



REPUBLIC OF KENYA

OFFICE OF THE PRIME CABINET SECRETARY AND MINISTRY OF FOREIGN AND DIASPORA AFFAIRS STATE DEPARTMENT FOR FOREIGN AFFAIRS

REQUEST FOR EXPRESSIONS OF INTEREST (CONSULTING SERVICES: QUALITY-AND-COST BASED SELECTION (QCBS))

COUNTRY:	KENYA
ASSIGNMENT TITLE:	EXPRESSION OF INTEREST FOR THE PROVISION OF CONSULTANCY SERVICES FOR FOREIGN MISSIONS MANAGEMENT SYSTEM
TENDER NO.	MFA/SDFA/004/2023-2024

Background Information

The Ministry of Foreign and Diaspora Affairs (**MFDA**) mandate is to project, promote, and protect Kenya's interests and image globally through innovative diplomacy and contribute to a just, peaceful, and equitable world. The State Department for Foreign Affairs manages Kenya's embassies, high commissions, consulates, and other diplomatic missions worldwide. These missions serve as the primary points of contact between the Kenyan government and the host countries.

The Ministry is currently soliciting Expressions of Interest (**EOI**) for eligible consultants to assist in the development and implementation of a comprehensive Foreign Missions Management Solution (**FMMS**). This system aims to significantly enhance the efficiency, transparency, and effectiveness of managing foreign missions. The solution should encompass various modules, including mission management, asset management, staff management, business intelligence reporting, and backup functionality.

The primary objective of this assignment is to develop and implement an FMMS that meets the specific needs of the MFDA in managing its Foreign Missions Abroad.

The proposed solution should include but not limited to the following modules:

- 1. Mission Management:** Mission Details, Mission staff Establishment, Mission Staff management, Mission Expenses and budgets, Assets inventory, User Interface, Data Management, and Reporting
- 2. Asset Management:** Asset Management Module, Asset Database, Asset Categorization and Classification, Asset Status and Condition, Asset Search and Retrieval.
- 3. Staff Management:** Home Staff Management, Local Staff Management, Expense Tracking, Staff Posting and Rotations, Performance Evaluation and Development, Business Intelligence Reporting, Backup Functionality.

The State Department for Foreign Affairs now invites eligible Consulting Firms (Consultants) to indicate their interest in **the Provision of Consultancy Services for Foreign Missions Management System**. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the assignment. The qualification criteria for the Consultants are as follows:-

The firms should submit statutory documents including Certificate of Incorporation/Business Registration, Tax Compliance Certificate.

The Team Leader should have at least a Bachelor's Degree in Computer Science, Engineering, Business Administration, Information Technology (IT) or related academic qualifications. Additionally, the Consultant should demonstrate they have a minimum of 8 years' experience in IT systems and Project Management and Professional experience in developing, implementing and managing scalable systems with competencies in integrated systems and information security management and IT in general, PRINCE2 Practitioner/PMI or other equivalent project management certification.

Other key staff should include but not limited to Functional Consultant/Trainer, Software Engineer/Developer, Database Developer/Administrator, System integration Expert, Web-based System Developer, Infrastructure Engineer and Security Expert.

Team leader and key professional staff should demonstrate competencies and expertise in undertaking the assignment by providing evidence of similar assignments previously accomplished.

The firms should also submit the proposed system **SOLUTION certification** and statutory documents including Certificate of incorporation/business registration, Tax Compliance certificate.

The Consultant will be selected in accordance with the selection **Consulting Services – Quality-and-Cost Based Selection (QCBS)** method as set out in Section 116 of the Public Procurement and Asset Disposal ACT 2015. The assignment should be completed within 120 calendar days starting from the date of signing the contract agreement.

Further information regarding the Expression of Interest (EOI) can be obtained from the State Department for Foreign affairs Supply Chain Management Office situated at Harambee Avenue Old Treasury building, 1st Floor Room 108 from Monday to Friday excluding weekends and public holidays from **8.00 a.m. to 5.00 p.m.** and the websites; PPIP portal www.tenders.go.ke and www.mfa.go.ke. Expressions of interest in a written form in English language should be addressed to:-

**The Principal Secretary,
State Department for Foreign Affairs;
P.O. Box 30551-00100 Nairobi**

and be deposited in the Tender box located at Old Treasury building **Main reception; Ground Floor, Harambee Avenue, Nairobi** on or before **18th December, 2023 at 10.30 a.m. East African Time**. Submitted documents should be clearly marked '**CONSULTANCY SERVICES FOR FOREIGN MISSIONS MANAGEMENT SYSTEM**'. The expressions of interest shall thereafter be opened in public at the Old Treasury Building Boardroom in the presence of applicants or their representatives who will chose to attend.

**PRINCIPAL SECRETARY
STATE DEPARTMENT FOR FOREIGN AFFAIRS**