



**KEN/IC/031/2021**

**TERMS OF REFERENCE FOR NATIONAL INDIVIDUAL CONSULTANT  
(FOUNDATIONS AND ENABLERS OF NATIONAL TRANSFORMATION)**

**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 blue print; 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 on foundations and enablers of national transformation of the MTP 2018-2022, 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)**

**3.0** The MTR will focus on enablers/foundations crucial for the realization of the Kenya Vision 2030 and the “Big Four” initiatives. The Government continues to invest in building a strong and solid foundation for economic transformation and industrialization. In this regard, the MTR will document progress and achievements made on implementing policies, programmes and projects as well as the legal and institutional reforms on the foundations for national transformation, to unlock growth potential and build the resilience of the economy.

The MTP III focuses on nine key foundations and enablers for national transformation namely: infrastructure; information and communication technology; Science Technology and Innovation (STI); land reforms; public sector reforms; labour and employment; national values and ethics; ending drought emergencies; and security, peace building and conflict resolution.

### **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;  
**Foundations and Enablers of National Transformation:**
- 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: on Foundations and Enablers of National Transformation:

The Consultant will:

- 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;  
**Foundations and Enablers of National Transformation:**.
- 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 on Foundations and Enablers of National Transformation section:** 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 on Foundations and Enablers of National Transformation section:** - 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 the lead consultant with a copy to the:

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](mailto:psplanning.statistics@gmail.com)



#### 4.0 Qualification and Experience of Key Personnel

The Consultant :

- Must have a master's degree in either economics, economic and statistics, economic policy management, developmental studies, Project Monitoring and Evaluation or other related disciplines;
- Must have a minimum of 12 years working experience;
- Must be conversant with the Kenya Vision 2030, MTP 2018-2022 and Sector Plans (2018 - 2022);
- Must be knowledgeable in the field of Foundations and Enablers of National Transformation of the MTP III 2018-2022;
- Must be conversant with International Development Frameworks.
- Must be conversant with the global development issues and perspectives;
- Must have experience in public policy and analysis (Monitoring and Evaluation expert will have an added advantage)
- Excellent data analysis skills in qualitative and quantitative methods; and
- Excellent analytical, writing and communication skills.

**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 master's degree in either economics, economic and statistics, economic policy management, developmental studies, Project Monitoring and Evaluation or other related disciplines   | 25     |
| 2 | Must have a minimum of 12 years working experience  | 15     |
| 3 | <ul style="list-style-type: none"> <li>• Must be conversant with the Kenya Vision 2030, MTP 2018-2022 and Sector Plans (2018 - 2022);</li> <li>• Must be knowledgeable in the field of Foundations and Enablers of National Transformation of the MTP III 2018-2022;</li> <li>• Must be conversant with International Development Frameworks.</li> <li>• Must be conversant with the global development issues and perspectives;</li> </ul> | 30     |



|              |  |            |
|--------------|--|------------|
|              | <ul style="list-style-type: none"> <li>Must be conversant with the global development issues and perspectives;</li> </ul> <b>Evidence must be provided</b> |            |
| 4            | Must have experience in public policy and analysis (Monitoring and Evaluation expert will have an added advantage)   | 15         |
| 5            | Excellent data analysis skills in qualitative and quantitative methods (Demonstrated)  | 10         |
| 6            | Excellent analytical, writing and communication skills (demonstrated)  | 5          |
| <b>Total</b> |  | <b>100</b> |

## 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 flagship projects i.e 4 flagship projects under Foundations and Enablers of National Transformation: 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 of Foundations and Enablers of National Transformation:

## 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 40 days spread between 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 |
|--------------------|----------------|--|--------|
| Enabler/Foundation | Infrastructure | Lamu Port                                  | Lamu   |
|                    |                | Kisumu Port                                | Kisumu |
|                    |                | Geothermal development projects in Olkaria | Nakuru |

## 6.5 Reporting Framework

The Consultant will work under supervision of the:

- (i) Lead Consultant who will be responsible for overall coordination of the assignment and the achievement of all tasks; and
- (ii) 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 all-inclusive fee proposal in Kenya Shillings using the financial proposal 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

$\mu$  = 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](mailto:undp.kenya.procurement@undp.org)