



**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

Developing, installing and commissioning a web-based  
Monitoring & Evaluation and Management Information  
System (M&E/MIS)

Ref No:

**MOALFC/SDL/KELCOP/EOI/02/2021/2022**

**Issue Date: 8<sup>th</sup> 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 1<sup>st</sup> edition of the IFAD-issued standard procurement document for expression of interest available at [www.ifad.org/project-procurement](http://www.ifad.org/project-procurement). This bidding document is to be used for the procurement of services using Quality and cost Based selection 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 Consultants<sup>1</sup>**  
**Procurement Reference Number:**  
**MOALFC/SDL/KELCOP/EOI/02/2021/2022**  
***8<sup>th</sup> February 2022***

**Consultancy Services for Developing, installing and commissioning a web based Monitoring & Evaluation and Management Information System (M&E/MIS)**

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. This request for expressions of interest (REOI) follows the general procurement notice that appeared in *The Standard* newspaper on **7<sup>th</sup> February 2022**, on the IFAD website and on UNDB on **1<sup>st</sup> February 2022**. The REOI was advertised in *The People Daily* newspaper on **8<sup>th</sup> February 2022** and [www.kilimo.go.ke](http://www.kilimo.go.ke) and [www.tenders.go.ke](http://www.tenders.go.ke) websites.
4. The client now invites expressions of interest (EOIs) from legally constituted consulting firms (not individual consultants) (“consultants”) to provide Consultancy Services to develop, install and commission a web based Monitoring & Evaluation and Management Information System (M&E/MIS). 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.
5. Before preparing its EOIs, the consultant is advised to review the preliminary terms of

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<sup>1</sup> This document refers to legally constituted consulting firms as “consultant”.

reference attached as **Annex 1**, which describe the assignment and **Annex 2** that details the evaluation of the technical qualifications.

6. 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 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 Operations<sup>2</sup>.
7. 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 Abuse<sup>3</sup> 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.

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<sup>2</sup> The policy is accessible at [www.ifad.org/anticorruption\\_policy](http://www.ifad.org/anticorruption_policy).

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

- 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 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.
8. 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.<sup>4</sup>
  9. **Procedure:** the selection process will be conducted using **Quality and cost Based selection method** as laid out in the IFAD Procurement Handbook that can be accessed via the IFAD website at [www.ifad.org/project-procurement](http://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.
  10. Consultants may associate with other firms to enhance their qualifications but should indicate clearly whether the association is in the form of a joint venture and/or a sub-consultancy. In the case of a joint venture, all the partners in the joint venture shall be jointly and severally liable for the entire contract, if selected.

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

11. Any request for clarification on this EOI including the PTOR should be sent via e-mail to the address no later **1700 hours, 11<sup>th</sup> February 2022 East African Time**. The client will provide responses to all clarification requests by **1700 hours, 16<sup>th</sup> February 2022 East African Time**
12. **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 **1100 hours, 23<sup>d</sup> February 2022 East African Time**.

**Project Management and Coordination unit ,**  
Kenya Livestock Commercialization Project (KeLCoP),

**Attn: Ag. Project Coordinator**

P.O. Box 12261-20100 Nakuru, Kenya

Nakuru-Ravine Road, Opposite KEMSA Regional office

Tel: +254-51-2210851

E-mail: [pmcu.kelcop@gmail.com](mailto:pmcu.kelcop@gmail.com)

Yours sincerely,

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**Project Coordinator**

Kenya Livestock Commercialization Project (KeLCoP)  
For: Principal Secretary, State Department for Livestock

**Form EOI-1**  
**EOI Submission Form**

*[Location, date]*

*[Authorized official]*

**Re: Consultancy Services for Developing, installing and commissioning a web based Monitoring & Evaluation and Management Information System (M&E/MIS)**

**Ref: MOALFC/SDL/KELCOP/EOI/02/2021/2022**

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")<sup>5</sup>, 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](mailto:anticorruption@ifad.org) any allegation of prohibited practice that comes to our attention during the selection process or the contract execution.

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<sup>5</sup> 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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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.
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](mailto: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 sanction or temporary suspension)	Imposed by	Name of party convicted, sanctioned or suspended (and relationship to the consultant)	Grounds for the measure (i.e., fraud in procurement or corruption in contract execution)	Date and time (duration) of measure

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**

**Consultancy Services for Developing, installing and commissioning a web-based Monitoring & Evaluation and Management Information System (M&E/MIS)**

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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**

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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**

### **Consulting Services for Developing, installing and commissioning a web-based Monitoring & Evaluation and Management Information System (M&E/MIS)**

#### **1. Client**

The client for this assignment is **Kenya Livestock Commercialization Project (KeLCoP)**

#### **2. Country background**

The livestock sub-sector plays an important role for Kenya's economy with a direct contribution of around 42 per cent to agricultural GDP and 12 per cent to national GDP. It accounts for 30 per cent of the total marketed agricultural products and provides raw materials for agro-processing and manufacturing. Investment in livestock development, directly contributes to increased income, food and nutrition security of livestock producing households, and by extension their communities. Even in the non-arid and semi-arid land (ASAL) areas, the livestock sub-sector constitutes an important source of family income and food security.

The sub-sector is an ideal enterprise to improve household food and nutrition security, increase incomes, create jobs and contribute to sustainable livelihoods of many rural people living below the poverty line. Small ruminant and poultry sub-sectors are experiencing low productivity and narrow profit margins due to; high cost of feed, poor animal husbandry, poor state of livestock infrastructure and limited availability of processing facilities.

It is in this regard that the Government of Kenya (GoK) requested The International Fund for Agriculture Development (IFAD) to finance a livestock project in the high potential and pastoral counties. IFAD and GoK through the Ministry of Agriculture, Livestock, Fisheries and Cooperatives (MALFC) and participating Counties designed a new project titled the Kenya Livestock Commercialization Project (KeLCoP).

#### **3. Background on project**

Kenya Livestock Commercialization Project (KeLCoP) is a six year project jointly funded by; Government of Kenya (GOK), International Fund for Agricultural Development (IFAD), Heifer International, Participating Financial Institutions (PFI) and Beneficiary communities. The Project Loan negotiation meeting was done on 25-28 August 2020. The IFAD Executive Board approved the Loan in 18 September 2020. The Project came into force on 05 March 2021 with a Completion date of 31 March 2027 and Loan Closing date of 30 September 2027.

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The Project Goal is to contribute to the Government's agriculture transformation Agenda of increasing rural small-scale farmers' incomes, food and nutrition security. The development objective is to 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 Project areas are Semi-Arid counties (Elgeyo Marakwet and Baringo), Arid counties (Marsabit and Samburu), and other areas are Busia, Bungoma, Kakamega, Siaya, Nakuru and Trans Nzoia. The targeted value chains are small ruminants (sheep, goats for meat and dairy goats), local improved breed poultry, bee keeping and rabbit production (where applicable).

The primary target group comprises of: very vulnerable, ultra-poor, mostly women headed households, pastoralist and agro-pastoralist households; commercially orientated pastoralist and agro-pastoralist households; and young women and men involved in production and entrepreneurial activity at critical points in the value chain. The project will also engage with value chain drivers. KeLCoP will have a strong focus on the inclusion of women and youth, marginalized tribes and persons with disabilities.

The project is expected to directly benefit 110,000 households with a total number of 495,000 people. From the total direct beneficiaries, women and youth beneficiaries will be 54 per cent and 30 per cent respectively. 30 percent of beneficiaries will be targeted for nutrition interventions. A minimum of 5 per cent of beneficiaries will be from vulnerable groups (marginalized tribes, persons with disabilities and persons with HIV). The beneficiaries of targeted nutrition beneficiaries make up 30 per cent of the total households reached.

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 and Component 3: Project management and coordination

The Lead Project Agency is the State Department for Livestock in the Ministry of Agriculture, Livestock, Fisheries and Cooperatives. The project institutions will be: The Project Steering Committee (PSC), Project Management and Coordination Unit (PMCU), County Project Coordinating Committees (CPCCs), County Project Technical Teams (CPTTs), Sub-County Technical Teams (SCPTTs) and Ward Committee.

The total project costs of Ksh 9.46 billion (EUR 78.9 million) will be financed by i) an IFAD loan of Ksh 5.53 billion (EUR 46.2) million (ii) a GoK contribution in the amount of Kshs 1.91 billion (EUR 16 million), of which taxes and duties account for Ksh 1.27 billion (EUR 10.6 million), cash Ksh 148.34 million (EUR 1.2 million) and in kind contribution in the amount of Kshs 498.34 million (EUR 4.1 million); iii) an Beneficiary contribution of Kshs 1.19 billion (EUR 9.9 million) of which in kind account for Kshs 936.98 million (EUR 7.8 million) and cash in the amount of Kshs 261.69 million (EUR 2.1 million); iv) Heifer International Kshs 342.61 million (EUR 2.8 million) and v) PFIs in the amount of Kshs 460.33 million (EUR 3.8 million).

Component 1 on "Climate Smart Production Enhancement for small Livestock" is the main investment and represents 59.1 per cent of the total project costs, while Component 2 on "Support to livestock Market Development", representing 24.7 per cent of total project costs.

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'Project Management and Coordination Unit', represent 16.2 percent of the total project costs (of which subcomponent policy and institutional support to the National Government represents 1.2 per cent and project management and coordination unit support sub component represent 15 percent).

#### **4. Background of the assignment**

The automated web based M&E MIS he Planning, Monitoring and Evaluation System is a tool for annual planning and budgeting; for monitoring at activity and output level; and for recording results at outcome and impact level of the logical framework. It can be used to capture data on progress and results, link this data to project indicators, and make it available for management purposes and reporting.

#### **5. Overall objectives**

The overall objective of the web based M&E MIS system is to aid the Project management team to make informed strategic decisions. This will be achieved through use of real time centralised computer based Databank Information System.

#### **6. Objectives of the assignment**

The objective is to develop, install and commission a web based M&E MIS for KeLCoP that is supported by IT programs, tools and systems, automated and capable of validating reported data at National PMCU level and County level.

#### **7. Scope of work**

The automated M&E MIS is aimed at achieving the following specific objectives:

- i. Work with the PMCU to understand the desired Project M&E processes, data collection and processing of performance data. This will lead to development of an inception plan on steps to undertake to deliver the desired system,
- ii. Review and understand the indicators set for the KeLCoP at activity, output, outcome and impact levels and aligned to the KeLCoP Project Design Report (PDR),
- iii. Develop web-based automated M&E MIS (with capability of stand-alone) with GIS, Impact, Outcome, Output, and activity monitoring indicators for KeLCoP and aligned to the technical components namely; Component 1 and Component 2
- iv. Automate KeLCoP monitoring process and develop standardized monitoring tools to be implemented for measuring the Project Theory of Change
- v. Integrate the M&E MIS system with the Project's Financial and Accounting System.

#### **Mandatory features of the automated M&E MIS**

The automated M&E MIS will have a minimum of the following features:

1. Project profile including the Project Coordination Unit, M&E structure and components
2. Enabled Geographical Information System (GIS) functionalities and reporting,
3. Project indicators as outlined in the Log frame i.e. impact, outcome and output indicators,
4. Project Annual Budget and Work plan (AWPB) activity level indicators,

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5. Project Annual Procurement Plan emanating from the AWPB,
  6. Data collection tools/templates such as beneficiary inventory data collection tools among others,
  7. Intrinsic analysis of data with import and export functionality to various data formats for ease of data manipulation,
  8. Capability to validate data uploaded such as filtering out duplicates, data inconsistencies,
  9. Hierarchical/layered data input at different levels
  10. Progress reporting against all outcome and input indicators annually and cumulatively over the Project period
  11. Inbuilt analytical tools to depict performance trends for outcome and impact level indicators,
  12. Self-service (SS) online & offline portal accessible by implementers – PMCU Office and Counties,
  13. Implement an online portal for web-based system for each project/program for data input and report generation,
  14. Automated email notifications for any changes or updates on the systems,
  15. Reports - generate notification emails for approaching & past deadlines of periodic/progress reports, with automatic escalations in case of default,
  16. Capability to generate an end-to-end progress report,
  17. Interactive dashboards indicating performance outlook at all levels (impact, outcome and output) and/or progress of achieving indicators on real time basis and indicating data cumulatively over the financial years for the Project life,
  18. Include a Document/file Management System that can upload and download data, files and documents. Example: activity reports such as Back to Office reports, payment vouchers, field requests, photos, video clips etc.),
  19. Design a consolidation database to merge the cost centers planning databases to generate the following summarized reports; Budget Financing by cost centre and sub item, components summary budgets, Comparison IFAD cost tables and annual budgets, training plans, trainings target beneficiaries,
  20. List of implementing partners and corresponding information/data
  21. List and links of KeLCoP financiers including; the Government of Kenya, International for Agricultural Development (IFAD) and Beneficiaries. The system should enable ease of adding other donors who may come be brought on board during the Project life,
  22. Create user-level access rights to system modules, functions and documents
  23. Capability to back-up and archive data, files and reports in the system,
  24. Provide a feedback mechanism from the system users
  25. In built support mechanisms such as help and basic trouble shooting,
  26. Capability to upscale the scope of the system such as capturing changes in log frame, indicators, users among others,
  27. Integration –
    - a. The system should be flexible to integrate with the Project’s Financial and Accounting System, and

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- b. The system should be flexible to integrate with Mobile-based applications such as Open Data Kit (ODK) and KOBO Tool box any other equivalent application.

## 8. Capacity building and transfer of knowledge

The consultant will provide the required training and support to KeLCoP PMCU and Counties to effectively utilize the system. The trainings will be held in Nakuru. The client will cater for the training cost for its staff and the consultant will cater for its own staff.

## 9. Reports and schedule of deliverables

The time schedule and duration for implementation is set out as follows:

Activity	Time frame	Responsibility
Kick-off meeting	1 week from sign-off	PMCU and Service provider
Business Review to enable preparation of inception plan and system build	1 week from kick-off	PMCU and Service provider
Development of automated M&E system and initial demonstration of its functionality to PMCU staff <sup>27</sup>	6 weeks	Service provider
Training of PMCU and other key staff on M&E system	2 weeks	Service provider
Pilot of M&E system & User Acceptance Testing (UAT)	4 weeks	PMCU and Service provider
Final Build of the automated M&E system	4 weeks	Service provider
Integration with the Finance and Accounting software	2 weeks	Service provider
Continuous review, hand-holding and improvements	-	PMCU, Service provider & other users

## 10. Consultant's qualifications and experience

The firm must have experience in the following:

1. General experience in providing consultancy services
2. Extensive experience and knowledge in similar assignments, particularly developing, installing and commissioning Monitoring & Evaluation and Management Information System for Government agencies, Development partners, private sector or groups of communities on projects management and monitoring and evaluation.
3. Experience in Computer programming in common languages but no limited to; Visual Basic, java, ASP, MS Access, SQL, Oracle

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The key personnel for this assignment should include:

### **Lead Consultant – Monitoring & Evaluation Expert**

#### **Responsibilities:**

- i. Overall coordinator of system development processes and supervision of the rest of the technical team
- ii. Conceptualize the system development requirements
- iii. Undertake a Systems Analysis and Design and present a detailed data flow diagram
- iv. Guide on capturing of output, outcome and impact indicators for ease of tracking and regular updates of the system

#### **Qualification and experience:**

- i. Academic qualification in Economics, M&E, Agriculture Economics, ICT or relevant discipline(s),
- ii. A Training in Monitoring and Evaluation or Project Management
- iii. Experience in development of M&E Management Information Systems and
- iv. Experience in development and implementation of M&E framework and M&E Plans in donor funded programmes/projects.

### **Expert 2: System Developer/Programmer**

#### **Responsibilities:**

- i. Database and modules development
- ii. Structured system coding for the modules

Qualification and experience:

- i. Academic qualification in Computer Science or related discipline(s), and
- ii. Experience in computer programming or software development or related discipline(s).

### **Expert 3: Applications Developer**

#### **Responsibilities:**

- i. Design android-based app for the system and integrate with Windows server.
- ii. Structured system coding for the App

#### **Qualifications:**

- i. Academic qualification in Computer Science or related discipline(s), and
- ii. Five (5) experience in mobile applications development and structured system coding.

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## **Expert 4: Web Developer**

### **Responsibilities:**

- i. Design front end system interface and integrate with Windows server SQL Databases and Modules.
- ii. Structured system coding for the system interface

### **Qualifications:**

- i. Academic qualification in Computer Science or related discipline(s) and
- ii. Experience in website development, software development or apps development.
- iii. Knowledge and familiarity of the donor funded Projects,
- iv. An understanding of public sector and/or Government operations,

### **11. Location and period of execution**

The assignment will be done at the KeLCoP Project Coordination and Management offices in Nakuru. The implementation will take a maximum of three months (90 calendar days) from the date of Contract signing. The vendor will ensure data integrity during and after the M&E MIS implementation. The system should provide a high security and cost-effective online portal.

Other implementation requirements include but not limited to:

- i. The vendor will provide at least one-year free post implementation support to KeLCoP
- ii. The M&E system should be able to stand alone and be web-based,
- iii. The M&E system that will be designed must be compatible with Microsoft Server and PC operating system,
- iv. The vendor will provide proper documentation for all the modules installed,
- v. The vendor will provide training and reference manuals for the different user levels,
- vi. The vendor MUST give full access rights to KeLCoP PMCU to do any modifications and/or changes to the M&E system when need arises,
- vii. Provide the required training and support to KeLCoP PMCU and Counties to effectively utilize the system.
- viii. The vendor will ensure hosting of the M&E System in the Project Servers is successful,

### **12. Project coordination**

The assignment will be under direct supervision of the Project Coordinator. All correspondents will be communicated in writing to the Project Coordinator

### **13. Services and facilities to be provided by client**

The Project will only provide an office space, desk and internet facilities to the client on a need basis.

### **14. Services and facilities to be provided by the consultant**

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The consultants will be required to have all the necessary facilities and services independently.

#	M&E System development stage	Responsibility	Task
1.	System Development	KeLCoP PMCU	<ul style="list-style-type: none"> <li>▪ Recruit Service provider</li> <li>▪ Provide list of indicators for input in the M&amp;E system</li> <li>▪ Share the expected data flows and requirements for KeLCoP</li> <li>▪ Support in designing M&amp;E plan through consultations and reviews</li> <li>▪ Share key documents as would be facilitative to support this assignment</li> </ul>
		Service provider	<ul style="list-style-type: none"> <li>▪ Attend kick-off meeting and present a similar sample database and M&amp;E System</li> <li>▪ Develop the M&amp;E system</li> <li>▪ Consult PMCU where necessary</li> </ul>
2.	Pilot Testing / User Acceptance Testing (UAT)	KeLCoP PMCU	<ul style="list-style-type: none"> <li>▪ Provide logistical support</li> <li>▪ Pilot testing</li> <li>▪ Give feedback to the consultant</li> </ul>
		Service provider	<ul style="list-style-type: none"> <li>▪ Train staff and on-job support</li> <li>▪ Provide technical support during pilot testing</li> </ul>
3.	Roll out of the M&E system	KeLCoP	<ul style="list-style-type: none"> <li>▪ Facilitate System roll out</li> <li>▪ Provide Feedback for system improvement</li> </ul>
		Service provider	<ul style="list-style-type: none"> <li>▪ Provide technical support for system roll out</li> <li>▪ On-demand support during implementation</li> <li>▪ Review and hand-holding PMCU and other system users until they are well-versed with the system</li> </ul>

## ANNEX 2

### Qualification and Evaluation Criteria

#### Preliminary Mandatory Requirements

- a) Valid Tax compliance certificate from Kenya Revenue Authority(KRA)
- b) Copy of Business Registration/Certificate of incorporation
- c) valid trading license/Business permit
- d) CR12 for limited companies, detailing the list of Directors and shareholdings & Copies of Identification cards(IDs) for the Directors

Item	Criteria	Points
For specific experience, evidence shall include successful experience in the execution of <b>assignments</b> of a similar nature and scope.		
<b>A.</b>	<b>General experience</b>	<b>10</b>
(i)	General experience in providing consultancy services	10
<b>B.</b>	<b>Specific experience</b>	<b>90</b>
(i)	Extensive experience and knowledge in similar assignments, particularly developing, installing and commissioning Monitoring &Evaluation and Management Information System for Government agencies, Development partners, private sector or groups of communities on projects management and monitoring and evaluation.	60
(ii)	Experience in Computer programming in common languages but no limited to; Visual Basic, java, ASP, MS Access, SQL, Oracle	30
	<b>Total Points</b>	<b>100</b>
	<b>Minimum points required to pass</b>	<b>70 points</b>

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