PROCUREMENT NOTICE

Date: 09 December 2021

Country: Kenya

KEN/IC/064/2021

NATIONAL CONSULTANT FOR THE KISUMU COUNTY INVESTMENT CONFERENCE EVENT CO-ORDINATION

Period of assignment/services: Six weeks

Firms are not eligible for this consultancy assignment. Open to National Individual Consultants only.

Background

The Government of Kenya and UN System established in 2017 the SDG Partnership Platform (SDGPP) in collaboration with development partners, private sector, philanthropy, academia and civil society including faith-based stakeholders. The Platform has become a flagship program in the United Nations Development Cooperation Framework (2018-2022) and takes leadership in overarching facilitation, coordination and demonstration of how public-private collaborations can effectively translate the SDGs into action on the ground and thereby guide unlocking of new SDG financing and optimization of SDG resource utilization, with as result leapfrogging of SDG impacts.

The Platform has co-created with private sector various platforms and networks to accelerate SDG partnerships, investments and financing including the National Advisory Board for Impact Finance (NAB) and the Finance, Trade & Investments Network (FINTRINET) and the Agriculture Sector Network (ASNET).

In its focus activities, SDGPP supports of the realization of Kenya’s Vision 2030 and the “Big Four” Agenda which focuses on Food Nutrition and Security, Manufacturing, Primary Healthcare and the Affordable Housing sectors of the Kenyan economy.

In support of its mandate, the SDGPP intends to support a request from the Governor and the County Government of Kisumu to the UN Resident Coordinator which will convene an International Conference named the Kisumu County Investment Conference (KCIC). The objective of the conference is to replicate the success of the National Economic & Social Council at the National level and to apply it at the County Government Level through the Kisumu Economic & Social Council.

The Council has initiated a 10-point plan that will oversee a broad array of sectors consisting of Agriculture, infrastructure development, tourism, health, sports & culture to name a few. It is envisaged that the conference will spur both local and international investment in the county to the tune of USD 100 million.
To achieve this ambitious goal, a Conference Event Service Provider is needed to curate the conference, articulate the investment opportunities available and present them to prospective investors. To do this several activities will need to take place including but not limited to conference planning, project identification, investor prospecting, and matching.

**Expected Deliverables**

The main deliverables under this consultancy are specified below:

i. An inception report, outlining preliminary findings of desk review of available data and analysis related to the topic including a draft work plan outlining timeline, detailed methodology, list of definitions to be used, suggested criteria for selection of key participants, list of key resources, and refinement of mapping questions.

ii. First draft of the report and/mapping, with analysis and contact details for groups identified.

iii. Final graphic designed post-conference report and PowerPoint presentation highlighting the key insights, outcomes and action recommendations to key stakeholders.

**Qualifications and Evaluation Criteria (Minimum 70 points)**

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<th>Criteria:</th>
<th>Criteria Weight:</th>
<th>Max Point:</th>
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<td>Bachelor’s degree in a relevant field from a reputable institution (sociology, political science, law, economics). Master’s degree in a relevant field from a reputable institution will have an added advantage</td>
<td>20%</td>
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<td>Proven credible experience as event coordinator with specific experience revolving around high level investor co-ordination in Kenya</td>
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<td>Demonstrated ability to leverage financial support and qualified human resources with particular emphasis and consideration for diversity of the youth demographic across different factors like gender, disability, geographical location, ethnicity etc.</td>
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<td>Relevant references of recently accomplished tasks (letters of recommendation for previous work undertaken)</td>
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<td>Demonstrated excellent communications skills, interpersonal and team leadership skills and experience in producing good quality reports in English</td>
<td>10%</td>
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**Total Maximum obtainable points** | **100%** | **100** |
Application Process

Applicants are requested 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.**

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:** Email attachments must not exceed 5MB. Please split files if they exceed this size.

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

**Applications should be sent to consultants.ken@undp.org** to reach us not later than 5.00 P.M on **Tuesday, 14 December 2021 by 3.00 P.M Kenyan Time (GMT+3.00)**

Please quote: “**KEN/IC/064/2021 - Kisumu Investment Conference**” on the subject line.

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