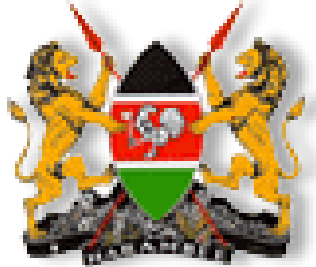


REPUBLIC OF KENYA

THE NATIONAL TREASURY

P. O. BOX 30007 00100

NAIROBI



THE NATIONAL TREASURY



CONSULTANCY SERVICES FOR THE DEVELOPMENT OF THE KENYA PFM REFORM PROGRAMME OPERATIONAL MANUAL

REQUEST FOR EXPRESSION OF INTEREST NATIONAL COMPETITIVE BIDDING

TENDER NO: TNT/PFMRCU/EOI/02/2017

CLOSING DATE: 18TH JULY, 2017 AT 10.00 AM.



THE NATIONAL TREASURY



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CONSULTANCY SERVICES FOR THE DEVELOPMENT OF THE KENYA PFM
REFORM PROGRAMME OPERATIONAL MANUAL**

REQUEST FOR EXPRESSION OF INTEREST

NATIONAL COMPETITIVE BIDDING

The Public Financial Management Reform Secretariat invites Expression of Interest from interested eligible bidders for the provision of consultancy services for the development of the PFM Reform Programme Operational Manual.

Detailed Terms of Reference can be obtained from the National Treasury website: www.treasury.go.ke or the PFM Reform Secretariat website: www.pfmr.go.ke. Those who download the documents from the website must forward their particulars immediately to the PFM Reform Secretariat for recording via: pfmsecretariat@gmail.com.

Completed Expression of Interest documents, enclosed in plain sealed envelope, marked EOI with the relevant EOI number and title shall be addressed to:

**THE PRINCIPAL SECRETARY,
NATIONAL TREASURY,
P.O. BOX 30007 – 00100,
NAIROBI**

and be deposited in the tender box provided at the Bima House, 8th Floor, Harambee Avenue, Nairobi, so as to be received on or before **18th July, 2017 at 10.00 am**. All late submissions will be rejected. Please note that bid opening will take place immediately thereafter.

**HEAD OF SUPPLY CHAIN MANAGEMENT SERVICES
FOR: PRINCIPAL SECRETARY/NATIONAL TREASURY**

Terms of Reference

Consultancy Services for the Development of the Kenya PFM Reform Programme Operational Manual

Background

The Public Financial Management Reform Programme was established in 2006 by the National Treasury to coordinate reforms in public financial management. The reforms aim among other objectives, was to ensure financial sustainability and balance in the economy, strengthen financial governance in the public sector, reduce poverty levels, increase transparency and accountability in the management of public funds and improve service delivery to the citizenry.

The reforms have yielded significant results, notably within the areas of internal and external audit, within tax collection and administration, budgeting, accounting and reporting, procurement and pension and payroll management, among other key Public Financial Management (PFM) systems.

The Programme currently leads the implementation of the 2013/18 PFM Reform Strategy which covers all aspects of the PFM system including resource mobilization, budgeting, accounting and reporting, audit, and oversight. It also addresses issues relating to inter-governmental fiscal relations and fiscal decentralization, PFM legal framework and the automation and integration of PFM standalone information systems. More than fifteen agencies in the public sector are implementing the reforms.

The Programme draws its resources from the government and various Development Partners including the Government of Denmark and the Government of Sweden through the Swedish International Development Agency (SIDA). Other Development Partners also offer direct support to various PFM agencies under the Programme.

The government recently revised the PFM Reform Strategy 2013-18. The review, highlighted critical emerging issues that include the devolved system of governance, donor partnerships and interaction with various stakeholders. The emerging issues have been incorporated in the Revised PFM Strategy. There is therefore need to develop an Operational Manual to guide the agencies implementing the Programme on the requisite operational procedures in line with the Revised Strategy.

In this regard, the National Treasury, through the Public Financial Management Reform Secretariat seeks to engage consultancy services to develop an Operational Manual for the Programme according to the following terms of reference:

Objective of the Consultancy

The **overall objective of this assignment** is to develop an Operational Manual to guide the agencies implementing the Public Financial Management Reform Strategy on the basic procedures of implementation. The Operational Manual must achieve the following specific objectives:

- a) guide the Programme implementing agencies and stakeholders in accessing, utilizing and accounting for the Programme funds;
- b) serve as a reference and training resource on the Programme and;
- c) serve as a guide for auditors, consultants, Development Partners and other stakeholders who may wish to understand or evaluate the Programme's operational procedures

Scope of Work

Although the expectation is for the consultants to be highly innovative around the framework of the Operational Manual, the assignment must encompass the following elements:

- Review of the Programme's documents and publications (including previous and current PFM Reform Strategies), relevant Project Operational Manuals by our key Development Partners, relevant laws and regulations, and any other publications on the subject.
- Consultations with key National Treasury departments and the Public Financial Management Reform Secretariat for the consultant to understand the Programme's operational practices and challenges.
- Consultations with relevant Development Partners (DPs) to understand their operational procedures and the challenges they encounter in funding the reforms strategy. This is expected to provide suggestions on how best the operational procedures between the DPs and Government can be improved.
- Consultations with various implementing agencies (outside the National Treasury) of the strategy and select county governments (executive and county assembly) to collect views on the best operational practices on key aspects of the Programme.

The outline of the Operational Manual must include the following, as a minimum:

- Introduction ---- Purpose of the Manual
- Programme objectives and description of components
- Key stakeholders of the Programme

- Institutional and implementation arrangements for the Programme ((including the Terms of Reference (ToR) for key organs and staff)
- Work planning process and reviews
- Budgeting procedures
- Disbursement of funds to/within the Programme
- Accounting and financial procedures
- Procurement procedures: procurement plan and relevant procurement methods and documentation for stores (asset register) and selection methods for consultants (contract forms for Technical Assistants and ToRs)
- Training procedures: Plans, Schedules and Budgets, among others
- Monitoring, Evaluation and reporting
- Flow of information and documents within the Programme
- Communications: Methods & techniques used
- Auditing arrangements
- Sample Documents: for Procurement of Goods (Methods for ICB, NCB, Shopping); for Consulting Services (Selection Methods, Contract Forms, TORs)

Key Deliverables and Timeframe

The consultant is expected to deliver the following:

- a) An Inception Report. The inception report shall provide details on the work plan, methodology, and a draft framework of the operational manual – **submission within 2 weeks of signing of contract.**
- b) A draft report on findings after consultations with stakeholders as outlined in ‘Scope of Work’. The draft report which should also include an outline of the Operational Manual, should be presented to key stakeholders in a workshop setting – on the **6th week.**
- c) The final report and improved outline of the Operational Manual – on the **8th week.**
- d) A draft Operational Manual presented to key stakeholders in a workshop setting for comments – on the **10th week.**
- e) A final Operational Manual incorporating comments from stakeholders presented for validation in a workshop setting – on the **12th week.**

The consultant is expected to deliver the assignment within a **period of 12 weeks.**

Consultant Profile

The prospective consultant for this assignment must possess the following local and regional/international levels of experience:

- Development of an Operational Manual for a donor funded government programme – at least 2 local assignments and at least 1 regional/international assignments.
- Demonstrable experience in the implementation and coordination of a multi-donor project in the public sector – at least 2 assignments.
- Provide proof of the experience stated above.

The lead consultant must possess the following qualifications and experience:

- At least a master's degree from a reputable institution.
- Experience in developing an Operational Manual for a donor funded government programme – at least 2 local and 1 international/regional assignments
- Experience in the implementation and coordination of a multi-donor project in the public sector – at least 2 assignments
- Submit a copy of an Operational Manual you produced for a donor funded government programme
- Provide proof of experience in the above stated areas
- Provide proof of professional and academic qualification and testimonials

The assisting consultants (*at least two*) must possess the following qualifications and experience:

- At least a bachelor's degree from a reputable institution.
- Experience in developing an Operational Manual for a donor funded government programme – at least 1 local and 1 international/regional assignment
- Experience in the implementation and coordination of a multi-donor project in the public sector – at least 1 assignment
- Provide proof of experience in the above stated areas
- Provide proof of professional and academic qualification and testimonials

Reporting

On all matters pertaining to this consultancy, the consultants will report to the Programme Coordinator - PFM Reform Secretariat, Bima House, Nairobi.

Support from the National Treasury/PFMR Secretariat

The National Treasury, through the PFMR Secretariat, will work closely with the consultant to deliver the assignment. All logistics and travel arrangements will be agreed upon between the consultant and the PFMR Secretariat.

Negotiation

The National Treasury through the PFMR Secretariat will invite and negotiate with the successful bidder. The negotiation will be on both the technical and financial bids.