



**IRA/004/2020-2021 : EXPRESSION OF INTEREST  
PROVISION OF CONSULTANCY SERVICES TO CONDUCT A MID-TERM REVIEW  
OF THE STRATEGIC PLAN 2018-2022**

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**1. Background Information**

The Insurance Regulatory Authority (IRA) developed a strategic plan for the period 2018 – 2022. The plan is focused on guiding the Authority in providing efficient and effective services in line with the overall mandate of the Authority.

The overall mandate of the Authority is to:-

- a) Promote the maintenance of a fair, safe and stable insurance sector
- b) Protect the interest of insurance policyholders and beneficiaries
- c) Generally, promote the development of the insurance industry.

The strategic plan is due for review in the FY 2020/2021 and the Authority is seeking for the services of qualified firms, with requisite skills and experience to undertake the assignment

The assignment will focus on results achieved across over the first half of the plan implementation phase with a view to provide formative recommendations/areas of improvement/change for the remaining period of the plan.

It is expected that the assignment will establish, among other things the effectiveness, efficiency, sustainability, and impact of the programs implemented under the identified four key result areas:-

- a) Effectiveness – whether strategy is producing the expected results;
- b) Efficiency – whether strategy outcomes were achieved with the least possible resources;
- c) Sustainability – whether strategy outcomes can be maintained over a long period of time; and,
- d) Impact – whether the benefits accruing from strategy outcomes extend beyond the direct beneficiaries in a way that is aligned to the mandate and functions of IRA.

The successful firm will need to explore intended and unintended outcomes for purposes of accountability and, more importantly, for learning within and beyond the timeframes of the strategic plan.

Further, and considering recent developments arising from the COVID-19 pandemic and the emerging new normal, the successful firm will be expected to undertake a detailed analysis of the impact of COVID on realization of the mandate of IRA and offer tangible post COVID recovery strategies and plans.

## **2. Objectives**

The objectives of the assignment are to:

- a) Independently verify (and supplement where necessary), the record of achievement of the strategic plan as reported through IRA's annual reports as set out in the strategic plan results framework (implementation matrix);
- b) Analyse the extent to which factors that have influenced the achievement of key outcomes can be leveraged on for the sustainability of IRA programs;
- c) Analyse the extent to which factors that have influenced non achievement of key outcomes and best options to refocus the Authority
- d) Document lessons learnt;
- e) Suggest recommendations for improving the programme's design and implementation for scale-up and sustained impact.

## **3. Scope of Services**

The areas of review shall include but not limited to the following:-

- a) Development of a detailed work plan for designing and executing the assignment;
- b) Preparation of the design for the assignment;
- c) Refining the proposed methodology for answering the assignment questions identified;
- d) Deciding on the detailed assignment questions and data sources and instruments to be used for addressing them;
- e) Designing the data collection instruments to capture all the variables of interest;
- f) Working collaboratively with IRA Team to manage the assignment as it unfolds;
- g) Implementation of quality checks and controls designed in collaboration with IRA to ensure the quality of the information being collected during the implementation process;
- h) Development of outline of the final report for review by IRA;
- i) Conducting data analysis (both qualitative and quantitative) and writing draft and final reports from the analyzed results; and,
- j) Ensuring that data is maintained and stored in a manner that is fully confidential, all collected data should only be made available to the responsible persons within IRA.

#### **4. Eligibility criteria**

The Expression of Interest must be accompanied by the consultants' qualifications, professional capabilities and details of experience related to similar consultancy services. Interested firms should provide specific information which will be the basis for prequalification as indicated below:-

##### **a) Minimum Requirements**

- a) Advanced university degree in fields related to accounting, actuarial science, business administration, economics, finance, insurance or law;
- b) A minimum of 5 years of relevant experience in program evaluation, including participatory approaches in a multistakeholder and multidisciplinary environment, preferably in the of financial sector or related projects / programs;

##### **b) Technical/Functional Skills**

- a) In depth experience in strategic planning, monitoring, review;
- b) Familiarity with financial sector project design, implementation and evaluation
- c) Understanding of the linkage between financial sector and policy making;
- d) Prior experience in design and leading evaluation, data analysis skills, and knowledge of the regional and institutional context, and have technical competence in the financial-sector
- e) Excellent and proven analytical skills;
- f) Excellent and proven English writing skills; and,
- g) Excellent organizational and communication skills, ability to prioritize and work with minimum supervision.

##### **c) Company/Individual Profile:**

- a) Contact details of the firm; physical address, phone number and email addresses
- b) List of the current Directors/Proprietors
- c) Organization structure of the firm
- d) Contact person with designation and contact details (physical address, phone number and email addresses)
- e) List of key staff relevant to the assignment and their profile; must be composed of relevant staff with a mix of appropriate expertise.

##### **d) Mandatory requirements**

- a) Submit a copy of certificate of incorporation for companies.
- b) Submit a valid Tax compliance certificate from Kenya Revenue Authority
- c) Submit evidence of experience in undertaking similar assignments

- d) The proposed firms must demonstrate experience in conducting the assignment

## **5. Clarifications**

Interested firms may request for clarification up to a maximum of two (2) days before closing date. Any request for clarification must be sent in writing by paper mail or electronic mail to:-

**Manager, Procurement  
Insurance Regulatory Authority,  
Zep-Re Place, Longonot Road, Upperhill,  
P.O. Box 43505-00100  
Nairobi, Kenya  
Email: [procurement@ira.go.ke](mailto:procurement@ira.go.ke)**

## **6. Submission**

The EOI should be prepared and saved as a PDF document with a **PASSWORD PROTECTION and emailed to [bids@ira.go.ke](mailto:bids@ira.go.ke)** . The subject of the email will be **“IRA/004/2020-2021 – “Expression of Interest (EOI) for Mid-Term Review of the Strategic Plan 2018-2022”** and be addressed to:-

**Chief Executive Officer,  
Insurance Regulatory Authority,  
10<sup>th</sup> Floor Zep Re Place, Longonot Road, Upperhill,  
P.O. Box 43505 – 00100 Nairobi, Kenya  
Telephone: +254-20-4996000; 254-719-047000  
Email: [procurement@ira.go.ke](mailto:procurement@ira.go.ke); Website: <http://www.ira.go.ke>**

On or before: **4<sup>th</sup> August, 2020** . The EOI shall be opened immediately thereafter **VIRTUALLY** via zoom platform at IRA Offices, Zep-Re Place on **4<sup>th</sup> August, 2020 at 10:30 a.m.** Firms shall be required to **provide the passwords of their documents on or before 10:30 am.** via the **email address [bids@ira.go.ke](mailto:bids@ira.go.ke) and copied to [fchelimo@ira.go.ke](mailto:fchelimo@ira.go.ke)**

Only firms pre-qualified under this procedure will be invited to submit their Technical and Financial proposals under the Request for Proposals (RFP) method.

**COMMISSIONER OF INSURANCE & CHIEF EXECUTIVE OFFICER**