

# REPUBLIC OF KENYA

THE NATIONAL TREASURY AND PLANNING

P. O. BOX 30007 - 00100

NAIROBI

REQUEST FOR PROPOSALS (RFP)

FOR

PROVISION OF CONSULTANCY SERVICES FOR  
INTEGRATED FINANCIAL MANAGEMENT  
INFORMATION SYSTEM (IFMIS) QUALITY  
ASSURANCE PARTNER

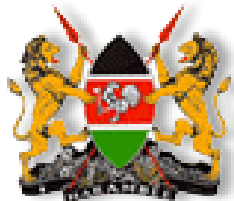
TENDER NO: TNT/024/2020 - 2021

CLOSING DATE: THURSDAY 3<sup>RD</sup> DECEMBER, 2020 AT 11.00 A.M.

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SECTION I - LETTER OF INVITATION



REPUBLIC OF KENYA  
THE NATIONAL TREASURY AND PLANNING  
PROVISION OF CONSULTANCY SERVICES FOR INTEGRATED FINANCIAL  
MANAGEMENT INFORMATION SYSTEM (IFMIS) QUALITY ASSURANCE  
PARTNER  
TENDER NO. TNT/024/2020 - 2021

The National Treasury invites Request for Proposals (RFP) from interested consultants for provision of consultancy services for Integrated Financial Management Information System (IFMIS) Quality Assurance Partner.

A complete set of request for proposal documents may be downloaded by interested candidates free of charge at [www.treasury.go.ke](http://www.treasury.go.ke) or [www.tender.go.ke](http://www.tender.go.ke) and those who have downloaded the document from the website must forward their particulars immediately for recording and any further clarifications and addenda to [procurement@treasury.go.ke](mailto:procurement@treasury.go.ke).

Completed Tender Documents “Original” and “Copy”, enclosed in plain sealed envelope, marked with the tender number shall be addressed to: -

The Principal Secretary,  
The National Treasury,  
P. O. Box 30007 – 00100,  
Nairobi, Kenya

and be deposited in the tender box provided at the Treasury Building, 6<sup>th</sup> Floor, Harambee Avenue, Nairobi, so as to be received on or before **Thursday 3<sup>rd</sup> December, 2020 at 11.00 a.m.**

Bids shall be accompanied by a Bid Security of **Kenya Shillings One Million Only (Kshs. 1,000,000.00)** from a reputable financial institution in Kenya valid for 30 days beyond Tender Validity period.

All Bid Documents must be sequentially serialized / paginated.

Tenders will be opened immediately thereafter in the presence of the tenderers or their representatives who choose to attend the opening at The National Treasury, Treasury Building, 6<sup>th</sup> floor, Conference Room No. 603 on **Thursday 3<sup>rd</sup> December, 2020 at 11.00 a.m.**

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

## SECTION II: - INFORMATION TO CONSULTANTS (ITC)

### 2.1 Introduction

- 2.1.1 The Client named in the Appendix to “ITC” will select a firm among those invited to submit a proposal, in accordance with the method of selection detailed in the appendix. The method of selection shall be as indicated by the procuring entity in the Appendix.
- 2.1.2 The consultants are invited to submit a Technical Proposal and a Financial Proposal, or a Technical Proposal only, as specified in the Appendix “ITC” for consulting services required for the assignment named in the said Appendix. A Technical Proposal only may be submitted in assignments where the Client intends to apply standard conditions of engagement and scales of fees for professional services which are regulated as is the case with Building and Civil Engineering Consulting services. In such a case the highest ranked firm of the technical proposal shall be invited to negotiate a contract on the basis of scale fees. The proposal will be the basis for Contract negotiations and ultimately for a signed Contract with the selected firm.
- 2.1.3 The consultants must familiarize themselves with local conditions and take them into account in preparing their proposals. To obtain first-hand information on the assignment and on the local conditions, consultants are encouraged to liaise with the Client regarding any information that they may require before submitting a proposal and to attend a pre-proposal conference where applicable. Consultants should contact the officials named in the Appendix “ITC” to arrange for any visit or to obtain additional information on the pre-proposal conference. Consultants should ensure that these officials are advised of the visit in adequate time to allow them to make appropriate arrangements.
- 2.1.4 The Client will provide the inputs specified in the Appendix “ITC”, assist the firm in obtaining licenses and permits needed to carry out the services and make available relevant project data and reports.
- 2.1.5 Please note that (i) the costs of preparing the proposal and of negotiating the Contract, including any visit to the Client are not reimbursable as a direct cost of the assignment; and (ii) the Client is not bound to accept any of the proposals submitted.
- 2.1.6 The procuring entity’s employees, committee members, board members and their relative (spouse and children) are not eligible to participate.
- 2.1.7 The price to be charged for the tender document shall be free.
- 2.1.8 The procuring entity shall allow the tenderer to review the tender document free of charge before purchase.

## 2.2 Clarification and Amendment of RFP Documents

- 2.2.1 Consultants may request a clarification of any of the RFP documents only up to seven [7] days before the proposal submission date. Any request for clarification must be sent in writing by paper mail or electronic mail to the Client's address indicated in the Appendix "ITC". The Client will respond by paper mail or electronic mail to such requests and will send written copies of the response (including an explanation of the query but without identifying the source of inquiry) to all invited consultants who intend to submit proposals.
- 2.2.2 At any time before the submission of proposals, the Client may for any reason, whether at his own initiative or in response to a clarification requested by an invited firm, amend the RFP. Any amendment shall be issued in writing through addenda. Addenda shall be sent by paper mail or electronic mail to all invited consultants and will be binding on them. The Client may at his discretion extend the deadline for the submission of proposals.

## 2.3 Preparation of Technical Proposal

- 2.3.1 The Consultants proposal shall be written in English language.
- 2.3.2 In preparing the Technical Proposal, consultants are expected to examine the documents constituting this RFP in detail. Material deficiencies in providing the information requested may result in rejection of a proposal.
- 2.3.3 While preparing the Technical Proposal, consultants must give particular attention to the following:
- (i) If a firm considers that it does not have all the expertise for the assignment, it may obtain a full range of expertise by associating with individual consultant(s) and/or other firms or entities in a joint venture or sub-consultancy as appropriate. Any firms associating in contravention of this requirement shall automatically be disqualified.
  - (ii) For assignments on a staff-time basis, the estimated number of professional staff-time is given in the Appendix. The proposal shall however be based on the number of professional staff-time estimated by the firm.
  - (iii) It is desirable that the majorities of the key professional staff proposed be permanent employees of the firm or have an extended and stable working relationship with it.
  - (iv) Proposed professional staff must as a minimum, have the experience indicated in Appendix, preferably working under conditions similar to those prevailing in Kenya.
  - (v) Alternative professional staff shall not be proposed and only one Curriculum Vitae (CV) may be submitted for each position.

2.3.4 The Technical Proposal shall provide the following information using the attached Standard Forms;

- (i) A brief description of the firm's organization and an outline of recent experience on assignments of a similar nature. For each assignment the outline should indicate *inter alia*, the profiles of the staff proposed, duration of the assignment, contract amount and firm's involvement.
- (ii) Any comments or suggestions on the Terms of Reference, a list of services and facilities to be provided by the Client.
- (iii) A description of the methodology and work plan for performing the assignment.
- (iv) The list of the proposed staff team by specialty, the tasks that would be assigned to each staff team member and their timing.
- (v) CVs recently signed by the proposed professional staff and the authorized representative submitting the proposal. Key information should include number of years working for the firm/entity and degree of responsibility held in various assignments during the last ten (10) years.
- (vi) Estimates of the total staff input (professional and support staff staff-time) needed to carry out the assignment supported by bar chart diagrams showing the time proposed for each professional staff team member.
- (vii) A detailed description of the proposed methodology, staffing and monitoring of training, if Appendix "ITC" specifies training as a major component of the assignment.
- (viii) Any additional information requested in Appendix "ITC".

2.3.5 The Technical Proposal shall not include any financial information.

## **2.4 Preparation of Financial Proposal**

2.4.1 In preparing the Financial Proposal, consultants are expected to take into account the requirements and conditions outlined in the RFP documents. The Financial Proposal should follow Standard Forms (Section IV). It lists all costs associated with the assignment including; (a) remuneration for staff (in the field and at headquarters), and; (b) reimbursable expenses such as subsistence (per diem, housing), transportation (international and local, for mobilization and demobilization), services and equipment (vehicles, office equipment, furniture, and supplies), office rent, insurance, printing of documents, surveys, and training, if it is a major component of the assignment. If appropriate these costs should be broken down by activity.

2.4.2 The Financial Proposal should clearly identify as a separate amount, the local taxes, duties, fees, levies and other charges imposed under the law on the consultants, the sub-consultants and their personnel, unless Appendix "ITC" specifies otherwise.

- 2.4.3 Consultants shall express the costs of their services in Kenya Shillings, unless Appendix “ITC” specifies otherwise.
- 2.4.4 Commissions and gratuities, if any, paid or to be paid by consultants and related to the assignment will be listed in the Financial Proposal submission Form.
- 2.4.5 The Proposal must remain valid for 120 days after the submission date. During this period, the consultant is expected to keep available, at his own cost, the professional staff proposed for the assignment. The Client will make his best effort to complete negotiations within this period. If the Client wishes to extend the validity period of the proposals, the consultants shall agree to the extension.

## **2.5 Submission, Receipt, and Opening of Proposals**

- 2.5.1 The original proposal (Technical Proposal and, if required, Financial Proposal; see para. 2.1.2) shall be prepared in indelible ink. It shall contain no interlineation or overwriting, except as necessary to correct errors made by the firm itself. Any such corrections must be initialed by the persons or person authorized to sign the proposals.
- 2.5.2 For each proposal, the consultants shall prepare the number of copies indicated in Appendix ITC. Each Technical Proposal and Financial Proposal shall be marked “**ORIGINAL**” or “**COPY**” as appropriate. If there are any discrepancies between the original and the copies of the proposal, the original shall govern.
- 2.5.3 The original and all copies of the Technical Proposal shall be placed in a sealed envelope clearly marked “**TECHNICAL PROPOSAL,**” and the original and all copies of the Financial Proposal in a sealed envelope clearly marked “**FINANCIAL PROPOSAL**” and warning: “**DO NOT OPEN WITH THE TECHNICAL PROPOSAL**”. Both envelopes shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address and other information indicated in the Appendix “ITC” and be clearly marked, “**DO NOT OPEN, EXCEPT IN PRESENCE OF THE OPENING COMMITTEE.**”
- 2.5.4 The completed Technical and Financial Proposals must be delivered at the submission address on or before the time and date stated in the Appendix “ITC”. Any proposal received after the closing time for submission of proposals shall be returned to the respective consultant unopened.
- 2.5.5 After the deadline for submission of proposals, the Technical Proposal shall be opened immediately by the opening committee. The Financial Proposal shall remain sealed and deposited with a responsible officer of the client department up to the time for public opening of financial proposals.

## **2.6 Proposal Evaluation General**

- 2.6.1 From the time the bids are opened to the time the Contract is awarded, if any consultant wishes to contact the Client on any matter related to his proposal, he should do so in writing at the address indicated in the Appendix "ITC". Any effort by the firm to influence the Client in the proposal evaluation, proposal comparison or Contract award decisions may result in the rejection of the consultant's proposal.
- 2.6.2 Evaluators of Technical Proposals shall have no access to the Financial Proposals until the technical evaluation is concluded.

## **2.7 Evaluation of Technical Proposal**

- 2.7.1 The evaluation committee, appointed by the Client shall evaluate the proposals on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria, sub criteria and point system specified in the Appendix "ITC".

Each responsive proposal will be given a technical score (St). A proposal shall be rejected at this stage if it does not respond to important aspects of the Terms of Reference or if it fails to achieve the minimum technical score indicated in the Appendix "ITC".

## **2.8 Public Opening and Evaluation of Financial Proposal**

- 2.8.1 After Technical Proposal evaluation, the Client shall notify those consultants whose proposals did not meet the minimum qualifying mark or were considered. Non-responsive bids to the RFP and Terms of Reference, indicating that their Financial Proposals will be returned after completing the selection process. The Client shall simultaneously notify the consultants who have secured the minimum qualifying mark, indicating the date and time set for opening the Financial Proposals and stating that the opening ceremony is open to those consultants who choose to attend. The opening date shall not be sooner than seven (7) days after the notification date. The notification may be sent by paper mail or electronic mail.
- 2.8.2 The Financial Proposals shall be opened publicly in the presence of the consultants' representatives who choose to attend. The name of the consultant, the technical scores and the proposed prices shall be read aloud and recorded when the Financial Proposals are opened. The Client shall prepare minutes of the public opening.
- 2.8.3 The evaluation committee will determine whether the financial proposals are complete i.e. whether the consultant has costed all the items of the corresponding Technical Proposal and correct any computational errors. The cost of any unpriced items shall be assumed to be included in other costs in the proposal. In all cases, the total price of the Financial Proposal as submitted shall prevail.
- 2.8.4 While comparing proposal prices between local and foreign firms participating in a selection process in financial evaluation of Proposals, firms incorporated in Kenya where indigenous Kenyans own 51% or more of the share capital shall be allowed a 10% preferential bias in proposal prices. However, there shall be no such preference in the technical evaluation of the tenders. Proof of local incorporation and citizenship shall be



required before the provisions of this sub-clause are applied. Details of such proof shall be attached by the Consultant in the financial proposal.

- 2.8.5 The formulae for determining the Financial Score ( $S_f$ ) shall, unless an alternative formulae is indicated in the Appendix "ITC", be as follows:-

$S_f = 100 \times \frac{F_m}{F}$  where  $S_f$  is the financial score;  $F_m$  is the lowest priced financial proposal and  $F$  is the price of the proposal under consideration. Proposals will be ranked according to their combined technical ( $S_t$ ) and financial ( $S_f$ ) scores using the weights ( $T$ =the weight given to the Technical Proposal;  $P$  = the weight given to the Financial Proposal;  $T + P = 1$ ) indicated in the Appendix. The combined technical and financial score,  $S$ , is calculated as follows:-  $S = S_t \times T\% + S_f \times P\%$ . The firm achieving the highest combined technical and financial score will be invited for negotiations.

- 2.8.6 The tender evaluation committee shall evaluate the tender within 30 days from the date of opening the tender.
- 2.8.7 Contract price variations shall not be allowed for contracts not exceeding one year (12 months).
- 2.8.8 Where contract price variation is allowed, the variation shall not exceed 10% of the original contract price.
- 2.8.9 Price variation requests shall be processed by the procuring entity within 30 days of receiving the request.

## 2.9 Negotiations

- 2.9.1 Negotiations will be held at the same address as "address to send information to the Client" indicated in the Appendix "ITC". The aim is to reach agreement on all points and sign a contract.
- 2.9.2 Negotiations will include a discussion of the Technical Proposal, the proposed methodology and work plan, staffing and any suggestions made by the firm to improve the Terms of Reference. The Client and firm will then work out final Terms of Reference, staffing and bar charts indicating activities, staff periods in the field and in the head office, staff-months, logistics and reporting. The agreed work plan and final Terms of Reference will then be incorporated in the "Description of Services" and form part of the Contract. Special attention will be paid to getting the most the firm can offer within the available budget and to clearly defining the inputs required from the Client to ensure satisfactory implementation of the assignment.
- 2.9.3 Unless there are exceptional reasons, the financial negotiations will not involve the remuneration rates for staff (no breakdown of fees).
- 2.9.4 Having selected the firm on the basis of, among other things, an evaluation of proposed key professional staff, the Client expects to negotiate a contract on the basis of the experts named in the proposal. Before contract negotiations, the Client will require assurances that the experts will be actually available. The Client will not consider

substitutions during contract negotiations unless both parties agree that undue delay in the selection process makes such substitution unavoidable or that such changes are critical to meet the objectives of the assignment. If this is not the case and if it is established that key staff were offered in the proposal without confirming their availability, the firm may be disqualified.

2.9.5 The negotiations will conclude with a review of the draft form of the Contract. To complete negotiations the Client and the selected firm will initial the agreed Contract. If negotiations fail, the Client will invite the firm whose proposal received the second highest score to negotiate a contract.

2.9.6 The procuring entity shall appoint a team for the purpose of the negotiations.

## **2.10 Award of Contract**

2.10.1 The Contract will be awarded following negotiations. After negotiations are completed, the Client will promptly notify other consultants on the shortlist that they were unsuccessful and return the Financial Proposals of those consultants who did not pass the technical evaluation unopened.

2.10.2 The selected firm is expected to commence the assignment on the date and at the location specified in Appendix "ITC".

2.10.3 The parties to the contract shall have it signed within 14 days from the date of notification of contract award unless there is an administrative review request.

2.10.4 The procuring entity may at any time terminate procurement proceedings before contract award and shall not be liable to any person for the termination.

2.10.5 The procuring entity shall give prompt notice of the termination to the tenderers and on request give its reasons for termination within 14 days of receiving the request from any tenderer.

2.10.6 To qualify for contract awards, the tenderer shall have the following:

- (a) Necessary qualifications, capability experience, services, equipment and facilities to provide what is being procured.
- (b) Legal capacity to enter into a contract for procurement
- (c) Shall not be insolvent, in receivership, bankrupt or in the process of being wound up and is not the subject of legal proceedings relating to the foregoing.
- (d) Shall not be debarred from participating in public procurement.

## **2.11 Confidentiality**

2.11.1 Information relating to evaluation of proposals and recommendations concerning awards shall not be disclosed to the consultants who submitted the proposals or to other persons not officially concerned with the process, until the winning firm has been notified that it has been awarded the Contract.

## **2.12 Corrupt or fraudulent practices**

- 2.12.1 The procuring entity requires that the consultants observe the highest standards of ethics during the selection and award of the consultancy contract and also during the performance of the assignment. The tenderer shall sign a declaration that he has not and will not be involved in corrupt or fraudulent practices.
- 2.12.2 The procuring entity will reject a proposal for award if it determines that the consultant recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.
- 2.12.3 Further a consultant who is found to have indulged in corrupt or fraudulent practices risks being debarred from participating in public procurement in Kenya.

## Appendix to Information to Consultants (ITC)

The following information for procurement of consultancy services and selection of consultants shall complement or amend the provisions of the information to consultants, wherever there is a conflict between the provisions of the information and to consultants and the provisions of the appendix, the provisions of the appendix herein shall prevail over those of the information to consultants.

2.1.1 a. The name of the Client is: **THE NATIONAL TREASURY**

b. The method of selection is: **Quality Cost Based Selection**

2.1.2 Technical and Financial Proposals are requested for: **Provision of consultancy services for IFMIS Quality Assurance Partner**

2.1.3 A pre-proposal conference will be held: No.

The name(s), address (es) and telephone numbers of the Client's official(s) are:

**The National Treasury  
Harambee Avenue  
6<sup>TH</sup> floor, room 601  
P.O. Box 30007 - 00100  
Nairobi  
Tel: +254-20-2252299**

2.1.4 The Client will provide the following inputs: **Information regarding the assignment will be provided to the successful firm.**

2.2.1 Clarifications may only be requested upto Three (3) days before the submission date. The address for requesting clarification is:

**The National Treasury  
Harambee Avenue  
6<sup>TH</sup> floor, room 601  
P.O. Box 30007 00100,  
Nairobi  
Tel: +254-20-2252299  
Email: [procurement@treasury.go.ke](mailto:procurement@treasury.go.ke)**

2.3.1 Proposals should be submitted in **English Language**.

2.3.3 While preparing the Technical Proposal, consultants must give particular attention to the following;

a. The estimated period of the consultancy is: **24 Months**

b. The minimum qualification and experience of the consultant is as follows:

#	Position	Qualifications	Experience
a.	Project Manager	<ul style="list-style-type: none"> <li>i. Experience in PFM processes</li> <li>ii. At least 10 years of experience in managing System implementation projects, supervision and quality assurance.</li> <li>iii. Knowledge and experience in PFM systems in a government setting.</li> <li>iv. Project Management Certification</li> <li>v. At least Bachelor's Degree in Business Management or Information Systems or related field.</li> </ul>	<ul style="list-style-type: none"> <li>i. Overall team leader in the assignment responsible for coordination of activities and reporting to the client.</li> <li>ii. Coordination with The National Treasury IFMIS Director and team leaders on tracking project progress.</li> <li>iii. Overall management of the QA team and their scope, deliverables, quality &amp; timelines</li> <li>iv. Timely production of all planned outputs under the assignment.</li> </ul>
b.	Oracle Financials Expert	<ul style="list-style-type: none"> <li>i. Experience in PFM processes</li> <li>ii. At least 5 years of experience in a techno/functional on Oracle EBS Financials.</li> <li>iii. Certification in Oracle Financials Implementation</li> <li>iv. At least Master's Degree in Finance, Business Management or Information Systems or related field.</li> <li>v. Experience in Finance and Budgeting in Government setting</li> </ul>	<ul style="list-style-type: none"> <li>i. Quality assurance of functional and technical aspects of Oracle financial modules.</li> <li>ii. In conjunction with Enterprise Architect/ Systems Integration expert, quality assurance of the integration activities.</li> <li>iii. Quality assurance of all support provided by the support vendors on Oracle Financials</li> <li>iv. Quality assurance of training activities related to Oracle Financials modules.</li> </ul>
c.	Oracle Supply Chain Expert	<ul style="list-style-type: none"> <li>i. Experience in PFM processes</li> <li>ii. At least 5 years of experience in a techno/functional in</li> </ul>	<ul style="list-style-type: none"> <li>i. Quality assurance of functional and technical aspects of Oracle supply</li> </ul>

#	Position	Qualifications	Experience
		<p>Oracle Supply Chain</p> <ul style="list-style-type: none"> <li>iii. Certification in Oracle Supply Chain</li> <li>iv. At least Master's Degree in Supply Chain Management or Business Management or related field.</li> <li>v. Knowledge and experience in Supply Chain Management in Government setting</li> </ul>	<ul style="list-style-type: none"> <li>chain modules.</li> <li>ii. Quality assurance of all functional and technical aspects of IFMIS Supply Chain modules</li> <li>iii. Quality assurance of all support provided by the support vendors on Oracle Supply Chain</li> <li>iv. Quality assurance of training activities related to Oracle Supply Chain modules.</li> </ul>
d.	<b>Oracle Hyperion Expert</b>	<ul style="list-style-type: none"> <li>i. Experience in PFM processes, specifically on Planning and Budgeting</li> <li>ii. At least 5 years of experience in a techno/functional in Oracle Hyperion</li> <li>iii. Certification in Hyperion Implementation</li> <li>iv. At least Bachelor's Degree in Business Management or Information Systems or related field.</li> </ul>	<ul style="list-style-type: none"> <li>i. Quality assurance of functional and technical aspects of Oracle Hyperion.</li> <li>ii. Quality assurance of all functional and technical aspects of Oracle Hyperion</li> <li>iii. Quality assurance of training activities related to Oracle Hyperion.</li> </ul>
e.	<b>Oracle BI and Integration Expert</b>	<ul style="list-style-type: none"> <li>i. Experience in PFM processes</li> <li>ii. At least 5 years of experience in a techno/functional in Oracle BI</li> <li>iii. Certification in Oracle BI, Data warehouse, and SOA, EA frameworks.</li> <li>iv. At least Bachelor's Degree in Business Management or Information Systems or related field.</li> <li>v. Experience in at least one large scale middleware</li> </ul>	<ul style="list-style-type: none"> <li>i. Quality assurance of BI reporting requirements for National and County Governments.</li> <li>ii. Quality assurance of functional and technical aspects of BI module and integration during implementation</li> <li>iii. Quality assurance of enterprise architecture strategies, processes and methodologies</li> <li>iv. Quality assurance of</li> </ul>

#	Position	Qualifications	Experience
		implementation	integration and enterprise architecture frameworks v. Quality assurance of training activities related to BI and Middleware
f.	<b>Security Expert</b>	<ul style="list-style-type: none"> <li>i. At least 5 years of experience in a Database Management and at least 2 in Database Security</li> <li>ii. Certification in Oracle Database &amp; Database Security</li> <li>iii. At least Bachelor's Degree in Business Management or Information Systems or related field.</li> </ul>	<ul style="list-style-type: none"> <li>i. Review Oracle Database and Applications set ups</li> <li>ii. In conjunction with Enterprise Architect/Systems Integration expert, design necessary technical objects for integration.</li> <li>iii. Training of IFMIS staff on secure database administration</li> </ul>
g.	<b>Security Expert (Network and Infrastructure)</b>	<ul style="list-style-type: none"> <li>i. At least 5 years of experience in a Network Security for IBM and Cisco products</li> <li>ii. At least 5 years of experience in SPARC server administration</li> <li>iii. Certification in Network Security</li> <li>iv. Certification in SPARC server</li> <li>v. At least Bachelor's Degree in Business Management or Information Systems or related field.</li> </ul>	<ul style="list-style-type: none"> <li>i. Quality assurance of IFMIS Network security and server set ups</li> <li>ii. In conjunction with Enterprise Architect/Systems Integration expert, design necessary network and server specifications for integrations.</li> <li>iii. Training of IFMIS staff on secure server/network administration</li> </ul>
h.	<b>IFMIS Strategy Expert</b>	<ul style="list-style-type: none"> <li>i. Experience in PFM in public sector setting</li> <li>ii. At least 5 years' experience development and preparation of IFMIS strategies.</li> <li>iii. Knowledge and experience in PFM systems in a government setting.</li> <li>iv. At least Bachelor's Degree in Business Management or</li> </ul>	<ul style="list-style-type: none"> <li>i. Prepare the work plan for the development of the IFMIS strategic plan</li> <li>ii. Coordinate the stakeholder meetings with the IFMIS department</li> <li>iii. Coordinate the development of the IFMIS.</li> <li>iv. Undertake all logistical</li> </ul>

#	Position	Qualifications	Experience
		Information Systems or related field.	<p>coordination activities for the strategic plan workshop.</p> <p>v. Undertake all activities related to the finalisation of the IFMIS strategic plan.</p>

d. Presentations that are part of the assignment must be written in English language.

#### 2.4.2 Taxes

The financial proposal should clearly estimate, as a separate amount, the local taxes (including social security), duties, fees, levies, and other charges imposed under the applicable law, on the consultants, the sub consultants, and their personnel as charges required under the Kenyan law.

2.4.3 Consultants shall express the costs in **Kenya Shillings**.

2.4.5 Proposals must remain valid for **180 days** after the submission.

2.5.2 Consultants must submit **one (1) original and Five (5) copies (technical proposals)** and **one (1) original and Five (5) copies (financial proposals)** proposal.

2.5.3 The proposal submission address is:

Principal Secretary,  
The National Treasury  
P.O. Box 30007 00100  
Nairobi

2.5.4 Proposals must be submitted not later than the following date and time:

**Thursday 3<sup>rd</sup> December, 2020 at 11.00 a.m.**

2.6.1 The address to send information to the Client is:

Principal Secretary,  
The National Treasury,  
P.O. Box 30007 00100  
Nairobi

2.6.3 The minimum technical score required to pass: **70%**

2.7.1 The number of points to be given under each of the evaluation criteria are:



## Evaluation Criteria

### Mandatory Requirements

- 1) Certified copy of certificate of Incorporation or Certificate of Registration or equivalent for the International firms which must be certified by the Kenyan Mission in the respective countries of origin or the respective mission in Kenya (For each party/member of consortium in case of a joint venture)
- 2) Copy of Valid current Tax Compliance Certificate or equivalent for the International firms which must be certified by the Kenyan Mission in the respective countries of origin or the respective mission in Kenya (For each party/member of consortium in case of a joint venture)
- 3) Certified copy of Certificate of Confirmation of Directors and Shareholding (CR 12) (Issued within the last 12 Months to Tender Opening Date) or equivalent for the International firms which must be certified by the Kenyan Mission in the respective countries of origin or the respective mission in Kenya.
- 4) Original Bid Security of **Kshs. 1,000,000.00 (Kenya Shillings One Million Only)** from a reputable Financial Institution in Kenya valid for 30 days beyond the Tender Validity period. (Prime / Lead Bidder to provide) **(Must be attached in the Technical Proposals)**
- 5) The bid document **“Original”** and **“Copies”** must be sequentially paginated / serialized.
- 6) Submitted the required number of copies of the Technical Proposals i.e. one (1) original and Five (5) copies. **(To be attached in the Technical Proposals)**
- 7) Duly filled, signed and Stamped Technical Proposal Submission Form **(To be attached in the Technical Proposal)**
- 8) Duly filled, signed and Stamped Financial Proposal Submission Form **(To be attached in the Financial Proposal)**
- 9) Submitted the required number of copies of the Financial Proposals i.e. one (1) original and Five (5) copies **(To be attached in the Financial Proposal)**

**NOTE: All copies that require certification must be certified by a Commissioner of Oaths**

1. **Specific experience of the firm related to the assignment** **(20 Marks)**
  - Interpretation of TORs/Firm’s understanding of the scope of work (6 Marks)
  - Experience in Quality Assurance for system implementation in line with requirements as outlined in item 5 of the TOR (Provide evidence through recommendation letters, contracts or Local Service Order from at least 2 client reference sites) (14 Marks)
    - a. quality assurance assignments (1 mark)
    - b. IFMIS Strategic Plans (3 marks)
    - c. Public Finance Management Processes (2 marks)
    - d. Oracle infrastructure (3 marks)
    - e. Oracle applications (3 mark)
    - f. IT Project Management (1 mark)
    - g. Strategic Plan development and Project Management Office (1 mark)
2. **Adequacy of the proposed work plan and methodology in**

**responding to the Terms of Reference (15 Marks)**

- Methodology of implementing the assignment to achieve the desired objectives. (10 Marks)
- Work plan to incorporate all the activities to be undertaken as per the Terms of Reference. (5 Marks)

**3. Qualifications and competence of the key staff for the assignment (55 Marks)**

**i) Project Manager (10 Points)**

- i. Experience in PFM processes (3 Marks)
- ii. At least 10 years of experience in managing System implementation projects, supervision and quality assurance. Must provide evidence through recommendation letters of assignment of a similar nature. (5 Marks)
- iii. Project Management Certification (attach certificate) (1 Mark)
- iv. At least Bachelor's Degree in Business Management or Information Systems or related field (attach certificate) (1 Mark)

**ii) Oracle Financials Expert (8 Marks)**

- At least 5 years of experience in a techno/functional on Oracle EBS Financials. Must provide evidence through recommendation letters from assignment of a similar nature (4 Marks)
- Certification in Oracle Financials Implementation (attach certificate) (2 Marks)
- At least Master's Degree in Financial Management or related field. (attach certificate) (1 Mark)
- Experience in PFM processes i.e. Finance and budgeting process In Government Setting. (1 Mark)

**iii) Oracle Supply Chain Expert (6 Marks)**

- At least 5 years of experience in a techno/functional in Oracle Supply Chain. Must provide evidence through recommendation letter from assignment of a similar nature. (3 Marks)
- Certification in Oracle Supply Chain (attach certificate) (1 Marks)
- At least Master's Degree in Supply Chain Management or related field. (attach certificate) (1 Marks)
- Experience in PFM process i.e. in Supply Chain Management In Government setting (1 Mark)

**iv) Oracle Hyperion Expert (6 Marks)**

- Experience in PFM processes, specifically on Planning and Budgeting. (2 Marks)
- At least 5 years of experience in a techno/functional in Oracle Hyperion. Must provide evidence through

- recommendation letter from assignment of a similar nature. (2 Marks)
    - Certification in Hyperion Implementation (attach certificate) (1 Marks)
    - At least Bachelor's Degree in Business Management or Information Systems or related field (attach certificate) (1 Marks)
- v) Oracle BI Expert (5 Marks)
  - Experience in PFM process (1 Mark)
  - At least 5 years of experience of techno/functional in Oracle BI. Must provide evidence through recommendation letter from assignment of a similar nature. (2 Mark)
  - Certification in Oracle BI and Data warehouse implementation (1 Mark)
  - At least Bachelor's Degree in Business Management or Information Systems or related field. (attach certificate) (1 Mark)
- vi) Security Expert (Oracle DB & Apps) – (5 Marks)
  - At least 5 years of experience in a Database Management and at least 2 in Database Security. Certification in Oracle Database and Database Security Management. Certified oracle DBA 11g or 12c (attach certificate) (2 Marks)
  - Certification in SPARC server, certified solaris system Administration 11.0 or M8-8 supper cluster certification (attach certificate) (2 Marks)
  - At least Bachelor's Degree in Business Management or Information Systems or related field. (attach certificate) (1 Mark)
- vii) Security Expert (Network and Infrastructure) (5 Marks)
  - At least 5 years of experience in a Network Security for Cisco products. Must provide evidence through recommendation letters. (2 Mark)
  - Certification in Network Security (Cisco Certified Network Professional Security – attach certificate) (2 Mark)
  - At least Bachelor's Degree in Business Management or Information Systems or related field. (1 Mark)
- viii) Integration Expert (Enterprise Architect) – (5 Marks)
  - At least 5 years of experience in a requirements and Business analysis (2 Marks)
  - At least 5 years of experience in systems design (1 Marks)
  - At least one large scale middleware implementation (0.5 Marks)
  - Certification in Oracle SOA (0.5 Mark)
  - Certification in any EA framework (0.5 Mark)
  - At least Bachelor's Degree in Business Management or Information Systems or related field (0.5 Mark)
- ix) IFMIS Strategy Expert – (5 Marks)
  - Experience in PFM in public sector setting (2 Marks)

- At least 5 years' experience development and preparation of IFMIS strategies. (1 Marks)
- Knowledge and experience in PFM systems in a government setting. (1 Mark)
- At least Bachelor's Degree in Business Management or Information Systems or related field. (1 Mark)

#### 4. Capacity Building Expert - Training and knowledge transfer (10 Marks)

- Experience in designing, planning and implementing knowledge-related initiatives and executing/facilitating programs involving knowledge management or learning. Must provide evidence through recommendation letters (at least four (4) referees). (4 Marks)
- Provide knowledge transfer methodologies to be deployed in this assignment (5 Marks)
- At least a Bachelor's degree in Social Sciences, Education, Psychology, Adult Education or a related field (attach certificate) (1 Mark)

#### Summary of Scores

i) Experience of the firm/consultant	-20 Marks
ii) Proposed work plan and approach	-15 Marks
iii) Key Professional personnel	- 55 Marks
iv) Capacity Building	-10 Marks

<b>Total</b>	<b>100</b>
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#### Notes:

The minimum technical score required to pass is **70%**.

- Consultant who scored 70% and above is recommended to be considered for financial evaluation.
- Consultant who scored less than 70% is disqualified from further evaluation.

#### 2.8.4 The single currency for price conversions is Kenya Shillings

The source of official selling rates is Central Bank of Kenya (CBK)

The date of exchange rates is the date of opening of Financial Proposal.

2.8.5 The formulae for determining the Financial Score ( $S_f$ ) is as follows: ( $S_f = 100 \times \frac{F_M}{F}$  where  $S_f$  is the financial score;  $F_m$  is the lowest priced financial proposal and  $F$  is the price of the proposal under consideration or another proportional linear formula)

Alternative formulae for determining the financial scores is the following:

The weights given to the Technical and Financial Proposals are:

**T= 0.80**

**P=0.20**

2.9.1 The address for negotiations is:

**Principal Secretary,  
The National Treasury,  
P.O. Box 30007 00100  
Nairobi**

2.10.2 The assignment is expected to commence after signing and approval of contract by the client

## SECTION III: - TECHNICAL PROPOSAL

### Notes on the preparation of the Technical Proposals

- 3.1 In preparing the technical proposals the consultant is expected to examine all terms and information included in the RFP. Failure to provide all requested information shall be at the consultants own risk and may result in rejection of the consultant's proposal.
- 3.2 The technical proposal shall provide all required information and any necessary additional information and shall be prepared using the standard forms provided in this Section.
- 3.3 The Technical proposal shall not include any financial information unless it is allowed in the Appendix to information to the consultants or the Special Conditions of contract.

SECTION III - TECHNICAL PROPOSAL

1. TECHNICAL PROPOSAL SUBMISSION FORM

[\_\_\_\_\_ Date]

To: \_\_\_\_\_ [Name and address of Client]

Ladies/Gentlemen:

We, the undersigned, offer to provide the consulting services for \_\_\_\_\_  
\_\_\_\_\_ [Title of consulting services] in accordance with your  
Request for Proposal dated \_\_\_\_\_ [Date] and our Proposal. We are hereby  
submitting our Proposal, which includes this Technical Proposal, [and a Financial Proposal  
sealed under a separate envelope-where applicable].

We understand you are not bound to accept any Proposal that you receive.

We remain,

Yours sincerely,

\_\_\_\_\_ [Authorized Signature]:

\_\_\_\_\_ [Name and Title of Signatory]:

\_\_\_\_\_ [Name of Firm]:

\_\_\_\_\_ [Address:]

## 2. FIRM'S REFERENCES

### Relevant Services Carried Out That Best Illustrate Qualifications

Using the format below, provide information on each assignment for which your firm either individually, as a corporate entity or in association, was legally contracted.

Assignment Name:	Country
Location within Country:	Professional Staff provided by Your Firm/Entity(profiles):
Name of Client:	Clients contact person for the assignment.
Address:	No of Staff-Months; Duration of Assignment:
Start Date (Month/Year): Completion Date (Month/Year):	Approx. Value of Services (Kshs)
Name of Associated Consultants. If any:	No of Months of Professional Staff provided by Associated Consultants:
Name of Senior Staff (Project Director/Coordinator, Team Leader) Involved and Functions Performed:	
Narrative Description of project:	
Description of Actual Services Provided by Your Staff:	

Firm's Name: \_\_\_\_\_

Name and title of signatory; \_\_\_\_\_

*(May be amended as necessary)*



**3. COMMENTS AND SUGGESTIONS OF CONSULTANTS ON THE TERMS OF REFERENCE AND ON DATA, SERVICES AND FACILITIES TO BE PROVIDED BY THE CLIENT.**

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On the Terms of Reference:

- 1.
- 2.
- 3.
- 4.
- 5.

On the data, services and facilities to be provided by the Client:

- 1.
- 2.
- 3.
- 4.
- 5.

#### 4. DESCRIPTION OF THE METHODOLOGY AND WORK PLAN FOR PERFORMING THE ASSIGNMENT

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## 5. TEAM COMPOSITION AND TASK ASSIGNMENTS

### 1. Technical/Managerial Staff

Name	Position	Task

### 2. Support Staff

Name	Position	Task

## 6. FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF

Proposed Position: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Name of Staff: \_\_\_\_\_

Profession: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Years with Firm: \_\_\_\_\_ Nationality: \_\_\_\_\_

Membership in Professional Societies: \_\_\_\_\_

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Detailed Tasks Assigned: \_\_\_\_\_

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### Key Qualifications:

*[Give an outline of staff member's experience and training most pertinent to tasks on assignment. Describe degree of responsibility held by staff member on relevant previous assignments and give dates and locations].*

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### Education:

*[Summarize college/university and other specialized education of staff member, giving names of schools, dates attended and degree[s] obtained.]*

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### Employment Record:

*[Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of assignments.]*

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**Certification:**

I, the undersigned, certify that these data correctly describe me, my qualifications, and my experience.

\_\_\_\_\_ Date: \_\_\_\_\_  
*[Signature of staff member]*

\_\_\_\_\_ Date: \_\_\_\_\_  
*[Signature of authorised representative of the firm]*

Full name of staff member: \_\_\_\_\_

Full name of authorized representative: \_\_\_\_\_

## 7. TIME SCHEDULE FOR PROFESSIONAL PERSONNEL

Name	Position	Reports Due/ Activities	Months (in the Form of a Bar Chart)												Number of months	
			1	2	3	4	5	6	7	8	9	10	11	12		

Reports Due: \_\_\_\_\_

Activities Duration: \_\_\_\_\_

Signature: \_\_\_\_\_  
(Authorized representative)

Full Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

## 8. ACTIVITY (WORK) SCHEDULE

### (a). Field Investigation and Study Items

*[1<sup>st</sup>, 2<sup>nd</sup>, etc. are months from the start of assignment)*

	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	6 <sup>th</sup>	7 <sup>th</sup>	8 <sup>th</sup>	9 <sup>th</sup>	10 <sup>th</sup>	11 <sup>th</sup>	12 <sup>th</sup>	
Activity (Work)													
_____													
_____													
_____													
_____													

### (b). Completion and Submission of Reports

Reports	Date
1. Inception Report	
4. Interim Progress Report (a) First Status Report (b) Second Status Report	
3. Draft Report	
4. Final Report	

## SECTION IV: - FINANCIAL PROPOSAL

### Notes on preparation of Financial Proposal

- 4.1 The Financial proposal prepared by the consultant should list the costs associated with the assignment. These costs normally cover remuneration for staff, subsistence, transportation, services and equipment, printing of documents, surveys etc as may be applicable. The costs should be broken down to be clearly understood by the procuring entity.
- 4.2 The financial proposal shall be in Kenya Shillings or any other currency allowed in the request for proposal and shall take into account the tax liability and cost of insurances specified in the request for proposal.
- 4.3 The financial proposal should be prepared using the Standard forms provided in this part.
- 4.4 The financial proposal should break down the cost for each of the consultancy years sought on this consultancy.



SECTION IV - FINANCIAL PROPOSAL STANDARD FORMS

1. FINANCIAL PROPOSAL SUBMISSION FORM

To: \_\_\_\_\_ [Date]  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
*[Name and address of Client]*

Ladies/Gentlemen:

We, the undersigned, offer to provide the consulting services for  
\_\_\_\_\_ in accordance with your Request for Proposal dated  
( \_\_\_\_\_ ) [Date] and our Proposal. Our attached Financial Proposal is for the sum  
of ( \_\_\_\_\_ ) [Amount in  
*words and figures*] inclusive of the taxes.

We remain,

Yours sincerely,

\_\_\_\_\_ [Authorized Signature]  
:  
\_\_\_\_\_ [Name and Title of Signatory]:  
\_\_\_\_\_ [Name of Firm]  
\_\_\_\_\_ [Address]

## 2. SUMMARY OF COSTS

Costs	Currency	Amount(s)
Subtotal		
Taxes		
Total Amount of Financial Proposal		<hr/>

Please provide prices for each lot separately

### 3. BREAKDOWN OF PRICE PER ACTIVITY

Activity NO.: _____	Description: _____
Price Component	Amount(s)
Remuneration	
Reimbursable	
Miscellaneous Expenses	
Subtotal	_____

#### 4. BREAKDOWN OF REMUNERATION PER ACTIVITY

Activity No. _____		Name: _____		
Names	Position	Input(Staff months, days or hours as appropriate.)	Remuneration Rate	Amount
Regular staff				
(i)				
(ii)				
Consultants				
Grand Total				

## 5. REIMBURSABLES PER ACTIVITY

Activity No: \_\_\_\_\_

Name: \_\_\_\_\_

No.	Description	Unit	Quantity	Unit Price	Total Amount
1.	Air travel	Trip			
2.	Road travel	Kms			
3.	Rail travel	Kms			
4.	Subsistence Allowance	Day			
	Grand Total				

## 6. MISCELLANEOUS EXPENSES

Activity No. \_\_\_\_\_ Activity Name: \_\_\_\_\_

No.	Description	Unit	Quantity	Unit Price	Total Amount
1.	Communication costs (telephone, telegram, telex)				
2.	Drafting, reproduction of reports				
3.	Equipment: computers etc. Software				
4.	Grand Total				

## SECTION V: - TERMS OF REFERENCE

### TERMS OF REFERENCE

#### TERMS OF REFERENCE FOR QUALITY ASSURANCE FOR THE INTEGRATED FINANCIAL MANAGEMENT INFORMATION SYSTEM

##### 1. Introduction

The National Treasury is charged with the responsibility of providing proper budgetary and expenditure management of government financial resources. As a main function, the Treasury is responsible for formulating financial and economic policies. It is also responsible for developing and maintaining sound fiscal and monetary policies that facilitate socio-economic development. This responsibility makes the Treasury strategic and central to the country's economic management, as all sectors of the economy look upon the Treasury to create an enabling environment in which they can operate effectively and efficiently. The Treasury also regulates the financial sector, which is central to the development of the country and on which all other sectors depend on, for investment resources.

The Government of Kenya (GoK) recognizes the importance of good financial management systems, aimed at increasing transparency and accountability of the use of public financial resources to enhance the quantity and quality of public service delivery. It also recognizes that a strong Public Financial Management (PFM) system is a catalyst for economic growth and development and will be instrumental in the fight against wasteful spending and corruption.

In the quest to meet this goal, the National Treasury re-engineered the Integrated Financial Management System (IFMIS) in 2010 and rolled out to national and county governments in 2013. Implementation of the system is managed through the IFMIS Department at the National Treasury. The strategic objectives of the IFMIS Re-engineering were to move the system from a modular based approach with disparate systems administered by different departments, to implementing a full-cycle end-to-end integrated approach. The end-to-end integrated approach linked planning, budgeting, procurement, cash management processes and payments in an automated end-to-end cycle with approval hierarchies and audit trails at every step facilitate efficient and effective execution of all financial management processes.

The first IFMIS Strategic Plan (2011-2013) aimed at laying the IFMIS foundation and providing the required structures to ensure that the system is stabilized and reengineered to fit the GoK business processes. The IFMIS Strategic plan adopted an end-to-end integrated approach that would be achieved through a multi-phased implementation approach, premised on the following seven key component areas comprised of Re-engineering for Business Results, Plan to Budget, Procure to Pay, Revenue to Cash, Record to Report, ICT to Support and Communicate to Change.

Having implemented most of the initiatives under the first strategic plan, IFMIS developed a second Strategic Plan (2013-2018) to roll out existing and additional functionalities to all National and County Government entities. The IFMIS system has been rolled out in the National Government Ministries, Departments and Agencies, and all the 47 County Government entities (County Executive and County Assemblies). The tenure for the second Strategic Plan came to an end, however, various aspects of its implementation are ongoing.

An effectiveness audit of the system was undertaken in 2014, and most recently in 2019. In addition, an application and infrastructure review was undertaken by a Quality Assurance partner in 2016. The IFMIS Department has also undertaken an internal review of business processes as automated in the system, identifying process gaps and implementation challenges.

New and emerging initiatives for deepening IFMIS implementation in National Government, County Governments and other Public Entities have been proposed through various Government policies including the Executive Order No.2 of 2018 on Procurement of Public Goods, Works and Services by Public Entities, which requires Public Procuring Entities to carry out their procurement using the e-Procurement module in IFMIS. This requires incisive strategies and quality assurance to guarantee achievement of the desired outcome while maintaining the system's operational efficiency.

The various assessments proposed recommendations for improving IFMIS Business Processes, Applications, Infrastructure and Security. The Auditor General is also planning to undertake a phase 2 audit of the system in 2020, and having a quality assurance partner would be essential to maintain momentum of implementing the recommendations in a way that follows best practices to ensure quality outputs.

## **2. Objectives of the Assignment**

The key objectives of the assignment are to:

- a. Provide quality assurance of the IFMIS implementation and support activities being undertaken by vendors for IFMIS Infrastructure, Applications and Security and related activities under implementation by the IFMIS Directorate.
- b. Consolidate outcomes from the various system reviews and support the development of the 5-year IFMIS strategic plan for the period 2020 – 2024.

## **3. Scope of Work**

The scope of work for the QA partner will comprise of the following activities

### **a. Quality Assurance of IFMIS Implementation and Support Activities**

The IFMIS Quality Assurance partner is expected to provide support to improve the quality of enhancements on IFMIS Infrastructure, Applications and Security. In particular, the IFMIS Quality Assurance partner will be required to work alongside IFMIS Department to support and provide quality assurance for the following:

- i. Support the IFMIS Department in the review of IFMIS business process documents with an aim of making improvements to guarantee consistency with the current business processes and the required system enhancements.
- ii. Provide guidance in the activities related to improving IFMIS business process controls.



- iii. Provide support in the development of IFMIS governance and risk compliance framework.
- iv. Provide support in the review of IFMIS licence regime to ensure optimal use of licensed products.
- v. Provide quality assurance for e-procurement system enhancements to ensure the activities fully meet the regulatory requirements, and subsequently, review and improve on the implementation/roll-out strategy and roadmap to Public Entities.
- vi. Provide support in the operationalization of the IFMIS Business Intelligence Solution to ensure effectiveness and efficiency.
- vii. Development of an IFMIS Stakeholder Management Plan.
- viii. Revision of IFMIS communications strategy.
- ix. Support the documentation of lessons learnt during implementation of IFMIS instance in National Youth Service, and to develop a scope management plan for development of ledgers for state corporations.
- x. Review of configuration management documentation for IFMIS application and development of a monitoring plan for application set ups and controls.
- xi. Support IFMIS Department to develop a change management plan, including quality standards for undertaking business process reviews, and updating business process documentation.
- xii. Review the structure of IFMIS Department and implementation, and recommend the most effective management structure that will facilitate implementation of IFMIS Governance processes.
- xiii. Review industry insights and technology trends and develop mechanisms to adopt intelligent automations to advance consolidation and analysis of data for timely and effective decision making.

**b. Preparation of the IFMIS Strategic Plan**

This activity will involve the following tasks:

- i. Review of existing and pertinent documentation including the previous IFMIS strategic plans, IFMIS effectiveness audit, IFMIS quality assurance and other reports from previous IFMIS review activities. This will also include key documentation such as current government policy objectives, Medium-Term Plan III of Vision 2030 and various PFM Reform instruments.
- ii. Provide support during stakeholder consultations to determine the IFMIS implementation needs for next 5 years, and help to synthesize the needs into key strategic themes for implementation.

- iii. Consolidation of a 5-year IFMIS strategic plan document considering stakeholder needs, leveraging industry best practices and aligned with current government's policy objectives. The plan should include work plans for each of the identified components with clear performance indicators for tracking implementation progress.
- iv. Facilitate a stakeholders workshop to obtain feedback on the draft IFMIS strategic plan, incorporate comments received and prepare the final IFMIS strategic plan.

#### 4. Key Output and Deliverables

The following shall be the key outputs and deliverables for the assignment:

##### a. Quality Assurance

- i. Quality Assurance Inception Report and Work Plan
- ii. Monthly Quality Assurance Activity Reports on IFMIS system enhancements for Hyperion Planning and Budgeting, E-Business Suite, E-Procurement, Business Intelligence, Infrastructure and Security
- iii. Monthly Quality Assurance Reports on implementation of activities to support improvement of IFMIS system controls
- iv. Updated IFMIS Business Process documents

##### b. IFMIS Strategic Plan

- i. IFMIS Strategic Plan Workshop Report with stakeholder requirements
- ii. IFMIS 5-year Strategic Plan

##### c. Project Completion Report: to be prepared at the end of the assignment.

#### 5. Experience of the QA Partner

The QA partner must possess and demonstrate good understanding and working knowledge in the following areas:

- a. Experience in undertaking IFMIS and/or related **quality assurance** assignments in a public sector setting similar to the GoK.
- b. Experience in the preparation of **IFMIS Strategic Plans** that have been implemented and/or are currently under implementation.
- c. Understanding of the **Public Finance Management Processes** from Planning and Budgeting, Budget Execution to Reporting in the Government of Kenya, PFM Business Process Analysis and documentation and PFM capacity development in government setting, including development of training manuals.
- d. Experience in **Oracle infrastructure** design, ERP deployment and access, security, application and system architecture concepts including service-oriented architecture (SOA) and knowledge in development of business continuity strategies
- e. Experience in **Oracle applications** design, testing and delivery cycles, functionality and usability of Oracle applications (Hyperion, Procure to Pay and Oracle Financials), ability to advise on how best the functionalities can be enhanced to meet the requirements as

per the PFM Business processes, and knowledge of enterprise architecture and systems integration.

- f. **IT Project Management** experience, Governance Development and implementation of integration architecture, effective use of Project Management tools to deliver IT projects and Knowledge of risk profiling and mitigation measures.
- g. Experience in **Strategic Plan development**, use of quality assurance tools, systems and processes to advise on process implementation, monitoring and reporting.
- h. Experience in the development, operationalisation and management of a **Project Management Office**.

**6. Qualification and Experience of QA Consultants team**

The QA team shall have the following qualifications and experiences:

#	Position	Qualifications	Experience
i.	<b>Project Manager</b>	<ul style="list-style-type: none"> <li>i. Experience in PFM processes</li> <li>ii. At least 10 years of experience in managing System implementation projects, supervision and quality assurance.</li> <li>iii. Knowledge and experience in PFM systems in a government setting.</li> <li>iv. Project Management Certification</li> <li>v. At least Bachelor’s Degree in Business Management or Information Systems or related field.</li> </ul>	<ul style="list-style-type: none"> <li>i. Overall team leader in the assignment responsible for coordination of activities and reporting to the client.</li> <li>ii. Coordination with The National Treasury IFMIS Director and team leaders on tracking project progress.</li> <li>iii. Overall management of the QA team and their scope, deliverables, quality &amp; timelines</li> <li>iv. Timely production of all planned outputs under the assignment.</li> </ul>
j.	<b>Oracle Financials Expert</b>	<ul style="list-style-type: none"> <li>i. Experience in PFM processes</li> <li>ii. At least 5 years of experience in a techno/functional on Oracle EBS Financials.</li> <li>iii. Certification in Oracle Financials Implementation</li> <li>iv. At least Master’s Degree in Finance, Business Management or Information Systems or</li> </ul>	<ul style="list-style-type: none"> <li>i. Quality assurance of functional and technical aspects of Oracle financial modules.</li> <li>ii. In conjunction with Enterprise Architect/Systems Integration expert, quality assurance of the integration activities.</li> <li>iii. Quality assurance of all</li> </ul>

#	Position	Qualifications	Experience
		<p>related field.</p> <p>v. Experience in Finance and Budgeting in Government setting</p>	<p>support provided by the support vendors on Oracle Financials</p> <p>iv. Quality assurance of training activities related to Oracle Financials modules.</p>
k.	<b>Oracle Supply Chain Expert</b>	<p>i. Experience in PFM processes</p> <p>ii. At least 5 years of experience in a techno/functional in Oracle Supply Chain</p> <p>iii. Certification in Oracle Supply Chain</p> <p>iv. At least Master's Degree in Supply Chain Management or Business Management or related field.</p> <p>v. Knowledge and experience in Supply Chain Management in Government setting</p>	<p>i. Quality assurance of functional and technical aspects of Oracle supply chain modules.</p> <p>ii. Quality assurance of all functional and technical aspects of IFMIS Supply Chain modules</p> <p>iii. Quality assurance of all support provided by the support vendors on Oracle Supply Chain</p> <p>iv. Quality assurance of training activities related to Oracle Supply Chain modules.</p>
l.	<b>Oracle Hyperion Expert</b>	<p>i. Experience in PFM processes, specifically on Planning and Budgeting</p> <p>ii. At least 5 years of experience in a techno/functional in Oracle Hyperion</p> <p>iii. Certification in Hyperion Implementation</p> <p>iv. At least Bachelor's Degree in Business Management or Information Systems or related field.</p>	<p>i. Quality assurance of functional and technical aspects of Oracle Hyperion.</p> <p>ii. Quality assurance of all functional and technical aspects of Oracle Hyperion</p> <p>iii. Quality assurance of training activities related to Oracle Hyperion.</p>
m.	<b>Oracle BI and Integration Expert</b>	<p>i. Experience in PFM processes</p> <p>ii. At least 5 years of experience in a techno/functional in</p>	<p>i. Quality assurance of BI reporting requirements for National and County Governments.</p>

#	Position	Qualifications	Experience
		<p>Oracle BI</p> <p>iii. Certification in Oracle BI, Data warehouse, and SOA, EA frameworks.</p> <p>iv. At least Bachelor's Degree in Business Management or Information Systems or related field.</p> <p>v. Experience in at least one large scale middleware implementation</p>	<p>ii. Quality assurance of functional and technical aspects of BI module and integration during implementation</p> <p>iii. Quality assurance of enterprise architecture strategies, processes and methodologies</p> <p>iv. Quality assurance of integration and enterprise architecture frameworks</p> <p>v. Quality assurance of training activities related to BI and Middleware</p>
n.	<b>Security Expert</b>	<p>iv. At least 5 years of experience in a Database Management and at least 2 in Database Security</p> <p>v. Certification in Oracle Database &amp; Database Security</p> <p>vi. At least Bachelor's Degree in Business Management or Information Systems or related field.</p>	<p>iv. Review Oracle Database and Applications set ups</p> <p>v. In conjunction with Enterprise Architect/Systems Integration expert, design necessary technical objects for integration.</p> <p>vi. Training of IFMIS staff on secure database administration</p>
o.	<b>Security Expert (Network and Infrastructure)</b>	<p>i. At least 5 years of experience in a Network Security for IBM and Cisco products</p> <p>ii. At least 5 years of experience in SPARC server administration</p> <p>iii. Certification in Network Security</p> <p>iv. Certification in SPARC server</p> <p>v. At least Bachelor's Degree in Business Management or Information Systems or related field.</p>	<p>i. Quality assurance of IFMIS Network security and server set ups</p> <p>ii. In conjunction with Enterprise Architect/Systems Integration expert, design necessary network and server specifications for integrations.</p> <p>iii. Training of IFMIS staff on secure server/network administration</p>

#	Position	Qualifications	Experience
p.	IFMIS Strategy Expert	<ul style="list-style-type: none"> <li>i. Experience in PFM in public sector setting</li> <li>ii. At least 5 years' experience development and preparation of IFMIS strategies.</li> <li>iii. Knowledge and experience in PFM systems in a government setting.</li> <li>iv. At least Bachelor's Degree in Business Management or Information Systems or related field.</li> </ul>	<ul style="list-style-type: none"> <li>i. Prepare the work plan for the development of the IFMIS strategic plan</li> <li>ii. Coordinate. the stakeholder meetings with the IFMIS department</li> <li>iii. Coordinate the development of the IFMIS.</li> <li>iv. Undertake all logistical coordination activities for the strategic plan workshop.</li> <li>v. Undertake all activities related to the finalisation of the IFMIS strategic plan.</li> </ul>

### **Duration and Location**

The duration of the assignment shall be as follows:

- a. The quality assurance activity will be for a period of two years subject to the requirements of the National Treasury and satisfactory performance of the quality assurance partner.
- b. The 5-year IFMIS strategic plan will be undertaken in a period of 5 months from commencement of the assignment in parallel to the quality assurance activities.

The assignment is expected to commence by 1<sup>st</sup> June 2020.

### **7. Location**

The assignment will be undertaken in Nairobi, Kenya and based at the IFMIS Department at the National Treasury. The QA partner may be expected to occasionally visit procuring entities where IFMIS is implemented, together with IFMIS Teams.

ANNEX: CONTRACT FORMS

CONTRACT FOR CONSULTING SERVICES  
SMALL ASSIGNMENTS  
LUMP-SUM PAYMENTS

CONTRACT

This Agreement, [hereinafter called “the Contract”) is entered into this \_\_\_\_\_ *[Insert starting date of assignment]*, by and between

\_\_\_\_\_ *[Insert Client’s name]* of [or whose registered office is situated at] \_\_\_\_\_ *[insert Client’s address]*(hereinafter called “the Client”) of the one part AND

\_\_\_\_\_ *[Insert Consultant’s name]* of [or whose registered office is situated at] \_\_\_\_\_ *[insert Consultant’s address]*(hereinafter called “the Consultant”) of the other part.

WHEREAS the Client wishes to have the Consultant perform the services [hereinafter referred to as “the Services”, and

WHEREAS the Consultant is willing to perform the said Services,

NOW THEREFORE THE PARTIES hereby agree as follows:

- 1. Services**
- (i) The Consultant shall perform the Services specified in Appendix A, “Terms of Reference and Scope of Services,” which is made an integral part of this Contract.
  - (ii) The Consultant shall provide the personnel listed in Appendix B, “Consultant’s Personnel,” to perform the Services.
  - (iii) The Consultant shall submit to the Client the reports in the form and within the time periods specified in Appendix C, “Consultant’s Reporting Obligations.”

**2. Term** The Consultant shall perform the Services during the period commencing on \_\_\_\_\_ *[Insert starting date]* and continuing through to \_\_\_\_\_ *[Insert completion date]*, or any other period(s) as may be subsequently agreed by the parties in writing.

**3. Payment**

A. Ceiling  
For Services rendered pursuant to Appendix A, the Client shall pay the Consultant an amount not to exceed \_\_\_\_\_ *[Insert amount]*. This amount has been established based on the understanding that it includes all of the Consultant’s costs and profits as well as any tax obligation that may be imposed on the Consultant.

B. Schedule of Payments

The schedule of payments is specified below (Modify in order to reflect the output required as described in Appendix C.)

Kshs \_\_\_\_\_ upon the Client's receipt of a copy of this Contract signed by the Consultant;

Kshs \_\_\_\_\_ upon the Client's receipt of the draft report, acceptable to the Client; and

Kshs \_\_\_\_\_ upon the Client's receipt of the final report, acceptable to the Client.

Kshs \_\_\_\_\_ Total

C. Payment Conditions

Payment shall be made in Kenya Shillings unless otherwise specified not later than thirty [30] days following submission by the Consultant of invoices in duplicate to the Coordinator designated in Clause 4 herebelow. If the Client has delayed payments beyond thirty (30) days after the due date hereof, simple interest shall be paid to the Consultant for each day of delay at a rate three percentage points above the prevailing Central Bank of Kenya's average rate for base lending.

**4. Project Administration**

A. Coordinator.

The Client designates \_\_\_\_\_ *[insert name]* as Client's Coordinator; the Coordinator will be responsible for the coordination of activities under this Contract, for acceptance and approval of the reports and of other deliverables by the Client and for receiving and approving invoices for payment.

B. Reports.

The reports listed in Appendix C, "Consultant's Reporting Obligations," shall be submitted in the course of the assignment and will constitute the basis for the payments to be made under paragraph 3.

**5. Performance Standards**

The Consultant undertakes to perform the Services with the highest standards of professional and ethical competence and integrity. The Consultant shall promptly replace any employees assigned under this Contract that the Client considers unsatisfactory.



- 6. Confidentiality** The Consultant shall not, during the term of this Contract and within two years after its expiration, disclose any proprietary or confidential information relating to the Services, this Contract or the Client's business or operations without the prior written consent of the Client.
- 7. Ownership of Material** Any studies, reports or other material, graphic, software or otherwise prepared by the Consultant for the Client under the Contract shall belong to and remain the property of the Client. The Consultant may retain a copy of such documents and software.
- 8. Consultant Not to be Engaged in certain Activities** The Consultant agrees that during the term of this Contract and after its termination the Consultant and any entity affiliated with the Consultant shall be disqualified from providing goods, works or services (other than the Services and any continuation thereof) for any project resulting from or closely related to the Services.
- 9. Insurance** The Consultant will be responsible for taking out any appropriate insurance coverage.
- 10. Assignment** The Consultant shall not assign this Contract or sub-contract any portion of it without the Client's prior written consent.
- 11. Law Governing Contract and Language** The Contract shall be governed by the laws of Kenya and the language of the Contract shall be English Language.
- 12. Dispute Resolution** Any dispute arising out of the Contract which cannot be amicably settled between the parties shall be referred by either party to the arbitration and final decision of a person to be agreed between the parties. Failing agreement to concur in the appointment of an Arbitrator, the Arbitrator shall be appointed by the chairman of the Chartered Institute of Arbitrators, Kenya branch, on the request of the applying party.

FOR THE CLIENT

FOR THE CONSULTANT

Full name; \_\_\_\_\_ Full name; \_\_\_\_\_

Title: \_\_\_\_\_ Title: \_\_\_\_\_

Signature; \_\_\_\_\_ Signature; \_\_\_\_\_

Date; \_\_\_\_\_ Date; \_\_\_\_\_

## LIST OF APPENDICES

Appendix A: Terms of Reference and Scope of Services

Appendix B: Consultant's Personnel

Appendix C: Consultant's reporting Obligations

LETTER OF NOTIFICATION OF AWARD

Address of Procuring Entity

\_\_\_\_\_  
\_\_\_\_\_

To: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

RE: Tender No. \_\_\_\_\_

Tender Name \_\_\_\_\_

This is to notify that the contract/s stated below under the above mentioned tender have been awarded to you.

\_\_\_\_\_  
\_\_\_\_\_

1. Please acknowledge receipt of this letter of notification signifying your acceptance.
2. The contract/contracts shall be signed by the parties within 30 days of the date of this letter but not earlier than 14 days from the date of the letter.
3. You may contact the officer(s) whose particulars appear below on the subject matter of this letter of notification of award.

*(FULL PARTICULARS)* \_\_\_\_\_  
\_\_\_\_\_

SIGNED FOR ACCOUNTING OFFICER