



Project Name: SECOND KENYA DEVOLUTION SUPPORT PROGRAM (KDSPII)

Credit No: IDA-7447-KE

Project ID No: P180935

TERMS OF REFERENCE

FOR

INDIVIDUAL CONSULTANT TO DEVELOP THE COUNTY ASSEMBLIES RESOLUTIONS

TRACKER

REFERENCE NUMBER: KE-DD-488205-CS-INDV

October 2026

Client: State Department for Devolution P.O. Box 30004 - 00100 Nairobi.

Attention: Program Coordinator KDSPII

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A. Background

The Government of Kenya has received an International Development Association (IDA) Credit in the amount of EUR140.7 million (US\$150 million equivalent) from the World Bank for implementing the Second Kenya Devolution Support Program (KDSP II) (Credit Number IDA-7447-KE) over a four-year period, starting December 7th, 2023. KDSP II is supporting a sub-set of reforms envisaged under the Government's Devolution Sector Plan.

The Program, whose Program development objective (PDO) is to “strengthen county performance in the financing, management, coordination, and accountability for resources”, supports a series of key interventions (at the input and output levels) that contribute to intermediate outcomes and, in turn, contribute to outcomes. To achieve the PDO, the Program is expected to significantly improve outcomes in the participating counties under three key result areas (KRAs) outlined below:

- **KRA 1: Sustainable Financing and Expenditure Management.** This KRA supports efforts towards enhancing financing to, and expenditure management by counties. In this KRA, the national-level activities, supported through investment project financing (IPF) entail the development of frameworks and guidelines for county revenue mobilization, policy to support financing for service delivery units, and structures and tools to support counties' institutionalization of shared project management functions. The expected outcomes will include an improved revenue mobilization agenda (for example, increased revenue collection, enhanced accuracy of fiscal forecasting, and expansion of revenue base), timely communication on releases of conditional grants, automation of the county exchequer requests, and implementation of pending bills action plans. The relevant disbursement linked indicators (DLIs) under this KRA are on (i) the average number of days it takes for the National Treasury, Office of the Controller of Budget, and the Central Bank of Kenya to process a county exchequer requisition once submitted; (ii) participating counties that have increased their own source revenue by at least 5 percent annually, over and above the rate of inflation; and (iii) participating counties that have prepared and are implementing action plans to reduce their stock of pending bills and maintain it at minimal levels.
- **KRA 2: Intergovernmental Coordination, Institutional Performance, and Human Resource Management.** This KRA supports national and county government initiatives towards strengthening intergovernmental coordination, institutional performance, and Human Resource Management (HRM). The national-level activities, financed through the IPF, will support the development of policy and administrative procedures for the operationalization of intergovernmental, intercity, and inter-municipality forums. The IPF will also support the development of guidelines, including county HR and skills audits, model organization structures for customization by counties, and performance management. DLIs under this KRA will target counties implementing recommendations of HR, skills, and payroll audits, aligning county staffing with departmental functions in select sectors, and improving the credibility of the payroll. The relevant DLIs under this KRA are on (i) participating counties that have integrated their HR records, authorized staff establishment and payroll, and uploaded cleaned payrolls in the human resource management information system; and (ii) participating counties that are enhancing accountability for results through an integrated performance management framework.

- **KRA 3: Oversight, Participation, and Accountability.** KRA 3 will support improvements in oversight, participation, and accountability. The IPF component will support the development of guidelines on project stocktaking, community-led project management committees, and climate change risk screening and preparedness (including assessment of the climate resilience of existing infrastructure assets). It will also support the rollout of the county (public Investment Management (PIM) framework. The expected outcomes include the establishment of project management committees, county compliance with the PIM framework, and developing and operationalizing a county investment dashboard with a citizen feedback interface (which is used to improve public investments). Additionally, it is expected that county assemblies will establish a fiscal bureau to strengthen the role of the legislatures in budget scrutiny and oversight. The relevant DLI under this KRA is on Participating counties that have established public investment management dashboards with citizen feedback mechanisms.

B. Objective

To design and develop a robust, user-friendly online database system for tracking and managing legislative resolutions passed by county assemblies in order to improve accessibility, transparency, monitoring and accountability of county legislative processes. The system will support the Senate in fulfilling its constitutional mandate under Article 96 to represent counties, protect their interests and strengthen devolution while also promoting more coordinated and effective legislative practices across County Assemblies.

Specifically, the assignment shall seek to:

1. Develop a design proposal that maps the user requirements for the CART as validated by the technical team and the county assemblies, including integration requirements for the County Public Investment Management (PIM) Dashboard and the Integrated Devolution Management Information System
2. Conduct an assessment of existing resolution trackers at the counties and develop a framework for merging or integrating the trackers into a standardized system.
3. Develop a database that will provide a search tool for county legislative resolutions that can be cross referenced by subject, date, status of implementation and county. The search tool should generate and present the results in a spreadsheet-style grid for easy viewing and printing. The results of the search should be transferable to MS Excel, PDF, with the possibility to save the information in a portable device.
4. Develop in consultation with the Senate a database that will ensure that the search results are presented in an easy-to-understand grid that includes links to more detailed information about the legislation. The database should ensure that it presents tracking of county legislative resolutions using the same format for all the counties.
5. Develop a public-facing dashboard and information portal to facilitate transparent information sharing and provide stakeholders with accessible, interactive, and up-to-date information on all 47 counties. The database should show information about the number of resolutions passed by a county, and the status of the implementation of those resolutions, keyword tags to identify trends in resolutions and other relevant indicators that arise from time to time.
6. The consultant will integrate the resolutions tracker with the County Public Investment Management (PIM) Dashboard and the Integrated Devolution Management Information System to strengthen social accountability.

C. Scope of Work

The State Department for Devolution (SDD) in consultation with the Senate and SOCATT, will engage the consultant in accordance with the approved ToRs. The consultant will report to the multi-agency team throughout the period.

The consultant will be expected to undertake the following activities: Conduct a baseline study to identify successful counties that have robust, stable and updated websites that can support the hosting and integration of the County Assemblies Resolution Tracker system;

Assess and interview county assembly procedural staff on existing systems used by County Assemblies to track legislative resolutions and the challenges faced in tracking resolutions at the County Assembly level;

Carry out interviews with Parliamentary procedural staff to identify challenges faced in resolution tracking and proposals;

Develop the County Assemblies Resolution Tracker system ensuring that it provides a standardised and user-friendly platform for tracking county legislative resolutions;

Validate the system design and functionality through consultations and participatory workshops with County Assemblies and relevant stakeholders;

Pilot the resolution tracker system in the selected County Assemblies to test the usability and functionality;

Conduct User Acceptance Testing (UAT)s on the newly designed county assembly resolution tracker to ensure it meets the operational and technical requirements of the County Assemblies;

Document best practices and experiences learned from the assessment and piloting process to inform areas of emphasis for the training and system improvements;

Development of user and technical manuals to guide County Assemblies in the operation, management, and maintenance of the resolution tracker system;

Provide post-implementation technical support and system assessment for a period of 1 year after rollout to offer system audits and continuous system assessment and improvement.

D. Deliverables

- i. **An inception report: outlining** the consultants' understanding of the assignment, the purpose and scope of the assessment as set out in the Terms of Reference, the methodology, and timelines.
- ii. **Progress Reports:** First, Second and Third Progress Reports – To include baseline and survey of County Assembly systems, institutional capacities and challenges faced by procedural staff;
- iii. Infrastructure requirements for hosting of the system
- iv. Piloting and User Acceptance Testing Report- document feedback from users and identify areas for system improvement;
- v. User and Technical manuals for Systems documentation, administration, operation and maintenance;
- vi. Training materials and training report of the ToT for the designated County Assembly officers;

- vii. Final County Resolutions Tracker system ready for roll out and adoption by County Assemblies;
- viii. **Final Report:** all inputs and the final deliverable(s) including implementation process, findings, lessons learnt, recommendations for sustainability and system scaling across all county Assemblies.
- ix. **Post-implementation support plan,** including system monitoring and audit after rollout

E. Qualifications of Consultant

Table 1: Specific qualifications

Educational Requirements	Experience required
Individual consultant with a masters degree in a relevant discipline IT, Political Sciences, Law, or any relevant Social Science discipline. PhD in the relevant discipline will be an added advantage.	- Minimum of ten (10) years of relevant experience in research and database development within the context of public policy and parliamentary affairs. - Minimum of ten (10) years of relevant experience in institutional strengthening and web development. - Understanding of HTML, design, and analytical knowledge. - Demonstrable experience of supporting or strengthening specialized units or departments within parliament such as fiscal bureaus, department of research, etc. - Demonstrable practical expertise in designing and conceptualizing technical approaches, interventions, and activities for parliamentary strengthening programs. - Demonstrate excellent interpersonal and professional skills in interacting with government and development partners. - Intricate understanding of the workings of the Senate and Kenya's county assemblies is an added advantage. - Prior experience in providing technical support to intergovernmental institutions will be considered - Understanding of devolved governance and the different stages of a bill at county assemblies, which will support the building of this database.

F. Duration of the assignment

The development is expected to be completed within 90 days from the date of contract award.

G. Payment schedule

The proposed payment schedules are based on performance with the successful consultant as presented in the following table

Table 2: Payment Schedule

S/No.	Deliverables	Timeline; after contract commencement	Percentage of the contract amount
1.	An inception report , outlining the consultants' understanding of the assignment, the purpose and scope of the assessment as set out in the Terms of Reference, the methodology, and timelines.	10	10%
2.	Model County Resolutions Tracker	25	20%
	Training Reports and User Acceptance Tests (UAT)		
	Development and presentation of the Draft User and Technical Manual and the Final User and Technical Manual.		
3.	Submission of an interim report with the deliverables achieved	20	15%
4.	Final County Assemblies Resolutions Tracker and the Final report , detailing all inputs and the final deliverable(s).	15	40%
5.	Post Implementation Deliverables as listed in Table	20	15%

Table 3: Post Implementation Deliverables

S/No	Deliverables	Timeline; after contract commencement	Percentage of the contract amount
1.	Report outlining the findings of the system, challenges and ways of addressing them following the county visits.	Two months after delivery of the system	5%
2.	Improved version of the Model County Resolutions Tracker	six months after delivery of the system	5%

3	Development and presentation of the revised User and Technical Manual and the Final User and Technical Manual and final report	12 months after delivery of the system	5%
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H. Responsibilities of the client

The Client will avail all relevant documents to the consultants and will facilitate coordination with the counties. Documents to be provided by the client will include;

- i. Program Operation Manual (POM)
- ii. Any other material considered relevant during the procurement process.
- iii. To provide quality control during implementation
 - The Senate will host the server once the contracted consultant completes the design, testing and handover.
 - **Establishment of a CART Implementation Committee**
 - a. Constitute a **multi-sectoral Technical Working Committee (TWC)** to work closely with the consultant to validate requirements, guide system design, and monitor timely delivery.
 - **Monitoring, Reporting, and Evaluation**
 - a. Support post-go-live activities through periodic monitoring, reporting, and evaluation missions in collaboration with the Consulting Firm.
 - b. Facilitate consultative meetings during and after system implementation prior to final sign-off.

I. Responsibilities of the Consultant

The consultant will submit electronic versions of the draft and a revised version of each deliverable; this could be a report and/or draft versions of the guidelines/organization structure. The report should be submitted to the KDSP II Program coordinator with copies to the World Bank, Senate and SOCAT(K)

A final copy of the organizational structure and guidelines will be delivered both in soft and hard copies. Soft Copies will be submitted to the KDSP II Program Coordinator, with copies to the World Bank, Senate and SOCAT(K). The hard copy, signed off by the consultant as the final output of the consultant, will be submitted to the KDSP II Program Coordinator at Teleposta Towers, 6th Floor.

The CART is suggested to be integrated into the County Assemblies website system after validation of the system.

The consultant to deploy and support County Resolution tracker until the handover of the CART system this will include the following tasks:

- a. Pilot test the model with County Assemblies.
- b. Monitor CART and support system.
- c. Provide technical assistance when needed by the Users.
- d. Conduct deep dive activities by visiting the County Assemblies.

The consultant shall transfer the source code and all configuration documents of the system to Senate within the last 2 months of the assignment.

J. Management and accountability of the assignment

State Department for Devolution (SDD) is the client for the consultancy services. In terms of performance and deliverables, the consultant will carry out the assignment under the direction of, and report to the multi-agency team. The consultant shall work closely with State Department for Devolution (SDD) and the multi-agency team to ensure timely delivery of the outputs. The World Bank, through the KDSP II National Program Coordination Unit (NPCU), will provide quality assurance to the outputs of the consultant.

K. Code of Ethics for the Consultant

A code of conduct/ ethics for the consultant will be signed before undertaking the assignment. The content of the code of ethics will mainly focus on adhering to the procedures, integrity, and anti-corruption issues.

L. Confidentiality and Data Ownership

The consultant shall adhere to the World Bank Data Privacy and Protection regulations and all the relevant confidentiality and data ownership laws and regulations of Kenya throughout the consultancy period and will protect the confidentiality of participating counties at all stages. All data is confidential and is the property of the State Department for Devolution. No data or other information from this consulting services contract will be released to third parties without the written prior approval of SDD. The consultant will provide all reports and deliverables in English. All documents are proprietary to and shall be collected and stored at the SDD for future reference. The consultant may not distribute any data collected under the assignment to any entity without express written prior approval from the Client.