



KEN-IC-028-2021

TERMS OF REFERENCE FOR NATIONAL INDIVIDUAL CONSULTANT

TEAM LEADER - MID-TERM REVIEW OF THE THIRD MEDIUM TERM PLAN (MTP 2018-2022).

1. Introduction

The State Department for Planning, The National Treasury and Planning plays a key and strategic role in national and sectoral development planning as outlined in the Executive Order No. 1 of January 2020 (Revised in May 2020). This involves providing leadership in the formulation, implementation, and monitoring and evaluation of macro and sectoral development policies and programmes. The macroeconomic and sectoral policies, and programmes formulated in collaboration with other relevant Government agencies are intended to stimulate and sustain a high economic growth, create employment, and reduce poverty.

In accordance with its mandate, the State Department for Planning, took the lead role in the development and production of the *Third Medium Term Plan (MTP III) 2018-2022* themed *transforming lives: Advancing socio-economic development through the “Big Four”*. MTP III constitutes the Third phase in the implementation of Kenya’s long-term economic blueprint; the *Kenya Vision 2030*, whose aim is to transform the country into a newly industrializing, middle income country, providing a high quality of life for all citizens by the year 2030 in a clean and secure environment.

2. Mid Term Review Consultancy

2.1 Background of the Assignment

A Mid-Term Review is a comprehensive exercise undertaken at mid-point of a development plan’s implementation during which the government re-assesses the projects original development objectives, their relevance in light of new circumstances and likelihood of achieving them within the set timeliness.

The State Department for Planning through Macroeconomic Planning and International Economic Partnerships Directorate therefore intends to conduct an independent review of the Third MTP 2018-2022 and prepare a Mid-Term Review (MTR) report and its Popular Version that will provide an assessment on the extent to which programmes and projects including policy, legal and institutional reforms of the Third MTP have been implemented at mid-point of the Plan period. The findings and lessons learnt from the review are expected to inform the implementation of programmes and projects for the remaining period of the Third MTP.



They will also inform the formulation, design and prioritization of policies, programmes and projects for the Fourth MTP of the Kenya Vision 2030.

2.2 Objectives of the assignment

The assignment involves preparation of a Mid-Term Review report of the Third MTP 2018-2022 that outlines progress made in its implementation. The MTR will cover the period 2018/19-2020/21. It will be based on agreed performance indicators, targets and outputs/outcomes as spelt out in the *National Reporting Indicator Handbook for the Third MTP 2018-2022 and Annex II on Monitoring and Evaluation Matrix in MTP III* that outlines mid-term performance indicator projections.

The MTR report will highlight the extent to which MTP goals and objectives were met during the first half of its implementation, identify challenges experienced and recommend ways of fast-tracking implementation of targeted policies, programmes, and projects in the remaining second half of the Plan period. More importantly, it will inform the formulation, design and implementation of strategies, policies, programmes, and projects of the Fourth MTP 2023-2027 of the Kenya Vision 2030.

3. Scope of Work and Terms of Reference (ToR)

3.1 Conduct a desk review of the following documents:

- Kenya Vision 2030;
- Third Medium Term Plan 2018 – 2022;
- Third MTP 2018-2022 Sector Plans;
- Ministries, Departments and Agencies (MDA) Strategic Plans;
- Third National Reporting Indicator Handbook;
- First and Second Annual Progress Reports of the Third Medium Term Plan;
- Implementation Reports on the “Big Four” Agenda;
- Kenya Public Expenditure Review 2020;
- Ministerial Public Expenditures Reports 2018/2019 -2019/2020;
- Budget Review and Outlook Papers (BROP) and Budget Policy Statements (BPS).
- Annual Economic Surveys and Statistical Abstracts;
- Status Reports on Implementation of Kenya Vision 2030 by VDS;
- Annual Kenya Economic Reports by KIPPRA;
- First, Second and Third SDGs Progress Reports;



- First Continental Report on Implementation of Agenda 2063;
- Various Ministries, Departments and Agencies Policy Documents;
- Reports by the Presidential Delivery Units (PDU); and
- Country Reports by International Organization such as World bank, UNDP Kenya etc

3.2 Prepare an Inception Report

The Consultant will prepare an inception report providing a clear interpretation and understanding of the Terms of Reference and the assignment. The report will address the following elements:

- Background and context of MTP 2018-2022 of Kenya Vision 2030;
- Overall approach and methodology including target groups, sampling technique, data collection, and data and information analysis;
- Proposed outline and organization of MTR report; and
- Detailed work plan.

3.3 Prepare MTR report:

The Consultant will:

- i. **Prepare First Draft MTR report:** This will involve:
 - Undertaking data analysis and evaluate the collected information against MTP 2018-2022 targets.
 - Evaluating and documenting the progress made against the MTP 2018-2022 objectives, targets and outputs/outcomes
 - Identifying challenges, lessons learnt and emerging issues during the period under review
 - Providing recommendations for fast-tracking implementation of programmes and projects during the remaining period of MTP 2018-2022
 - Recommending ways in which future programmes and projects as well as policy, legal and institutional reforms will be formulated, designed and implemented for realization of targeted results;
 - Briefly document the effects of Covid-19 on the implementation MTP III.
- ii. **Prepare the Second Draft Mid-Term Review Report** on MTP 2018-2022 of Kenya Vision 2030 based on the comments received from the stakeholder's workshop;



- iii. **Prepare Final MTR report and its Popular Version** based on comments received from the validation workshop and other stakeholders; and

3.4 Reporting Requirements and Time Schedule for Deliverables

The Consultant will submit the following documents in both hard (3 copies) and soft copies to the Principal Secretary, State Department for Planning:

- (i) **An Inception report** - 5 working days from the date of signing the contract.
- (ii) **First draft report** - 15 working days from the date of approval of the inception report.
- (iii) **Final MTR report and its Popular Version** - 20 working days from the date of approval of the second draft report.

The consultant should submit the hard copies of the above reports to:

Principal Secretary
State Department for Planning
The National Treasury and Planning
P.O Box 30005-00100
Nairobi.

Soft copies should be sent to:

E-mail address: psplanning.statistics@gmail.com

4.0 Qualification and Experience of the Lead Consultant

- Must have a minimum of a Master's degree in either economics, economic and statistics, economic policy management or developmental studies;
- Must have engaged in consultancy services of similar nature (at least Five assignments - provide documentary evidence);
- Must have a minimum of 15 years working experience in related field;
- Must be conversant with Kenya's National Development Policies, Planning and Budgeting Process;
- Must be conversant with the Kenya Vision 2030, MTP 2018 - 2022 and Sector Plans (2018 - 2022);
- Must be conversant with anchoring International Development Frameworks such as SDGs, Africa Agenda 2030, IGAD Free Trade Area, East Africa Agenda 2050.



- Must be conversant with the global development issues and perspectives;
- Must have experience in undertaking similar exercise;
- Must have experience in public policy and analysis (Monitoring and Evaluation expert will have an added advantage)

4.1 Evaluation Criteria (Only candidates obtaining a minimum (70%) on technical evaluation will be considered for the Financial Evaluation.)

	Criterion	Points
1	Must have a minimum of a Master's degree in either economics, economic and statistics, economic policy management or developmental studies	20
2	Must have engaged in consultancy services of similar nature (at least five (5) assignments - provide documentary evidence)	25
3	Must have a minimum of 15 years working experience in related field	15
4	<ul style="list-style-type: none"> • Must be conversant with Kenya's National Development Policies, Planning and Budgeting Process; • Must be conversant with the Kenya Vision 2030, MTP 2018 - 2022 and Sector Plans (2018 - 2022); • Must be conversant with anchoring International Development Frameworks such as SDGs, Africa Agenda 2030, IGAD Free Trade Area, East Africa Agenda 2050. • Must be conversant with the global development issues and perspectives; Evidence must be provided	30
5	Must have experience in public policy and analysis (Monitoring and Evaluation expert will have an added advantage)	10
Total		100



5. Methodology

The Consultant will be expected to incorporate the following approaches in developing methodology (to be outlined in the Inception Report) for undertaking the consultancy:

- Field visits of the sampled flagship projects (Sampling of four (4) flagship projects per MTP 2018-2022 pillars (Economic, Social and Enablers/Foundation) while taking cognizance of the geographical spread);
- Development of questionnaires (Survey, Focus Group Discussion (FGD) Key Informants and Key Stakeholder Inclusion);
- Conducting of interviews with policy makers in the National Treasury and Planning, implementing Ministries, Departments and Agencies, The Presidential Delivery Unit, State Law Office, Council of Governors, Controller of Budget, National Economic and Social Council (NESC), Vision 2030 Delivery Secretariat (VDS), Kenya Investment Authority, development partners, private sector and civil society.
- Holding of Focus Group Discussions (FGDs) both at National and County levels of Government; and
- Undertake data analysis and evaluate the collected information against MTP 2018-2022 targets.

6. Administrative Arrangements

6.1 Role of Management Team

The Management Team headed by the Principal Secretary, State Department for Planning will:

- ✓ Hold a briefing meeting with the consultant
- ✓ Review and approve the Inception Report
- ✓ Prepare an introductory letter for consultants
- ✓ Review the First draft MTR and circulate to stakeholders for comments
- ✓ Review Second Draft MTR
- ✓ Organize validation workshop
- ✓ Review and approve the Final MTR Report and its Popular Version
- ✓ Organize Printing and publishing of the MTR report
- ✓ Organize the Launch of the MTR report
- ✓ Organize dissemination of the MTR report



6.2 Duration of the Assignment

The assignment is for a period of 45 working days for the lead consultant spread within three months and will commence immediately after the signing of the contract. The Consultant is expected to work within the timelines outlined in Annex I of the TORs.

6.3 Proposed Payment Schedule

Payment for consultancy service will be based on the delivery of outputs as follows:

- **Fifteen (15) percent of the Contract Price** shall be paid upon submission and acceptance of the Inception Report
- **Thirty -Five (35) percent of the contract price** shall be paid upon submission and acceptance of the **First Draft MTR**
- **Fifty (50) percent of the contract price** shall be paid upon submission and acceptance of the **Final MTR Report and its Popular version.**

Payments will be processed by UNDP upon clearance and request from the Principal Secretary, National Treasury, State Department for Planning. Travel payments (daily subsistence allowance), transport and any other expenses incurred while travelling out of duty station shall be included in the financial proposal submitted by the consultant and will be reviewed in line with UNDP rates and rules.

6.4 Travel.

Travel to the Kenya Vision Flagship projects listed below is expected. All costs associated with the travel must be included in the financial proposal. UNDP will not be responsible for any costs on behalf of the consultant.

Pillar	MTP III Sector	Name of Flagship project	County
Economic	Agriculture	Galana Kulalu Irrigation development project	Kilifi/Tana River
Social	Health	Medical Tourism Programme: modernization of Moi Teaching and Referral Hospital	Uasin Gishu
Enabler/Foundation	Security, Peace Building and Conflict Resolution	Forensic Laboratory	Nairobi



6.5 Reporting Framework

Lead Consultant who will be responsible for overall coordination of the assignment and the achievement of all tasks.

Three other experts covering the Social Pillar, Economic Pillar and Foundations and Enablers of National Transformation pillar will be recruited independently.

The Director, Macroeconomic Planning and International Economic Partnerships Directorate under the guidance of the Management Team will be responsible for:

- Guidance throughout all phases of execution of the exercise;
- Review of all deliverables and onward submission to the management team for approval; and
- Printing and publishing of the MTR report.

The Consultants will report to Director, Macroeconomic Planning and International Economic Partnerships Directorate.

7. Submission of Financial Proposal

Applicants are instructed to submit their financial proposal in Kenya Shillings using the template provided (Offeror's 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 accommodation, 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

Application.

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. Offeror's 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 Monday, 30 August 2021, by 5.00 P.M (GMT+3.00)

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:

<https://www.undp.org/procurement/business/resources-for-bidders>

Email submission of applications will not be accepted.

Queries about the position can be directed to undp.kenya.procurement@undp.org