REPUBLIC OF KENYA

MINISTRY OF MINING, BLUE ECONOMY AND MARITIME AFFAIRS

STATE DEPARTMENT FOR MINING

TENDER NO. MMBE&MA/SDM/022/2023-2024

EXPRESSION OF INTEREST (EOI) FOR THE DIGITIZATION OF THE COMMERCIAL EXPLOSIVE PROCESS FLOW

November 2023

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Terms of Reference (ToR) for the Digitization of the Commercial Explosive Process Flow

1. Introduction & Background:

The State Department for Mining is mandated to provide policy direction and coordinate all matters related to mining. In discharging its functions, the State Department is guided by Executive Order No.1 of January 2023 and the Mining Act 2016 and Explosives Act Cap 115.

The Ministry of Mining, Blue Economy and Maritime Affairs in Kenya recognizes the imperative need to digitize and modernize its current operations, particularly within the commercial explosives sector. The current manual system of processing and tracking applications is outdated, leading to inefficiencies and reduced transparency.

2. Project Objective:

To design, develop, and implement a comprehensive digital portal for the commercial explosives sector that caters to the specific needs of blasters, companies/clients, and vendors, while also ensuring data security, transparency, and user accessibility.

3. Scope of Work:

a. Centralized Digital Portal Development:

- Design a portal with a focus on user experience and compatibility across devices.
- Ensure categorized sections for each user group with customized dashboards.

b. Automated Application Tracking System:

- Facilitate real-time status tracking of applications.

- Design automated notifications through multiple channels (emails, SMS) for updates and requests.

c. **Digital Verification & Authorization:**

- Provide a streamlined interface for the Chief Inspector of Explosives for quick application reviews.
- Incorporate digital signatures and stamp features.

d. **Integrated Database System:**

- Design a structured and searchable database.

- Ensure that there's a mechanism in place for regular data backups.

e. **Monthly Reporting Mechanism:**

- Automate monthly submissions for dealers.

- Schedule automated reminders to promote timely submissions.

f. **Advanced Data Analytics Suite:**

- Integrate data analytics tools and dashboards.

- Offer insights into trends, explosive usage, and inventory patterns.

g. **Robust Security Framework:**

- Ensure end-to-end encryption and compliance with international cybersecurity standards.
- Periodic security audits and threat assessments.

h. **Comprehensive Training & Support Program:**

- Organize training sessions for users.
- Provide detailed user guides and FAQs.
- Set up a dedicated helpline for user queries and troubleshooting.

4. Deliverables:

- A live, fully-functional digital portal.
- Detailed user manuals and training documentation.
- Security certification post vulnerability and penetration tests.
- Periodic progress reports and a final project report.

5. Timeline:

The project will span over **4 months**, broken down as:

- Initial Analysis & Design: 4 weeks
- Development Phase: 2 months
- Testing & Feedback: 2 weeks
- Training & Rollout: 2 weeks.
- Post-implementation support: 12 months

6.   Evaluation, Monitoring & Reporting:

A dedicated team will be tasked with monitoring the progress, addressing any roadblocks, and ensuring adherence to the stipulated timelines. Monthly progress reports will be submitted to a steering committee, comprising of stakeholders and experts, with quarterly reviews scheduled with the Principal Secretary.

7.   Approvals & Amendments:

All major decisions, including changes to the scope or budget, will require the explicit approval of the Principal Secretary and the Chief Inspector of Explosives. Amendments to the ToR can only be made through mutual agreement and with documented justification.

By diligently adhering to these Terms of Reference, the Ministry of Mining, Blue Economy and Maritime Affairs, Kenya, is poised to witness a transformative shift in its operations, ensuring greater transparency, efficiency, and modernity in its dealings within the commercial explosives sector.

8.   Responsibilities and Key Stakeholders:

a.   **Project Management Team (PMT):** This team will be responsible for day-to-day management, ensuring that the project stays on track and adheres to the defined timelines. They will liaise with all stakeholders, resolve issues, and oversee the overall progress.

b.   **Steering Committee:** Comprising senior stakeholders, including representatives from the Ministry, IT experts, and domain specialists in the commercial explosives sector, this committee will provide strategic guidance, review periodic progress, and approve any major changes to the project.

c.   **Technical Team:** Tasked with the design, development, testing, and deployment of the digital portal. Their focus will be on ensuring the portal's functionality, security, and user-friendliness.

d.   **Training and Support Team:** Responsible for organizing training sessions, creating user manuals, and offering post-launch support to users. They'll also manage the dedicated helpline.

e.   **Security & Compliance Team:** Will work alongside the technical team, ensuring the portal adheres to international cybersecurity standards. They'll also be responsible for periodic security assessments and audits.

f.   **User Representatives:** Key representatives from the blasters, companies/clients, and vendor groups will be integral in providing user perspectives, feedback, and ensuring the system caters to actual on-ground needs.

9.   Quality Assurance:

Ensuring the quality of the portal will be of paramount importance. A multi-tiered approach will be adopted:

- • **Development QA:** During the development phase, the technical team will conduct iterative testing.
- • **User Acceptance Testing (UAT):** Post-development, selected users will test the system to ensure it meets their requirements and expectations.
- • **Security Audit:** The portal will undergo rigorous vulnerability and penetration tests to ensure data safety.

10.   Change Management:

A structured change management strategy will be implemented:

- • **Awareness Campaigns:** Inform stakeholders about the upcoming changes and the benefits they'll bring.
- • **Training Programs:** Equip users with the skills they need to navigate the new system.

- **Feedback Mechanism:** Create avenues for users to provide feedback, which will be invaluable for continuous improvement.

11.   Risk Management:

Potential risks, like technological glitches, resistance to change, or security breaches, will be continuously assessed. A risk register will be maintained, and mitigation strategies will be developed for each identified risk.

12. Requirements for consultant's eligibility

Interested and qualified firms must meet the following criteria.

No.	Description of Criteria.	Requirements	
1.	Number of Years the firm has been in Existence offering. Similar services	Provide a copy of Certificate of Incorporation/ Business Registration in Kenya	
2.	Similar Experience/ Technical Capacity	Tenderers are required to demonstrate Experience and technical capacity by: a) Provide at least three (3) reference clients of similar magnitude for the tendered services. b) Provide at least three (3) Contracts copies, LPOs from above. c) Three (3) completion certificates or recommendation letters referring to the awarded contracts from the three (3) institutions. *Note:* • *Recommendation letters should be in letter head* of *the Company that issued LPO's or Contracts.*	

No.	Description of Criteria.	Requirements	
3.	Financial Performance	Certified audited accounts for a period of three years; the three years average business turnover should be minimum twice of the bid price offered by the bidder	
4.	Work Methodology	Submission of a brief work methodology. The tenderer shall provide the following. a) Work programme b) Proposals on work scheduling including the response time. c) Detailed method statement on how to carry out the intended works. d) Complete training plan for technical, super users and end users Data migration plan e) Vendor support mechanism/ plan after go-live. f) Clear and concise project implementation /Execution plans with logical sequence of tasks and milestones g) Project organization chart with clear roles, responsibilities and reporting lines.	

13. Minimum Expertise Required

The members of the team will have the skills and experience necessary to undertake the range of tasks set out in this Terms of Reference. Each individual on the team must be personally available to do the work as and when required. The Consultant will be held accountable for ensuring project deliverables and for the professional conduct and integrity of the team. The consulting firm may propose the best team combination to achieve the overall goal. To be considered for the assignment, proposed team members should submit their respective CV's and certificates.

Key Experts mandatory Certifications and Skills

1. Lead Expert (1)

   ● At least a Bachelors' degree in ICT or related field with at least 10 years' experience in implementing similar or related system development.

- Provide evidence of recent relevant projects delivered.

2. Other key experts (3)

- The experts should demonstrate experience in System design/Software Development, database development, system integration and administration.

- Minimum of a degree in ICT or related field and at least 5 years' experience in similar assignments

3. Project Implementation

The Bidder must attach a detailed system implementation methodology and work plan. The project is duration is 4 – Months.

a. Installation & Commissioning (Handover) Plan

Minimum requirements for the installation and commissioning to include: - go-live tests to be undertaken, bidder staff on premise for go-live, period of post go-live, industry sensitizations where applicable. Installation and Commissioning of the solution must be done on the site. A detailed plan must be submitted with timeliness.

b. Payment schedule

Payments shall be made upon sign offs on specific milestones by the users and inspection done by the project implementation team. The milestones are specified below:

a) 20% -Payable upon submission and acceptance of an Inception Report

b) 70% -Payable upon development, Installation, Data migration, Pilot and user acceptance and Go-live

c) 10%-Retention fee payable six (6) months after go live

Data capture/fields requirements

The new system is required to support a rich data capture features to support reporting and analytical functionalities. The system should automatically enforce data consistency checks to promote high standards of data integrity.

14. Evaluation Criteria

S/No.	Competence	Criterion	Key Aspects of the Criterion	Points
1.	Qualifications of Key personnel	Lead Consultant	At least a degree in ICT or related field with at least 10 years' experience in implementing similar or related system development. Provide evidence of recent relevant projects delivered.	5

S/No.	Competence	Criterion	Key Aspects of the Criterion	Points
		Supporting Consultants (3No.)	The experts should demonstrate experience in System design/Software Development. Database, system integration and administration. Minimum of a degree in ICT or related field and at least 5 years' experience in similar assignments.	3
2.	Specific experience	The bidder should possess demonstrable experience in system development of similar magnitude and nature – Provide LPO's, Letters of Offer, Copies of Contract for similar assignment. preferably within the Public Sector.	More than 10 years working experience	40
			5-9 years working experience.	30
			3-4 years working experience.	20
			Less than 3 years working experience.	10
			No experience	0
3.	Methodology	The bidder should provide clear methodology, including timelines, of undertaking the assignment	Clear methodology, including timelines, of undertaking the assignment	30
			Methodology not clear	0
4.	Provide mandatory requirements	Statutory requirements	A copy of Certificate of Incorporation/Business Registration	2
			A copy of CR 12 not older than one year or equivalent	2
			A copy of KRA PIN	2
			Valid Tax Compliance Certificate	2
5.	Audited Accounts	Provide certified copies of Firms Audited Accounts	Three or more years	14
			Two Years	9
			One Year	4
Total				**100**

CONTACT INFORMATION

Any questions regarding this consultancy should be sent to the email address tenders@mining.go.ke

EOI SUBMISSION

Eligible firms are to submit their clearly labelled "**EXPRESSION OF INTEREST (EOI) FOR THE DIGITIZATION OF THE COMMERCIAL EXPLOSIVE PROCESS FLOW TENDER NO. MMBE&MA/SDM/022/2023-2024** by hard copy to be deposited in the Tender Box situated on 2nd Floor, Works Building so as to be received not later than **10:00 a.m.** East African Time **Tuesday**, **21st November 2023**.
The Envelop should be clearly addressed to:

<div align="center">

The Principal Secretary
State Department for Mining
Ministry of Mining, Blue Economy and maritime Affairs
Public Works Building, Ngong Road
P.O. Box 30009-00100
<u>NAIROBI</u>

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EOI OPENING

The EOI documents will be opened in the presence of bidders' representatives who choose to attend at Works Building, 3rd Floor, Ministry Boardroom on **Tuesday, 21st November 2023.**
This EOI is available in the Government of Kenya Tender Portal www.tenders.go.ke and State Department for Mining website www.mibema.go.ke
The State Department for Mining reserves the right to accept or reject any or all applications.