



**Republic of Kenya**  
**MINISTRY OF LABOUR & SOCIAL PROTECTION**  
**State Department of Social Protection**

**REQUEST FOR EXPRESSIONS OF INTEREST (REOI)**  
**INDIVIDUAL CONSULTANT SELECTION**

**SPECIFIC PROCUREMENT NOTICE (SPN)**

<b>Country</b>	Kenya
<b>Name of Project</b>	Kenya Social- Economic Inclusion Project (KSEIP)
<b>Assignment Title</b>	Recruitment of Individual consultant to support in development of Enhanced Single Registry Operations Manual for KSEIP.
<b>Loan No./Credit No.</b>	63480-KE, PAD 2911
<b>Reference No.</b>	KE-NSPS-233394-CV-INDV

The Government of Kenya has received a credit from the World Bank toward the cost of the Kenya Social Economic Inclusion Project (KSEIP), and intends to apply part of the proceeds for consulting services.

The consulting services (“the Services”) include improving the initial existing draft ESR Operations Manual. The current draft OM has been written by a consultant in line with the ESR Management Information System (MIS) which is the backbone of both the data collection and data management aspects of the ESR. It underwent validation in a workshop with broad participation from the SDSP; and also attended by the World Bank and other development partners. Based on the feedback provided in the workshop, new draft table of contents has been developed to improve the flow of the document in line with the needs of the users while considering the local context. Further development of OM will be carried out in consultation with a variety of stakeholders from national level, county, sub-county, lower levels, specifically engagement of the county government and Ministry of Interior (county commissioners) and other key stakeholders for support and ownership.

The consultancy is for a period of 90 staff days expected to commence immediately after signing the contract.

The detailed Terms of Reference (TOR) for the assignment can be found at the following website: [www.socialprotection.go.ke](http://www.socialprotection.go.ke)

The Ministry of Labour and Social Protection -State Department of Social Protection now invites eligible individual consultant (“Consultant”) to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services. The shortlisting criteria are according to the details and qualifications in the TOR.

The attention of interested Consultants is drawn to Section III, paragraphs, 3.14, 3.16, and 3.17 of the World Bank’s “Procurement Regulations for IPF Borrowers” July 2016, revised November 2017 and August 2018 (“Procurement Regulations”), setting forth the World Bank’s policy on conflict of interest.

A Consultant will be selected in accordance with the Individual Consultants Selection method set out in the Procurement Regulations.

Further information can be obtained at the address below during office hours from Ministry of Labour and Social Protection-State department for Social Protection, office of the Principal Secretary, during office hours 0800 to 1700 hours at the address given below.

Eligible applications submitting their Expression of Interest accompanied with detailed CVs and copies of relevant documents and testimonies must be delivered in a sealed envelope clearly marked with contract reference number and title of the consultancy to the address below or dropped in the tender box located at procurement office, 14th floor, NSSF building Eastern wing so as to be received on or before 22<sup>nd</sup> July, 2021 at 1100hrs.

Electronic Bidding will not be permitted. Late Bids will be rejected. Bids will be publicly opened in the presence of the Bidders’ designated representatives and anyone who chooses to attend at the Ministry Headquarters located at along Bishop Road, NSSF Building, Block “A”, Eastern Wing, 7th Floor boardroom on 22<sup>nd</sup> July, 2021 at 1100hrs.

The address (es) referred to above is:

The Principal Secretary,  
State Department for Social Protection  
P.O. Box 40326 - 00100  
NAIROBI, KENYA  
Tel: Nairobi -020 2729800  
E-mail: [ps@socialprotection.go.ke](mailto:ps@socialprotection.go.ke)  
Web site: [www.socialprotection.go.ke](http://www.socialprotection.go.ke)

The Principal Secretary,  
State Department for Social Protection