

# **CALL FOR PROPOSALS**

## **DEVELOPMENT AND IMPLEMENTATION OF TAITA TAVETA COUNTY INTEGRATED PERFORMANCE MANAGEMENT SYSTEM (PMS)**

### **TERMS OF REFERENCE**

#### **1. General objective and scope of the consultancy**

The County Government of Taita Taveta aims to appoint a professional expert to develop and implement a County Integrated Performance Management System (PMS). The main purpose of this assignment is to bring about a culture change and improve the County's ability to implement its flagship projects, programmes and key initiatives.

The deliverables will be agreed upon and will include all aspects of the County and National Government legislation, regulations, guidelines, procedures and directives pertaining to performance management.

The consultancy will be responsible to deliver the following specific key tasks and deliverables, but not limited to:

- A functional, legally compliant and multi-year maintained Performance Management System (PMS);
- A performance management policy framework;
- Review the vision, mission, values and chapter 8 of the CIDP and the alignment and development of an annual implementation and development plan (AIDP);
- Review the macro organisational structure;
- Develop performance scorecards and contracts for CECMs, County Secretary, Chief Officers, Directors and Sub-County administrators who will then cascade these to lower levels;
- Train 40 members of the performance contracting secretariat on performance management and evaluation;
- Implementing an electronic PM tool (catering for at least 30 users) that is aligned to the CIDP, AIDP and budget;
- Facilitating workshops for sectors and Members of the County Assembly;
- Training and capacitating key county staff (the SDU, PM champions, Sub-county and ward administrators)

#### **2. Key requirements for the service provider are the following:**

- A clear understanding of the brief in terms of the project specifications;
- The service provider's knowledge, qualifications and practical county or local government experience relevant to the assignment;
- The service provider's ability and experience to develop and deliver an end-to-end performance management solution (develop and review CIDP'S, developing an Annual Development and Implementation Plan (AIDP), developing a county performance matrix, developing performance contracts and implementing an electronic performance management tool;
- The service provider must assist with quarterly and annual performance review and generation of reports;
- The service provider must preferably have an office or be situated in Kenya;
- The service provider must have delivered at least five (5) end-to-end performance management solutions in counties and/or municipalities in Kenya or Africa;
- The quality of the ability approach/methodology and solution proposed; and

- Relevance and ability of the electronic tool to capture and measure the CIDP strategic objectives.

### **3. Technical requirements for the electronic performance management tool**

The electronic performance management tool must comply with the following:

- The electronic tool must be specifically developed for counties or municipalities;
- The electronic tool must be functional in at least five (5) counties or municipalities in Kenya or Africa;
- The electronic tool must be able to align the CIDP and Budget with the purpose of utilising this information as database from which to compile the Annual Implementation and Development Plan (AIDP), performance score cards and performance agreements that comply with the legislative requirements;
- The performance plan must be relevant to the CEC Members, County Secretary, CPSB, Chief Officers, Directors of Divisions and Sub County Administrators;
- The tool must highlight achieved and non-achieved targets in the form of dashboards;
- The tool must cater for a performance calculator that can be customised for the County;
- The tool must cater for at least thirty (30) users;
- The tool should allow departments to upload portfolio of evidence and progress information;
- The tool should produce quarterly and annual performance reports; and
- The proposal should demonstrate the effective transfer of skills and technology.

### **4. Consultant's Reporting Obligations**

The consultant will report directly to the County Secretary. The consultant will update the County Secretary, county senior management and PMS secretariat on key performance management issues and recommendations. The consultant will prepare and submit quarterly performance reports describing significant tasks performed and achievements accomplished during the period, as well as key issues and recommendations if any. The consultant will also prepare annual performance report summarizing work undertaken and achievements accomplished including recommendations to further strengthen the performance management capacity of the County and all other public entities under the county.

### **5. Place of work**

The consultant will be working in the offices provided by the client. The consultant will need to be frequent, direct contact with the various senior managers and staff.

### **6. Time-frame, Duration and Commencement of the Consultancy**

The duration of the consultancy will be a period of one (1) financial year; 2016/2017 (renewable based on performance and subject to the agreement of the parties).

Deadline for Submission of proposals is 6<sup>th</sup> of July 2016.