



**MINISTRY OF AGRICULTURE, LIVESTOCK, FISHERIES AND
COOPERATIVES
STATE DEPARTMENT FOR LIVESTOCK
KENYA LIVESTOCK COMMERCIALIZATION PROJECT (KeLCoP)**

EXPRESSION OF INTEREST

(By the consulting firm in response to the REOI
issued by the procuring entity)

For

Consultancy services for provision of human resource
recruitment services for Kenya Livestock
Commercialization Project (KeLCoP) key Project
Management Coordination Unit (PMCU) staff

Ref No:

MOALFC/SDL/KELCOP/EOI/05/2021/2022

Issue Date: 7th February 2022.

Foreword

This document has been prepared by **The State Department for Livestock** through the **Kenya Livestock Commercialization Project (KeLCoP)** and is based on the 1st edition of the IFAD-issued standard procurement document for expression of interest available at www.ifad.org/project-procurement. This bidding document is to be used for the procurement of services using **Quality and Cost based selection method(QCBS)** in projects financed by IFAD.

IFAD does not guarantee the completeness, accuracy or translation, if applicable, or any other aspect in connection with the content of this document.

Instructions to Consultants¹
Procurement Reference Number:
MOALFC/SDL/KELCOP/EOI/05/2021/2022
Date:7th February 2022

Consultancy services for provision of human resource recruitment services for Kenya Livestock Commercialization Project (KeLCoP) key Project Management Coordination Unit (PMCU)staff

1. The Government of Kenya (GoK) has received financing from the International Fund for Agricultural Development (“the Fund” or “IFAD”) towards the cost of Kenya Livestock Commercialization Project(KeLCoP) (“the client”) and intends to apply part of the proceeds for the recruitment of consulting services, for which this REOI is issued.
2. The use of any IFAD financing shall be subject to IFAD’s approval, pursuant to the terms and conditions of the financing agreement, as well as IFAD’s rules, policies and procedures. IFAD and its officials, agents and employees shall be held harmless from and against all suits, proceedings, claims, demands, losses and liability of any kind or nature brought by any party in connection with Kenya Livestock Commercialization Project(KeLCoP).
3. The client now invites expressions of interest (EOIs) from legally constituted consulting firms (not individual consultants) (“consultants”) to provide Consultancy Services for Website Development. More details on these consulting services are provided in the preliminary terms of reference (PTOR) attached as **Annex 1**. The consultant may sub-contract selected activities provided that said services do will not exceed 20% of the total consultancy work.
4. Before preparing its EOIs, the consultant is advised to review the preliminary terms of reference attached as **Annex 1**, which describe the assignment and **Annex 2** that details the evaluation of the technical qualifications.
5. The consultant shall not have any actual, potential or reasonably perceived conflict of interest. A consultant with an actual, potential or reasonably perceived conflict of interest shall be disqualified unless otherwise explicitly approved by the Fund. A consultant including their respective personnel and affiliates are considered to have a conflict of interest if they a) have a relationship that provides them with undue or

¹ This document refers to legally constituted consulting firms as “consultant”.

undisclosed information about or influence over the selection process and the execution of the contract, b) participate in more than one EOI under this procurement action, c) have a business or family relationship with a member of the client's board of directors or its personnel, the Fund or its personnel, or any other individual that was, has been or might reasonably be directly or indirectly involved in any part of (i) the preparation of this expression of interest, (ii) the selection process for this procurement, or (iii) execution of the contract. The consultant has an ongoing obligation to disclose any situation of actual, potential or reasonably perceived conflict of interest during preparation of the EOI, the selection process or the contract execution. Failure to properly disclose any of said situations may lead to appropriate actions, including the disqualification of the consultant, the termination of the contract and any other as appropriate under the IFAD Policy on Preventing Fraud and Corruption in its Projects and Operations².

6. All consultants are required to comply with the Revised IFAD Policy on Preventing Fraud and Corruption in its Activities and Operations (hereinafter, "IFAD's Anticorruption Policy") in competing for, or in executing, the contract.
 - a. If determined that a consultant or any of its personnel or agents, or its sub-consultants, sub-contractors, service providers, suppliers, sub-suppliers and/or any of their personnel or agents, has, directly or indirectly, engaged in any of the prohibited practices defined in IFAD's Anticorruption Policy or integrity violations such as sexual harassment, exploitation and abuse as established in IFAD's Policy to Preventing and Responding to Sexual Harassment, Sexual Exploitation and Abuse³ in competing for, or in executing, the contract, the EOI may be rejected or the contract may be terminated by the client.
 - b. In accordance with IFAD's Anticorruption Policy, the Fund has the right to sanction firms and individuals, including by declaring them ineligible, either indefinitely or for a stated period of time, to participate in any IFAD-financed and/or IFAD-managed activity or operation. The Fund also has the right to recognize debarments issued by other international financial institutions in accordance with its Anticorruption Policy.
 - c. Consultants and any of their personnel and agents, and their sub-consultants, sub-contractors, service providers, suppliers, sub-suppliers and any of their personnel and agents are required to fully cooperate with any investigation conducted by the Fund, including by making personnel available for interviews and by providing full access to any and all accounts, premises, documents and

² The policy is accessible at www.ifad.org/anticorruption_policy.

³ The policy is accessible at <https://www.ifad.org/en/document-detail/asset/40738506>.

records (including electronic records) relating to this selection process or the execution of the contract and to have such accounts, premises, records and documents audited and/or inspected by auditors and/or investigators appointed by the Fund.

- d. Consultants have the ongoing obligation to disclose in their EOI and later in writing as may become relevant: (i) any administrative sanctions, criminal convictions or temporary suspensions of themselves or any of their key personnel or agents for fraud and corruption, and (ii) any commissions or fees paid or to be paid to agents or other parties in connection with this selection process or the execution of the contract. As a minimum, consultants must disclose the name and contact details of the agent or other party and the reason, amount and currency of the commission or fee paid or to be paid. Failure to comply with these disclosure obligations may lead to rejection of the EOI or termination of the contract.
 - e. Consultants are required to keep all records and documents, including electronic records, relating to this selection process available for a minimum of three (3) years after notification of completion of the process or, in case the consultant is awarded the contract, execution of the contract.
7. The Fund requires that all beneficiaries of IFAD funding or funds administered by IFAD, including the client, any consultants, implementing partners, service providers and suppliers, observe the highest standards of integrity during the procurement and execution of such contracts, and commit to combat money laundering and terrorism financing consistent with IFAD's Anti-Money Laundering and Countering the Financing of Terrorism Policy.⁴
 8. **Procedure:** the selection process will be conducted using **Quality and Cost Based selection method (QCBS)** as laid out in the IFAD Procurement Handbook that can be accessed via the IFAD website at www.ifad.org/project-procurement. The client will evaluate the EOIs using the criteria provided in **Annex 2**. The shortlisted consultant(s) will be provided with the detailed TORs and asked to submit a detailed technical and financial offer. The evaluation will include a review and verification of qualifications and past performance, including a reference check, prior to the contract award.
 9. Consultants shall not associate with other firms to enhance their qualifications.
 10. Any request for clarification on this EOI including the PTOR should be sent via e-mail to the address no later than **9th February 2022 at 5.00pm East African Time**.

⁴ The policy is accessible at <https://www.ifad.org/en/document-detail/asset/41942012>.

The client will provide responses to all clarification requests by **10th February 2022 at 5.00pm East African Time.**

11. **Submission Procedure:** please submit your expression of interest using the forms provided for this purpose. Your EOI should comprise one (1) original copy of each EOI form annexed to this document. EOIs shall be submitted to the address below no later than **15th February 2022. At 11.00a.m. Submission of EOIs through email not allowed.**

**The Principal Secretary,
State Department for Livestock
Ministry of Agriculture, Livestock, Fisheries & Cooperatives
Address: P. O. Box 34188-00100 Nairobi, Kenya
E-mail: sdlkilimo@gmail.com**

Yours sincerely,

Head of Supply Chain Management Services

For: Principal Secretary, State Department for Livestock

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Form EOI-1
EOI Submission Form

[Location, date]

[Authorized official]

**Re: Consultancy services for provision of human resource
recruitment services for Kenya Livestock
Commercialization Project (KeLCoP) key Project
Management Coordination Unit (PMCU)staff**

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We, the undersigned, declare that:

1. We are expressing our interest in providing the consulting services for the above-mentioned assignment and have no reservations to the REOI, the instructions to the consultants and any addenda thereto.
2. Our expression of interest is open for acceptance for a period of ninety (90) days.
3. Our firm, its associates, including any subcontractors or suppliers for any part of the contract, have not been declared ineligible by the Fund and have not been subject to sanctions or debarments under the laws or official regulations of the client's country or not been subject to a debarment recognized under the Agreement for Mutual Enforcement of Debarment Decisions (the "Cross-Debarment Agreement")⁵, beyond those declared in paragraph 9 of this EOI submission form.
4. We acknowledge and accept the IFAD Revised Policy on Preventing Fraud and Corruption in its Activities and Operations. We certify that neither our firm nor any person acting for us or on our behalf has engaged in any prohibited practices as provided in ITC Clause 6. Further, we acknowledge and understand our obligation to report to anticorruption@ifad.org any allegation of prohibited practice that comes to our attention during the selection process or the contract execution.
5. No attempt has been made or will be made by us to induce any other consultant to submit or not to submit an EOI for the purpose of restricting competition.

⁵ The Cross-Debarment Agreement was entered into by the World Bank Group, the Inter-American Development Bank, the African Development Bank, the Asian Development Bank and the European Bank for Reconstruction and Development, additional information may be located at: <http://crossdebarment.org/>.

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6. We acknowledge and accept the IFAD Policy on Preventing and Responding to Sexual Harassment, Sexual Exploitation and Abuse. We certify that neither our firm nor any person acting for us or on our behalf has engaged in any sexual harassment, sexual exploitation or abuse. Further, we acknowledge and understand our obligation to report to ethicsoffice@ifad.org any allegation of sexual harassment, sexual exploitation and abuse that comes to our attention during the selection process or the contract execution.
7. The following commissions, gratuities, or fees have been paid or are to be paid with respect to the selection process: *[Insert complete name of each recipient, its full address, the reason for which each commission or gratuity was paid and the amount and currency of each such commission or gratuity.]*

Name of Recipient	Address	Reason	Amount	Currency

(If none has been paid or is to be paid, indicate "none.")

8. We declare that neither our consulting firm nor any of its directors, partners, proprietors, key personnel, agents, sub-consultants, sub-contractors, consortium and joint venture partners have any actual, potential or perceived conflict of interest as defined in ITC Clause 5 regarding this selection process or the execution of the contract. *[insert if needed: "other than the following:" and provide a detailed account of the actual, potential or perceived conflict].* We understand that we have an ongoing disclosure obligation on such actual, potential or perceived conflicts of interest and shall promptly inform the client and the Fund, should any such actual, potential or perceived conflicts of interest arise at any stage of the procurement process or contract execution.
9. The following criminal convictions, administrative sanctions (including debarments) and/or temporary suspensions have been imposed on our consulting firm and/or any of its directors, partners, proprietors, key personnel, agents, sub-consultants, sub-contractors, consortium and joint venture partners:

Nature of the measure (i.e., criminal conviction, administrative	Imposed by	Name of party convicted, sanctioned or suspended (and	Grounds for the measure (i.e., fraud in procurement or corruption in	Date and time (duration) of measure

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sanction or temporary suspension)		relationship to the consultant)	contract execution)	

If no criminal convictions, administrative sanctions or temporary suspensions have been imposed, indicate "none".

10. We acknowledge and understand that we shall promptly inform the client about any material change regarding the information provided in this EOI submission form.
11. We further understand that the failure to properly disclose any of information in connection with this EOI submission form may lead to appropriate actions, including our disqualification as consultant, the termination of the contract and any other as appropriate under the IFAD Policy on Preventing Fraud and Corruption in its Projects and Operations.
12. We understand that you are not bound to accept any EOI that you may receive.

[Authorized signatory]

[Name and title of signatory]

[Name and address of firm]

Form EOI-2
Organization of the Consultant

Re: Consultancy services for provision of human resource recruitment services for Kenya Livestock Commercialization Project (KeLCoP) key Project Management Coordination Unit (PMCU)staff

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[Provide a brief description of the background and organization of your firm/entity and of each associated firm for this assignment. Include the organization chart of your firm/entity. The EOI must demonstrate that the consultant has the organizational capability and to carry out the assignment. The qualifications document shall further demonstrate that the consultant has the capacity to field and provide experienced replacement personnel on short notice. Key staff CVs are not required at the shortlisting stage.]

Name of the firm	
Date of establishment	
Country of registration	
Full address of the firm	
Focal point: name, position, contact information (telephone, email):	Name:
	Tel:
	Email:
Number of branches in the country	
Country(ies) of operations with number of branches in each country	
Number of full-time employees	
Number of part-time employees	

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Field(s)of expertise of the firm	
Number of professional staff with experience related directly to the assignment	
Subsidiary and associated companies (<i>wherever applicable</i>): (details in the following format to be provided for all associates) – (i) Name of the company (ii) Nature of business (iii) Address of the company (iv) Website of the company (v) Brief description of company (maximum of 120 words)	
Any other information that the consultant would like to add:	

Maximum 10 pages

Form EOI-3
Experience of the Consultant

Re: Consultancy services for provision of human resource recruitment services for Kenya Livestock Commercialization Project (KeLCoP) key Project Management Coordination Unit (PMCU)staff

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[Using the format below, provide information on each relevant assignment for which your firm, and each associate for this assignment, was legally contracted either individually as a corporate entity or as one of the major companies within an association, for carrying out consulting services similar to the ones requested under the preliminary terms of reference included in this EOI. The EOI must demonstrate that the consultant has a proven track record of successful experience in executing projects similar in substance, complexity, value, duration, and volume of services sought in this procurement.

Maximum 20 pages]

Assignment name:	Approx. value of the contract (in current US\$):
Country: Location within country:	Duration of assignment (months):
Name of client:	Total No. of staff-months of the assignment:

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Address, and contact details (including email address(es)):	Approx. value of the services provided by your firm under the contract (in current US\$):
Start date (month/year): Completion date (month/year):	No. of professional staff-months provided by associated consultants:
Name of associated consultants, if any:	Name of proposed senior professional staff of your firm involved and functions performed (indicate most significant profiles such as project director/coordinator, team leader):
Narrative description of project:	
Description of actual services provided by your staff within the assignment:	

Name of Firm: _____

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ANNEX 1

PRELIMINARY TERMS OF REFERENCE

Consultancy services for provision of human resource recruitment services for Kenya Livestock Commercialization Project (KeLCoP) key Project Management Coordination Unit (PMCU)staff

Introduction

Kenya Livestock Commercialization Project (KeLCoP) is a six-year project that is jointly funded by the Government of Kenya (GOK) and the International Fund for Agricultural Development (IFAD) and beneficiary communities. The Financing Agreement came into force on 5th March 2021. The completion date of the project shall be 31st March 2027 and the Financing Closing Date shall be 30th September 2027.

Project Goal

Contribute to the Government's agriculture transformation Agenda of increasing rural small-scale farmers' incomes, food and nutrition security

Development Objective

Increase incomes of 110,000 poor livestock and pastoralist households, especially youth and women, in an environmentally friendly manner, in selected project areas of the 10 participating counties.

The KeLCoP will focus on selected value chains, namely small ruminants, local improved breed poultry and beekeeping which have the potential to provide productive employment and food security opportunities for women, youth and marginalized segments of the population.

Expected Outcomes

Outcome 1 Enhanced poor rural people's production capacities

Outcome 2: Strengthen the environmental sustainability and climate resilience of poor rural people's economic activities.

Outcome 3: Enhanced poor rural people's benefit from market participation

Geographic area of intervention: The project will cover 10 counties namely: Busia, Bungoma, Kakamega, Siaya, Nakuru, Trans Nzoia, Elgeyo Marakwet, Baringo Marsabit and Samburu.

The project is expected to directly benefit 110,000 households with a total number of 495,000 people. Of the total beneficiaries, direct women beneficiaries will be 54 percent and 30 percent will be youth beneficiaries.

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In addition, those specifically targeted for nutrition interventions will include 30 percent of total households.

Project Components: The project will be supported by 3 components namely;

- Component 1: Climate-smart production enhancement for small livestock
- Component 2: Support to livestock market development
- Component 3: Project management and coordination

Main objective:

The main objective of the assignment is to advertise, shortlist and interview candidates for the positions of Project Coordinator, Financial Controller, Procurement Specialist and Monitoring and Evaluation Specialist for the Project and provide recommendations to the State Department for Livestock to recruit the selected candidates.

Scope of work:

The selected firm is expected to carry out the following:

- i) Advertise (half page) for the positions of Project Coordinator, Financial Controller, Procurement Specialist and a Monitoring and Evaluation Specialist in two daily newspapers of nationwide circulation on a working day (Monday to Friday) upon approval by the Client and the firm shall meet the advertisement cost.
- ii) Interest applicants to be given time frame of 21 days within which to respond to the advertisement.
- iii) Receive applications for the advertised posts and prepare a list of the applicants, including their academic and professional certificates.
- iv) Conduct short listing and analysis of the applications and prepare a short listing report. Segregate the applications in "A", "B" and "C" categories;
 - a) Category A: All candidates who applied for each of the positions advertised.
 - b) Category B: All the candidates who match the qualifications and experience as indicated in the vacancy announcement.
 - c) Category C: All the candidates who do not match the qualification and experience as advertised in the job description, giving reasons for each applicant.
- v) Submit to Client the short listing report for approval.
- vi) Conduct interviews of the shortlisted candidates who match the qualifications and experience as indicated in the vacancy announcement. The firm shall meet the costs for interviewing including the venue.
- vii) Prepare and submit to the Client the interview draft report recommending three suitable candidates for each position and;
- viii) Prepare a final report for the recruitment exercise

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Skill sets and Knowledge of the firm and consultants

A. Consulting Firm

Firm

- a) At least three (3) years of long-standing knowledge, competencies and experience in the recruitment and selection staff.
- b) Must have undertaken at least 5 assignments in the recruitment and selection of senior staff within the last five years in the public sector.
- c) Must be accredited to offer psychometric test by a reputable administrator

Consultants

Team leader/Lead Consultant:

- a) Minimum Master's degree in Human Resource Management or related field with a Professional Diploma in Human Resource Management from a recognized accredited institution of learning
- b) Registered as a member with the institute of Human Resource Management, Kenya or equivalent professional Human Resource Management body
- c) At least ten (10) years' experience in development and management of the human resource function and/or Organization Development with five(5) years in the human resource(HR) consultancy with a reputable firm
- d) Holder of valid practicing certificate from professional Human Resource Management body

Other support consultants

Project Management Specialist

- a) A Bachelor's degree in Agriculture, Agricultural Economics, Animal Production, Animal Sciences, Project Planning and Management, Social Sciences, or a related discipline.
- b) A Master's degree in Agriculture, Agricultural Economics, Animal Production, Animal Sciences, Project Planning and Management, Social Sciences, or any other relevant discipline.
- c) Relevant professional work experience of at least ten (10) years of which 5 years are in project management and managing initiatives related to agriculture and rural development.
- d) Experience in managing projects financed through international development partners will be an added advantage

Monitoring and evaluation specialist

- a) Bachelor's degree in social sciences, Information Technology, Computer Science, Economics or Project Planning and Management or any other related discipline.
- b) A Master's degree in social sciences, Information Technology, Computer Science, Economics or Project Planning and Management or any other related discipline.
- c) At least 5 years' experience working in the field of Monitoring and Evaluation, Project Planning and Management of donor funded government programmes.
- d) Practical knowledge of Project cycle management, use of the log Frame and the result based management.

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- e) Knowledge in development of performance management plans based on results-based work plan, activity & resource schedule as drawn from the objective hierarchy.
- f) Have sound knowledge of participatory M&E approaches and techniques.
- g) Have sound knowledge in the development of performance indicators.

Procurement specialist

- a) Bachelor's degree in any of the following disciplines: Supply Chain Management, Logistics, Commerce, Business Administration, Procurement or equivalent qualification from a recognized institution of higher learning.
- b) A Master's degree in Supply Chain Management, Logistics, Commerce, Business Administration, Procurement or equivalent disciplines
- c) Professional purchasing qualification such as MCIPS or any other Professional purchasing and Supply from a recognized institution
- d) Current membership with a recognized professional body that deals with procurement, supply chain management and logistics, stores management such as CIPS/Kenya Institute of Supplies Management (KISM)
- e) At least five (5) experience in supply chain/ purchasing and supply/ procurement/managing procurement logistics and stores management responsibilities

Financial Management specialist

- a) A Bachelor's Degree in Commerce (Accounting option), or Finance, or Bachelor's degree in Business Administration; Accounting or Finance options from a recognized University.
- b) A Master's degree in Commerce, or Finance, or Business Administration with Accounting or Finance options from a recognized University.
- c) The candidate should have CPA Kenya qualification and be a member of relevant professional body in accounting.
- d) The candidate should have at least a minimum of 5 years' experience working in a similar field

Duration of the Assignment:

The assignment is for a period of maximum three (3) months from the date of commencement of the assignment.

Schedule of Reports and deliverables:

The key deliverables are;

- i) Inception report within two weeks of signing the contract highlighting the process, criteria/ methodology for short listing and the candidates recommended for interviewing;
- ii) Advertisement for the posts placed in two daily newspapers of nationwide circulation on a working day (Monday to Friday);
- iii) List summarizing key details (academic qualification, experience etc.) of all the applicants
- iv) Interview report highlighting the interview process, criteria and recommended candidates to be considered for the positions and
- v) Final report summarizing the entire assignment on the 12th week

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Services to be provided by client:

- (i) Provide Terms of reference for each of the positions;
- (ii) Approval of the Artwork for advertisement for the posts to be placed in the dailies
- (iii) Provide information on the basic salary and other benefits as approved and
- (iv) Providing existing documents for analysis and reference as may be required by service provider.

Institutional and organization arrangement:

The Principal Secretary, State Department for Livestock will represent the Client during the preparation of the reports and specifically on:

- (i) Overall responsibility and accountability for the reports;
- (ii) Guidance through all phases of execution;
- (iii) Approval of all deliverables.
- (iv) Co-ordination of the internal review process.
- (v) Give the final clearance on the Final report summarizing the entire assignment.

ANNEX 2

Qualification and Evaluation Criteria

Preliminary Mandatory Requirements

- a) PIN Certificate
- b) Valid Tax compliance certificate from Kenya Revenue Authority (KRA)
- c) Copy of Business Registration/Certificate of incorporation
- d) valid trading license/Business permit
- e) CR12 for limited companies, detailing the list of Directors and shareholding & copies of Identification Cards (ID) for the listed Directors.
- f) Audited Financial Statements for the recent three years
- g) Must be accredited to offer psychometric test by a reputable administrator

Item	Criteria	Points
For specific experience, evidence shall include successful experience in the execution of assignments of a similar nature and scope of assignments. The evidence of successful execution of assignment shall be restricted to assignments provided under FORM EOI-3		
	Experience and past performance on similar contracts.	35
	Evidence of successful completion of similar contracts	35
	Evidence of financial capacity to mobilize and sustain the services <ul style="list-style-type: none"> ➤ Equity =Net worth to be positive (TA-TL) ➤ Current ratio=total current assets/total current liabilities>1 ➤ Evidence of financing to demonstrate sufficient financial capacity and access to, or availability of, financial resources such as liquid assets, unencumbered real assets, lines of credit, Statement of financial solvency from a Bank and other financial means 	30
		100
	Minimum points required to pass	70 points

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