



## REPUBLIC OF KENYA

### MINISTRY OF FOREIGN AND DIASPORA AFFAIRS STATE DEPARTMENT FOR DIASPORA AFFAIRS

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

<b>COUNTRY:</b>	<b>KENYA</b>
<b>ASSIGNMENT TITLE:</b>	<b>EXPRESSION OF INTEREST FOR CARRYING OUT A BASELINE SURVEY ON REMITTANCES</b>
<b>TENDER NO:</b>	<b>MFA/SDDA/EOI/002/2023-2024</b>

#### **Background**

The State Department of 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.

The State Department for Diaspora Affairs (SDDA) invites expression of interest from interested eligible bidders for the provision of consultancy to carry out a Baseline Survey 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.

The purpose of this consulting assignment is to:

- Understand the current remittance practices and behavior of the Kenyan Diaspora
- Map the current channels, purposes etc exercised by the diaspora.
- Capture the expectations and unfulfilled needs of the Kenyan Diaspora
- Map the existing ecosystem of facilitating remittance – policies, taxes, fees structures, available instruments etc
- Map and understand the policies, taxes, and fees structure of countries attracting significantly higher remittances.

#### **Scope of work**

The consulting firm is expected to;

- Carry out a Baseline survey on remittances
- Carry out detailed ‘as-is’ analysis

- Carry out a peer review of other higher remittance receiving countries

## **Deliverables**

The consulting firm is required to prepare and submit the following:

1. An Inception Report
2. Baseline Survey report
3. The 'As-is' Analysis Report
4. Peer Review Report

## **Academic Qualifications and Experiences**

Interested firms should have the following qualifications and experiences

- a) Demonstrate ability to mobilize and deploy multiple skills simultaneously, necessary to undertake the range of tasks set out in the Terms of Reference.

## **Project leader**

- a) A Masters Degree in Management or Economics or related field
- b) Minimum relevant experience of 10 years

## **Experience**

- a) The project leader must have a strong understanding of all the aspects above and a strong global knowledge and be familiar with the Kenyan eco-system.
- b) Must demonstrate cross-border and cross-functional expertise
- c) Demonstrate experience of fund management and understanding and various investment structures
- d) Have a strong understanding of the Kenyan/Eastern Africa Business environment - opportunities and challenges
- e) Proven track record of mobilization of foreign investments, private equity, and debt, with references.

## **Public Sector Expert**

- a) A Masters Degree in Management or Economics or Public Policies or related field
- b) Minimum relevant experience of 10 years

## **Experience**

- a) Must demonstrate understanding of the public sector in Kenya
- b) Must have a good understanding of the various department and the inter-departmental relationships
- c) Have a strong understanding of the functioning of the National Treasury and related Departments.
- d) Must be conversant with the Kenya Vision 2030 and the Bottom-up Economic Transformation Agenda

## **Tax Expert**

- a) Holder of CPA-K or FCPA
- b) Minimum relevant experience of 10 years

## **Experience**

- a) Must have a strong understanding of the Kenyan Tax structures
- b) Must be conversant with diaspora, investments and remittances and statutory implications

- c) Have a good understanding of the international taxation, transfer pricing, capital gains and foreign investments
- d) Must have the ability to ensure compliance with all tax protocols

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, 15<sup>th</sup> Floor Room 1513 from **Monday to Friday** from **8.00 a.m. to 5.00 p.m.** excluding **weekends and public holidays**. and the Ministry website; [www.mfa.go.ke](http://www.mfa.go.ke).

Interested Consultants may obtain the Terms of Reference from the Ministry of Foreign and Diaspora Affairs website ([www.mfa.go.ke](http://www.mfa.go.ke)).

Completed Expressions of interest documents/ detailed curriculum vitae (CV) together with other testimonials in plain sealed envelope clearly marked **‘EXPRESSION OF INTEREST FOR CARRYING OUT A BASELINE SURVEY ON REMITTANCES**

**MFA/SDDA/EOI/002/2023~2024**

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 12<sup>th</sup> Floor reception, 2<sup>nd</sup> Avenue Ngong Road, Nairobi on or before 23<sup>rd</sup> February 2024 at 11.00 a.m. East African Time.

The expressions of interest will be opened immediately thereafter at the 316 Upper Hill Chambers building 15<sup>th</sup> Floor Boardroom in the presence of applicants or their representatives who will chose to attend.

Deadline for expression of interest is on Friday 23<sup>rd</sup> February, 2024 at 11.00am Kenyan time.

**PRINCIPAL SECRETARY  
STATE DEPARTMENT FOR DIASPORA AFFAIRS**