant will be selected in accordance with the Consultant's Qualification-based Selection method set out in the World Bank's "Procurement Regulations for IPF Borrowers" First Published July 2016 and revised Fifth Edition September 2023 ("Procurement Regulations").
7. Further information can be obtained at the address below during office hours **0900** and **1600** hours from Monday to Friday excluding lunch hour (1300 to 1400hours East African Time (EAT) and public holidays.
8. Expressions of interest must be delivered in a written form to the address below by 11th June 2024 at 1100hours EAT. - using one of the following modalities:
 - (i) deposit in the tender box "One Original hard copy" located on 6th Floor, Ardhi House Boardroom, Nairobi, Kenya or
 - (ii) send by e-mail to: kusp2proc@housingandurban.go.ke and quote the Reference Name and Reference Number in the subject row. For Expressions of Interest that will be deposited at the tender box, the packages should be clearly marked with the **Reference Name: Consulting Services for Development of Model Organizational Structures and Standard Human Resource Management Procedures for Urban Areas (Cities, Municipalities and Towns) and Reference No. KE-MOTI-420990-CS-CQS** and to be addressed to:

Principal Secretary

State Department for Housing and Urban Development,
6th Floor, Ardhi House
1st Ngong Avenue
Nairobi, Kenya
Tel:+254-0202-2729200
E-mail: kusp2proc@housingandurban.go.ke

HEAD/ SUPPLY CHAIN MANAGEMENT

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