



*Empowered lives
Resilient nations*

PROCUREMENT NOTICE

Date: 08 April 2020

Country: Kenya

DESCRIPTION OF THE ASSIGNMENT: NATIONAL INDIVIDUAL CONSULTANT PROJECT ASSOCIATE FOR UNDP'S DEVOLUTION PROJECTS.

Period of assignment/services: 9 Months

Please quote **KEN/IC/2020/014 – Project Associate for UNDPs Devolution projects**

Firms are not eligible for this consultancy assignment. Open to national individual consultants only.

DO NOT COPY ANY OTHER RECIPIENT

1. BACKGROUND

The adoption of the Constitution of Kenya (CoK 2010) was aimed at fundamentally altering the governance framework through far reaching reforms. Of these, devolution of political power, responsibilities and resources has the most profound and transformative impacts on governance and the management of resources.

If effectively implemented, the CoK 2010 in general, and devolution in particular, should lead to a revolutionary transformation of Kenya and facilitate the achievement of the Kenya Vision 2030. Devolution established two levels of government in Kenya at the National and County levels as distinct but inter-dependent levels of government through which government responsibility in Kenya is exercised and discharged.

The 47 County Governments came into existence following the conclusion of the general election in March 2013. These elections marked a major transformation in the governance of Kenya and in public administration at both national and local levels and set the pace for implementation of devolved governance in Kenya.

UNDP Kenya has been supporting devolution, through the Integrated Support Programme to the Devolution Process in Kenya which operationally closed in March 2019.

Currently UNDP is implementing a two devolution programmes: Strengthening Devolved Governance in Kenya and Consolidating Gains and Deepening Devolution in Kenya projects (UN Joint Programme). The projects are implemented with the Government of Kenya and other stakeholders within the framework of the joint UN Devolution Programme. The projects aims to achieve amongst other deliverables: strengthened policy and legal framework for devolved governance; strengthened and aligned capacities at national and county levels; Enhanced service delivery mechanisms and resilience for disaster risk management, peace building and conflict prevention; Strengthened citizen engagement in devolved governance; and Integrated service delivery demonstrated in select counties.

Objective:

To effectively support the implementation of the two devolution projects and realization stipulated results, UNDP requires a Project Associate. Under the guidance and direct supervision of the Project Manager the Project Associate provides organizational, coordination and general support for the projects. She/he will assist the Team to ensure that project operations and activities are efficiently and effectively implemented. The Project Associate works in close collaboration with the operations, programme and project teams in the CO and UNDP and other UN Agencies involved in the Devolution Programme for helping resolve project implementation issues.

2. EXPECTED DELIVERABLES

For Key Deliverables; see Annex 1 attached to this TOR

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Education

- A University degree in Business or Public Administration, accounting, finance or other related field would be an added advantage. **(20 marks)**
- Certification in Programme Management and/or Prince 2 will be an added advantage.

Experience

- 6 year's experience of relevant administrative work in programme is required **(20 marks)**
- Sound knowledge of asset management, procurement work, programme finance planning, budgeting and reporting **(25 marks)**
- Experience in the usage of computers and office software packages (MS Word, Excel, etc) and knowledge of spreadsheet and database packages, experience in handling of web based management systems. **(15 marks)**
- Experience in working with project teams on annual workplans and budgeting and M&E Reporting preferably with the UN/UNDP **(15 marks)**
- Ability to write quality memos and project notes **(5 marks)**

Language Requirements:

Excellent proven written and spoken English.

Excellent proven written and spoken Swahili.

Strong oral and written communication skills.

4. TECHNICAL EVALUATION CRITERIA

Criteria	Weight	Max. Point
	100%	100
A University degree in Business or Public Administration, accounting, finance or other related field would be an added advantage. Certification in Programme Management and/or Prince 2 will be an added advantage.	20%	20
6 year's experience of relevant administrative work in programme is required	20%	20
Sound knowledge of asset management, procurement work, programme finance planning, budgeting and reporting	25%	25
Experience in the usage of computers and office software packages (MS Word, Excel, etc) and knowledge of spreadsheet and database packages, experience in handling of web based management systems.	15%	15
Experience in working with project teams on annual workplans and budgeting and M&E Reporting preferably with the UN/UNDP	15%	15
Ability to write quality memos and project notes	5%	5
Total (Maximum obtainable points)	100%	100

5. SUBMISSION OF THE FINANCIAL PROPOSAL

Applicants are instructed to submit their all-inclusive fee proposal in Kenya Shillings using the financial proposal template provided (Offerors letter to UNDP).

The financial proposal should be all-inclusive and include a breakdown. The term 'all-inclusive' implies that all costs (professional fees, travel related expenses, communications, utilities, consumables, insurance, etc.) that could possibly be incurred by the Contractor are already factored into the financial proposal.

Financial evaluation (maximum 30 points):

The following formula will be used to evaluate financial proposal:

$p = y (\mu/z)$, where

p = points for the financial proposal being evaluated

y = maximum number of points for the financial proposal

μ = price of the lowest priced proposal

z = price of the proposal being evaluated

Cumulative analysis

The award of the contract will be made to the individual consultant whose offer has been evaluated and determined as:

a) responsive/compliant/acceptable, and

b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

** Technical Criteria weight; [70%]*

** Financial Criteria weight; [30%]*

Only candidates obtaining a minimum of 49 points (70% of the total technical points) will be considered for the Financial Evaluation.

6. APPLICATION PROCESS.

Interested and qualified candidates should submit their applications which should include the following:

1. Detailed Curriculum Vitae
2. Proposal for implementing the assignment – template provided
3. Offerors letter to UNDP – template provided

Note: The successful applicant will be required to complete a UNDP Personal History Form (P11) form prior to contracting.

Applications should be received through the UNDP e Tendering Portal on or before Tuesday, 21 April 2020 by 11.59 P.M (GMT+3.00)

Please quote **"KEN/IC/2020/014 – Project Associate for UNDPs Devolution project"**

Firms are not eligible for this consultancy assignment. Open to national individual consultants only.

Incomplete applications will be disqualified automatically.

All applications should be submitted through the UNDP eTendering portal.

- If already registered, please go to <https://etendering.partneragencies.org> and sign in using your username and password, and search for the **event**:
Business Unit: **UNDP1**
Event ID:
- If you do not remember your password, please use the "Forgotten password" link. Do not create a new profile.
- If you have never registered in the system before, please complete a one-time registration process first by visiting <https://etendering.partneragencies.org> and using the below generic credentials:
Username: **event.guest**
Password: **why2change**

Detailed user guide on how to register in the system and submit the proposal can be found at: <http://www.undp.org/content/undp/en/home/operations/procurement/business/procurementnotice/s/resources/>

Email submission of applications will not be accepted. Queries about the position can be directed to undp.kenya.procurement@undp.org

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3. Offerors letter to UNDP – template provided

Note: The successful applicant will be required to complete a UNDP Personal History Form (P11) form prior to contracting.

Please quote **"KEN/IC/2020/005 – Lead Consultant - Terminal Evaluation of the Low Emission Climate Resilient Development (LECRD)** on the subject line.

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Incomplete applications will be disqualified automatically.

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