

Sustainable Urban Economic Development Programme (SUED)

Meeting Notes – Application Debriefing Session for Capacity Building Specialists

Date: 2nd July 2019 Venue: SUED Offices

Participants

1. SUED Programme Team- Team Leader (TL), Deputy Team Leader (DTL), Contracts and Compliance Manager (CCM), Monitoring & Evaluation Manager (M&EM), Finance and Administration Assistant (FAA), Procurement and Logistics Assistant (PLA) and Communications, Knowledge Management and Learning Manager (CKMLM)
2. Potential applicants from various organisations and firms as well as individual consultants.

Agenda

- Welcome and introductions
- Programme brief on SUED's implementation approach and capacity building specialist component
- Plenary session- Question and Answer
- Recap in roster engagement process and closing remarks

SUED held two sessions for the application debriefing, session one ran from 9.15 am-11.00am while session two ran from 11.30-1.00 pm. The content of what was shared by SUED was the same however the questions from both sessions have been combined to avoid repetition.

1.0 Welcome and Introductions

The Deputy Team Leader (DTL) commenced the session by welcoming participants to the session followed by introductions. DTL then walked the participants through the agenda and invited the Team Leader (TL) to share their presentation.

2.0 Programme brief on SUED's implementation approach and capacity building specialists' component

The (TL) shared the below presentation with the meeting



SUED-CBS Open Day
Presentation.pptx

3.0 Plenary Session

The TL and the programme team responded to the queries below.

Query	Response
Can SUED share with the meeting participants as well as applicants its Political Economy Analysis (PEA) report?	The PEA report is an internal SUED report and cannot be shared with applicants. However successful applicants will be given guidance from it that will assist them in carrying out their role.
After the 24 months initial engagement, is there an opportunity for the consultant to be registered back into the roster?	SUED might do another roster call after the initial 24 months, however if the consultants engaged are responsive there might be no need to repeat a call and continue engagement with the consultants on the roster
What's the difference between firms that apply and individuals that apply? (i.e. is it allowed for an individual to apply through a firm and also as an individual?) Are the roles different?	Firms are more likely to have a wider geographic reach while individuals are more likely to be locally based. SUED is interested in seeing how each will provide different technical approaches and determine their viability

Will the firms and individuals be financially assessed as the same?	SUED expects applicants to include all costs associated with their professional fees as well as activity fees such as conference costs, transport re-imbursement, communication expenses etc. SUED will assess the costs based on their practicality with no bias to firms or individuals
Majority of organisations have shifted their focus from counties to municipalities, how come SUED is working in municipalities and not counties?	SUED's programmatic approach is to build the capacity of municipalities to manage urban economic growth. This will be done in supported municipalities within their urban areas. The county approach is geared towards a wider geographic coverage while SUED is aimed at county wide impact reach but with a geographical focus in the municipalities.
How did you determine the SUED supported municipalities?	There was a competitive and transparent process where all 59 municipalities were invited to apply for programme support. Of the 59, 53 applied and went through a vigorous assessment process that resulted in the selection of 10 municipalities.
With regards to the evidence requested, should the applicants provide letters of recommendation?	The roster qualification is the first step of engagement, SUED will request detailed evidence during formal engagement via mini competitions with clear terms of reference
What's the difference between the rapid readiness assessment (RRA) that you have carried out as a programme and the needs assessment that the capacity building specialists will conduct?	The rapid readiness was focused on the municipal boards and their preparedness to engage while the needs assessment will include an in-depth institutional capacity and technical assessment of county government structures such as county executive and municipal boards.
Is there a link between SUED and Kenya Urban Support Programme?	Yes, there is. KUSP is supported by the World Bank and the technical lead is part of SUED's programme steering committee. The programme works with KUSP to ensure that its interventions are aligned with each other to increase synergy and complementarity between the two programmes.
Besides the PEA and the RRA has the programme conducted any initial surveys in the municipalities?	The programme has not conducted any surveys in the supported municipalities. However, surveys will be conducted as urban economic plans are being developed.
What is the end product of the urban economic plan?	The UEPs will identify the viable projects to be supported i.e. infrastructure development and value chains projects.
What happens if you don't submit your application by 12 th July 2019?	If you are unable to apply by the 12 th , your application will not be considered for the initial municipalities but will be saved in the roster to be used for the subsequent municipalities once their UEPs are developed.
Will you communicate to successful applicants when they are placed on the roster?	Yes, SUED will communicate on need basis through mini competitions.
Are both individuals and consultants eligible to join the roster?	Yes, both firms and individuals are eligible to apply
Can a firm apply for both the capacity building specialist role and investment climate role?	Yes, they can apply provided they have expertise in both fields.
SUED is a five-year programme yet you have implemented close to one year, how will SUED ensure that programme implementation is not affected by the electioneering period?	The programme has been designed to deliver its objectives in spite of elections. SUED is working with the relevant institutions. For example, the urban economic planning is anchored on planning instruments that exist within the counties.
Looking at the supported municipalities, there are two regions that seem left out, the Nyanza and Western provinces and this is where majority of people come	There are six economic blocs in Kenya and all counties have formed regional economic blocs. The selection process was competitive, and all municipalities had access to the same information and the programme

from. Is there equal representation in the municipalities to ensure the face of Kenya?	held information sessions across the country., When selecting the municipalities, the programme was sensitive to ensure representation from each economic bloc. The Western and Nyanza regions are represented in the Lake Region Economic Bloc.
How is the programme ensuring quality in the development of the UEPs given the remaining time frame	The programme is using a responsive stakeholder engagement in the development of the UEPs ensuring that they are pragmatic hence of high quality. The remaining time span will enable the programme to develop and complete UEPs for all the selected municipalities.
Will SUED engage more than one CBS consultant in a municipality?	The UEPs will inform the programme on what necessary and relevant skills are needed to ensure the programme meets its objectives.
Can someone re-submit their application after the 12 th if they have a better team or improved skills?	Yes, they can. However, their first application, if meeting the requirements, will be used for the initial assignments while the additional application will be used during the subsequent assignments.

4.0 Recap in Roaster Engagement Process and Closing Remarks

The TL informed the applicants that they could submit queries on the process on the shared email in the advert. They should additionally check the programme website for updates.

5.0 Summary and Way Forward

SUED will share the meeting notes on the website to ensure that everyone has access to the questions, clarifications and responses raised during the application debriefing session.