



**REPUBLIC OF KENYA
PARLIAMENT OF KENYA
THE NATIONAL ASSEMBLY**

**EXPRESSION OF INTEREST FOR INDIVIDUAL
CONSULTANT ON THE HISTORY OF PARLIAMENT OF
KENYA PROJECT**

TENDER No. NA/EOI/001/2023-2024

**The Clerk of the National Assembly
Parliament of Kenya
P. O. Box 41842-00100
NAIROBI**

CLOSING DATE: 2ND APRIL, 2024 AT 11:00 A.M



**REPUBLIC OF KENYA
PARLIAMENT
THE NATIONAL ASSEMBLY**

**TENDER NOTICE
EXPRESSION OF INTEREST BY INDIVIDUAL CONSULTANTS**

The National Assembly intends to contract interested and eligible individual consultant towards an original researched and written work on the administrative, procedural, ceremonial, political and legislative history of the Parliament of Kenya with emphasis on the National Assembly commencing from the early colonial period to the present, through the expression of interest;

| TENDER NUMBER | EXPRESSION OF INTEREST DESCRIPTION |
|----------------------|--|
| NA/EOI/001/2023-2024 | Expression of interest for individual consultant on the History of Parliament of Kenya Project |

Interested consultants can access the expression of interest document, which outlines the terms of reference, from either the Parliamentary website at www.Parliament.go.ke or the Public Procurement Information portal at www.tenders.go.ke. Consultants who download the document are required to register their contact details with the National Assembly at procurementna@parliament.go.ke to receive any necessary tender clarifications or addendums.

The completed expression of interest document should be enclosed in a plain sealed envelope, clearly marked with the tender number and name, and either deposited in the tender box located at 13th Floor, Protection House, Nairobi, or addressed to the **Clerk of the National Assembly, Parliament of Kenya, P. O. Box 41842-00100 NAIROBI**. The submissions must be received no later than **Tuesday, 2nd April, 2024**, at **11:00am** East Africa Time (EAT).

The expression of interests will be opened thereafter in the presence of consultants or their representatives who opt to attend at 13th floor, Protection House, Nairobi at the Junction of Parliament Road and Haile Selassie Avenue, Nairobi.

**S. NJOROGE, CBS
CLERK OF THE NATIONAL ASSEMBLY**

Thursday, 21st March 2024

"For the Welfare of Society and the Just Government of the People"

TERMS OF REFERENCE

PROVISION OF EXPRESSION OF INTEREST FOR INDIVIDUAL CONSULTANT ON THE HISTORY OF PARLIAMENT OF KENYA PROJECT

1. INTRODUCTION

The inception of the Legislative Assembly in Kenya dates back to the colonial era when the Legislative Council (LegCo) was constituted through the issuance of the East African Order-in-Council in 1906. The LegCo held its first sitting on 16th August, 1907 at a building along the White House Road (today's Haile Selassie Avenue), following its gazettment on 7th August, 1907. The main purpose of setting up the LegCo was to safeguard the interests of the white settlers and formulate laws of local application. Later the LegCo served as a legislature for the East Africa Protectorate.

While the history of the institution has been documented albeit in piecemeal by various authors and through internal legislative journals, there is need to comprehensively document it. It is against this background that the National Assembly via a Motion passed on the floor of the House on 10th February, 2022 resolved that the Clerk of the National Assembly puts in place and executes appropriate mechanisms to actualize the documentation of the History of the Parliament of Kenya. Among other mechanisms, it is proposed that a consultant historian be incorporated in the process to ensure a successful delivery of the project.

2. OBJECTIVE OF THE ASSIGNMENT

The Technical Expert is expected to deliver to the Clerk of National Assembly an original researched and written work on the administrative, procedural, ceremonial, political and legislative history of the Parliament of Kenya commencing from the early colonial period to the present. The consultant will have to produce this work based on agreed criteria, and will, in consultation with the Team Leader appointed by the Clerk to document these histories, be expected to develop necessary guidelines for content development, review and validate the proposed content and scope of work.

3. SCOPE OF WORK

The Consultant shall work under the supervision of the Team Leader responsible for the History of the Parliament of Kenya to deliver the Book Project. The consultant will be expected to produce a Written Historical Work in four volumes covering:

1. Volume I: The Legislative Council (1907-1963);
2. Volume II: The Bicameral National Assembly (1963-1966);

3. Volume III: The Unicameral National Assembly (1967-2010; 2010-2013); and,
4. Volume IV: The Bicameral Parliament (2013- 2022).

4. DUTIES AND RESPONSIBILITIES OF THE CONSULTANT

The Consultant will be expected to undertake and deliver the following outputs, which will form part of the final reporting on the assignment:

Terms and Conditions

- a) The Consultant must demonstrate that the work is original work;
- b) That the work will not infringe upon the personal rights of or give rise to any claim by any third party, including, without limitation to:
 - (i) claims of defamation,
 - (ii) privacy,
 - (iii) copyright or
 - (iv) trademark infringement;
- c) That the Consultant will forfeit to the Clerk of the National Assembly the rights to publish and use of the said resources; and
- d) That the Clerk of the National Assembly is not obliged to publish or use any part of the materials, which in his or her opinion would infringe upon the rights of any third party.

General Conditions

- a) Review and familiarize with the Project related documents and the requirements relating to the completion of the task;
- b) Attend all meetings relevant to the Project, liaise and coordinate with the Project Team;
- c) Attend to any other matters relevant to the conduct of the Project as and when identified by the Project Team; and
- d) Submit the works at regular intervals that shall be determined by the procurement entity.

5. FINAL OUTPUTS (DELIVERABLES AND TIME SCHEDULE FOR DELIVERABLES)

The Service Contract Period is two (2) years, commencing from date of contract signing. The Consultant shall deliver the following outputs:-

- a) A brief Inception Report within two (2) weeks of contract commencement;
- b) Criteria for selection of members and events with historical importance to the Parliament of Kenya;
- c) Guidelines for text content development for the book project;
- d) Biographical essays of persons of interest to the Parliament including but not limited to members, administrators, key staff, visitors and others. and,
- e) A Quarterly Progress Report.

6. DUTIES AND RESPONSIBILITIES OF THE NATIONAL ASSEMBLY

The National Assembly will provide: -

- a) A liaison officer who will maintain regular contact with the consultant on matters regarding the assignment;
- b) A supervisory mechanism for monitoring the work of the consultant; and,
- c) Access to the precincts and to all relevant material including to Parliamentary Archives and Library for the consultant.

7. REPORTING AND SUPERVISION

The principal contact entity for the National Assembly will be the Team Leader of the Project Team on the History of Parliament of Kenya who shall report to the Clerk of the National Assembly and through whom all the necessary approvals and input will be obtained.

8. ESTIMATED TIMEFRAME AND FEE

The Assignment will be undertaken for two (2) years upon signing of the Contract.

9. COMPETENCES AND EXPERIENCE

The successful consultant shall meet the following qualifications, competencies, experience and Skill

A. EDUCATION

Minimum of a Master's Degree in the field of history/cultural heritage with proven bias/interest in Parliamentary research.

B. EXPERIENCE

- A minimum of ten (10) years' experience in the field of history with a credible focus on Parliamentary history;
- Must have proven record of at least three (3) published works including publications on History featured in internationally accredited Journals;
- Work experience in activities associated with cultural heritage and work experience with government stakeholders;
- Proof of successful delivery of similar works in other comparable jurisdictions;
- Familiarity with the Government rules and regulations and UNESCO guidelines relating to documentation of history;
- Familiarity and flair of Parliamentary history, practice and procedure;
- Ability to professionally render consultancy services and a strong networking and influencing skills necessary for building and maintaining professional relationship needed for gathering data;
- Availability for a period of two years from the date of appointment; (The consultant has to sign a commitment letter)

- Capacity to assemble a permanent technical team of researchers who must also meet the following minimum qualifications –
 - A degree in the field of history with bias in Parliamentary history;
 - Proven experience of at least five (5) years in the field of history and world heritage;
 - A proven record of at least two (2) published works of Journal publications on History featured in internationally accredited Journals;
 - Availability for the two (2) years of the contract period.

C. LANGUAGE COMPETENCIES

- Fluency in written and spoken English and Kiswahili.

D. OTHER COMPETENCIES

- Excellent and analytical writing skills for production of reports, research works and publications;
- Flexibility, adaptability and ability to independently work under strict deadlines;
- Ability to work in a hyper-sensitive multi-cultural environment; and
- Excellent planning and organizational competencies.

10. EVALUATION CRITERIA

The proposals received will be evaluated in accordance with the set criteria in the Tables A and B below: -

Table A: Mandatory Requirements Evaluation

| No. | Criteria | Requirement |
|------------|--|---|
| 1. | Tax Compliance Certificate from KRA and National Identification Card | <ul style="list-style-type: none"> • Attach a valid copy of Individual Tax Compliance Certificate. • Attach a copy of ID/Passport |
| 2. | Submission of a detailed CV | <ul style="list-style-type: none"> • Signed copy of detailed Consultants CV |
| 3. | Submit a statement that the consultant has not been convicted of corrupt or fraudulent practices | <ul style="list-style-type: none"> • Signed Statement that the consultant has not been convicted of corrupt or fraudulent practices |
| 4. | Submit a duly signed Sworn Anti-Corruption Affidavit by the Commissioner of Oaths | <ul style="list-style-type: none"> • Duly signed Sworn Anti-Corruption Affidavit by the Commissioner of Oaths |
| 5. | Availability for a period of two years from the date of appointment | <ul style="list-style-type: none"> • Submit a signed commitment letter |

Note: A Consultant must meet all the mandatory requirements to proceed for Technical Evaluation.

Table B: Technical/Qualification Evaluation Requirements for the Assignment

| No. | Evaluation Qualification Criteria | Marks |
|------------|---|--------------|
| 1. | Key Expert qualification and competence for the Assignment; <ul style="list-style-type: none"> a) Academic qualifications – Master’s degree from a recognized institution in the fields of History/Cultural heritage – (5 marks) b) Specific Professional Experience – Proven record of at least five (5) published works including publications on history of Parliament featured in internationally accredited Journals – (25 Marks) c) General Professional Experience – Proof of successful delivery of similar assignment in other comparable assignments – (5 Marks) d) Proof of 10 years’ experience in the field of history with focus on Parliamentary history – (10 Marks, 1 mark per year) | 45 |
| 2. | Adequacy and quality of the proposed methodology, and work plan in responding to the Terms of Reference (TORs): <ul style="list-style-type: none"> a) Technical approach and methodology – (10 Marks) b) Comments on the Terms of Reference – (10 Marks) c) Work plan and Timetable of Activities – (10 Marks) | 30 |
| 3. | One other personnel qualifications and competence for the Assignment: <ul style="list-style-type: none"> a) General qualifications – degree from a recognized institution in the fields of History/Cultural heritage – (5 marks) b) Specific Professional Experience – proven record of at least two (2) published works including publications on History of Parliament featured in internationally accredited Journals – (10 marks) c) General Professional Experience – Proof of successful delivery of similar assignment in other comparable assignments – (5 marks) d) Proven experience of at least five (5) years in the field of history and world heritage – (5 marks) | 25 |
| | TOTAL | 100 |

Note: To qualify for financial stage, a consultant must score a minimum of **70%** percent.

Financial Evaluation

The consultant with the highest technical score shall be recommended for award.

11. FINANCIAL PROPOSAL FORM

..... {Location, Date}

To: [Name and address of Procuring Entity]

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 Technical Proposal.

Our attached Financial Proposal is for the amount of.....
{Indicate the corresponding to the amount currency} {Insert amounts in words and figures}, including of all taxes. The estimated amount of local taxes is..... {Insert currency} {Insert amount in words and figures}.

Our Financial Proposal shall be valid and remain binding upon us, subject to the modifications resulting from Contract negotiations, for the period as shall be specified in the contract.

We commit to provide to the procuring entity the Beneficial Ownership Information in conformity with the Beneficial Ownership Disclosure Form upon receipt of notification of intention to enter into a contract in the event we are the successful tenderer in this subject procurement proceeding.

Commissions and gratuities paid or to be paid by us to an agent or any third party relating to preparation or submission of this Proposal and Contract execution, paid if we are awarded the Contract, are listed below:

Name and Address, Amount and Purpose of Commission of Agents, Currency or Gratuity

{If no payments are made or promised, add the following statement: "No commissions or gratuities have been or are to be paid by us to agents or any third party relating to this Proposal and Contract execution."}

We understand you are not bound to accept any Proposal you receive. We remain,
Yours sincerely,

Signature..... (of Consultant's authorized representative) {In full and initials}:
Full name: {insert full name of authorized representative}
Title: {insert title/ position of authorized representative}
Name of Consultant..... (company's name or JV's name):
Capacity: {insert the person's capacity to sign for the Consultant}
Physical Address: {insert the authorized representative's address}
Phone: {insert the authorized representative's phone and fax number, if applicable} Email: {insert the authorized representative's email address}

{For a joint venture, either all members shall sign or only the lead member/consultant, in which case the power of attorney to sign on behalf of all members shall be attached}

12. PAYMENT SCHEDULE

| No | SCHEDULE | PERCENTAGE |
|-----------|--|-------------------|
| 1. | A brief Inception Report and submission of criteria for selection of members and events with historical importance to the Parliament of Kenya. (within two (2) weeks after award of contract) | 10% |
| 2. | Submission of Guidelines for text content development for the book project. | 10% |
| 3. | Scoping and determining the biographical essays of persons of interest to the Parliament including but not limited to members, administrators, key staff, visitors and others. | 10% |
| 4. | Submission of the first draft of text content, illustrations and related photographic content for the book project. | 20% |
| 5. | Submission of a detailed final text content for consideration by the Project Team. | 20% |
| 6. | Completion of Work – after Project Closure and Evaluation and submission of final report all relevant documents | 30% |