



REPUBLIC OF KENYA

MINISTRY OF TOURISM, WILDLIFE AND HERITAGE STATE DEPARTMENT FOR WILDLIFE

Assignment or Contract Title: **Request for Expression of Interest (EOI) for Consultancy Services to Develop Physical Plan for A 30 Bed Capacity Community Eco-Lodge and Associated Infrastructure (Roads Network, Water System, Power System) In Conservancies In Kenya**

EXPRESSION OF INTEREST NO SDW/EOI/008/2023-2024

1. The State Department of Wildlife intends to shortlist consultants to provide consulting services for Request for Expression of Interest (EOI) for Consultancy Services to Develop Physical Plan for A 30-Bed Capacity Community Eco-Lodge and Associated Infrastructure (Roads Network, Water System, Power System) In Conservancies In Kenya in full consistency with the Terms of Reference (TOR) that: Are attached or referred to in this request for expressions of interest.

or

Can be found at the following website: www.ppra.go.ke or

Can be obtained at the address given below.

Name of Procuring Entity: State Department of Wildlife

Contact Person/Official: Principal Secretary

Telephone number: 0203926080

Email Address pswildlife@tourism.go.ke

Postal Address P. O. Box 41394 – 00100 Nairobi

Physical Address NSSF Building, Block-A, Eastern Wing, 15th Floor

(Country, City, Street, Building, floor number and Room number)

2. The State Department for Wildlife now invites eligible consulting firms (“Consultants”) to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services. The shortlisting criteria on required qualifications and experience of the firm are:

3. Experience in the assignment, including technical and managerial capability of the firm.

Five (5) years in business working on the area of the assignment. Reference to at least three assignments of similar nature and size carried out in the last Five (5) years. Include persons or institutions and contact addresses (phone, email) who can be contacted on the same.

4. Qualifications and Experience of Key Experts shall not be included in the short-listing criteria. Key Experts will not be evaluated at the shortlisting stage.

The attention of interested Consultants is drawn to the following provisions that will be highlighted in the Request for Proposals to be issued to shortlisted firms.

The Consultant will be expected to have no conflict of interest with other assignments or its own corporate interests and acting without any consideration for future work.

The consultant has no personal or business relationship with the Procuring Entity's senior management or professional staff.

5. A firm or an individual in the firm has not been sanctioned by the Public Procurement Regulatory Authority or are under a suspension or a debarment imposed by any other entity of the Government of Kenya, or any international organization.

Government-owned enterprises or institutions of Kenya Government, officials and civil servants and employees of public institutions may not eligible.

6. Consultants may associate with other firms to enhance their qualifications, but should indicate clearly whether the association is in the form of a joint venture and/or a sub-consultancy. In the case of a joint venture, all the partners in the joint venture shall be jointly and severally liable for the entire contract, if selected.

7. A Consultant will be selected in accordance with the Quality based selection method set out in the Act and Regulations.

8. Further information can be obtained at the address below during office hours 0900 to 1700hours.

Name of Procuring Entity: State Department of Wildlife

Contact Person/Official: Principal Secretary

Telephone number: 0203926080

Email Address: pswildlife@tourism.go.ke

Postal Address: P. O. Box 41394 – 00100 Nairobi

Physical Address: Nairobi Kenya Along Bishop Road, NSSF Building, Block-A, Eastern Wing, 15th Floor

9. Expressions of interest must be delivered in a written form to the address below (in person, or by postal mail, or by e-mail) by

Date: ___ 14TH August, 2023

Time: ___ 11:00 a.m. East African Time

The Proposal submission address is:

Principal secretary

State Department for wildlife

NSSF building block A, Eastern wing
P.O BOX 41394-00100, NAIROBI

TERMS OF REFERENCE

REQUEST FOR EXPRESSION OF INTEREST (EOI) FOR CONSULTANCY SERVICES TO DEVELOP PHYSICAL PLAN FOR A 30 BED CAPACITY COMMUNITY ECO-LODGE AND ASSOCIATED INFRASTRUCTURE (ROADS NETWORK, WATER SYSTEM, POWER SYSTEM) IN CONSERVANCIES IN KENYA

1.0 INTRODUCTION

The Wildlife Conservation and Management Act (WCMA) 2013 recognises and encourages wildlife conservation as a form of land use practice in Kenya. Section 80 (1) of the Act provides for permitting of wildlife- based tourism activities as one of the non-consumptive wildlife user rights.

The Wildlife Policy 2020 provides for promotion of partnerships between communities and investors on viable wildlife-based enterprises to enhance income generation and improvement of livelihoods while conserving wildlife. Executive order No. 1 of 2023 mandates the State Department for Wildlife to develop a Sustainable Wildlife Biodiversity Economy in Kenya amongst other functions. Based on these legal mandates, the State Department for Wildlife with funding from the National Treasury Plans to develop a master physical plan for community eco-lodges in community conservancies in Kenya. The State Department plans to hire a consultant to undertake preparation of a model 30-bed eco-lodge physical plan including its associated infrastructure (roads network, power system and water system). The physical plan will form the basis for development of such eco-lodges in selected community conservancies in Kenya.

The preparation of the eco-lodge physical plan and associated infrastructure preparation will involve preparing drawings to show placement of eco-lodges and associated infrastructures in communities' conservancies in Kenya. The consultant will be expected to visit different conservancies in Kenya to identify the sites within the conservancies where the eco-lodges and associated infrastructures will be placed. This will form the basis for development of structural and architectural designs for the eco-lodge and prepare bill of quantities for construction of eco-lodge and associated infrastructures.

2.0 JUSTIFICATION

Development of sustainable tourism accommodation facilities in wildlife areas has a potential of uplifting the lives of local communities through job creation and income generation. For instance, development of an eco-lodge and associated infrastructure in conservancies can cause

minimal impacts on the natural environment while contributing immensely to community livelihoods and conservation initiatives.

The Kenya Kwanza Government Manifesto focuses on Bottoms-up economic transformation agenda to empower communities. Therefore, the idea of having a physical plan for community eco-lodges is perfectly in line with this Government agenda as this will be an initial step for development of eco-lodges and associated infrastructure in conservancies. This will aim to empower local community and positively contribute to environmental conservation initiatives. It is for this reason that the State Department for Wildlife intends to support preparation of physical plan for 30 bed capacity visitors' eco-lodge in conservancies in Kenya. This will stimulate development of ecotourism activities to benefit local communities within the conservancies.

3.0 DUTIES AND RESPONSIBILITIES / TASKS

- i) Prepare and present an inception report with a comprehensive work plan for undertaking the assignment
- ii) Undertake stakeholders' consultations in community conservancies to identify the conservancies that will benefit from the project;
- iii) Consult with the community conservancies and conservancies' management to identify the site for construction of the eco-lodge selected in (i) above;
- iv) Prepare a physical plan of all facilities associated with the eco-lodge (e.g., staff houses, toilets, road network, power system, emergency generator house, water system, stores, entry gates, security bases and security outposts); and,
- v) Implement the approved Work Plan as outlined in the inception report.

4.0 EXPECTED DELIVERABLES

- i) A project inception report;
- ii) Report on public participation and key stakeholder engagement before and during the assignment;
- iii) A physical plan of a 30-bed capacity eco-lodge and associated infrastructure associated with the location of the eco-lodge;

5.0 PROFILE OF THE CONSULTANT

The team of consultant should have the following qualifications:

- i) Be an interdisciplinary team with experts in:
 - Physical planning

- Building/Construction engineering
 - Wildlife management/Natural resource management
 - Architecture
 - Sociology
- ii) The team leader should have at least a Master's Degree in Physical Planning;
 - iii) Other team members should have at least an undergraduate degree in relevant fields;
 - iv) Should have good communication skills;
 - v) Ability to work collaboratively with diverse teams;
 - vi) Excellent problem-solving skills and an ability to work within tight deadlines; and
 - vii) Must have all the necessary registrations, compliance and practicing licenses from recognized professional bodies and relevant lead agencies.

6.0 EXPERIENCE

- i) At least ten (10) years' experience in Physical Planning;
- ii) Other team members should have at least 5 years in their areas of specialization as outlined in Section 5.0 above;
- iii) Has 2 years' experience in physical planning for eco-lodges and associated infrastructure;
- iv) Having knowledge of Kenya's wildlife conservation policy and legal framework.
- v) Has experience in mediation and negotiation skills;
- vi) Well versed with all relevant laws, policies, regulations, standard and guidelines in physical planning and those guiding development of tourism accommodation facilities in Kenya; and
- vii) Previous work with stakeholders in the natural resources or in community development sectors will be an added advantage.

7.0 DURATION

This assignment is for a period of sixty (60) Working Days

8.0 SCOPE OF FINANCIAL PROPOSAL AND SCHEDULE OF PAYMENT

Proposals should be broken down to include all costs that could possibly be incurred by the consultant, including relevant taxes. Payment shall therefore be made according to the following deliverables:

- i) Thirty per cent (30%) after the submission and the acceptance of the Inception report;
- ii) Thirty per cent (30%) after presentation of the comprehensive draft physical plan;
- iii) Forty per cent (40) after the completion of work/assignment and acceptance of the final report.

Interested Consultants may obtain Request for Proposal document from the Ministry of Tourism Wildlife and Heritage website (www.tourism.go.ke) or the National Treasury suppliers' portal (<http://tenders.go.ke>) and register to receive notification for the tender.

Duly Request for proposal documents in plain sealed envelopes clearly marked “**Request For Expression of Interest (EOI) for Consultancy Services to Develop Physical Plan For A 30 Bed Capacity Community Eco-Lodge and Associated Infrastructure (Roads Network, Water System, Power System) In Conservancies In Kenya**” and bearing no indication of the identity of the Consultant should be addressed to The Principal Secretary, State Department for Wildlife, P. O. Box 41394 - 00100, and be deposited into the tender box at the reception of State Department for Wildlife, NSSF Building, Block-A, Eastern Wing, 15th Floor, on or before 11:00 a.m, on 14th August, 2023.

Bids will be opened immediately thereafter in the presence of consultants or their representatives who choose to attend.

ELIGIBILITY CRITERIA

1. The Firm is from an Eligible country i.e. The Firm is not from a country that Kenya prohibits commercial relations with that country, including those sanctioned by the United Nations Security Council taken under Chapter VII of the Charter of the United Nations.
2. The firm's line of business fits in with the requirements of the assignment.
3. If a firm is a state enterprise:
 - a. Firm is Legally autonomous - a legal entity is separate from the state government and any public administration.
 - b. Firm is Financially autonomous - not receiving any significant subsidies or budget support from any public entity or government.
 - c. Firm is Operating under commercial law - means being vested with legal rights and liabilities similar to any commercial enterprise.
 - d. Firm is not a dependent agency of the Kenya Government.
 4. Firm is not debarred from participating in procurement by PPRA or by any National agency or an International Organization. The Key individuals listed by the Firm's Team Leader are also not debarred.
 5. Firm has no conflict of Interest - consultant may be perceived to provide biased services so that its own or its affiliates interests prevail over the interests of the Procuring Entity.

6. The Firm has provided all the information provided in the EOI to enable Client assess it qualification.

CRITERIA

1. Consultants experience of not less than 10(Ten) it has been in operational in that line business (Max Score = 30%)
2. Consultant's Relevant Experience for the Assignment at least five assignments in the last three years relevant to the consultancy, (Max Score = 50%)
3. Qualifications and Experience of Proposed Key Personnel (Max Score = 20%)
4. Consultant's Experience in the region (specify) under similar conditions to the Procuring Entity's area (Max Score = 20%) "

PRINCIPAL SECRETARY

STATE DEPARTMENT FOR WILDLIFE