



KenGen

Kenya Electricity
Generating Company Ltd.

**EXPRESSION OF INTEREST FOR CONSULTANCY SERVICES FOR
DISASTER RISK MANAGEMENT AND BUSINESS CONTINUITY
PROGRAMS**

KGN-REG-011-2016

1. Back Ground

Kenya Electricity Generating Company Limited (KenGen) is a limited liability company, 70% owned by the Government of the Republic of Kenya. It is the leading electric power generation company in Kenya, producing about 75% of the electricity used in the Country. KenGen has an installed capacity (name-plate rating) 1617.8 Megawatts (MW) made up of hydropower, geothermal, thermal and wind. Consistent with its corporate safety policies and vision to be the market leader in the provision of reliable, safe, quality and competitively priced electric energy in the Eastern Africa region, the Company intends to pre-qualify interested consultancy firms to train and consult on disaster risk management and business continuity programs.

2. Objectives

The overall objective of this consultancy service is to contract a DRM/BCP consultant who has extensive experience in undertaking both training the implementation teams as well as guide the implementation and testing of the DRM/BCP programs.

The selected consultant shall conduct a thorough training for the DRM /BCP KenGen corporate team who shall own up the process company wide and also train the area champions (process owners) in the KenGen operational areas (regions) who shall implement the programs on the ground. The consultant will further walk with the corporate team and area champions and guide the development of relevant documentation, procedures, and protocols of engagement and finally have implementation, awareness and testing of the programs

3. Scope of Work

The scope of consultancy shall cover all KenGen operational areas and interests. It shall include, but is not limited to the following tasks:

- (i) Conduct an intensive and recognized DRM/BCP training to the corporate team in at least two (2) Training session of not less than five days. Undertaking further ten of not less than two days for the champions.
- (ii) Carrying out a comprehensive objective review and analysis report of the existing KenGen policies, procedure and work instructions related to disaster management and business continuity programs and how they compare to existing studies and findings on management system/framework in the region and energy sector and world over. Guiding the team in developing policies, procedures and engagement protocols with related agencies and service providers
- (iii) Facilitate the roll out and implementation of elements of DRM/BCP Program to process owners and testing of response by simulation at least once in five 5 areas
- (iv) Facilitate the simulation of disaster to test the adequacy of the plans at least once in every region and a companywide simulation and make a report on findings, gaps and recommendations for improvement.

4. Eligibility

The expression of interest must be accompanied by the consultant's qualifications, professional capabilities and details of past experience in the area of disaster risk management and Business continuity program. Such information may include brochures, description of similar assignments, experience in similar conditions, and availability of appropriate skills among staff with their most recent profiles showing their experience, qualifications, capabilities, referees and details of past experience especially in their areas of expertise, etc. The consultant shall bid for the assignment individually or in association with other firms.

The interested firms shall provide the following specific information as well as any other relevant information:

- Name of firm who will participate in undertaking the consulting services and their role in all aspects of the consultancy service. To be submitted also are name(s) and position(s) of authorized representatives.
- Firms that bid jointly should submit consortium agreements between the parties, with the roles of each party clearly defined.
- Relevant references for the projects done in the last ten years.
- Description of management/ organization structure, list of key staff relevant to the assignment and their Curriculum Vitae inclusive of staff who will monitor and give backup services.
- Evidence of incorporation or registration in the country.
- Information regarding any current litigation (if any) involving the consulting firm certified by a reputable law firm.
- Technical approach and Methodology that the firm would use in such an assignment
- Accreditation to Local and international bodies for the firm and experts
- Tax compliance or exemption certificate.

5. Clarifications

The interested parties may request for clarifications on this prequalification for up to ten (10) days before the submission date. Any request for clarification must be sent in writing by paper mail, facsimile, or electronic mail to:

**THE QUALITY AND SAFETY MANAGER
KENYA ELECTRICITY GENERATING COMPANY LIMITED,
STIMA PLAZA, KOLOBOT ROAD,
P.O.BOX 47936, 00100 GPO NAIROBI,
KENYA
TEL 254 02 366 6506 FAX 254 2 248848
Email: hithiami@kengen.co.ke ; pgikunju@kengen.co.ke; WNyangweso@kengen.co.ke**

The submission of the prequalification documents made in English must be received in a sealed envelope and delivered or registered to:

**THE COMPANY SECRETARY & LEGAL AFFAIRS DIRECTOR,
KENYA ELECTRICITY GENERATING COMPANY LIMITED,
STIMA PLAZA, KOLOBOT ROAD,
P.O.BOX 47936, 00100 GPO NAIROBI, KENYA
TEL 254 02 366 6708 FAX 254 2 248848**

Not later than 1000hours (Kenya Time) on Thursday, 2nd February 2017 and clearly marked "**Application for Pre-qualification of consultancy services for disaster risk management and business continuity programs**". The tender will be opened at **1030hrs 2nd February 2017** in the presence of bidder representatives who choose to attend.

Applicants will be advised, in due course, of the result of their application. Only firms prequalified under this procedure will be invited to submit their proposals.

SUPPLY CHAIN DIRECTOR.