



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

SPECIFIC PROCUREMENT NOTICE

REQUEST FOR EXPRESSIONS OF INTEREST

(Consulting Firms)

COUNTRY: Kenya

PROJECT: Kenya Livestock Commercialization Project (KeLCoP)

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

REFERENCE NO. (As per Procurement Plan-Consulting Services): 1

PROCUREMENT REFERENCE NO. MOALFC/SDL/KELCOP/REOI/017/2021/2022

Date: 7th February 2022

The Government of Kenya (GoK) has received financing from the International Fund for Agricultural Development (IFAD) towards the cost of Kenya Livestock Commercialization Project (KeLCoP) and intends to apply part of the proceeds for the recruitment of consulting services.

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).

The consulting services ("the services") includes to advertise, shortlist and interview candidates for the positions of a 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.

The State Department for Livestock through the Kenya Livestock Commercialization Project (KeLCoP) (“the client”) now invites selected eligible consulting firms (“consultants”) to indicate their interest in providing the services. The selected consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the services. Interested firms should fill the template for expressions of interest and submit found at the **www.kilimo.go.ke** /**www.tenders.go.ke** and send it to the address indicated below.

The attention of interested consultants is drawn to IFAD’s Anti-Money Laundering and Countering the Financing of Terrorism Policy¹ and the Revised IFAD Policy on Preventing Fraud and Corruption its Activities and Operations². The latter sets forth IFAD’s provisions on prohibited practices. IFAD further strives to ensure a safe working environment free of harassment, including sexual harassment, and free of sexual exploitation and abuse (SEA) in its activities and operations as detailed in its IFAD Policy to Preventing and Responding to Sexual Harassment, Sexual Exploitation and Abuse.³

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 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 Purchaser’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 REOI,
 - (ii) the shortlisting or 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 Operations.

¹ The policy is accessible at <https://www.ifad.org/en/document-detail/asset/41942012>.

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>.

A consultant will be selected in accordance with the **Quality and Cost selection method(QCBS)** set out in IFAD' project procurement handbook that can be accessed via the IFAD website at www.ifad.org/project-procurement.

The shortlisting criteria are:

- Experience and past performance on similar contracts.
- Evidence of successful completion of similar contracts
- Evidence of financial capacity to mobilize and sustain the services
 - 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

In addition, Bidders must submit copies of the following documents (**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

Consultants **shall not** associate with other firms in the form of a joint venture or a sub-consultancy to enhance their qualifications.

Any request for clarification on this REOI should be sent via e-mail to the address below no later than **9th February 2022 at 5.00p.m.** The client will provide responses to all clarification requests by **10th February 2022 at 5.00p.m.**

Expressions of interest must be delivered in written form using the forms provided for this purpose. EOIs shall be deposited in the tender box marked State Department for Livestock at Kilimo House or 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
sdkilimo@gmail.com**