

COUNTY GOVERNMENT OF KISUMU



OFFICE OF THE GOVERNOR

Special Delivery Unit (SDU)

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TERMS OF REFERENCE FOR CONSULTANCY SERVICES TO DEVELOP THE KISUMU ELECTRONIC COUNTY INTEGRATED MONITORING AND EVALUATION (M&E) SYSTEM.

TERMS OF REFERENCE (ToR)

1. Introduction

The Special Delivery Unit (SDU) is an organ of the County Government of Kisumu, based in the Office of the Governor. The mission of SDU is to ensure organizational efficiency of the County government for delivery of effective services to County residents.

SDU programmes aim to maximize delivery of government's top priorities, coordinate and monitor progress of departmental programmes in flagship projects and address implementation challenges from the technical and organizational perspectives.

Whereas the County Government of Kisumu carries out Monitoring and Evaluation (M&E) activities at the departmental level, there is need to strengthen the overall M&E function from the centre overseeing implementation across departments. To do this, it is necessary to have a full understanding of the current M&E system in the County, taking into account the County Integrated Monitoring and Evaluation Systems (CIMES) Guidelines and other policy frameworks currently applied in County M&E activities, including the County Governments Act, 2012.

Beyond that, there is need to set a vision and mission for M&E in the County, complete with a policy framework and systems for realization of that vision.

1.1. Development Programmes and Projects

The Monitoring and Evaluation System to be established will cater for all projects in the County Annual Development Plans (ADPs). However, the system will track delivery of the following key programmes and projects:

Modernization of Jaramogi Oginga Odinga Teaching and Referral Hospital (JOOTRH) and facilities improvement at county and sub-county hospitals; Implementation of the Universal Health Coverage (UHC) Programme; Implementation of the Village Councils initiative; Improvement of Moi Stadium and sub-county sports facilities; Construction of the Centre for Business Incubation and Innovation at Rotary Youth Polytechnic; Increasing the numbers of improved indigenous livestock breeds for dairy production; Introduction of high value crops

for promotion of agri-business; Reclamation of Mboha and Nyamthoi wetlands for agricultural production; Construction of modern markets; developing the Maritime Transport Sector in the County; Implementation of the Kisumu County Roads Maintenance Teams (KCRMTs); Promoting industrialization at the Special Economic Zone (SEZ) and water vessel assembly at the lakefront; developing the county Strategy for harnessing the blue economy and organizing the *Africities Summit 2021*

2. Goal and Objectives of the Consultancy

The goal of the consultancy is to develop an Integrated Monitoring and Evaluation (M&E) System anchored on an M&E Policy for the County Government of Kisumu.

2.1. Specific Objectives.

- i. To review current status of M&E activities at the County Government of Kisumu;
- i. To make recommendations for systemic improvements to strengthen M&E functions in the County Government of Kisumu;
- ii. To develop a policy framework and an M&E plan for the County Government of Kisumu, taking into account the CIMES and other current guidelines;
- iii. To develop a web based automated M&E System, capable of tracking project implementation across departments;
- iv. To provide the required training and support to staff of the County Government to effectively utilize the system;
- v. To support the County Government in managing the M&E System in the short-run before total hand-over for exclusive management by the County Government.

3. Scope of Work.

As provided in the objectives, this consultancy will entail a review of the current Monitoring and Evaluation (M&E) system used at the County of Government of Kisumu, including its alignment to the County Integrated Monitoring and Evaluation Systems (CIMES) and development of new policy and systems for M&E.

The new system is expected to cater for projects in all departments of the County Government and run for an initial period of at least three (3) years before major upgrading/renewal. The system provider will work with County Government, as part of this consultancy, to upload project details in the system and jointly run it with the County Government for one year, after offering initial training to County Government staff.

4. Deliverables

- a) An Inception report;
- b) A Situation Analysis report on the state of M&E in the County Government of Kisumu and recommendations for improvement;
- c) An M&E Policy for the County Government of Kisumu;
- d) An integrated M&E System for the County Government of Kisumu, with indicators;
- e) A programme for training and system implementation support to the County Government.

5. Duration of the Consultancy

- Deliverables (a) – (d) above are to be realized in maximum forty (40) working days;
- Training must be conducted within two weeks after installation of the system;
- System support will run for a period of one year after installation of the system, but programme for system support should be approved within two weeks after installation of the system.

6. Required Expertise

The Consultant(s) must have:

- At least a Master's Degree and ten (10) years post-qualification experience in Monitoring and Evaluation work.
- A Ph.D. in a relevant field in the social sciences, especially for the lead researcher will be an added advantage.
- Professional training and certification in M&E, beyond academic qualifications.
- Data analytics training/expertise using methodologies such as STATA, NVivo and other quantitative and qualitative methodologies for longitudinal and time-series data;
- Previous experience in development of M&E Systems for the public sector;
- Knowledge and practical experience in working with County Governments;
- Excellent report writing skills.

7. Reporting Channels

The consultant(s) will report to the Head of the Special Delivery Unit (SDU) in the Office of the Governor, who will transmit reports to the Governor and Office of the County Secretary.

8. Submission of Proposal

Interested individuals/ firms are expected to submit a detailed expression of interest (technical and financial proposal) with the following components;

- Their understanding of the ToR;
- Proposed methodology and work schedule;
- Proposed Budget, including cost of the training and one-year joint management of M&E System;
- A profile of the firm including full names(s), physical addresses, telephone numbers;
- CVs of consultants to undertake the assignment.

9. Terms of Payment

County Government of Kisumu shall pay the Consultant full fees at once, upon installation of the M&E System and County Government's acceptance of the plan for training and system support.