



**COUNTY GOVERNMENT OF ISILOLO**  
**FINANCE AND ECONOMIC PLANNING**  
**TERMS OF REFERENCE (TOR)**  
**FOR CONSULTANCY SERVICES**  
**FOR DEVELOPMENT OF ISILOLO COUNTY INTEGRATED DEVELOPMENT PLAN**  
**(2018-22)**

## **1. Background**

The County Government Act 2012, in fulfilment of constitutional requirement to legislate preparation of county plans, details the goals and procedures of “County Planning” (Part XI of the Act). County planners are required to prepare 5-year Integrated County Development Plans and the Annual County Budgets to implement them as per section 108 (1) of the Act.

Further, Section 104 (1) of the Act states that, “a county government shall plan for the county and no public funds shall be appropriated without a planning framework developed by the county executive committee and approved by the County Assembly”. It also states that the county planning framework shall integrate economic, physical, social, environmental and spatial planning.

Act requires a “Five-Year County Integrated Development Plan”, the PFMA (Part IV Section (126) (1)) requires both a long-term and medium term plan. According to the PFMA, a budget process for the County Government in any financial year shall consist of the following stages:

- i. Start with an integrated development planning process, which shall contain both short term and medium term plans.
- ii. Every county shall prepare a development plan as per Article 220 (2) of the Constitution.
- iii. Budgets are to be based on programmes, projects and other expenditure contained in the plan.

In order to ensure both quality and timely delivery of County Second Generation Integrated Development Plan (CIDP) 2018-2022 the county is intending to contract the services of a highly competent Consultant to lead the process that will provide a mechanism for linking County Policy, Planning and Budgeting Processes as required by the County Government Act and the PFM Act.

## **2. Objective of the consultancy**

The objective of the Consultancy services is to support and lead in the development of 2018-2022 Isiolo County Integrated Development Plan in a technically grounded, consultative and participatory planning process. Which include; extensive consultations with Public Sector Partners, the Public, Communities, Development Partners, CBOs, and the Private Sector

## **3. Scope**

The Plan firm/consultant will work with the County Planning under the leadership and guidance of the Chief Officer Finance and Economic Planning. The firm/consultant will lead and guide the Technical Expertise process of developing Isiolo County Integrated Development Plan 2018-2022 CIDP of Isiolo County.

## **a) Specific tasks**

- i. Support the review of County Theme ,vision and mission statements
- ii. Provide technical support in Review of the Implementation of the Previous CIDP capturing Analysis of the county Revenue Streams comparing the budgeted versus actual, County Expenditure Analysis by Sector/ subsector, Achievements, lessons learnt including best practices and flag out gaps, recommend and propose interventions to the second generation CIDP
- iii. Coordinate the development of County Priorities and Strategies appropriate practical programmes and projects to be implemented in the County for the period 2018-2022. The development priorities, programmes and projects should be linked to the Kenya Vision 2030, MTP-III, County Transformative Agenda/long term strategic plans, as well as strategies identified in the spatial development framework. Emphasis should also be given to programmes and Projects aimed at fulfilling Article 56 of CoK, Achieving the aspirations of Sustainable Development Goals (SDGs) and African Union Agenda 2063, Governors manifesto, County and stakeholders, Treasury Guidelines, County acts among others.
- iv. Linkage of CIDP with other Development Plans
- v. Hold discussions with the staff of the County Department and County Development Partners to gather information for the assignment
- vi. Lead in the development of an Implementation Framework for the actualization of all the strategies and programmes identified in the plan. By Ensuring that the CIDP is costed and clarity is provided on its implementation including the organizational structure, personnel, resource requirements and Risk Management issues
- vii. Monitoring and Evaluation Framework of the CIDP programmes/projects as outlined in the County Integrated Monitoring and Evaluation System.

## **b) Methodology**

The approach to develop the Isiolo County Second Generation CIDP 2018-22 shall be participatory involving all key stakeholders as required by the Constitution and PFM Act 2012. The firm/consultant is expected to provide detailed information on proposed methodology

## **4. Expected Output**

The following are the main deliverables/outputs of the Consultancy

- i. Inception report detailing methodology and work plan.
- ii. A draft outline of the firm/consultant's task; implementation plan, consultation schedules and other relevant details to preparation of the 2018-2022 CIDP.
- iii. A report of the assignment will be presented to Heads of Department for their inputs as well as being subjected to stakeholder consultations at county level.
- iv. Workshop reports
- v. Bound copies of final CIDP in an electronic version both in PDF and Word Document formats.

## **5. Reporting**

The Consulting firm will be working closely with County Planning Unit and report to the Chief Officer Finance and Economic planning, All reports must be written in English and submitted in

both printed (3 bound hard copies) and electronic format to the Chief Officer Finance and Economic planning Isiolo County Government .

## **6. Time Frame**

The firm/consultant is expected to take sixty consultancy working days (60) spread in 3months.

## **7. Payments**

The client will pay the firm/consultant the following percentages of the contract price;

- a) 30% upon signing of the contract and submission of an inception report
- b) 30% upon submission of a satisfactory draft 2018-2022 CIDP
- c) 40% upon submission of a satisfactory final 2018-2022 CIDP

## **8. Responsibility of the Firm/Consultant**

The firm/consultant should meet all the cost of logistics (transport, accommodation, subsistence, stationery) and all that appertains to the consultancy including his/their participation in workshops.

## **Quality Assurance**

The firm /Consultant shall use an evidence-based approach and ensure the highest standards of work and timely delivery at every stage of this assignment. In particular, the Consultant shall ensure:

- i. clarity of objectives and process during the County Consultative Meetings;
- ii. Counter-Check all facts and figures cited;
- iii. ensure that the content and format of the Draft Plan meets highest standards expected; and
- iv. Ensure proper editing and clarity

## **9. Responsibility of the Client**

The provision of documents by the client shall be restricted to those that are centrally relevant and therefore current to the assignment

## **10. Qualifications, Skills and Attributes**

The potential lead consultant candidate must possess the following

- i. Post-graduate degree in Economics, international development, or relevant discipline, with at least 10 years experience in project development, policy formulation, implementation, monitoring and evaluation;
- ii. Professional expertise in the Economic Planning Development, implementation, monitoring and evaluation of National Development Plans including medium term planning frameworks would be a distinct advantage.
- iii. Previous experience in the public sector would be an advantage.
- iv. Excellent public speaking, presentation and facilitation skills
- v. Strong research and analytical skills e.g. Proficiency in the use of the Statistical Package such as SPSS would also be advantageous.

## **11. Application Requirements**

Interested consultancy firm/individual who fulfills the requirements above should submit

- i. Certificate of Incorporation/ Registration Certificate
- i. Business Permit
- ii. Valid Tax Compliance Certificate
- iii. Pin Certificate
- iv. Organization profile including the CVs of Key Staff.
- v. Full fulfillment of the Chapter six of the constitution; and

- vi. Detailed related work undertaken in the recent past and letters of confirmation from clients.

**12. Submission of Expression of Interest**

The completed expression of interest document three (3) copies must be in sealed packages and delivered to the Tender Box on County Government Treasury Offices, Isiolo, or sent to the address below so as to be received on or before 17th October, 2017 11.00 am. The packages envelop should be clearly marked: “Expression of Interest for Consultancy Services for Development Isiolo County Second Generation CIDP 2018-22” addressed to:

**County Secretary  
Isiolo County  
P. O. Box 36-60300,  
Isiolo.**