

**REPUBLIC OF KENYA**



**BARINGO COUNTY GOVERNMENT**

**REQUEST FOR PROPOSALS FOR CONSULTANCY SERVICES FOR THE  
PREPARATION OF INTEGRATED URBAN DEVELOPMENT PLAN AND  
DIGITAL TOPOGRAPHICAL MAPPING FOR ELDAMA RAVINE TOWN.**

**TENDER NO. 710961-2018/2019**

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**SECTION 1: LETTER OF INVITATION**

1. Baringo County Government invites proposals to provide the following consulting services: “**Consultancy Services for Preparation of Integrated Urban Development Plan and Digital Topographical Mapping for Eldama Ravine Town.** More details on the services are provided in the Terms of Reference.
2. A firm will be selected under Quality and Cost Based Selection (QCBS) and procedures described in this RFP.
3. The RFP includes the following documents:
  - Section 1 - Letter of Invitation
  - Section 2 - Instructions to Consultants (including Data Sheet)
  - Section 3 - Technical Proposal - Standard Forms
  - Section 4 - Financial Proposal - Standard Forms
  - Section 5 - Terms of Reference
  - Section 6 - Standard Forms of Contract
4. Please inform us in writing and the same to be received on or before the date of bid submission, at the following address:
  - The County Secretary
  - Baringo County Government
  - P.O Box 53-30400
  - Kabarnet
  - (a) That you received the Letter of Invitation; and
  - (b) Whether you will submit a proposal alone or in association
5. Interested bidders may visit Baringo County Government website: [www.baringo.go.ke](http://www.baringo.go.ke) for further information.

**The County Secretary**  
**Baringo County Government**  
**P.O Box 53-30400**  
**KABARNET**

## SECTION 2: INSTRUCTIONS TO CONSULTANTS

### 2.1 Definitions

- a) “Client” means the Baringo County Government.
- b) “Consultant” means any entity or person that may provide or provides the Services to the Client under the Contract.
- c) “Contract” means the Contract signed by the Parties and all the attached documents listed in its Clause 1 that are the General Conditions (GC), the Special Conditions (SC), and the Appendices.
- d) “Data Sheet” means such part of the Instructions to Consultants used to reflect specific country and assignment conditions
- e) “Day” means calendar day.
- f) “Instructions to Consultants” (Section 2 of the RFP) means the document which provides shortlisted Consultants with all information needed to prepare their Proposals.
- g) “LOI” (Section 1 of the RFP) means the Letter of Invitation being sent by the Client to the shortlisted Consultants.
- h) “Personnel” means professionals and support staff provided by the Consultant or by any Sub-Consultant and assigned to perform the Services or any part thereof; “Foreign Personnel” means such professionals and support staff who at the time of being so provided had their domicile outside the Government’s country; “Local Personnel” means such professionals and support staff who at the time of being so provided had their domicile inside the Government’s country.
- i) “Proposal” means the Technical Proposal and the Financial Proposal.
- j) “RFP” means the Request for Proposal to be prepared by the Client for the selection of Consultants, based on the SRFP.
- k) “SRFP” means the Standard Request for Proposals, which must be used by the Client as a guide for the preparation of the RFP.
- l) “Services” means the work to be performed by the Consultant pursuant to the Contract.
- m) “Sub-Consultant” means any person or entity with which the Consultant subcontracts any part of the Services.
- n) “Terms of Reference” (TOR) means the document included in the RFP as Section 5 which explains the objectives, scope of work, activities, tasks to be performed, respective responsibilities of the Client and the Consultant, and expected results and deliverables of the assignment.

### 2.2 Introduction

- a) The Client named in the Data Sheet will select a consulting firm/organization (the Consultant) from those listed in the Letter of Invitation, in accordance with the method of selection specified in the Data Sheet.
- b) The shortlisted Consultants are invited to submit a Technical Proposal and a Financial Proposal, or a Technical Proposal only, as specified in the Data Sheet, for consulting services required for the assignment named in the Data Sheet. The

Proposal will be the basis for contract negotiations and ultimately for a signed Contract with the selected Consultant.

- c) Consultants shall bear all costs associated with the preparation and submission of their proposals and contract negotiation. The Client is not bound to accept any proposal, and reserves the right to annul the selection process at any time prior to Contract award, without thereby incurring any liability to the Consultants.

### **2.2.1 Conflict of Interest**

- a) Client policy requires that Consultants provide professional, objective, and impartial advice and at all times hold the Client's interests paramount, strictly avoid conflicts with other assignments or their own corporate interests and act without any consideration for future work
- b) Without limitation on the generality of the foregoing, Consultants, and any of their affiliates, shall be considered to have a conflict of interest and shall not be recruited, under any of the circumstances set forth below.

### **2.2.2 Conflicting assignments**

- a) A Consultant (including its Personnel and Sub-Consultants) or any of its affiliates shall not be hired for any assignment that, by its nature, may be in conflict with another assignment of the Consultant to be executed for the same or for another Client. For example, a Consultant hired to prepare engineering design for an infrastructure project shall not be engaged to prepare an independent environmental assessment for the same project, and a Consultant assisting a Client in the privatization of public assets shall not purchase, nor advise purchasers of, such assets. Similarly, a Consultant hired to prepare Terms of Reference for an assignment should not be hired for the assignment in question.

### **2.2.3 Conflicting relationships**

- a) A Consultant (including its Personnel and Sub-Consultants) that has a business or family relationship with a member of the Client's staff who is directly or indirectly involved in any part of (i) the preparation of the Terms of Reference of the assignment, (ii) the selection process for such assignment, or (iii) supervision of the Contract, may not be awarded a Contract, unless the conflict stemming from this relationship has been resolved in a manner acceptable to the client throughout the selection process and the execution of the Contract.
- b) Consultants have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of their Client, or that may reasonably be perceived as having this effect. Failure to disclose said situations may lead to the disqualification of the Consultant or the termination of its Contract.
- c) No agency or current employees of the Client shall work as Consultants under their own ministries, departments or agencies. Recruiting former government employees of the Client to work for their former ministries, departments or agencies is acceptable provided no conflict of interest exists. When the Consultant nominates any

government employee as Personnel in their technical proposal, such Personnel must have written certification from their government or employer confirming that they are on leave without pay from their official position and allowed to work full-time outside of their previous official position. Such certification shall be provided to the Client by the Consultant as part of his technical proposal.

#### **2.2.4 Unfair Advantage**

- a) If a shortlisted Consultant could derive a competitive advantage from having provided consulting services related to the assignment in question, the Client shall make available to all shortlisted Consultants together with this RFP all information that would in that respect give such Consultant any competitive advantage over competing Consultants.

#### **2.2.5 Fraud and Corruption**

It is the client's policy to require that consultants observe the highest standard of ethics during the selection and execution of such contracts. In pursuance of this policy, the client defines, for the purposes of this provision, the terms set forth below as follows:

- a) "corrupt practice" is the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;
- b) "fraudulent practice" is any act or omission, including misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain financial or other benefit or to avoid an obligation;
- c) "collusive practices" is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party;
- d) "coercive practices" is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;
- e) "obstructive practice" "deliberately destroying, falsifying, altering or concealing of evidence material to the investigation or making false statements to investigators in order to materially impede the client investigation into allegations of a corrupt, fraudulent, coercive, or collusive practice; and/or threatening, harassing, or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation, will reject a proposal for award if it determines that the consultant recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices in competing for the contract in question.
- f) Consultants, their Sub-Consultants, and their associates shall not be under a declaration of ineligibility for corrupt and fraudulent practices.
- g) Consultants shall furnish information on commissions and gratuities, if any, paid or to be paid to agents relating to this proposal and during execution of the assignment



if the Consultant is awarded the Contract, as requested in the Financial Proposal submission form (Section 4).

#### **2.2.6 Eligibility**

- a) A firm declared ineligible by the client in accordance with the client Guidelines On Preventing and Combating Fraud and Corruption shall be ineligible to be awarded a contract.

#### **2.2.7 Eligibility of Sub-Consultants**

- a) In case a shortlisted Consultant intends to associate with Consultants who have not been shortlisted and/or individual expert(s), such other Consultants and/or individual expert(s) shall be subject to the eligibility criteria set forth in the Guidelines.

#### **2.2.8 Origin of Goods and Consulting Services**

- a) Goods supplied and Consulting Services provided under the Contract may originate from any country except if cleared by the client.

#### **2.2.9 Proposal Validity**

- a) The Data Sheet indicates how long Consultants' Proposals must remain valid after the submission date. During this period, Consultants shall maintain the availability of Professional staff nominated in the Proposal. The Client will make its best effort to complete negotiations within this period. Should the need arise; however, the Client may request Consultants to extend the validity period of their proposals. Consultants who agree to such extension shall confirm that they maintain the availability of the Professional staff nominated in the Proposal, or in their confirmation of extension of validity of the Proposal, Consultants could submit new staff in replacement, which would be considered in the final evaluation for contract award. Consultants who do not agree have the right to refuse to extend the validity of their Proposals.

#### **2.2.10 Clarification and Amendment of RFP Documents**

- a) Consultants may request a clarification of any of the RFP documents up to the number of days indicated in the Data Sheet before the proposal submission date. Any request for clarification must be sent in writing, or by standard electronic means to the Client's address indicated in the Data Sheet. The Client will respond in writing, or by standard electronic means and will send written copies of the response (including an explanation of the query but without identifying the source of inquiry) to all Consultants. Should the Client deem it necessary to amend the RFP as a result of a clarification, it shall do so following the procedure under (b).
- b) At any time before the submission of Proposals, the Client may amend the RFP by issuing an addendum in writing or by standard electronic means. The addendum shall be sent to all Consultants and will be binding on them. Consultants shall acknowledge receipt of all amendments. To give Consultants reasonable time in which to take an amendment into account in their Proposals the Client may, if the amendment is substantial, extend the deadline for the submission of Proposals.

### 2.2.11 Preparation of Proposals

- a) The Proposal (see part 2.2b), as well as all related correspondence exchanged by the Consultants and the Client, shall be written in the language (s) specified in the Data Sheet.
- b) In preparing their Proposal, Consultants are expected to examine in detail the documents comprising the RFP. Material deficiencies in providing the information requested may result in rejection of a Proposal.
- c) While preparing the Technical Proposal, Consultants must give particular attention to the following:
  - If a shortlisted Consultant considers that it may enhance its expertise for the assignment by associating with other Consultants in a joint venture or sub-consultancy, it may associate with either (a) non-shortlisted Consultant(s), or (b) shortlisted Consultants if so indicated in the Data Sheet. A shortlisted Consultant must first obtain the approval of the Client if it wishes to enter into a joint venture with non-shortlisted or shortlisted Consultant(s). In case of association with non-shortlisted Consultant(s), the shortlisted Consultant shall act as association leader. In case of a joint venture, all partners shall be jointly and severally liable and shall indicate who will act as the leader of the joint venture.
  - The estimated number of Professional staff-months or the budget for executing the assignment shall be shown in the Data Sheet, but not both. However, the Proposal shall be based on the number of Professional staff-months or budget estimated by the Consultants.
  - Alternative professional staff shall not be proposed, and only one curriculum vitae (CV) may be submitted for each position.

### 2.2.12 Language

- a) Documents to be issued by the Consultants as part of this assignment must be in the language(s) specified in the Reference Paragraph 3.1 of the Data Sheet.

### 2.2.13 Technical Proposal Format and Content

- a) Consultants are required to submit a Full Technical Proposal (FTP). The Data Sheet indicates the format of the Technical Proposal to be submitted. Submission of the wrong type of Technical Proposal will result in the Proposal being deemed non-responsive. The Technical Proposal shall provide the information indicated in the following paragraphs from (a) to (g) using the attached Standard Forms (Section 3).
- b) A brief description of the Consultants' organization and an outline of recent experience of the Consultants and, in the case of joint venture, for each partner, on assignments of a similar nature is required in Form TECH-2 of Section 3. For each assignment, the outline should indicate the names of Sub-Consultants/ Professional

- staff who participated, duration of the assignment, contract amount, and Consultant's involvement. Information should be provided only for those assignments for which the Consultant was legally contracted by the client as a corporation or as one of the major firms within a joint venture. Assignments completed by individual Professional staff working privately or through other consulting firms cannot be claimed as the experience of the Consultant, or that of the Consultant's associates, but can be claimed by the Professional staff themselves in their CVs. Consultants should be prepared to substantiate the claimed experience.
- c) Comments and suggestions on the Terms of Reference including workable suggestions that could improve the quality/ effectiveness of the assignment; and on requirements for counterpart staff and facilities including: administrative support, office space, local transportation, equipment, data, etc. to be provided by the Client (Form TECH-3 of Section 3).
  - d) A description of the approach, methodology and work plan for performing the assignment covering the following subjects: technical approach and methodology, work plan, and organization and staffing schedule. Guidance on the content of this section of the Technical Proposals is provided under Form TECH-4 of Section 3. The work plan should be consistent with the Work Schedule (Form TECH-8 of Section 3) which will show in the form of a bar chart the timing proposed for each activity.
  - e) A detailed description of the proposed methodology and staffing for training, if the Data Sheet specifies training as a specific component of the assignment.
  - f) The Technical Proposal shall not include any financial information. A Technical Proposal containing financial information may be declared non responsive.

#### **2.2.14 Financial Proposals**

- a) The Financial Proposal shall be prepared using the attached Standard Forms (Section 4). It shall list all costs associated with the assignment, including (a) remuneration for staff (foreign and local, in the field and at the Consultants' home office), and (b) reimbursable expenses indicated in the Data Sheet. If appropriate, these costs should be broken down by activity. All activities and items described in the Technical Proposal must be priced separately; activities and items described in the Technical Proposal but not priced, shall be assumed to be included in the prices of other activities or items.

#### **2.2.15 Taxes**

- a) The Consultant will be subject to local taxes (such as: value added or sales tax, social charges or income taxes on nonresident Foreign Personnel, duties, fees, levies) on amounts payable by the Client under the Contract. The Client will state in the Data Sheet if the Consultant is subject to payment of any local taxes. Any such amounts shall not be included in the Financial Proposal as they will not be evaluated, but they

will be discussed at contract negotiations, and applicable amounts will be included in the Contract.

#### 2.2.16 Submission, Receipt, and Opening of Proposals

- b) The original proposal (Technical Proposal and Financial Proposal; see para. 1.2) shall contain no interlineations or overwriting, except as necessary to correct errors made by the Consultants themselves. The person who signed the proposal must initial such corrections. Submission letters for both Technical and Financial Proposals should respectively be in the format of TECH-1 of Section 3, and FIN-1 of Section 4.
- c) An authorized representative of the Consultants shall initial all pages of the original Technical and Financial Proposals. The authorization shall be in the form of a written power of attorney accompanying the Proposal or in any other form demonstrating that the representative has been duly authorized to sign. The signed Technical and Financial Proposals shall be marked “ORIGINAL”.
- d) The Technical Proposal shall be marked “ORIGINAL” or “COPY” as appropriate. The Technical Proposals shall be sent to the addresses referred to in para. 4.5 And in the number of copies indicated in the Data Sheet. All required copies of the Technical Proposal are to be made from the original. If there are discrepancies between the original and the copies of the Technical Proposal, the original governs.
- e) The original and all copies of the Technical Proposal shall be placed in a sealed envelope clearly marked “TECHNICAL PROPOSAL” Similarly, the original Financial Proposal (if required under the selection method indicated in the Data Sheet) shall be placed in a sealed envelope clearly marked “FINANCIAL PROPOSAL” followed by the Loan/TA number and the name of the assignment, and with a warning “**DO NOT OPEN WITH THE TECHNICAL PROPOSAL.**” The envelopes containing the Technical and Financial Proposals shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address, reference number and title of the Loan, and be clearly marked “**DO NOT OPEN, EXCEPT IN PRESENCE OF THE OFFICIAL APPOINTED, BEFORE [.....at 12.00 Noon]**”. The Client shall not be responsible for misplacement, losing or premature opening if the outer envelope is not sealed and/or marked as stipulated. This circumstance may be case for Proposal rejection. If the Financial Proposal is not submitted in a separate sealed envelope duly marked as indicated above, this will constitute grounds for declaring the Proposal non-responsive.
- f) The Proposals must be sent to the address indicated in the Data Sheet and received by the Client no later than the time and the date indicated in the Data Sheet, or any extension to this date in accordance with para.2.11b. Any proposal received by the Client after the deadline for submission shall be returned unopened.
- g) The Client shall open the Technical Proposal immediately after the deadline for their submission. The envelopes with the Financial Proposal shall remain sealed and securely stored.

#### 2.2.17 Proposal Evaluation

- a) From the time the Proposals are opened to the time the Contract is awarded, the Consultants should not contact the Client on any matter related to its Technical and/or Financial Proposal. Any effort by Consultants to influence the Client in the

examination, evaluation, ranking of Proposals, and recommendation for award of Contract may result in the rejection of the Consultants' Proposal.

- b) Evaluators of Technical Proposals shall have no access to the Financial Proposals until the technical evaluation is concluded.

#### **2.2.18 Evaluation of Technical Proposals**

- a) The evaluation committee shall evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria, sub criteria, and point system specified in the Data Sheet. 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 RFP, and particularly the Terms of Reference or if it fails to achieve the minimum technical score indicated in the Data Sheet.

#### **2.2.19 Presentation**

The successful bidders from the technical evaluation will be invited for a one hour presentation before financial bids are opened. The presentation will have a total score of 100. The minimum Presentation score (Pt.) required to pass is 80. The criteria for scoring the bidders during presentation indicated on the data sheets.

#### **2.2.20 Public Opening and Evaluation of Financial Proposals (only for QCBS, FBS, and LCS)**

- a) After the technical evaluation is completed the Client shall inform the Consultants who have submitted proposals the technical scores obtained by their Technical Proposals, and shall notify those Consultants whose Proposals did not meet the minimum qualifying mark or were considered non responsive to the RFP and TOR, that their Financial Proposals will be returned unopened after completing the selection process. The Client shall simultaneously notify in writing Consultants that have secured the minimum qualifying mark, the date, time and location for opening the Financial Proposals. The opening date should allow Consultants sufficient time to make arrangements for attending the opening. Consultants' attendance at the opening of Financial Proposals is optional.
- b) Financial Proposals shall be opened publicly in the presence of the Consultants' representatives who choose to attend. The name of the Consultants and the technical scores of the Consultants shall be read aloud. The Financial Proposal of the Consultants who met the minimum qualifying mark will then be inspected to confirm that they have remained sealed and unopened. These Financial Proposals shall be then opened, and the total prices read aloud and recorded. Copy of the record shall be sent to all Consultants.
- c) The Evaluation Committee will correct any computational errors. When correcting computational errors, in case of discrepancy between a partial amount and the total amount, or between word and figures the formers will prevail. In addition to the above corrections, as indicated under para.2.15a, activities and

items described in the Technical Proposal but not priced, shall be assumed to be included in the prices of other activities or items. In case an activity or line item is quantified in the Financial Proposal differently from the Technical Proposal, (i) if the Time-Based form of contract has been included in the RFP, the Evaluation Committee shall correct the quantification indicated in the Financial Proposal so as to make it consistent with that indicated in the Technical Proposal, apply the relevant unit price included in the Financial Proposal to the corrected quantity and correct the total Proposal cost, (ii) if the Lump-Sum form of contract has been included in the RFP, no corrections are applied to the Financial Proposal in this respect. Prices shall be converted to a single currency using the selling rates of exchange, source and date indicated in the Data Sheet.

#### **2.2.21 Availability of Professional staff/experts**

- a) Having selected the Consultant on the basis of, among other things, an evaluation of proposed Professional staff, the Client expects to negotiate a Contract on the basis of the Professional staff named in the Proposal. Before contract negotiations, the Client will require assurances that the Professional staff 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 for reasons such as death or medical incapacity. If this is not the case and if it is established that Professional staff were offered in the proposal without confirming their availability, the Consultant may be disqualified. Any proposed substitute shall have equivalent or better qualifications and experience than the original candidate and be submitted by the Consultant within the period of time specified in the letter of invitation to negotiate.

#### **2.2.22 Conclusion of the negotiations**

- a) Negotiations will conclude with a review of the draft Contract. To complete negotiations the Client and the Consultant will initial the agreed Contract. If negotiations fail, the Client will invite the Consultant whose Proposal received the second highest score to negotiate a Contract.

#### **2.2.24 Award of Contract**

- a) After completing negotiations the Client shall award the Contract to the selected Consultant and promptly notify all Consultants who have submitted proposals. After Contract signature, the Client shall return the Financial Proposals to the unsuccessful Consultants.

#### **2.2.25 Confidentiality**

- b) 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 award of Contract. The undue use by any Consultant of confidential information related to the process may result in the rejection of its Proposal.

### 2.2.26 Mandatory requirements

Consultants must submit the following documents together with the technical proposal as mandatory requirements for preliminary analysis. Any consultant who does not meet the below requirements will be considered non-responsive:

- Valid Tax compliance Certificate.
- A Registered and practicing physical planning firm/company Registered by the Physical Planners Registration Board (Valid and up to date Certificate).
- A valid Business operation permit.
- Certificate of Reg. with the AG chambers (certificate of Incorporation of the company).
- Provision of Tender Security from a reputable Commercial Bank / Insurance Company

### 2.3 DATA SHEET

| Paragraph Reference |  |
|---------------------|--|
| 2.3.1               | Name of the Client: <b>Baringo County Government</b><br>Method of selection: Quality and Cost based selection (QCBS) in accordance with the Guidelines for Selection and Employment of Consultants by the public procurement and disposal Act 2006)  |
| 2.3.2               | Financial Proposal to be submitted together with Technical Proposal:<br><b>Yes</b><br>Name of the assignment is: <b>Consultancy Services for and the Preparation of Integrated Urban Development Plan and Digital Topographical Mapping for Eldama Ravine Town:</b><br><b>Contract No.....</b> |
| 2.3.3               | A pre-proposal conference will be held: No<br>The Client's representative is:<br><b>CHIEF OFFICER<br/>           LANDS, HOUSING AND URBAN DEVELOPMENT<br/>           P.O BOX 53-30400<br/>           KABARNET.</b>   |
| 2.3.4               | The Client will be responsible for:<br>Managing the project, availing relevant project data and reports where applicable<br>Provide relevant liaison with government departments   |

|         |  |
|---------|--|
| 2. 3.5  | The Client envisages the need for continuity for downstream work:<br><b>No</b>   |
| 2.3.6   | Proposals must remain valid 90 days after the submission date.   |
| 2. 3.7  | Clarifications may be requested and the request received not later than 7 days before the submission date.<br>The address for requesting clarifications is:<br><b>CHIEF OFFICER,<br/>LANDS, HOUSING AND URBAN DEVELOPMENT<br/>P.O.BOX 53-30400<br/>KABARNET</b>  |
| 2.3.8   | Proposals shall be submitted in the following language: English  |
| 2.3.9   | Shortlisted Consultants may associate with other shortlisted Consultants: <b>No</b>  |
| 2.3.10  | The estimated number of professional staff-months required for the assignment is: <b>Not more than 12 months</b>   |
| 2.3.11  | The format of the Technical Proposal to be submitted is: <b>FTP</b>  |
| 2.3.12  | Training is a specific component of this assignment: <b>Yes</b>  |
| 2. 3.13 | <p><b>List the applicable Reimbursable expenses in local currency.</b></p> <ul style="list-style-type: none"> <li>• A per diem allowance in respect of Personnel of the Consultant for every day in which the Personnel shall be absent from the home office</li> <li>• Cost of necessary travel, including transportation of the Personnel by the most appropriate means of transport and the most direct practicable route; <ul style="list-style-type: none"> <li>• Cost of office accommodation, investigations and surveys;</li> <li>• Cost of applicable local communications required for the purpose of the Services;</li> <li>• Cost, rental and freight of any instruments or equipment required to be provided by the Consultants for the purposes of the Services;</li> <li>• Cost of printing and dispatching of the reports to be produced for the Services;</li> <li>• Other allowances where applicable and provisional or fixed sums (if any); and</li> <li>• Cost of such further items required for purposes of the Services not</li> </ul> </li> </ul> |



|               |  |
|---------------|--|
|               | covered in the foregoing.  |
| <b>2.3.14</b> | <p>Amounts payable by the Client to the Consultant under the contract to be subject to local taxation: <b>Yes</b></p> <p>If affirmative, the Client will:</p> <p>reimburse the Consultant for any such taxes paid by the Consultant: <b>No</b></p> <p><i>The consultant shall be required to pay all local taxes as per the prevailing government of Kenya regulations. These shall be included in the Consultant's financial proposal but shall be shown as separate amounts. However, the client will be exempted from paying Output VAT on the consultancy services</i></p> |
| <b>2.3.15</b> | Consultant to state local cost in the national currency: <b>Yes</b>  |
| <b>2.3.16</b> | Consultant must submit the original and 2 <b>copies</b> of the Technical Proposal, and the original of the Financial Proposal.   |
| <b>2.3.17</b> | <p><b>Mandatory requirements</b></p> <ul style="list-style-type: none"> <li>• Valid Tax compliance Certificate.</li> <li>• A Registered and Practicing physical planning firm Registered by the Physical Planners Registration Board (Valid and upto date Certificate).</li> <li>• Certificate of Reg. with the AG chambers (certificate of Incorporation of the company).</li> <li>• Provision of Tender Security reputable Commercial Bank / Insurance Company with should remain in force for a period of 150 days from the date of Tender Opening.</li> </ul>              |
| <b>2.3.18</b> | <p><b>County Secretary</b><br/> <b>Baringo County Government</b><br/> <b>P.O.Box 53-30400</b><br/> <b>Kabarnet</b></p> <p>Sealed bids indicating Tender number to be deposited at the Tender box at the Supply Chain Offices at AFC Building, Kabarnet to be received not later than..... at 12.00 East African time. <b>Request for Proposals for Consultancy Services for the Preparation of Integrated Urban Development Plan and Digitaland Topographical Mapping for Eldama Ravine Town.</b></p>  |
| <b>2.3.19</b> | <p><b>Criteria, sub-criteria, and point system for the evaluation of Full Technical Proposals are:</b></p> <p style="text-align: right;"><u>Points</u></p> <p>(I) Specific experience of the Consultants relevant to the assignment: <span style="float: right;">[20]</span></p> <p>(Evidence of experience in similar assignments performed within the last five years and attached completion certificates or evidence of on-going project)</p> <p>(II) Adequacy of the proposed methodology and work plan in responding to the Terms of Reference:</p>                      |

|  |   |
|--|---|
|  | <p>a) Technical approach and methodology.(Including evidence availability of relevant equipment for the assignment) [20]</p> <p>b) Work plan [5]</p> <p>c) Organization and staffing [5]</p> <p style="text-align: center;"><b>Total points for criterion(II): [30]</b></p> <p>(III) Key professional staff qualifications and competence for the assignment:<br/>(Attach all the professional certificates of qualification as required)</p> <p>a) <b>Team Leader – Project Director</b> [10points]</p> <ul style="list-style-type: none"> <li>• Master degree in Urban and Regional Planning.</li> <li>• Be registered with the Physical Planners Registration Board.</li> <li>• At least ten (10) years relevant professional experience in urban spatial planning</li> </ul> <p>b) <b>Project Planner/Urban Specialist</b> [10points]</p> <ul style="list-style-type: none"> <li>• Master degree in Urban and Regional Planning, registered by Physical Planners Registration board.</li> <li>• At least seven (7) years professional experience in participatory urban spatial planning and management, including policies, systems and implementation of the same</li> </ul> <p>c) <b>Project Surveyor</b>(10 points)</p> <ul style="list-style-type: none"> <li>• A Licensed and Practising Land Surveyor; licensed with Land Surveyors’ Registration Board.</li> </ul> <p>• A Degree in Land Surveying and photogrammetry with at least Ten(10) years relevant experience in digital mapping and GIS and Land Information System. Must be a member of a ISK and Registered with the ISK</p> <p>d) <b>Digital Mapping Specialist</b> (5 points)</p> <ul style="list-style-type: none"> <li>• A Degree in Land Surveying and photogrammetrywith at least seven (7) years relevant experience in digital mapping, GIS and Land Information System</li> <li>• Registered with the ISK</li> </ul> <p>e) <b>Infrastructure Planning Specialist</b>(5 points)</p> <ul style="list-style-type: none"> <li>• A degree in Engineering, Urban Planning, Architecture or related field,</li> <li>• Minimum 7 years practical experience in urban infrastructure planning and development.</li> </ul> <p>f)<b>Environmental Specialist</b> [5 points]</p> <ul style="list-style-type: none"> <li>• Must possess University Degree in Environment Planning or equivalent.</li> <li>• Minimum 7 years practical experience in an urban field and be registered by a</li> </ul> |
|--|---|

|               |  |             |                        |       |    |                             |       |    |                                   |       |  |                      |             |
|---------------|--|-------------|------------------------|-------|----|-----------------------------|-------|----|-----------------------------------|-------|--|----------------------|-------------|
|               | <p>recognized environmental authority.</p> <p><b>g)Social Development/Community Planning Specialist</b> [5 points]</p> <ul style="list-style-type: none"> <li>• Must possess Advanced University Degree in Sociology or community participatory planning or equivalent</li> <li>• Minimum 7 years practical experience in an urban planning field.</li> </ul> <p><b>Total points for criterion (III) :[50]</b></p> <p>The number of points to be assigned to each of the above positions or disciplines shall be determined considering the following three sub criteria and relevant percentage weights:</p> <table> <tr> <td>1)</td> <td>General qualifications</td> <td>[30%]</td> </tr> <tr> <td>2)</td> <td>Adequacy for the assignment</td> <td>[60%]</td> </tr> <tr> <td>3)</td> <td>Experience in region and language</td> <td>[10%]</td> </tr> <tr> <td></td> <td><b>Total weight:</b></td> <td><b>100%</b></td> </tr> </table> | 1)          | General qualifications | [30%] | 2) | Adequacy for the assignment | [60%] | 3) | Experience in region and language | [10%] |  | <b>Total weight:</b> | <b>100%</b> |
| 1)            | General qualifications   | [30%]       |                        |       |    |                             |       |    |                                   |       |  |                      |             |
| 2)            | Adequacy for the assignment  | [60%]       |                        |       |    |                             |       |    |                                   |       |  |                      |             |
| 3)            | Experience in region and language  | [10%]       |                        |       |    |                             |       |    |                                   |       |  |                      |             |
|               | <b>Total weight:</b>   | <b>100%</b> |                        |       |    |                             |       |    |                                   |       |  |                      |             |
|               | <p><b>The minimum technical score (St) required to pass is: <u>70</u> Points</b></p>   |             |                        |       |    |                             |       |    |                                   |       |  |                      |             |
| <b>2.3.20</b> | <p>Criteria, sub criteria, and point system for the evaluation of Simplified Technical Proposals are: <b>N/A</b></p>   |             |                        |       |    |                             |       |    |                                   |       |  |                      |             |
| <b>2.3.21</b> | <p>The single currency for price conversions is: <b>Kenya Shillings</b></p> <p>The source of official selling rates is: <b>Central Bank of Kenya</b></p> <p>The date of exchange rates is: <b>the date of technical proposal submission.</b></p>   |             |                        |       |    |                             |       |    |                                   |       |  |                      |             |
| <b>2.3.22</b> | <p>The proposals will be ranked according to their combined Technical(St),presentation(Sp) and financial (Sf)scores using the weights-</p> $S=(St*T)+(Sp*T)+(Sf*F)$ <p>S=score</p> <p>T - weight given to the technical proposal</p> <p>P - Weight given to the Presentation</p> <p>F - Weight given to the financial proposal</p> <p>T=0.6</p> <p>P=0.2</p> <p>F=0.2</p> <p>Financial score is determined using the formula:<math>Sf=100*Fm/F</math></p> <p>Sf=Financial score</p>  |             |                        |       |    |                             |       |    |                                   |       |  |                      |             |

|               | $F_m$ = the lowest price<br>$F$ = price of the proposal under consideration  |            |    |          |            |    |   |    |    |  |    |   |   |    |    |   |    |    |   |    |             |  |     |
|---------------|--|------------|----|----------|------------|----|---|----|----|--|----|---|---|----|----|---|----|----|---|----|-------------|--|-----|
| <b>2.3.23</b> | <p>The successful bidders from the technical evaluation will be invited for a presentation before financial bids are opened. The criteria for scoring the bidders during presentation is as shown below:</p> <table border="1"> <thead> <tr> <th>NO</th> <th>CRITERIA</th> <th>Max scores</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>Understanding of the concept and process of preparation of Integrated Urban development plan.</td> <td>20</td> </tr> <tr> <td>2.</td> <td>Clear demonstration of how to tackle the planning challenges in the project area. (Including a clear knowledge of the planning areas.)</td> <td>15</td> </tr> <tr> <td>3</td> <td>Topographical Mapping and digitization process to be applied in the planning area. (Prove the availability of equipment and software to be used in the process of mapping.)</td> <td>30</td> </tr> <tr> <td>4.</td> <td>Able to show / demonstrate the other similar work previously undertaken within the last five years (Evidence / proof)</td> <td>20</td> </tr> <tr> <td>5.</td> <td>Able to explain and demonstrate how to deliver the all Expected outputs, implementation process</td> <td>15</td> </tr> <tr> <td colspan="2">GRAND TOTAL</td> <td>100</td> </tr> </tbody> </table> |            | NO | CRITERIA | Max scores | 1. | Understanding of the concept and process of preparation of Integrated Urban development plan. | 20 | 2. | Clear demonstration of how to tackle the planning challenges in the project area. (Including a clear knowledge of the planning areas.) | 15 | 3 | Topographical Mapping and digitization process to be applied in the planning area. (Prove the availability of equipment and software to be used in the process of mapping.) | 30 | 4. | Able to show / demonstrate the other similar work previously undertaken within the last five years (Evidence / proof) | 20 | 5. | Able to explain and demonstrate how to deliver the all Expected outputs, implementation process | 15 | GRAND TOTAL |  | 100 |
| NO            | CRITERIA   | Max scores |    |          |            |    |   |    |    |  |    |   |   |    |    |   |    |    |   |    |             |  |     |
| 1.            | Understanding of the concept and process of preparation of Integrated Urban development plan.  | 20         |    |          |            |    |   |    |    |  |    |   |   |    |    |   |    |    |   |    |             |  |     |
| 2.            | Clear demonstration of how to tackle the planning challenges in the project area. (Including a clear knowledge of the planning areas.)   | 15         |    |          |            |    |   |    |    |  |    |   |   |    |    |   |    |    |   |    |             |  |     |
| 3             | Topographical Mapping and digitization process to be applied in the planning area. (Prove the availability of equipment and software to be used in the process of mapping.)  | 30         |    |          |            |    |   |    |    |  |    |   |   |    |    |   |    |    |   |    |             |  |     |
| 4.            | Able to show / demonstrate the other similar work previously undertaken within the last five years (Evidence / proof)  | 20         |    |          |            |    |   |    |    |  |    |   |   |    |    |   |    |    |   |    |             |  |     |
| 5.            | Able to explain and demonstrate how to deliver the all Expected outputs, implementation process  | 15         |    |          |            |    |   |    |    |  |    |   |   |    |    |   |    |    |   |    |             |  |     |
| GRAND TOTAL   |  | 100        |    |          |            |    |   |    |    |  |    |   |   |    |    |   |    |    |   |    |             |  |     |
| <b>2.3.24</b> | <p>Expected date for commencement of consulting services</p> <p><b>Immediately</b></p>   |            |    |          |            |    |   |    |    |  |    |   |   |    |    |   |    |    |   |    |             |  |     |

### Section 3: Technical Proposal - Standard Forms

Refer to Reference Paragraph 3.4 of the Data Sheet for format of Technical Proposal to be submitted, and paragraph 3.4 of Section 2 of the RFP for Standard Forms required and number of pages recommended.

#### Form TECH-1: Technical Proposal Submission Form

[Location, Date]

To: [Name and address of Client]

Dear Sirs:

We, the undersigned, offer to provide the consulting services for [Insert title of assignment] in accordance with your Request for Proposal dated [Insert Date] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal sealed under a separate envelope<sup>1</sup>.

We are submitting our Proposal in association with: *[Insert a list with full name and address of each associated Consultant]*<sup>2</sup>

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

If negotiations are held during the period of validity of the Proposal, i.e., before the date indicated in Paragraph Reference 1.14 of the Data Sheet, we undertake to negotiate on the basis of the proposed staff. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations. We undertake, if our Proposal is accepted, to initiate the consulting services related to the assignment not later than the date indicated in Paragraph Reference 7.2 of the Data Sheet.

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

We remain,

Yours sincerely,

Authorized Signature *[In full and initials]*: \_\_\_\_\_

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

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

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

<sup>1</sup> *[In case Paragraph Reference 1.2 of the Data Sheet requires to submit a Technical Proposal only, replace this sentence with: “We are hereby submitting our Proposal, which includes this Technical Proposal only.”]*

<sup>2</sup> *[Delete in case no association is foreseen.]*

## Form TECH-2: Consultant’s Organization and Experience

### A - Consultant’s Organization

*[Provide here a brief (two pages) description of the background and organization of your firm/entity and each associate for this assignment.]*

### B - Consultant’s Experience

*[Using the format below, provide information on each assignment for which your firm, and each associate for this assignment, was legally contracted either individually as a corporate entity or as one of the major companies within an association, for carrying out consulting services similar to the ones requested under this assignment. Use 20 pages.]*

|                                      |   |
|--------------------------------------|---|
| Assignment name:                     | Approx. value of the contract (in current US\$ or Euro):  |
| Country:<br>Location within country: | Duration of assignment (months)   |
| Name of Client                       | Total N <sup>o</sup> of staff-months of the assignment:   |
| Address:                             | Approx. value of the services provided by your firm under the contract (in current US\$ or Euro): |

|   |  |
|---|--|
| Start date (month/year):<br>Completion date (month/year):                   | Nº of professional staff-months provided by associated Consultants:  |
| Name of associated Consultants, if any:                                     | Name of senior professional staff of your firm involved and functions performed (indicate most significant profiles such as Project Director/Coordinator, Team Leader) |
| Narrative description of Project:   |  |
| Description of actual services provided by your staff within the assignment |  |

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

### Form TECH-3: Comments and Suggestions on the Terms of Reference and on Counterpart Staff and Facilities to be provided by the Client

#### A - On the Terms of Reference

*[Present and justify here any modifications or improvement to the Terms of Reference you are proposing to improve performance in carrying out the assignment (such as deleting some activity you consider unnecessary, or adding another, or proposing a different phasing of the activities). Such suggestions should be concise and to the point, and incorporated in your Proposal.]*

#### B - On Counterpart Staff and Facilities

*[Comment here on counterpart staff and facilities to be provided by the Client according to Paragraph Reference 1.4 of the Data Sheet including: administrative support, office space, local transportation, equipment, data, etc.]*

### Form TECH-4: Description of Approach, Methodology and Work Plan for Performing the Assignment

(For small or very simple assignments the Client should omit the following text in Italic)

*[Technical approach, methodology and work plan are key components of the Technical Proposal. You are suggested to present your Technical Proposal (50 pages, inclusive of charts and diagrams) divided into the following three chapters:*

- a) *Technical Approach and Methodology,*
- b) *Work Plan, and*
- c) *Organization and Staffing,*

*a) Technical Approach and Methodology. In this chapter you should explain your understanding of the objectives of the assignment, approach to the services, methodology*

*for carrying out the activities and obtaining the expected output, and the degree of detail of such output. You should highlight the problems being addressed and their importance, and explain the technical approach you would adopt to address them. You should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach.*

*b) Work Plan. In this chapter you should propose the main activities of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Client), and delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate them into a feasible working plan. A list of the final documents, including reports, drawings, and tables to be delivered as final output, should be included here. The work plan should be consistent with the Work Schedule of Form TECH-8.*

*c) Organization and Staffing. In this chapter you should propose the structure and composition of your team. You should list the main disciplines of the assignment, the key expert responsible, and proposed technical and support staff.]*

**Form TECH-5: Team Composition and Task Assignments**

| <b>Professional Staff</b> |      |                   |                   |               |
|---------------------------|------|-------------------|-------------------|---------------|
| Name of Staff             | Firm | Area of Expertise | Position Assigned | Task Assigned |
|                           |      |                   |                   |               |
|                           |      |                   |                   |               |
|                           |      |                   |                   |               |
|                           |      |                   |                   |               |
|                           |      |                   |                   |               |
|                           |      |                   |                   |               |
|                           |      |                   |                   |               |
|                           |      |                   |                   |               |
|                           |      |                   |                   |               |



**Form TECH-6: Curriculum Vitae (CV) for Proposed Professional Staff**

- 1. Proposed Position***[only one candidate shall be nominated for each position]:* \_\_\_\_
- 2.Name of Firm***[Insert name of firm proposing the staff]:* \_\_\_\_\_
- 3.Name of Staff***[Insert full name]:* \_\_\_\_\_
- 4.Date of Birth:** \_\_\_\_ **Nationality:** \_\_\_\_\_
- 5. Education***[Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment]:* \_\_\_\_\_
- 6.Membership of Professional Associations:** \_\_\_\_\_
- 7.Other Training***[Indicate significant training since degrees under 5 - Education were obtained]:* \_\_\_\_
- 8. Countries of Work Experience:** *[List countries where staff has worked in the last ten years]:*\_\_\_\_\_
- 9. Languages***[For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing]:* \_\_\_\_
- 10. Employment Record***[Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.]:*  
 From *[Year]*: To *[Year]*: \_\_\_\_  
 Employer: \_\_\_\_\_  
 Positions held: \_\_\_\_\_

|  |  |
|--|--|
| <p><b>11.</b></p> <p><i>[List all tasks to be performed under this assignment]</i></p> | <p><b>2. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned</b></p> <p><i>[Among the assignments in which the staffs have been involved, indicate the following information for those assignments that best illustrate staff capability to handle the tasks listed under point 11.]</i></p> <p>Name of assignment or project: _____</p> |
|--|--|

|  |   |
|--|---|
|  | Year: _____<br>Location: _____<br>Client: _____<br>Main project features: _____<br>Positions held: _____<br>Activities performed: _____ |
|--|---|

**Certification:**

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

\_\_\_\_\_ Date: \_\_\_\_\_

*[Signature of staff member or authorized representative of the staff]*

*Day/Month/Year*

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

### FormTECH-7: Staffing Schedule


| N°             | Name of Staff | Staff input (in the form of a bar chart) <sup>2</sup> |   |   |   |   |   |   |   |   |    |    |                 |   | Total staff-month input |                    |       |  |
|----------------|---------------|---|---|---|---|---|---|---|---|---|----|----|-----------------|---|-------------------------|--------------------|-------|--|
|                |               | 1   | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12              | n | Home                    | Field <sup>3</sup> | Total |  |
| <b>Foreign</b> |               |   |   |   |   |   |   |   |   |   |    |    |                 |   |                         |                    |       |  |
| 1              |               | [Home]  |   |   |   |   |   |   |   |   |    |    |                 |   |                         |                    |       |  |
|                |               | [Field]   |   |   |   |   |   |   |   |   |    |    |                 |   |                         |                    |       |  |
| 2              |               |   |   |   |   |   |   |   |   |   |    |    |                 |   |                         |                    |       |  |
| 3              |               |   |   |   |   |   |   |   |   |   |    |    |                 |   |                         |                    |       |  |
|                |               |   |   |   |   |   |   |   |   |   |    |    |                 |   |                         |                    |       |  |
| n              |               |   |   |   |   |   |   |   |   |   |    |    |                 |   |                         |                    |       |  |
|                |               |   |   |   |   |   |   |   |   |   |    |    | <b>Subtotal</b> |   |                         |                    |       |  |
| <b>Local</b>   |               |   |   |   |   |   |   |   |   |   |    |    |                 |   |                         |                    |       |  |
| 1              |               | [Home]  |   |   |   |   |   |   |   |   |    |    |                 |   |                         |                    |       |  |
|                |               | [Field]   |   |   |   |   |   |   |   |   |    |    |                 |   |                         |                    |       |  |
| 2              |               |   |   |   |   |   |   |   |   |   |    |    |                 |   |                         |                    |       |  |
|                |               |   |   |   |   |   |   |   |   |   |    |    |                 |   |                         |                    |       |  |
| n              |               |   |   |   |   |   |   |   |   |   |    |    |                 |   |                         |                    |       |  |
|                |               |   |   |   |   |   |   |   |   |   |    |    | <b>Subtotal</b> |   |                         |                    |       |  |
|                |               |   |   |   |   |   |   |   |   |   |    |    | <b>Total</b>    |   |                         |                    |       |  |

1 For Professional Staff the input should be indicated individually; for Support Staff it should be indicated by category (e.g.: draftsmen, clerical staff, etc.).

2 Months are counted from the start of the assignment. For each staff indicate separately staff input for home and field work.

3 Field work means work carried out at a place other than the Consultant's home office.

 Full time input

 Part time input

**FormTECH-8 Work Schedule**

| N<br>o. | Activity <sup>1</sup> | Months <sup>2</sup> |   |   |   |   |   |   |   |   |    |    |    |   |
|---------|-----------------------|---------------------|---|---|---|---|---|---|---|---|----|----|----|---|
|         |                       | 1                   | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | n |
| 1       |                       |                     |   |   |   |   |   |   |   |   |    |    |    |   |
| 2       |                       |                     |   |   |   |   |   |   |   |   |    |    |    |   |
| 3       |                       |                     |   |   |   |   |   |   |   |   |    |    |    |   |
| 4       |                       |                     |   |   |   |   |   |   |   |   |    |    |    |   |
| 5       |                       |                     |   |   |   |   |   |   |   |   |    |    |    |   |
|         |                       |                     |   |   |   |   |   |   |   |   |    |    |    |   |
|         |                       |                     |   |   |   |   |   |   |   |   |    |    |    |   |
|         |                       |                     |   |   |   |   |   |   |   |   |    |    |    |   |
|         |                       |                     |   |   |   |   |   |   |   |   |    |    |    |   |
|         |                       |                     |   |   |   |   |   |   |   |   |    |    |    |   |
|         |                       |                     |   |   |   |   |   |   |   |   |    |    |    |   |
|         |                       |                     |   |   |   |   |   |   |   |   |    |    |    |   |
|         |                       |                     |   |   |   |   |   |   |   |   |    |    |    |   |
| n       |                       |                     |   |   |   |   |   |   |   |   |    |    |    |   |

- 1 Indicate all main activities of the assignment, including delivery of reports (e.g.: inception, interim, and final reports), and other benchmarks such as Client approvals. For phased assignments indicate activities, delivery of reports, and benchmarks separately for each phase.
- 2 Duration of activities shall be indicated in the form of a bar chart.

## **SECTION 4: FINANCIAL PROPOSAL SUBMISSION FORM**

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 all the tax liability including VAT, withholding tax 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.

This consultancy proposal will be quoted as lump sum and will cover the detailed items below:

- 4A. Financial Proposal Submission Form
- 4B. Summary of costs
- 4C. Supervision PC sums
- 4D. Breakdown of price per activity
- 4E. Breakdown of remuneration per activity

#### 4A. FINANCIAL PROPOSAL SUBMISSION FORM

Date.....

To: *Client*

County Secretary

Baringo County Government

P.O. Box 53-30400

Kabarnet

Dear, sir:

We, the undersigned, offer to prepare the Integrated Urban Development Plan and Digital Mapping for Eldama Ravine Town. In accordance with your Request for Proposal dated [Date.....] and our Proposal (Technical and Financial Proposals). Our attached Financial Proposal is for the sum of Kshs. .... [Amount in words and figures]. This amount is inclusive of the taxes, which we have estimated at [Amount(s) in words and figures].

Our Financial Proposal shall be binding upon us up to expiration of the validity period of the Proposal, i.e., [Date.....].

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

We remain,

Yours sincerely,

Authorized Signature:

Name and Title of Signatory:

Name of Firm:

Address:

#### 4B: SUMMARY OF COSTS

| Costs                                       | Kenya shillings<br>(Kshs.) | Amount(s) |
|---|----------------------------|-----------|
| Subtotal ( 4C + 4D + 4E exclusive of taxes) |                            |           |
| Add 16% Tax                                 |                            |           |
| Total Amount of Financial Proposal          |                            |           |

#### 4C: Supervision PC Sums and six workshops.

| Activity No: |   |      |          | Activity Name |              |
|--------------|---|------|----------|---------------|--------------|
| No           | Description   | Unit | Quantity | Unit Price    | Total Amount |
| 1            | 4no. one day expenses for 200 invited participants be reimbursed Kshs. 200 for transport per workshop)(1 <sup>st</sup> stakeholders forums) | Kshs | 200      |               | 120,000      |
| 2            | Provide for 4no. workshop expenses for 200 participants to cover venue hire, water, soda& materials   | No.  | 200      |               | 90,000       |
| 3            | 2 No. One Day Workshop Expenses For 30 County Assembly Committee and County   |      | 30       |               | 180,000      |

|   |  |                              |    |  |       |
|---|--|------------------------------|----|--|-------|
|   | Departmental heads @ksh 3000   |                              |    |  |       |
| 4 | a) Project Manager's Team, technical supervision and administrative costs for entire contract period (i.e. 2 Project Managers, Town Administrator, 3 Planners , 2 Surveyors and 1 economic planner and 1 representatives from CLMB @ Kshs. 5,000 by 10 days spread throughout the entire contract period ) | PC SUM<br><br>Pc sum         | 10 |  |       |
|   | 10% Technical and administrative fee   | 10% of contact cost          |    |  |       |
|   | Provision 2 high speed computers.  |                              |    |  |       |
|   | Inception Report Validation  | Pc sum                       | 1  |  | quote |
|   | Data collection and digital maps   | Acquiring satellite images   |    |  | quote |
|   |  | Acquiring aerial photographs |    |  | quote |



|  |   |  |  |  |       |
|--|---|--|--|--|-------|
|  |   |  |  |  |       |
|  |   | Acquiring survey plans                                   |  |  | quote |
|  |   | Acquiring existing topo cadastral maps                   |  |  | quote |
|  |   | Establishment of ground controls                         |  |  |       |
|  |   | Existing development plans                               |  |  | quote |
|  |   | Scanning, digitization, editing, and attributes entry    |  |  | quote |
|  |   | Preparation of base map (processing of spatial data)     |  |  | quote |
|  |   | Development of Land information database system          |  |  | quote |
|  |   | Social and physical infrastructure mapping,              |  |  | quote |
|  |   | Data Analysis and interpretation                         |  |  | quote |
|  |   | Preparation of a zoning plan                             |  |  | quote |
|  | Notices                                 | Issue notice of intention to plan and completion of plan |  |  | quote |
|  | Printing of adequate copies of the plan |  |  |  | Quote |
|  | Plan advertisement                      |  |  |  | quote |
|  | <b>Subtotal of 4C</b>                   |  |  |  |       |

*NB: These are reimbursable expenses*

#### 4D. BREAKDOWN OF PRICE PER ACTIVITY

| Activity No: _____     | Activity Name: _____           | Unit cost in Kenya shillings (Kshs) | Description: _____                          |
|------------------------|--------------------------------|-------------------------------------|---|
| <b>Price Component</b> | <b>Kenya shillings (Kshs.)</b> |                                     | <b>Amount(s) in Kenya shillings (Kshs.)</b> |
| Staff                  |                                |                                     |   |
| Travel                 |                                |                                     |   |
| Transportation         |                                |                                     |   |
| Accommodation          |                                |                                     |   |

|                        |  |  |  |
|------------------------|--|--|--|
| Miscellaneous Expenses |  |  |  |
| Subtotal 4D            |  |  |  |

**4E. BREAKDOWN OF REMUNERATION PER ACTIVITY**

|                           |                 |              |  |  |
|---------------------------|-----------------|--------------|--|--|
| <b>Activity No.</b> _____ |                 |              | <b>Activity Name:</b> _____                              |  |
| <b>Names</b>              | <b>Position</b> | <b>Input</b> | <b>Unit Price<br/>In<br/>Kenya shillings<br/>(Kshs.)</b> | <b>Total Amount in<br/>Kenya shillings<br/>(Kshs.)</b> |
| Regular staff             |                 |              |  |  |
| Consultants               |                 |              |  |  |
|                           |                 |              |  |  |

**All costs shall be lump sum**

## **Section 5: Terms of Reference**

### ***Terms of reference Preparation of Integrated Urban Development Plan and digital topographical mapping for Eldama Ravine Town***

#### **5.1 Overview of Planning in Kenyan Towns.**

Urbanization is a strong and potentially positive force in development throughout the world today. However, the accelerating rate of urbanization in Kenya has often overtaken the capacity of national and local authorities in dealing with urban development challenges. These challenges and needs include housing, infrastructure services, social and community facilities, local economic development and environmental improvements and protection.

One of the major problems and challenges facing Kenya is the unsustainable urban growth and deterioration of urban environment. Urban centers are experiencing rapid growth and development that is unplanned, not coordinated, and not controlled.

With a high population growth rate of about 7–8 percent per year Kenyan towns are rapidly growing in an haphazard manner and experiencing severe problems, including rapid and illegal subdivisions, mushrooming of informal settlements with poor infrastructure and housing, growing informal markets, lack of recreational facilities and parking areas, traffic congestion with rising injuries and deaths from accidents, severe environmental degradation, and unemployment, crime, and social distress.

In light of the above, there is urgent need to re-plan our towns to new modern towns with standards and services, and good urban form. The plan's focus is to integrate physical, economic, social, cultural, and environmental as well as institutional aspects and tap potential of towns.

The integrated urban development plan will identify priority programmes that make for well-planned, urban living, and working environments that can attract investments for enhanced revenue collection, growth and development. It will also lead to the full exploitation of opportunities for expansion, industrial development, and strengthening of rural-urban linkages. It is also expected to guide development in the extension areas so that a real urban form is created and urban qualities—proximity, mix of functions, and social strata as well as vibrant community organizations—are promoted.

#### **5.2 Objectives and Purpose of the Integrated Urban Development Plan**

To prepare IUDP for Eldama Ravine Town that will play a central role in guiding and controlling development within Eldama Ravine Town and peri urban.

#### **5.3 Specific Objectives**

- Define a vision for future growth and development of the area over the next 10 years
- To set a base for the proposed new Development and role of the town.

- To set regulations, standards and guidelines for development control
- To provide a basis for provision of modern infrastructural services
- To formulate measures for environmental conservation/improvements and aesthetics
- To mitigate urban sprawl and forestal emergence of informal settlements and slums
- To produce accurate up-to-date digital topographic maps.
- To prepare digital and topographic layers in the same system as the digital topo maps.
- To conduct participatory planning exercises in the towns to identify citizens' priorities.
- To prepare short, medium term plans to guide urban development, including action area plans, subject plans, advisory or zoning plans and regulations and other reference materials.
- To prepare Integrated structure plans, showing current and proposed land use and infrastructure (such as transport, water, drainage, power, etc.), housing settlements and environmental assets.
- To provide hands-on training to key staff of the planning department on plan preparation and implementation.
- To prepare a monitoring and evaluation strategy to assist the planning department in reviewing and updating the plan in line with the ever-changing trends of the town.

#### 5.4 The scope

The planning horizon for the plan is set at 10 years, which is considered a reasonable balance between an appropriate period for strategic planning and the predictability of key variables and trends over the foreseeable future and also pegged to Kenya's Vision 2030 and County Integrated Development Plan.

The plan will cover a radius of 7 km from the Central Business District and will include the surrounding market centres within the 7 km radius.

#### 5.5 Planning Challenge/Problems of the Town.

The field survey revealed that Eldama Ravine Town faces the following development challenges

##### Challenges

- Land ownership/ insecurity of tenure
- Solid and liquid waste management
- Emerging Informal settlement
- Inadequate Housing provision
- Poor transportation and inaccessibility
- Undetermined urban growth limits/ urban sprawl
- Encroachment into environmentally fragile areas, public utility and public purpose land
- Inappropriate location of public facilities/utilities
- Unattractive urban form/aesthetics
- Outdated development plans and un-updated RIMs

### **Opportunities**

- Availability of land future expansion
- Additional role as county headquarters.
- Improvised linkages within the county.
- The strategic geographical location of the town
- Thriving trade, commerce and Financial sectors
- Existing urban structure
- Rich agricultural base

## **5.6 PLANNING AND MAPPING SCOPE**

There is an urgent need to prepare appropriate plans for the town that would guide the provision of requisite infrastructure, environmental conservation and enhancement, housing and local economic development among other measures. The plan should also take cognizance of likely demographic dynamics. To support the planning and plan implementation process, there is urgent need for the preparation of up to date interactive digital topographical maps with cadastral layers.

The plans should cover 7km radius from the centre of the town. The plan should address the following broad areas of concern:

- Physical and social Infrastructure development
- Environmental management
- Housing and settlement upgrading
- Local Economic development
- Urban transportation and mobility
- Urban design and aesthetics
- Development regulations and standards
- Mapping of the whole planning area
- Carry out fresh Aerial photography for the purpose of digital topographical Mapping of the detailed planning area
- Carry out feasibility studies
- Carry out stakeholder's engagement
- Formulation of the plans
- Mapping outputs Will include : Aerial photography and controlled mosaic, Up to date digital topographical maps.

## **5.7 Outputs**

- (i) Integrated Urban Development Plan (IUDP), GIS-based for Eldama Ravine Town.
- (ii) A zoning plan-indicating policies and development standards
- (iii) Subject area detailed development plans (e.g CBD improvement plan)
- (iv) Transport structure and strategy
- (v) Up-To-Date Digital Maps and Topographical maps of the planning area.
- (vi) Capital Investment Plan (CIP) for Eldama Ravine town
- (vii) Disaster management and Security strategy.

- (viii) Land information and database system
- (ix) Local economic development and urban agriculture strategy
- (x) Settlement strategy
- (xi) Infrastructure and services development strategies
- (xii) Environment protection and conservation strategy
- (xiii) Planning and urban Management policies
- (xiv) GIS Database for the planning area
- (xv) A GIS LAB to host the plan
- (xvi) Vision( for the town)
- (xvii) Implementation and monitoring framework.
- (xviii) Training and transfer of technology to staff of the planning department.

### **5.8 Digital Topographical Mapping**

To maximize the value of the maps, it is necessary that data so generated be accurate enough to accommodate all planning needs. The maps will be used for spatial planning, infrastructure development, design and maintenance programmes. It will also be used as a base for land information systems. Cadastral information/data shall be digitized to form digital parcel map for urban land management, rating, and development control purposes. This will ensure a one-time investment that will need only updating in future.

### **5.9 Activities**

The mapping will comprise but not limited to the following:

- Collection of all existing data from the various sources including the county government and Ministry of Land, Housing and Urban Development
- Site visits to familiarize with sites and general direction on the scope of works.
- Linking the works with the already existing survey information as directed by the employer.
- Placing of acceptable permanent (monumented) and accurate ground control points for infrastructure planning and setting out base for controlling the imageries/photos and future surveys. Prepare and submit ground control survey data for approval by the Director of Surveys.
- Preparation of accurate digital topographical maps.
- To prepare a cadastral layer by digitizing existing cadastral information of all registered parcels of land.
- Training and transfer of technology to staff of the planning department.
- Carry out digital mapping to cover the areas as delineated by the client .This defines the extent and the limits of the survey to be referred as the mapping boundary on the map above.

The consultant shall provide the following information:

- Digital and topo-cadastral maps on separated layers (levels to be indicated by the client)

and down loaded in two CD- ROMs for the whole mapping area in a format to be advised by the employer. The data should be in both shape files and CAD format

- Digital Terrain Model (DTM) for the whole area.
- Detail topographical Maps (hard copies) at a scale 1: 2500 on a stable film with 2meter contour intervals indicating all the details including building, roads, and footpaths i.e. manmade and physical features.
- Horizontal and vertical control data whose nature and position is fully described using photographs, and sketches.
- Adequate details to accommodate large scale maps for specific details.

### 5.10 Observation

- All main stations satellite image or photo points shall be coordinated in X, Y, Z by geodetic GPS observation or any other standard survey control method acceptable to the Client and capable of achieving geodetic accuracies to within 0.03meters within shortest period of time.
- All heights shall be related to Kenya national mapping datum in meters.

Base network shall be related to a minimum of three existing Survey of Kenya Triangulation stations whose UTM coordinates are known and accepted. Selection of these stations shall be agreed with the Client.

### 5.11 Survey methods

The consultants will move with due care and diligence to execute the surveys. All controls must be tied to the national grid (UTM) and be in accordance with the Survey Act Cap 299, existing engineering survey guidelines, non-title survey guidelines, and other existing survey regulations in Kenya. All digital spatial data should conform to the requirements of the Kenya National Spatial Data Infrastructure Framework (Survey of Kenya).

- The firms shall use techniques, equipment and materials, which are capable of achieving the accuracies and standards specified for the final products, provide the details of proposed equipment in his technical proposal.
- The firms shall deploy permanent staff experienced in the various tasks to be performed. Trainees shall not be employed.
- All horizontal controls have accuracy better than 1:25000.
- All vertical controls shall be tied to the national benchmarks. Errors in fly levels will not exceed 0.03meters per kilometre.
- The survey data of the control points to be approved by the Director of Surveys.
- The Client shall be entitled to inspect the work in progress at any time.

### 5.12 The Integrated Urban Development Plan

The planning process will involve participatory integrated urban development planning in the county that will help produce, at a minimum, a physical structure plan that supports the development of a capital investment plan. The participatory integrated urban development

planning can be defined as a *process* which enables the public and private sectors as well as community and neighborhood level organizations to come together to articulate their respective priorities for the development of their city.

Planning outputs will include: an integrated urban development plan for Kabarnet town comprising of :

- A structure plan providing broad land use classification integrating transportation and indicating major public utility and public purpose, current and future
- Zoning plan and policy for providing development control guidance
- Detailed action plans for specific areas and projects
- Subject plans for specified infrastructural provisions
- Detailed lay-out plans for the towns
- Development strategies along specified thematic areas such as environment, infrastructure, transportation, housing, local economic development
- Implementation strategy indicating prioritization of projects and programmes along the following lines;
- Strategic projects to unlock development potential
- Short term and long term plans
- Capital investment programs;
- Integrated sectoral programs;
- Consolidated Monitoring Performance System
- Disaster management strategy
- Institutional plan
- Spatial representation (Maps and diagrams)
- Critical Development Needs
- Regulated Agricultural Plan

The outputs of the process should result in an integrated urban development plan that meets the following elements:

- a) A situational analysis of the current socio-economic, physical, environmental and cultural characteristics of the towns
- b) A widely accepted vision for the towns' development.
- c) An approved structure plan by the county assembly indicating detailed land use and zoning regulations (code), based on the newly updated digital topographical maps.
- d) Sector strategies including transportation, environmental management, disaster management and cultural heritage preservation plan.
- e) A capital investment plan reflecting with associated costs and responsibilities for implementation of agreed sector wise priorities with a realistic and affordable financing plan budget.

### **5.13 PLAN PACKAGING FOR APPROVAL**

It is recommended that the final plan shall be presented in both soft copy and hard copy formats.

#### **5.13.1 SOFT COPY**

In the soft copy format, the plan shall be presented in such way that it can be accessed using a GIS software, whereby query and analysis is possible.



### 5.13.2 HARD COPY

In the hard copy format, the final copies of the plan shall be packaged in the following manner:

- The urban land use plans shall be printed in colour on coated white printing paper.
- The plans shall be printed to scales, 1:500, 1 :1,000,1 :2500 and 1 :5000.
- The Urban land use plan shall have a minimum number of ten copies (10) printed for submission for approval.
- The urban land use plans shall be well folded into A4/A3 size and in a manner that allows their efficient use.
- The plan shall be presented to NLC and Director of physical planning (Ministry of lands and physical planning for comments and the cost will be incurred by the consultant. The comments will be included in the final plan to be presented to Baringo County Assembly for approval

### 5.14 Duration of services

The time period required for the provision of the services is envisaged to be not more than twelve (12) months.

### 5.15 Reporting requirements and Schedule

The consultant shall propose a schedule of activities and corresponding deployment of staff. This schedule, together with a comprehensive statement justifying the proposed deployment should be incorporated in the proposal.

However, in their detailed proposals the consultants should provide dates that they can meet; reasonable adjustments will be accommodated.

### 5.16 Expertise required

The Consultant will be expected to retain the staff that will have been negotiated to be included in the team. Details of the staff/qualifications and experience are included in Section 5.2 (a) (iii) of the Data Sheet. Profiles of the key experts to be provided by the Consultants for this study are as suggested as follows:

| <b>Profession</b>                        | <b>Number</b> | <b>Minimum Qualification</b>   | <b>Duty</b>  |
|--|---------------|--|--------------|
| Registered and practicing urban planner/ | 1             | <ul style="list-style-type: none"> <li>• Masters degree in urban planning with at least 10 years relevant professional experience in city planning.</li> <li>• Knowledge of and working experience in the East African region.</li> <li>• Must be a registered and practicing town planner.</li> </ul> | Team leader: |

|  |   |  |  |
|--|---|--|--|
|  |   | <ul style="list-style-type: none"> <li>Registered with the Physical Planners Registration Board</li> </ul>   |  |
| Urban planners   | 3 | <ul style="list-style-type: none"> <li>Degree in urban planning with at least 5 years working experience in a city planning.</li> <li>Must be registered and practicing town planners.</li> <li>Registered with the Physical Planners Registration Board</li> </ul>  | Assistants to the team leader  |
| Licensed land surveyor   | 1 | <ul style="list-style-type: none"> <li>Licensed and practising land surveyor; registered with relevant board.</li> <li>Registered with the ISK</li> <li>A degree in land surveying and photogrammetry with at least 10 years relevant experience in digital mapping and GIS and land information systems.</li> </ul> | Team leader for mapping, provision of controls, cadastral layer preparation and verification, GIS. |
| Digital mapping expert/GIS specialist                                    | 1 | Degree in land surveying and photogrammetry with at least seven (7) years relevant experience in digital mapping and GIS and Land Information System.  | Mapping, provision of controls, cadastral layer preparation and verification, GIS                  |
| Environmental planner<br>Environmental and Social Development Specialist | 1 | Advanced degree in urban environmental planning with 5 years working experience in a city  | Environmental planning expertise   |
| Architect  | 1 | A degree in Architectural studies with 4 years working experience in a city  |  |
| Statistician   | 2 | Degree in statistics   |  |
| Draftsman  | 1 | At least a diploma in land use planning.   |  |
| Urban Designer   | 1 | Degree in urban design with 3 years working experience in a city   |  |
| Infrastructure Planning Specialist                                       | 1 | Degree in civil engineering with 5 years relevant experience.  |  |
| Urban sociologist/<br>community mobilization                             | 1 | Degree in sociology with three years working experience in an urban environment.   | Urban social advisor   |

|        |  |  |  |
|--------|--|--|--|
| expert |  |  |  |
|--------|--|--|--|

Key professional are expected to work closely with county staff during the execution of the assignment and there should be evidence of capacity building, institutional strengthening, and technology transfer.

## **6.0 Project Management**

### **6.1 Overview**

The preparation of the plan will be managed by the County Government of Baringo and the Ministry of Land, Housing and Urban Development.

### **6.2 The County Government of Baringo**

The county government will procure the services, coordinate, facilitate and supervise the consultants. It will also avail any support material and documents for the study under their custody.

They will be involved in managing the consultancy for this work. In terms of performance and deliverables, the consultant team will carry out the assignment under the direction of, and report to, the chief officer, land, housing and physical planning. The chief officer will appoint a supervision team, which will be headed by the officer in charge of Planning. Team members will include, Townadministrator, physical planners, surveyors, and other relevant staff. The county will coordinate and chair the project steering committee, and provide administrative services needed by the project team and consultant. The county will also supply required existing documents, reports and support resources to their project team.

### **6.3 Obligation of the Consultant**

The consultant firm shall be responsible for provision of all equipment and services required for the fulfillment of obligations under the contract. These include computers and other IT equipment, transportation, communications, accommodation, insurance, utilities, and any other required resources.

The plan shall be presented to NLC and Director of physical planning (Ministry of lands and physical planning for comments and the cost will be incurred by the consultant. The comments will be included in the final plan to be presented to Baringo County Assembly for approval