



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

REQUEST FOR EXPRESSIONS OF INTEREST (REOI)
INDIVIDUAL CONSULTANT SELECTION

SPECIFIC PROCUREMENT NOTICE (SPN)

Country	Kenya
Name of Project	Kenya Social- Economic Inclusion Project (KSEIP)
Assignment Title	Recruitment of Project Coordination Assistant to support the Project coordinator in implementation of KSEIP.
Loan No./Credit No.	63480-KE, PAD 2911
Reference No	KE-NSPS-243156-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 KSEIP is being coordinated by the Social Protection Secretariat (SPS) that is part of the State Department of Social Protection (SDSP) under the Ministry of Labour and Social Protection (MLSP). A thorough coordination is required because of the multiple entities involved in the implementation of various project activities inside the SDSP, such as the Directorate of Social Assistance (DSA), the Directorate of Children Services (DCS), the Directorate of Social Development (DSD), as well as with other government entities including the National Drought Management Authority (NDMA), the Ministry of Health (MoH), the National Hospital Insurance Fund (NHIF). In addition, there are other implementing partners such as UNICEF and WFP. The diversity of implementing partners and stakeholders at multiple levels underscores the challenge of coordination and communication to support project operations.

The consulting services (“the Services”) include routine coordination of KESIP activities within SDSP and with other project stakeholders. He/she will be required to provide comprehensive administrative and organizational support to the Project Coordinator and project implementation team in SDSP to streamline communication on KSEIP matters. The Consultant will be based at the Social Protection Secretariat (SPS) and report to the Head of SPS. The consultancy is for a period of one year working 22 days a month 8 hours daily and 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

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 22nd 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 22nd 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
Web site: www.socialprotection.go.ke;

The Principal Secretary,
State Department for Social Protection