



REPUBLIC OF KENYA

THE NATIONAL TREASURY & PLANNING

FINANCIAL SECTOR SUPPORT PROJECT

CONSULTANCY TO REVIEW & SUPPORT IMPLEMENTATION OF A COLLATERAL REGISTRY SYSTEM FOR THE BUSINESS REGISTRATION SERVICES

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

FSSP/PIU/OAG&DoJ/37/2018-19

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 to Review & Support Implementation of a Collateral Registry System for Movable Property (MPRS) for the Business Registration Services (BRS) to be implemented over a period of fifteen (15) months.

2. Objective of the Assignment

The overall objective of this assignment is to engage project management expertise to provide ICT technical assistance and support to the Business Registration Service on the Kenya collateral registry. It will also undertake to review the current electronic collateral registry housed on the e-citizen platform and managed by the BRS and map business and functional capabilities to those of international best practice and consequently identify any additional business and functional requirements that would be necessary to enable the registry meet all internationally accepted standards.

3. Scope of the Work

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

- **Review of the current system from a business and operational perspectives;** Assessing the collateral registry module to ascertain system functionality, status of supporting infrastructure as well as resources including hardware, software, and network capability; Evaluating generation of various reports; Identifying the document and content management and archiving functionality; Reviewing best practices for access, application, database, network, and operations (backups, business continuity and disaster recovery) procedures related to system security to ensure the appropriate security protocol and procedures are in place, documented and followed; Reviewing of the current test environment to ensure it is capable of providing access to a multitude of user groups for the purposes of training and capacity building.
- **Recommend appropriate integrated ICT solution for MPSR, including but not limited to:** Determination of user application requirements and specifications, including interconnectivity within BRS and with external system users / clients; Identification of possibilities for further automation of existing / proposed workflow processes; Determination and recommendation on the resources (including hardware, networking, etc.) required to implement the recommended ICT solution for the MPSR; Determine the staffing structure and the skills required to effectively utilize and administer the proposed ICT infrastructure.
- **Assist in the Tendering Process for the Procurement of chosen IT Solutions including:** Preparation of technical specifications for all component tenders (including but not limited to hardware, networking, software, E-mail/Internet, training) to be procured by the Client; Develop tender documents for all the systems including hardware; Assist in the tendering process including participation in technical evaluation of bids.
- **Undertake Supervision and Implementation of chosen ICT Solutions:** Supervise deployment of all project components for the ICT system; Monitor system implementation to ensure quality, fidelity to project implementation timeline, business requirements and budgets; Ensure complete documentation and manuals for all systems; Co-

ordinate testing and sign-off of the chosen solution jointly with management; Maintain effective liaison with the MPSR Registry system developer.

- **Stakeholder Support & Change Management;** Identify and liaise with stakeholders critical to the successful deployment of the electronic registry.
 - **System Security and Business Continuity;** Guide the implementation of information security controls and assessments of security risks; Collaborate with the system vendor to plan for and deploy a business continuity programme including backup and disaster recovery of the MPSR E-registry and ensure a high availability environment to ensure business continuity.
 - **Capacity Building and Awareness;** Assist the BRS team to plan, coordinate and implement awareness and training programs on the web-based MPSR system for financial institutions and other users as well as relevant public.
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 shortlisting criteria are: (a) Experience in consultancy on ICT; (b) experience gained from providing consultancy work in a similar institution, ideally with specific knowledge of government registries; (c) Participated in a review of IT systems within the last 5 years and must have wide experience in aligning core business objectives and project management; (d) 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 Quality and Cost Based Selection (QCBS) 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 Tuesday 2nd October, 2018 at 1600 hours Kenyan local time.

**PROCUREMENT SPECIALIST
FOR: PRINCIPAL SECRETARY/NATIONAL TREASURY**