

# REPUBLIC OF KENYA



## COUNTY GOVERNMENT OF SIAYA

### REQUEST FOR EXPRESSION OF INTEREST (EOI) CGS/SCM/EOI/2014/2015 (002)

### AUDIT, PROFILING, AND INVENTORY OF PUBLIC LAND AND BUILDINGS / HOUSES IN SIAYA COUNTY

#### **1.0 Background**

The County Government of Siaya has the mandate over public land within its area of jurisdiction and in accordance with article 60 and particularly 62(2) of the Kenya Constitution which provides that public land shall vest in and be held by a county Government in trust for the people resident in the county.

There is however no available reliable data on public land and government buildings/houses in the County. In order to properly plan for land use and maintenance of the buildings, the County Government of Siaya intends to contract professional consultants to undertake a study to audit, profile and create an inventory of all public land and government buildings/houses in the county and to prepare a report and recommendations to the County Government

#### **2.0 Objective of the Assignment**

The general objective of this consultancy is to carry out an audit and develop a database of all public land and government buildings / houses within the jurisdiction of Siaya County Government.

Specific objective of the assignment include but not limited to:-

- 1) Determining legality or otherwise on procedures used in plot allocation to isolate genuine, illegal and irregularly allocated plots/lands
- 2) Based on the findings, advising the County Government on how best to manage the land in a manner consistent with article 60 of the Constitution of Kenya, appropriate land banking for future development and service provision for each sub county, and on county retable property per sub-county.

### **3.0 Scope of the Assignment**

Overall scope of the assignment will *inter alia* cover but not limited to the following:

1. To carry out an audit and document all public land and government houses within the jurisdiction of Siaya county Government i.e. audit, profile and prepare inventory of all public land and government houses in the county
2. Establish the following as relates to the Land
  - (a) The location, parcel numbers and sizes.
  - (b) The current status (confirm if it has changed user)
3. Establish the following as relates to Government Houses
  - (a) The location, parcel numbers and sizes.
  - (b) The current status (confirm if it has changed user)
4. To interrogate the legality or otherwise on procedures used in plot allocation to isolate genuine, illegal and irregularly allocated plots/lands
5. To recommend appropriate action to be taken including, annulment of the documents of title and repossession by the National Land Commission in cases of illegal and irregularly allocated land
6. To document and produce a data base of the county retable property per sub county
7. To recommend to the county government of Siaya the best practice of Managing the said land in a manner that is consistent with article 60 of the constitution of Kenya
8. To recommend to the government the appropriate land banking for future development and service provision for each sub county
9. To document the various constraints to sustainable land management and utilization.

### **4.0 Key Deliverables/ Expected Outputs**

Outputs arising out of this assignment shall comprise of:

- 1) Inception Report; containing the work plan
- 2) Draft Report of facts and findings
- 3) PowerPoint presentation summarizing key findings
- 4) Final Report addressing the scope of the assignment which will be the basis to provide the following;
  - A framework for the county government to document and manage its public land resource based on tangible information.
  - A framework to help county government make prompt and informed responses to approaches by investors with regard to land allocation for investments and which will guide investors in appreciating the range of investment possibilities
  - A basis for preparing the base map of county government land based revenue resources
  - A record of Government houses

### **4.1 Requirements for Eligibility**

This assignment is open to consulting firms who meet the following requirements:

- i) Detailed firm profile
- ii) Certificate of registration/incorporation;
- iii) Valid Tax compliance certificate

- iv) Names and detailed Curriculum vitae of key assignment staff and at least five years post qualification experience and a list of other staff who will participate in the assignment and their qualifications;
- v) Provide two letters of reference from major clients for whom similar assignments have been undertaken;
- vi) List and contact details of organizations for which similar consultancies have been undertaken over the last 4 years.
- vii) Demonstrate understanding of the assignment by submitting a brief approach.
- viii) Submit copy of the last audited accounts.

## **6.0 Area of Focus**

This assignment will cover the whole of Siaya County

## **7.0 Methodology and Work Plan**

7.1. The Consultants will be required to indicate the methodology to be applied, with a clear indication and justification for the techniques to be used in carrying out the assignment. The methodology should include a detailed work plan for performing the assignment clearly indicating allocation of tasks among the individual consultants to be deployed for the assignment and the time within which each of the tasks will be completed. In addition, the Consultants should provide the sequencing of activities that will be employed to achieve the expected outcomes of the assignment and a detailed implementation chart that includes a critical path.

7.2. The Consultants will be required to carry out detailed research as well as source information from other counties for purposes of benchmarking the results against internationally acceptable best operating practices.

## **8.0 Responsibilities of the Parties**

The County Government of Siaya will provide the consultant with available relevant literature and approve all the reports on time.

The consultant will endeavor not to change of Consultants during the time of the assignment without approval of the County Government. The firm must provide its own work facilities, equipment, supplies and support staff to carry out the assignment and provide the services required and also meet all costs related to the fieldwork logistics and other costs. The Consultant shall also ensure that there is a high quality of service rendered and liaise with the County Government on a regular basis in order to report progress.

## **9.0 Coordination**

The Consultants will report to the \_\_\_\_\_ as the Client and principal contact for the consultancy from whom all necessary approvals will be obtained. However, a Reference Committee, comprising of representatives from within the County will be constituted for consultation purposes, to which the Consultants will be required to make presentations/reports. Any other stakeholders may be co-opted on to the committee as and when the need arises.

## **10.0 Duration**

The duration of the consultancy is estimated to be \_\_\_\_\_ weeks. However, Consultants are free to propose an alternative, but reasonable duration for this assignment in their proposals. The Consultants are expected to commence the assignment within one week of signing the contract.

## **11.0 Competence And Expertise Requirements**

### **11.1 Firm**

The Firm should have been in operation for at least two years and provide information of at least three (5) similar assignments undertaken in the last ten (10) years.

Applicants should demonstrate a strong knowledge of land matters and give a brief profile of the firm and experiences in similar assignment.

### **11.2 Personnel Information / Key Professional Staff**

The term “Lead Consultant” refers to the lead and most senior consultant to provide direct services to the County Government of Siaya. The term “Associate Consultants” refers to less senior consultants that will support the lead consultant in providing direct services to the County.

#### **11.2.1 Lead Consultant**

The lead consultant should have a degree in Physical Planning, Surveying, Law or Economics and must have at least 5 years post qualification experience and be registered with the relevant professional organization and should also have participated as a lead or key consultant in a similar assignment. Good and credible knowledge of the county is desirable. A relevant master’s degree will be an added advantage.

#### **11.2.2 Associate Consultants**

The team shall comprise of associate consultants from the following professions; at least a lawyer, surveyor, physical planner and economist.

The associate consultants should have a degree in their fields of specialization and must have at least 5 years post qualification experience and be registered with the relevant professional organization and should also have participated as a consultant in a similar assignment. Good and credible knowledge of the county is desirable. A relevant master’s degree will be an added advantage.

#### **11.2.3 Other Staff**

Consulting firms are also required to provide a list of other staff that will participate in the assignment, their qualifications and expected roles;

**NB: The team must at least have key staff from the following professions; Physical Planner, Surveyor, Lawyer or Economist**

## **12.0 Payment Schedule**

The Consultant will be paid against deliverables as follows:

- 10% of the lump sum on submission of an acceptable Inception Report
- 40% of the lump sum on submission of an acceptable Draft Report
- 50% of the lump sum on submission, approval and acceptance of Final Report

Letters of expression of interest are to be enclosed in plain sealed envelopes, clearly marked "Expression of Interest for Consultancy services for No. **CGS/SCM/EOI/2014/2015(002)** for **Audit, profiling and Inventory of Public Land and houses in Siaya** and be deposited in the tender box provided at the Main entrance of **ALEGO USONGA SUB COUNTY OFFICES** and be addressed to

**THE COUNTY SECRETARY  
COUNTY GOVERNMENT OF SIAYA  
P.O. BOX 803-40600  
SIAYA**

**So as to reach on or before 11<sup>th</sup> February, 2015**

Applications will be opened immediately thereafter in the presence of the Tenderers representative who choose to attend at the Alego Usonga Sub County offices.