



PROCUREMENT NOTICE

Date: 18 March 2022

Country: Kenya

KEN/IC/026/2022

CONSOLIDATING GAINS AND DEEPENING DEVOLUTION IN KENYA

Joint Devolution Programme (JDP) Mid-Term Evaluation (Team Leader).

Period of assignment/services: 45 working days within a period of two months

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

Background

Kenya's devolved system of governance, which was instituted with the creation of 47 counties in 2013, offers great promise towards addressing issues related to marginalization, equity, accountability, environment and climate change. The first five years of devolution (2013-2017) provided for the rapid and effective establishment of the county governments. This was followed by the second phase (2018–2022) which focuses on the installation of capacity at national and county levels to address these social, accountability, and environmental issues.

Human development since the advent of devolution has significantly improved. The improvement has been uneven across counties, with the vastly arid and semi-arid northern frontier counties lagging. Poverty rates remain above 80% in these remote, arid and sparsely populated counties where poverty levels adversely affect women, children, marginalized communities and other vulnerable groups.

To address the urgent human development challenges of the most marginalised, UNDP, UN Women and UNICEF inceptioned the Consolidating Gains and Deepening Devolution in Kenya Programme (Joint UNDP-UN Women-UNICEF Devolution Programme - JDP) to target 14¹ of the most marginalised counties directly. The programme has supported the 14 counties to develop and implement policies, plans and strategies that address equity, inclusivity, accountability and environmental issues while at the same time streamlining revenue collection and budgeting processes.

The programme is implemented by National and County Government partners and non-state actors through a national implementation modality (NIM). Some of the partners include the Ministry of Devolution (MoD), State Department for Gender Affairs, Council of Governors (CoG), Kenya School of Government (KSG), the County Assemblies Forum (CAF), Commission on Revenue Allocation, Office of the Auditor General, Office of the Controller of Budget, Kenya Institute of Policy Analysis and Research (KIPPR) and Kenya National Bureau of Statistics (KNBS).

The programme is founded on the realisation that devolution and marginalisation are complex issues that are best addressed through a joint programme combining the strengths of multiple UN agencies,

¹ Busia, Garissa, Isiolo, Kajiado, Kilifi, Mandera, Marsabit, Narok, Samburu, Tana River, Turkana, Wajir, West Pokot, Lamu

national government stakeholders and county government institutions with expertise in key sectors and lead roles in the achievement of Sustainable Development Goals. The Joint programming was also a recommendation by the mid-term evaluation of the Strengthening Devolved Governance in Kenya project and the midterm and end-term evaluations of the Integrated Support Programme to the Devolution Process in Kenya project.

The deliverables of the assignment are:-

- Inception Report: The inception report will be jointly developed by the evaluation team leader and the evaluation expert. It should detail the evaluators' understanding of what is being evaluated and why, showing how each evaluation question will be answered by way of proposed methods, proposed sources of data and data collection procedures. This will consist of but is not limited to the following sections: a). Stakeholder map b). Evaluation matrix including evaluation questions, codification, indicators, data collection methods, sources of information; c). Overall evaluation design and methodology including sampling techniques to be applied; d). Description of data gaps, including techniques and tools to be used (e.g., Focus Group Discussions, Key Informant Interviews, etc.); and detailed work plan of the assignment ².
- Draft MTE report which will be presented to stakeholders in a workshop (physical, virtual or hybrid).
- Final MTE report incorporating stakeholder inputs. The report format will include but not limited to: Executive summary, introduction, the development context, findings and conclusions, lessons learnt, and recommendations
- A PowerPoint presentation on main findings, conclusions and recommendations of the evaluation for dissemination and debriefing purposes.
- An electronic version of data collected, and data sets analysed.

The Team Leader will have overall responsibility for the quality and timely submission of all deliverables including the final evaluation report to the Evaluation Partners. Specifically, the Evaluation Team Leader is the lead consultant. He/she will perform the following tasks:

- Lead in contacting Evaluation Manager and the Evaluation Partners regarding MTE-related issues and ensure that the MTE process is as participatory as possible.
- Organize evaluation team meetings, assigning specific roles and tasks to himself and the evaluation expert and closely monitoring his/her work.
- Supervise and participate in data collection, synthesis, analysis and reporting.
- Overall lead and supervisor in the drafting of the inception report, draft report and final report.
- Consolidate draft and final MTE reports, and a proposed action plan with the support provided by evaluation expert.
- Finalize the final MTE report, which incorporates comments of the Evaluation Technical Committee and key stakeholders.
- Submit timely draft and final MTE report and a proposed action plan to Evaluation Manager and the Evaluation Technical Committee.
- Present the Inception report, draft and final reports in meetings and noting the feedback provided for review and incorporation.

² A detailed template of Inception Report will be provided at the time of developing the Report

Qualifications and Evaluation Criteria (Minimum 70 points)

Criterion	Weight 100%	Max. Points 100 points
A master's degree in social sciences, development studies, M&E, project management, strategic management, international development or other relevant disciplines.	15%	15
A PhD will be an added advantage.	5%	5
Have a minimum of 12 years of increasingly responsible professional experience in project/programme evaluation, and must have evaluated projects/programmes in governance, social protection, gender and disaster management sector.	15%	15
A certification in portfolio, programme, project management or M&E	5%	5
In-depth knowledge of governance issues and challenges, as well as GoK policies, substantive knowledge of devolved governance programmatic areas in Kenya as well as experience conducting an evaluation of governance projects.	10%	10
Solid understanding of evaluation methodologies, and/or proven expertise of research in social science relevant for the evaluation.	10%	10
Have strong research and analytical skills, communication (oral and written), facilitation and management skills with specific experience in undertaking evaluations	10%	10
Sound leadership and organizational skills - demonstrating experience of having managed and lead an evaluation team	5%	5
Experience in the application and implementation of gender-sensitive programmes as well as human rights-based approaches and a thorough understanding of RBM for programme development	5%	5
A comprehensive practical technical approach for undertaking the assignment	20%	20
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 **including to the 14 counties**, communications, utilities, consumables, insurance, etc.) that could possibly be incurred by the Contractor will be factored into the financial proposal.

Financial evaluation (maximum 30 points):

The following formula will be used to evaluate the 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

12. Duration of the Work

45 working days spread over a period of 2 months.

13. 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. 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 sent to consultants.ken@undp.org to reach us not later than Monday, 28 March 2022 by 5.00P.M Kenyan Time (GMT+3.00)

Please quote **"KEN/IC/026/2022– Team Leader for JDP Mid Term Evaluation"** on the subject line.

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For any clarifications, please write to undp.kenya.procurement@undp.org

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