

REPUBLIC OF KENYA
MINISTRY OF TRADE AND INDUSTRY

MICRO, SMALL AND MEDIUM ENTERPRISE COMPETITIVENESS PROJECT
CONSOLIDATED ANNUAL PROCUREMENT PLAN AND BUDGET (JULY 2005 – JUNE 2006)



Subcomponent	Major Tasks	Procurement Activity	Action By	Collaboration	Time Frame	Outputs	Budget (US\$)
1 Financial Sector Deepening	1.1 Harmonize FSDT's financial and procurement procedures with PMC's (GOK/IDA) systems	Review procurement procedures	PMC	<ul style="list-style-type: none"> FSDT Secretariat World Bank 	July 2005	Financial and procurement manuals	1,162,500
	1.3 Hold sensitization /launch workshops with stakeholders	Procure the workshops	FSDT	<ul style="list-style-type: none"> PMC Secretariat 	July 2005	<ul style="list-style-type: none"> Launch workshop materials and report 	
	1.4 Prepare a strategic plan in consultation with the key stakeholders	Participate in strategic consultation	FSDT	<ul style="list-style-type: none"> Key stakeholders PMC Secretariat 	August 2005	<ul style="list-style-type: none"> Subcomponent strategic plan/log frame 	
	1.6 Select appropriate financial institutions	Select appropriate financial institutions	FSDT	<ul style="list-style-type: none"> PMC Financial institutions 	Quarterly	<ul style="list-style-type: none"> Grant Agreements 	
	1.7 Select appropriate service providers for TA	Select appropriate Service Providers	FSDT	<ul style="list-style-type: none"> PMC Financial institutions 	Quarterly	<ul style="list-style-type: none"> MOUs 	
	1.8 Overall monitoring by PMC	Quantitatively monitor contract performance	PMC	<ul style="list-style-type: none"> FSDT Secretariat 	Quarterly	<ul style="list-style-type: none"> Quarterly Monitoring Reports 	
	1.9 Monitoring the delivery of interventions to MSMEs by financial institutions as per the Business Plan	Quantitatively monitor contract performance	FSDT	<ul style="list-style-type: none"> Financial institutions Service providers PMC Secretariat 	Monthly	<ul style="list-style-type: none"> Portfolio Performance Reports Financial Institutions Quarterly data 	
	1.10 Preparation of quarterly progress reports and budget request	Prepare quarterly progress reports	FSDT	<ul style="list-style-type: none"> PMC Secretariat 	Quarterly	<ul style="list-style-type: none"> Quarterly progress reports/budget 	

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	1.11 Hold annual review meetings	Participate in the annual review meetings	PMC	<ul style="list-style-type: none"> • FSDT • Financial Institutions • Service providers • Secretariat 	Annually	<ul style="list-style-type: none"> • Annual review reports 	
2. SME Risk Capital Fund and Technical Assistance Fund	2.1 Review SME Risk Capital Procedures manual and harmonize financial, procurement, MIS and M&E systems with PMC'S systems	Review procurement procedures	PMC	<ul style="list-style-type: none"> • BPI (K) • Secretariat • World Bank 	August 2005	<ul style="list-style-type: none"> • SME Risk Capital Operations Manual(s) 	1,162,5000
	2.2 Finalize SME Risk Fund mobilisation modalities and signing of required agreements with investors	Review the required agreements with investors	BPI (K)	<ul style="list-style-type: none"> • Secretariat • PMC • World Bank 	July/August 2005	<ul style="list-style-type: none"> • Investment Agreements 	
	2.4 Select SMEs and link them with the SME Risk Fund for financing	Select SMEs	BPI (K)	<ul style="list-style-type: none"> • SMEs 	October 2005/June 2006 (monthly)	<ul style="list-style-type: none"> • Business Plans • Portfolio loan disbursement 	
	2.5 Determination of TA requirements and selection of service providers and mentors	Determine the selection criteria and select Service Providers	BPI (K)	<ul style="list-style-type: none"> • PMC • Secretariat • World Bank 	October 2005/June 2006 (monthly)	<ul style="list-style-type: none"> • TA reports • Agreements with SPs and mentors 	
	2.6 Overall monitoring by PMC to ensure that annual targets are met.	Provide quantities monitoring of the contract performance	PMC	<ul style="list-style-type: none"> • BPI (K) • Secretariat 	Annually	<ul style="list-style-type: none"> • Annual progress reports 	
3. Technical Assistance Fund	3.1 Hold a stakeholders consultative workshop to review the TA concept paper and subsequent revision	Procure stakeholders workshop	PMC	<ul style="list-style-type: none"> • Secretariat • PSC • Stakeholders • World Bank 	September 2005	<ul style="list-style-type: none"> • Workshop report • TA strategic plan 	1,000,000

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	3.2 Procure participating financial institutions and funds	Procure participating financial institutions and funds	PMC	<ul style="list-style-type: none"> Secretariat PSC World Bank 	October/December 2005	<ul style="list-style-type: none"> TOR/RFP RFPS Technical and Price Proposals Contracts 	
	3.3 Selected participating institutions to obtain/secure SME Risk Capital including the finalisation of required agreements with investors	Select participating institutions to obtain/secure SME Risk Capital including the finalisation of required agreements with investors	Contracted institutions	<ul style="list-style-type: none"> PMC Secretariat PSC World Bank 	January/March 2006	<ul style="list-style-type: none"> SME Risk Capital Fund(s) 	
	3.5 Select SMEs and link them with SME Risk Capital Fund(s)	Select SMEs	SME Risk Capital Fund Managers	<ul style="list-style-type: none"> Stakeholders 	April/May 2005	<ul style="list-style-type: none"> Business plans and budgets 	
4. Pilot Value Chain Based Matching Grant	4.1 Register pre-qualified BDS providers including those submitted by PPMT and prepare roster of service providers	Review the prequalification process		<ul style="list-style-type: none"> 		<ul style="list-style-type: none"> 	946,464
	4.2 Finalize contract negotiation between SPs and PPMT and submit them to PMC	Finalize SPs' contracts	MGMT	<ul style="list-style-type: none"> SPs PPMT 	November 2005	<ul style="list-style-type: none"> Contract Agreement 	
	4.3 Review value chain studies and prepare baseline data	Select consultant to prepare baseline data	Baseline Survey Consultant	<ul style="list-style-type: none"> MGMT APEX PPMT 	July/September 2005	<ul style="list-style-type: none"> Baseline data 	

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	4.4 Train emerging PPMT and trainers on the use of the BLUE BOOK, CODE of CONDUCT, reporting requirements, financial and procurement systems	Review the training programmes	MGMT	<ul style="list-style-type: none"> PMC Trainers SPs 	Quarterly	<ul style="list-style-type: none"> Training programmes and reports 	
	4.5 Assist APEX and PPMT in developing and implementing sub-contracting mechanisms and reducing payment period for coffee	Train APEX and PPMT on sub-contracting mechanisms		<ul style="list-style-type: none"> 		<ul style="list-style-type: none"> 	
	4.8 Overall monitoring by PMC	Quantitatively monitor contract performance	PMC	<ul style="list-style-type: none"> MGMT 	Quarterly	<ul style="list-style-type: none"> Quarterly monitoring reports 	
	4.9 Preparation of quarterly progress reports and budget request	Review the quarterly progress reports	MGMT	<ul style="list-style-type: none"> PMC 	Quarterly	<ul style="list-style-type: none"> Quarterly monitoring reports 	
5. Restructuring Industrial Training Levy Scheme	5.1 Selection of the consultant(s) based on revised TOR by the TASK FORCE and input from the forum	Select consultants to undertake ITL scheme	PMC	<ul style="list-style-type: none"> Secretariat Task Force World Bank 	August/December 2005	<ul style="list-style-type: none"> Consultant contracts 	500,000
6. Business Plan Competition	6.1 Select SPs/mentors and prepare roster	Select SPs/Mentors	Consortium	<ul style="list-style-type: none"> PMC SPs 	Quarterly	<ul style="list-style-type: none"> Roster of SPs and mentors 	300,000
	6.2 Select entrepreneurs and link them with the SPs/mentors	Select entrepreneurs	Consortium	<ul style="list-style-type: none"> SPs PMC 	Quarterly	<ul style="list-style-type: none"> At least 200 entrepreneurs selected and 100 trained 	
	6.3 Overall monitoring by PMC	Quantitatively monitor contract performance	PMC	<ul style="list-style-type: none"> Consortium Secretariat 	Quarterly	<ul style="list-style-type: none"> Quarterly monitoring reports 	

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	6.4 Preparation of quarterly progress reports	Review quarterly reports	Consortium	<ul style="list-style-type: none"> PMC Secretariat 	Quarterly	<ul style="list-style-type: none"> Quarterly progress reports 	
7. Global Business School Network	7.1 Preparation of quarterly progress reports and submission to PMC	Review quarterly reports	GBSN	<ul style="list-style-type: none"> Local schools PMC 	Quarterly	<ul style="list-style-type: none"> Quarterly progress report 	285,000
8. Improving Business Environment	8.1 Hold consultative workshop with key stakeholders	Procure consultative workshop	Consultant	<ul style="list-style-type: none"> Task force Secretariat PMC 	July 2005	<ul style="list-style-type: none"> Workshop report 	582,500
	8.2 Hold policy workshop with stakeholders	Procure stakeholders workshop	Consultant	<ul style="list-style-type: none"> Taskforce Secretariat MOTI PMC 	December 2005	<ul style="list-style-type: none"> Policy workshop report 	
	8.3 Hold national and provincial training seminars	Procure training workshops	Consultant	<ul style="list-style-type: none"> Task force Secretariat PMC 	January/June 2006	<ul style="list-style-type: none"> Training materials Seminar reports 	
	8.4 Start procuring equipment	Procure equipment	PMC	<ul style="list-style-type: none"> Consultant World Bank Task force 	September 2005 –June 2006	<ul style="list-style-type: none"> Bidding document 	
	8.5 Preparation of quarterly progress reports and submission to	Review quarterly progress reports	Consultant	<ul style="list-style-type: none"> PMC Secretariat World Bank 	Quarterly	<ul style="list-style-type: none"> Quarterly progress reports 	
9. Institutional Capacity Building and M & E	9.1 Hold strategic planning workshop for all components with key stakeholders	Procure the strategic planning workshop	PMC	<ul style="list-style-type: none"> Secretariat TIPs World Bank 	August 2005	<ul style="list-style-type: none"> Strategic plan/Logframe 	200,000
	9.2 Hold financial and procurement sensitization workshop	Procure and conduct the workshop	PMC	<ul style="list-style-type: none"> Secretariat TIPs World Bank 	Bi-annually	<ul style="list-style-type: none"> Workshop reports 	

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	9.3 Finalize subcomponent level baseline surveys	Select the subcomponent level survey consultant	PMC	<ul style="list-style-type: none"> PMC TIPs Secretariat World Bank 	November 2005/June 2006	<ul style="list-style-type: none"> Subcomponent baseline survey reports 	
	9.4 Update the 1999 MSE Baseline survey	Select the baseline survey consultant	PMC	<ul style="list-style-type: none"> PMC Stakeholders MOTI CBS 	October 2005//June 2006	<ul style="list-style-type: none"> 2006 MSME National Baseline Survey 	
PMC	9.5 Maintain project accounts and make payments for goods and services 9.6 Consolidate quarterly project workplan, procurement plans and budgets 9.7 Prepare and disseminate publicity materials (print and electronic) 9.8 Oversee development and institutionalization of comprehensive M & E system 9.9 Carryout various procurement for the project	Procure PMC services	PMC	<ul style="list-style-type: none"> PS World Bank 	July 2005-June 2006	<ul style="list-style-type: none"> Quarterly reports 	253,123
TOTAL PROCUREMENT BUDGET							5,392,087