

REPUBLIC OF KENYA



**PARLIAMENT OF KENYA
THE NATIONAL ASSEMBLY**

**EXPRESSION OF INTEREST FOR INDIVIDUAL
CONSULTANT ON THE HISTORY OF NATIONAL
ASSEMBLY PARLIAMENT OF KENYA PROJECT**

TENDER No. NA/EOI/001/2021-2022

**The Clerk of the National Assembly,
Parliament of Kenya,
P. O. Box 41842-00200
NAIROBI**

CLOSING DATE: 13TH JUNE, 2022 AT 10:00 A.M

TENDER NOTICE

EXPRESION OF INTEREST BY INDIVIDUAL CONSULTANTS

The National Assembly intends to contract interested and eligible individual consultant towards an original researched and written work on the administrative, procedural, ceremonial, political and legislative history of the Parliament of Kenya with emphasis on the National Assembly commencing from the early colonial period to the present, through the expression of interest;

No.	TENDER NUMBER	SERVICE DESCRIPTION
1.	NA/EOI/001/2021-2022	Expression of interest for individual consultant on the History of National Assembly Parliament of Kenya Project

Interested consultants may download the expression of interest document containing the terms of reference from the Commission website; www.parliament.go.ke or from the Public Procurement Information portal, www.tenders.go.ke free of charge. consultants who download the document must arrange to register with National Assembly their contact details at procurementna.2042@gmail.com for the purposes of receiving any further tender clarifications and/ or addendum if need be.

Completed expression of interest document enclosed in plain sealed envelope, marked with the tender number and name be deposited in the tender box at 13th Floor, Protection House, Nairobi or be addressed to:

**The Clerk of the National Assembly,
Parliament of Kenya,
P. O. Box 41842-00100
NAIROBI**

So as to be received on or before **Monday, 13th June, 2022** at **10.00am** Kenyan time.

The expression of interests will be opened immediately thereafter in the presence of consultants or their representatives who choose to attend at 13th floor, Protection House, Nairobi at the Junction of Parliament Road and Haile Selassie Avenue, Nairobi.

CLERK OF THE NATIONAL ASSEMBLY

TERMS OF REFERENCE

PROVISION OF EXPRESSION OF INTEREST FOR INDIVIDUAL CONSULTANT ON THE HISTORY OF NATIONAL ASSEMBLY PARLIAMENT OF KENYA PROJECT

1. INTRODUCTION

The Parliament of Kenya was established in August 1907 as the Legislative Council (LegCo). While the History of the institution has been documented in various piecemeal forms by varied authors and internal legislative journals, there is need to have comprehensive documentation consolidated within the institution. It is against this background that the National Assembly via a Motion passed on the floor of the House on 10th February, 2022 resolved that the Clerk of the National Assembly puts in place and executes appropriate mechanisms to actualize the History of the Parliament of Kenya project. Among other mechanisms, it is proposed that a consultant with vast experience in History be incorporated in the process to ensure a successful delivery of the project.

2. OBJECTIVE OF THE ASSIGNMENT

The main objective of having a Technical Expert is to deliver to the Clerk of National Assembly an original researched and written work on the administrative, procedural, ceremonial, political and legislative history of the Parliament of Kenya commencing from the early colonial period to the present. The consultant will have to produce this work based on agreed criteria, and will, in consultation with the Team Leader of the Taskforce appointed by the Clerk to document these histories, be expected to develop necessary guidelines for content development, review and validating the proposed content and scope of work.

3. SCOPE OF WORK

The Consultant shall work under the supervision of the Team Leader of the Taskforce on the History of the Parliament of Kenya project to deliver the following:-

a) Book Project

The consultant will be expected to produce a **Written Historical Work** (including Biographical essays of persons of interest to the Parliament including but not limited to members, administrators, key staff and others) in four volumes covering:

- (i) Volume I: The Legislative Council (1907-1963),
- (ii) Volume II: the Bicameral National Assembly (1963-1966) and
- (iii) Volume III: the Unicameral National Assembly (1967-2010; 2010-2013)
- (iv) Volume IV: the Bicameral Parliament (2013- 2022)

b) Audio Visual Documentaries

c) Pictorials, Murals and Frescos that will capture the History of Parliament of Kenya

d) Parliament Museum

The consultant will be expected to create a mini Parliamentary Museum with-

- (i) **Permanent Exhibition** of photographs, documents, artifacts, artworks, illustrations, maps, paintings;
- (ii) Audio and visual documentaries and objects of historical and cultural importance specifically relevant to the Parliament of Kenya. This will include *audio-visual documentaries* on the public life of notable members of years past kept in a **'Hall of Fame'** complete with brief biographical sketches of their lives and their contribution to the Parliament of Kenya; and
- (iii) Souvenir/Gift shop where visitors can buy history Mementos.

The same shall be placed in a manner accessible to Members of Parliament, the general public, researchers, writers, journalists and other visitors to the precincts of Parliament.

4. DUTIES AND RESPONSIBILITIES OF THE CONSULTANT

The Consultant will be expected to undertake and deliver the following outputs, which will form part of the final reporting on the assignment:

Terms and Conditions

- a) the Consultant must demonstrate that the work is original work;
- b) that the work will not infringe upon the personal rights of or give rise to any claim by any third party, including, without limitation to:
 - (i) claims of defamation,
 - (ii) privacy,
 - (iii) copyright or
 - (iv) trademark infringement;
- c) that the Consultant will forfeit to the Clerk of the National Assembly the rights to publish and use of the said resources; and
- d) That the Clerk of the National Assembly is not obliged to publish or use any part of the materials, which in his or her opinion would infringe upon the rights of any third party.

General Conditions

- a) Review and familiarize with the Project related documents, and the requirements relating to the completion of the task;
- b) Attend all meetings relevant to the Project, liaise and coordinate with the Taskforce Project Team;
- c) Attend to any other matters relevant to the conduct of the Project as and when identified by the Taskforce; and
- d) Submit the works at regular intervals that shall be determined by the procurement entity.

5. FINAL OUTPUTS (DELIVERABLES AND TIME SCHEDULE FOR DELIVERABLES)

The Service Contract Period is one year, commencing from date of contract signing. The Consultant shall deliver the following outputs:-

- a) A brief Inception Report within two (2) weeks of start;
- b) Criteria for selection of members and events with historical importance to the Parliament of Kenya (Three (3) weeks after awarding the contract);
- c) Guidelines for text content development for the book project; suggested themes for audiovisual documentaries; pictorials, murals and frescos that will capture the History of Parliament of Kenya; and, modalities for the establishment of a Mini-Parliament Museum and a Souvenir/Mini Gift Shop (Five (5) weeks after awarding the contract);
- d) Scoping and determining the biographical essays of persons of interest to the Parliament including but not limited to members, administrators, key staff, visitors and others. (Eight (8) weeks after awarding the contract);
- e) Submission of the first draft of text content, illustrations and related photographic content for the book project (Twenty-four (24) weeks after awarding the contract);
- f) Submission of the first audiovisual documentaries, pictorials, murals and frescos for consideration by the Taskforce (Thirty-two (32) weeks after awarding the contract);
- g) Submission of a detailed proposal for a Mini-Parliament Museum containing collections of outstanding photographs, artefacts, artworks and paintings, and a detailed proposal for a Souvenir/Mini Gift Shop for consideration by the Taskforce (Thirty-six (36) weeks after awarding the contract);
- h) A Quarterly Progress Report (Every 90th day).

6. DUTIES AND RESPONSIBILITIES OF THE NATIONAL ASSEMBLY

The National Assembly will provide: -

- a) A liaison officer who will maintain regular contact with the consultant on matters regarding the assignment;
- b) A supervisory mechanism for monitoring the work of the consultant;
- c) Facilitating the procurement of materials from institutions holding rare historical resources, and
- d) Access to the precincts and to all relevant material including to Parliamentary Archives and Library for the consultant.

7. REPORTING AND SUPERVISION

The principal contact entity for the National Assembly will be the *Team Leader of the Taskforce on the History of Parliament of Kenya* who shall report to the Clerk of the National Assembly and through whom all the necessary approvals and input will be obtained.

ESTIMATED TIMEFRAME AND FEE

The Assignment will be undertaken for one (1) year upon signing of the Contract.

8. COMPETENCES AND EXPERIENCE

The successful consultant shall meet the following qualifications, competencies, experience and Skill

9. EDUCATION

- Minimum of a Masters Degree in the field of history/cultural heritage with proven bias/interest in parliamentary research;

10. EXPERIENCE

- A minimum of ten (10) years' experience in the field of history with a credible focus on parliamentary history;
- Must have proven record of at least three (3) published works including publications on History featured in internationally accredited Journals;
- Work experience in activities associated with cultural heritage and work experience with government stakeholders;
- Proof of successful delivery of similar works in other comparable jurisdictions;
- Familiarity with the Government rules and regulations and UNESCO guidelines relating to documentation of history;
- Familiarity and flair of parliamentary history, practice and procedure;
- Ability to professionally render consultancy services and a strong networking and influencing skills necessary for building and maintaining professional relationship needed for gathering data;
- Availability for a period of one year from the date of appointment;
- Capacity to assemble a permanent technical team of researchers who must also meet the following minimum qualifications –
 - A degree in the field of history with bias in parliamentary history;
 - Proven experience of at least five (5) years in the field of history and world heritage;
 - A proven record of at least two (2) published works of Journal publications on History featured in internationally accredited Journals;
 - Availability for the one (1) years of the contract period.

11. LANGUAGE COMPETENCIES

- Fluency in written and spoken English and Kiswahili.

12. OTHER COMPETENCIES

- Excellent and analytical writing skills for production of reports, research works and publications;
- Flexibility, adaptability and ability to independently work under strict deadlines;
- Ability to work in a hyper-sensitive multi-cultural environment; and
- Excellent planning and organizational competencies.

13. EVALUATION CRITERIA

The proposals received will be evaluated in accordance with the set criteria in the Tables A and B below: -

Table A: Mandatory Requirements Evaluation

No.	Criteria	Requirement
1.	Valid Tax Compliance Certificate from KRA	Attach a copy of Individual Tax Compliance Certificate
2.	Submission of a detailed CV	Signed copy of detailed Consultants CV
3.	Submit a statement that the consultant has not been convicted of corrupt or fraudulent practices	Signed Statement that the consultant has not been convicted of corrupt or fraudulent practices
4.	Submit a duly signed Sworn Anti-Corruption Affidavit by the Commissioner of Oaths	Duly signed Sworn Anti-Corruption Affidavit by the Commissioner of Oaths

Note; Consultants have to meet all the mandatory requirements to proceed for Technical Evaluation.

Table B: Technical/Qualification Evaluation Requirements

No.	Criteria	Marks
1.	Key Expert qualification and competence for the Assignment; a) General qualifications – Master’s degree from a recognized institution in the fields of History/Cultural heritage – (5 marks) b) Specific Professional Experience – Proven record of at least three (3) published works including publications on history of parliament featured in internationally accredited Journals – (15 Marks) c) General Professional Experience – Proof of successful delivery of similar assignment in other comparable jurisdictions – (5 Marks) d) Proof of 10 years’ experience in the field of history with focus on parliamentary history. (10 Marks, 1 mark per year)	35
2.	Adequacy and quality of the proposed methodology, and work plan in responding to the Terms of Reference (TORs): a) Technical approach and methodology 10 Marks b) Comments on the Terms of Reference 10 Marks c) Work plan and Timetable of Activities 5 Marks	25

3.	<p>Other two personnel qualifications and competence for the Assignment</p> <p>a) General qualifications – degree from a recognized institution in the fields of History/Cultural heritage – (2.5 marks per person, Max. 5 marks)</p> <p>b) Specific Professional Experience – proven record of at least two (2) published works including publications on History of parliament featured in internationally accredited Journals (10 marks per person, Max. 20 marks)</p> <p>c) General Professional Experience – Proof of successful delivery of similar assignment in other comparable jurisdictions (5 marks per person, Max. 10)</p> <p>d) Proven experience of at least five (5) years in the field of history and world heritage. (2.5 marks per person, Max. 5 marks)</p>	40
	TOTAL	100

Note; to qualify for financial stage a consultant must score a minimum of **70%** percent.

Financial Evaluation

The consultant who shall be determined as the lowest evaluated bidder shall be considered and recommended for award.

14. PAYMENT SCHEDULE

SCHEDULE	PERCENTAGE
A brief Inception Report within two (2) weeks of start and submission of criteria for selection of members and events with historical importance to the Parliament of Kenya three (3) weeks after awarding the contract	10%
Submission of Guidelines for text content development for the book project; suggested themes for audiovisual documentaries; pictorials, murals and frescos that will capture the History of Parliament of Kenya; and, modalities for the establishment of a Mini-Parliament Museum and a Souvenir/Mini Gift Shop five (5) weeks after awarding the contract	10%
Scoping and determining the biographical essays of persons of interest to the Parliament including but not limited to members, administrators, key staff, visitors and others. (Eight (8) weeks after awarding the contract)	10%
Submission of the first draft of text content, illustrations and related photographic content for the book project (Twenty-four (24) weeks after awarding the contract)	20%
Submission of the first audiovisual documentaries, pictorials, murals and frescos for consideration by the Taskforce (Thirty-two (32) weeks after awarding the contract)	10%
Submission of a detailed proposal for a Mini-Parliament Museum containing collections of outstanding photographs, artefacts, artworks and paintings, and a detailed proposal for a Souvenir/Mini Gift Shop for consideration by the Taskforce (Thirty-six (36) weeks after awarding the contract)	10%
Completion of Work	30%