



REPUBLIC OF KENYA



**COUNTRY: KENYA**

**PROJECT: KENYA DIGITAL ECONOMY ACCELERATION PROJECT (KDEAP)**

**IMPLEMENTING AGENCY: Information and Communications Technology Authority (ICTA)**

**PROJECT ID: P170941; Credit Numbers 7289-KE and 7290-KE**

**TERMS OF REFERENCE**

**FOR:**

**Request for Expression of Interest**

**for**

**Design and Supervision of the Refurbishment of Five (5) Huduma Centers in Borderland Areas (Consulting Firm)**

**Contract No: KE-ICTA-405568-CS-CQS**

**Issue Date: 19<sup>th</sup> November 2024**

**Closing Date: 4<sup>th</sup> December 2024 at 1000hrs East African Time**

**Client:**

The Chief Executive Officer,  
ICT Authority  
Teleposta Towers 12<sup>th</sup> Floor, Kenyatta Ave  
PO Box 27150 - 00100 Nairobi Kenya  
Tel: +254 20 2089061/ 2211960 Fax: +254 20 2211960  
Email: [procurement@ict.go.ke](mailto:procurement@ict.go.ke) , [info@icta.go.ke](mailto:info@icta.go.ke)  
Website: [www.icta.go.ke](http://www.icta.go.ke)

## 1. Background

The Government of the Republic of Kenya (Gok) has received financing in the amount equivalent to US\$390 Million from the World Bank towards the cost of the first phase of the Kenya Digital Economy Acceleration Project (thereafter “Project”) and intends to apply part of the proceeds to pay for goods, works, non-consulting services and consulting services to be procured under this project.

The project will include the following components.

**Component 1: Digital Infrastructure and Access.** The aim of this component is to increase access to high-speed internet for individuals, industry, and government—the ‘foundation of the foundations’ of a digital economy and strengthen Kenya’s role as regional digital leader—while leveraging investments from the private sector

**Component 2. Digital Government and Services.** This component will invest in the foundational digital services, platforms, architectures, and policies needed to transform the way the Government communicates and conducts its internal operations.

**Component 3. Digital Skills and Markets.** This component aims to equip young Kenyans with digital skills and strengthen their abilities to access and compete in domestic and regional markets, to study mechanisms to improve access to affordable devices and through enhancing the enabling environment for e-commerce to support Kenya’s role as a regional digital hub.

**Component 4. Project Management.** This component will support project implementation, coordination, and capacity building for the Project Implementation Unit (PIU) within Information and Communications Technology Authority (ICTA) and other stakeholders.

**Component 5: Contingent Emergency Response Component.** This component will be activated in the event of an emergency.

The Gok intends to apply a portion of the proceeds of the credit to cover activities under sub-component 1.5 (Enhancing Regional Digital Integration), which intends to fortify connectivity for borderland areas as well as refugee camps and their host communities. This also includes operationalization of Huduma Centers in borderland areas to ensure inclusivity.

## 2. Objectives of the Assignment

The consulting firm will be needed to design and supervise the refurbishment of five (5) Huduma Centres in borderland areas with Internally Displaced People (IDPs), refugees and host communities. These centres are intended to deliver essential government services efficiently to these marginalized population groups, addressing their high demand for such services.

## 3. Scope of Services and Specific Tasks of the Assignment

### 1.1 Scope of services

The assignment will require a consulting firm to design and supervise the refurbishment of five (5) Huduma Centres located in borderland areas (**Turkana, Teso South/Malaba, Taita Taveta, Moyale, and Garissa**).

### 1.2 Specific task of the assignment

Specifically, the Consulting firm will be required to:

1. Evaluate the accessibility of digitized government services, such as ID card and birth certificate issuance in Huduma Centres for host communities, Internally Displaced People, and refugees.

2. Collaborate with HKS's technical team to identify most suitable locations for renovating to be utilized as Huduma Centres in Borderland areas across Turkana, Teso South/Malaba, Taita Taveta, Moyale, and Garissa.
3. Carry out a sustainability analysis of the project for planning and decision-making process towards refurbishment of the identified locations.
4. Design the refurbishment of suitable building in the identified borderland locations.
5. Identify and document relevant regulatory controls and permits required for Borderland Huduma Centers' implementation.
6. Identify and assess legal challenges or potential obstacles at the identified Borderland locations, proposing mitigation measures.
7. Collaborate with HKS's technical team and PIU safeguards team to conduct site visits at the proposed Borderland Huduma Centres, compiling environmental and social impact assessments (ESIAs), comprehensive reports and recommending next steps.
8. Facilitate stakeholder engagement for successful onboarding of Government and Private Sector services to the proposed Borderland Huduma Centres.
9. Develop regular repair and maintenance schedules, standard operating procedures, and cost estimates for operational and maintenance expenses.
10. Preparation of the technical specifications, the works requirements and bills of quantities for the selection of a contractor tasked with implementing refurbishment of borderland Huduma Centres.
11. Supervise the refurbishment of the five identified locations.

The project will be undertaken in two phases:

Phase I will involve:

1. Accessibility assessment
2. Preparing requirements (legal, regulatory, sustainability, etc.) and stakeholder engagement
3. Design of the refurbishment in the identified locations
4. Preparation of the technical specifications, the works requirements and bills of quantities for the selection of a contractor tasked with implementing refurbishment of borderland Huduma Centres.

Phase II will involve:

1. Implementation of the construction works.

### **Phase I**

During this stage, the Consulting firm will engage in a variety of essential tasks to evaluate accessibility issues and establish the design framework.

#### **a) Accessibility Assessment:**

1. Conduct an in-depth evaluation of the current accessibility status of digitized government services at Huduma Centres, considering diverse groups such as PWDs, refugees, IDPs, host communities and individuals with limited digital literacy.
2. Analyze existing technologies, interfaces, and processes to identify barriers and limitations that impede the effective accessibility of digitized government services.

3. Compile a comprehensive report outlining accessibility gaps and suggesting potential areas for improvement.
4. Conduct an Environmental and Social Impact Assessment (ESIA) in the identified Borderland locations. This would include collaborating with the Project Implementation Unit (PIU) safeguards team to identify potential safeguards issues that may arise and to providing specific recommendations on how to mitigate them.
5. Carry out a sustainability analysis of the project to inform the planning and decision-making process for the refurbishment of the Borderland Huduma Centres. This will include analysis and mapping of impacts under climate change for adaptation, analysis of lessons learnt in past projects and the overall sustainability past the Kenya Digital Economy Acceleration Project.
6. Identify the most sought-after government and private sector services in borderland regions for deployment.

#### **b) Requirements Gathering and Stakeholder Engagement**

1. Collaborate with representative stakeholder groups, including Persons with Disabilities (PWDs), advocacy groups, Ministries, Counties, Agencies and Departments (MCDAs), and UNHCR to comprehensively collect specific requirements for improving the accessibility of digitized government services for the diverse groups such as Persons with Disabilities (PWDs), refugees, IDPs, host communities at risk populations.
2. Collect and document current data related to specifications for renovating the identified Borderland locations.
3. Document the specific user needs, challenges, and preferences encountered when accessing digitized government services, incorporating considering diverse groups such as Persons with Disabilities (PWDs), refugees, IDPs, host communities and individuals with limited digital literacy. This will include collaborating with stakeholders like the British Council who have been engaging the host communities through the Digital Literacy Programme (DLP) in Kenya.
4. Develop a comprehensive list of requirements for the refurbishment of the identified Borderland locations.
5. Identify key participants in stakeholder engagement to facilitate the effective onboarding of Government and Private Sector services at the Borderline Huduma Centres.
6. Utilize feedback from stakeholders to shape the design and functionality of proposed Borderland Huduma Centres.

#### **c) Design the refurbishment of the identified locations**

1. Employ a data-driven approach to determine optimal locations in the borderland regions to establish the Huduma Centres.
2. Analyze factors such as population density, accessibility, proximity by host communities, internally displaced people and refugees.
3. Develop a comprehensive design blueprint for the ideal Huduma Centres in borderland areas.
4. Prepare a high-level architectural concept design to visualize the Huduma centres in borderland areas.
5. Prepare a detailed concept design for the materials including but not limited to architecture, infrastructure and cabling setup, any integrations, power and power backup solutions with detailed specifications for each and estimated costs for the items and required works and services.

6. Prepare Low Level Design (LLD) for the Huduma Centre that will be used for implementation with a detailed technical specification inclusive of itemized Bill of Materials (BoM) of all components required.
7. Work together with the Public Works department to validate and supervise the Bill of Quantities.
8. Create a comprehensive maintenance plan and standard operating procedure to ensure consistent functionality the Huduma centres in borderland areas over time.
9. Incorporate universal design principles considering accessibility features to ensure the Huduma Centres are accessible by individuals with a variety of disabilities such as text-to-speech, braille, jaws Duxbury Software for the blind and Ruby HD

**d) Preparation of the technical specifications, the works requirements and bills of quantities and complete procurement document for the selection of a contractor tasked with implementing refurbishment of borderland Huduma Centres.**

1. Create and submit the requisite technical specifications documents, the works requirements and bills of quantities essential for facilitating an International Competitive Bidding process. This will be in accordance with the current World Bank Procurement Regulations and will pertain to the anticipated renovations for the five (5) borderland Huduma centres.
2. Prepare comprehensive terms of reference and technical specification documents tailored for the project. These documents will contain all necessary details and requirements related to the proposed works.
3. To prepare a comprehensive schedule outlining detailed cost estimates for the entire project. This schedule will provide a thorough breakdown of expenses associated with different aspects of the installation.
4. Develop a comprehensive training plan designed to ensure the ongoing sustainability of the Huduma centres in borderland areas. This plan will also encompass the necessary training required for the efficient maintenance of the aforementioned solutions.

**Phase II involves the following tasks:**

During this phase, the consulting firm will oversee the execution of the designs formulated in Phase I.

**a) Supervise the renovation of the specified locations in Borderland areas designated for use as Huduma Centres.**

The Consulting firm shall perform the following tasks during supervision:

1. Undertake supervision activities to cover implementation of the specified locations in Borderland areas designated for use as Huduma Centres.
2. Inspect the performance of the installations and ensuring that they are done according to the specifications laid down in the concept design and tender documents and comply with the specifications.
3. Inspect and supervise the contractor's work, notifying the contractor and Huduma Kenya Secretariat (HKS) of any defects found and requesting remedy as considered necessary.
4. Ensuring that the works are performed under the required safety and environmental protection measures as per the relevant Kenyan laws, standards, World Bank Operational Safeguard Policies and best practice.

5. Guide the contractor's team on the project implementation when clarification on the design is required.
6. Ensure the necessary integration with existing HKS systems are done and performance is optimized.
7. Attending the user acceptance tests alongside HKS to verify that the results reflect the engineering standards.
8. Review and recommend the Contractor's Programme, schedule of tasks and updates thereof.
9. Advice on requests for contract changes as made by either the contractor or Huduma Kenya Secretariat.
10. Periodic verification of service quality levels achieved for ongoing task as per the KPI's.
11. Review the completion of the works for the purpose of issuance of completion certificates.
12. Provide qualified technical expert teams that will oversee day to day execution and inspection of ongoing tasks.
13. Work in collaboration with GBV safeguard specialist to handle any emerging GBV cases as well as providing mitigation measures where necessary.
14. Provide advisory opinions when requested by Huduma Kenya Secretariat.
15. Although the Contractor bears ultimate responsibility for the implementation of the works, the Consultant is required to agree and approve reference levels for refurbished Huduma Centre as proposed by the Contractor to assess whether, once achieved, such levels will be adequate to ensure its long-term durability and stability.
16. The Consultancy firm and HKS will be required to make assessment of the renovated designated locations.
17. Conditions and the centerlines levels needed to ensure it can be maintained at the required standards through execution of normal routine and periodic maintenance works after the Contractor has completed works needed to achieve those levels.
18. Site meetings. The Consultant shall:
  - i. Arrange a schedule of monthly meetings, progress inspections and other job conferences in liaison with the respective Contractor and notify those expected to attend. In arranging these meetings, he is expected to maintain and circulate minutes thereof;
  - ii. Maintain liaison with the Contractors principally through the Contractors' respective work manager and HKS and give assistance in the understanding and interpretation of all aspects of the contract documentation; and
  - iii. Work closely with Huduma Kenya staff to ensure that as much knowledge and experience is passed on.
19. Review of Contractor's Performance, Inspection and Tests. The Consultant shall:
  - i. Conduct on-site observations of the work in progress to determine if the work is proceeding in accordance with the installation contract schedules, and that completed work conforms to the design contract drawings and specifications;
  - ii. Inform the Contractor and HKS when work is to be corrected or rejected or to be uncovered for observation, or special testing, inspection, or approval;
  - iii. Accompany visiting inspectors representing public or other agencies having jurisdiction over the Project, and record the outcome of these inspections and report as appropriate; and
  - iv. Verify that selection and use of materials is in accordance with the specifications.

20. Review of technical documents submitted by the respective Contractor(s). The Consultant shall:

- i. Render interpretations necessary for the proper execution and progress of work, with reasonable promptness; and
- ii. Render written decisions within a reasonable time, on all claims, disputes and other matters in question relating to the execution or progress of work or the interpretation of the installation contract documents.

21. Modifications. The Consultant shall:

- i. Consider and evaluate Contractor's suggestions for modifications in drawings or specifications and report them to the Huduma Kenya Secretariat with recommendations;
- ii. Examine Contractor's proposals for changes and provide recommendations to the Employer for approval when changes affect cost. Changes which do not affect cost or quality may be approved and recorded in the monthly progress reports. Such changes shall be effected by written orders issued by the Consultant.

22. Records. The Consultant shall:

- i. Maintain at the project site orderly files for correspondence, reports of site meetings, product and material submissions, reproductions of original installation contract documents including all addenda, variation orders, site instructions, information and drawings issued subsequent to the start of works contract, as well as Consultant's clarifications and interpretations of the contract documents, progress reports and other related documents;
- ii. Maintain a set of drawings ("as-built" drawings) recording all details of the work as actually executed.

23. Payment Certificates

The Consulting firm shall review applications for payment made by the contractor in accordance with the Conditions of Contract. The Consultant shall ensure that each application details the actual quantities and value of work completed to date compared with the total billed quantity and unit rate for each item in accordance with the Conditions of Contract.

24. Final Completion of Works

The Consulting firm shall review applications for payment made by the contractor in accordance with the Conditions of Contract. The Consultant shall ensure that each application details the actual quantities and value of work completed to date compared with the total billed quantity and unit rate for each item in accordance with the Conditions of Contract.

#### **4. Duration of the Assignment**

The assignment is for a period of Eighteen (18) calendar months from the contract commencement date. The assignment will be carried out in two phases. Phase I will be for a period of six (6) months, which will be the design of the refurbishment of the identified locations. Phase II will be for a period of fourteen (12) months for the supervision of the works. The Consultant will proceed with Phase II of the assignment on successful implementation of Phase I.

## 5. Reporting requirements and timelines for deliverables/reports

### 5.1 Phase I (Total duration of 6months):

The consultant shall submit the following reports, designs, and terms of reference documents.

**Table 1: Reporting requirements and timelines for deliverables/outputs**

Item	Report	Details	Time from date of Commencement of the assignment	Number and format of reports presentation
5.1.1	Inception Report	The Consultant will share the detailed approach, a work plan, sources of information, staffing and working arrangements necessary to complete the assignment. The work plan should anticipate risks and propose mitigation measures	4 weeks	3 hard copies and 1 soft copy
5.1.2	Preliminary Design Report	In Overview of the feasibility study data collected and initial descriptive statistics, Challenges and mitigation measures, feasibility study and report covering emerging issues and solutions in development of the survey report including preliminary design drawings	8 weeks	3 hard copies and 1 soft copy
5.1.3	Draft Final Design Reports v1	<p>Overview of feasibility study data collected and initial descriptive statistics, Challenges and mitigation measures, feasibility study and report covering emerging issues and solutions in development of the feasibility report</p> <p>i. The feasibility study and Current State of accessing digitized government services in Huduma Centres by marginalized communities.</p> <p>ii. The design of the proposed Huduma Centre.</p> <p>iii. Draft final design drawings.</p>	16 weeks	3 hard copies and 1 soft copy
5.1.4	Draft Bidding/procurement Documents	<p>The Bidding Document for the Proposed Refurbishment of the Huduma Centres.</p> <p>i. Including BoQ for Refurbishment of the Huduma Centres.</p> <p>ii. Cost estimates of the goods and services expected.</p>	20weeks	3 hard copies and 1 soft copy



Item	Report	Details	Time from date of Commencement of the assignment	Number and format of reports presentation
5.1.5	Final Design Report & Final Bidding Documents	<p>Incorporating all the feedback and discussion notes on the draft report.</p> <p>i. The feasibility study and Current State of accessing digitized government services in Huduma Centres by marginalized communities.</p> <p>ii. The design and user functionalities for the Huduma Centres including final design drawings.</p> <p>iii. The Terms of references and technical specifications for the proposed refurbished Huduma Centres Including final BoQ.</p>	24 weeks	3 hard copies and 1 soft copy

## 5.2 Phase II (Total duration of 12 months):

The consultant will provide the following reports:

**Table 2: Reporting requirements and timelines for deliverables/outputs**

Item	Report	Details	Time from date of Commencement of the assignment	Output
5.2.1	Inception Report	The Consultant will share the detailed approach, a work plan/implementation plan, sources of information, staffing and working arrangements necessary to complete the assignment. The plan should anticipate risk factors and proposed mitigation, sustainability measures based on previous reports	4 weeks	3 hard copies and 1 soft copy
5.2.2	Monthly Reports	Preparation and submission of monthly reports	Every month	3 hard copies and 1 soft copy
5.2.3	Quarterly Reports	i. Incorporating all the feedback and discussion notes on the monthly reports.	Every quarter	3 hard copies and 1 soft copy

Item	Report	Details	Time from date of Commencement of the assignment	Output
		ii. The design of the 5 refurbished Huduma Centres in borderland areas. iii. Draft final design drawings		
5.2.4	Final Report	End of Assignment	48 weeks	3 hard copies and 1 soft copy

All draft and final reports shall be submitted in the prescribed format to:

The Chief Executive Officer,  
ICT Authority  
Teleposta Towers 12<sup>th</sup> Floor, Kenyatta Ave  
PO Box 27150 – 00100  
Nairobi Kenya  
Tel: +254 20 2089061/ 2211960 Fax: +254 20 2211960  
Email: [procurement@ict.go.ke](mailto:procurement@ict.go.ke) , [info@icta.go.ke](mailto:info@icta.go.ke)  
Website: [www.icta.go.ke](http://www.icta.go.ke)

Attention:  
The Project Coordinator  
KDEAP

The Ag. Secretary/CEO  
Huduma Kenya Secretariat  
15<sup>th</sup> Floor, Lonrho Africa House, Standard Street  
P.O. Box 47716-00100  
Nairobi Kenya  
Tel: 020 6900 020  
Email: [info@hudumakenya.go.ke](mailto:info@hudumakenya.go.ke)  
Website: [www.hudumakenya.go.ke](http://www.hudumakenya.go.ke)

Upon submission of every report, the consultant is expected to make a presentation of the submitted report to the Client in a scheduled meeting. The acceptance of the report shall be recorded in the minutes of the meeting.

## 6. Payment Schedule

The proposed payment schedules based on satisfactory performance of the contract which will be negotiated with the successful consultant will be as presented in Table 3 below.

**Table 3: Proposed payment schedule for Phase I**

Item	Report	Time from commencement of the assignment	Percentage of Payment for Lump Sum Contract (Phase I- Design)
6.1	Inception Report	4 Weeks	10%
6.2	Preliminary Design Report	8 weeks	--
6.3	Draft Final Design Reports v1	16weeks	20%
6.4	Draft Bidding Documents and Cost Estimates	20 weeks	40%
6.5	Final Design Report & Final Bidding Documents	24 weeks	30%
<b>Total</b>			<b>100%</b>

### **Proposed Payment schedule for Phase II**

The Client shall pay to the Consultant (i) remuneration that shall be determined based on time actually spent by each Expert in the performance of the Services after the date of commencing of Services or such other date as the Parties shall agree in writing; and (ii) reimbursable expenses that are actually and reasonably incurred by the Consultant in the performance of the Services.

As soon as practicable and not later than fifteen (15) days after the end of each calendar month during the period of the Services, or after the end of each time interval otherwise negotiated and agreed, the Consultant shall submit to the Client, in duplicate, itemized invoices, accompanied by the receipts or other appropriate supporting documents, of the amounts payable under the contract for such monthly interval, or any other negotiated and agreed period indicated in the contract.

### **7. Minimum Consultant's qualifications and experience requirements**

**The shortlisting criteria are:**

- a. **Core business and years in business:** The firm shall be registered/incorporated as a consulting engineering firm for a period of at least ten (10) years.
- b. **Relevant experience:** The firm shall demonstrate as having successfully executed and completed at least two (2) assignments of similar nature both in scope and complexity in similar operating environment in the last ten (10) years. Details of the assignment-Name and address of the client, scope, value, and period shall be provided in the submitted expression of interest(EoI).
- c. **Technical and managerial capability of the firm:** The firm shall demonstrate as having the requisite technical capacity including relevant equipment, tools, software etc. and managerial capacity to undertake the assignment in the submitted company profile(s). Key Experts will not be evaluated at the shortlisting stage.

### **8. Team Composition and Minimum Qualification and Experience Requirements for the Key Experts**

The Consultants must engage highly qualified and experienced professionals, ensuring suitability for the successful completion of the project. These professionals should possess the essential resources, including equipment and software, needed to carry out the assignment. The key professionals shall personally carry out (with any assistance of other staff deemed appropriate) the services as described in this TOR. The key experts to be provided for this assignment are as follows: -

**Phase I:**

It is anticipated under **Phase I**, at least **36 Key Experts’ time-inputs – (staff- weeks)** of key professional staff stated below and whose qualifications should be as indicated in Section 5.0. The team would be required to accomplish the tasks stated in the TOR of the assignment:

**Table 4: Key experts and estimated time-inputs (Phase 1)**

<b>S. No</b>	<b>Key experts</b>	<b>Estimated Key Experts’ time-input (Person-Weeks)</b>
1.	Project Manager/Team Leader (one)	6
2.	Architect (one)	5
3	Structural engineer(one)	5
4.	Graphic Designer (one)	5
5.	Humanitarian Specialist (one)	5
6	Sociologist(one)	5
7	Legal advisor(one)	5
	<b>Total</b>	<b>36</b>

**a) Project Manager/Team Leader**

The Project Manager should have:

1. A minimum of Master’s degree in architectural studies, structural engineering or relevant field from a university recognized in Kenya.
2. Established industry track record of not less than ten (10) years of general experience in the field of architecture.
3. Minimum specific experience of five (5) years in project management and at least two (2) years in similar projects.
4. Professional registration and certification in relevant areas.

**b) Architect**

The Architect should have:

1. A minimum of Master’s degree in architectural studies or relevant field from a university recognized in Kenya.
2. Established industry track record of not less than ten (10) years of general experience in the field of architecture.
3. Minimum specific experience of five (5) years in structural architecture and at least two (2) years in similar projects.

4. Professional registration and certification in relevant areas.

**c) Structural engineer**

The Structural should have:

1. A minimum of Master's degree in structural engineering or relevant field from a university recognized in Kenya.
2. Established industry track record of not less than ten (10) years of general experience in the field of structural engineering.
3. Minimum specific experience of five (5) years in structural architecture and at least two (2) years in similar projects.
4. Professional registration and certification in relevant areas.

**d) Graphics, Branding, Interior Designer**

The Graphics, Branding, Interior Designer should have:

1. A minimum of Bachelor's degree in interior, graphic design, or relevant field from a university recognized in Kenya.
2. Established industry track record of not less than ten (10) years of general experience in the field of graphic designing.
3. Minimum specific experience of five (5) years as a graphic designer and at least two (2) years in similar projects.
4. Professional registration and certification in relevant areas.

**e) Humanitarian Specialist**

The Humanitarian Specialist should have:

1. A minimum of Master's degree in human rights, gender, international relations, international development, international law or engineering or relevant field from a university recognized in Kenya.
2. Established industry track record of not less than ten (10) years of general experience in the field of sociology
3. Minimum specific experience of five (5) years in international relations and at least two (2) years in similar projects.
4. Professional registration and certification in relevant areas.

**f) Sociologist**

The Sociologist should have:

1. A minimum of Master's degree in social sciences or a or relevant field from a university recognized in Kenya.
2. Established industry track record of not less than ten (10) years of general experience in the field of social sciences.
3. Minimum specific experience of five (5) years in international development and at least two (2) years in similar projects.

- Professional registration and certification in relevant areas.

**g) Legal advisor**

The legal advisor should have:

- A minimum of Master’s degree in legal law or a or relevant field from a university recognized in Kenya.
- Established industry track record of not less than ten (10) years of general experience in the field of law.
- Minimum specific experience of five (5) years in international law and at least two (2) years in similar projects.
- Professional registration and certification in relevant areas.

**Phase II: Supervision**

It is anticipated that under **Phase II** of at least **51 Key Experts’ time-input staff inputs (staff-weeks)** of key professional staff will be required, whose qualifications should be as indicated in Section 6.0 would be required to accomplish the tasks stated in the TOR.

**Table 5: Key experts and estimated time-inputs (Phase 2)**

<b>S. No</b>	<b>Key Experts</b>	<b>Estimated Key Experts’ time-input (Person-Weeks)</b>
1.	Project Manager/Team Leader (one)	12
2.	Architect (one)	10
3.	Structural engineer	6
4.	Graphic Designer (one)	5
5.	Humanitarian Expert (one)	4
6.	Sociologist	4
7.	Resident Engineer	5
8.	Inspector of Works	5
	<b>Total</b>	<b>51</b>

**a) Project Manager/Team Leader**

The Project Manager should have:

- A minimum of Master’s degree in architectural studies, structural engineering or relevant field from a university recognized in Kenya.
- Established industry track record of not less than ten (10) years of general experience in the field of architecture.
- Minimum specific experience of five (5) years in project management and at least two (2) years in similar projects.
- Professional registration and certification in relevant areas.

**b) Architect**

The Architect should have:

1. A minimum of Master's degree in architectural studies or relevant field from a university recognized in Kenya.
2. Established industry track record of not less than ten (10) years of general experience in the field of architecture.
3. Minimum specific experience of five (5) years in structural architecture and at least two (2) years in similar projects.
4. Professional registration and certification in relevant areas.

**c) Structural engineer**

The Structural should have:

1. A minimum of Master's degree in structural engineering or relevant field from a university recognized in Kenya.
2. Established industry track record of not less than ten (10) years of general experience in the field of structural engineering.
3. Minimum specific experience of five (5) years in structural architecture and at least two (2) years in similar projects.
4. Professional registration and certification in relevant areas.

**d) Graphics, Branding, Interior Designer**

The Graphics, Branding, Interior Designer should have:

1. A minimum of Bachelor's degree in interior, graphic design, or relevant field from a university recognized in Kenya.
2. Established industry track record of not less than ten (10) years of general experience in the field of graphic designing.
3. Minimum specific experience of five (5) years as a graphic designer and at least two (2) years in similar projects.
4. Professional registration and certification in relevant areas.

**e) Humanitarian Specialist**

The Humanitarian Specialist should have:

1. A minimum of Master's degree in human rights, gender, international relations, international development, international law or engineering or relevant field from a university recognized in Kenya.
2. Established industry track record of not less than ten (10) years of general experience in the field of sociology
3. Minimum specific experience of five (5) years in international relations and at least two (2) years in similar projects.
4. Professional registration and certification in relevant areas.

**f) Sociologist**

The Sociologist should have:

1. A minimum of Master's degree in social sciences or a or relevant field from a university recognized in Kenya.
2. Established industry track record of not less than ten (10) years of general experience in the field of social sciences.
3. Minimum specific experience of five (5) years in international development and at least two (2) years in similar projects.
4. Professional registration and certification in relevant areas.

**g) Resident Engineer**

The resident engineer should have:

1. A minimum of Master's degree in civil, structural engineering legal or a relevant field from a university recognized in Kenya.
2. Established industry track record of not less than ten (10) years of general experience in the field of engineering.
3. Minimum specific experience of five (5) years in civil engineering and at least two (2) years in similar projects.
4. Professional registration and certification in relevant areas.

**h) Inspector of Works**

The Inspector of Works should have:

1. A minimum of Master's degree in Civil Engineering, Construction Management, Quantity Surveying, Architecture, or a related field from a university recognized in Kenya.
2. Established industry track record of not less than ten (10) years of general experience in the field of Construction Management.
3. Minimum specific experience of five (5) years in civil engineering and at least two (2) years in similar projects.
4. Professional registration and certification in relevant areas.

**9. Management and Accountability of the Assignment**

The Client will be represented by the Chief Executive Officer (CEO). HKS will be the Consultants' supervisor and shall be responsible for coordination of activities of the consultant. On a day-to-day work basis, the consultants shall work and report to the Project Coordinator.

**10. Responsibilities of the Client**

The Consulting firm will receive assistance, as needed, through the provision of introductory letters to stakeholders, streamlining data collection and interview processes. HKS will furnish the Consulting firm with pertinent project-related documents and collaborate in ensuring their availability.

**11. Responsibilities of the Consulting Firm**

The consulting firm is expected to carry out activities that ensure all outputs meet professional and legal standards. Additionally, the firm will be responsible for setting up a temporary fully functional office, providing support staff, office equipment, furniture, vehicles, subsistence allowances, accommodation, utilities, communications, insurance, and any other necessary resources for both the Design Phase (Phase I) and the Supervision Phase (Phase II).



## **12. Confidentiality, Propriety Rights of Client in Reports and Records.**

All the reports, data, and information developed, collected, or obtained during the performance of the contract from the client or other Institutions shall belong to the Client. No use shall be made of them without prior written authorization from the Client.

At the end of the Services, the Consultant shall relinquish all data, manuals, reports and information (including the database, codes, and related documentation) to the Client and shall make no use of them in any other assignment without prior written authority from the Client.