

**NATIONAL ENVIRONMENT MANAGEMENT AUTHORITY (NEMA)**



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

**CONSULTANCY TO DEVELOP A GREEN CLIMATE FUNDING PROPOSAL.**

**TERMS OF REFERENCE (TOR) FOR DEVELOPING THE FOLLOWING:**

- 1. Environmental and Social Management Framework in line with GCF requirements.*
- 2. Preparation of the funding proposal in line with GCF requirements.*
- 3. Preparation of the Feasibility Studies in line with GCF requirements.*
- 4. Preparation of a Gender Analysis and a Gender Action Plan for the proposed project in line with GCF requirements.*
- 5. Development of mechanism for partnering with local NGOs, Civil Society, and County governments for the proposed project in line with GCF requirements.*
- 6. Undertaking of due-diligence and capacity assessment of potential implementing entities for the proposed project in line with GCF requirements.*

**FOR A PROGRAMME TITLED**

**“Devolved Climate Change Governance to Strengthen Resilience of  
Communities in Target Counties”**

**FUNDED BY NEMA/GCF PPF**

**December 17, 2019.**

## **1. Introduction**

The National Environment Management Authority (NEMA) is an Accredited Entity with the Green Climate Fund (GCF). The Authority is accredited to design eligible projects for funding from the GCF under the Direct Access Modality. The Green Climate Fund is a finance mechanism provided for under the United Nations Framework Convention on Climate Change (UNFCCC).

## **2. Project Back ground**

NEMA submitted a funding proposal concept note to GCF titled 'Devolved climate change governance to strengthen resilience of communities in target counties'. The project seeks to build community resilience to climate shocks by enabling direct access to climate finance at the sub-national (County) level.

The overall objective of the proposed project is ***“to build a devolved governance structure to enable vulnerable communities’ greater ownership and access to climate finance for adaptation investments to increase their resilience and adaptive capacity.”*** The project aims to substantially increase the potential to promote sustainable economic development and enhance resilience to climate shocks by up-scaling similar ongoing work by the Adaptation Consortium under the National Drought Management Authority in target counties through three main components:

*Component 1:* Support county governments to establish/strengthen climate finance mechanisms through relevant legislation in order to finance community prioritized public good investments that promote climate resilient growth and adaptive livelihoods.

*Component 2:* Support the development and delivery of demand led and decentralised climate information services in target counties.

*Component 3:* Finance community led adaptation investments (The priority adaptation investments will be in the water and livelihoods sector and will be determined and detailed through a consultative process. This will enable communities to take control of their adaptation strategies in keeping with the principles and spirit of devolution in Kenya).

The expected benefits from the implementation of the proposed projects are as outlined:

- Strengthened awareness of climate threats and risk-reduction processes at county and sub- county level
- Increased generation and use of climate information in decision making for adaptation planning locally
- Strengthened adaptive capacity and reduced exposure to climate risks through targeted adaptation investments
- Increased water security

### **3. Scope of Work and The Expected Deliverables**

The Authority has received financial support from the Green Climate Fund - GCF Project Preparation Facility to facilitate preparation of the following:

- i. *An Environmental and Social Management Framework (EMSF) for the proposed project in line with GCF requirements.*
- ii. Preparation of the Funding Proposal in line with GCF requirements.
- iii. Preparation of the Feasibility Studies in line with GCF requirements.
- iv. Preparation of a Gender Analysis and a Gender Action Plan for the proposed project in line with GCF requirements.
- v. Development of mechanism for partnering with local NGOS, Civil Society, and County governments for the proposed project in line with GCF requirements.
- vi. Undertaking of due-diligence and capacity assessment of potential implementing entities for the proposed project in line with GCF requirements.

The scope of work and the expected deliverables are as listed for the above listed tasks:

- i. ***An Environmental and Social Management Framework (EMSF) for the proposed project in line with GCF requirements.***

#### **a) Scope of work**

The objective of the assignment is to assist NEMA to undertake Environmental and Social Management Framework (EMSF) of the proposed project to ensure that there are sufficient safeguards, the proposed project is implemented in an environmentally and socially sustainable manner and is in full compliance with Kenya's and the GCF's environmental and social safeguards.

The specific objectives are:

1. To assess the potential environmental and social impacts of the overall project, whether positive or negative, and propose mitigation measures which will effectively address the impacts; and
2. To inform the program preparation process of the potential impacts of different alternatives, and relevant mitigation measures (including implementation requirements).

The scope of this assignment is as follows:

- i. Develop Environmental and Social Management Framework for the proposed project in line with GCF requirements;
- ii. Develop standard tools including checklists and questionnaires for environmental screening, risk classification and risk monitoring for proposed adaptation projects;
- iii. Carry out environmental screening of proposed adaptation investments and activities, and help to prepare adaptation investment or activity specific Environmental Management Plans (EMPs);
- iv. Undertake an Environmental and Social Impact Assessment (ESIA) and any associated studies on proposed adaptation investments
- v. The ESMF study team will;

**Carry out environmental and social assessment to support the project's activities by;**

- i. Analysing interventions proposed for each of the proposed components of the project concept.
- ii. Assessing social, environmental and climate change effects/impacts related to the proposed project and propose mitigation/adaptation measures.
- iii. Conducting extensive consultations with relevant stakeholders to obtain information and inform the different parties of proposed project activities.
- iv. Proposing measures to minimize the risk of social and environmental impacts.
- v. Undertaking any technical studies needed including GIS maps of all target counties and target landscapes, including the following information: Important topographical features (rivers, wetlands, environmental significant areas etc); Significant infrastructure (e.g. settlements, roads, major water points);

Climate data (e.g. rainfall and temperature gradients); Long term productivity trends; Land use and land cover; Data on land tenure/governance in targeted project areas

**Review of Baseline Data by;**

- i. Assembling, evaluating and presenting baseline data on the relevant environmental characteristics of the proposed adaptation investment in target areas. Including information on any changes anticipated after the project commences.
- ii. Providing detailed project description covering the area of influence (spatial and temporal boundaries), location, layout, different activities related to the project:
- iii. Providing a description of potential environmental impacts associated with each phase of the project components i.e. from inception to decommissioning.

**Carry out Public Consultation**

- i. The consultant will be required to conduct public consultations in relation to the proposed adaptation investments.
- ii. The consultant shall provide evidence of public consultations including but not limited to communities, signed list of participants and outcome of consultations.
- iii. The consultant will propose for NEMA approval, the targeted stakeholders and process/methodology of public consultations during the development of the detailed ESIA study.
- iv. The purpose of this consultation program will be to assist NEMA to inform all interested parties about the program and to solicit their views about it.
- v. Specifically, the Consultant will propose an effective, comprehensive public consultation strategy which includes at least:
  - A list of stakeholders or audiences to be consulted;
  - Methods for reaching these stakeholders/audiences;
  - The scheduling of consultation activities; and how the consultation efforts will be analysed, reported and utilized.

- vi. After consultations are conducted, key points should be incorporated into the draft ESIA/ESMP reports. ESIA/ESMPs should, in turn provide recommendations to the program design.

### **Develop an Environmental Social Management Plan (ESMP)**

- i. The consultant will be required to prepare an Environmental and Social Management Plan (ESMP) including proposed work programs, budget estimates, schedules, staffing and training requirements, and other necessary support services to implement the mitigating measures.
- ii. The Environmental and Social Management Plan should include the following components:
  - (i) Mitigation: The ESMP will be presented in tabular form and covers all anticipated significant adverse impacts, mitigation measures, implementation schedule and highlights the responsibility of people and institutions involved as well as the costs required.
  - (ii) Monitoring: The monitoring section of ESMP, provides a specific description and technical details of monitoring measures including the parameters to be measured, methods to be used, frequency of measurements, responsibility of different actors involved in effective implementation of the proposed mitigation measures especially at lower level and an estimation of the cost of the implementation of the proposed mitigation measures.

#### **b) Expected Deliverables**

The expected deliverables of this assignment are;

- i. An inception report inclusive of a detailed work plan, five days after the signing of the contract;
- ii. Standard tools including checklists and questionnaires for environmental screening, risk classification and risk monitoring for proposed adaptation projects
- iii. Draft reports ESMF
- iv. Final reports ESMF
- v. Three copies of the final report in digital form and hard copy.

Further the consultant is required to:

- i. Liaise with the relevant experts involved in the project formulation to obtain their expected inputs for the feasibility study, and concept design.
- ii. Participate in a series of consultation discussions with stakeholders and obtain technical inputs
- iii. Participate and obtain inputs from Communities, CSOs and private sector meetings which are organized.
- iv. Participate in community level consultations to validate the design and input in to the full proposal

**ii. Preparation of The Feasibility Studies in Line with GCF Requirements.**

**a) Scope of Work**

The scope of this assignment is as follows:

- i. Under take Feasibility Studies of the identified project sites of the activities under Component 3 “Finance community led adaptation investments (The priority adaptation investments will be in the water and livelihood sectors and be determined and detailed through a consultative process. This will enable communities to take control of their adaptation strategies in keeping with the principles and spirit of devolution in Kenya)” with the following aspects:
  - ii. Technical feasibility of proposed adaptation investments
  - iii. Undertake an economic and financial feasibility assessment for the Project as a whole. This is expected to include a cost-benefit analysis.

**b) Expected Deliverables**

The expected deliverables of this assignment are;

- i. An inception report inclusive of a detailed work plan, five days after the signing of the contract;
- ii. Feasibility assessment - Undertake feasibility studies of the identified project sites of the activities under component 3;
- iii. Technical designs - Provide technical designs and cost estimates for the construction and rehabilitation proposed adaptation investments under component 3
- iv. Technical and Economic Analysis report - Undertake a technical and an economic analysis report
- v. Draft reports of the above listed
- vi. Final reports of the above listed

vii. Three copies of the final report in digital form and hard copy.

Further the consultant is required to;

- i. Liaise with the relevant experts involved in the project formulation to obtain their expected inputs for the feasibility study, and concept design.
- ii. Participate in a series of consultation discussions with stakeholders and obtain technical inputs
- iii. Participate and obtain inputs from Communities, CSO and private sector meetings which are organized.
- iv. Participate in community level consultations to validate the design and input in to the full proposal

**iii. Preparation of the Funding Proposal in line with GCF Requirements.**

**a) Scope of work**

In support of the proposal development the following tasks will need to be carried out by the consultant in close coordination with NEMA, the scope of the assignment will include:

- i. To prepare the initial framework/ road map for a GCF Funding Proposal development
- ii. Develop a stakeholder engagement plan
- iii. Identification and selection of priority adaptation investments in targeted counties through extensive stakeholder consultations;
- iv. Determine requisite feasibility studies to back up the proposal
- v. Providing substantive inputs towards addressing comments from GCF on the submitted proposal
- vi. Design a funding proposal in line with the GCF investment criteria that incorporates stakeholders' inputs and inputs from the feasibility studies, the gender analysis and action plan, the economic analysis and the ESIA.

**b) Deliverables**

**The expected deliverables of this assignment are;**

- i. An inception report inclusive of a detailed work plan, five days after the signing of the contract;
- ii. Stakeholder engagement plan
- iii. Stakeholder engagement reports
- iv. A GCF Funding Proposal incorporating findings of the feasibility study, environmental and social assessment, gender action plan) developed.
- v. The Funding Proposal must be in line with the GCF investment criteria and developed based on the standard GCF template.

**iv. Preparation of a Gender Analysis and a Gender Action Plan for the Proposed Project in line with GCF Requirements.**

**a) Scope of work**

The objective of the assignment is to assist NEMA to undertake Gender Analysis of the proposed project to ensure that there are sufficient safeguards, the proposed project is implemented in an environmentally and socially sustainable manner and is in full compliance with Kenya's and the GCF's environmental and social safeguards.

The specific objectives are:

- i. To analyse gender related socio economic dynamics and prepare a Gender Action Plan.
- ii. To undertake gender analysis and prepare a report for the proposed project with specific reference to proposed project interventions
- iii. To conduct wide consultations with government and non-government personnel and review existing documents to prepare the Gender Action Plan

The scope of this assignment is as follows:

- i. Review and provide a diagnostic of the current state of gender inequality in the sectors with respect to the project's proposed activities;
- ii. Review and provide analysis on overarching policy documents on gender of relevance to the sectors;
- iii. Review relevant policies and regulations on both regional and national levels;
- iv. Assess and document the gender sensitiveness of the project outcome, objectives, activities, indicators and targets to the specific needs, capacities and priorities of women and men (female heads as well as married women);
- v. Synthesize opportunities and interventions to address bottlenecks to address gender inequality in the sectors while making sure the most vulnerable people are resilient to impacts of climate change;
- vi. Collect local information and data
- vii. Coordinate local stakeholder consultations - Conduct meetings with the relevant sector line ministries, women groups, NGOs, as appropriate, and facilitate in consultative and validation workshops and meetings

The Gender Analysis and Gender Action Plan team shall;

- i. Examine the roles, rights and needs of men and women, including vulnerable groups of society such as female-headed households, widows and marginalized individuals
- ii. Improve the extent to which the project design is informed by a thorough understanding of gender roles, power relations and a disaggregation of women's and men's specific interests, needs, and priorities;
- iii. Provide recommendations on how women can participate equally and actively alongside men, and can gain maximum benefit from project interventions; and
- iv. Develop appropriate gender sensitive indicators that can be integrated into the project monitoring and evaluation framework.

The consultant will be required to prepare a Gender Action Plan that will involve undertaking a detailed gender analysis of the target areas and developing an action plan to integrate gender into proposed project actions.

This will involve documentation of the following aspects in regard to the project area:

- Overview of the local context by County and project area, disaggregated by ethnic group where relevant and according to availability of data.
  - i. Economic activities/production.
  - ii. Social demographics.
  - iii. Health, literacy and other development indices.
  - iv. Cultural factors.
  - v. Natural resources – use rights, responsibilities, differentiation of roles.
  - vi. Political and institutional factors, including national policies, quality of representation, conflicts.
- Work division by sex
  - i. Roles and responsibilities.
  - ii. Trends and changes in gender-division of roles and implications.
  - iii. Seasonal patterns of differentiation of roles and responsibilities, particularly in relation to herd mobility.
  - iv. Gender related workloads/time budgets.
- Use, Access to, and Control of Resources, and Equitable Distribution of Costs and Benefits.
  - i. Economic or productive resources.
  - ii. Political resources.
  - iii. Time.

- iv. Benefits.
- Environmental Degradation and Impact by Sex/Gender.
  - i. Roles and responsibilities.
  - ii. Impacts of environmental degradation on women and men.
  - iii. Impacts of environmental legislation and regulations.
- Cultural or Traditional Practices and Norms.
  - i. Customary regulations regarding the use and conservation of natural resources.
  - ii. Common law rights over natural resources and informal agreements regulating the access to resources.
  - iii. Dependency on natural resources for social customs, cultural practices, or ceremonial or religious practices.
  - iv. Cultural or spiritual significance attached to a particular sites or species.
- Levels and quality of Social Participation.
  - i. Decision making processes.
  - ii. Local institutions.
  - iii. Public institutions.
  - iv. Access to information.
- Recommendations for addressing gender inequities and risks through project implementation, including additional analyses, indicators of change, targeted-interventions, and implementation principles.

#### **b) Expected Deliverables**

The expected deliverables of this assignment are;

- i. An inception report inclusive of a detailed work plan, five days after the signing of the contract (Develop and present a detailed methodology and work plan for the assignment through desk review of documents and available sources);
- ii. Stakeholder Engagement report
- iii. Draft reports - Gender Analysis report, and Gender Action Plan
- iv. Final reports - Gender Analysis report, and Gender Action Plan
- v. Three copies of the final report in digital form and hard copy.

Further the consultant is required to

- i. Liaise with the relevant experts involved in the project formulation to obtain their expected inputs for the feasibility study, and concept design.
- ii. Participate in a series of consultation discussions with stakeholders and obtain technical inputs

- iii. Participate and obtain inputs from Communities, CSOs and private sector meetings which are organized.
- iv. Participate in community level consultations to validate the design and input in to the full proposal
- v. ***Development of Mechanism For Partnering With Local Ngos, Civil Society, and County Governments For The Proposed Project In Line With GCF Requirements.***

**a) Scope of work**

Under the direction of NEMA and in consultation with key stakeholders, the scope of the assignment will be:

- i. A desk review seeking similar research or recommendations
- ii. To prepare provide a detailed description of the institutional arrangement for project delivery including an organogram and key partners responsible for delivery of the adaptation investments within the project.
- iii. Mapping of the existing civil societies, local NGOs, Civil Society and relevant departments in the County Government pertinent to the program
- iv. To develop Operational indications for partnering with local NGOs, Civil Society, and County governments for the proposed project
- v. Identifying other relevant possible project partnerships to be established with the partners e.g. think tanks and academic institutions that would contribute expertise to a project, particularly where a project is innovative in nature and where research into the outcomes / results of a project would be valuable for wider learning, dissemination and replication.
- vi. Identifying Cross-sectoral partnerships particularly with government organizations at local and national level leading to Increased contribution to sustainable development of the Programme

**b) Expected Deliverables**

- i. Inception report
- ii. Draft report - Mechanism for partnering with local NGOs, Civil Society, and County governments
- iii. Final Report - Mechanism for partnering with local NGOs, Civil Society, and County governments
- iv. Tools and templates- Partnership agreement, Operational indications for partnerships

v. Three copies of the final report in digital form and hard copy.

**vi. *Undertaking of Due-Diligence and Capacity Assessment of Potential Implementing Entities For The Proposed Project In Line With GCF Requirements.***

**a) Scope of work**

The objective of the assignment is to strengthen institutional capacities of Implementing Entities in undertaking proposed project in line with GCF requirements to align with internationally accepted benchmarks and safeguards. The assignment entails conducting capacity assessment of potential Implementing Entities.

Under the direction of NEMA and in consultation with key stakeholders, the scope of the assignment will be:

To prepare the initial framework for a GCF Funding Proposal that will include among others:

- i. Assess training and capacity building needs of the Executing Entities to enable them effectively implement the proposed project.
- ii. Based on the information gathered from the capacity gaps analysis, propose capacity building strategy.
- iii. Undertake due diligence on proposed Executing Entities.

**b) Expected Deliverables**

A GCF Funding Proposal utilizing the underlying studies (i.e. feasibility study, environmental and social assessment, gender action plan) developed through the PPF for submitting to the GCF. The Funding Proposal must be in line with the GCF criteria and developed using the GCF template form.

- i. Prepare inception report inclusive of a detailed work plan
- ii. Interviews schedule with key stakeholders
- iii. Capacity gap analysis each of the Executing Entities report
- iv. Capacity building strategy and action plan for the EEs reports

#### **4. Specifications/Qualifications of The Consultancy**

The type of consultancy is a firm of consultants.

The entire consultancy will be for a maximum of 100 working days over an elapsed period of 6 months.

The firm must demonstrate existing competencies and capacities to undertake this work and should include personnel with the following qualifications:

- Postgraduate degree in the following fields;

Development Studies, Civil Engineering, Water Resource Management, International Development, Climate Change, Project Management, Gender Studies, Environment/Natural Resources Management, Economics, Agriculture/Rural Development, Sociology or any other related discipline with at least 10 years' experience.

The firm must also demonstrate:

- a. Excellent knowledge of the English language (both spoken and written) and excellent communication Skills.
- b. Good knowledge of Environmental Governance and climate change issues in Kenya
- c. Knowledge and / or familiarity with the social dynamics in Kenya and /or of rural communities such as those where the works may be located;
- d. Good knowledge of GCF Policies, procedures, Governance instrument, and accreditation processes.
- e. Good knowledge on environmental governance, organizational management, grant management and climate change issues in Kenya
- f. Good knowledge on Gender and climate change issues in Kenya
- g. Liaise with the relevant stakeholders and experts in National and County Governments, NGOs, CSOs, Private Sector, Development Partners to obtain critical input, including expert advice and information from relevant documents that can feed into the proposal
- h. Ability to work well with Government agencies and Community personnel.

## 5. Evaluation Criteria

The evaluation criteria to be applied in shortlisting the firms to be issued with Request for Proposal (RFP) is as shown below:

<b>S/No</b>	<b>Item Description</b>	<b>Marks %</b>	<b>Awarded</b>
<b>I</b>	<b>Mandatory Requirements</b>	<b>Yes</b>	<b>No</b>
a	Copy of Certificate of Incorporation/Registration	<b>Mandatory</b>	
b	Copy of Form CR12		
c	Copy of Valid KRA Tax Compliance Certificate		
d	Dully filled Business questionnaire		
<p>At this stage the tenderer's submission will either be responsive or non-responsive. The non-responsive submissions will be eliminated from the entire evaluation process and will not be considered further</p>			

<b>II</b>	<b>Experience of the Firm</b>	<b>50</b>	
a	<p>The consultancy firm should have a proven track record working with both government and non-government institutions with demonstrable knowledge in Environmental Governance and climate change issues in Kenya, social dynamics in Kenya and /or of rural communities such as those where the works may be located, GCF Policies, procedures, Governance instrument, and accreditation processes, environmental governance, organizational management, grant management and climate change issues in Kenya, gender and climate change issues in Kenya. The firm should therefore provide evidence of having undertaken similar assignments in the last five (5) years.</p> <p>Please attach evidence in form of contracts and letters of offer and certificates of completion. <b>(10 marks for each evidence provided).</b></p> <p><b>Note:</b> Indicate the nature of assignments undertaken, name of organization, name of contact person, value of contract and the period of commencement and completion of the assignment.</p>		
b	Provide Reference Letters from at least five (5) clients	<b>10</b>	

<b>III</b>	<b>Qualifications of Key Staff / Personnel</b>	<b>40</b>	
a	<p>Attach copies of CVs, academic and professional qualifications/certificates of the following key personnel proposed for the assignment to demonstrate qualifications, competencies and experience to undertake the assignment:-</p> <p><b>i) Lead Consultant (Team Leader) must have a minimum of a PhD in either the following fields; Development Studies, Civil Engineering, Water Resource Management, International Development, Climate Change, Project Management, Gender Studies, Environment/Natural Resources Management, Economics, Agriculture/Rural Development, Sociology or any other related discipline with at least 10 years' experience. (1.5 marks for each year)</b></p> <p><b>ii) At least five support consultants who must have a minimum of a Masters Degree in either the following fields; Development Studies, Civil Engineering, Water Resource Management, International Development, Climate Change, Project Management, Gender Studies, Environment/Natural Resources Management, Economics, Agriculture/Rural Development, Sociology or any other related discipline with a minimum of five (5) years experience in any of the above fields. (5 marks for each consultant)</b></p> <p><b>NB:</b></p> <p><b>(i). At least one consultant must be a registered EIA lead expert.</b></p> <p><b>(ii) At least one consultant must demonstrate experience in Project Design.</b></p> <p><b>(iii) At least one consultant must demonstrate experience in Environmental and Social Safeguards.</b></p> <p><b>(iv) At least one consultant must demonstrate experience in developing Gender Action Plans.</b></p> <p><b>(v) Experience in writing GCF proposals and membership of relevant professional bodies will be an added advantage.</b></p>		
	<b>TOTAL</b>	<b>100</b>	
	<b>Minimum Score to Pass is 80%</b>		

## 6. Reporting/ Coordination

The consultants shall forward all the reports to the Director General, NEMA and liaise closely with the National Implementing Entity - NIE Secretariat Office.

The projected time for the consultancy is as summarized below:

ACTIVITY	1 <sup>st</sup> MONTH	2 <sup>nd</sup> MONTH	3 <sup>rd</sup> MONTH	4 <sup>th</sup> MONTH	5 <sup>th</sup> MONTH	6 <sup>th</sup> MONTH
Prepare inception report inclusive of a detailed work plan	█					
Develop and submit a stakeholder engagement plan/methodology and reports	█					
Filed work/ Data collection		█	█	█		
Documentation review and data analysis				█	█	
Submission of the draft reports					█	█
Submission of three copies of the final report in digital form and hard copy.						█

## 7. Personnel, facilities and other requirements to be provided by the procuring entity

NEMA shall not in any way facilitate the study and the consultant will be expected to meet all costs during the study.

## 8. Terms of payment

Payments shall be made as follows

- i. 20% on submission of Inception reports.
- ii. 30% on submission of Draft reports of the following: Environmental and Social Management Framework, Gender assessment / Gender Action Plan, Feasibility Study, Mechanism for partnering and capacity assessment of potential implementing entities.

- iii. 20% on submission of Final report of the following: Environmental and Social Management Framework, Gender assessment / Gender Action Plan, Mechanism for partnering and capacity assessment of potential implementing entities.
  - iv. 30% on submission final Feasibility study and Funding proposal.
9. Consultants may associate with other firms in the form of a joint venture or a sub- consultancy to enhance their qualifications.
10. A Consultant will be selected in accordance with Consultant Qualification Selection (CQS) method.
11. Complete EOI documents to be submitted in two copies “**ORIGINAL**” and “**COPY**” and placed in plain sealed envelopes clearly marked the tender reference and name and should be addressed to: -

**THE DIRECTOR GENERAL,  
NATIONAL ENVIRONMENT MANAGEMENT AUTHORITY,  
ELAND HOUSE, POPO ROAD, OFF MOMBASA ROAD,  
P.O. BOX 67839 – 00200 NAIROBI.**

and be deposited in the tender box provided at the **NEMA Head Offices, Ground Floor, Main Reception at Block A**( so as to be received on or before **Wednesday 15<sup>th</sup> January 2020 at 11:00 a.m.**

**NB: Any document which shall not fit in the tender box slot shall be dropped at the procurement section Rm G16 and be entered in the receipt register for safe custody.**

**CONFIDENTIAL BUSINESS QUESTIONNAIRE**

You are requested to give the particulars indicated in Part 1 and either Part 2 (a), 2 (b) or 2 (c) and 2 (d) whichever applies to your type of business.

You are advised that it is a serious offence to give false information on this Form.

*Part 1 – General*

Business Name .....

Location of business premises;           Country/Town.....

Plot No..... Street/Road .....

Postal Address..... Tel No.....

Nature of Business.....

Current Trade Licence No..... Expiring date.....

Maximum value of business which you can handle at any time: K.  
pound.....

Name of your bankers.....

Branch.....

*Part 2 (a) – Sole Proprietor*

Your name in full..... Age.....

Nationality..... Country of Origin.....

\*Citizenship details .....

*Part 2 (b) – Partnership*

*Give details of partners as follows:*

	<i>Name in full</i>	<i>Nationality</i>	<i>Citizenship Details</i>	<i>Shares</i>
1	.....	.....	.....	.....
2	.....	.....	.....	.....

