

REPUBLIC OF KENYA



MINISTRY OF AGRICULTURE, LIVESTOCK, FISHERIES AND COOPERATIVES STATE DEPARTMENT FOR LIVESTOCK

CONSULTANCY SERVICES TO PROVIDE TECHNICAL AND LOGISTICAL SUPPORT TO THE HOUSEHOLD BASELINE DATA COLLECTION FOR LIVESTOCK RESOURCES ON THE LIVESTOCK MASTERPLAN

A. BACKGROUND, RATIONALE AND CONTEXT FOR UNDERTAKING THE ASSIGNMENT

The Ministry of Agriculture Livestock Fisheries and Cooperatives, State Department of Livestock is in the process of developing a Livestock Master Plan (LMP) that is critical to enable planned, effective and prudent investment in the Livestock Sector leading to increased contribution of the Sector to the national economy, food and nutrition security and improved livelihoods. The LMP will be based on the current constitutional dispensation of devolution and anchored on the Kenya Vision 2030, MTP III (2018 -2022), the Big Four Agenda and the UN Sustainable Development Goals (SDG).

Development of the LMP through a participatory process entails an investment road map to guide the development of a sustainable Livestock Sector with the following specific targets;

- i) To establish a validated baseline status of the Livestock Sector Resources in Kenya
- ii) Analyze identified specific sector themes at household and national level
- iii) Develop scenarios and policy options to analyze impacts, benefits, costs and tradeoffs and identify future orientations for livestock development
- iv) Develop investment plans with commodity value chains “road maps”
- v) Develop Regional Plans and specific interventions for livestock development and support their adaptation into the County Integrated Development Plans (CIDPs)

The SDL needs to carry out a household livestock resources baseline data collection as part of the preparation of the LMP and therefore seeks the services of qualified individuals/firms to support the county teams to undertake the above consultancy. The consultant will provide logistical support for the livestock resources household data collection teams under the guidance of the State Department for Livestock and the National Technical Committee (NTC) on the LMP.

B. OBJECTIVES OF THE ASSIGNMENT

The overall objective of this assignment is to provide technical and logistical support to the county teams under supervision of the SDL staff to generate household baseline livestock resources data along the dairy;beef;poultry;donkey; sheep; goats;camel; apiculture; other important value chains within the Livestock Sector with a view to establish a validated baseline status of the Livestock Sector resources in Kenya.

1. Purpose of the Consultancy

The purpose of the Consultancy is to provide technical and logistical support to the County teams and the National Technical Committee of the LMP to collect the household primary baseline livestock resources information/data to support the development of the LMP through planning, implementation, monitoring & evaluation processes, remittances and results tracking.

2. The Specific Objectives are to:

- a) Carry out initial assessment, methodology and approach to provide logistical support for the household livestock data collection in select county(ies) you have bid to ensure appropriate coverage.
- b) Provide technical and logistical support to county teams to conduct household level livestock resources data collection.
- c) Remit allowances of the respective participants after completion of the assigned tasks.
- d) Support validation of the data collected at household and for collating and further analysis.

3. Information Requirements

- a) **The study will focus on provision of logistical and technical support to provide household baseline data for the development of the LMP.**

The work will be undertaken in several parts: preparation of inception report including work plans, budgets, deliverables, draft report field work report and Final report after signing off by the respective team leaders of the respective county teams and the NTC after successful household livestock resources data collection and clearing all liabilities associated with the exercise.

- b) **The area of coverage includes households in individual counties in six regional economic blocks comprising of 47 livestock rearing counties:**

- i. **Frontier Counties Development Council (FCDC)** comprising of seven (7) counties namely; Garissa, Wajir, Mandera, Isiolo, Marsabit, Tana River and Lamu.
- ii. **North Rift Economic Bloc (NOREB)** comprising of seven (8) counties namely Uasin Gishu, Trans-Nzoia, Nandi, Elgeyo Marakwet, West Pokot, Baringo, Samburu and Turkana.
- iii. **Lake Region Economic Bloc (LREB)** comprising of thirteen (14) counties namely Migori, Nyamira, Siaya, Vihiga, Bomet, Bungoma, Busia, Homa Bay, Kakamega, Kisii, Kisumu, Nandi, Trans Nzoia and Kericho.
- iv. **Jumuia ya Kaunti za Pwani** comprising of six (6) counties namely, Tana River, Taita Taveta, Lamu, Kilifi, Kwale and Mombasa
- v. **South Eastern Kenya Economic Bloc** comprising of three (3) counties namely Kitui, Machakos and Makueni.
- vi. **Mt. Kenya and Aberdares Region Economic Bloc** Comprising of ten (10) counties namely Nyeri, Nyandarua, Meru, Tharaka Nithi, Embu, Kirinyaga, Murang'a, Laikipia, Nakuru and Kiambu.

- c) **Note: Due to drought challenges each consultant is invited to be adaptable to the prevailing circumstances.**

C. SCOPE OF WORK

The consultant will perform technical, communication, administrative, and logistical support to the Household Baseline Data Collection Team in close collaboration with the National Technical Committee (NTC) and supervision by the State Department for Livestock. He/she also will provide organizational functions of the NTC in terms of management and logistical support in the LMP Development. The exercise will commence in 7 Counties of West Pokot /Busia /Kiambu /Siaya /Lamu /Wajir /Bomet. A consultant is free to bid to provide logistical and technical support in only one (1) of the counties based on their capacity.

The household baseline data collection is being led by the State Department for Livestock (SDL) who will avail personnel to be supported comprising of the Secretariat, Technical Committee or County Teams to engage the communities/stakeholders as the consultant provides logistical support (transport to the field, accommodation, etc.).

The consultant will support all other aspects of household data collection, analysis and reporting. Representatives from the SDL and partners will be involved in all briefings and consultations with the consultant. The household baseline survey should take a maximum of 50 days inclusive of fieldwork, report writing and presentation. The work is expected to start immediately the Consultancy is awarded.

1.0 The Consultant will provide logistics for the County teams and the NTC on the Livestock Masterplan to:

- i. Collect household information on the numbers and breeds of the various livestock types;
- ii. Collect household information on the local existing hazards, disaster situation, on community coping capacities and vulnerabilities;
- iii. Identify existing resource bases such as water sector: Availability, type, location, quantity, quality and management structure.
- iv. Collect information on Livestock health (modes of provision-who, how, where, when), Types of animals kept and their resilience to climate induced hazards and marketing systems at household levels.
- v. Identify Livelihood's diversification- assess the potential of alternative livelihoods as disaster mitigation/climate change adaptation mechanism.

2.0 Consultancy Activities

2.1 Perform programme support activities, as detailed below:

- i. Draft and review the daily plans implementation routines and make routine follow-up;
- ii. Provide administrative support in organizing, arranging, and coordinating various meetings planning and coordinating the data collection while linking staff, implementing partners and other stakeholders.
- iii. Maintain and keep administrative files, logs, inventories and update records in prescribed format for subsequent use supporting the logistics;
- iv. Maintain and keep current registers and control plans on the status of projects at the formulation, implementation and operational stages of the consultancy;
- v. Remit allowances to all enumerators and other participants involved in the baseline data collection;
- vi. Document all the activities;

2.2 Perform logistics and inventory management, as detailed below:

- i. Manage stores of all commodities, supplies, and consumables per project ensuring quality and quantity control measures are in place;
- ii. Ensure appropriate planning, implementation, monitoring and evaluation of the remittances and related logistics;
- iii. Monitors the status of implementation of the data collection in close coordination with the NTC and the State Department for Livestock;
- iv. Processes all necessary documentation for payments as appropriate;
- v. Review, verify and honor bills and/or invoices related to the assignment;
- vi. Ensure accurate and correct reporting of all activities including documentation of recipients;

2.3. Perform any other duties as assigned by the supervisor**D. DELIVERABLES****1. Inception report/plan for the household baseline data collection**

The inception report entails updated background information, clear methodology, processes, specific outcomes and work plan providing logistical support to the household baseline data collection. It will be approved by the Directorate of Livestock Policy Research and Regulations and act as an

agreement between parties for how support to the baseline data collection is to be conducted. The Inception Report should include:

- i. Overview of the Program/Project
- ii. Details of the planned logistical support
- iii. Roles and Responsibilities of the various actors
- iv. Understanding the Terms of Reference
- v. Modes of disbursement of allowances to enumerators and other participants
- vi. Reporting
- vii. Work Scheduling
- viii. Any other relevant information

2. Draft report(s)

- i. Update on the coverage of the County(ies)/sub counties/ wards
- ii. Feedback on the progress of the Consultancy activities listed in PART C 2.0
- iii. Report any challenges encountered in providing technical and logistical support for conducting the baseline data collection.
- iv. Management of resources and update on percentage of resources remitted to participants
- v. Compliance with the work schedule

3. Final Report on Household Baseline Data Collection

The report should be kept concise for everyone to read and understand and should contain the following main elements:

- i. Title page, table of contents, and list of terms,
- ii. Executive summary and recommendations
- iii. Project description
- iv. Overview of the Program/Project

- v. Details of the logistical support provided
- vi. Roles and Responsibilities of the various actors
- vii. Extent to which the Terms of Reference have been met
- viii. Report on the disbursement of allowances to enumerators and other participants
- ix. Reports the activity clusters at the ward level
- x. Compliance with the remittances of all dues to the participants
- xi. Any other relevant information
- xii. Lessons sharing/dissemination document capturing key impact and learning and presented in a concise format.

E. PROFILE OF KEY CONSULTANTS

The assignment is open to firms with at least five (5) years' experience and proof of three (3) similar or relevant assignments.

Individual Consultant(s) must demonstrate a minimum of the following requirements:

1. The lead consultant should possess at least a Master's degree in [*Animal/Livestock Production, Veterinary Sciences, Animal Health or a related discipline, Social sciences, Agriculture, Agriculture Economics or any other relevant discipline*] with over ten (10) years' experience in the Livestock Sector.
2. An associate consultant with at least a bachelor's degree in [animal sciences, agriculture or economics with demonstrated knowledge in social research, statistical data collection and analysis systems preferably in the Agricultural Sector] with five (5) years' experience.
3. The Firm should have capacity to make multiple financial remittances to the participants.
4. A Consultant with the under listed experience will have an added advantage.
 - i. Working knowledge of the Public Finance Management Act
 - ii. Knowledge and expertise in participatory development methodologies, experienced with program participatory monitoring and evaluation processes.
 - iii. Excellent communication, writing and analytical skills and knowledge of the project area.
 - iv. Demonstrated experiences and skills in facilitating stakeholder/working group consultations.

F. COSTS

To be quoted by the consultant based on each County(ies) of Interest. Tax chargeable will be as per Kenya Revenue Authority (KRA) guidelines

Bid Validity: 120 days