



## **COUNCIL OF LEGAL EDUCATION**

### **EXPRESSION OF INTEREST**

**CLE/05/2019-2020**

#### **INDIVIDUAL CONSULTANCY FOR THE DEVELOPMENT OF THE ADVOCATES TRAINING PROGRAMME (ATP) CURRICULUM**

##### **A. BACKGROUND INFORMATION**

The Council of Legal Education (CLE) is a statutory body established by the Legal Education Act No. 27 of 2012 with the objective of:

- (a) Promoting legal education and training, and the maintenance of the highest possible standards in legal education; and
- (b) Providing a system to guarantee the quality of legal education and legal education providers.

In its endeavour to ensure that the country produces a competent workforce to advance administration of justice in Kenya, the Council of Legal Education proposes to undertake a comprehensive review of the Advocates Training Programme curricula. The review, it is anticipated will herald the conceptualisation of draft curriculum on clinical legal education necessary to develop human resources and idealism needed to strengthen the legal system and improve access to justice in Kenya.

##### **B. OBJECTIVES OF THE ASSIGNMENT**

Objective of this consultancy is to:

1. Review of existing Advocates Training Programme curriculum and submit an inception report outlining recommendations in line with international norms, standards and best practices;
2. Organize and conduct consultative meetings with relevant stakeholders to better understand the impact of the curriculum as is and current challenges in implementation and delivery of the programme;

Based on inputs collected under Task 1, as well as suggested policy directives from the Council and key stakeholders and based on the inception report and consultations with, and recommendations by, stakeholders, develop a comprehensive feasibility Report that should conceptualize and isolate specific strategies for implementing the envisaged Curriculum.

3. Based on selected international models and best practice from relevant legal and educational systems, and the needs and capacities of the profession, draft the curriculum with all associated materials;
4. Present the Curriculum to stakeholders at a Conference organised by the Council for purposes of validation.

### C. EXPECTED OUTPUTS AND DELIVERABLES

The Council of Legal Education will supervise service provision, working in continuous collaboration with the Consultant.

The service deliverables, including papers and relevant materials, will be available for future use by Council and relevant stakeholders.

The Consultant is responsible for the following deliverables:

#	Deliverables / outputs	# of days per task
1	Task 1: Map world-wide, as well as regional orientation of Bar Curriculums  Mapping report produced and approved by the Council	5 expert days
2	Task 2: Conduct consultation meetings with stakeholders Report of stakeholder engagements.	7 expert days
3	Task 3: Produce draft feasibility report with multiple scenarios/options • Feasibility report produced and approved by the Council	10 expert days
4	Task 4: write the curriculum  Course curriculum written and submitted to Council.	15 expert days
5	Task 5: Present the Bar Curriculum to Stakeholders for Validation Stakeholders comments reports	3 expert days
6	Task 6: Submission of Final Draft to Council	

The consultant will be responsible for the following deliverables:

1. **Inception Report:** The inception report shall include a summary of curriculums reviewed, proposed recommendations, and possible constraints with regard to the proposed changes.
2. **Consultations:** Conduct consultative meetings with relevant stakeholders to learn about on-the-ground practices including the challenges in implementation and monitoring and to discuss possible actions to overcome these challenges.
3. **Feasibility Report** comprehensive assessment on the curriculum proposing recommendations and outlining possible constraints and possible actions.
4. **Model Curriculum:** Based on international models and practices develop a model curriculum consideration by Council.

### D. INSTITUTIONAL ARRANGEMENT

The consultant is expected to work in consultation with the Council. The consultant will be accountable to the Chief Executive Officer, Council of Legal Education, for each deliverable as stipulated in the proposal. When needed on request by either party, meetings will be held for updates. A briefing and debriefing meeting will be organized by the Council.

#### **E. DURATION OF THE WORK**

The assignment will take about 5 weeks and is expected to start in mid-February 2020. The consultant should develop a clear timeline while submitting the proposal taking into consideration the estimated time duration for each deliverable as stipulated above.

#### **F. COMPETENCIES & EXPERTISE REQUIRED**

##### **i. FUNCTIONAL COMPETENCIES**

1. Knowledge about the CLE core mandate and functions;
2. Proven strong analytical abilities;
3. Ability to work under pressure with several tasks and various deadlines;
4. Ability to actively generate creative, practical approaches and solutions to overcome challenging situations;
5. Excellent writing, presentation/public speaking skills;
6. A pro-active approach to problem-solving;
7. General IT Literacy

##### **ii. REQUIRED SKILLS AND EXPERIENCE**

The consultant must have:

1. At least a minimum of a Doctorate degree in Law
2. LL.M degree from a recognised University
3. LL.B. degree from a recognised University
4. At least 15 years' of professional experience working as a law lecturer
5. At least 10 years' of professional experience in the justice sector or as a litigator.
6. Experience in the region or similar context is an added advantage
7. Be an advocate of the High Court of Kenya in good standing.

##### **iii. LANGUAGE REQUIREMENT**

Fluency in written and spoken English is required

#### **G. APPLICATION PROCESS**

Interested persons must submit the following as proposals in order to demonstrate their qualifications.

- A letter indicating why the consultant considers himself/herself suitable for the required consultancy;
- Lump sum financial quotation, with a breakdown of daily consultancy fee, daily subsistence allowance as applicable - clearly indicate the breakdown of daily fee and number of days of work;

##### **(a) Mandatory Requirements**

NO.	MANDATORY REQUIREMENT	YES	NO
1.	Copy of Certificate of Registration with NITA or any other recognized institution as a consultant		
2.	Valid PIN certificate		
3.	Copy of valid Tax compliance certificate from KRA		
4.	Previous similar works undertaken by the consultant with two references.		
5.	Permanently bind their bid document and fully paged (Serialization)		
6.	Evidence of Current membership with LSK		

7.	Must complete the Attached Confidential Business questionnaire		
8.	At least two references from recent previous jobs or contact details of three referees		

Note: A bidder is required to meet all the above mandatory requirements to move to the Detailed technical evaluation stage

**(b) Technical qualification and Evaluation**

Item	Criteria	Weight	Max. Point
1.	Doctorate Degree in Law	30	30
2.	A minimum of 15 years of professional experience working as a law lecturer	20	20
3.	A minimum of 10 years of professional experience in the justice sector or as a litigator.	20	20
4.	Experience in program and curriculum design	30	30
	<b>Total</b>	<b>100%</b>	<b>100</b>

Only candidates obtaining a minimum of 70 points would be considered for the Final Evaluation

**H. EVALUATION**

Individual consultants will be evaluated based on the following methodology:

**Cumulative analysis**

When using this weighted scoring method, the award of the contract should be made to the individual consultant whose offer has been evaluated and determined as:

- a) responsive/compliant/acceptable, and
- b) having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

- \* Technical Criteria weight-70%
- \* Financial Criteria weight- 30%

**I. AWARD CRITERIA**

The consultancy will be awarded to the highest qualified applicant through the combination of technical qualifications and financial offer.

A complete Request for Expression of Interest application clearly marked CLE/05/2019-2020: Consultancy for the Development of the Advocates Training Programme Curriculum should be addressed to

The Secretary/ CEO  
Council of Legal Education  
Karen Office Park  
Acacia Block, 2<sup>nd</sup> Floor  
P O Box 829- 00502  
NAIROBI

and be deposited into the tender box located at the reception of Karen office Park, Acacia Block, 2<sup>nd</sup> Floor Wing 1 so as to be received not later than 1500HRS on Tuesday, 18<sup>th</sup> February, 2020. The applications will be opened immediately and consultants wishing to attend the opening are invited.

Firms are not eligible for this consultancy assignment. Open to individual consultants only.  
CLE is committed to achieving workforce diversity in terms of gender, nationality and culture.  
Individuals from minority groups, indigenous groups and persons with disabilities are encouraged  
to apply. All applications will be treated with the utmost confidence.



Dr. J.K Gakeri

SECRETARY/CHIEF EXECUTIVE OFFICER  
COUNCIL OF LEGAL EDUCATION

Secretary/ CEO  
Council of Legal Education  
Ext. 829 - 00502, Karen  
Nairobi, Kenya

## CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM

You are requested to give the particulars indicated in Part 1; either Part 2(a), 2(b) or 2 (c ) whichever applies to your type of business; and Part 3. If a Kenya Citizen, indicate under "Citizenship Details" whether by Birth, Naturalization

*You are advised that it is a serious offence to give false information on this form.*

### Part 1 - General

1.1 Business Name.....

1.2 Location of Business Premises.....

1.3 Plot No..... Street/Road.....

Postal Address .....

Tel No. .... Fax.....

E- mail .....

1.4 Nature of Business ,.....

a. Registration Certificate No. ....

1.6 Maximum Value of Business which you can handle at any one time KES.....

1.7 Name of your Bankers .....Branch.....

### Part 2 (a) - Sole Proprietor

2a.1 Your Name in Full .....Age .....

2a.2 Nationality .....Country of Origin.....

Citizenship Details.....

### Part 2 (b) Partnership

2b.1 Give details of Partners as follows:

2b.2 Name, Nationality Citizenship Detail, Shares

1.....

2.....

3.....

4.....

### Part 2 (c ) - Registered Company

2c.1 Private or Public .....

2c.2 State the Nominal and Issued Capital of Company-

Nominal KES .....

Issued KES .....

2c.3 Give details of all Directors as follows

Name	Nationality	Citizenship Details	Shares
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1.....			
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2.....			
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3.....			
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4.....			
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5.....			
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Part 3 - Eligibility Status

3.1 Are you related to an Employee, Committee Member or Board Member of Council? Yes \_\_\_\_\_ No \_\_\_\_\_

3.2 If answer in '3.1' is YES give the relationship.

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3.3 Does an Employee, Committee Member, Board Member of Council Sit in the Board of Directors or Management of your Organization, Subsidiaries or Joint Ventures? Yes \_\_\_\_\_ No \_\_\_\_\_

3.4 If answer in '3.3' above is YES give details.

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3.5 Has your Organization, Subsidiary Joint Venture or Sub-contractor been involved in the past directly or indirectly with a firm or any of its affiliates that have been engaged by Council of Legal Education to provide consulting services for preparation of design, specifications and other documents to be used for procurement of the goods under this invitation? Yes \_\_\_\_\_ No \_\_\_\_\_

3.6 If answer in '3.5' above is YES give details.

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3.7 Are you under a declaration of ineligibility for corrupt and fraudulent practices? YES \_\_\_\_\_ No \_\_\_\_\_

3.8 If answer in '3.7' above is YES give details: .....

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3.9 Have you offered or given anything of value to influence the procurement process?

Yes \_\_\_\_ No \_\_\_\_

3.10 If answer in '3.9' above is YES give details .....

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I DECLARE that the information given on this form is correct to the best of my knowledge and belief.

Date ..... Signature of Candidate.....

Official stamp.....



## ETHICS AND INTEGRITY PACT

TO BE FILLED, DATED, SIGNED AND SUBMITTED BY ALL PERSONS BIDDING FOR THE SUPPLY OF OR PROVISION OF ANY GOODS OR SERVICES OR CONSULTANCIES TO COUNCIL OF LEGAL EDUCATION

### Bidder's undertaking on Ethics and Integrity

Accepting that transparent business management and fair public administration are key to social development and national competitiveness, and in an effort to eliminate corruption and apply sanctions to corrupt businesses, and in full support of the worthy goals of this Integrity Pact, concerning the present proposal for:....., I.....

1. I understand that CLE is a law-abiding institution and I undertake to abide by all the Laws of Kenya particularly the laws, rules and regulations governing ethics and integrity and the procurement of goods and services by public agencies in Kenya. I shall not engage in any unethical business practices, including but not limited to making false declarations and representations in bidding documents; bid-rigging, collusive bidding, canvassing and other related corrupt practices.
2. I shall not offer any bribe, gift, entertainment or any other undue benefit directly or indirectly to any officials of the CLE or indeed any other person nor commit any other act with a view to unlawfully influencing the process or outcome of procuring for the services herein or the performance of any contract arising from the procurement process.
3. I undertake to report to the CLE, Ombudsman and the Ethics & Anti-Corruption Commission any acts of corruption and unethical practice by any official of CLE, any other person that come to my knowledge in the course of procuring the provision of the services herein or the performance of any contract arising therefrom.
4. In bidding for the services herein and in the course of any contract that may arise therefrom, I shall not make any statement which is untrue based on my knowledge, information and belief. I shall fully and truthfully declare my ability to provide the services and will not bid for the provisions of services which I do not have the capacity to provide whether at all or under the terms required by CLE.
5. I declare that I have the legal and operational capacity to make a bid for the services herein, including but not limited to the fact that I am not an undischarged bankrupt, under receivership or in liquidation or otherwise insolvent nor suffering from any such or other incapacity that would make my bid or ability to provide the services herein legally or operationally untenable.

6. I declare that there is no conflict of interest situation existing between myself on the one hand and the CLE on the other with regard to the provision of the services herein that would make the my bid or contract ethically or legally untenable. If any such conflict arises in the course of the procurement process and before the conclusion of any contract arising therefrom, I shall fully and truthfully declare such conflict to the CLE.
7. I understand that the violation of this pact may lead to the disqualification my bid, to the termination of any contract or obligation between myself and CLE and my prosecution.

Name: .....Signature: -----Stamp.....

