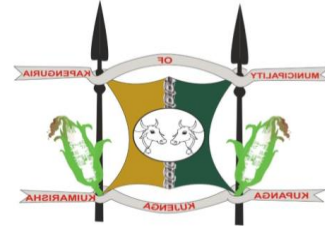


# WEST POKOT COUNTY KAPENGURIA MUNICIPALITY



## TERMS OF REFERENCE (TOR) FOR CONSULTANCY FIRMS TO UNDERTAKE DEVELOPMENT OF INTEGRATED DEVELOPMENT PLAN (IDeP) FOR KAPENGURIA MUNICIPALITY

<b>DUTY STATION</b>	KAPENGURIA MUNICIPALITY –WEST POKOT COUNTY
<b>TYPE OF CONTRACT</b>	CONSULTANCY FIRM
<b>LANGUAGES REQUIRED</b>	ENGLISH
<b>REPORTS TO</b>	MUNICIPAL MANAGER

@2019

## 1. INTRODUCTION

Kapenguria Municipality, is located in West Pokot County, encompasses three wards; Kapenguria ward, Mnagei ward and Siyoi ward, with municipal headquarters in Kapenguria Town. In regards to this, preparation of **Integrated Development Plan (IDP)** has become a legal requirement for Municipalities and County Government. This will provide a very broad indication of the purpose and subject matter of these Municipality development plan. In the last five (5) years, many County Government have prepared their first IDPs in what they have branded it has **County Integrated Development Plan (CIDP)**, through a financial support from development patterns and National Government. Kapenguria Municipality is in stages of Identifying Competent Consultants to support in development of its first Integrated Development Plan. The project is being supported by World Bank.

## 2. SCOPE OF CONSULTANCY

The consultancy firm in consultation with relevant stakeholders will develop Five year municipal social-economic integrated development plan. While developing the plan, the consultant will collect and collate views from municipality residence, county and national government stakeholders

### 2.1 OBJECTIVES OF THE CONSULTANCY

The main objective of the proposed study is to prepare five year Kapenguria municipality Integrated Development Plan (IDeP) , however the specific objectives are:

- To set out a Long-term Vision and overall Goal , objectives and strategies for The Municipality
- Undertake assessment of existing levels of development in the municipality , which must include an identifications of communities which do not have access to basic municipal services

- Establish municipality development priorities and objectives for the next 5 years , which include local economic development aims and its internal transformation needs
- Ensure municipal development strategies and priorities are aligned to both county and national governments sectoral plans
- Develop special development framework which must include the provision of basic guidelines for land use management system for the municipality
- Develop municipality investment plans which will ensure its viability and sustainability in service provision
- Identify potential area for urban development based on land suitability and other factors. analyze present and future (5, 10, 20 years) housing needs/market, stock, conditions and recommend strategies for land acquisition, distribution of land and housing in future
- Develop Land Use plan and recommend bye-laws for the construction of building and other infrastructures which include; **Residential zone, Institutional zone, Industrial hub, Airport/Airstrip zone, Sport facilities, Urban expansion zone, Stream/river banks zone, Green zone, Apartment housing, Petrol pump/Electric line/Cinema theatres etc**
- Develop Municipal **Multi-Sector Investment Plan**(MSIP)

### 3.0 METHODOLOGY

The methodology to be adopted by the consultant and other stakeholders in the development of IDeP is stipulated below:

- The consultants meets with municipal manager and department of lands and urban development technical staff to agree on proposed objectives and data collection instruments
- The consultant undertakes Secondary information analysis: desk review of literature and CIDP which include of analysis existing data in both Hardcopy and Electronic form available Government institution and web pages.

- The consultant collects primary data from municipality residences in public barasas in 20 strategic locations
- The consultant develops first draft report and share with county executive for further technical information and produce second draft report key stakeholders for further technical input
- The consultant presents second draft report to stakeholders for validation and prepare final report
- The consultant then submits final report in both soft and hard copy to municipal manager who will then print few copies for official Launch by the Governor

### 3.1 TIMETABLE FOR THIS EOI

The proposed timetable for completing the EOI is as follows;

Milestone	Target Dates (EAT)
Release of EOI	29 <sup>th</sup> August 2019
Clarification answered	Within three working days of receipt of sought clarifications. If this is not achievable, the Consultancy Firm will be advised accordingly.
Last Clarification	2 <sup>nd</sup> September 2019
EOI Closure	12 <sup>th</sup> September 2019 (EAT)

It is expected that the whole task should be finished within 30 calendar working days from the starting date.

### 3.2 EOI EVALUATION

The EOI shall be evaluated using the criteria below

Evaluation Criteria	Score
<b>Relevant qualification for Consultancy Firm</b>	
<ul style="list-style-type: none"><li>• Demonstrate firms competence in handling and facilitating Integrated Development Plan (IDP)</li></ul>	<b>25</b>
<ul style="list-style-type: none"><li>• Demonstrate experience in project management in reference to Company profile</li></ul>	<b>20</b>
<ul style="list-style-type: none"><li>• Demonstrate commitment in working with teams of International, National and County advisors: (Stakeholder and Commitment engagement i.e Public private sector actors and development partners on Integrated Development Plan)</li></ul>	<b>15</b>
<ul style="list-style-type: none"><li>• Demonstrable experience in working in Kapenguria Municipality and West Pokot County</li></ul>	<b>20</b>
<ul style="list-style-type: none"><li>• Consultancy Firm Requirements (<b>Refer 4.0</b>)</li></ul>	<b>20</b>
<b>TOTAL SCORE</b>	<b>100</b>

### 3.3 REPORTING AND COMMUNICATION

The draft report of the evaluation will be presented to Kapenguria Municipal Manager Office. The Consultant(s) will be expected to present report in hard copy and an electronic copy in readable format. The consultant will have direct communication will with Municipal Manager during the execution of the assignment.

### 3.4 TASK AND DELIVERABLES

- The scope of the work shall be guided by the objectives as outline above.
- Inception report on the execution of the assignment including a comprehensive work plan.
- Share questionnaires, discussion guides and other data collection tools before finalizing the same for field collection.
- Conduct a thorough file review of the existing documentation including existing COUNTY CIDP
- Publication of public forums and community engagement meeting through Local radio station in both vernacular languages , Kiswahili and English
- Provision of a work plan including approaches that will be taken while carrying out the end term evaluation process
- Presentation of the draft report (main findings and recommendations) inform Power point to County Executives and other invited stakeholders.
- Production of a final report detailing in hard copies and electronic copy in readable CD format, the findings of the municipal Integrated Development Plan, process and methodology, key findings, areas of improvement and key recommendations.

#### 4.0 REQUIREMENTS

Interested **Consultancy Firms** or **Companies** should submit the following in two separate documents:

- The technical proposal should include an interpretation of the objectives of the consultancy, detailed methodology and an elaborate work plan.  
Organization/individual capacity statement.
- The financial proposal should include a detailed budget proposal; proposed terms and schedule of payment; a detailed contact address
- Provide a copy of Registration **Certificate**, **Tax Compliance Certificate (TCC)** and **ITAX PIN**.

#### **4.1 NATURE OF PENALTY CLAUSE IN CONTRACT**

If the reports and documents are not submitted according to the deliverables and timeframe stated in this TOR, the payments will be withheld. **Kapenguria Municipality** reserves the right to withhold all or a portion of payment if performance is unsatisfactory, if work/outputs are incomplete, not delivered or failure to meet deadlines. All materials developed will remain the copyright of **Kapenguria Municipality** and will be free to adapt and modify them in the future.

#### **4.2 SUBMISSION**

Interested applicants should send their **Expression of Interest (EOI)** documents in both hardcopy and electronic (PDF readable only), clearly marked “**Expression of Interest – Integrated Development Plan (IDP)**” on or before **12<sup>th</sup> September 2019** to: **The KAPENGURIA MUNICIPAL MANAGER, ARDHI HOUSE P.O. Box 222– 30600, KAPENGURIA-WEST POKOT.**