



**REPUBLIC OF KENYA  
OFFICE OF THE PRIME CABINET SECRETARY, MINISTRY OF  
FOREIGN & DIASPORA AFFAIRS  
STATE DEPARTMENT FOR PARLIAMENTARY AFFAIRS**

**REQUEST FOR EXPRESSIONS OF INTEREST FOR DEVELOPMENT OF DATA CAPTURE  
TOOL, VALIDATION, DATA ANALYSIS AND VISUALIZATION.**

**CONSULTING SERVICES – FIRMS SELECTION**

**TENDER No: RFP/SDPA/001/2023-2024**

**Background**

The State Department for Parliamentary Affairs was created by the Executive Order No.1 of January, 2023. It draws its mandate from the Executive Order No.2 of November, 2023 on Organization of the Government of the Republic of Kenya with the key mandate being to coordinate the implementation of the National Government's legislative agenda across all Ministries and State Departments in consultation with, and for transmission to, the Party/Coalition Leadership in Parliament.

The State Department plans to integrate how data is captured and presented to enhance tracking and transmission and retrieval. This we believe will improve data management effectiveness and efficiently in communicating progress to the cabinet.

**Scope of the Work**

The process will require extensive consultation with key stakeholders such as Staff of the State Department of Parliamentary Affairs and other stakeholders. The scope of work encompasses the comprehensive development and implementation of a data capture tool, including its validation, data analysis, and visualization components. This entails designing and constructing a user-friendly data capture interface tailored to specific data requirements, conducting thorough validation procedures to ensure data accuracy and integrity, performing in-depth analysis to extract actionable insights, and creating visually compelling representations of the analyzed data.

**Deliverables**

The consultancy firm will be required to prepare and submit the following:

- a) Project Plan: Detailed project plan outlining the timeline, milestones, and resources required for development, validation, analysis, and visualization phases.
- b) User's hands-on training sessions conducted for key stakeholders and users to demonstrate the functionalities of the data capture tool, address any questions or concerns, and provide practical experience in using the tool.
- c) Data Capture Tool Development: Template designed for data capture, including input fields, dropdown menus, data validation rules, and user-friendly interface.
- d) Instructions for data input, formatting guidelines, and data entry protocols.
- e) Data Analysis: Summary of key findings, trends, patterns, and outliers discovered through data analysis.

- f) Data Visualization: Quarterly visual representations of the analyzed data, including charts (e.g., bar charts, pie charts, line graphs), tables, customized dashboard or summary sheet displaying key metrics.
- g) Participation in the States departments of Parliamentary affairs workshops where data input, validation & collection is concerned as need may arise.

The State Department for Parliamentary Affairs now invites eligible consulting firms' "Consultants" to express their interest in assisting in the development of data capture tool, validation, data analysis and visualization.

Interested consulting firms should have the following qualifications and experience

The Lead Consultant should have the following:

#### **Experience**

- a) At least seven (7) years professional experience in Market Research & Data Analysis, and visualization.
- b) Be conversant with the Excel, Google sheets, PowerPoint, Power BI/Tableau, SPSS/STATA.
- c) Evidence of having undertaken at least two (2) similar assignments;
- d) Demonstrated experience with at least one of each of the following tools, data management tool, data analysis and data visualization.

The consultancy firm should have the following:

- a) Must be registered with the relevant government authorities;
- b) Must have engaged in consultancy services of similar nature within the last five (5) years; and
- c) Must have adequate and relevant human resource capacity as well as to undertake the task.

The consultancy firm will be selected in accordance with procedures set out in the Public Procurement and Disposal Act, 2015 and the Public Procurement and Disposal Regulations, 2020.

Interested **eligible firms** may obtain further information at the address given below during office hours ***between 0900 to 1700 hours***, Monday – Friday inclusive, exclusive of public holidays, before the deadline for the submission of Expressions of Interest.

Complete **Expressions of Interest** documents /detailed curriculum vitae (CV) together with other testimonials in plain sealed envelopes clearly marked **TENDER No: RFP/SDPA/001/2024-2025 Consultancy for development of data capture tool, validation, data analysis and visualization** and addressed to The Principal Secretary, State Department for Parliamentary Affairs and be deposited into the tender box on 2<sup>th</sup> floor to the address shown below:

Haille Selassie Avenue  
2<sup>nd</sup> Floor Railways Building -Block A

The EOI will be opened immediately at 1<sup>st</sup> Floor SDPA-Boardroom at 11:00 am, 15<sup>th</sup> March, 2024 in the presence of firms' representatives who chose to attend.

**Deadline for submission of Expressions of Interest is Friday 15<sup>th</sup> March ,2024 at 1100 hours Kenyan local time.**

**PRINCIPAL SECRETARY**  
**STATE DEPARTMENT OF PARLIAMENTARY AFFAIRS**