**REPUBLIC OF KENYA**

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**COUNTY GOVERNMENT OF KIAMBU**

**DEPARTMENT OF TRADE INDUSTRIALIZATION TOURISM INVESTMENTS & COOPERATIVE DEVLPT**

**DIRECTORATE OF COOPERATIVES**

**TERMS OF REFERENCE FOR MAPPING OF CO-OPERATIVES**

**BACKGROUND**

The Department of Trade, Industries, Tourism, Investments and Co-operatives Development derives its mandate from the Constitution of Kenya (2010) Schedule 4-Part II number 7, and the organization of the County Government of Kiambu.

The Directorate of Cooperatives is charged with the responsibility of growth and development of cooperatives in the County. This involves facilitating registration of new cooperative societies, education and training, filing of annual returns with State Department for Cooperatives Development, regular audits and inspections, develop co-operative policies, standards, and promotion of co-operative ventures.

To successfully accomplish its mandate the Directorate requires accurate, timely, relevant and up-to-date data and information on the performance of the Co-operative sector.

The Directorate intends to undertake the following project:

1. Mapping of all cooperatives in Kiambu and creation of an online register: Mapping & Register

**1. Mapping and Online Register Project**

The availability of accurate information and data is critical for planning and execution of any planned activities. The Directorate does not have updated and reliable information and data on our cooperative movement. We have 655 registered active societies in Kiambu County and we intend to map and subsequently create an online register for all cooperative societies.

This will help us create baseline line data as at 31st December 2018 for planning and reporting purposes and also for assessing the impact of the various interventions undertaken to improve the cooperative movement in Kiambu County.

The following data will be required for the mapping exercise:-

1. Name of society
2. C/S Number
3. Date of registration
4. Location

* Physical address/GPS
* Postal address
* Society Email address
* Official phone contact

1. Type of society
2. Savings and Credit Co-operative Societies – FOSA

* BOSA

-Check off

-Transport

* + 1. Tuk Tuk
    2. Boda Boda
    3. Trucks
    4. Matatu
    5. Taxi

-Non check off (Rural saccos)

1. Church-based
2. Traders
3. Youth
4. Women
5. Community
6. Housing and Investment co-operative societies
7. Marketing co-operative societies

* Dairy
* Coffee
* Pyrethrum
* Vegetables
* Banana
* Avocado
* Potato
* Pig
* Pineapple
* Poultry

1. Worker co-operative societies
2. Multipurpose co-operative societies
3. Service co-operative societies

* Veterinary services – Artificial Insemination

1. Transcop co-operative societies
2. Union co-operative societies
3. Associations: dairy and coffee cooperatives
4. Data on Officials of each societies:

* Date elected
* Name
* Contact
* ID number
* Position held
* Age

1. Membership

* Total number of members
* Number of Active members
* Number of Dormant members
* Number of male members
* Number of female members
* Number of youths
* Number of people living with disability

1. Staff of society

* Number of staff
* Names of staff members
* Age bracket
* Number of female staff
* Number of male staff

1. Financial data
2. FOSA and BOSA

* Share capital
* Non withdrawable members deposits
* Withdrawable members deposits
* Members deposits refunded
* Turnover
* Expenses
* Total assets
* Net assets
* Loans granted
* Loans repaid
* Outstanding loans
* Number of loanees: male loanees + female loanes
* Loans defaulted
* Total number of loan defaulters
* Number of female defaulters
* Number of male defaulters

1. FOSA

* FOSA deposits
* Withdrawals
* Balance at the end of the financial period
* Number of accounts

1. Housing and Investment

* Share capital
* Members land deposits
* Members deposits refunded
* Turnover
* Expenses
* Total assets
* Net assets
* Investments
* Acre rage of land held

1. Marketing

* Share capital
* Non withdrawable members deposits
* Withdrawable members deposits
* Members deposits refunded
* Turnover
* Expenses
* Total assets
* Net assets
* External loan amount and status:

Loan amount:. Financial Institution:

Status of loan: Active/dormant

* Production in kilograms/litres
* No of trees per each member
* No of cows and classes of pedigree per each member
* Gross sales in Kshs
* Payment to members in Kshs
* Average rate of payment per kg/litre
* Percentage rate of payment

1. Worker co-operatives

* Service offered
* Share capital
* Non withdrawable members deposits
* Withdrawable members deposits
* Members deposits refunded
* Turnover
* Expenses
* Total assets
* Net assets
* Loans granted
* Loans repaid
* Outstanding loans
* Number of loanees
* Loans defaulted
* Total number of loan defaulters
* Number of female defaulters

1. Multipurpose

* Type of activity
* Share capital
* Non withdrawable members deposits
* Withdrawable members deposits
* Members deposits refunded
* Turnover
* Expenses
* Total assets
* Net assets
* Loans granted
* Loans repaid
* Outstanding loans
* Number of loanees
* Loans defaulted
* Total number of loan defaulters
* Number of female defaulters

1. Service Co-operatives

* Type of activity/service
* Share capital
* Administration/service fees if any
* Turnover
* Expenses
* Total assets
* Net assets

1. Transcop

* Type of activity/service
* Share capital
* Non withdrawable members deposits
* Withdrawable members deposits
* Members deposits refunded
* Turnover
* Expenses
* Total assets
* Net assets

1. Union /Association:

* Number of affiliated societies
* Loans granted to member societies
* Number of member societies in the union
* Loans repaid
* Outstanding loans
* Defaulters names
* Loans defaulted
* Number of defaulters
* Other activities

1. Number of trainings per annum

* Management
* Staff
* Members

1. Documents to be scanned and uploaded

* Certificate of registration
* Society by laws
* Audited accounts for 3 years

**Access rights – Different levels**

- Chief Officer/Director –access all sub county data

- Sub county co-operative officers – access only their sub county data

- Auditors – access audit data in all sub counties.

- End users (society) – access limited to their own societies, general information like number of societies, types and keying data as requested.

**Project Deliverables**

1) Detailed work plan and workflow

2) Ongoing reporting

Inception report

Monthly progress report

Monthly quality control report

4) Handing over of the digitized activities through hard disk

1. Integration of on-line register and data with digitized content and CMIS
2. Handing over of the data and register
3. Training & capacity building of directorate staff
4. Maintenance of register
5. Final report and SLA signoff

**Project Duration**

The project duration including data collection from societies, scanning, data-entry, indexing, integration with CMIS and training & capacity building will be up to 6 (six) calendar months.

**Content of EOI Submission**

The Directorate invites eligible applicants (“Firms”) to express their interest in providing the Services.

**Prepared By:**

**Directorate of Cooperatives**

**30th October 2020.**

**QUALIFICATIONS OF INTERESTED BIDDERS**

* + - 1. Interested bidders shall demonstrate proof of similar assignments (20 mks)
      2. Proof of financial capability

1. Audited books of accounts for the immediate past 2 years-10mks
2. Letter of credit worthiness-10mks
   * + 1. Must be a registered company for a period of at least 5 years (attach Incoporation Certificate/Business Registration Certificate-10mks
       2. Valid Tax Compliance-10mks
       3. Provide CR12-10mks
       4. Declaration that you are not insolvent,in receivership, bankrupt or in the process of being wound up.-10mks
       5. Provide a self declaration that they are not debarred from participating in the Public Procurement-10mks
       6. Provide certified litigation clearance form.-10mks

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**COUNTY GOVERNMENT OF KIAMBU**

**DEPARTMENT OF TRADE INDUSTRIALIZATION TOURISM INVESTMENTS & COOPERATIVE DEVLPT**

**DIRECTORATE OF COOPERATIVES**

**EXPRESION OF INTEREST**

**TERMS OF REFERENCE FOR DIGITIZATION OF DIRECTORATE OF CO-OPERATIVES**

**BACKGROUND**

The Department of Trade, Industries, Tourism, Investments and Co-operatives Development derives its mandate from the Constitution of Kenya (2010) Schedule 4-Part II number 7, and the organization of the County Government of Kiambu.

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To successfully accomplish its mandate the Directorate requires accurate, timely, relevant and up-to-date data and information on the performance of the Co-operative sector.

The Directorate intends to undertake two key projects, namely:

1. Digitization of the operations of the Directorate : Digitization
2. **Digitization Project**

The digitization project is intended to :

a) Enable the Directorate go paperless

b) Improve accessibility and availability of documents and information

c) Enhance the search ability of documents and information

d) Contribute to the comprehensiveness of Kiambu County Co-operative database

e) Facilitate generation of various reports

f) Improve quality of service delivery through provision of a feedback platform

g) Integrate Kiambu County Co-operative database with CMIS (Co-operative Management Information System) at the State Department of Cooperatives Development.

**Scope of Work**

The requested services of the service provider comprise but are not limited to the following:

**Detailed action plan for the digitization:**

Societies will be handing over the documents to the service provider. The service provider shall return the documents to the same society in the same form after scanning. The service provider will be responsible for carrying out restoration on documents that are returned damaged as a result of poor handling.

The action plan shall include a detailed workflow as follows:

1. Document preparation: unbinding, repairing, rebinding etc.
2. Scanning methodology
3. Quality control: steps for ensuring optimum quality including ensuring that the content of the scanned documents are the exact replica of the original document, conformity of the pages of scanned image with that of original, image clarity, resolution, de-skewing, cropping, image resolution etc.
4. Naming the documents following a naming convention specified during mapping
5. Indexing
6. Disaster Recovery plan
7. Initial storage of the digitized content : CDMS
8. Digitization software
9. Integration of digitized content with CMIS
10. Training & capacity building of staff of the directorate and end users
11. Handing over the digitized system.

**Maintenance**

After the completion of web solution and application development, Data Entry, Archiving and Image Processing, the service provider will provide maintenance for 12 (twelve) additional months. Maintenance will include the following tasks:

1. Fix any software problems within 2 working days.
2. Fix any security issues (including virus attacks and other security problems) within 24 hours.
3. Maintain back-up and recovery of data.
4. Assist directorate staff to maintain and enhance the system through transfer of knowledge as required.
5. Develop required modification for integration with CMIS for smooth operation and compatibility with the proposed data entry, archiving and image processing, if necessary.

**Project Deliverables**

1. Detailed work plan and workflow
2. Approved testing phase
3. Ongoing reporting
4. Inception report
5. Monthly progress report
6. Monthly quality control report
7. Monthly return report of original documents
8. Indexing
9. Handing over of the digitized activities through hard disk
10. Integration of digitized content with CMIS
11. Handing over of software and web application
12. Training & capacity building of directorate staff
13. Maintenance of digitization software
14. Final report and SLA signoff

**Project Duration**

The project duration including document scanning, data-entry, indexing, integration with CMIS and training & capacity building will be up to 6 (six) calendar months.

**Content of EOI Submission**

The Directorate invites eligible applicants (“Firms”) to express their interest in providing the Services.

**QUALIFICATIONS OF INTERESTED BIDDERS**

1. Interested bidders shall demonstrate proof of similar assignments (20 mks)
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8. Declaration that you are not insolvent,in receivership, bankrupt or in the process of being wound up.-10mks
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