

**REPUBLIC OF KENYA**

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**COUNTY GOVERNMENT OF SIAYA**

**REQUEST FOR EXPRESSION OF INTEREST (EOI)  
CGS/SCM/OT/2014/2015(003)**

**FOR**

**CONSULTANCY SERVICES ON ICT STRATEGY  
DEVELOPMENT**

January, 2015

## **TERMS OF REFERENCE**

### **1. Introduction**

As part of its strategic plan, Government of Siaya County has recognised the need to enhance use of Information and Communications Technologies (ICT) to streamline operational processes to enhance County's capacity to deliver services more effectively to the citizens. Consequently, the County intends to undertake an exercise that will redesign its business processes to ensure operations are effective, and to simultaneously select and invest in appropriate ICT solutions to successfully automate the processes.

The Government of Siaya County would now like to engage the services of a Consultant to develop an ICT strategy aligned with the corporate strategy, and to design an ICT infrastructure that will adequately support strategic objectives of the County.

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

The objectives of this assignment are to:

- a) Undertake information needs assessment for all functional areas of the County Services, including priorities for the required solutions;
- b) Design an ICT architecture that will deliver the solutions to adequately support near- and medium-term operational requirements of the County;
- c) Prepare detailed technical specifications and bills of quantities for all the components of the proposed architecture;
- d) Prepare an ICT strategy for the County, with clearly defined implementation phases detailing deliverables to be realised over defined timeframes; and
- e) Identify resources required for strategy implementation.

### **3. General Conditions**

- a) The Consultant shall perform all professional, administrative, financial and other services required within the scope of the appointment with due care and diligence;
- b) The Consultant shall employ professional staff with experience in their respective fields to achieve the objectives of the service as set out in these Terms Of Reference;
- c) The Government of Siaya County will provide or cause to be provided to the Consultant inputs from its various departments. The Consultant will review all material supplied and shall be responsible for commenting on its correctness and the effect (if any) of its accuracy and relevance on the task. All material provided

by or on behalf of Government of Siaya County to the Consultant in the course of the services shall be treated as confidential and shall not be divulged without the express authority of the source.

#### **4. Scope of the Consulting Assignment**

The scope of the services to be performed by the consultant shall be as set out in Appendix A of this document.

Prior to the appointment, the consultant shall submit a proposal to include but not limited to the following.

- Appreciation of the scope of the assignment;
- The kind of investigations, approach and methodology that the Consultant will utilize in executing the assignment;
- The phasing of the assignment including durations for all tasks. A chart showing start and completion dates of the tasks should be provided and critical tasks clearly marked;
- Members of Consultant's team responsible for completion of the assignment;
- A statement of Consultant's experience on similar works;
- The Consultant to certify that he/she has visited the site, is familiar with the conditions on site and any constraints in carrying out the assignment; and
- The Consultant to make general comments on the assignment scope as detailed in this Terms of Reference and any additional areas to be covered.

#### **5. Time Schedule**

The Consultant shall carry out and complete the consulting assignment within a period of two months.

#### **6. Consultant Fee Proposal**

The Consultant shall offer a grand total fee for the services in accordance with the Terms of Reference. The fee shall be inclusive of all administrative, professional and technical staff costs, expenses, profit and taxes in the consultant's home country and taxes payable by the consultant's staff in Kenya.

The Consultant shall propose a mode of payment, based on delivery milestones.

## **APPENDIX A – SCOPE OF DESIRED SERVICES**

The consultant is expected to provide the services in the following stages.

### **a) Needs Analysis**

The consultant will perform an in-depth needs assessment for information and communication technology architecture suitable for supporting the County's strategic objectives. The assessment will address suitability of the existing ICT components (software applications, computer equipment, networking infrastructure and skills) to meet strategic operational requirements of the County and any shortfalls quantified. Users will be required to define priorities in the resolution of the problems identified.

Upon completion of the needs assessment, an ICT architecture capable of delivering the desired solutions will be proposed.

### **b) Requirements Specifications**

The consultant will prepare detailed technical requirements and bills of quantities for all components of the architecture proposed. The requirements will address, amongst others, the following aspects to ensure maximum benefits are realised from this computerization initiative.

- Hardware, software and networking platforms;
- Interfaces to (or upgrades) of existing systems;
- Security and disaster recovery procedures; and
- Training and change management issues to be addressed within the initiative.

### **c) ICT Strategy Formulation**

From the technical requirements of the proposed ICT architecture and the priority schedules determined during the needs analysis, an ICT strategy will be formulated. The strategy will define the following items:

- Phases defined over certain timeframes;
- Components to be implemented within the phases;
- Training and change management issues to be addressed within the phase; and
- Budgetary estimates for each phase.

## **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.

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(003)** for **ICT STRATEGY DEVELOPMENT** 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.

**COUNTY SECRETARY**  
**COUNTY GOVERNMENT OF SIAYA**