



MINISTRY OF MINING, BLUE ECONOMY AND MARITIME AFFAIRS
STATE DEPARTMENT FOR MINING

**EXPRESSION OF INTEREST (EOI) FOR CONSULTANCY TO DEVELOP A
STRATEGIC PLAN 2023-2027 FOR THE STATE DEPARTMENT FOR MINING**

TENDER NO. MMBE & MA/SDM/EOI/002/2023-2024

Background:

The State Department for Mining was established by the Presidential Executive Order No. 1 of 2023 issued in January 2023, within the Ministry of Mining, Blue Economy and Maritime Affairs. The Department is mandated with the provision of leadership in the management and regulation of the Mining sector. This includes development and implementation of mining policies, programmes and projects, creating a favorable legal and regulatory environment for investments and building capacity among others. The mineral resources sector is one of the priority sectors under the Economic Pillar of the Kenya Vision 2030, the Bottom-up Economic Transformation Agenda “BETA” and is among Kenya’s foremost sectors and frontier earmarked for Foreign Direct Investment (FDI).

In order to effectively deliver on providing leadership in the management of the mining sector, the State Department recognizes the need to develop a Five-Year Strategic Plan ,2023-2027 to affirm its Vision and Mission. Further, the National Treasury and Planning, State Department for Planning has issued guidelines on preparation of the 5th Generation of Strategic Plans.

Purpose of the Consultancy:

The main aim of the consultancy service is to develop a Strategic Plan for the State Department for Mining covering the entire mining eco-system. In developing the Strategic Plan, the consultancy shall align the Plan with the Revised Guidelines for Preparation of the Fifth-Generation Strategic Plans for Ministries, Agencies, Counties, Constitutional Commissions and Independent Offices issued by the State Department for Economic Planning in June 2023. The consultancy shall further review elements of the 2018-2022 Ministerial Strategic Plan that appertain to the State Department for Mining and undertake a directional analysis for the State Department. Further, the consultant is expected to take into account process ownership and stakeholder engagement as stipulated in the Statutory Instruments Act, 2025. The substantive outcome of the consultancy is a five-year Strategic Plan for the period 2023-2027.

Scope of Work:

The preparation of the Strategic Plan shall abide with the steps outlined in Section Two (2) of the Revised Guidelines for Preparation of the Fifth-Generation Strategic Plans for Ministries, Agencies, Counties, Constitutional Commissions and Independent Offices. The Plan will further be structured along the eight (8) chapters as depicted in section three (3) of the Revised Guidelines. The consultant will be expected to draw from best practices on governmental strategic planning.

Specific Tasks:

In the development of the Strategic Plan 2023-2027, the Consultant is expected to:

- i. Develop a roadmap and/or action plan for the development of the Plan;
- ii. Develop a strategic framework for developing the Strategic Plan in line with Step Two (2) of section two (2) of the Revised Guidelines;
- iii. Undertake a desk review of documents relevant to an understanding of the mandate, legal framework and context of the State Department and the current state of the mining sector in Kenya;
- iv. Undertake a thorough analysis of the State Department's internal and external environment, including strengths, weaknesses, opportunities, and threats;
- v. Undertake a comprehensive stakeholder analysis;
- vi. Develop a compelling vision that articulates the desired future state and a mission statement that reflects the State Department's mandate;
- vii. Identify strategic issues emerging out of the situational and stakeholder analyses;
- viii. Develop specific, measurable, achievable, relevant, and time-bound (SMART) goals and objectives aligned with the vision and mission;
- ix. Develop strategic initiatives and action plans to achieve the established goals and objectives that are aligned with Kenya's Vision 2030, MTP IV and the Bottom-up Economic Transformation Agenda "BETA";
- x. Develop an implementation and coordination framework for the Strategic Plan including a comprehensive Risk Management Framework;
- xi. Identify resource requirements and mobilization strategies for effective implementation of the Strategic Plan;
- xii. Establishing clear responsibilities, timelines, and performance indicators to monitor progress.
- xiii. Establish a monitoring and evaluation framework to track progress, measure performance, and assess the impact of the strategic plan;
- xiv. Develop a communication strategy to effectively communicate the strategic plan to internal and external stakeholders;
- xv. Prepare a comprehensive and well-structured strategic plan document that incorporates all the elements mentioned above. The document should be clear, concise and visually appealing.

Methodology:

The consultant shall review relevant literature, obtain disaggregated data, undertake interviews, workshops, and conduct field visits where necessary. During the whole process, the consultant

shall work closely with the State Department’s Committee on the Development of the 2023-2027 Strategic Plan.

Deliverables and Timelines

	Deliverables	Description	Timeline
1.	Inception Report	Present a work-plan that outlines the scope, objectives, timelines, and key stakeholders that will be involved in the strategic planning process	1 week
2.	Draft Strategic Plan	Present a draft strategic plan to internal and external stakeholders for validation	4 weeks
3.	Validated Draft Strategic Plan	Incorporate comments, suggestions and concerns raised during the validation process	1 week
4.	Advanced Draft Strategic Plan	Present an Advanced Draft strategic plan for final perusal and consideration	1 week
5.	Final Plan (2023-2027)	Present the Final Strategic Plan. The document should be clear, concise, and visually appealing.	1 week

The consultancy shall be for a period not longer than two months.

Remuneration

Deliverable	Payment
Delivery and acceptance of the Work Plan and Inception Report	20%
Delivery and acceptance of a satisfactory Draft Strategic Plan following Internal and External Stakeholders and based on the terms of reference	40%
Delivery and acceptance of the final Strategic Plan including 250 Hard Copies in a format approved by the State Department	40%

All validation workshops will be organized by the State Department for Mining in consultation with the consultant upon receipt of Draft Report(s). All reports must be submitted in electronic form with one hard copy of inception and interim reports, 250 hard bound copies of draft and final Strategic Plan. Copies of the Final Plan will be published on A4 full color cover and text on matt art 115 GSM paper which are properly bound.

Assignment Timeframe:

The assignment will be undertaken in 2 months. A work plan including the estimated man-hours for personnel involved will be expected from the Consultant prior to commencing of the assignment.

Implementation arrangements:

The Consultant/Firm shall make own arrangements for carrying out its services, including production of documents, printing and reproduction of all reports. The State Department shall facilitate/organize meetings with other relevant organizations/stakeholders. In addition, the State Department will provide existing documentation regarding the assignment including provision of introductory letters as necessary. The Consultant will however be responsible for obtaining all the necessary public information required to perform the tasks included in this TORs.

Consulting Service Requirements

The key members of the Consultant's team shall not change throughout the duration of the contract with the State Department. Any staff changes will require approval from the State Department. It is expected that the work would be conducted both in the consultant's premises and no office space shall be provided by the State Department.

Eligibility and qualification of bidders

The State Department for Mining is seeking for the services of a professional or a consultancy firm to develop a five-year strategic plan. The firm/individual must possess the following:

- i. Demonstrable record of accomplishment of success in formulation of Strategic Plans and in delivering similar assignments preferably in the Public Sector.
- ii. Provide evidence of relevant projects successfully completed, clearly indicating the year undertaken, the ministry or organization and the name of the client. Evidence of acceptance of past works by the client is necessary;
- iii. Excellent organizational and communication skills, ability to prioritize and work with minimum supervision;
- iv. Possess knowledge in the general social, economic and political environment that influences the mining sector; and
- v. Understanding of participatory approaches to management and operations.

Shortlisting of bidders shall be based on the following criteria:

- i. Qualifications of Key personnel;
- ii. Firms' Specific Experience;
- iii. Methodology proposed including key deliverables;
- iv. A copy of Certificate of Incorporation/Business Registration
- v. A copy of CR 12 or equivalent
- vi. A copy of PIN and Tax Compliance Certificates
- vii. Audited Accounts

The EOI evaluation process shall include a functionality/technical evaluation. No price evaluation will be done at this stage.

Medium of Communication

All documentation submitted in response to this Expression of Interest must be in English.

Terms and Conditions:

- i. The consultant shall maintain confidentiality and shall not disclose any confidential information without prior authorization;
- ii. The final Strategic Plan shall remain the property of the State Department for Mining and may not be reproduced or distributed without express authority of the State Department.

Conflict of Interest Statement

The Consultant/Firm is required to disclose any potential conflicts of interest arising out of other assignments. Where the Consultant currently represents any party or potential stakeholders that would create conflict of interest or to the extent, any conflict of interest would arise in the future, the Consultant/Firm shall provide a copy of its policy or procedures with respect to conflicts management.

In addition to the Consultant/Firm conflict of interest and confidentiality policy, the Consulting firm shall detail any measures that may be required to avoid conflicts of interest and ensure the confidentiality of information received in connection with the implementation of this assignment. The consultant shall also be required to sign a non-disclosure agreement with the State Department.

In addition, information relating to this assignment shall not be disclosed to other parties without official authority of the State Department issued by the Principal Secretary in writing.

Corrupt or Fraudulent Practices:

The State Department requires that the consultant observe the highest standards of ethics during the consulting assignment. The consultant shall be required to sign a declaration that he/she/firm has not and shall not be involved in corrupt or fraudulent practices.

The State department will reject proposals for award if it determines that the consultant recommended for award has engaged in corrupt or fraudulent practices in competing for this consulting assignment.

Disclaimer

The EOI is an expression of interest only and not an offer document. Answers to it must not be construed as acceptance of an offer or imply the existence of a contract between the parties.

Contact Information:

Any questions regarding this consultancy should be sent to the email address below with “**State Department for Mining - Strategic Plan Consultancy**” in the subject line.

tenders@mining.go.ke

EOI Submission:

Eligible firms are to submit their clearly labelled “**EXPRESSION OF INTEREST (EOI) FOR CONSULTANCY TO DEVELOP A STRATEGIC PLAN 2023-2027 FOR THE STATE DEPARTMENT FOR MINING - TENDER NO. MMBE & MA/SDM/EOI/002/2023-2024**”

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 on 23rd August, 2023.

The Envelop should be clearly addressed to:

**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
NAIROBI**

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 23rd August, 2023 immediately after closing.

This EOI is also available in the Government of Kenya Tender Portal www.tenders.go.ke and in the Ministry’s website www.mibema.go.ke.

The State Department for Mining reserves the right to accept or reject any or all applications.

ANNEXURE A

S/No.	Competence	Criterion	Key Aspects of the Criterion	Points
1.	Qualifications of Key personnel	Lead Consultant	Masters in Economics, Strategic Management, Business Administration or Equivalent.	15
		Supporting Consultants	Bachelor's Degree in Geology or Mining	10
2.	Specific experience	The bidder should possess demonstrable experience in strategy formulation or experience in the related work – Provide LPO's, Letters of Offer, Copies of Contract for similar assignment preferably within the Public Sector.	More than 10 years working experience	25
			5-9 years working experience	15
			3-4 years working experience	10
			Less than 3 years working experience	5
			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	25
			Methodology not clear	0
4.	Provide mandatory requirements	Statutory requirements	A copy of Certificate of Incorporation/Business Registration	5
			A copy of CR 12 or equivalent	5
			A copy of KRA PIN	5
			Valid Tax Compliance Certificate	5
5.	Audited Accounts	Provide certified copies of Firms Audited Accounts	Three or more years	5
			Two Years	3
			Less than two years	1
Total				100