



The Institution of Engineers of Kenya

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P.O Box 41346 – 00100, Nairobi, Kenya

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REQUEST FOR PROPOSAL

Title:	LEAD RESEARCHER/CONSULTANT
Type of Contract	Services
Language of Notice	English
Deadline	26 TH September 2025



A leading voice in engineering.

IEK Branches – Capital: C/o VC, University of Nairobi, P.O. Box 30197 – 00100, Nairobi | Central: C/o VC, Dedan Kimathi University, P.O. Box Private Bag, Nyeri | Coast: P.O. Box 82862, Mombasa | North Eastern: C/o P.O Box 41346-00100, Nairobi, Kenya | North Rift: C/o DVC, Moi University, P.O. Box 3900 – 30100, Eldoret | Nyanza: C/o P.O Box 41346-00100, Nairobi, Kenya | South Rift: P.O. Box 701, Naivasha | Western: C/o DVC, Moi University, P.O. Box 3900 – 30100, Eldoret



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INSTITUTION OF ENGINEERS OF KENYA (IEK)

2025 INFRASTRUCTURE REPORT CARD

LEAD RESEARCHER/CONSULTANT

TERMS OF REFERENCE





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1. INTRODUCTION

The Policy and Legislative Committee of the Institution of Engineers of Kenya (IEK) is spearheading the development of Kenya's 2025 Infrastructure Report Card (IRC). This vital report will provide a comprehensive assessment of the status of infrastructure across the country, including at the county level, and identify critical gaps. Infrastructure report cards have proven to be invaluable tools in various nations for objectively evaluating the state of their infrastructure.

Engineering organizations, with their extensive knowledge and expertise, are uniquely positioned to produce such comprehensive infrastructure report cards. They can effectively serve as impartial brokers between civil society and government, fostering credible and actionable insights.

The committee is seeking an experienced Lead Researcher/Consultant (or consulting firm) to drive this critical research initiative. The selected consultant will be responsible for in-depth infrastructure research across key sectors: energy, water and sanitation, agriculture, telecommunications, building, transportation, production/manufacturing, health, and education. A crucial component of this research will involve comparing infrastructure across all 47 counties. This endeavor aims to provide robust evidence for effective policy formulation, influence key decision-makers in the built and natural environments, and raise public awareness regarding the importance of economic and social infrastructure and the indispensable role of engineering and built environment professionals.



2. PRIMARY OBJECTIVES

The Lead Researcher/Consultant will work closely with the IEK's IRC Taskforce with the following primary objectives:

- Undertake comprehensive data collection and rigorous analysis of infrastructure data across all defined sectors and counties.
- Oversee and manage the entire data collection process within Kenya, ensuring data integrity and reliability.
- Develop an insightful analytical report and concise policy briefs that highlight key findings, actionable recommendations, and strategic policy implications.

3. SCOPE OF WORK AND OUTPUT

The Lead Researcher/Consultant will hold overall responsibility for collecting, coordinating, analyzing, and synthesizing all IRC research processes, findings, and outputs. Specifically, the consultant will:

3.1 Overall Responsibilities

1. Develop a detailed inception report outlining a proposed workplan, methodology, timelines for the assignment, and a comprehensive understanding of the project's objectives.
2. Design and finalize a robust research methodology, including precise procedures and protocols for data listing, fieldwork, quality assurance, and data entry. This should include detailed data dictionaries and collection tools.
3. Finalize the field manual in close consultation with the IRC Taskforce, ensuring clarity and practicality for field enumerators.



4. Lead the in-depth analysis of collected data, producing a complete data report. Collaborate with the IRC Taskforce to contribute to and refine the final analytical report.
5. Prepare compelling presentations for the formal launch and any informal discussions related to methodology development and preliminary findings.

3.2 Sector-Specific Assessments

The Lead Researcher/Consultant will assess the following sectors, focusing on both national and county-level infrastructure status, capacity, condition, and gaps:

3.2.1 Energy, Oil, and Gas Sectors

- **Energy:**
 - **Generation:** Capacity and condition of generating equipment relative to projected demand (10-year horizon).
 - **Transmission:** Capacity and condition of transmission equipment relative to projected demand (5-year horizon).
 - **Distribution:** Capacity and condition of distribution equipment relative to projected demand (3-year horizon).
 - **Environmental Impact:** Status of emission control measures.
 - **Accessibility:** Household accessibility to grid electricity and other energy sources.
 - **Cost:** Analysis of the cost of power for various consumer categories.
- **Oil and Gas:**
 - **Storage:** Installed storage capacity for petroleum products.



- **Infrastructure:** Condition and adequacy of related infrastructure (pipelines, depots).
- **Market Dynamics:** Product access by county and market share trends.

3.2.2 Production/Manufacturing Sector

- **Ecosystem Mapping:** Identify key stakeholders, types of industries, and ownership structures within Kenya's manufacturing ecosystem.
- **Human Capital:** Assess management capabilities and educational levels of the workforce.
- **Diversity:** Evaluate the diversity of the manufacturing base.
- **Cost Drivers:** Analyze key cost drivers (e.g., energy, labor, raw materials, taxation regime).
- **Global Reach:** Assess export performance and global competitiveness.
- **Worker Welfare:** Review worker benefits (e.g., medical, housing, mortgage schemes).
- **Supply Chain:** Identify raw material sources and their reliability.
- **Capacity Utilization:** Compare production capacities against installed capacity.
- **Innovation:** Evaluate levels of innovation and adoption of new technologies.
- **Sustainability:** Assess de-carbonization and net-zero policies, as well as energy/water recovery initiatives.



3.2.3 Building Sector

- **Enabling Environment:** Evaluate systemic provisions for ease of obtaining permits, access to building materials, and construction equipment at the county level.
 - *Specific data:* Available capacity of built environment professionals and their qualifications, number of building approvals in the last 12 months, automation level of approval processes.
 - *Technical Capacity:* Assess capacity for quality control and identify gaps.
- **Material Availability & Technology:** Analyze availability of local and imported building materials and uptake of appropriate technologies to reduce construction costs.
 - *Data:* Exhaustive list of available materials, their costs, and sources. Impact of transportation costs on building expenses.
- **Population & Housing:** Estimate urban population and changes (growth/decline) in the past 12 months (preceding 31st December 2025). Conduct a housing survey to determine access to housing in formal settlements and recent changes.
 - *Data:* Number of housing units approved/built, issuance of occupation certificates. Report data gaps if not kept by relevant authorities.
- **Commercial Centers/Markets:** Survey provision and access to markets and commercial hubs. Assess new commercial centers/markets built in the past 12 months.



- *Data:* Number of commercial buildings/markets approved/built, occupation certificates issued. Potential sources: KNBS, County approval/planning departments.
- **Informal Settlements:** Quantify growth/decline rates of informal settlements in the past 12 months.
- **Industrial Areas:** Assess growth/decline of designated industrial areas/zones in the past 12 months, predominant industrial activities, and designated locations for informal sector (Jua kali) setups.
- **Ancillary Infrastructure Status (within housing, industrial, and commercial areas):**
 - Water Supply and Sewer Evacuation: Growth/decline in connectivity over the past 12 months.
 - Solid Waste Management: Adequacy of collection and disposal infrastructure.
 - Access Roads/Service Roads: Condition and growth/decline in servicing over the past 12 months.
 - Electricity Access/Solar Use: Growth/decline in connectivity over the past 12 months.
- **Affordable Housing:** Status of affordable housing projects; number of units completed in the past 12 months (focus on formal government programs).
- **Green Building Concept:** Assess awareness and knowledge of green building concepts and practices.



3.2.4 Water and Sanitation Sector

- **Water Supply:**

- **Bulk Supply:** Adequacy of bulk water supply in terms of quantity (design capacity vs. demand, with a 5-year supply horizon) and assurance of supply for domestic, industrial, and irrigation uses.
- **Access:** Population access to clean water at desired service levels (e.g., standpipes, yard connections, house connections).
- **Reliability:** Supply reliability (minimum hours per day, maximum interruption duration).

- **Sanitation:**

- **Service Level:** Minimum service level (e.g., elimination of open defecation, bucket systems).
- **Sewerage Systems:** Access to water-borne sewage systems.
- **Wastewater Management:** Proper collection, treatment, and disposal of wastewater.
- **WWTW Capacity:** Design capacity of Wastewater Treatment Works (WWTW) versus demand (with a 5-year design capacity horizon).

- **Solid Waste Management:**

- **Collection:** Adequacy of solid waste collection services.
- **Disposal:** Percentage of solid waste disposed of in properly operated and maintained landfills/disposal sites.
- **Hazardous Waste:** Transport and disposal of hazardous waste.



- **Recycling:** Status of waste recovery and recycling initiatives.

3.2.5 Transportation Sector

- **Roads:**

- **Network Adequacy & Condition:** Assess primary intercity, secondary intercity, and local/rural road networks. Consider paved/unpaved appropriateness based on local conditions.
- **Coverage & Density:** Road coverage and network density per square kilometer.
- **Accessibility:** Overall road accessibility.
- **Safety:** Number of road accidents.
- **Economic Contribution:** Road sector's contribution to the national economy.

- **Airports:**

- **Distribution:** Adequacy of international and regional/commercial airport distribution.
- **Capacity:** Passenger and freight handling capacity (design vs. demand).
- **Condition:** Condition of runways, pavements, lighting, and supporting infrastructure (e.g., emigration/immigration, customs).
- **Usage:** Plane landings and takeoffs, passenger and freight volumes.



- **Safety & Quality:** Indicative factors like safety incidents and comparison of airport quality with international standards.
- **Accessibility:** Accessibility of aerodromes and their geographical distribution.
- **Commercial Ports:**
 - **Accessibility:** Design and maintenance of port entrances.
 - **Facilities:** Adequacy and condition of berthing facilities, freight-handling equipment, dry dock facilities.
 - **Support Infrastructure:** Adequacy and condition of roads and other support infrastructure in and out of harbors.
 - **Storage:** Freight storage facilities.
 - **Support Services:** Efficiency of services like customs clearance.
 - **Traffic:** Categories of ships, number of calls, tonnage of freight (in/out).
 - **Economic Contribution:** Employment and economic contribution of ports.
 - **Pipelines:** Quantity of freight transported via pipelines and number of available lines.
- **Fishing Ports:**
 - **Facilities:** Condition of harbor entrances, docking facilities, storage, and off-loading capabilities.
- **Rail:**
 - **Network & Condition:** Adequacy and condition of the rail network, including design axle loads.



- **Rolling Stock:** Adequacy and condition of locomotives and wagons.
- **Ancillary Infrastructure:** Adequacy and condition of supporting infrastructure (e.g., rail-over-road bridges, stations, electric cables, equipment).
- **Performance:** Efficiency in moving passengers (passenger-kilometers, safety incidents) and freight (tonnage, turnaround times, blockage times, truck quality index, length of truck, safety incidents).
- **Reliability:** Kilometers before failure for locomotives.

3.2.6 Agriculture Sector

- **Irrigation:** Status and adequacy of agricultural irrigation schemes.
- **Transportation:** Condition and adequacy of agricultural roads and other related transportation infrastructure.
- **Equipment & Machinery:** Availability and utilization of agricultural equipment, machinery, and information systems.
- **Building Infrastructure:** Condition and adequacy of agricultural building infrastructure (e.g., storage facilities, processing plants).
- **Energy:** Energy production for or from agriculture (e.g., agro-energy, renewable energy for farms).
- **Institutional Infrastructure:** Assessment of supporting institutional infrastructure (e.g., research centers, extension services).
- **Waste Management:** Status of agricultural waste management infrastructure.



3.2.7 Telecommunications Sector

- **Mobile Coverage:** Assess mobile coverage per operator (Safaricom, Telkom, Airtel, Jamii Telecommunications) countrywide and per county.
- **Network Infrastructure:** Number of Base Transceiver Stations (BTS), Radio Network Controllers (RNCs), and Mobile Switching Centers (MSCs) per operator.
- **Subscriber Base:** Number of subscribers per operator across 2G, 3G, 4G, and 5G networks.
- **Transmission Network:** Type of transmission network used by each operator for backhauling traffic from base stations to the core network (e.g., wireless, fiber optic cables).
- **Enterprise Internet Coverage:** Size of enterprise internet coverage countrywide and per county, technology utilized, and number of subscribers.
- **Network Availability:** Mobile phone network availability per operator and rate of dropped calls.
- **Connectivity Technology:** Status of 2G, 3G, 4G, and 5G connectivity countrywide and per county for all licensed operators.

3.2.8 Health Sector

- **Facilities:** Adequacy of health facilities (number and geographical distribution in relation to population).
- **Condition & Maintenance:** Condition and maintenance status of health infrastructure.
- **Staffing:** Adequacy of healthcare staffing.



- **Equipment:** Availability and condition of facilities such as beds, medical equipment, etc.

3.2.9 Education Sector

- **Schools & Distribution:** Number of schools and their geographical distribution, considering population numbers.
- **Servicing:** Adequacy of water, sanitation, and power servicing for educational institutions.
- **Facilities & Distribution:** Adequacy and geographical distribution of educational facilities.
- **Equipment:** Adequacy of specialized equipment (e.g., laboratories, workshops).
- **Residential Facilities:** Availability and condition of residential facilities (dormitories) where applicable.

3.2.10 County Sectors

- An analysis of all the counties across the sectors.

4. EXPECTED OUTPUTS AND DELIVERABLES

The contract is based on deliverables, and estimated timeframes for completion are estimates only.

The expected deliverables which will be included in the work plan are:



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No	Deliverables/ Outputs	Estimated Duration to Complete (Working Days)	Estimated Target Due Dates (From Project Kick-Off 'M')	Estimated Schedule of Payment
1	Inception Report & Methodology: Submission of a comprehensive inception report/workplan, demonstrating understanding of the assignment, and a detailed draft research methodology (including data dictionaries and field protocols).	10 days	M + 10 Days	10%
2	Field Data Collection Tools: Submission of the finalized data dictionary and the	15 days	M + 25 Days	20%



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	comprehensive field data collection manual.			
3	Monthly Progress Reports: Regular monthly reports detailing collected data, analysis progress, challenges encountered, and proposed solutions.	Monthly	-	-
4	Draft Final Report/Infrastructure Report Card: Submission of the comprehensive draft Infrastructure Report Card, incorporating all collected and processed data, preliminary findings, and initial recommendations.	90 days	M + 115 Days	30%



5	<p>Final Report & Dissemination Pack: Submission of the final comprehensive report including:</p> <ul style="list-style-type: none"> - Detailed Infrastructure Report Card - Executive Summary - Launch Presentation Deck - Final Data Dictionary for Annual Updates Document outlining Challenges and Lessons Learned. 	35 days	M + 150 Days	40%
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M is the Project Kick-Off Date

5. QUALIFICATION OF SUCCESSFUL INDIVIDUAL CONSULTANT

The successful consultant or consulting firm must demonstrate exceptional expertise and experience in large-scale research, data analysis, and infrastructure assessment.

A. Lead Consultant (Individual or Team Lead for a Firm):



- **Education:** Master's degree or higher in a relevant field such as Civil Engineering, Structural Engineering, Environmental Engineering, Urban Planning, Economics, Statistics, Data Science, or a closely related discipline. A PhD will be an added advantage.
- **Professional Experience:**
 - Minimum of 10 years of progressive professional experience in statistical and data management, large-scale survey research, quantitative analysis, and report writing, preferably in the infrastructure or public policy sectors.
 - Proven experience in leading and managing complex research projects/countrywide studies, ideally involving multiple stakeholders and diverse data sources.
 - Substantive experience in conducting quantitative and qualitative research methodologies.
 - Demonstrated experience working directly with government agencies, national statistics bureaus, or similar statistical bodies.
 - Prior experience in developing or contributing to infrastructure report cards or similar national assessments is highly desirable.
 - Exposure to learning-oriented analysis and situational analysis.
 - Demonstrated knowledge of Government of Kenya operations, policy, and regulatory frameworks.
- **Technical Skills:**



- Expert proficiency in statistical software (e.g., R, Python (with libraries like Pandas, NumPy, SciPy), STATA, SPSS, SAS) and advanced Excel for data analysis and visualization.
- Strong analytical, interpretation, and data contextualization skills.
- Expertise in handling and managing large, complex datasets.
- Excellent report writing, presentation, and communication skills.

B. Key Expert Team Composition (for Consulting Firms or proposed by Individual Lead Consultant):

The successful offer should propose a well-rounded team, including the following key experts, supported by qualified field enumerators:

Key Position	Area of Specific Expertise Required	Minimum Qualifications
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<p>Team Leader</p>	<ul style="list-style-type: none"> • Proven experience in leading large-scale evaluations/countrywide studies. • Thorough exposure to monitoring and evaluation of large-scale interventions. • Demonstrated ability to handle multiple stakeholders. • Demonstrated knowledge on the Government of Kenya operations and policy environment. 	<ul style="list-style-type: none"> • Master's degree or higher in Engineering, Economics, Statistics, or a related field. Minimum 10 years of consultancy experience in national or international systems. Experience in regulatory reform will be an added advantage. - Proficiency in relevant software, databases, and analytical tools.
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<ul style="list-style-type: none"> • Sector Experts (Minimum 3 Engineers covering all sectors) 	<ul style="list-style-type: none"> • Deep expertise in at least 3-4 of the specified infrastructure sectors (Energy, Oil & Gas; Production/Manufacturing; Building; Water & Sanitation; Transportation; Agriculture; Telecommunications; Health; Education). • Knowledge of industry dynamics, challenges, and policy/regulatory frameworks in Kenya for assigned sectors. 	<ul style="list-style-type: none"> • Bachelor's degree in Engineering (relevant specialization); Master's degree is an advantage. Minimum 7 years of professional experience in their respective engineering fields. Registered Engineer with the Engineers Board of Kenya (EBK). <ul style="list-style-type: none"> - Member of the Institution of Engineers of Kenya (IEK). - Demonstrated commitment to high professional ethical standards.
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Data Analyst/Statistician	<ul style="list-style-type: none">• Expertise in data collection, cleaning, processing, analysis, and visualization for large-scale projects using statistical models.• Strong analytical skills, data interpretation, and contextualization abilities.• Proficiency in handling large and complex datasets.	<ul style="list-style-type: none">• Master's degree in Statistics, Mathematics, Data Science, Business Management, or other relevant analytical field.• Minimum 5 years of continuous professional experience in complex data mining, analysis, management, and reporting.• Advanced proficiency in statistical software (e.g., R, Python, STATA, SPSS).
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6. DURATION OF WORK

The engagement for the Lead Researcher/Consultant (or consulting firm) will be for a period of approximately 150 working days, spread over 5 months, commencing October 2025 to February 2026.



7. SCOPE OF PRICE PROPOSAL

The financial proposal should be presented as a lump sum amount, inclusive of all costs associated with the assignment (e.g., professional fees, all taxes, administrative costs, communication, etc.). The only exceptions are specific logistical supports explicitly mentioned as being provided by IEK under separate institutional arrangements (e.g., facilitation of certain stakeholder meetings if agreed).

- The contract price will be fixed and non-adjustable regardless of changes in cost components.
- The proposal must include a detailed breakdown of estimated travel costs for all field visits to counties and identified agencies, including proposed travel routes and itineraries.

8. RECOMMENDED PRESENTATION OF OFFER

Interested and qualified consultants/consulting firms are invited to submit their offers comprising the following:

A. Technical Proposal (Max 15 pages excluding CVs and annexes):

1. **Letter of Confirmation of Interest and Availability:** A cover letter expressing interest in the assignment and confirming availability for the proposed duration.
2. **Consultant/Firm Profile:** A clear profile of the individual consultant or the consulting firm, highlighting relevant experience and expertise.
3. **Understanding of the Assignment:** A brief section (max 2 pages) demonstrating a thorough understanding of the ToR and the scope of the 2025 Infrastructure Report Card.



4. **Proposed Approach and Methodology:** A detailed approach to completing the assignment, including:

- Proposed research design and data collection strategy.
- Methodology for data analysis and report generation.
- Quality assurance plan.
- Proposed work plan with clear timelines and milestones.

5. **Team Composition & CVs:**

- For individual consultants: Comprehensive CV detailing relevant experience.
- For consulting firms: Detailed CVs for the proposed Lead Consultant/Team Leader and all key experts (Sector Experts, Data Analyst/Statistician), clearly outlining their roles, qualifications, and relevant experience.

6. **Relevant Experience:** A concise summary of previous experience on similar assignments, including a list of relevant projects, client references, and if possible, a sample or extract from previous research or reports of similar nature.

B. Financial Proposal:

1. **Lump Sum Financial Proposal:** A clear, itemized lump sum financial proposal outlining all costs, including professional fees for the entire team, travel, subsistence, logistics, materials, and any other associated costs.
2. **Detailed Cost Breakdown:** A breakdown of the lump sum, including daily rates for each proposed team member (if applicable), estimated working days per task,



and specific costs for travel, per diems, and other direct expenses (as requested in Section F).

9. CRITERIA FOR SELECTION OF BEST OFFER

9.1 MANDATORY REQUIREMENTS

1. MANDATORY CRITERIA

Bidders should submit copies of the following documents as indicated below.

S/No.	REQUIRMENTS	YES	NO
1.	Proof of legal existence (Certificate of registration/ incorporation)		
2.	Valid relevant Business permit		
3.	Valid Tax compliance certificate from KRA (i.e., not more than 12 months with effect from date of submission of quote)		
4.	Submit a CR12 form stating the directors and % ownership of the companies		
5.	Proof of previous work done. Kindly attach LSO/ links and any other evidence of four (4) previously completed assignments of similar nature.		
6.	Deadline for submission of the quotation is 22 nd September 2025 before COB.		

Note: Noncompliance with any MANDATORY requirement will automatically result in disqualification



9.2 TECHNICAL EVALUATION CRITERIA

IEK will employ a **combined scoring method** for the evaluation, where the **technical proposal will be weighted at 70%** and the **financial proposal at 30%**.

A. Technical Proposal Evaluation (70%):

Criteria	Maximum points
Education & Qualifications (10 Marks): - Master's degree or higher in relevant fields. - Relevance of academic background to infrastructure research and data analysis. (Attach relevant documents)	10
2. Relevance of Experience (Total 70Marks): a) Minimum 10 years professional experience in statistical/data management, survey research, and quantitative analysis.	10
b) Experience of proposed team (Lead Consultant, Sector Experts, Data Analyst) in their respective fields, with a minimum of 3 qualified engineers covering the specified sectors.	20
c) Substantive experience in conducting quantitative research of a similar nature	15



(especially with government statistical organizations/agencies).	
e) Experience leading research project teams and/or working with local partner organizations. Experience with similar assignments in Kenya (advantageous).	25
f) Experience in training and capacity development for surveys (advantageous).	10
3. Proposed Approach and Methodology: - Clarity, comprehensiveness, and feasibility of proposed research design, methodology, work plan, and quality assurance plan. - Innovative approaches to data collection and analysis.	20
TOTAL TECHNICAL SCORE	100

9.3 FINANCIAL EVALUATION CRITERIA

- The financial proposals will be evaluated based on competitiveness and cost-effectiveness. The lowest priced technically compliant offer will receive the maximum financial score. Other offers will be scored inversely proportionally to the lowest price



10. DURATION OF WORK

The consultant will be recruited for a period of 150 working days between October 2025 to February 2026.

11. SCOPE OF PRICE PROPOSAL

The contract shall be Lump sum amount with all costs inclusive, except for the support provided by IEK as mentioned in under institutional arrangements. The contract price will be fixed regardless of changes in the cost components. The financial proposal should include information about actual cost of travel to all the agencies identified, and proposed route, if any. The total sum should be inclusive of VAT.

12. APPLICATION PROCESS

The bidders should present a Letter of confirmation of interest and availability, in addition to the following:

- A technical proposal clearly stating the profile and previous experience of the consultant, covering why the consultant is most suitable for the work; a brief approach to completing the assignment of no more than two pages; the CV of the consultant; a sample or extract from previous writing or research.
- A financial proposal to include a proposal for rate fees.



SUBMISSION FORMS

FORM 1A: SUBMISSION FORM

[_____ Date]

Our Ref:

Chief Executive Officer,

The Institution of Engineers of Kenya,

P O Box 41346 – 00100,

Nairobi

Dear Madam,

RE: RFP NO. IEK/RFP/10/2025

Provision of Infrastructure Report Card Lead Researcher for the Institution of Engineers of Kenya.

I, the undersigned, offer to provide Lead Research Consultancy service for The Institution of Engineers of Kenya in accordance with your Request for proposal dated _____ [Date]. I hereby submit my Proposal.

My Proposal shall remain valid for 120 days after the submission date.

I understand you are not bound to accept any quotation that you receive.

We remain,

Yours sincerely,



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_____*[Authorized Signature]:*

_____*[Name and Title of Signatory]*

_____*[Address:]*



A leading voice in engineering.

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FORM 1C: FINANCIAL SUBMISSION FORM

_____ [Date]

To: _____

[Name and address of Client]

Ladies/Gentlemen:

I, the undersigned, offer to provide Lead Research Consultancy service for
(_____) [Services] in accordance with your RFP dated (_____)
[Date]. My Financial Proposal is for the sum of
(_____) [Amount in words
and figures] inclusive of the taxes.

My Proposal shall remain valid for 120 days after the submission date.

I remain,

Yours sincerely,

_____ [Authorized Signature]

_____ [Name and Title of Signatory]:

_____ [Name of Firm]

_____ [Address]



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SPECIAL NOTES:

Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated below. IEK will respond in writing or by standard electronic mail and will send the response, including an explanation of the query without identifying the source of inquiry, to all consultants.

Contact Information/Submission address:

Chief Executive Officer

ceo@iekenya.org

procurement@iekenya.org

The Institution of Engineers of Kenya

Location: Top Plaza, Kindaruma Road, 1st floor room 11. P O Box 41346 – 00100 Nairobi

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Website: www.iekenya.org

No	Deliverables/ Outputs	Estimated Duration to Complete (Working Days)	Estimated Target Due Dates (From Project Kick-Off 'M')	Estimated Schedule of Payment
1	Inception Report & Methodology: Submission of a	10 days	M + 10 Days	10%



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	comprehensive inception report/workplan, demonstrating understanding of the assignment, and a detailed draft research methodology (including data dictionaries and field protocols).			
2	Field Data Collection Tools: Submission of the finalized data dictionary and the comprehensive field data collection manual.	15 days	M + 25 Days	20%
3	Monthly Progress Reports: Regular monthly reports detailing collected data, analysis	Monthly	-	-



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	progress, challenges encountered, and proposed solutions.			
4	Draft Report/Infrastructure Report Final Card: Submission of the comprehensive draft Infrastructure Report Card, incorporating all collected and processed data, preliminary findings, and initial recommendations.	90 days	M + 115 Days	30%
5	Final Report & Dissemination Pack: Submission of the final comprehensive report including: - Detailed Infrastructure Report Card - Executive Summary	35 days	M + 150 Days	40%



	- Launch Presentation Deck			
	- Final Data Dictionary for Annual Updates			
	Document outlining Challenges and Lessons Learned.			

M is the Project Kick-Off Date

13. QUALIFICATION OF SUCCESSFUL INDIVIDUAL CONSULTANT

The successful consultant or consulting firm must demonstrate exceptional expertise and experience in large-scale research, data analysis, and infrastructure assessment.

A. Lead Consultant (Individual or Team Lead for a Firm):

- **Education:** Master's degree or higher in a relevant field such as Civil Engineering, Structural Engineering, Environmental Engineering, Urban Planning, Economics, Statistics, Data Science, or a closely related discipline. A PhD will be an added advantage.
- **Professional Experience:**



- Minimum of 10 years of progressive professional experience in statistical and data management, large-scale survey research, quantitative analysis, and report writing, preferably in the infrastructure or public policy sectors.
 - Proven experience in leading and managing complex research projects/countrywide studies, ideally involving multiple stakeholders and diverse data sources.
 - Substantive experience in conducting quantitative and qualitative research methodologies.
 - Demonstrated experience working directly with government agencies, national statistics bureaus, or similar statistical bodies.
 - Prior experience in developing or contributing to infrastructure report cards or similar national assessments is highly desirable.
 - Exposure to learning-oriented analysis and situational analysis.
 - Demonstrated knowledge of Government of Kenya operations, policy, and regulatory frameworks.
- **Technical Skills:**
 - Expert proficiency in statistical software (e.g., R, Python (with libraries like Pandas, NumPy, SciPy), STATA, SPSS, SAS) and advanced Excel for data analysis and visualization.
 - Strong analytical, interpretation, and data contextualization skills.
 - Expertise in handling and managing large, complex datasets.
 - Excellent report writing, presentation, and communication skills.



B. Key Expert Team Composition (for Consulting Firms or proposed by Individual Lead Consultant):

The successful offer should propose a well-rounded team, including the following key experts, supported by qualified field enumerators:

Key Position	Area of Specific Expertise Required	Minimum Qualifications
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P.O Box 41346 – 00100, Nairobi, Kenya

www.iekenya.org

<p>Team Leader</p>	<ul style="list-style-type: none"> • Proven experience in leading large-scale evaluations/countrywide studies. • Thorough exposure to monitoring and evaluation of large-scale interventions. • Demonstrated ability to handle multiple stakeholders. • Demonstrated knowledge on the Government of Kenya operations and policy environment. 	<ul style="list-style-type: none"> • Master's degree or higher in Engineering, Economics, Statistics, or a related field. Minimum 10 years of consultancy experience in national or international systems. Experience in regulatory reform will be an added advantage. - Proficiency in relevant software, databases, and analytical tools.
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<ul style="list-style-type: none"> • Sector Experts (Minimum 3 Engineers covering all sectors) 	<ul style="list-style-type: none"> • Deep expertise in at least 3-4 of the specified infrastructure sectors (Energy, Oil & Gas; Production/Manufacturing; Building; Water & Sanitation; Transportation; Agriculture; Telecommunications; Health; Education). • Knowledge of industry dynamics, challenges, and policy/regulatory frameworks in Kenya for assigned sectors. 	<ul style="list-style-type: none"> • Bachelor's degree in Engineering (relevant specialization); Master's degree is an advantage. Minimum 7 years of professional experience in their respective engineering fields. Registered Engineer with the Engineers Board of Kenya (EBK). <ul style="list-style-type: none"> - Member of the Institution of Engineers of Kenya (IEK). - Demonstrated commitment to high professional ethical standards.
--	--	--



<p>Data Analyst/Statistician</p>	<ul style="list-style-type: none"> • Expertise in data collection, cleaning, processing, analysis, and visualization for large-scale projects using statistical models. • Strong analytical skills, data interpretation, and contextualization abilities. • Proficiency in handling large and complex datasets. 	<ul style="list-style-type: none"> • Master's degree in Statistics, Mathematics, Data Science, Business Management, or other relevant analytical field. • Minimum 5 years of continuous professional experience in complex data mining, analysis, management, and reporting. • Advanced proficiency in statistical software (e.g., R, Python, STATA, SPSS).
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14. DURATION OF WORK

The engagement for the Lead Researcher/Consultant (or consulting firm) will be for a period of approximately 150 working days, spread over 5 months, commencing October 2025 to February 2026.



15. SCOPE OF PRICE PROPOSAL

The financial proposal should be presented as a lump sum amount, inclusive of all costs associated with the assignment (e.g., professional fees, all taxes, administrative costs, communication, etc.). The only exceptions are specific logistical supports explicitly mentioned as being provided by IEK under separate institutional arrangements (e.g., facilitation of certain stakeholder meetings if agreed).

- The contract price will be fixed and non-adjustable regardless of changes in cost components.
- The proposal must include a detailed breakdown of estimated travel costs for all field visits to counties and identified agencies, including proposed travel routes and itineraries.

16. RECOMMENDED PRESENTATION OF OFFER

Interested and qualified consultants/consulting firms are invited to submit their offers comprising the following:

A. Technical Proposal (Max 15 pages excluding CVs and annexes):

7. **Letter of Confirmation of Interest and Availability:** A cover letter expressing interest in the assignment and confirming availability for the proposed duration.
8. **Consultant/Firm Profile:** A clear profile of the individual consultant or the consulting firm, highlighting relevant experience and expertise.
9. **Understanding of the Assignment:** A brief section (max 2 pages) demonstrating a thorough understanding of the ToR and the scope of the 2025 Infrastructure Report Card.



10. Proposed Approach and Methodology: A detailed approach to completing the assignment, including:

- Proposed research design and data collection strategy.
- Methodology for data analysis and report generation.
- Quality assurance plan.
- Proposed work plan with clear timelines and milestones.

11. Team Composition & CVs:

- For individual consultants: Comprehensive CV detailing relevant experience.
- For consulting firms: Detailed CVs for the proposed Lead Consultant/Team Leader and all key experts (Sector Experts, Data Analyst/Statistician), clearly outlining their roles, qualifications, and relevant experience.

12. Relevant Experience: A concise summary of previous experience on similar assignments, including a list of relevant projects, client references, and if possible, a sample or extract from previous research or reports of similar nature.

B. Financial Proposal:

- 3. Lump Sum Financial Proposal:** A clear, itemized lump sum financial proposal outlining all costs, including professional fees for the entire team, travel, subsistence, logistics, materials, and any other associated costs.
- 4. Detailed Cost Breakdown:** A breakdown of the lump sum, including daily rates for each proposed team member (if applicable), estimated working days per task,



and specific costs for travel, per diems, and other direct expenses (as requested in Section F).

17. CRITERIA FOR SELECTION OF BEST OFFER

17.1 MANDATORY REQUIREMENTS

1. MANDATORY CRITERIA

Bidders should submit copies of the following documents as indicated below.

S/No.	REQUIRMENTS	YES	NO
1.	Proof of legal existence (Certificate of registration/ incorporation)		
2.	Valid relevant Business permit		
3.	Valid Tax compliance certificate from KRA (i.e., not more than 12 months with effect from date of submission of quote)		
4.	Submit a CR12 form stating the directors and % ownership of the companies		
5.	Proof of previous work done. Kindly attach LSO/ links and any other evidence of four (4) previously completed assignments of similar nature.		
6.	Deadline for submission of the quotation is 22 nd September 2025 before COB.		

Note: Noncompliance with any MANDATORY requirement will automatically result in disqualification

9.2 TECHNICAL EVALUATION CRITERIA

IEK will employ a **combined scoring method** for the evaluation, where the **technical proposal will be weighted at 70%** and the **financial proposal at 30%**.

A. Technical Proposal Evaluation (70%):

Criteria	Maximum points
Education & Qualifications (10 Marks): - Master's degree or higher in relevant fields. - Relevance of academic background to infrastructure research and data analysis. (Attach relevant documents)	10
2. Relevance of Experience (Total 70Marks): <div>a) Minimum 10 years professional experience in statistical/data management, survey research, and quantitative analysis.</div> <div>b) Experience of proposed team (Lead Consultant, Sector Experts, Data Analyst) in their respective fields, with a minimum of 3 qualified engineers covering the specified sectors.</div> <div>c) Substantive experience in conducting quantitative research of a similar nature (especially with government statistical organizations/agencies).</div> <div>e) Experience leading research project teams and/or working with local partner</div>	<div>10</div> <div>20</div> <div>15</div> <div>25</div>



organizations. Experience with similar assignments in Kenya (advantageous). f) Experience in training and capacity development for surveys (advantageous).	10
3. Proposed Approach and Methodology: - Clarity, comprehensiveness, and feasibility of proposed research design, methodology, work plan, and quality assurance plan. - Innovative approaches to data collection and analysis.	20
TOTAL TECHNICAL SCORE	100

9.3 FINANCIAL EVALUATION CRITERIA

- The financial proposals will be evaluated based on competitiveness and cost-effectiveness. The lowest priced technically compliant offer will receive the maximum financial score. Other offers will be scored inversely proportionally to the lowest price



18. DURATION OF WORK

The consultant will be recruited for a period of 150 working days between October 2025 to February 2026.

19. SCOPE OF PRICE PROPOSAL

The contract shall be Lump sum amount with all costs inclusive, except for the support provided by IEK as mentioned in under institutional arrangements. The contract price will be fixed regardless of changes in the cost components. The financial proposal should include information about actual cost of travel to all the agencies identified, and proposed route, if any. The total sum should be inclusive of VAT.

20. APPLICATION PROCESS

The bidders should present a Letter of confirmation of interest and availability, in addition to the following:

- A technical proposal clearly stating the profile and previous experience of the consultant, covering why the consultant is most suitable for the work; a brief approach to completing the assignment of no more than two pages; the CV of the consultant; a sample or extract from previous writing or research.
- A financial proposal to include a proposal for rate fees.



SUBMISSION FORMS

FORM 1A: SUBMISSION FORM

[_____ Date]

Our Ref:

Chief Executive Officer,

The Institution of Engineers of Kenya,

P O Box 41346 – 00100,

Nairobi

Dear Madam,

RE: RFP NO. IEK/RFP/10/2025

Provision of Infrastructure Report Card Lead Researcher for the Institution of Engineers of Kenya.

I, the undersigned, offer to provide Research services for The Institution of Engineers of Kenya in accordance with your Request for proposal dated _____ [Date]. I hereby submit my Proposal.

My Proposal shall remain valid for 120 days after the submission date.

I understand you are not bound to accept any quotation that you receive.

We remain,

Yours sincerely,

_____[Authorized Signature]:



The Institution of Engineers of Kenya

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iek@iekenya.org

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P.O Box 41346 – 00100, Nairobi, Kenya

www.iekenya.org



[Name and Title of Signatory]

[Address:]

FORM 1C: FINANCIAL SUBMISSION FORM

[Date]

To: _____



The Institution of Engineers of Kenya

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P.O Box 41346 – 00100, Nairobi, Kenya

www.iekenya.org

[Name and address of Client]

Ladies/Gentlemen:

I, the undersigned, offer to provide Lead Researcher services for (_____) [Services] in accordance with your RFP dated (_____) [Date]. My Financial Proposal is for the sum of (_____) [Amount in words and figures] inclusive of the taxes.

My Proposal shall remain valid for 120 days after the submission date.

I remain,

Yours sincerely,

_____ [Authorized Signature]

_____ [Name and Title of Signatory]:

_____ [Name of Firm]

_____ [Address]

SPECIAL NOTES:

Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated below. IEK will respond in writing or by standard electronic mail and will send the response, including an explanation of the query without identifying the source of inquiry, to all consultants.

Contact Information/Submission address:

Chief Executive Officer

ceo@iekenya.org



The Institution of Engineers of Kenya

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procurement@iekenya.org

The Institution of Engineers of Kenya

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Tel: (+254) 2729326, (+254)2716922 Mobile: (+254) 721729363 Fax 2716922.

Website: www.iekenya.org

No	Deliverables/ Outputs	Estimated Duration to Complete (Working Days)	Estimated Target Due Dates (From Project Kick-Off 'M')	Estimated Schedule of Payment
1	Inception Report & Methodology: Submission of a comprehensive inception report/workplan, demonstrating understanding of the assignment, and a detailed draft	10 days	M + 10 Days	10%



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	research methodology (including data dictionaries and field protocols).			
2	Field Data Collection Tools: Submission of the finalized data dictionary and the comprehensive field data collection manual.	15 days	M + 25 Days	20%
3	Monthly Progress Reports: Regular monthly reports detailing collected data, analysis progress, challenges encountered, and proposed solutions.	Monthly	-	-
4	Draft Final Report/Infrastructure Report Card: Submission of the	90 days	M + 115 Days	30%



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	comprehensive draft Infrastructure Report Card, incorporating all collected and processed data, preliminary findings, and initial recommendations.			
5	<p>Final Report & Dissemination Pack: Submission of the final comprehensive report including:</p> <ul style="list-style-type: none"> - Detailed Infrastructure Report Card - Executive Summary - Launch Presentation Deck - Final Data Dictionary for Annual Updates 	35 days	M + 150 Days	40%



	Document outlining Challenges and Lessons Learned.			
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M is the Project Kick-Off Date

21. QUALIFICATION OF SUCCESSFUL INDIVIDUAL CONSULTANT

The successful consultant or consulting firm must demonstrate exceptional expertise and experience in large-scale research, data analysis, and infrastructure assessment.

A. Lead Consultant (Individual or Team Lead for a Firm):

- **Education:** Master's degree or higher in a relevant field such as Civil Engineering, Structural Engineering, Environmental Engineering, Urban Planning, Economics, Statistics, Data Science, or a closely related discipline. A PhD will be an added advantage.
- **Professional Experience:**
 - Minimum of 10 years of progressive professional experience in statistical and data management, large-scale survey research, quantitative analysis, and report writing, preferably in the infrastructure or public policy sectors.
 - Proven experience in leading and managing complex research projects/countrywide studies, ideally involving multiple stakeholders and diverse data sources.



- Substantive experience in conducting quantitative and qualitative research methodologies.
- Demonstrated experience working directly with government agencies, national statistics bureaus, or similar statistical bodies.
- Prior experience in developing or contributing to infrastructure report cards or similar national assessments is highly desirable.
- Exposure to learning-oriented analysis and situational analysis.
- Demonstrated knowledge of Government of Kenya operations, policy, and regulatory frameworks.
- **Technical Skills:**
 - Expert proficiency in statistical software (e.g., R, Python (with libraries like Pandas, NumPy, SciPy), STATA, SPSS, SAS) and advanced Excel for data analysis and visualization.
 - Strong analytical, interpretation, and data contextualization skills.
 - Expertise in handling and managing large, complex datasets.
 - Excellent report writing, presentation, and communication skills.

B. Key Expert Team Composition (for Consulting Firms or proposed by Individual Lead Consultant):

The successful offer should propose a well-rounded team, including the following key experts, supported by qualified field enumerators:

Key Position	Area of Specific Expertise Required	Minimum Qualifications
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<p>Team Leader</p>	<ul style="list-style-type: none"> • Proven experience in leading large-scale evaluations/countrywide studies. • Thorough exposure to monitoring and evaluation of large-scale interventions. • Demonstrated ability to handle multiple stakeholders. • Demonstrated knowledge on the Government of Kenya operations and policy environment. 	<ul style="list-style-type: none"> • Master's degree or higher in Engineering, Economics, Statistics, or a related field. Minimum 10 years of consultancy experience in national or international systems. Experience in regulatory reform will be an added advantage. - Proficiency in relevant software, databases, and analytical tools.
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<ul style="list-style-type: none"> • Sector Experts (Minimum 3 Engineers covering all sectors) 	<ul style="list-style-type: none"> • Deep expertise in at least 3-4 of the specified infrastructure sectors (Energy, Oil & Gas; Production/Manufacturing; Building; Water & Sanitation; Transportation; Agriculture; Telecommunications; Health; Education). • Knowledge of industry dynamics, challenges, and policy/regulatory frameworks in Kenya for assigned sectors. 	<ul style="list-style-type: none"> • Bachelor's degree in Engineering (relevant specialization); Master's degree is an advantage. Minimum 7 years of professional experience in their respective engineering fields. Registered Engineer with the Engineers Board of Kenya (EBK). <ul style="list-style-type: none"> - Member of the Institution of Engineers of Kenya (IEK). - Demonstrated commitment to high professional ethical standards.
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<p>Data Analyst/Statistician</p>	<ul style="list-style-type: none"> • Expertise in data collection, cleaning, processing, analysis, and visualization for large-scale projects using statistical models. • Strong analytical skills, data interpretation, and contextualization abilities. • Proficiency in handling large and complex datasets. 	<ul style="list-style-type: none"> • Master's degree in Statistics, Mathematics, Data Science, Business Management, or other relevant analytical field. • Minimum 5 years of continuous professional experience in complex data mining, analysis, management, and reporting. • Advanced proficiency in statistical software (e.g., R, Python, STATA, SPSS).
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22. DURATION OF WORK

The engagement for the Lead Researcher/Consultant (or consulting firm) will be for a period of approximately 150 working days, spread over 5 months, commencing October 2025 to February 2026.



23. SCOPE OF PRICE PROPOSAL

The financial proposal should be presented as a lump sum amount, inclusive of all costs associated with the assignment (e.g., professional fees, all taxes, administrative costs, communication, etc.). The only exceptions are specific logistical supports explicitly mentioned as being provided by IEK under separate institutional arrangements (e.g., facilitation of certain stakeholder meetings if agreed).

- The contract price will be fixed and non-adjustable regardless of changes in cost components.
- The proposal must include a detailed breakdown of estimated travel costs for all field visits to counties and identified agencies, including proposed travel routes and itineraries.

24. RECOMMENDED PRESENTATION OF OFFER

Interested and qualified consultants/consulting firms are invited to submit their offers comprising the following:

A. Technical Proposal (Max 15 pages excluding CVs and annexes):

13. **Letter of Confirmation of Interest and Availability:** A cover letter expressing interest in the assignment and confirming availability for the proposed duration.
14. **Consultant/Firm Profile:** A clear profile of the individual consultant or the consulting firm, highlighting relevant experience and expertise.
15. **Understanding of the Assignment:** A brief section (max 2 pages) demonstrating a thorough understanding of the ToR and the scope of the 2025 Infrastructure Report Card.



16. Proposed Approach and Methodology: A detailed approach to completing the assignment, including:

- Proposed research design and data collection strategy.
- Methodology for data analysis and report generation.
- Quality assurance plan.
- Proposed work plan with clear timelines and milestones.

17. Team Composition & CVs:

- For individual consultants: Comprehensive CV detailing relevant experience.
- For consulting firms: Detailed CVs for the proposed Lead Consultant/Team Leader and all key experts (Sector Experts, Data Analyst/Statistician), clearly outlining their roles, qualifications, and relevant experience.

18. Relevant Experience: A concise summary of previous experience on similar assignments, including a list of relevant projects, client references, and if possible, a sample or extract from previous research or reports of similar nature.

B. Financial Proposal:

- 5. Lump Sum Financial Proposal:** A clear, itemized lump sum financial proposal outlining all costs, including professional fees for the entire team, travel, subsistence, logistics, materials, and any other associated costs.
- 6. Detailed Cost Breakdown:** A breakdown of the lump sum, including daily rates for each proposed team member (if applicable), estimated working days per task,



and specific costs for travel, per diems, and other direct expenses (as requested in Section F).

25. CRITERIA FOR SELECTION OF BEST OFFER

25.1 MANDATORY REQUIREMENTS

1. MANDATORY CRITERIA

Bidders should submit copies of the following documents as indicated below.

S/No.	REQUIRMENTS	YES	NO
1.	Proof of legal existence (Certificate of registration/ incorporation)		
2.	Valid relevant Business permit		
3.	Valid Tax compliance certificate from KRA (i.e., not more than 12 months with effect from date of submission of quote)		
4.	Submit a CR12 form stating the directors and % ownership of the companies		
5.	Proof of previous work done. Kindly attach LSO/ links and any other evidence of four (4) previously completed assignments of similar nature.		
6.	Deadline for submission of the quotation is 22 nd September 2025 before COB.		

Note: Noncompliance with any MANDATORY requirement will automatically result in disqualification

9.2 TECHNICAL EVALUATION CRITERIA

IEK will employ a **combined scoring method** for the evaluation, where the **technical proposal will be weighted at 70%** and the **financial proposal at 30%**.

A. Technical Proposal Evaluation (70%):

[illegible]



<p>organizations. Experience with similar assignments in Kenya (advantageous).</p> <p>f) Experience in training and capacity development for surveys (advantageous).</p>	10
<p>3. Proposed Approach and Methodology:</p> <ul style="list-style-type: none"> - Clarity, comprehensiveness, and feasibility of proposed research design, methodology, work plan, and quality assurance plan. - Innovative approaches to data collection and analysis. 	20
TOTAL TECHNICAL SCORE	100

9.3 FINANCIAL EVALUATION CRITERIA

- The financial proposals will be evaluated based on competitiveness and cost-effectiveness. The lowest priced technically compliant offer will receive the maximum financial score. Other offers will be scored inversely proportionally to the lowest price



26. DURATION OF WORK

The consultant will be recruited for a period of 150 working days between October 2025 to February 2026.

27. SCOPE OF PRICE PROPOSAL

The contract shall be Lump sum amount with all costs inclusive, except for the support provided by IEK as mentioned in under institutional arrangements. The contract price will be fixed regardless of changes in the cost components. The financial proposal should include information about actual cost of travel to all the agencies identified, and proposed route, if any. The total sum should be inclusive of VAT.

28. APPLICATION PROCESS

The bidders should present a Letter of confirmation of interest and availability, in addition to the following:

- A technical proposal clearly stating the profile and previous experience of the consultant, covering why the consultant is most suitable for the work; a brief approach to completing the assignment of no more than two pages; the CV of the consultant; a sample or extract from previous writing or research.
- A financial proposal to include a proposal for rate fees.



SUBMISSION FORMS

FORM 1A: SUBMISSION FORM

[_____ Date]

Our Ref:

Chief Executive Officer,

The Institution of Engineers of Kenya,

P O Box 41346 – 00100,

Nairobi

Dear Madam,

RE: RFP NO. IEK/RFP/10/2025

Provision of Infrastructure Report Card Lead Researcher for the Institution of Engineers of Kenya.

I, the undersigned, offer to provide Research services for The Institution of Engineers of Kenya in accordance with your Request for proposal dated _____ [Date]. I hereby submit my Proposal.

My Proposal shall remain valid for 120 days after the submission date.

I understand you are not bound to accept any quotation that you receive.

We remain,

Yours sincerely,

_____[Authorized Signature]:



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P.O Box 41346 – 00100, Nairobi, Kenya

www.iekenya.org



[Name and Title of Signatory]

[Address:]

FORM 1C: FINANCIAL SUBMISSION FORM

[Date]

To: _____



The Institution of Engineers of Kenya

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[Name and address of Client]

Ladies/Gentlemen:

I, the undersigned, offer to provide Lead Researcher services for (_____) [Services] in accordance with your RFP dated (_____) [Date]. My Financial Proposal is for the sum of (_____) [Amount in words and figures] inclusive of the taxes.

My Proposal shall remain valid for 120 days after the submission date.

I remain,

Yours sincerely,

_____ [Authorized Signature]

_____ [Name and Title of Signatory]:

_____ [Name of Firm]

_____ [Address]

SPECIAL NOTES:

Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated below. IEK will respond in writing or by standard electronic mail and will send the response, including an explanation of the query without identifying the source of inquiry, to all consultants.

Contact Information/Submission address:

Chief Executive Officer

ceo@iekenya.org



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www.iekenya.org

procurement@iekenya.org

The Institution of Engineers of Kenya

Location: Top Plaza, Kindaruma Road, 1st floor room 11. P O Box 41346 – 00100 Nairobi

Tel: (+254) 2729326, (+254)2716922 Mobile: (+254) 721729363 Fax 2716922.

Website: www.iekenya.org

ed in the work plan are:

No	Deliverables/ Outputs	Estimated Duration to Complete (Working Days)	Estimated Target Due Dates (From Project Kick-Off 'M')	Estimated Schedule of Payment
1	Inception Report & Methodology: Submission of a comprehensive inception report/workplan, demonstrating understanding of the assignment, and a detailed draft	10 days	M + 10 Days	10%



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	research methodology (including data dictionaries and field protocols).			
2	Field Data Collection Tools: Submission of the finalized data dictionary and the comprehensive field data collection manual.	15 days	M + 25 Days	20%
3	Monthly Progress Reports: Regular monthly reports detailing collected data, analysis progress, challenges encountered, and proposed solutions.	Monthly	-	-
4	Draft Final Report/Infrastructure Report Card: Submission of the	90 days	M + 115 Days	30%



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	comprehensive draft Infrastructure Report Card, incorporating all collected and processed data, preliminary findings, and initial recommendations.			
5	<p>Final Report & Dissemination Pack: Submission of the final comprehensive report including:</p> <ul style="list-style-type: none"> - Detailed Infrastructure Report Card - Executive Summary - Launch Presentation Deck - Final Data Dictionary for Annual Updates 	35 days	M + 150 Days	40%



	Document outlining Challenges and Lessons Learned.			
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M is the Project Kick-Off Date

29. QUALIFICATION OF SUCCESSFUL INDIVIDUAL CONSULTANT

The successful consultant or consulting firm must demonstrate exceptional expertise and experience in large-scale research, data analysis, and infrastructure assessment.

A. Lead Consultant (Individual or Team Lead for a Firm):

- **Education:** Master's degree or higher in a relevant field such as Civil Engineering, Structural Engineering, Environmental Engineering, Urban Planning, Economics, Statistics, Data Science, or a closely related discipline. A PhD will be an added advantage.
- **Professional Experience:**
 - Minimum of 10 years of progressive professional experience in statistical and data management, large-scale survey research, quantitative analysis, and report writing, preferably in the infrastructure or public policy sectors.
 - Proven experience in leading and managing complex research projects/countrywide studies, ideally involving multiple stakeholders and diverse data sources.



- Substantive experience in conducting quantitative and qualitative research methodologies.
 - Demonstrated experience working directly with government agencies, national statistics bureaus, or similar statistical bodies.
 - Prior experience in developing or contributing to infrastructure report cards or similar national assessments is highly desirable.
 - Exposure to learning-oriented analysis and situational analysis.
 - Demonstrated knowledge of Government of Kenya operations, policy, and regulatory frameworks.
- **Technical Skills:**
 - Expert proficiency in statistical software (e.g., R, Python (with libraries like Pandas, NumPy, SciPy), STATA, SPSS, SAS) and advanced Excel for data analysis and visualization.
 - Strong analytical, interpretation, and data contextualization skills.
 - Expertise in handling and managing large, complex datasets.
 - Excellent report writing, presentation, and communication skills.

B. Key Expert Team Composition (for Consulting Firms or proposed by Individual Lead Consultant):

The successful offer should propose a well-rounded team, including the following key experts, supported by qualified field enumerators:

Key Position	Area of Specific Expertise Required	Minimum Qualifications



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<p>Team Leader</p>	<ul style="list-style-type: none"> • Proven experience in leading large-scale evaluations/countrywide studies. • Thorough exposure to monitoring and evaluation of large-scale interventions. • Demonstrated ability to handle multiple stakeholders. • Demonstrated knowledge on the Government of Kenya operations and policy environment. 	<ul style="list-style-type: none"> • Master's degree or higher in Engineering, Economics, Statistics, or a related field. Minimum 10 years of consultancy experience in national or international systems. Experience in regulatory reform will be an added advantage. - Proficiency in relevant software, databases, and analytical tools.
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<ul style="list-style-type: none"> • Sector Experts (Minimum 3 Engineers covering all sectors) 	<ul style="list-style-type: none"> • Deep expertise in at least 3-4 of the specified infrastructure sectors (Energy, Oil & Gas; Production/Manufacturing; Building; Water & Sanitation; Transportation; Agriculture; Telecommunications; Health; Education). • Knowledge of industry dynamics, challenges, and policy/regulatory frameworks in Kenya for assigned sectors. 	<ul style="list-style-type: none"> • Bachelor's degree in Engineering (relevant specialization); Master's degree is an advantage. Minimum 7 years of professional experience in their respective engineering fields. Registered Engineer with the Engineers Board of Kenya (EBK). <ul style="list-style-type: none"> - Member of the Institution of Engineers of Kenya (IEK). - Demonstrated commitment to high professional ethical standards.
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Data Analyst/Statistician	<ul style="list-style-type: none">• Expertise in data collection, cleaning, processing, analysis, and visualization for large-scale projects using statistical models.• Strong analytical skills, data interpretation, and contextualization abilities.• Proficiency in handling large and complex datasets.	<ul style="list-style-type: none">• Master's degree in Statistics, Mathematics, Data Science, Business Management, or other relevant analytical field.• Minimum 5 years of continuous professional experience in complex data mining, analysis, management, and reporting.• Advanced proficiency in statistical software (e.g., R, Python, STATA, SPSS).
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30. DURATION OF WORK

The engagement for the Lead Researcher/Consultant (or consulting firm) will be for a period of approximately 150 working days, spread over 5 months, commencing October 2025 to February 2026.



31. SCOPE OF PRICE PROPOSAL

The financial proposal should be presented as a lump sum amount, inclusive of all costs associated with the assignment (e.g., professional fees, all taxes, administrative costs, communication, etc.). The only exceptions are specific logistical supports explicitly mentioned as being provided by IEK under separate institutional arrangements (e.g., facilitation of certain stakeholder meetings if agreed).

- The contract price will be fixed and non-adjustable regardless of changes in cost components.
- The proposal must include a detailed breakdown of estimated travel costs for all field visits to counties and identified agencies, including proposed travel routes and itineraries.

32. RECOMMENDED PRESENTATION OF OFFER

Interested and qualified consultants/consulting firms are invited to submit their offers comprising the following:

A. Technical Proposal (Max 15 pages excluding CVs and annexes):

19. **Letter of Confirmation of Interest and Availability:** A cover letter expressing interest in the assignment and confirming availability for the proposed duration.
20. **Consultant/Firm Profile:** A clear profile of the individual consultant or the consulting firm, highlighting relevant experience and expertise.
21. **Understanding of the Assignment:** A brief section (max 2 pages) demonstrating a thorough understanding of the ToR and the scope of the 2025 Infrastructure Report Card.



22. Proposed Approach and Methodology: A detailed approach to completing the assignment, including:

- Proposed research design and data collection strategy.
- Methodology for data analysis and report generation.
- Quality assurance plan.
- Proposed work plan with clear timelines and milestones.

23. Team Composition & CVs:

- For individual consultants: Comprehensive CV detailing relevant experience.
- For consulting firms: Detailed CVs for the proposed Lead Consultant/Team Leader and all key experts (Sector Experts, Data Analyst/Statistician), clearly outlining their roles, qualifications, and relevant experience.

24. Relevant Experience: A concise summary of previous experience on similar assignments, including a list of relevant projects, client references, and if possible, a sample or extract from previous research or reports of similar nature.

B. Financial Proposal:

- 7. Lump Sum Financial Proposal:** A clear, itemized lump sum financial proposal outlining all costs, including professional fees for the entire team, travel, subsistence, logistics, materials, and any other associated costs.
- 8. Detailed Cost Breakdown:** A breakdown of the lump sum, including daily rates for each proposed team member (if applicable), estimated working days per task,



and specific costs for travel, per diems, and other direct expenses (as requested in Section F).

33. CRITERIA FOR SELECTION OF BEST OFFER

33.1 MANDATORY REQUIREMENTS

1. MANDATORY CRITERIA

Bidders should submit copies of the following documents as indicated below.

S/No.	REQUIRMENTS	YES	NO
1.	Proof of legal existence (Certificate of registration/ incorporation)		
2.	Valid relevant Business permit		
3.	Valid Tax compliance certificate from KRA (i.e., not more than 12 months with effect from date of submission of quote)		
4.	Submit a CR12 form stating the directors and % ownership of the companies		
5.	Proof of previous work done. Kindly attach LSO/ links and any other evidence of four (4) previously completed assignments of similar nature.		
6.	Deadline for submission of the quotation is 22 nd September 2025 before COB.		

Note: Noncompliance with any MANDATORY requirement will automatically result in disqualification

9.2 TECHNICAL EVALUATION CRITERIA

IEK will employ a **combined scoring method** for the evaluation, where the **technical proposal will be weighted at 70%** and the **financial proposal at 30%**.

A. Technical Proposal Evaluation (70%):

[illegible]



organizations. Experience with similar assignments in Kenya (advantageous). f) Experience in training and capacity development for surveys (advantageous).	10
3. Proposed Approach and Methodology: - Clarity, comprehensiveness, and feasibility of proposed research design, methodology, work plan, and quality assurance plan. - Innovative approaches to data collection and analysis.	20
TOTAL TECHNICAL SCORE	100

9.3 FINANCIAL EVALUATION CRITERIA

- The financial proposals will be evaluated based on competitiveness and cost-effectiveness. The lowest priced technically compliant offer will receive the maximum financial score. Other offers will be scored inversely proportionally to the lowest price



34. DURATION OF WORK

The consultant will be recruited for a period of 150 working days between October 2025 to February 2026.

35. SCOPE OF PRICE PROPOSAL

The contract shall be Lump sum amount with all costs inclusive, except for the support provided by IEK as mentioned in under institutional arrangements. The contract price will be fixed regardless of changes in the cost components. The financial proposal should include information about actual cost of travel to all the agencies identified, and proposed route, if any. The total sum should be inclusive of VAT.

36. APPLICATION PROCESS

The bidders should present a Letter of confirmation of interest and availability, in addition to the following:

- A technical proposal clearly stating the profile and previous experience of the consultant, covering why the consultant is most suitable for the work; a brief approach to completing the assignment of no more than two pages; the CV of the consultant; a sample or extract from previous writing or research.
- A financial proposal to include a proposal for rate fees.



SUBMISSION FORMS

FORM 1A: SUBMISSION FORM

[_____ Date]

Our Ref:

Chief Executive Officer,

The Institution of Engineers of Kenya,

P O Box 41346 – 00100,

Nairobi

Dear Madam,

RE: RFP NO. IEK/RFP/10/2025

Provision of Infrastructure Report Card Lead Researcher for the Institution of Engineers of Kenya.

I, the undersigned, offer to provide Research services for The Institution of Engineers of Kenya in accordance with your Request for proposal dated _____ [Date]. I hereby submit my Proposal.

My Proposal shall remain valid for 120 days after the submission date.

I understand you are not bound to accept any quotation that you receive.

We remain,

Yours sincerely,

_____[Authorized Signature]:



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[Name and Title of Signatory]

[Address:]

FORM 1C: FINANCIAL SUBMISSION FORM

[Date]

To: _____



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[Name and address of Client]

Ladies/Gentlemen:

I, the undersigned, offer to provide Lead Researcher services for (_____) [Services] in accordance with your RFP dated (_____) [Date]. My Financial Proposal is for the sum of (_____) [Amount in words and figures] inclusive of the taxes.

My Proposal shall remain valid for 120 days after the submission date.

I remain,

Yours sincerely,

_____ [Authorized Signature]

_____ [Name and Title of Signatory]:

_____ [Name of Firm]

_____ [Address]

SPECIAL NOTES:

Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated below. IEK will respond in writing or by standard electronic mail and will send the response, including an explanation of the query without identifying the source of inquiry, to all consultants.

Contact Information/Submission address:

Chief Executive Officer

ceo@iekenya.org



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