



REPUBLIC OF KENYA

# OFFICE OF THE DEPUTY PRESIDENT

## STATE DEPARTMENT FOR CABINET AFFAIRS

### REQUEST FOR EXPRESSIONS OF INTEREST (REOI) FOR CONSULTING SERVICES – FIRMS SELECTION

ASSIGNMENT TITLE :	DEVELOPMENT OF STATE DEPARTMENT FOR CABINET AFFAIRS STRATEGIC PLAN ( 2023-2027)
TENDER No.:	SDCA/EOI/004/2023-2024

The consulting services ("the Services") entails provision of advisory services, to the state Department for Cabinet Affairs specifically in providing support to develop the State Department Strategic Plan for the year 2023-2027. With its establishment vide Executive Order No. 1 of January 2023, the State Department for Cabinet Affairs derives its Mandate from Executive Order No. 2 of November 2023 on the Organization of the Government of the Republic of Kenya. Its Mandate is as follows: Coordinate and facilitate Meetings of Cabinet Committees; Oversee Implementation of Cabinet decisions and Presidential Directives across all Ministries and State Departments; Co-ordinate the planning and supervise the implementation of development partners' funded programmes and projects; Oversee Public Sector Reforms; and Coordinate the implementation of Special Government Initiatives including Coffee, Tea and Dairy sub-sectors Reforms, Fertilizer Subsidy Programme, Affordable Housing, Universal Health Care, among others.

Being newly established and coinciding with the Revised Guidelines for the Fifth Generation Strategic Plan for MDACs, Constitutional offices and Independent Offices, the State Department is urgently required to develop its first Strategic Plan for the Period 2023-2027 as guided by the State Department for Economic Planning. In tandem with its mandates, functions and approved Organizational Structure, the Plan will communicate the vision, mission, core values and strategic objectives of the State Department and provides the medium to long-term strategic direction for the planned period.

#### Purpose and Objectives of the Assignment

The aim of this assignment is to develop the State Department for Cabinet Affairs Strategic Plan - 2023 - 2027. Being a new State Department, the assignment will also encompass the development of a stakeholders' engagement framework (with a mapping of all stakeholders, their roles, expectations, the State Departments expectations, possible areas of collaboration/partnership, and engagement modalities), a resource mobilization strategy and a M&E framework (aligned to the MTP IV indicator framework). These are key policy documents which will enable the proper anchorage of the Department.

For impetus, the State Department, therefore finds it fit to engage the services of a Consultancy Firm to support the process by providing technical expertise in the development of its first Strategic Plan and its key components.

#### Specific Objectives

Develop a pragmatic methodology and instruments to be used for effective development of the Strategic Plan and its components.

- Assess the performance of the State Department in the context of the Executive Office of the President by conducting a strategic review and interrogating the role of the office in fulfillment of the mandate as well as developing a strategic framework that will facilitate the alignment of efforts, activities, and resources necessary to achieve long term objectives.
- Research and recommend for adoption of best practices in Government execution delivery management at the highest level.
- Prepare and submit a draft and final State Department for Cabinet Affairs Strategic Plan for 2023-2027 and its key components.

The State Department for Cabinet Affairs now invites eligible consulting firms to indicate their interest in providing the Consultancy Services in development of the State Department for Cabinet Affairs Strategic Plan 2023-2027.

#### The Consulting firm

- Should have been involved in the development of strategic plans for at least five (5) public institutions and at least one (1) for non-state actors.
- Should be registered under the laws of Kenya and should have been in operation for more than eight (8) years.
- Should have been involved in the review of strategic plans in the public sector.
- Should have been involved in the development of policies or strategic plans for economic/policy/

coordination-related organizations in the last three (3) years.

#### (a). Other qualifications

- Quantitative/qualitative and analysis skills: Must have skills and expertise in the use of standard data management software and statistical analysis packages.
- Practical application of monitoring and evaluation methodologies & tools.
- Strategy formulation and implementation.
- Broader experience in programme development.
- The ability to work effectively as part of a multidisciplinary team.
- Excellent communication, facilitation synthesis and organization skills.
- Ability to work with minimal supervision.
- Excellent and proven analytical skills.
- High-level written and oral communications skills in English.

#### Other additional qualifications:

- Proficiency in computer applications, & information communication technology.
- Knowledge of government institutions and operations.
- Endowed with adequate resources (both human and financial).
- Provide only the structure of the organization and the number of key staff. Do not provide CVs of key staff.

#### Key experts will not be evaluated at the shortlisting stage

- Attention to detail, superior organization skills and ability to operate within tight deadlines.
- Technical and managerial capability of the consulting firm which should be supported by detailed company profiles, organogram and any valid statutory and supporting documents (VAT, Tax compliance certificate, Audited Accounts for last three years and any other).
- The consulting firm must be legally registered and established in Kenya

#### Please Note: Do not provide CV of staff. Key Experts will not be evaluated at the Expression of Interest stage.

The consulting firm will be selected in accordance with the Public Procurement and Asset Disposal (PPAD) Act, 2015 and Procurement Regulations 2020.

The duration of the consultancy services is expected to be **Five (5) months**.

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.

Expressions of interest must be delivered in a plain sealed envelope to the address below (in person and to be dropped at tender box situated at Harambee House Annex 5th Floor and clearly indicating the REOI Number and should be received on or before **30<sup>th</sup> January 2024 at 11.00 hours**, Kenya local time (GMT+3 hours).

Request for Expressions of Interest (REOI) should be addressed to:

**Principal Secretary**  
**State Department for Cabinet Affairs Office of The Deputy President,**  
**Harambee House Annex 3<sup>rd</sup> Floor**  
**PO. Box 30744 – 00100**  
**Tel: +254-20-3247000**  
**Email [procurement@cabinetaffairs.go.ke](mailto:procurement@cabinetaffairs.go.ke)**

The Expression of Interest will be opened immediately after the closing date and time in the presence of candidates or their representatives who choose to attend at the Harambee House Annex Office of the Deputy President, The State Department for Cabinet Affairs, Harambee Avenue, Nairobi, Conference Room on 4<sup>th</sup> Floor, on **Tuesday, 30<sup>th</sup> January, 2024 at 11.00 a.m.**

**HEAD, SUPPLY CHAIN MANAGEMENT SERVICES. FOR: PRINCIPAL SECRETARY**  
**The State Department for Cabinet Affairs.**