

MINISTRY OF MINING, BLUE ECONOMY AND MARITIME AFFAIRS
STATE DEPARTMENT FOR THE BLUE ECONOMY AND FISHERIES
AQUACULTURE BUSINESS DEVELOPMENT PROGRAMME

Expression of Interest (EOI)

for

**Consultancy Services for Design, ESIA/ESMP/ESHS and Contract
Documentation of Landing Sites**

Ref No: *KEN-2000001132-0275-CS-QCBS*

**Issue Date:
JUNE, 2024**

Foreword

This document has been prepared by ***Aquaculture Business Development Programme*** and is based on the 1st edition of the IFAD-issued standard procurement document for expression of interest available at www.ifad.org/project-procurement. This bidding document is to be used for the procurement of services using Quality and Cost Based Selection (QCBS) in projects financed by IFAD.

IFAD does not guarantee the completeness, accuracy or translation, if applicable, or any other aspect in connection with the content of this document.

Instructions to Consultants¹ Consultancy Services for Design, ESIA/ESMP/ESHS and Contract Documentation of Landing Sites

Reference Number: **KEN-2000001132-0275-CS-QCBS**

June 2024

1. The National Treasury has received financing from the International Fund for Agricultural Development (“the Fund” or “IFAD”) towards the cost of Aquaculture Business Development Programme (“the client” or “procuring entity”), and intends to apply part of the proceeds for the recruitment of consulting services, for which this REOI is issued.

The use of any IFAD financing shall be subject to IFAD’s approval, pursuant to the terms and conditions of the financing agreement, as well as IFAD’s rules, policies and procedures. IFAD and its officials, agents and employees shall be held harmless from and against all suits, proceedings, claims, demands, losses and liability of any kind or nature brought by any party in connection with ***Aquaculture Business Development Programme***

2. The client now invites expressions of interest (EOIs) from legally constituted consulting firms (not individual consultants) (“consultants”) to for Consultancy Services for Design, ESIA/ESMP/ESHS and Contract Documentation of Landing Sites. More details on these consulting services are provided in the preliminary terms of reference (PTOR) attached as **Annex 1**. The consultant may sub-contract selected activities provided that said services will not exceed 20% of the total consultancy work.
3. Before preparing its EOIs, the consultant is advised to review the preliminary terms of reference attached as **Annex 1**, which describe the assignment and **Annex 2** that details the evaluation of the technical qualifications.
4. The consultant shall not have any actual, potential or reasonably perceived conflict of interest. A consultant with an actual, potential or reasonably perceived conflict of interest shall be disqualified unless otherwise explicitly approved by the Fund. A consultant including their respective personnel and affiliates are considered to have a conflict of interest if they a) have a relationship that provides them with undue or undisclosed information about or influence over the selection process and the execution of the contract, b) participate in more than one EOI under this procurement action, c) have a business or family relationship with a member of the client’s board of directors or its personnel, the Fund or its personnel, or any other individual that was, has been or might reasonably be directly or indirectly involved in any part of (i) the preparation of this expression of interest, (ii) the selection process for this procurement, or (iii) execution of the contract. The consultant has an ongoing obligation to disclose any situation of actual,

¹ This document refers to legally constituted consulting firms as “consultant”.

potential or reasonably perceived conflict of interest during preparation of the EOI, the selection process or the contract execution. Failure to properly disclose any of said situations may lead to appropriate actions, including the disqualification of the consultant, the termination of the contract and any other as appropriate under the IFAD Policy on Preventing Fraud and Corruption in its Projects and Operations².

5. All consultants are required to comply with the Revised IFAD Policy on Preventing Fraud and Corruption in its Activities and Operations (hereinafter, "IFAD's Anticorruption Policy") in competing for, or in executing, the contract.
 - a. If determined that a consultant or any of its personnel or agents, or its sub-consultants, sub-contractors, service providers, suppliers, sub-suppliers and/or any of their personnel or agents, has, directly or indirectly, engaged in any of the prohibited practices defined in IFAD's Anticorruption Policy or integrity violations such as sexual harassment, exploitation and abuse as established in IFAD's Policy to Preventing and Responding to Sexual Harassment, Sexual Exploitation and Abuse³ in competing for, or in executing, the contract, the EOI may be rejected or the contract may be terminated by the client.
 - b. In accordance with IFAD's Anticorruption Policy, the Fund has the right to sanction firms and individuals, including by declaring them ineligible, either indefinitely or for a stated period of time, to participate in any IFAD-financed and/or IFAD-managed activity or operation. The Fund also has the right to recognize debarments issued by other international financial institutions in accordance with its Anticorruption Policy.
 - c. Consultants and any of their personnel and agents, and their sub-consultants, sub-contractors, service providers, suppliers, sub-suppliers and any of their personnel and agents are required to fully cooperate with any investigation conducted by the Fund, including by making personnel available for interviews and by providing full access to any and all accounts, premises, documents and records (including electronic records) relating to this selection process or the execution of the contract and to have such accounts, premises, records and documents audited and/or inspected by auditors and/or investigators appointed by the Fund.
 - d. Consultants have the ongoing obligation to disclose in their EOI and later in writing as may become relevant: (i) any administrative sanctions, criminal convictions or temporary suspensions of themselves or any of their key personnel or agents for fraud and corruption, and (ii) any commissions or fees paid or to be paid to agents or other parties in connection with this selection process or the execution of the contract. As a minimum, consultants must disclose the name and contact details of the agent or other party and the reason, amount and currency of the commission or fee paid or to be paid. Failure to comply with these disclosure obligations may lead to rejection of the EOI or termination of the contract.

² The policy is accessible at www.ifad.org/anticorruption_policy.

³ The policy is accessible at <https://www.ifad.org/en/document-detail/asset/40738506>.

- e. Consultants are required to keep all records and documents, including electronic records, relating to this selection process available for a minimum of three (3) years after notification of completion of the process or, in case the consultant is awarded the contract, execution of the contract.
6. The Fund requires that all beneficiaries of IFAD funding or funds administered by IFAD, including the client, any consultants, implementing partners, service providers and suppliers, observe the highest standards of integrity during the procurement and execution of such contracts, and commit to combat money laundering and terrorism financing consistent with IFAD's Anti-Money Laundering and Countering the Financing of Terrorism Policy.⁴
7. **Procedure:** the selection process will be conducted using *Quality Cost Based Selection (QCBS)* as laid out in the IFAD Procurement Handbook that can be accessed via the IFAD website at www.ifad.org/project-procurement. The client will evaluate the EOIs using the criteria provided in **Annex 2**. The shortlisted consultant(s) will be provided with the detailed TORs and asked to submit a detailed technical and financial offer. The evaluation will include a review and verification of qualifications and past performance, including a reference check, prior to the contract award.
8. Consultants may associate with other firms to enhance their qualifications but should indicate clearly whether the association is in the form of a joint venture and/or a sub-consultancy. In the case of a joint venture, all the partners in the joint venture shall be jointly and severally liable for the entire contract, if selected.
9. Any request for clarification on this EOI including the PTOR should be sent via e-mail to the address below no later than **11.00AM 2nd July 2024 EAT**. The client will provide responses to all clarification requests by **11.00AM 5th July 2024 EAT**.
10. **Submission Procedure:** please submit your expression of interest using the forms provided for this purpose. Your EOI should comprise one (1) original copy of each EOI form annexed to this document. EOIs shall be submitted to the address below no later than **11.00AM 9th July 2024 EAT**

Aquaculture Business Development Programme
Attn: Samuel Muthui Ikima, Procurement Specialist
P.O.Box 904-10100 Nyeri, Kenya
Tel: +254(0)721490056/750484817/754929293
E-mail: Procurement@abdpcu.org

Yours sincerely,

Sammy Macaria

Aquaculture Business Development programme

⁴ The policy is accessible at <https://www.ifad.org/en/document-detail/asset/41942012>.

Form EOI-1

EOI Submission Form

Nairobi, June 2024

[Authorized official]

Re: Consulting Services for Consultancy Services for Design, ESIA/ESMP/ESHS and Contract Documentation of Landing Sites

Ref: KEN-2000001132-0275-CS-QCBS

We, the undersigned, declare that:

1. We are expressing our interest in providing the consulting services for the above-mentioned assignment and have no reservations to the REOI, the instructions to the consultants and any addenda thereto.
2. Our expression of interest is open for acceptance for a period of ninety (90) days.
3. Our firm, its associates, including any subcontractors or suppliers for any part of the contract, have not been declared ineligible by the Fund and have not been subject to sanctions or debarments under the laws or official regulations of the client's country or not been subject to a debarment recognized under the Agreement for Mutual Enforcement of Debarment Decisions (the "Cross-Debarment Agreement")⁵, beyond those declared in paragraph 9 of this EOI submission form.
4. We acknowledge and accept the IFAD Revised Policy on Preventing Fraud and Corruption in its Activities and Operations. We certify that neither our firm nor any person acting for us or on our behalf has engaged in any prohibited practices as provided in ITC Clause 6. Further, we acknowledge and understand our obligation to report to anticorruption@ifad.org any allegation of prohibited practice that comes to our attention during the selection process or the contract execution.
5. No attempt has been made or will be made by us to induce any other consultant to submit or not to submit an EOI for the purpose of restricting competition.
6. We acknowledge and accept the IFAD Policy on Preventing and Responding to Sexual Harassment, Sexual Exploitation and Abuse. We certify that neither our firm nor any person acting for us or on our behalf has engaged in any sexual harassment, sexual exploitation or abuse. Further, we acknowledge and understand our obligation to report

⁵ The Cross-Debarment Agreement was entered into by the World Bank Group, the Inter-American Development Bank, the African Development Bank, the Asian Development Bank and the European Bank for Reconstruction and Development, additional information may be located at: <http://crossdebarment.org/>.

to ethicsoffice@ifad.org any allegation of sexual harassment, sexual exploitation and abuse that comes to our attention during the selection process or the contract execution.

7. The following commissions, gratuities, or fees have been paid or are to be paid with respect to the selection process: *[Insert complete name of each recipient, its full address, the reason for which each commission or gratuity was paid and the amount and currency of each such commission or gratuity.]*

Name of Recipient	Address	Reason	Amount	Currency

(If none has been paid or is to be paid, indicate “none.”)

8. We declare that neither our consulting firm nor any of its directors, partners, proprietors, key personnel, agents, sub-consultants, sub-contractors, consortium and joint venture partners have any actual, potential or perceived conflict of interest as defined in ITC Clause 5 regarding this selection process or the execution of the contract. *[insert if needed: “other than the following:” and provide a detailed account of the actual, potential or perceived conflict].* We understand that we have an ongoing disclosure obligation on such actual, potential or perceived conflicts of interest and shall promptly inform the client and the Fund, should any such actual, potential or perceived conflicts of interest arise at any stage of the procurement process or contract execution.
9. The following criminal convictions, administrative sanctions (including debarments) and/or temporary suspensions have been imposed on our consulting firm and/or any of its directors, partners, proprietors, key personnel, agents, sub-consultants, sub-contractors, consortium and joint venture partners:

Nature of the measure (i.e., criminal conviction, administrative sanction or temporary suspension)	Imposed by	Name of party convicted, sanctioned or suspended (and relationship to the consultant)	Grounds for the measure (i.e., fraud in procurement or corruption in contract execution)	Date and time (duration) of measure

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If no criminal convictions, administrative sanctions or temporary suspensions have been imposed, indicate “none”.

10. We acknowledge and understand that we shall promptly inform the client about any material change regarding the information provided in this EOI submission form.
11. We further understand that the failure to properly disclose any of information in connection with this EOI submission form may lead to appropriate actions, including our disqualification as consultant, the termination of the contract and any other as appropriate under the IFAD Policy on Preventing Fraud and Corruption in its Projects and Operations.
12. We understand that you are not bound to accept any EOI that you may receive.

[Authorized signatory]

[Name and title of signatory]

[Name and address of firm]

Form
Organization of the Consultant

EOI-2

Re: Consulting Services for Consultancy Services for Design, ESIA/ESMP/ESHS and Contract Documentation of Landing Sites

Ref: KEN-2000001132-0275-CS-QCBS

[Provide a brief description of the background and organization of your firm/entity and of each associated firm for this assignment. Include the organization chart of your firm/entity. The EOI must demonstrate that the consultant has the organizational capability and to carry out the assignment. The qualifications document shall further demonstrate that the consultant has the capacity to field and provide experienced replacement personnel on short notice. Key staff CVs are not required at the shortlisting stage.]

Name of the firm	
Date of establishment	
Country of registration	
Full address of the firm	
Focal point: name, position, contact information (telephone, email):	Name:
	Tel:
	Email:
Number of branches in the country	
Country(ies) of operations with number of branches in each country	
Number of full-time employees	
Number of part-time employees	
Field(s) of expertise of the firm	
Number of professional staff with experience related directly to the assignment	

Subsidiary and associated companies <i>(wherever applicable)</i> : (details in the following format to be provided for all associates) – (i) Name of the company (ii) Nature of business (iii) Address of the company (iv) Website of the company (v) Brief description of company (maximum of 120 words)	
Any other information that the consultant would like to add:	

Maximum 10 pages

Form EOI-3

Experience of the Consultant

Re: Consulting Services for Consultancy Services for Design, *ESIA/ESMP/ESHS and Contract Documentation of Landing Sites*

Ref: KEN-2000001132-0275-CS-QCBS

[Using the format below, provide information on each relevant assignment for which your firm, and each associate for this assignment, was legally contracted either individually as a corporate entity or as one of the major companies within an association, for carrying out consulting services similar to the ones requested under the preliminary terms of reference included in this EOI. The EOI must demonstrate that the consultant has a proven track record of successful experience in executing projects similar in substance, complexity, value, duration, and volume of services sought in this procurement.

Maximum 20 pages]

Assignment name:	Approx. value of the contract (in current US\$):
Country: Location within country:	Duration of assignment (months):
Name of client:	Total No. of staff-months of the assignment:
Address, and contact details (including email address(es)):	Approx. value of the services provided by your firm under the contract (in current US\$):

Start date (month/year):	No. of professional staff-months provided by associated consultants:
Completion date (month/year):	
Name of associated consultants, if any:	Name of proposed senior professional staff of your firm involved and functions performed (indicate most significant profiles such as project director/coordinator, team leader):
Narrative description of project:	
Description of actual services provided by your staff within the assignment:	

Name of Firm: _____

ANNEX 1

PRELIMINARY TERMS OF REFERENCE

Terms of Reference (TOR)

Consultancy Services for Design, ESIA/ESMP/ESHS and Contract Documentation of Landing Sites

1. Client

The client for this assignment is *Aquaculture Business Development Programme*.

2. Country background

Kenya's fisheries sector plays an important role in the Country's economic and social development, albeit below its potential. The main fish sources include aquaculture (farmed fish) and the capture fisheries, with the latter playing a much larger role in Kenyan fish production systems, although aquaculture has been recently making a substantial contribution.

The fisheries potential of Kenya's inland waters, mainly from commercial fishing is estimated between 150,000 to 300,000 metric tonnes (MT). Production from capture fisheries has stagnated and declined over the past decade.

The total quantity of fish landed increased by 5.9 per cent to 173,000 MT in 2022. Fish production from fresh water sources increased from 135,000 MT in 2021 to 141,400 MT in 2022. Lake Victoria, the biggest producer of fresh water fish, recorded a 3.4 per cent increase to 97,500 MT in 2022. Fish production from marine sources also increased from 29,100 MT 2021 to 32,200 MT in 2022. The total value of fish landed increased by 6.1 per cent to Kes 31.1 billion in 2022. Fresh water fish accounted for 77.6 per cent of the total value of fish produced and increased by 4.8 per cent to Kes 24.1 billion in 2022.

To promote the government's BETA economic model, the Lead Programme Implementing Agency requested that post-MTR, ABDP supports development of fish landing sites and cage aquaculture farming in the five riparian counties of Lake Victoria (Busia, Siaya, Kisumu, Homabay and Migori counties) to tap into the resource, increase fish production for food and nutrition security, create employment especially to the mass of unemployed youth and generate income. The landing sites will serve as aggregation centres for both the pond fish farmers and cage aquaculture farmers. The site selection for landing sites was based on economic importance of already gazetted landing sites.

3. Background on project

Aquaculture Business Development Programme is an eight-year Programme whose **Goal** is reduced poverty and increased food security and nutrition in rural communities with a **Programme Development Objective** to increase the incomes, food security and nutritional

status of the wider communities of poor rural households involved in aquaculture in the targeted Counties.

The Programme outcomes are improved production, productivity as well as food security and nutrition of smallholder farmers; and improved efficiency of the value chain in fish and fish products by promoting a business approach at all scales.

ABDP comprises two mutually supportive Components concentrated on strengthening the aquaculture value chains to benefit smallholder fish producers, small-scale supporting service providers and their rural communities. The substantive ABDP Component activities and investments are facilitated by an implementation support structure (under the project's Component 3) embedded in the host GoK agency providing physical and financial management, and proactive knowledge management, monitoring and evaluation functions.

Component 1: Smallholder Aquaculture Development: aims to raise the efficiency, profitability and sustainability of ongoing and new aquaculture activities in mixed smallholder farming systems, with associated nutrition activities to improve diet quality and food security of the wider rural communities. In doing so, the Programme will promote viable business activities based on aquaculture through group and enterprise mobilization, training and support, investment in productive infrastructure, and the transfer of technical and business skills. Promoting climate smart technologies and practices, and environmentally sustainable forms of production will be crosscutting themes. Particular attention will be given to water needs and quality, as well as the suitability of different agro-ecological zones for different aquaculture technologies

Component 2: Aquaculture Value Chain Development: seeks to improve the efficiency of the whole aquaculture value chain, with a concentration of Programme effort and resources on operations that either include smallholders directly or demonstrably benefit the mass of small-scale producers. The second Component is driven by the creation of a range of PPPs within the aquaculture value chain. It would also features a number of modest but important actions to strengthen the public and private services crucial to success in the Subsector, including the policy and regulatory framework, public infrastructure, extension capacity, priority research, quality assurance services, fish health and surveillance services and access to financial services.

Program Cost and Financing:

ABDP's total costs, including physical and price contingencies, were estimated at USD 143.3 million. This comprises the following: a) IFAD Loan of USD 67.9 million (composed of an initial USD 40 million approved at design and an additional financing of USD 27.9 million following the signing of revised financing agreement between IFAD and GoK in June 2020); b) GoK contribution of USD 31.4 million; c) FAO contribution of USD 0.4 million (through a Technical Cooperation Project (TCP)); and d) beneficiary contribution of USD 43.6 million.

4. Background of the assignment

Fish post-harvest losses accounts for 25% of fish loses due to improper handling given the perishable nature of fish. To be able to address specific fish post-harvest management challenges in Kenya's inland waters, and advance Kenya's goals for economic development and conservation, there is need to undertake fisheries infrastructure development to develop and strengthen capacity of Kenya's fishermen and cage farmers to address fish post-harvest losses.

The proposed development of fishing landing sites will allow fish farmers to land harvest in a Phyto-sanitary environment, bulk, process, preserve and aggregate fish for market. This translates to added value of product versus when they have to sell fish at a throw-away price in the absence of post-harvest management infrastructure.

The design will be on the architectural and structural design specific to each landing sites and will put into consideration outputs of preliminary studies on the proposed landing sites to inform the design which include surveying to establish ownership of land, and cadastral, topographical, and geotechnical studies to inform site specific matters.

In execution of the task, the Consultant will be expected to work in close coordination with other the Client, county governments, and relevant government institutions to deliver the assignment.

5. Overall objectives

The Overall Goal of ABDP is 'Reduced poverty and increased food security and nutrition in rural communities', as shown by improved dietary diversity. In pursuit of this goal, the Programme Development Objective is 'to increase the incomes, food security and nutritional status of the wider communities of poor rural households involved in aquaculture in the targeted Counties', with progress indicated by the percentage of beneficiaries reporting increased annual net income and the percentage increase in national annual fish consumption).

6. Objectives of the assignment

The objective of this assignment is to support the infrastructure development under ABDP by providing the design, ESIA/ESMP/ESHS and contract documentation for the nine (9) Landing sites located across the five Lake Victoria riparian counties of Busia, Kisumu, Siaya, Homabay and Migori . The Programme proposes to select a design, ESIA/ESMP/ESHS and contract documentation Consulting Firm to undertake the following activities:

Phase I: Lumpsum Contract - Design and procurement support

- To prepare design of master plans for the landing sites, Architectural drawings, Structural design, Electrical design, Mechanical services design, and other design as maybe required

- To prepare specifications on any equipment and appliances that are required for the landing sites.
- To prepare tender documents encompassing, Bills of quantities, Designs, Equipment specifications and conditions of contract
- Approvals from relevant Authorities - To seek the necessary approvals from the relevant statutory authorities such as National Construction Authority & County Governments for the procured contractor to carry out the civil works and installation of equipment. The works will involve complete works both internal and external civil works and supply, install and commission equipment as directed by the client.

7. Scope of work

The scope of services of the consultancy is to design the nine (9) fish landing sites; including developing all requisite design drawings, estimated cost, BOQ and tender documents for the procurement of works; include requirements and estimated costing for equipment with specifications/drawings and breakdown; prepare bidding document.

The consultancy will be carried out in accordance with IFAD Standards and will include such tests and controls, as the consultant considers necessary under the circumstances, in consultation with the Client

Architectural design

- Response to site characteristics: topography, landscape and neighbourhood
- Resolution of functional/ behavioural organization: site planning, internal and external circulation
- Resolution of structure: construction, technical detail, materials, services and cost

Environmental and Social safeguards as per IFAD Policies

- The Consultant shall prepare the ESIA's for all the landing sites in accordance to IFAD Social, Environment and Climate Change Assessment Procedures, and the WB Environment and Social Framework (ESF), and host country regulations. The assessment shall also conduct a Climate change assessment of all the sites as part of the ESIA Process.
- The Consultant will ensure that all the applicable environmental and social safeguards policies of IFAD are strictly complied with

Environmental / Sustainable design

- Use of natural ventilation as much as possible except in circumstances where artificial ventilation is a requirement.
- The building should be of low maintenance with materials that do not weather and durable especially in the high traffic areas such as corridors
- The building design should introduce the spirit of natural light
- There should also be consideration for the use of renewable energy especially solar power; the roof could be used for mounting the photovoltaic panels

7.1. Phase I – Design and Procurement Support

This will involve both desk and field work as follows:

- a) Design master plan of the landing sites
- b) Design and produce detailed designs and drawings prepared and include all required equipment with costs and specifications/drawings breakdown) and the Bills of Quantities with detailed cost estimates in hard and soft format to be used for tender purposes to implement the proposed works
- c) Prepare Landscaping Design Drawings and include elements of Landscaping Cost in BOQ
- d) Obtain approval for building from the relevant regulatory bodies and the responsible for fisheries.
- e) Support the Client to prepare bid documents following Post Qualification requirements. As the procuring entity, the Client will have the responsibility of inviting bids in accordance with the IFAD procedures. The bid document will include detailed Drawings for each Profession, BOQ and technical specifications based on World Bank Standard Procurement Documents (SPD)
- f) Should the client consider a pre-bid meeting, the consultant shall be expected to attend the pre-bid conference with the bidders and render the Evaluation Committee all the assistance required, including attendance at pre-bid meetings;
- g) Assist in preparing clarifications to bidders during the tendering process and prepare and issue any addendum required during the period of bidding;
- h) Evaluation of bids received shall be based on both the bid documents issued and IFAD procedures. The evaluation committee will be appointed by the Principal Secretary, State Department for Blue Economy And Fisheries (SDBE&F).
- i) Prepare the ESIA's for all the landing sites in accordance to IFAD Social, Environment and Climate Change Assessment Procedures, and the WB Environment and Social Framework (ESF), and host country regulations. The assessment shall also conduct a Climate change assessment of all the sites as part of the ESIA Process.

7.1.1. Additional Details on Scope of the Consultant for Phase I

7.1.2. General Design Basis: The Consultant shall provide specific Project Quality Plans in accordance with the principles of ISO 9001. The Consultant shall prepare, maintain and update as required a Design Basis report to include:

- Codes and standards applied for the project. For structural design British standards and Eurocodes shall be the basic system, supplemented as necessary by Kenya national standards, directives, and rules
- Site parameters, including design wind speed, design precipitation, design extreme water levels, temperature differential, insolation, etc.
- Investigate and design for existing soil conditions.; Design for loads, load combinations, floods and earthquake resistance factors;
- Utility demands, to be determined in consultation with stakeholders, relevant users and laws of Kenya authorities;
- Materials and products: type, strength and quality, resistance factors;

- Design methodology, types of material protections, including corrosion protection of all metallic parts and mechanical components;
- Design computer software used;

The minimum design life of the structures shall be 50 years before major maintenance becomes necessary. All codes, standards and directives or by-laws shall be latest edition, irrespective of whether revision number or date is stated or not.

7.1.4 Topographic Survey: Topographic detail survey and maps have been provided by the Chief Engineer, Department of Public Works at a target scale of not less than 1:500 for the general area where the building will be sited. This will be used as the basis of site alignments for the building.

Deficiencies shall be recognized and steps to initiate corrective actions shall be taken.

7.1.5 Geotechnical investigation: The Consultant shall undertake geotechnical investigations of the proposed landing. The geotechnical investigations shall comprise core sampling at selected Trial pits locations at the proposed sites. The core sampling will:

- determine the sequence, thickness, and lateral extent of the soil strata.
- Provide sediment samples for geo-technical analysis in the laboratory,
- Advise the structural designs of the infrastructure at the proposed sites


7.1.6 Preliminary Design Presentation: At the end of the field work and prior to the start on the final design drawings, the consultant shall present his findings and the proposed draft designs to the client (Contract Implementation Team) for comments. The presentation shall be design brief and PowerPoint presentation and include:

- 3-Dimensional rendition of the proposed building projects,
- Detailed description of architectural and engineering features, including materials to be used in the construction and finishes of the buildings, especially green infrastructure and anti-corrosion measures for the investments along the coast
- A refined outline cost estimate

Following comments and acceptance of the presentation by the client (Contract Implementation Team), the consultant shall then move on to the final design stage.

7.1.7 Detailed Final Design: The Detailed Final Design shall include:

- Detailed Design Drawings ready for construction to be undertaken;
- Technical Specifications, including but not limited to:
 - Preliminaries including requirements to Contractor's Health & Safety Plan- Environmental Management Plan and Construction Management Plan; Demolition and site clearance; stone works, drainage, water and sewage; power and lighting; paved areas and perimeter walls
 - Each construction item section shall at least contain: Scope; Materials; Workmanship incl. tolerances; Testing; Measurement for calculation of payment
 - Bills of Quantities organised in separate bills with detailed quantities including Day work Rates, and Summary Sheet. The Bills shall be itemised and prioritised to allow the final Works Contract to be adjusted to meet budget, if so required.

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- Work items that may be thus phased-in (such as external paving, landscaping) shall be clearly marked as such.
- Ensure that Contractors' Preliminary items should not be priced separately but should be part of contractor rates.
 - Priced BOQ, i.e. the BOQ completed with unit price estimates to provide updated construction budget.

7.1.8 Tender Documents

The Consultant shall prepare and submit for review and approval Tender Documents following IFAD SPD.

7.1.9 Capacity building and transfer of knowledge (N/A)

7.1.10 Reports and schedule of deliverables

The deliverables for the design, tendering and contracting period shall comprise:

Table 1 – Deliverables

Document (English)	Hard copy Number	Electronic copy 1 No.
➤ Inception Report	4	PDF
➤ Design/Plans	4	PDF
➤ Design Basis Report with preliminary Plans for All disciplines	4	PDF
	-	PPT
➤ Design Presentation and revised Design	4	PDF
➤ Preliminary revised Design Drawings	4	DWG
		PDF
➤ Detailed Design working Drawings	4	PDF/DWG
➤ Submissions to Authorities for approvals	As required	PDF
➤ Final Design Report	Ditto	PDF
➤ ESIA/ESMP/ESHS	Ditto	WORD/DOCX
➤ Detailed Design Drawings and technical Report	Ditto	PDF/DWG
	Ditto	PDF/WORD
		WORD

In the design stage the Consultant shall provide the deliverables at the prescribed milestones indicated in Table 2, Timelines schedule.

Table 2 – Timelines Schedule for Phase I

Documents and Reports	Latest Submission time	Total time
➤ Inception Report	➤ Within 15 days	➤ 0.5 month
➤ Draft Design/Plans	➤ Within 30 days	➤ 1.0month
➤ Geotechnical report	➤ Concurrent	➤ 1.0month
➤ Design Basis Report with preliminary Plans for All disciplines	➤ Concurrent	➤ 1.0month

➤ Design Presentation and revised Design	➤ Within 15 days	➤ 1.5 months
➤ Preliminary revised Design Drawings presentation including Master Plan	➤ Within 15 days	➤ 2.0 months
➤ Detailed Design working Drawings Submissions to Authorities for approvals	➤ Within 45 days	➤ 3.5 months
➤ Final Design Report	➤ Concurrent	➤ 3.5 months
➤ Detailed Design Drawings and technical Specifications for all disciplines	➤ Concurrent	➤ 3.5 months
➤ Bills of quantities (priced and unpriced)	➤ 45 days	➤ 5.0 months
➤ Complete Tender documents	➤ 15 days	➤ 5.5 months
	➤ 15 days after tender opened	➤ 6.5 months
<input type="checkbox"/> ESIA/ESMP/ESHS	➤ 30 days	➤ 7.5 months

The Consultant should receive written stage approvals from the Client (Contract Implementation Team) in writing before proceeding to the next stage. The CIT should provide each stage approval within 2 weeks.


8. Consultant's qualifications and experience

Key Staff Design and Documentation

The Consultant shall in its proposal provide all key staff and other professionals (who must be fluent in the English language) as outlined in the ToRs. The list of positions to be provided will be indicative of the expertise required for the assignment and the Consultant will organize its team and skills mix based on the needs of the assignment. The Consultant will determine the number and levels of support staff required.

As a minimum the team will comprise of key professional and suitably qualified staff as below, with the following qualifications and competencies who will undertake Design, ESIA/ESMP/ESHS and tender Documentation.

1. **Team Leader:** To be provided by the lead firm. Must be a holder of a degree in Engineering or Architecture from a recognized university and having post registration experience of at least 15 years and shall have a valid practicing certificate from ERB or BORAQS. The Team Leader shall demonstrate sufficient Design and supervision Project Management skills and shall have project management experience in at least two projects of size and cost.
2. **Civil/Structural Engineer:** Must be holder of relevant degree from a recognized university and having post registration experience of at least 10 years in design of buildings/structures. The Consultant shall have a valid practicing certificate from ERB. In addition, he must have designed and supervised civil/ structural work for at least two completed projects of similar size or cost.
3. **Architect:** Must be a holder of a degree in Architecture from a recognized university and having post registration experience of at least 15 years and shall have a valid practicing certificate from BORAQS. In addition, he must have designed and supervised civil/ structural work for at least two completed projects of similar size or cost.
4. **Quantity Surveyor:** He must be holder of a degree in quantity surveying or related field from a recognized university and having post registration (BORAQs) experience of at least 10 years in quantity surveying and shall have a valid practicing certificate. In addition, he must have drawn bills of quantities and participated in supervision for at least two completed projects of size or cost.
5. **Electrical Engineer:** He must be holder of a degree in electrical engineering from a recognized university and having post registration experience of at least 10 years. The Consultant shall have a valid practicing certificate from ERB. In addition, he must have designed and supervised electrical work for at least two completed projects of similar size or cost.
6. **Mechanical Engineer:** He must be holder of a degree in mechanical engineering from a recognized university and having post registration experience of at least 10 years. The Consultant shall have a valid practicing certificate from ERB. In addition, he must have designed and supervised electrical work for at least two completed projects of similar size or cost.
7. **Environmental Expert:** Should have at least a bachelor's degree or equivalent in the Environmental & Social and Health & Safety field with a minimum of 10 years of field experience supervising similar projects in East Africa including aspects of environmental and social health and safety. Should be a registered EIA Lead Expert with NEMA and registered with Environmental Institute of Kenya.

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8. **Materials Engineer:** Must be a registered Geotechnical/Civil Engineer and should possess a Degree in Geotechnical Engineering or equivalent with a minimum of 10 years of geotechnical experience. Experience of at least three (3) projects of similar nature and size in terms of scope is also an added advantage. Experience on projects of similar in terms of scope is also an added advantage.

Other Professional/Support Staff ----will not be scored

1. **Assistant Architect:** To be provided by the lead architectural firm, must be a holder of a degree in Architecture from a recognized university and having post registration experience of at least 10 years and shall have a valid practicing certificate from BORAQS. The Design Architect shall demonstrate sufficient Design Project Management skills and shall have project management experience in at least two projects of similar nature, size and cost.
2. **Assistant Civil/Structural Engineer:** Must be holder of relevant degree from a recognized university and having post registration experience of at least 5 years in design of buildings/structures. The Consultant shall have a valid practicing certificate from ERB. In addition, he must have designed civil/ structural work for at least two completed projects of similar size or cost.
3. **Assistant Quantity Surveyor:** He must be holder of a degree in building economics, quantity surveying or related field from a recognized university and having post registration (BORAQs) experience of at least 5 years in quantity surveying and shall have a valid practicing certificate. In addition, he must have drawn bills of quantities for at least two completed projects of size or cost.
4. **Assistant Electrical Engineer:** He must be holder of a degree in electrical engineering from a recognized university and having post registration experience of at least 5 years. The Consultant shall have a valid practicing certificate from ERB. In addition, he must have designed electrical work for at least two completed projects of similar size or cost.
5. **Assistant Mechanical Engineer:** Will be a holder of a degree in mechanical engineering from a recognized university and having post registration experience of at least 5 years. The Consultant shall have a valid practicing certificate from ERB. In addition, he must have designed electrical work for at least two completed projects of similar size or cost.

6. Health and Safety Expert: Fully qualified medical assistant (paramedic) for urgent treatment on site and fully furnished accommodation for injured person.

➤ Note 1: The consultant shall submit CVs for all Key Staff. All CVs will be evaluated, however only the following Key Experts will be scored: Key Staff 1-8. If any other Key Expert is found unsuitable then the expert shall be replaced with an acceptable expert during contract negotiations.

➤ Note 2: Foreign Key Experts should be registered with relevant (equivalent) professional bodies and should register with the relevant national professional bodies within three (3) months after signature of contract or be in consortium with local firm

The assignment is expected to take 6 months for Phase I and 24 months for Phase II plus additional 12 months for defect liability period.

The Consultant shall forecast inputs from Key Staff (and support staff) to support the key experts in matching the tight deadlines imposed by this Terms of Reference. The Consultant is free to organize and propose the composition of its teams to carry out the studies in a professional and timely manner. Other professionals may include land surveyors, landscape designers, interior designers, etc. to complete the whole cohort of staff needed to successfully undertake this assignment.

9. Location and period of execution

S/No.	County	Landing Site
1	Busia	Bumbe
2	Kisumu	Ogal
3	Kisumu	Asat
4	Siaya	Wichlum
5	Siaya	Asembo Bay/Kokach
6	Homabay	Nyandhiwa
7	Homabay	Mainuga
8	Homabay	Wakula
9	Migori	Got Kachola

10. Project coordination

The Client procurement department shall act as a focal point/liaison with the Consultant. The Consultant shall be responsible for preparation and submission of reports and documents as needed for the project and to the satisfaction of the Client. The reports to be submitted by the consultant are all part of the deliverables and the dates for submission shall be indicated on the Project Management Plan duly approved by the Client. The Consultant will submit all reports in hard and electronic version.

Project Management Plan

The Project Management Plan will outline the resources, systems, processes, tools, and performance controls needed to manage and monitor the overall project implementation,

The Plan should contain, at minimum, the following components:

- i. **In-brief report** – Summary report of the detailed scope and timeline of the consultancy and construction works. The report will include a validated and expanded version of what is contained within the present Terms of Reference.
- ii. **Gap analysis of pre-established initial Project Programme**, Identification of any gaps, risks, weaknesses and/or opportunities in the overall project, scope, schedule, budget, procurement and contracting methodology, risk management strategy, or any other aspect of the project.
- iii. **Outline quarterly project Progress Report** – Proposed outline of the monthly and quarterly progress reports that will be issued by the Consultant (refer to 7.2).
- 11.iv. **Detailed project timeline** – Validated and expanded version of the timeline previously developed by the client; including expanded itemized Work Breakdown Structure and milestones for the contractor and consultant. **Services and facilities to be provided by client**

The Client will make available to the Consultant, the following data, documents and information:

- (i) IFAD procurement guidelines and standard bidding documents.
- (ii) Support the consultants with relevant literature, marine fisheries and departmental needs
- (iii) Arrange Consultative meetings for the consultant at the Headquarters and in the field.
- (iv) Facilitate letters of introduction that the consultant may require in relation to the assignment

- (v) The Client will form the contact-point for communication between the Client, Consultant and other stakeholders.
- (vi) Facilitation of any approvals by Statutory Bodies.
- (vii) Communication and coordination with the relevant Government officials.
- (viii) Cadastral, Geotechnical and Topographical studies reports
- (ix) Any available site data.
- (x) Consultant will be responsible for its own office accommodation, computers, transport, office equipment and furniture and all operational expenses.
- (xi) Reference Material
 - (b) Site location and existing buildings views
 - (c) Cadastral, Geotechnical and Topographical studies reports

12. Services and facilities to be provided by the consultant

The consultant is expected to provide their own office and equipment such as office space, laptops, own vehicle, etc. while carrying out the assignment.]

Conduct of the Consultant

12.1 The Consultant staff will be expected to carry out this assignment in an open and transparent manner and with the highest degree of professionalism and integrity.

12.2 The Consultant will not, under any circumstance, take any action or be seen to be taking any actions, which may hinder or prevent the client from executing this or any other assignment included as part of the project preparation activities.

12.3 The Consultant will not, under any circumstance, take any material decision, discuss or reveal any information pertinent to this assignment or any other assignment/ transaction conducted as part of the project preparation activities without the written permission of the client.

12.3 Consultants shall waive all copyrights of documents, data and project information in favour of the client.

13. Consultations

During preparing the designs, the consultant will consult (and work in close collaboration with) the relevant users in the project through CIT, and in addition, consult and get views of a broad range of stakeholders, including the county governments. The Consultant will be expected to indicate in the inception report the extent of such consultations. The consultations will form a basis to arrive at the proposed design.

The consultant is expected to provide a Gantt chart showing activities (Key Expert inputs in Man-months) for each phase of the project (Phase I and II).

This consultancy will be procured using the Quality and Cost based Selection (QCBS) as described in the IFAD Procurement Handbook which is available on the IFAD website. The templates and forms referred to in the handbook are available at the IFAD website: <https://www.ifad.org/project-procurement>

Aquaculture Business Development Programme



ANNEX 2

Qualification and Evaluation Criteria

i) Preliminary Examination

For a firm to be evaluated, it must submit all the following documents:

1. Registration certificate from registrar of companies (if JV, registration of all partners)
2. Valid Tax Clearance certificate
3. IF JV submit Letter of intention to enter into a JV – signed by all partners.”
4. Submission form dully filled and signed

ii) Evaluation Criteria

Item	Evaluation Criteria	Points
A.	General experience (All JV partners to meet the criteria)	
i	General experience: The firm has demonstrated general experience in execution of design and supervision contracts.	30
B.	Specific experience (if JV one partner must meet the criteria)	70
ii	Demonstrated track record of experience in preparation and supervision of ESIA/ESMP/ESHS: Attach evidence.	15
iii	Successfully delivered at least two similar assignments (design of construction projects with minimum value of Kes 100,000,000 for each) within the last 10 years - Attach Evidence.	30
iv	Successfully delivered at least two similar assignments (design of landing site) within the last 10 years - Attach Evidence.	15
v	Experience with donor funded projects; attach evidence.	10
	Total Points	100
	Minimum points required to pass	70 points