

REQUEST FOR EXPRESSION OF INTEREST.

Country	Kenya
Financier	Global Environment Facility through World Bank
Abstract	Provision of consultancy service for capacity building of NEMA, Ministry of Environment and Forestry and relevant stakeholders on E-waste Management
Sector	Consultants
Program Ref	(P167788)
Selection Method	Consultants Qualification Selection(CQS)
Selection Target	Firms
Grant No	TFOB3322
Ref No	NEMA/EOI/AEHPMP/001/2021-2022
Deadline:	7 th January 2022 TIME:10.00 AM

The Government of Kenya (GoK), through the National Environment Management Authority (NEMA) has received financing from Global Environmental Facility (GEF) through World Bank Group to support a project entitled Africa Environmental Health Pollution Management Program (AEHPMP) which seeks to improve on the management of e-waste and mercury to reduce exposure to UPOPs.

Objective of the assignment.

The purpose of this assignment is to undertake capacity building to selected staff of National Environment Management Authority, Ministry of Environment and Forestry and relevant Stakeholders on relevant policies, legal frameworks, relevant Multilateral Environmental Agreements (MEAs) on e-waste management, implementation, and enforcement compliance of relevant laws, regulations and related MEAs including data for application in compliance enforcement for e-waste covering but not limited to UPOPs monitoring methods and tools.

Scope of the assignment:

The consulting services include undertaking capacity building to selected staff of National Environment Management Authority, Ministry of Environment and Forestry and relevant Stakeholders on relevant policies, legal frameworks, relevant Multilateral Environmental Agreements (MEAs) on e-waste management, implementation, and enforcement compliance of relevant laws, regulations and related MEAs including data for application in compliance enforcement for e-waste. The consulting services will be supervised by the Project Coordinator.

Terms of reference.**1. Terms of Reference**

The Consultant shall be guided by the following Terms of Reference which include;

- i. Preparation of a training program in consultation with NEMA project Coordinating Unit
- ii. Prepare training material on the sound management of e-waste covering manuals, tools and presentations in consultation with NEMA project Coordinating Unit
- iii. Train participants physically covering staff of National Environment Management Authority, Ministry of Environment and Forestry and relevant stakeholders on relevant policies, legal frameworks, relevant Multilateral Environmental Agreements (MEAs) on e-waste management, implementation, and enforcement compliance of relevant laws, regulations and related MEAs including requisite data for application in compliance enforcement for e-waste.
- iv. Offer training on relevant Multilateral Environmental Agreements (MEAs) on e-waste national reporting
- v. Offer training on techniques, methods and tools for application in monitoring UPOPs with practical sessions
- vi. Organizing and implementing practical aspects of the training on inspection and compliance enforcement in e-waste and demonstration of field monitoring of UPOPs lasting at least one week.
- vii. Preparation of participation certificate
- viii. Preparation of capacity building reports

- ix. The consulting firm shall demonstrate capacity to implement the project Environmental and Social Management Framework (ESMF) as per the World Bank requirement. ***(The Environmental and Social Management Framework (ESMF) document can be accessed on NEMA Website/Public Procurement Portal as separate document/World Bank Website.***
- x. The consulting firm shall prepare and submit an implementation plan for the project ESMF specifically on Labor Management, workers grievance handling mechanism, E-Waste Management, Stakeholder Engagement, occupational health and safety, Gender community health and safety measures.

Invitation to Consultants

National Environment Management Authority now invites eligible consultants to indicate their interest in providing the services. Interested consultants must provide the following information:

Mandatory Requirements.

- i. Provide Certified copy of certificate of Incorporation or Certificate of Registration or equivalent. For International Firms MUST be certified by the Kenyan Mission in the respective countries of origin or the respective firm’s mission in Kenya.
- ii. Attach a copy of valid tax compliance certificate/Equivalent
- iii. Certified copy of certificate of Confirmation of Directors and Shareholding (CR 12) or equivalent for International Firms which MUST be certified by the Kenyan Mission in the respective countries of origin or the respective mission in Kenya for year 2020 Or 2021.
- iv. Original and Copy of Expression of Interest documents. **(Original and Copy).**

SCORING EVALUATION CRITERIA

CONSULTANTS QUALIFICATION SELECTION(CQS)

No	Criteria	Max Score	Actual Score
TECHNICAL EVALUATION			
Relevant Experience of the Consulting Firm. Requested Evidence must be attached failure to which shall lead to zero scores.			
	i. The Consulting firm should demonstrate to have been offering related consultancy services in the last 5 years. Attach Signed Contracts/Equivalent. 5-8Yrs-5 8-10Yrs-8	10	

	Above 10Yrs-10			
	ii. The Consulting firm should provide atleast Three reference letters from previous clients to whom related services were offered.	3		
Academic Qualification of the Consultant for the assignment. (Must Attach academic certificates/relevant documents to support failure to which no score shall be awarded).				
	Lead Trainer			
	i. The consultant must have at least masters in the area of environmental sciences/law or related field Masters Degree-4Mks PhD-6Mks	6		
	ii. Membership to a professional body recognized in Kenya.	4		
	Assistant Trainer.			
	i. Must have at least Bachelors Degree in Environmental science. Law or equivalent/related field. Bachelors Degree-2Mks Masters and above-5Mks	5		
	ii. Membership to a professional body recognized in Kenya	3		
	Support Staff.			
	i. Atleast a Diploma in environmental education or related field. Diploma-1mks Higher Diploma-2ks Degree-3mks	3		
Experience of the consulting team. Attach CV's, Award letters, Signed Contracts or equivalent. (Failure to avail the required evidence shall lead to zero scores)				
	Lead Trainer.			
	i. The Consultant must have at least 7 years of experience in training on waste management. 7-10 Years-4mks 10-15Years-7mks Above 15 Years-10mks	10		
	ii. The Consultant must have undertaken at least 5 related capacity building consultancies. 5-7Assignments-2mks 7-10 Assignments-3mks Above 10 Assignments-5mks	5		
	Assistant Trainer.			
	i. Must have at least 5 years of experience in training on waste management. 5-7 Years-3mks 7-10Years-5mks Above 10 Years-7mks	7		

	ii. Must have undertaken at least 5 related capacity building consultancies. 5-7 Assignments-1mks 7-10 Assignments-2mks Above 10 Assignments-3mks	3		
	Support Staff. Must have at least 2 years of experience in training on waste management. 2-5 Years-1mks 5-7 Years-2mks Above 7 Years-3mks Must have undertaken at least 2 related capacity building consultancies. 2-5 Assignments-1mks 5-7 Assignments-2mks Above 7 Assignments-3mks	3 3		
Methodology and Schedule of implementation				
	Proposed Methodology	15		
	Schedule of implementation of the assignment	10		
	ESMF capacity and implementation plan	10		
	TOTAL	100		

The Expression of Interest will be evaluated using the above detailed criteria and the firm that achieves the highest score will be invited to submit a combined Technical and Financial Proposal.

The desired pass mark for the assignment is 75%.

Submission of Expressions of Interest

Interested bidders are required to submit one (1) original and (1) copy of Expression of Interest in English Language in a sealed envelope, properly marked with the tender reference and description addressed to:

The Director General
National Environment Management Authority
P.O.BOX 67839-00200, NAIROBI.
Email Address: dgnema@nema.go.ke.