



## TERMS OF REFERENCE (TOR)

### **EXPRESSION OF INTEREST (EOI) FOR CONSULTANCY SERVICES FOR ENVIRONMENTAL AND SOCIAL IMPACT ASSESSMENT (ESIA), PRELIMINARY AND DETAILED ENGINEERING DESIGN FOR THE PROPOSED PARKING AND DRAINAGE UPGRADES IN ENGINEER TOWN, NYANDARUA COUNTY**

**TENDER NO.: CGN/ENG/EOI/001/2026-2027**

TENDER CLOSING DATE: 30<sup>TH</sup> APRIL, 2026 AT 10:00 A.M, EAT

**PROCURING ENTITY:** COUNTY  
GOVERNMENT OF NYANDARUA – ENGINEER  
MUNICIPALITY

THE MUNICIPAL MANAGER  
ENGINEER MUNICIPALITY,  
**P.O. BOX 701-20303**  
**NYANDARUA,**

## **EXPRESSION OF INTEREST (EOI)**

### **A. BACKGROUND**

1. The County Government of Nyandarua (the "Procuring Entity"), through Engineer Municipality, intends to improve urban mobility and stormwater management within Engineer Town in line with the County Integrated Development Plan (CIDP), Urban Areas and Cities Act, and Kenya Vision 2030.
2. The Municipality is experiencing increased traffic demand, inadequate parking supply, and inefficient drainage systems leading to congestion, flooding, and environmental concerns.
3. The Procuring Entity therefore seeks to engage a qualified consulting firm to undertake studies, planning, and detailed design for an integrated Parking and Drainage Improvement Plan.

### **B. OBJECTIVE OF THE ASSIGNMENT**

To develop a comprehensive, technically sound, economically viable, and environmentally sustainable Parking and Drainage Improvement Plan for Engineer Municipality, including implementation strategies and cost estimates.

### **C. SCOPE OF SERVICES**

The Consultant shall undertake the following tasks:

(i) Environmental and Social Impact Assessment (ESIA) ;

Undertake a comprehensive Environmental and Social Impact Assessment (ESIA) in accordance with the Environmental Management and Coordination Act (EMCA), 1999 and NEMA guidelines.

Identify and evaluate potential environmental and social impacts associated with the proposed parking and drainage improvements.

Prepare an Environmental and Social Management Plan (ESMP) outlining mitigation measures, monitoring indicators, responsibilities, and costs.

Address issues related to land acquisition, displacement (if any), and social safeguards, including preparation of Resettlement Action Plans (RAPs) where necessary.

Ensure compliance with World Bank Environmental and Social Framework (ESF).

Obtain all necessary environmental approvals and licenses from NEMA, including submission of ESIA reports for review and approval.

All costs associated with ESIA studies, submissions, approvals, and acquisition of licenses/permits shall be borne by the Consultant and deemed to be included in the Financial Proposal.

(ii) Climate Resilience and Sustainability Integration

Assess climate risks and vulnerabilities affecting the project area, including flooding, extreme rainfall, and temperature variations.

Integrate climate-resilient design measures into parking and drainage infrastructure (e.g., adequate drainage capacity, flood protection, durable materials).

(ii) Site Investigations and Surveys

Conduct detailed site investigations including:

- Topographical surveys
- Geotechnical investigations (soil analysis)

#### **D. DELIVERABLES AND REPORTING SCHEDULE**

Deliverables include:

- (i) Inception Report
- (ii) Survey and Assessment Report
- (iii) Interim Report
- (iv) Draft Parking and Drainage Improvement Plan (including designs and BoQs)
- (v) Final Report incorporating client comments
- (vi) Presentation to stakeholders and submission of all datasets and drawings

#### **E. ASSIGNMENT PERIOD**

7. Completion within (2) months from contract signing.

## F. QUALIFICATION FOR BIDDERS

Interested firms must provide information indicating that they are qualified to perform the services (brochures, description of similar assignments, in similar conditions and availability of the appropriate skills among staff, etc). Consultants may constitute joint ventures to enhance their chances of qualifications.

### 3.1 Qualification Criteria

Shortlisting will be based on meeting the minimum requirements to pass in the criteria set as shown below.

#### **Preliminary Evaluation Requirements (Mandatory requirements)**

1. Certified Copy of Certificate of incorporation /business registration
2. Certified Copy of Valid Tax compliance certificate.
3. Certified Current CR12/CR13 Form (**issued in the last 6 Months**)
4. Valid single business permit/Trade license from Nyandarua county
5. A copy of the company profile,
6. Valid National Environment Management Authority (NEMA) License for Environmental Impact Assessment Lead Experts OR Firm of Experts
7. Attach site visit certificate in original form
8. Serialise all pages of final bid document.

**Bids which do not satisfy all the above requirements shall be rejected.**

## 2.1.2 Technical Requirements

No.	Technical Requirements	Maximum Score	Score	Remarks
1.	<p>Provide qualification of key personnel. Attach academic qualifications and CV's of 5 key personnel (management and technical staffs) to be involved.</p> <p><b>Key Staff</b></p> <ul style="list-style-type: none"> <li>• Lead Consultant (Environmentalist)</li> <li>• Sociologist</li> </ul> <p><b>Other Staff (at least 3)</b></p> <ul style="list-style-type: none"> <li>• Drawn from relevant fields e.g. Renewable energy, Environment, Sociology etc.</li> </ul>	<p><i>(Total points 30)</i></p> <p>10 8</p> <p>4 points each</p>		
2.	<p>Evidence of experience with at least four (4) similar Consultancy projects - references with addresses, contacts, telephone numbers and statements of work done for each of the reference site. <i>The projects must have involved key personnel in (1.) above.</i></p> <p>N/B: Attach Letters of tender award, Signed Contracts or LPOs etc.</p>	20		
3.	<p>The value of your biggest project undertaken in (2.) above: <i>Attach proof i.e. copies of completion certificate and LPO or award letters.</i></p> <p>a) Less than Kshs 2 million b) Kshs. 2 million - 5 million c) over 10 million</p>	<p>4 6 10</p>		
5.	<p><b>Proof of financial capability</b></p> <p>Certified by Bank statement (for the last six months) or Audited Account for (2021/2022 &amp; 2022/2023) <b>(10 marks)</b></p> <p>Letter of credit worthiness from your bank <b>(10 marks)</b></p>	20		
6.	NEMA License (for the Firm or for the Lead Expert)	10		
	<b>TOTAL</b>	<b>100</b>		

*N/B: Bidder must attain an overall score of 70*

### 2.1.3 Team Composition & Qualification Requirements for the Key Experts

#### General qualifications of the consultancy firm

The firm should be duly registered in Kenya, in good legal standing and with at least five (5) years of existence and experience in carrying out similar assignments.

#### Key Staffs

The Consultant's team will include key experts for the assignment with demonstrated expertise:

##### Position 1: Lead Consultant

- Must be a trained Environmental Specialist
- Must have a minimum of an Undergraduate Degree in an Environmental related field from a recognized University.
- Must be registered by NEMA as an EIA Expert
- Must have at least five (5) years' experience in Environmental Assessment and Auditing.

##### Specifically, He / She must exhibit the following competencies:

- Good knowledge and experience in project design, implementation.
- Monitoring, evaluation and conformity assessment.
- Proficiency in project assessment, monitoring and evaluation software.
- Proficiency in Word Processing.
- Written and spoken English and Kiswahili
- Excellent technical and analytical skills.
- Ability to work effectively in multicultural environments in Kenya

##### Position 2: Lead Sociologist

The successful consultancy firm must have a Lead Sociologist whose academic qualifications shall be a minimum of an Undergraduate Degree in Sociology/ Community Development or a relevant social science with at least five (5) years' experience in social impacts assessment and management. **He/ She must be proficient in:**

- Knowledge and experience in field studies and community/stakeholder engagement and facilitation.
- Practical expertise in public consultation, conflict and dispute resolution and communications.
- Project Assessment, monitoring and evaluation software.
- Proficiency in Word Processing.
- Written and spoken English and Kiswahili

- Have excellent technical and analytical skills.
- Able to work effectively in multicultural environments in Kenya.

**Position 3: Lead Civil Engineer**

The successful consultancy firm must have a Lead Civil Engineer whose academic qualifications shall be a minimum of an Undergraduate Degree in Civil Engineering or a related field with at least five (5) years' relevant professional experience in infrastructure design and supervision. The Lead Civil Engineer must be registered with the Engineers Board of Kenya (EBK) and in good professional standing.

He/ She must be proficient in:

- Demonstrated experience in the design and supervision of urban infrastructure projects, including roads, parking facilities, and stormwater drainage systems.
- Strong knowledge and application of engineering design standards, codes, and specifications relevant to Kenya and international best practices.
- Experience in hydrological and hydraulic design, including stormwater management systems and flood mitigation measures.
- Practical expertise in site investigations, interpretation of geotechnical data, and integration into engineering design.
- Proficiency in engineering design software (e.g., AutoCAD, Civil 3D, EPANET, StormCAD, or equivalent).
- Experience in project planning, contract documentation, and supervision of works.
- Ability to prepare and review technical reports, drawings, and specifications to a high professional standard.
- Proficiency in project management tools and reporting systems.
- Excellent written and verbal communication skills in English and Kiswahili.
- Strong analytical and problem-solving skills.
- Ability to work effectively in multidisciplinary and multicultural environments within Kenya.

**Position 4: Quantity Surveyor / Cost Engineer**

The successful consultancy firm must have a Quantity Surveyor / Cost Engineer whose academic qualifications shall be a minimum of an Undergraduate Degree in Quantity Surveying, Construction Economics, or a related field with at least eight (8) years' relevant professional experience in infrastructure projects. The Quantity Surveyor must be registered with the Board of Registration of Architects and Quantity Surveyors (BORAQS) and be in good professional standing.

He/ She must be proficient in:

- Demonstrated experience in preparation of Bills of Quantities (BoQs), cost estimates, and tender documentation for infrastructure projects.

- Strong knowledge of construction cost control, financial management, and contract administration.
- Experience in cost planning, budgeting, and lifecycle costing for urban infrastructure works.
- Practical expertise in measurement and valuation of works, including variations and claims assessment.
- Familiarity with standard forms of contract (e.g., FIDIC, Government of Kenya conditions of contract).
- Proficiency in cost estimation and project management software (e.g., Excel, CostX, or equivalent tools).
- Ability to prepare financial reports, cash flow projections, and procurement documentation.
- Excellent written and verbal communication skills in English and Kiswahili.
- Strong analytical, negotiation, and problem-solving skills.
- Ability to work effectively in multidisciplinary teams and multicultural environments within Kenya.

### **Other Members of the staff**

The rest of the staff members should be drawn from relevant fields such as environment, Sociology, Renewable energy among others. They all must be experienced and demonstrate capability to handle the consultancy task.

### **CLARIFICATIONS:**

The EOI shall be submitted in plain sealed envelopes marked with **Tender Name** and **Reference No. and** be deposited in the Tender Box at **Engineer Municipality Offices**.

Technical proposal and financial proposal must be presented in well marked **separate envelopes**.

### **Deadline for Submission:**

Completed Expression of Interest (EOI) documents shall be enclosed in plain sealed envelopes (original), clearly marked with the tender name and reference number, and deposited in the tender box on or before **30th April 2026 at 10:00 a.m. (East Africa Time – Nairobi, Kenya)**.

Please note that there will be a **MANDATORY site visit** on **Tuesday, 21st April 2026**, starting at **10:00 a.m.**, with the meeting point at the **Engineer Municipality Offices**.

**Electronic submissions are NOT permitted.**

Nyandarua County Government reserves the right to accept or reject any or all applications.