



MINISTRY OF LANDS, PUBLIC WORKS, HOUSING AND URBAN DEVELOPMENT
STATE DEPARTMENT FOR HOUSING AND URBAN DEVELOPMENT

REQUEST FOR EXPRESSION OF INTEREST

CONSULTING SERVICES – FIRM SELECTION

COUNTRY:	The Republic of Kenya
PROJECT TITLE:	Second Kenya Urban Support Program (KUSP II)
PROJECT ID:	P177048
CREDIT NO.:	7349-KE; 7350-KE; IDA Grant Number E208-KE
ASSIGNMENT TITLE:	Consulting Services for the Development of Guidelines for Harmonized Licensing procedures and Fees for the County Governments
CONTRACT NO.:	KE-MOTI-517527-CS-QCBS

1. The Government has received a credit from the International Development Agency (IDA) towards the cost of the **Second Kenya Urban Support Program (KUSP II)** and intends to apply part of the proceeds of this Credit towards payments under this contract: **Consulting Services for the Development of Guidelines for Harmonized Licensing procedures and Fees for the County Governments.**
2. The primary objective of the consulting services is to support the **Council of Governors (CoG)** in developing strategies and guidelines for the harmonized issuance of licenses and the imposition of fees by County Governments in Kenya. This will ensure the **standardization of licensing procedures**, promote fairness, and enhance the **ease of doing business** across all counties, cities, and municipalities.
3. The tasks to be carried out under the assignment includes but not limited to:
 - a) Review of Policy, legal, regulatory, and institutional frameworks
 - b) Stakeholder consultation
 - c) Development guidelines for harmonized licensing procedures and fees
 - d) Digital platform integration
 - e) Capacity building
 - f) Dissemination of information
 - g) Monitoring, Evaluation and Learning
4. The detailed Terms of Reference (ToRs) for the assignments can be found at the following websites – www.housingandurban.go.ke and www.tenders.go.ke or can be obtained at the address given below;
State Department for Housing and Urban Development
P.O. Box 30119-00100
Nairobi, Kenya
Tel. +254 (0202) – 2729200
Email: kusp2proc@housingandurban.go.ke;

5. The Ministry of Lands, Public Works, Housing and Urban Development – State Department for Housing and Urban Development (the Client) through the Second Kenya Urban Support Program (KUSP II) now invites **eligible consulting firms “Consultants”** to express their interest in providing the services; Interested Consultants must provide information indicating that they are qualified to perform the services. **The shortlisting criteria comprises the following:**
 - a. Core business and years in business:** The firm shall be registered as a consulting firm in areas such as urban planning, business economics, strategic/business management, public policy, finance, revenue management or related fields with ten years of experience.
 - b. Relevant Experience:** The Firm shall demonstrate having undertaken at least **two comparable assignments**, with **one completed within the last five years**, demonstrating prior delivery in private sector engagement contexts in Private sector strategy development and implementation, public policy and governance, legal and regulatory frameworks, Business development, marketing, devolution and county governments systems and public finance and revenue management.
Experience within public or municipal sectors is advantageous, and a deep understanding of Kenya’s devolution, local government policies, regulations, and stakeholder landscape is a bonus.
 - c. Functional Expertise:** The firm shall demonstrate success in developing policies, strategies, guidelines, or regulatory frameworks for governments and managing multidisciplinary teams to deliver high-calibre work under tight deadlines.
Demonstrate knowledge of the Kenyan constitutional, legal, and institutional framework for devolution, county government functions, and revenue-raising powers (Articles 209–210, County Governments Act, Public Finance Management Act, etc.).

Key Experts will not be evaluated at the shortlisting stage

6. The Consulting Services is expected to be for a period of six (6) calendar months from the date of commencement.
7. The attention of 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.
8. The Consultant will be selected in accordance with the Quality Cost Based Selection (QCBS) method set out in the Procurement Regulations.
9. Interested Consultants may obtain further information at the address given below from 0900hrs to 1700hrs East African Time (EAT) from Monday to Friday excluding lunch hour (1300hrs–1400hrs) and public holidays.
10. Expression of Interest shall be delivered by **Monday 22nd December 2025 at 1100hrs EAT** using one of the following modalities;

- a) Deposit in the Tender Box located on 6th Floor, Ardhi House in Nairobi, Kenya;
- b) Send via email to; kusp2proc@housingandurban.go.ke .

The submitted Expression of Interest either delivered in the tender box or sent via email **MUST** be clearly marked with the Consultancy Reference Name and Number as indicated above and addressed as follows:

To: State Department for Housing and Urban Development
P.O. Box 30119-00100
Nairobi, Kenya
Tel. +254 (0202) – 2729200
Email: kusp2proc@housingandurban.go.ke
Website: www.housingandurban.go.ke

Head/ Supply Chain Management Services

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