



REPUBLIC OF KENYA

THE NATIONAL TREASURY & PLANNING

FINANCIAL SECTOR SUPPORT PROJECT

CONSULTANCY TO REVIEW THE CURRICULUM / TRAINING MANUALS AND UNDERTAKE TRAINING OF TRAINERS FOR THE TRUSTEE DEVELOPMENT PROGRAMME OF KENYA

REQUEST FOR EXPRESSIONS OF INTEREST (CONSULTING SERVICES – FIRMS SELECTION)

FSSP/PIU/RBA/39/2018-19

Credit No: 5627 KE
Project ID No: P 151816

1. The Government of Kenya (GoK) has received financing from the World Bank towards the cost of the Financial Sector Support Project (FSSP) whose overall development objective is to strengthen the legal, regulatory and institutional environment for improved financial stability, access to and provision of, affordable and long term financing. It is intended that part of the proceeds of this credit be applied to eligible payments under the contracts for consultancy to review the Curriculum / Training Manuals and undertake training of trainers for the Trustee Development Programme of Kenya (TDPK) for the Retirement Benefits Authority (RBA) to be implemented over a period of four (4) months.

2. Objective of the Assignment

The overall objective of this consultancy is to provide consultancy services to support completion of a comprehensive review of the Trustee Development Programme of Kenya (TDPK) Curriculum / Training Manuals, and enhance the capacity to deliver it through the training of more trainers as well as retraining of existing trainers on the new curriculum.

3. Scope of the Work

The scope of work of the assignment will cover, but is not limited to, the tasks described below:

- Review the TDPK Curriculum design and content including training management and scheme management, training implementation framework, modalities and delivery approaches;
 - Evaluate examinations structures, modalities and nature of testing the content of the TDPK Curriculum;
 - Review the TDPK Training Manual to incorporate changes made in the Curriculum;
 - Identify performance gaps and training needs to be incorporated into the TDPK Curriculum and manual;
 - Develop a new Curriculum for a TDPK Continuous Development Course;
 - Prepare requisite training manuals and train Trainers on delivery of the revised TDPK Curriculum and Curriculum for TDPK Continuous Development Course.
 - Develop an implementation and sustainability framework of the TDPK Curriculum and Continuous Development Course.
4. The National Treasury (the Client), through its Project Implementation Unit (PIU), now invites **eligible consulting firms “Consultants”** to express their interest in providing this service. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Service for a similar institution. The consulting firm and its consultants should have extensive experience in the financial sector; this should include: Experience in consultancy within the financial sector with regulatory or comparable institutions; Experience in development of curriculum and examination materials. The shortlisting criteria are: (a) Consultancy experience; (b) Relevant job assignments undertaken in the last five years within the retirement benefits sector or similar training center; (c) Experience in developing/emerging markets.
 5. The attention of interested Consultants is drawn to paragraph 1.9 of the World Bank’s Guidelines: *Selection and Employment of Consultants* [under IBRD Loans and IDA Credits & Grants] by World Bank Borrowers published in *January 2011* and revised in *July 2014* (“Consultant Guidelines”), setting forth the World Bank’s policy on conflict of interest.

6. Consultants may associate with other firms in the form of a joint venture or a sub- consultancy to enhance their qualifications.
7. A Consultant will be selected in accordance with Consultant Qualification Selection (CQS) method set out in the Consultants Guidelines.
8. Further information can be obtained at the address below during office hours i.e. 0900 to 1700 hrs.
9. **Expressions of Interest** must be delivered in a written form in plain sealed envelopes with consultancy **reference and name clearly marked on top** in person, by mail or by email to the address shown below or placed in the tender box at our offices on the 7th floor, Anniversary Towers, North Tower.

Postal Address:

Project Implementation Unit
Attention: Procurement Specialist
P.O Box 21190 –00100
Nairobi, Kenya.

Telephone No: +254-20-2210271/4

Physical Address:

Project Implementation Unit
Attention: Procurement Specialist
7th Floor, Anniversary Towers, North Tower.
Building No.19 Monrovia Street/University Way
Nairobi, Kenya.

E-mail: procurement.fssp@piu.go.ke;

10. Deadline for submission of Expressions of Interest is 13th June 2019 at 1600 hours Kenyan local time.

PROCUREMENT SPECIALIST
FOR: PRINCIPAL SECRETARY/NATIONAL TREASURY