

**REQUEST FOR EXPRESSION OF
INTEREST TERMS OF REFERENCE**



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)**

P.O. Box 996-60100 EMBU Tel:068-22 31376 Email: utanrmp@gmail.com info@utanrmp.or.ke www.utanrmp.or.ke

**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. 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 – firm's selection.
3. The objective of this activity is to enhance implementation capacity and governance of Common Interest Groups (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 appraise the 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.
4. **Scope of Work:** The project implementation area is as indicated in the Table 1. below. During this assignment, Calls for proposals will be made targeting common interest groups operating within sixty five (65) Focal Development Areas (FDAs) specified in Table 2 below, and from all the project's 301 Focal Development Areas (all river basins) targeting groups of the vulnerable and the youth. **The Consulting Firm will also be responsible for monitoring, capacity building and evaluating performance another 118No. 4th call-Batch 2 Common Interest Groups who are currently implementing activities within the project area.**

Table 1. UTaNRMP River Basins

MKEPP River Basins (5) tributaries	Ena (Gitimbogo, Thura, Kuune, Rwanjoga, Kirini, Mavuria, Riachina, Gangara, Kiambere) Kapingazi/Rupingazi (Kiye, Thambana, Nyanjara, Gichangai, Itabua and Kathita)
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	Kathita (Rugusu, Kathita Munyi, Gachiege, Kanyango, Ngaciuma, Kinyaritha, Kuuru, Riji) Mutonga/Kithinu (Naka, Nithi, Maara South, Maara North and Thuci) Tungu (none)
High Priority River Basins for UTaNRMP (12)	Maragua, Murubara, Nairobi, Ragati, Rujiweru, Rupingazi, Saba Saba, Thangatha, Thanantu, Thiba, Thika/Sasumua, Thingithu
Other River Basins	Amboni/ Muringato, Iraru, Kayahwe, Lower Chania, Mara, Mariara, Mathioya, Nyamindi, Ruguti, Rwamuthambi, Sagana, Ura

Table 2. 4th level FDAs

	COUNTY	NAME OF FDA	RIVER BASIN
1.	MURANG'A	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	MATHIOYA NORTH
17.		RWANDU	MATHIOYA NORTH
18.		KIAKA	MATHIOYA NORTH
19.		KAKIKAGA	MATHIOYA NORTH
20.		KIRU	MATHIOYA NORTH
21.	NYERI COUNTY	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.	MERU	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.	THARAKA NITHI	KAMUGI	RUGUTI
51.		MUKAMU FDA	RUGUTI
52.		UPPER RUGUTI	RUGUTI
53.		GATITHNI FDA	URA
54.		KIRUAKI	URA
55.	KIRINYAGA	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

5 In order to work closely with the Project Coordination Unit, based at Embu, the Consulting firm will be expected to have an operational office at the Project Coordinating Unit, Embu, manned by competent personnel. For ease of monitoring and capacity building field activities, 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).

1. 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 Catchment Natural Resources Project, P.O. Box 996 -60100 Embu
Email: utanrmp@gmail.com

2. The Evaluation Criteria for Evaluation of EOI Documents

The evaluation criteria for this assignment will be as follows:-

#	Criteria
1	<p>Mandatory Evaluation Criteria: - Stage One: Mandatory / Preliminary Evaluation:</p> <ol style="list-style-type: none"> 1. Copy of Certificate of Incorporation. 2. Copy of Valid Tax Compliance Certificate (will be verified on the KRA TCC Checker) 3. Copy of Valid business permit (trade license) 4. Copy of CURRENT CR12 Form (Year 2019 or 2020) 5. Audited Financial Statements for the last 3 years 6. 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 Note: Bidders shall ensure that the submitted bid is a well-organized, with a reference table of contents including all the attachments in the bid. <p>All items must be submitted to proceed to the technical stage.</p>
	<p>Technical Qualification Experience: 100 Max</p> <ol style="list-style-type: none"> 1) Have undertaken studies/consultancies in community, livelihoods or Natural Resource Management programs in the last ten years – 40 marks

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| <p>2) Demonstrate strong analytical, research, monitoring and appraising skills as evidenced by successfully completed consultancies /studies in community, livelihoods or Natural Resource Management programs – 20 marks.</p> <p>3) Provide 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) – 20 marks</p> <p>4) Provide proof of general experience in doing business. – 10 marks</p> <p>5) Submit most recent Audited Financial Statements for the last three years – 10 marks</p> |
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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 Catchment 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 **23rd March 2021 at 10:00 a.m.**

3. Opening will be on **23rd March 2021 at 10:00** am in the UTaNRMP Hall. However, due to observance of the Covid-19 protocols, bidders will not be invited for the physical opening but opening will be done through virtual platform. Interested bidders are therefore requested to register with utanrmp@gmail.com in order to be sent the link for the opening meeting.
4. Late bids will not be accepted regardless of the circumstances.

PROJECT COORDINATOR

For: Principal Secretary, Ministry of Water, Sanitation and Irrigation