



REPUBLIC OF KENYA

THE NATIONAL TREASURY & PLANNING

FINANCING LOCALLY –LED CLIMATE ACTION PROGRAM

PROGRAM IMPLEMENTATION UNIT

CONSULTANCY SERVICE FOR THE DEVELOPMENT OF PROGRAM OPERATIONS
MANUAL

REQUEST FOR EXPRESSIONS OF INTEREST

(INDIVIDUAL SELECTION)

Ref: FLLCoA/PIU/POM/01/2019-20

Credit No: V 319 – KE

Project ID No: P173065

1. The Government of Kenya (GoK) has received Program Preparatory Advance (PPA) from the World Bank towards the cost of the Financing Locally –Led Climate Action Program (FLLCoA), and intends to apply part of the proceeds for consulting services.
2. The consulting services (“the Services”) include the Development of Program Operations Manual, to be implemented over a period of 5 months with an expected start date of **August 2020**.
3. The detailed Terms of Reference (TOR) for the assignment can be found at the following websites: www.treasury.go.ke/tenders.html can be obtained at the address given below.
4. The National Treasury & Planning (the Client), through its Program Implementation Unit (PIU), now invites **eligible individuals (“Consultants”)** 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. However, the description shall be limited to maximum of **30 pages length** of A4 paper, 1.5 spacing, Font Size 12. The Consultants shall be a well-qualified and experienced professional as required and appropriate for completion of the exercise. The individual consultant shall personally carry out (with any assistance of junior staff deemed appropriate) the services as described in this TOR. The shortlisting criteria shall be (a) Academic qualification: Master’s degree in Commerce, Business Administration, Procurement, Environment, Finance or Economics; (b) relevant professional qualification; (c) Registered member of professional body;(d) At least 8 years’ experience in government/public sector accounting, procurement, grant management, donor- funded projects/programs with government partnership, at least 5 of those years should be at Finance Manager’s level with responsibilities of managing the Finance function of an organization or project; (e) Experience in preparation of operations manual; (f) Knowledge of World Bank financial management and procurement procedures; (g) Good understanding of program for results (PFR) Projects or programs (h) Experience with projects/programs related to community-based climate risk management will be an added advantage.

5. 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 updated August 2018 ("Procurement Regulations"), setting forth the World Bank's policy on conflict of interest.
6. The expression of interest is also open to interested firms who may wish to propose individual consultants. In such cases, only the experience and qualifications of the individuals proposed shall be taken into account in the selection process and not the firm's corporate experience.
7. A Consultant will be selected in accordance with Selection of Individual Consultant method set out in the Procurement Regulations.
8. Further information can be obtained at the address below during office hours i.e. 0900 to 1700 hrs.
9. **Expressions of Interest** must be delivered in a written form to the address below either in person, by mail or by email to the address shown below or placed in the tender box at our offices on the 7th floor, Re-Insurance Plaza.

Postal Address:

Program Implementation Unit
Attention: Program Coordinator
P.O. Box 30007-00100
Nairobi, Kenya.

Telephone No.: +254 20 2252299

Physical Address:

Program Implementation Unit
Attention: Program Coordinator
7th Floor, Re-Insurance Plaza.
Building No. 4 Aga Khan Walk/Taifa
Road
Nairobi, Kenya.

E-mail:

programcoordinator.piu@gmail.com

Or flcoa.piu@gmail.com

10. **Deadline for submission of Expressions of Interest is Tuesday, 23rd June, 2020 at 1630hrs Kenyan local time.**

PROGRAM COORDINATOR
FOR: PRINCIPAL SECRETARY/NATIONAL TREASURY