



STATE DEPARTMENT FOR DEVOLUTION

REQUEST FOR EXPRESSION OF INTEREST (CONSULTING SERVICES- FIRM SELECTION)

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| Country | : Kenya |
| Name of Project | : Second Kenya Devolution Support Program KDSP-II |
| Credit No | : IDA-7447-KE |
| Project ID No | : P180935 |
| Assignment Title | : Consulting Services- Firm to Develop and Implement Electronic Document Management System to help Reduce the Average no of days taken by National Treasury, Office of the Controller of Budget, and Central Bank of Kenya to Process County Exchequer Requisitions once submitted, County EDMS Solutions, HRIS-KE, KRA and CBK |
| Reference No | : KE-SDD-438468-CS-CQS |

1. The Government of Kenya (GoK) has received funding from the World Bank towards the cost of **Second Kenya Devolution Support Program KDSP-II**, and intends to apply part of the proceeds toward payments under the contract for consulting services.
2. The primary objective of this consultancy is to design, develop, and implement an Electronic Document Management System (EDMS) with messaging and collaborative tools that improve Exchequer processing by providing a platform for digital processing of documents from each of the 47 County Governments to OCoB. The EDMS shall be integrated with other government public finance management systems, such as IFMIS and HRIS.
3. The consulting services contract is expected to be for a period of twenty-four (24) calendar months from the date of commencement. (12 months implementation and 12 Months Hand-holding)
4. The terms of reference are available on The Public Procurement Information Portal <https://tenders.go.ke>, the State Department for Devolution Website <https://www.devolution.go.ke>, and on the OCOB Website <https://www.cob.go.ke>
5. The attention of interested Consultants is drawn to Section III, paragraphs, 3.14, 3.16, and 3.17 of the World Bank's "Procurement Regulations for IPF Borrowers" Procurement Regulations revised September 2023, 5th edition, setting forth the World Bank's policy on conflict of interest.
6. The State Department for Devolution now invites eligible consultants (Firms) to submit Expressions of interest for consideration. Interested consultants must provide information demonstrating that they have the required qualifications and relevant experience to provide the services. The short listing criteria are;

- a. **Core business; and years in business;** The firm shall be registered/incorporated with their core business in the field of System Development and implementation of EDMS systems for a period of a minimum of ten years. The Firm must possess a system

development accreditation certification for the solution proposed and ICT Authority accreditation for Systems and Applications, among others. The Firm must demonstrate the requisite technical and managerial capacity in the submitted company profile.

- b. **Relevant experience:** The firm shall demonstrate having successfully executed and completed at least five projects of a similar nature, complexity and in a similar operating environment in the public sector in the last ten years. Details of similar assignments-Name and address of the client, scope, value, and period should be provided, and the submitted Proposal should include an enumeration (Contract or LPO) of these similar past assignments.
 - c. **Certifications:** The firm must possess appropriate certifications and accreditation for cloud hosting in line with data protection Act requirements. If the vendor offers an off-the-shelf product, they must hold certifications for both selling and implementing the proposed solution.
 - d. **Description of Approach, Methodology, and Work Plan:** A description of the approach, methodology, and work plan in responding to the terms of reference for performing the assignment. Include a detailed description of the Technical Approach and Methodology, Work Plan, Organization, and Staffing. Provide a Write-up on the Overall Architecture and Modules of the solution.
 - e. Demonstrate experience in public financial management systems (Proficiency in public sector planning, budgeting, accounting, and procurement processes, including business process re-engineering within the public sector)
 - f. Experience in the development and implementation of public financial management frameworks (Understanding and mapping of business processes aligned with legal frameworks, facilitating effective digitization of Public Financial Management (PFM) processes to enhance data quality)
7. A firm will be selected in accordance with the Consultant Qualification Selection method/ procedures set out in the World Bank's Procurement Regulations for IPF Borrowers.
8. Interested Consultants may obtain further information at the address below from 0900 to 1700 East African Time (EAT) Monday through Friday, excluding lunch hour (1300 to 1400 EAT) and public holidays.
9. Interested Consultants should submit their Expression of Interest, in a written form to the address below clearly marked: **Consulting Services- Firm to Develop and Implement Electronic Document Management System to help Reduce the Average no of days taken by National Treasury, Office of the Controller of Budget, and Central Bank of Kenya to Process County Exchequer Requisitions; once submitted, County EDM Solutions, HRI-KE, KRA and CBK**

Reference No. **KE-DD-438468-C-CQ** and addressed (in person, or mail, or by e-mail) to;

The Principal Secretary,
State Department for Devolution
P.O. Box 30004 - 00100 Nairobi.
Attention: Program Coordinator KDSP/II
Address for obtaining further information

State Department for Devolution
Head Supply Chain Management Services
5th Floor Teleposta Towers - Kenyatta Avenue Nairobi, Kenya.

10. The expression of interest shall be delivered using one of the following modalities;
 1. Deposit in the Tender Box located on 5th Floor Teleposta Towers - Kenyatta Avenue Nairobi, Kenya.
 2. Send via email to; secondkdsp@gmail.com
11. Deadline for submission of Expression of Interest is **Friday 3rd October 2025** at **1100** hours East African time.
Note: Late submissions will not be accepted.

PROJECT COORDINATOR (KDSP II)
FOR: PRINCIPAL SECRETARY/ STATE DEPARTMENT FOR DEVOLUTION