



REPUBLIC OF KENYA

**MINISTRY OF LABOUR & SOCIAL PROTECTION**  
**STATE DEPARTMENT FOR SOCIAL PROTECTION**

Tel: +254 (0) 2729800 /2727980-4  
Fax: +254 (0) 2726222 /2734417  
When replying, please quote

Social Security House, Bishops road  
P.O. Box 40326/16936 -00100 Nairobi  
KENYA

Ref. ML&SP/5/1

20<sup>th</sup> March, 2019

**RESPONSE TO CLARIFICATION QUESTIONS RAISED BY INTERESTED FIRMS ON REQUEST FOR  
EXPRESSION OF INTEREST (REOI) –KSEIP-EI CONSULTANCY REF.NO:KE-NSPS-91656-CS**

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Reference is made to the above Request for Expression of Interest (REOI) which was published in the UNDB website on 4<sup>th</sup> March 2019 (version 2) and local newspapers on 12<sup>th</sup> March 2019. Please find clarifications on the questions raised.

**Qn.1:** Are we correct in assuming that the service provider listed in the TOR is the same as the TA firm that will lead the consortium?

**Answer:** Yes, the service provider is the same as the TA Firm and can lead a consortium or submit a proposal alone without a consortium.

**Qn.2:** Are the positions listed in the TOR (M&E Manager, Training Manager, National TA coordinator) all supposed to be from the lead TA firm?

**Answer:** It is the responsibility of the firms submitting proposals to determine which positions are required to undertake the assignment. Having said that, at the EOI stage it is not necessary to specify such details. Those details will come at the Request for Proposal stage when the short-listed firms will receive the RFP and will submit a technical and financial proposal with such details.

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**Qn.3:** Does "experience with economic inclusion programs in Kenya" refer to only implementation or can it include TA experience as well?

**Answer:** This experience can refer to both implementation and technical assistance experience of economic inclusion type interventions. Real experience on implementation is however a strong advantage.

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**Qn.4:** What is the budget estimate for the Graduation component in KSEIP?

**Answer:** The technically qualified firms will be issued with RFP documents to provide the technical team composition and a financial proposal. This will determine the cost of the consultancy.

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**Qn.5:** Is there a limit to how many members can be in the consortium of firms?

**Answer:** No.

Qn.6: Is there a template for the EOI submission or bidders can use their own?-

*Answer: There is no template for the EOI submission.*

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Qn.7: What is the duration of the consultancy award? The TOR on page 6 clause 22 indicates the intervention is for 24 months; on page 8 Clause 31 – the specific tasks for the service provider are detailed for 5 years; and on page 13 – duration of consultancy is indicated as 3 years. – could you please clarify which is which.

*Answer: It's a three year contract with a possibility of extension on availability of funds and satisfactory performance. It is envisioned that the economic inclusion intervention duration for beneficiaries is around 24 months, but this will be determined with the Government during the preparation phase with the TA firm. .*

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Qn.8: The payment modality from the TOR is by milestones – what would the penalties for the service provider if this was not met?-

*Answer: This will be addressed at the Request for Proposals (RFP) stage.*

Qn.9: Would it be possible to know how much funding will be allocated for the consultancy? –

*Answer: The technically qualified firms will be issued with RFP documents to provide the technical team composition and a financial proposal. This will determine the cost of the consultancy.*

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Qn.10: ToR p. 5: Length of Intervention: it mentions the duration of the intervention will be 24 months, but alternative approaches may be tested. Is the thinking here that there could be testing of different durations of an intervention within the same county?

*Answer: These details will be agreed upon with the Government during the design phase.*

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Qn.11: ToR p. 4: Consumption Support and Livelihood Support: Are these amounts fixed or will there be allowance consideration for different sizes of consumption and livelihood support, and if so, would this be within the same county?

*Answer: These details will be agreed upon with the Government during the design phase.*

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Qn.12: EOI p. 2: Required deliverable/output for EOI submission consideration: We are trying to better understand the expectations around the EOI deliverable beyond demonstration of experience and qualifications as the EOI references proposal on this page. Is it safe to assume the focus of this EOI to be more on the consideration of orgs/teams who will respond and then a later proposal phase will be the opportunity where we can provide greater detail as to a technical response?

*Answer: Yes. Short-listed firms will receive a Request for Proposal (RFP) Document and be required to prepare a detailed technical and financial proposal at that stage.*

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Qn.13: EOI p. 3: Submission of deliverable: The EOI says that the relevant documents must be delivered in written form or faxed or emailed, but then it also states the forms must be submitted in plain sealed envelopes. Can you please confirm if we can submit electronically, or if hard-copy is the only format required?

**Answer:** Delivery of the EOI documents can be delivered as a hard copy or emailed both in word and PDF versions to the address /email and time given in the advertisement.

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Qn.14: Submission of deliverable: Is it safe to assume in a consortium type arrangement that the lead/Prime will submit on behalf of all parties within the consortium?

**Answer** Yes. The lead organization in the consortium should submit the REOI. A consultant (including the individual members of any joint venture) shall provide only one proposal either in its name or as part of a joint venture in another proposal. If a consultant, including any joint venture member, submits or participates in more than one proposal, all such proposals shall be disqualified and rejected. All firms in a consortium should provide their details together in the same bid indicating their experience and how they will relate/operate in the consortium. They should indicate which among them will be the lead/prime firm.

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Qn.15: Proposal phase timing: Can you provide any sense of timing as it relates to EOI review to selection to RFP phase?

**Answer:** The estimate timeline for concluding the EOI stage, including consideration for necessary approvals for the shortlisted firms is a couple of weeks. Thereafter the Request for Proposal to short-listed firms will be issued and the firms will be given four weeks to prepare and submit their proposals. The RFP evaluation is thereafter estimated to take another few weeks.

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Qn.16: I would like to request the TOR for the Kenya Economic Inclusion Intervention Technical Assistance opportunity posted on the World Bank procurement website

**Answer** The TOR copy is the Ministry Website:-[www.labour.go.ke](http://www.labour.go.ke). Kindly check on the website under downloads.

Qn.17: I am a global provider of Social Protection Information System (SPIS), I would like to offer a software solution for Kenya Social Economic and Inclusion Project (KSEIP).

**Answer:** This is noted but as part of this procurement process, the Ministry is requesting for interested bidders to express their interest to offer the required services specifically for this consultancy by submitting an Expression of Interest by the requested deadline as per the issues Request for Expression of Interest.

Qn.18: Our Company is interested in the Open International Competition (OIC) for the project "Procurement of a firm to offer Technical Assistance to Support Implementation of Economic Inclusion Intervention (Maendeleo Pamoja Project (MPP)) under the Kenya Social and Economic Inclusion Project (KSEIP)". Therefore, I would like to ask you to send us the complete set of Solicitation Documents for the tender in object.

**Answer:** At the Request for Expression of Interest (REOI) stage we do not issue the Request for Proposal. At this stage we are only requesting interested firms to submit an Expression of Interest by the deadline as per the Request for Expression of Interest document. Only short-listed firms will thereafter receive the Request for Proposal and be requested to submit a technical and financial proposal. The Terms of Reference for the assignment can be found on the Ministry Website:-[www.labour.go.ke](http://www.labour.go.ke). Kindly check on the website under downloads.

Qn.19: We are an international firm working in social sector and carry experience of conducting assignments in African countries. The subject EOI requires that "the consultant firm should have demonstrated experience with economic inclusion (graduation approach) interventions in Kenya for 5 years or more". Is this the preferred criteria or the necessary criteria for short listing of firms? We would appreciate if the question is responded early. Regards,

***Answer:** It is a requirement that the firm has experience with economic inclusion interventions in the context of Kenya, which is one of the requirements for consideration.*

On the basis of this responses provided, it is considered that your concerns have been addressed.

H/SCMS

**For: PRINCIPAL SECRETARY**