



REPUBLIC OF KENYA

**MINISTRY OF FOREIGN & DIASPORA AFFAIRS
STATE DEPARTMENT FOR DIASPORA AFFAIRS**

**REQUEST FOR EXPRESSION OF INTEREST
(CONSULTING SERVICES: QUALITY AND COST BASED SELECTION(QCBS))**

COUNTRY:	KENYA
ASSIGNMENT TITLE:	EXPRESSION OF INTEREST FOR CARRYING OUT A BASELINE SURVEY TO DEVELOP A FRAMEWORK AND TACTICAL PLAN FOR ENHANCING REMITTANCES
TENDER NO:	MFA/SDDA/EOI/002/2023-2024

1. Background

The State Department for Diaspora Affairs was created through Executive Order No. 1 of 2023 with a six (6) point mandate. The State Department was conferred with three (3) additional mandates as well as the Diaspora Placement Agency, under the Executive Order No. 2 of 2023.

SDDA mandate therefore is to: Champion the Protection of the rights and promotion of the welfare and interest of Kenyans overseas; Promote continuous dialogue with Kenyans abroad; Support Kenyans in the diaspora in harnessing more opportunities for employment and enterprise development; In liaison with other stakeholders promote the participation of Kenya's diaspora in democratic processes in the country; Develop Incentive framework for Diaspora Remittances; Harness Diaspora savings, facilitate Foreign Direct Investments (FDI) and Technology transfers; Liaison with the Ministry of Labour in implementation of the Labour Migration

Policy as well as the Global Labour Strategy; In conjunction with the Ministry of Labour secure the placement of Kenyans abroad; and Mainstreaming the Kenyan Diaspora into the national development process.

The State Department recognizes that the Diaspora presents enormous potential for skills, knowledge, and technology transfer as well as savings, investment and remittances hence the need for targeted investment in their rights and welfare and concerted effort by the Government and the private sector. The State Department further recognizes the imperative to among other initiatives, strategically incentivize remittances towards achieving the Ksh.1 trillion target in annual remittances by 2027, in line with the Bottom-Up Economic Transformation Agenda (BETA).

This assignment is intended to assist SDDA establish a conducive environment and an enabling ecosystem which will help achieve the target of Ksh. 1 trillion in annual remittances by 2027 and at the same time achieve an equitable spread between remittances for personal savings and investments.

The State Department for Diaspora Affairs (SDDA) is therefore, seeking for a consultancy firm to carry out a Baseline Survey to develop a framework and tactical plan for enhancing remittances

on Remittances which will ultimately inform the development of an Incentive Framework along with a Tactical Plan to help achieve the set target of Ksh. 1 trillion in annual remittances by 2027.

2. Purpose of the assignment: The purpose of this consulting assignment is to:

- 2.1 Understand the current remittance practices and behavior of the Kenyan diaspora.
- 2.2 Map the current channels, purpose etc. exercised by the diaspora.
- 2.3 Capture the expectations and unfulfilled needs of the Kenyan diaspora.
- 2.4 Map the existing ecosystem of facilitating remittances – policies, taxes, fee structures, available instruments etc.
- 2.5 Map and understand the policies, taxes, fee structure of countries attracting significantly higher remittances.

3. Scope of Work and Terms of Reference (ToR)

The consulting firm is expected to:

- 3.1 Carry out a Baseline Survey on remittances.
- 3.2 Carry out a detailed as-is analysis.
- 3.3 Carry out a peer review of other higher remittance receiving countries.

3.1 Baseline Survey:

- 3.1.1 Carry out a ‘statistically valid survey’ to capture the voice of the Kenyan Diaspora in key overseas locations on current patterns in remittances, channels used, purpose of remittances, concerns by the diaspora as well their expectations etc.
- 3.1.2 Design and develop the survey instruments – primarily the questionnaire.
- 3.1.3 Undertake detailed analysis of the data, segmented in relevant groups.

3.2 As-is Analysis:

- 3.2.1 Detailed analysis of the current prevailing landscape / ecosystem facilitating diaspora remittances, covering policies, structures, channels, costs, taxation etc.
- 3.2.2 Review of all investment instruments available for diaspora to consider for investment grade remittances: stock exchange, bonds, funds, insurance, banking products, real estate etc.
- 3.2.3 Engage and conduct interviews with various Ministries and State Agencies including Ministry of Foreign and Diaspora Affairs, The National Treasury, State Department for Investment Promotion,

Central Bank of Kenya, Kenya National Bureau of Statistics, Kenya Investment Authority, Insurance Regulatory Authority, Capital Markets Authority, Council of Governors, African Institute of

3.2.4 Remittances, representatives of the Kenyan Diaspora, Development Partners, the Private Sector and any other relevant stakeholders.

3.2.5 Hold Focus Group Discussions (FGDs) with various State Agencies / Stakeholders.

3.3 Peer Review

3.3.1 Carry out a detailed peer review in at least 2 countries which have a track record of attracting higher diaspora remittances. These could be jointly agreed between SDDA and the consulting firm.

4. Deliverables

4.1 Inception report:

4.1.1 Overall work plan and approach, mutually agreed with all stakeholders.

4.1.2 Target countries for baseline survey and peer review.

4.1.3 Overall approach and methodology including target groups, sampling technique, data collection, and data and information analysis.

4.1.4 Proposed outline and organization of the Baseline Survey Report

4.2 The Baseline Survey Report (inclusive of comments from stakeholder workshops).

4.3 The 'As-is' Analysis Report (inclusive of comments from stakeholder workshops).

4.4 Peer Review Report.

5. Duration of the assignment and payment milestones

5.1 Timelines:

5.1.1 The assignment is for a fixed period of 120 working days and will commence immediately after the signing of the contract. The Consultant is expected to work within the set timelines.

5.2 Payment milestones:

5.2.1 Mobilization	: 20%
5.2.2 Inception report	: 20%
5.2.3 Baseline Survey Report	: 20%
5.2.4 Benchmarking Study Report	: 20%
5.2.5 As-is Analysis Report	: 20%

Payment will be inclusive of Consultants' Daily Subsistence Allowance, transport and any other expenses incurred while travelling out of duty station.

6. Role of Management Team

The Management Team headed by the Principal Secretary, State Department for Diaspora Affairs will:

- 6.1 Hold a briefing meeting with the consultant;
- 6.2 Review and approve the Inception Report;
- 6.3 Prepare an introductory letter for consultants;
- 6.4 Review the First drafts of Baseline Survey Report + 'As-is' Report + Peer Review Report and circulate to stakeholders for comments;
- 6.5 Hold the first stakeholders' workshop;
- 6.6 Hold a validation workshop;
- 6.7 Print and publish the various reports;
- 6.8 Launch the reports; and
- 6.9 Disseminate the Reports.

7. Administrative Arrangements

The Principal Secretary, State Department for Diaspora Affairs will be responsible for approval of the final report(s) before printing and publishing.

The Director, Savings, Investments and Remittances Division, under the guidance of the Management Team will be responsible for:

- 7.1 Guidance throughout all phases of execution of the assignment;
- 7.2 Review of all deliverables and onward submission to the Management Team for approval;
- 7.3 Printing and publishing of the reports;
- 7.4 Sharing the recommendations with various stakeholders; and
- 7.5 Monitoring and tracking of the implementation of the recommendations by various stakeholders.

8. Reporting

The Consultants will report to the Director, Savings, Investments and Remittances Division.

9. Qualifications and Experience

The firms submitting proposals should demonstrate that they can mobilize and deploy multiple skills simultaneously, necessary to undertake the range of tasks set out in the Terms of Reference – advisory, research, taxation and financial modelling. These skills should be based in Kenya.

The project leader must have a strong understanding of all the aspects as described above and should personally lead the project and undertake accountability of the quality of delivery. He / She must have a strong global knowledge and at the same time be extremely familiar with the Kenyan eco-system. As this is a highly strategic project for enhancing diaspora remittances, it is expected that a senior project leader must dedicate enough time.

A firm that does not have all the expertise for the assignment in-house may associate with another firm to provide the full range of the required expertise. However, any associating firm can associate with one firm only (i.e., be a member of only one consortium). Proposals by a firm associating with more than one firm will be rejected.

9.1 Technical Evaluation of the Proposal

The Evaluation Committee appointed by the procuring entity shall evaluate the proposals based on their responsiveness to the Terms of Reference, applying the evaluation criteria as follows:

	Evaluation Criteria		Criteria Total
1	Firm level competency		
a.	Global network – easily accessible to the project team.	10	20
b.	The consulting firm must be registered with Registrar of Companies in Kenya	2	
c.	Range of service lines or practices addressing the technical requirements as per the Terms of Reference	5	
d.	Financial Capability - Please attach certified audited accounts for the last 3 Financial Years	3	
Subtotal: 20			
2	Skills of the project delivery team leaders		
a.	Project Leader: <ul style="list-style-type: none">• Must have minimum relevant experience of 10 years.• Master’s degree in management or economics or related fields.• Must demonstrate cross-border and cross-functional expertise.• Proven track record in strategic planning, financial modelling, strategic alliances, and structuring.• Proven track record of mobilization of foreign investments, private equity, and debt, with references.• Demonstrable experience of fund management and understanding of the various investment structures.• Must have a strong understanding of the Kenyan / Eastern African business environment – opportunities and challenges. Must be based in Kenya while delivering this project, to engage with all the stakeholders.	15	45
b.	Public Sector Expert: <ul style="list-style-type: none">• Must have minimum relevant experience of 10 years.• Master’s degree in management or economics or public policies or related fields.• Must have a demonstrable understanding of the functioning of the public sector in Kenya.• Should be able to guide on the probable solutions and structures within the legal framework of the country.• Must have a good understanding of the various departments and the inter-departmental relationships.	15	

	<ul style="list-style-type: none"> • Strong understanding of the functioning of National Treasury and related Departments, to structure recommendations acceptable as per the Kenyan public & private financial system. • Must be conversant with the Kenya Vision 2030 and the Bottom-Up Economic Transformation Agenda. 		
d.	Tax Expert: <ul style="list-style-type: none"> • Must have minimum relevant experience of 10 years. • Strong understanding of the Kenyan Tax structures. • Must be conversant with diaspora, investments and remittances and statutory implications. • Good understanding of the international taxation, transfer pricing, capital gains and foreign investments. • Must have the ability to ensure compliance with all tax protocols. 	15	
Subtotal: 45			
3	Methodology and Plan of Work		
a.	<ul style="list-style-type: none"> • The consultancy firm must demonstrate, based on its methodology, its ability to achieve the stated objectives and deliver as per the Terms of Reference. • The firm must demonstrate its capability with sample templates, models, and structures. 	30	30
Subtotal: 30			
5	Extended Support		
a.	Mechanism to monitor the progress and continued advisory framework.	5	5
Subtotal: 5			
TOTAL			100

SELF-DECLARATION FORMS

FORM SD1

SELF DECLARATION THAT THE PERSON/TENDERER IS NOT DEBARRED IN THE MATTER OF THE PUBLIC PROCUREMENT AND ASSET DISPOSAL ACT 2015.

I,, of Post Office Box being a resident of in the Republic of do hereby make a statement as follows: -

1. THAT I am the Company Secretary/Chief Executive/Managing Director/Principal Officer/Director of (Insert name of the Company) who is a Bidder in respect of **Tender No.** for (Insert tender title/description) for
(Insert name of the Procuring entity) and duly authorized and competent to make this statement.
2. THAT the aforesaid Bidder, its Directors and subcontractors have not been debarred from participating in procurement proceeding under Part IV of the Act.
3. THAT what is deponed to here in above is true to the best of my knowledge, information and belief.

.....
(Title)

.....
(Signature)

.....
(Date)

Bidder Official Stamp

FORM SD2

***SELF DECLARATION THAT THE PERSON/TENDERER WILL NOT ENGAGE IN
ANY CORRUPT OR FRAUDULENT PRACTICE.***

I, of P. O. Box.....being
a resident of
..... in the Republic of do hereby make a statement
as follows: -

1. THAT I am the Chief Executive/Managing Director/Principal Officer/Director
of.....
..... (*insert name of the Company*) who is a Bidder in respect of **Tender No.**
..... for (*insert tender
title/description*) for (*insert name of the Procuring entity*)
and duly authorized and competent to make this statement.
2. THAT the aforesaid Bidder, its servants and/or agents /subcontractors will not engage in any
corrupt or fraudulent practice and has not been requested to pay any inducement to any member
of the Board, Management, Staff and/or employees and/ or agents of..... (*insert
name of the Procuring entity*) which is the procuring entity.
3. THAT the aforesaid Bidder, its servants and/or agents /subcontractors have not offered any
inducement to any member of the Board, Management, Staff and/or employees and/or agents
of..... (*name of the procuring entity*).
4. THAT the aforesaid Bidder will not engage /has not engaged in any corrosive practice with
other bidders participating in the subject tender.
5. THAT what is deponed to herein above is true to the best of my knowledge information and
belief.

.....
(Title)

.....
(Signature)

.....
(Date)

Bidder Official Stamp

DECLARATION AND COMMITMENT TO THE CODE OF ETHICS

I (person)
on behalf of (*Name
of the Business/ Company/Firm*) declare that
I have read and fully understood the contents of the Public Procurement & Asset Disposal
Act, 2015, Regulations and the Code of Ethics for persons participating in Public Procurement
and Asset Disposal Activities in Kenya and my responsibilities under the Code.

I do hereby commit to abide by the provisions of the Code of Ethics for persons participating
in Public Procurement and Asset Disposal.

Name of Authorized signatory.....

Sign.....

Position.....

Office address..... Telephone.....

E-mail.....

Name of the Firm/Company.....

Date.....

(Company Seal/ Rubber Stamp where applicable)

Witness

Name

Sign.....

Date.....

FORM FOR DISCLOSURE OF INTEREST-Interest of the Firm in the Procuring Entity.

- i) Are there any person/persons in (Name of Procuring Entity) who has/have an interest or relationship in this firm? Yes/No.....

If yes, provide details as follows.

	Names of Person	Designation in the Procuring Entity	Interest or Relationship with Tenderer
1			
2			
3			

- ii) **Conflict of interest disclosure**

	Type of Conflict	Disclosure YES OR NO	If YES provide details of the relationship with Tenderer
1	Tenderer is directly or indirectly controls, is controlled by or is under common control with another tenderer.		
2	Tenderer receives or has received any direct or indirect subsidy from another tenderer.		
3	Tenderer has the same legal representative as another tenderer		
4	Quotation has a relationship with another tenderer, directly or through common third parties, that puts it in a position to influence the quotation of another tenderer, or influence the decisions of the Procuring Entity regarding this quotation process.		
5	Any of the Tenderer's affiliates participated as a consultant in the preparation of the design or technical specifications of the works that are the subject of the quotation.		
6	Tenderer would be providing goods, works, non-consulting services or consulting services during implementation of the contract specified in this Quotation Document.		
7	Tenderer has a close business or family relationship with a professional staff of the Procuring Entity who are directly or indirectly involved in the preparation of the Quotation document or specifications		

	Type of Conflict	Disclosure YES OR NO	If YES provide details of the relationship with Tenderer
	of the Contract, and/or the Quotation evaluation process of such contract.		
8	Tenderer has a close business or family relationship with a professional staff of the Procuring Entity who would be involved in the implementation or supervision of the Contract.		
9	Has the conflict stemming from such relationship stated in item 7 and 8 above been resolved in a manner acceptable to the Procuring Entity throughout the quotation process and execution of the Contract?		

Certification

On behalf of the Tenderer, I certify that the information given above is complete, current and accurate as at the date of submission.

Full Name:.....

Title or Designation:.....

(Signature)

(Date)

The Consultant will be selected in accordance with the selection of 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 Diaspora affairs Supply Chain Management Office situated at 316 Upper Hill Chambers building, 15TH Floor Room 1513 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 the English language should be addressed to: -

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

and be deposited in the Tender box located at 316 Upper Hill Chambers building 12TH Floor reception, 2ND Avenue Ngong Road, Nairobi on or before at 10.30 a.m. East African Time. Submitted documents should be clearly marked **‘EXPRESSION OF INTEREST FOR CARRYING OUT A BASELINE SURVEY TO DEVELOP A FRAMEWORK AND TACTICAL PLAN FOR ENHANCING REMITTANCES**

. The expressions of interest shall thereafter be opened in public at the 316 Upper Hill Chambers building 15TH Floor Boardroom in the presence of applicants or their representatives who will chose to attend.

**PRINCIPAL SECRETARY
STATE DEPARTMENT FOR DIASPORA AFFAIRS**