

# **PARLIAMENTARY SERVICE COMMISSION**

## **EXPRESSION OF INTEREST (EOI)**

### **FOR PROVISION OF CONSULTANCY SERVICES TO REVIEW AND ADVICE ON THE HUMAN RESOURCE MANAGEMENT AND STRUCTURE OF THE PARLIAMENTARY SERVICE COMMISSION (PSC)**

**TENDER NO: PSC/009/2016-2017**

#### **A) BACKGROUND**

The Parliamentary Service Commission (PSC) is a constitutional body responsible for the overall policy development and administration of Parliament pursuant to Article 127 of the Constitution of Kenya 2010. The PSC consists of the Speaker of the National Assembly as the chairperson, seven members appointed by Parliament among its Members (of whom one shall be elected by the Commission as the vice-chairperson), and two members, one man and one woman appointed by Parliament from among persons who are experienced in public affairs but are not members of Parliament. The Clerk of the Senate is the Secretary to the Commission.

Article 127 (6) of the Constitution sets out the responsibilities of the Commission, Clause (6) stipulates the responsibilities of the Commission to be the following:

- (a) Provide services and facilities to ensure the efficient and effective functioning of Parliament;
- (b) Constitute offices in the Parliamentary Service, and appointing and supervising office holders;
- (c) Prepare annual estimates of expenditure of the Parliamentary Service and submitting them to the National Assembly for approval, and exercising budgetary control over the Service;
- (d) Undertake, singly or jointly with other relevant organizations or programmes to promote the ideals of parliamentary democracy; and
- (e) Perform other functions necessary for the wellbeing of the Members and staff of Parliament, or prescribed by National Legislation.

The establishment of the Parliamentary Service Commission (PSC) in 1999 and severing of links with the Civil Service created the need to establish a structure for the Parliamentary Service that would enable Parliament discharge its Constitutional mandate in the most efficient and effective manner.

The growth of Parliament since the establishment of the Commission has led to a greater demand by Members of Parliament for technical services and high level of expertise. The Constitution has further placed greater responsibilities on the Parliamentary Service Commission in provision of services and facilities.

In anticipation of the new Constitutional dispensation and its impact on the Parliamentary Service, the third Commission conducted a baseline survey to assess the human resource requirements and propose a structural review. The Report proposing a structural review of the Parliamentary Service was adopted by the Commission in 2012.

Following the establishment of a bicameral Legislature under the Constitution of Kenya 2010, the 4<sup>th</sup> Commission has faced some challenges and unique demands from both Members of Parliament and staff. The structure currently in place was created before the commencement of the bicameral Parliament. The experiences of implementing a bicameral Legislature and the creation of two accounting units have led to the need to introduce reforms to enable the Commission effectively deliver on its constitutional mandate.

In this regard, the Commission intends to engage a firm for purposes of advising on the review of the Parliamentary Service structure within 100 days:-

**B) SCOPE OF THE CONSULTANCY**

The Scope of the Consultancy shall be as below:-

The Consultant shall within a 100 days with effect from the date of Contract Signing:-

- (1) Conduct a comprehensive job evaluation, job analysis and work load analysis of the Directorates and Departments in the Parliamentary Service Commission including a review of previous such reports undertaken for or by the Parliamentary Service Commission (PSC), and make appropriate recommendations.

- (2) Review the appropriateness of the current overall organizational structure together with particularized Directorate structures.
- (3) Propose changes to the organizational structure of the Parliamentary Service Commission (PSC) in the current Bi-cameral Parliament with a view to enhancing service delivery.
- (4) Review and make appropriate recommendations on the existing Schemes of Service of the Parliamentary Service Commission (PSC)
- (5) Recommend optimal staffing levels for Directorates and Departments.

### **C) QUALIFICATIONS OF THE FIRM**

Interested, competent and eligible locally established Consultancy Firms should provide the following:-

- Certificate of Incorporation.
- A valid Tax Compliance Certificate
- Detailed company profile clearly indicating the names of the directors, key staff, organization structure, list of clients, among others.
- Curriculum Vitae of at least three (3) key personnel proposed for this assignment.
- The Lead Consultant must have a minimum of a Master's Degree in Human Resource or related field, must have 10 years' experience in Human Resource or related consultancy services and must be registered and affiliated to their professional bodies.
- The associate Consultants shall have a minimum of a Bachelor's Degree in Human Resource or a related field and shall have at least 5 years similar experience. Should provide evidence from three (3) references.
- Description of three (3) similar assignments undertaken preferably in the Public Sector;
- Information showing experience in implementation of similar assignments.
- Information in the form of recommendation letters from three (3) references (preferably Public Sector) indicating that they are qualified to perform the services.
- Firms/Companies may associate with others to enhance qualifications.

The Commission shall evaluate the Expressions of Interest submitted based on the above mentioned requirements and the firms that are responsive shall be shortlisted and issued with the detailed Request for Proposal document. The successful firm shall be selected in accordance with the provisions of the Public Procurement and Asset Disposal Act, 2015.

Interested firms may obtain further information from the **Procurement Office on 10th Floor, Protection House at the junction of Parliament Road and Haile Selassie Avenue, Nairobi** during normal working hours.

Duly completed Expressions of Interest in plain sealed envelopes (original and one (1) copy) and clearly marked “**Consultancy Services to Review and Advice on the Human Resource Management and Structure of the Parliamentary Service Commission (PSC)**” must be addressed to:-

**The Clerk of the Senate/Secretary,  
Parliamentary Service Commission,  
P. O. Box 41842-00100  
NAIROBI**

And be deposited in the Tender Box Located on 10<sup>th</sup> Floor, Protection House at the junction of Parliament Road and Haile Selassie Avenue, Nairobi so as to be received on or before Friday, 6<sup>th</sup> January 2016 at 11.00am.

Expressions of Interest will be opened immediately thereafter in the presence of bidders or their representatives who choose to attend in the Boardroom located on 11<sup>th</sup> Floor within the same building.

Late bids will not be accepted.

**CLERK OF THE SENATE/SECRETARY,  
PARLIAMENTARY SERVICE COMMISSION (PSC)**