

COUNTY GOVERNMENT OF NAKURU



DEPARTMENT OF ICT & E- GOVERNMENT

EOI NO. CGN/EOI/2018-2019/001

CLOSE DATE: 6TH DECEMBER 2018

CONSULTANCY SERVICE FOR:

**ICT FOR SOCIO-ECONOMIC AND
TECHNICAL DEVELOPMENT**

TABLE OF CONTENTS

1.0 Background	3
2.0 ICT Opportunities.....	4
3.0 Project Justification.....	5
4.0 Scope of Work	7
5.0 Activities and Deliverables.....	8
6.0 Requirements	10
6.1 Mandatory Requirements	10
6.2 Technical Requirements.....	10

**ICT CONSULTANCY FOR SOCIAL-ECONOMIC AND
TECHNICAL DEVELOPMENT
TERMS OF REFERENCE (TOR)**

1.0 Background

Nakuru County is one of the 47 counties of the Republic of Kenya provided in the Constitution. The county lies within the Great Rift Valley. The county covers an area of 7,495.1 Km² and is located between Longitude 35 ° 28` and 35° 36` East and Latitude 0 ° 13 and 1° 10` south. The county headquarter is Nakuru Municipality which was previously the headquarters of Rift Valley Province provided.

The county has a robust ecological system that the residents depend on for agriculture, tourism, water and many other benefits. The Mau Escarpment with an average altitude of 2,400m above sea level is very important as most of the forests are located on it. It is also the source of Njoro River that drains into Lake Nakuru which is inhabited with flamingos, making it one of the premium tourists attraction site in Kenya.

In spite of the endowments, Nakuru faces a myriad of challenges in terms of social economic development. Largely, the county is grappling with high levels of unemployment, poor living standards of the populace and poorly developed infrastructure. As a response to the current situation, the Governor's office is in the process of carrying out various interventions to support enhanced and effective strategic social- economic and technical development. In furtherance to this objective, the County Government seeks to promote ICT capacities in formulating and implementing viable social- economic and technical development in the County.

The proposed ICT consultancy will be based on key economic sectors categorised as

departments including but not limited to; Lands, physical planning & infrastructure development; Trade & Tourism; Fisheries & Livestock; PSM, Devolution, ICT & e-Governance; Finance, Strategy & economic Planning; Agriculture & Water; Education, Gender & Youth Affairs and Health, Environment & Sanitation. The ICT consultancy intends to provide comprehensive strategies and policy guidelines to solve the problems of rural and urban development, industry, infrastructure and human settlement, ecotourism and sustainable environmental management using Information Communication Technology.

2.0 ICT Opportunities

It is widely acknowledged that the rate of IT diffusion is correlated to the general level of socioeconomic development. ICT scholars confirm that ICT plays a vital role in advancing economic growth and reducing poverty. They further argue that firms that use ICT grow faster, invest more, and are more productive and profitable than those that do not.

The role of technology in improving the lives of the people cannot be underestimated. Increasingly, ICTs are becoming pivotal for economic growth. There is no doubt that the use of ICT is perceived as a catalyst for economic growth. In other words, Information and communication technologies are an integral part of the social fabric of developed economies, to an extent that a modern society without ICT would be unthinkable. ICT produces profound and rapid changes in social economic transformation. ICT is changing types of goods and services, production methods and systems, production locations, infrastructure, business organization and above all, creation of employment. ICT goods and services are utilized by citizens for daily life (work, study, communication), by government offices to provide prompt and inexpensive services (e.g. health services, registry services, etc.), and by enterprises in productive activities.

ICTs can be used to directly influence the productivity, cost effectiveness and competitiveness in operations, an advantage developing countries can build their economies upon. Catching up on developed economies in terms of application of technology and resulting economic benefits had never been that easier.

ICTs have also been acknowledged as the main driver behind employment and economic growth. Increased innovations for information and communication technologies (ICTs) have, in particular, been found to be the primary transformer for economic processes as production and trade during recent decades. Recent research confirms that countries' growth rates today are driven by the process of learning-by-doing, determined by increased usage of ICT in both industries and households. The consumption and investment behaviors of ICT are complementary factors and the spillover effects occurring between households and firms are determined by the social value of capital.

Alive to the fact the ICTs play a critical role in social economic development, Nakuru County seeks to formulate and implement ICT strategy that ensure ICT optimization in service delivery and general social economic and technical development. In this endeavor, we shall adopt a sectoral approach in which the Digital Opportunities Initiative (DOI) will be applicable.

3.0 Project Justification

The constitution of Kenya 2010 created forty seven counties that exercise fiscal, administrative and political mandates. On the fiscal perspective, the sub regional governments receive fiscal transfers from the national governments to support certain key services. Additionally, the counties have mandate to mobilise local resources. It is against this background that Nakuru County plans to enhance service delivery and boost social economic development through a careful and through

application of ICT.

Arising from the central role constitutionally bestowed on the Governors' office and the need to support the county governments to effectively deliver services, Nakuru county government seeks to apply information technology to enhance capacities of individuals and groups within the county. The specific purposes of the consultancy is to-

1. To determine critical needs of the people within Nakuru county and provide suggestions on how to enhance social economic and technical development with respect to information technology;
2. To provide comprehensive strategies and policy guidelines to solve the problems of rural and urban development, industry, infrastructure and human settlement, ecotourism and sustainable environmental management using ICT;
3. Apply ICT in supporting national and sub national planning and development processes including influencing policies, strategies, budgets and national laws to contribute towards an enabling environment for the marginalised that adheres to human rights principles and gender equality, particularly in regard to universality, non-discrimination, participation and accountability;
4. Strengthen county capacities using ICT to monitor the budgets and expenditures on development projects and sensitive interventions, principally regarding vulnerable and disadvantaged groups and ensuring that their specific rights are being met;

5. Strengthen the knowledge base and build capacity (budget trends/levels/ expenditures etc.) on social sectors to enable assessment of the contribution of development partners in support of national and county development goals.

4.0 Scope of Work

The consultancy involves working with all county departments in Nakuru to review the current development status, deficiencies and gaps between the expected levels of social economic and technical development as compared to the actual, with a view to identify areas of improvement in the interest of ensuring public well-being.

The consultancy will specifically;

1. Review ICT and administrative procedures and requirements that may have hindered the progressive social development and recommend necessary responses.
2. Work closely with the ICT department to develop and test ICT framework and methodology for identifying and tracking priority sectors for development. Emphasis and focus will be on the key sectors of the county.
3. Propose recommendations for the ICT socio-economic development structures in terms of budgeting and financial reporting for Nakuru County Government to explicitly capture budget needs focusing on expenditure ideally to include identification of codes within the Program Based Budgets (PBB) and consideration of IFMIS categories to improve ease of collection of information as counties adopt PBB.
4. Facilitate training on the basis of the needs assessment outcomes. This is in line with the very need of ICT capacity building given that the concept of devolved system of government is evolving.

5.0 Activities and Deliverables

It is envisaged that the ICT consultancy will cover county-wide scope with several outcomes. All the county departments will form the unit of measure for the entire ICT consultancy endeavour. The consultancy's intended deliverables include but limited to the following;

Outputs/deliverables	Estimated Duration (person days)
Produce an inception report within one week of commencement of the assignment including interpretation of the assignment, proposed methodologies and approach, and work plan	
<p>Activity-Desk top study to review ICT impediments to social economic and technical development within Nakuru county.</p> <p>Deliverable-A report detailing ICT frameworks for review in support of social economic and technical development gaps</p>	
<p>Activity-Work closely with ICT department, other relevant departments to develop a framework and methodology of tracking social economic and technical development progress</p> <p>Deliverable-A framework to track social economic and technical development indicators</p>	

<p>Activity- Propose recommendations for the social economic and technical development structures in terms of ICT, budgeting and financial reporting for Nakuru County Government to explicitly capture budget needs, focusing on expenditure ideally to include identification of codes within the Program Based Budgets and consideration of IFMIS categories to improve ease of collection of information as counties adopt PBB</p> <p>Deliverable-A set of ICT proposals on review of budgeting classification to support social economic and technical development</p>	
<p>Activity- Facilitate a validation workshop on the proposed ICT framework and methodology for tracking and reporting social economic and technical development and validation of the recommended structure of general development reports.</p> <p>Deliverable- Validation workshop report on the ICT framework as developed</p>	
<p>Activity-Organise and oversee piloting of the ICT development framework in the county</p> <p>Deliverable- Report on issues arising from the ICT pilot process and recommended responses.</p>	
<p>Activity-Hold a series of training for key stakeholders on the applicability of the ICT framework developed in ensuring social economic and technical development</p>	

Deliverable -Workshop report on the ICT training	
Activity -Formulate a training manual on the ICT framework to be used for roll out in four county wards Deliverable - ICT Training manual	
Activity -Formulation of final narrative report to be reviewed by the Governor's office. Deliverable -Final ICT project report	

6.0 Requirements

6.1 Mandatory Requirements

- Attach a copy of a valid tax compliance certificate
- Attach a copy of current business permit/license (2018)
- Attach a copy of certificate of registration/incorporation
- Provide disclosure of directors (CR12)
- Attach a copy of a document indicating physical location of business premises
- Provide professional indemnity cover

6.2 Technical Requirements

Interested firms or individuals must state or provide the following information

- Detailed approach and/or methodology that will be used to conduct the assessment
- CVs of key professional staff who will be involved in the project and their experience in similar assignments
- Past experience; at least 3 references of relatively large organizations to which they have undertaken similar services
- Detailed project plan for the entire exercise including delivery lead time

- Deliverables expected on completion of the exercise

On a separate document, provide a detailed breakdown of professional fees for conducting the exercise. This should include 1% administrative cost of the consultancy. This will cater for monitoring the exercise and it will be paid to the project team from the client end.