



REPUBLIC  
OF  
KENYA



Poverty Reduction Through Sustainable NRM



Investing in rural people

MINISTRY OF WATER, SANITATION AND IRRIGATION

UPPER TANA CATCHMENT NATURAL RESOURCES MANAGEMENT PROJECT (UTaNRMP)

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**REQUEST FOR EXPRESSION OF INTEREST (EoI) FOR CONSULTANCY SERVICES TO CARRY OUT COMMUNITY PROPOSAL APPRAISAL (BOTH DESK AND FIELD), IMPLEMENTATION MONITORING AND EVALUATION AS AN INDEPENDENT OVERSIGHT AGENT – FIRMS SELECTION**

1. The Government of Kenya has received financial assistance from the International Fund for Agricultural Development (IFAD) and the Spanish Trust Fund towards financing the Upper Tana Catchment Natural Resources Management Project whose completion date is December 2022. The goal of the project is to contribute to rural poverty reduction in the Upper Tana River Catchment through increased sustainable food production and incomes and sustainable management of natural resources for provision of environmental services. The Project Lead Agency is the Ministry of Water, Sanitation and Irrigation. The project area covers six counties namely: Embu, Meru, Tharaka Nithi, Nyeri, Kirinyaga and Murang'a. The area includes Mount Kenya and Aberdares National Parks and Forest Reserves.
2. The project now invites Request for Expression of Interest (REOI) for consultancy services to carry out community proposal appraisal (both desk and field), implementation monitoring and evaluation as an independent oversight agent – firms selection.
3. The objective of this activity is to enhance implementation capacity and governance of CIGs in the implementation of Income Generating Activities (IGAs) to be financed through grants to communities. The project intends therefore to hire a consulting firm as an Independent Oversight Agent that will receive and appraise Common Interest Groups' (CIGs) proposals and carry out monitoring, capacity building and evaluation of the activities implemented by the CIGs through the grants to the groups.

**Terms of Reference and Scope of Work:**

4. During the implementation phase of the project, requests for proposals from communities will be from the tributaries of Mount Kenya East Pilot Project (MKEPP) river basins and the 24 river basins of Meru, Tharaka Nithi, Embu, Kirinyaga, Murang'a and Nyeri Counties where the project operates. The consulting firm will therefore be required to carry out appraisals (desk and field) for proposals as well as undertake field visits/ monitoring and evaluation within the period of assignment covering a total of 65 FDAs (4<sup>th</sup> level Focal Development Areas (FDAs)) as shown in table no. 1.

Table 1. 4<sup>th</sup> level FDAs

	COUNTY	NAME OF FDA	RIVER BASIN
1.	<b>MURANG'A</b>	ITHERUI	MARAGUA
2.		KIMWE	SABASABA
3.		MUKIMI	SABASABA
4.		KIANDI	KAYAHWE
5.		NYAMUGA	MATHIOYA
6.		RUGI	MATHIOYA
7.		KAMUTHEKI	KAYAHWE
8.		KAGAKIKA	KAYAHWE
9.		GAKAWA	KAYAHWE
10.		WEKA	KAYAHWE
11.		KIKANYA	MATHIOYA
12.		IYEGO	MATHIOYA
13.		KIAMARA	MATHIOYA
14.		GIKERWA	MATHIOYA
15.		MUGUGAINI	MATHIOYA
16.		NYAKIANGA GIKOE	MATHIOYANORTH
17.		RWANDU	MATHIOYANORTH
18.		KIAKA	MATHIOYANORTH
19.		KAKIKAGA	MATHIOYANORTH
20.		KIRU	MATHIOYANORTH
21.	<b>NYERI COUNTY</b>	THUTA	KAGUMO/ SAGANA
22.		GITHUKAIKIA	GURA/SAGANA
23.		ITHAGA	RUARAI/ SAGANA
24.		KARIMA	KAGUMO/SAGANA
25.		AGUTHI /GAAKI	GURA/SAGANA
26.		MUGIGIKA	SAGANA
27.		RUGANGO	SAGANA
28.		GAMUGA	SAGANA
29.		KARONGA	RONGAI/SAGANA
30.		MUKARO	CHANIA
31.		KIRIMA	RONGAI/SAGANA
32.		THIKIMICHA	SAGANA
33.		TATHIRWA	SAGANA
34.		KANYA	AMBONI/MURIGATO
35.		KARITHU	AMBONI/MURINGATO
36.		RUGURU	SAGANA
37.		MACHAKI	AMBONI/MURINGATO
38.		KARUNDU THEGENKE	SAGANA
39.		KAMAKWA	CHANIA
40.	<b>MERU</b>	GIKA	URA

41.		KANUNI	URA
42.		ANTUBOCHIU	URA
43.		KANTHIARI	URA
44.		MUKIKI	MARIARA
45.		MUKINDUKA	MARIARA
46.		MANYWEMBU	MARIARA
47.		KIBARANYAKI	MARIARA
48.		KIBUGAGII	IRARU
49.		BUKIKI	IRARU
50.	<b>THARAKA NITHI</b>	KAMUGI	RUGUTI
51.		MUKAMU FDA	RUGUTI
52.		UPPER RUGUTI	RUGUTI
53.		GATITHNI FDA	URA
54.		KIRUAKI	URA
55.	<b>KIRINYAGA</b>	KIMAKANGU	NYAMIDI
56.		RUKANGA	SAGANA
57.		KATHUNYA	NYAMIDI
58.		NGOTHI	RWAMUTHAMBI
59.		KANYAKIA	RWAMUTHAMBI
60.		KIMAGAKI	RWAMUTHAMBI
61.		MUKIMA	NYAMIDI
62.		JERUSALEM	NYAMIDI
63.		RIAMATHA	NYAMIDI
64.		KIGASA	RWAMUTHAMBI
65.		NYARUKA	NYAMIDI

Proposals will also come from 301 FDAs spread across the project for vulnerable groups and youth groups and after appraisal, IOA will undertake field monitoring and evaluation of the successful groups. A minimum of one thousand five hundred (1500) proposals are expected from the 65 FDAs and after appraisal a minimum of 500 CIGs are expected to qualify for funding and subsequent monitoring across all the tributaries of MKEPP river basins and the 24 river basins. The firm will also be required to undertake monitoring of 120 CIGs while they implement their approved activities in order to work closely with PCT, the consulting firm will be expected to have an operational office at the Project Coordinating Team (PCT) Embu manned by competent personnel. For ease of monitoring and capacity building it is expected that the Consulting firm will station a minimum of one competent official (staff) at each county level depending on the number of Common Interest Groups (CIGs) to be monitored (One staff to cover a maximum of 60 CIGs). The interested consulting firms may request for clarifications on this Expression of Interest up to five (5) days before the REOI submission date.

Any request for clarification must be sent in writing by paper, mail or electronic mail to: The Project Coordinator, Upper Tana Natural Resources Project, P.O. Box 996 00601 Embu Email: [utanrmp@gmail.com](mailto:utanrmp@gmail.com)

5. At the contracting stage, the consulting firm will be expected among other things to:
  - (a) Prepare an annual activity plan to be shared with PCT;
  - (b) Receive CIG proposals from the PCT and undertake desk review of the CIG proposals which includes screening, and review of the proposals as per the guidelines of the matching grants manual and rank them and undertake field verification (ground truthing ) after desk appraisal .
  - (c) Geo reference and map all the CIG activity sites to be funded;
  - (d) Give professional advice to the PCT on all proposals received and make recommendations for the proposals that qualify for funding with specific phases (implementation schedule) for funding after undertaking both the desk and field verification exercise;
  - (e) conduct/carry out regular field visits to monitor implementation of the agreed milestones of the funded activities and make recommendations on actions required including subsequent phase funding;
  - (f) Undertake capacity building including technical, procurement and financial management to the CIGs during monitoring in liaison with relevant technical staff at the county /sub county and ward level ;
  - (g) Compile and share progress reports including status, quarterly, biannual, and annual reports among others on activities funded through the matching grant from PCT.
  - (h) Develop a criteria for ranking the CIGs according to performance, compile and document the best three implemented CIG project per county in report (both hard and soft) or documentary
  - (i) County IOA representative to hold monthly meetings with CPFT
  - (j) Hold monthly progress meetings with PCT

6. **The period of consultancy is expected to be 12 months**

7. **The Evaluation Criteria for Evaluation of EOI Documents**

#	Criteria	Score
1	Mandatory Evaluation Criteria: - Stage One: Mandatory /	YES/NO

<p>Preliminary Evaluation:</p> <ol style="list-style-type: none"> <li>1. Copy of Certificate of Incorporation.</li> <li>2. Copy of Valid Tax Compliance Certificate (will be verified on the KRA TCC Checker)</li> <li>3. Copy of Valid business permit (trade license)</li> <li>4. Copy of CURRENT CR12 Form (Year 2019 or 2020)</li> <li>5. Audited Financial Statements for the last 2 years</li> <li>6. List of consultancy services on IOA carried out in the last 10 years. Including a brief description of the study (scale and scope) and the evidence of successful completion.</li> <li>7. Where the Applicant is a consortium, a list of the proposed members of the consortium and the proposed Leader of the consortium and the roles of each member shall be clearly stated</li> </ol> <p>Note: Bidders shall ensure that the submitted bid is a well-organized bid document, with a reference table of contents including all the attachments in the bid. All items must be submitted to proceed to the technical stage.</p>	
<p><b>Technical Qualification Experience: 50 Max</b></p> <ol style="list-style-type: none"> <li>1) Have undertaken at least four studies/consultancies in community, livelihoods or Natural Resource Management programmes over the last ten years.</li>   <li>2) Demonstrate preferred four (4) strong analytical, research, monitoring and appraising skills as evidenced by successfully completed four consultancies /studies in community, livelihoods or Natural Resource Management programmes in Kenya</li>   <li>3) Provide at least four (4) duly signed recommendations and letters of reference from former clients demonstrating the capability of the firm in successful completion of assignments (The project shall authenticate)</li>   <li>4) Provide proof of general experience in doing business for the last 10 years.</li>   <li>5) Submit documentary evidence of average annual turnover of Kshs 30,000,000 over the last three years.</li> </ol>	<p><b>Technical Score –</b></p> <p>More than 4 studies conducted in over the last ten years - 16marks  - 4 studies conducted in the last ten years - 8 marks  - Less than 4 studies conducted in the last ten years - 4 marks  <b>(Maximum 16 marks)</b></p> <p>Each clearly demonstrated skills shall be 2 marks each <b>(max 8 mks)</b>  Each demonstrated successfully completed Study shall be 3marks each <b>(Max 12mks)</b></p> <p>Each letter of recommendation – 1marks <b>(Maximum 4 marks)</b></p> <p><b>(5mks)</b></p> <p><b>(5mks)</b></p>

**Note:**

a) In case of joint venture, evaluation of capability Average Annual Turn Over and experience of firm will be done collectively. For this purpose, the relevant figures/numbers of each members of joint venture shall be added together to arrive at the joint venture’s figures/numbers. However, evaluation of years of experience will be done individually.

- b) The experience of the firm shall be supported with evidence/proof of experience/ completion certificates showing date of completion of the project/assignment.
  - c) The information furnished by the Firm(s) in EOI document should be factual. If any discrepancies/faults are found, legal action shall be taken as per prevailing rules and regulations.
  - d) Only a **maximum** of six (6) top ranked firms obtaining at least 70 % marks in the EOI evaluation process will be short listed.
8. Completed expression of interest documents **MUST** be submitted in plain sealed envelopes clearly marked: Request for expression of Interest (REOI) for consultancy services to carry out community proposal appraisal (BOTH DESK AND FIELD), IMPLEMENTATION MONITORING and evaluation as an independent oversight agent – firms selection **and addressed to:**

The Project Coordinator,  
Upper Tana Catchment Natural Resources Management Project,  
P.O BOX 996-60100  
Tel: 254-68-2231376/2231517  
**EMBU-KENYA**

and dropped in the Tender Box situated at the **reception of Upper Tana Natural Resources Management Project Offices situated on Embu –Meru road opposite Kangaru DEB Primary School** or posted so as to reach the above address on or before **25<sup>th</sup> November 2020 at 10:00 a.m.**

9. Opening will be on **25<sup>th</sup> November 2020 at 10:00** am in the **UTaNRMP Boardroom**. Due to **Covid -19 protocols**, bidders will not be invited to attend the opening but the project will acknowledge through receipt of the bids through email within one day after closure

**PROJECT COORDINATOR**  
**For: Principal Secretary, Ministry of Water, Sanitation and Irrigation**