



REPUBLIC OF KENYA

THE NATIONAL TREASURY
STATE DEPARTMENT FOR ECONOMIC PLANNING

REQUEST FOR EXPRESSIONS OF INTEREST (CONSULTING SERVICES)

Assignment or Contract Title: **Training Needs Analysis for Grassroots Champions on Data Management**

Reference No. **TNT/SDEP/REOI/001/2025-2026**

Issued on: **Tuesday 27th January, 2026**

- 1) The **State Department for Economic Planning** intends to shortlist consultants to provide consulting services (the Services) for **Consultancy to Conduct Training Needs Analysis for Grassroots Champions on Data Management** in full consistency with the Terms of Reference (TOR) that are attached or referred to in this request for expressions of interest.
- 2) The detailed Terms of Reference (TOR) for the assignment can be downloaded at State Department's website www.planning.go.ke, and PPIP portal www.tenders.go.ke free of charge.
- 3) The **State Department for Economic Planning** now invites eligible consulting firms ("Consultants") to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services to be shortlisted. The following criteria shall guide the shortlisting:
 - i. Provide valid copies of Statutory documents (Certificate of Incorporation/Registration Certificate, Tax Compliance certificate/Exemption Certificate, Trade License/Business Permit, CR12, CR13).
 - ii. Provide Company profile including Names and addresses.
 - iii. The Firm not being debarred/blacklisted by PPRA or any other funding agencies
 - iv. General qualification and experience in the area of expertise required for this assignment including technical and managerial capability of the firm.
 - v. Reference to at least three assignments of similar nature and size carried out in the last five (5) years. Include persons or institutions and contact addresses (*phone, email*) who can be contacted on the same.

Qualifications and Experience of Key Experts shall not be included in the short listing criteria. Key Experts will not be evaluated at the shortlisting stage.

- 4) 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.
- 5) A Consultant will be selected in accordance with the Quality and Cost Based Selection (QCBS) method set out in the Act and Regulations.
- 6) Any request for clarification on this EOI should be sent via email: procurement@planning.go.ke. Further information can be obtained at the address below during office hours [insert office hours if applicable, i.e. 0900to1700hours].

Name of Procuring Entity: State Department for Economic Planning

Contact Person/Official: Head, Supply Chain Management

Email Address: procurement@planning.go.ke

Physical Address: National Treasury Building, 7th Floor, Room 716

Clarifications may be requested no later than 7 days prior to the submission deadline.

- 7) Interested Consultants should submit one (1) original and one (1) copy of their Expression of Interest in a plain sealed envelope clearly marked: "Expression of Interest for **Training Needs Analysis for Grassroots Champions on Data Management** Tender No: **TNT/SDEP/REOI/001/2025-2026**. Expressions of interest must be delivered in a written form to the address below (in person) by **Tuesday 10th February, 2026** at 10.00am EAT

For Expression of Interest submission purposes only, the Procuring Entity's address is:

*The Principal Secretary
State Department for Economic Planning
National Treasury, Harambee Avenue
Treasury Building, 9th Floor (Tender Box) Next to the Lifts*

Applicants ***shall not*** have the option of submitting their Applications electronically.

The opening of the Expression of Interest shall immediately be conducted on 10th Floor Boardroom.

**HEAD, SUPPLY CHAIN MANAGEMENT SERVICES
FOR: PRINCIPAL SECRETARY; STATE DEPARTMENT FOR ECONOMIC PLANNING**