

COUNTY GOVERNMENT OF LAIKIPIA



**REQUEST FOR PROPOSAL
TO TRAIN AND FACILITATE A CIVIC EDUCATION PROGRAM FOR LAIKIPIA MEMBERS OF THE
COUNTY ASSEMBLY, ADMINISTRATORS AND ITS CITIZENS**

LCG/B056/2017-2018

**County Procurement Offices
County Government of Laikipia
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Nanyuki**

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INTRODUCTION

1. This Standard Request for Proposals (SRFP) has been prepared for use by public entities in Kenya in the procurement of consultancy services and selection of consultants.
2. The SRFP includes Standard form of Contract for Large Assignments and small assignment which are for lump sum or time based payments.
3. A separate SRFP has been provided for selection of individual professional consultants.
4. The General Conditions of Contract should not be modified and instead the Special Conditions of Contract should be used to reflect the unique circumstances of the particular assignment. Similarly the information to consultants should only be clarified or amended through the Appendix to information to Consultants.

5. This SRF document shall be used where a shortlist of consultancy firms already exist or has been obtained through a shortlist after an advertisement of Expression of Interest for Consultancy required.

SECTION I - LETTER OF INVITATION

TO: *(Name and Address of Consultants)* *Date;*

Dear Sir/Madam,

RE: Request for Proposal

1.1 The County Government of Laikipia invites proposals for the following consultancy services
FOR A CIVIC EDUCATION PROGRAM FOR LAIKIPIA MEMBERS OF THE COUNTY ASSEMBLY,
ADMINISTRATORS AND ITS CITIZENS

1.2 The request for proposals (RFP) includes the following documents:
Section I - Letter of invitation
Section II - Information to consultants
Appendix to Consultants information

- Section III - Terms of Reference
- Section IV - Technical proposals
- Section V - Financial proposal
- Section VI - Standard Contract Form

- 1.3 Upon receipt, please inform us
- (a) that you have received the letter of invitation
 - (b) whether or not you will submit a proposal for the assignment

Yours sincerely
(Signature, name and title of procuring entity's official)

SECTION II – INFORMATION TO CONSULTANTS (ITC)

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SECTION II: - INFORMATION TO CONSULTANTS (ITC)

Introduction

- 2.1.1 The Client named the Appendix to “ITC” will select a firm among those invited to submit a proposal, in accordance with the method of selection detailed in the appendix. The method of selection shall be as indicated by the procuring entity in the Appendix.
- 2.1.2 The consultants are invited to submit a Technical Proposal and a Financial Proposal, as specified in the Appendix “ITC” for consulting services required for the Automation of Revenue Collection Systems. In this such a case the highest ranked firms of the technical proposal shall be invited to participate in financial evaluation and finally the best here will negotiate a contract on the basis of scale fees. The proposal will be the basis for Contract negotiations and ultimately for a signed Contract with the selected firm.
- 2.1.3 The consultants must familiarize themselves with local conditions and take them into account in preparing their proposals. To obtain first hand information on the assignment and on the local conditions, consultants are encouraged to liase with the Client regarding any information that they may require before submitting a proposal and to attend a pre-

proposal conference where applicable. Consultants should contact the officials named in the Appendix "ITC" to arrange for any visit or to obtain additional information on the pre-proposal conference. Consultants should ensure that these officials are advised of the visit in adequate time to allow them to make appropriate arrangements.

- 2.1.4 The Procuring entity will provide the inputs specified in the Appendix "ITC", assist the firm in obtaining licenses and permits needed to carry out the services and make available relevant project data and reports.
- 2.1.5 Please note that (i) the costs of preparing the proposal and of negotiating the Contract, including any visit to the Client are not reimbursable as a direct cost of the assignment; and (ii) the Client is not bound to accept any of the proposals submitted.
- 2.1.6 The procuring entity's employees, committee members, board members and their relative (spouse and children) are not eligible to participate.
- 2.1.7 The price to be charged for the tender document shall not exceed **Kshs.1,000/=**
- 2.1.8 The procuring entity shall allow the tenderer to review the tender document free of charge before purchase.

Clarification and Amendment of RFP Documents

- 2.1.9 Consultants may request a clarification of any of the RFP documents only up to seven [7] days before the proposal submission date. Any request for clarification must be sent in writing by paper mail, cable, telex, facsimile or electronic mail to the Client's address indicated in the Appendix "ITC". The Client will respond by cable, telex, facsimile or electronic mail to such requests and will send written copies of the response (including an explanation of the query but without identifying the source of inquiry) to all invited consultants who intend to submit proposals.
- 2.1.10 At any time before the submission of proposals, the Client may for any reason, whether at his own initiative or in response to a clarification requested by an invited firm, amend the RFP. Any amendment shall be issued in writing through addenda. Addenda shall be sent by mail, cable, telex or facsimile to all invited consultants and will be binding on them. The Client may at his discretion extend the deadline for the submission of proposals.

2.3 Preparation of Technical Proposal

- 2.3.1 The Consultants proposal shall be written in English language
- 2.3.2 In preparing the Technical Proposal, consultants are expected to examine the documents constituting this RFP in detail. Material deficiencies in providing the information requested may result in rejection of a proposal.
- 2.3.3 While preparing the Technical Proposal, consultants must give particular attention to the following:
 - (i) If a firm considers that it does not have all the expertise for the assignment, it may obtain a full range of expertise by associating with individual consultant(s) and/or other firms or entities in a joint venture or sub-consultancy as appropriate.

Consultants shall not associate with the other consultants invited for this assignment. Any firms associating in contravention of this requirement shall automatically be disqualified.

- (ii) For assignments on a staff-time basis, the estimated number of professional staff-time is given in the Appendix. The proposal shall however be based on the number of professional staff-time estimated by the firm.
- (iii) It is desirable that the majority of the key professional staff proposed be permanent employees of the firm or have an extended and stable working relationship with it.
- (iv) Proposed professional staff must as a minimum, have the experience indicated in Appendix, preferably working under conditions similar to those prevailing in Kenya.
- (v) Alternative professional staff shall not be proposed and only one Curriculum Vitae (CV) may be submitted for each position.

2.3.4 The Technical Proposal shall provide the following information using the attached Standard Forms;

- (i) A brief description of the firm's organization and an outline of recent experience on assignments of a similar nature. For each assignment the outline should indicate *inter alia*, the profiles of the staff proposed, duration of the assignment, contract amount and firm's involvement.
- (ii) Any comments or suggestions on the Terms of Reference, a list of services and facilities to be provided by the Client.
- (iii) A description of the methodology and work plan for performing the assignment.
- (iv) The list of the proposed staff team by specialty, the tasks that would be assigned to each staff team member and their timing.
- (v) CVs recently signed by the proposed professional staff and the authorized representative submitting the proposal. Key information should include number of years working for the firm/entity and degree of responsibility held in various assignments during the last ten (10) years.
- (vi) Estimates of the total staff input (professional and support staff staff-time) needed to carry out the assignment supported by bar chart diagrams showing the time proposed for each professional staff team member.
- (vii) A detailed description of the proposed methodology, staffing and monitoring of training, if Appendix "A" specifies training as a major component of the assignment.
- (viii) Any additional information requested in Appendix "A".

2.3.5 The Technical Proposal shall not include any financial information.

2.4 Preparation of Financial Proposal

- 2.4.1 In preparing the Financial Proposal, consultants are expected to take into account the requirements and conditions outlined in the RFP documents. The Financial Proposal should follow Standard Forms (Section D). It lists all costs associated with the assignment including; (a) remuneration for staff (in the field and at headquarters), and; (b) reimbursable expenses such as subsistence (per diem, housing), transportation (international and local, for mobilization and demobilization), services and equipment (vehicles, office equipment, furniture, and supplies), office rent, insurance, printing of documents, surveys, and training, if it is a major component of the assignment. If appropriate these costs should be broken down by activity.
- 2.4.2 The Financial Proposal should clearly identify as a separate amount, the local taxes, duties, fees, levies and other charges imposed under the law on the consultants, the sub-consultants and their personnel, unless Appendix "A" specifies otherwise.
- 2.4.3 Consultants shall express the price of their services in Kenya Shillings.
- 2.4.4 Commissions and gratuities, if any, paid or to be paid by consultants and related to the assignment will be listed in the Financial Proposal submission Form.
- 2.4.5 The Proposal must remain valid for 60 days after the submission date. During this period, the consultant is expected to keep available, at his own cost, the professional staff proposed for the assignment. The Client will make his best effort to complete negotiations within this period. If the Client wishes to extend the validity period of the proposals, the consultants shall agree to the extension.

2.5 Submission, Receipt, and Opening of Proposals

- 2.5.1 The original proposal (Technical Proposal and, if required, Financial Proposal; see para. 1.2) shall be prepared in indelible ink. It shall contain no interlineation or overwriting, except as necessary to correct errors made by the firm itself. Any such corrections must be initialed by the persons or person authorised to sign the proposals.
- 2.5.2 For each proposal, the consultants shall prepare the number of copies indicated in Appendix "A". Each Technical Proposal and Financial Proposal shall be submitted in duplicate marked "**ORIGINAL**" or "**COPY**" as appropriate. If there are any discrepancies between the original and the copies of the proposal, the original shall govern.
- 2.5.3 The original and all copies of the Technical Proposal shall be placed in a sealed envelope clearly marked "**TECHNICAL PROPOSAL**," and the original and all copies of the Financial Proposal in a sealed envelope clearly marked "**FINANCIAL PROPOSAL**" and warning: "**DO NOT OPEN WITH THE TECHNICAL PROPOSAL**". Both envelopes shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address and other information indicated in the Appendix "ITC" and be clearly marked, "**DO NOT OPEN, EXCEPT IN PRESENCE OF THE OPENING COMMITTEE.**"

2.5.4 The completed Technical and Financial Proposals must be delivered at the **County Government of Laikipia, Procurement Office, on or before and opened there after in the presence of bidders who wish to attend.** Any proposal received after the closing time for submission of proposals shall be returned to the respective consultant unopened.

2.5.5 After the deadline for submission of proposals, the Technical Proposal shall be opened immediately by the opening committee. The Financial Proposal shall remain sealed and deposited with a responsible officer of the client department up to the time for public opening of financial proposals.

2.6 Proposal Evaluation General

2.6.1 From the time the bids are opened to the time the Contract is awarded, if any consultant wishes to contact the Client on any matter related to his proposal, he should do so in writing at the address indicated in the Appendix "ITC". Any effort by the firm to influence the Client in the proposal evaluation, proposal comparison or Contract award decisions may result in the rejection of the consultant's proposal.

2.6.2 Evaluators of Technical Proposals shall have no access to the Financial Proposals until the technical evaluation is concluded.

2.7 Evaluation of Technical Proposal

2.7.1 The evaluation committee appointed by the Client shall evaluate the proposals on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria as follows:

Each responsive proposal will be given a technical score (St). A proposal shall be rejected at this stage if it does not respond to important aspects of the Terms of Reference or if it fails to achieve the minimum technical score indicated in the Appendix "ITC".

Public Opening and Evaluation of Financial Proposal

2.8.1 After Technical Proposal evaluation, the Client shall notify those consultants whose proposals did not meet the minimum qualifying mark or were considered non-responsive to the RFP and Terms of Reference, indicating that their Financial Proposals will be returned after completing the selection process. The Client shall simultaneously notify the consultants who have secured the minimum qualifying mark, indicating the date and time set for opening the Financial Proposals and stating that the opening ceremony is open to those consultants who choose to attend. The opening date shall not be sooner than seven (7) days after the notification date. The notification may be sent by registered letter, cable, telex, facsimile or electronic mail.

2.8.2 The Financial Proposals shall be opened publicly in the presence of the consultants' representatives who choose to attend. The name of the consultant, the technical. Scores and the proposed prices shall be read aloud and recorded when the Financial Proposals are opened. The Client shall prepare minutes of the public opening.

- 2.8.3 The evaluation committee will determine whether the financial proposals are complete (i.e. whether the consultant has costed all the items of the corresponding Technical Proposal and correct any computational errors. The cost of any unpriced items shall be assumed to be included in other costs in the proposal. In all cases, the total price of the Financial Proposal as submitted shall prevail.
- 2.8.4 While comparing proposal prices between local and foreign firms participating in a selection process in financial evaluation of Proposals, firms incorporated in Kenya where indigenous Kenyans own 51% or more of the share capital shall be allowed a 10% preferential bias in proposal prices. However, there shall be no such preference in the technical evaluation of the tenders. Proof of local incorporation and citizenship shall be required before the provisions of this sub-clause are applied. Details of such proof shall be attached by the Consultant in the financial proposal.
- 2.8.5 The formulae for determining the Financial Score (Sf) shall be as indicated.as follows:-
The firm achieving the highest combined technical and financial score will be invited for negotiations.
- 2.8.6 The tender evaluation committee shall evaluate the tender within 30 days of from the date of opening the tender.
- 2.8.7 Contract price variations shall not be allowed for contracts not exceeding one year (12 months).
- 2.8.8 Where contract price variation is allowed, the variation shall not exceed 10% of the original contract price
- 2.8.9 Price variation requests shall be processed by the procuring entity within 30 days of receiving the request.

Negotiations

- 2.9.1 Negotiations will be held at the same address as “address to send information to the Client” indicated in the Appendix “ITC”. The aim is to reach agreement on all points and sign a contract.
- 2.9.2 Negotiations will include a discussion of the Technical Proposal, the proposed methodology (work plan), staffing and any suggestions made by the firm to improve the Terms of Reference. The Client and firm will then work out final Terms of Reference, staffing and bar charts indicating activities, staff periods in the field and in the head office, staff-months, logistics and reporting. The agreed work plan and final Terms of Reference will then be incorporated in the “Description of Services” and form part of the Contract. Special attention will be paid to getting the most the firm can offer within the available budget and to clearly defining the inputs required from the Client to ensure satisfactory implementation of the assignment.
- 2.9.3 Unless there are exceptional reasons, the financial negotiations will not involve the remuneration rates for staff (no breakdown of fees).
- 2.9.4 Having selected the firm on the basis of, among other things, an evaluation of proposed key professional staff, the Client expects to negotiate a contract on the basis of the experts named in the proposal. Before contract negotiations, the Client will require assurances that

the experts will be actually available. The Client will not consider substitutions during contract negotiations unless both parties agree that undue delay in the selection process makes such substitution unavoidable or that such changes are critical to meet the objectives of the assignment. If this is not the case and if it is established that key staff were offered in the proposal without confirming their availability, the firm may be disqualified.

- 2.9.5 The negotiations will conclude with a review of the draft form of the Contract. To complete negotiations the Client and the selected firm will initial the agreed Contract. If negotiations fail, the Client will invite the firm whose proposal received the second highest score to negotiate a contract.
- 2.9.6 The procuring entity shall appoint a team for the purpose of the negotiations.

Award of Contract

- 2.10.1 The Contract will be awarded following negotiations. After negotiations are completed, the Client will promptly notify other consultants on the shortlist that they were unsuccessful and return the Financial Proposals of those consultants who did not pass the technical evaluation.
- 2.10.2 The selected firm is expected to commence the assignment on the date and at the location specified in Appendix "A".
- 2.10.3 The parties to the contract shall have it signed within 30 days from the date of notification of contract award unless there is an administrative review request.
- 2.10.4 The procuring entity may at any time terminate procurement proceedings before contract award and shall not be liable to any person for the termination.
- 2.10.5 The procuring entity shall give prompt notice of the termination to the tenderers and on request give its reasons for termination within 14 days of receiving the request from any tenderer.
- 2.10.6 To qualify for contract awards, the tenderer shall have the following:
- (a) Necessary qualifications, capability experience, services, equipment and facilities to provide what is being procured.
 - (b) Legal capacity to enter into a contract for procurement
 - (c) Shall not be insolvent, in receivership, bankrupt or in the process of being wound up and is not the subject of legal proceedings relating to the foregoing.
 - (d) Shall not be debarred from participating in public procurement.

Confidentiality

- 2.11.1 Information relating to evaluation of proposals and recommendations concerning awards shall not be disclosed to the consultants who submitted the proposals or to other persons not officially concerned with the process, until the winning firm has been notified that it has been awarded the Contract.

Corrupt or fraudulent practices

- 2.12.1 The procuring entity requires that the consultants observe the highest standards of ethics during the selection and award of the consultancy contract and also during the performance of the assignment. The tenderer shall sign a declaration that he has not and will not be involved in corrupt or fraudulent practices.
- 2.12.2 The procuring entity will reject a proposal for award if it determines that the consultant recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.
- 2.12.3 Further a consultant who is found to have indulged in corrupt or fraudulent practices risks being debarred from participating in public procurement in Kenya.

Appendix to information to consultants

Note on the Appendix to Information to Consultants

1. The Appendix to information to consultant is intended to assist the procuring entity in providing specific information in relation to corresponding claims in the information to consultants included in Section II and the appendix has to be prepared for each specific consultancy.
2. The Procuring entity should specify in the appendix information and requirements specific to the circumstances of the procuring entity, the assignment of the consultancy and the proposals evaluation criteria that will apply to the RFP Consultancy.
3. In preparing the appendix the following aspects should be taken into consideration.
 - (a) The information that specifies or complements provisions of Section II to be incorporated.
 - (b) Amendments of Section II as necessitated by the circumstances of the specific consultancy to be also incorporated

- (c) Section II should remain unchanged and any changes or amendments should be introduced through the appendix

Appendix to Information to Consultants

The following information for procurement of consultancy services and selection of consultants shall complement or amend the provisions of the information to consultants, wherever there is a conflict between the provisions of the information and to consultants and the provisions of the appendix, the provisions of the appendix herein shall prevail over those of the information to consultants.

Clause Reference

2.1 The name of the Client is: _____

2.1.1 The method of selection is: _____

2.1.2 Technical and Financial Proposals are requested: Yes ___ No ___

2.1.2.1 The name, objectives, and description of the assignment are: ___

2.1.3 A pre-proposal conference will be held: Yes ____ No ____ [*if Yes, indicate date, time and venue*]

2.1.3.1 The name(s), address (es) and telephone numbers of the Client's official(s) are:

2.1.4 The Client will provide the following inputs: _____

2.1.5 The estimated number of professional staff months required for the assignment is;

2.15.1 The minimum required experience of proposed professional staff is:[*Insert title, number of years of professional experience, specific expertise*]

2.1.6 Training is a specific component of this assignment:

Yes ____ No ____ [*if yes, provide appropriate information*]

2.1.6.1 Additional information in the Technical Proposal includes:

2.1.7 Taxes: [*Specify firm's liability: nature, sources of information*]:__

2.5.2 Consultants must submit an original and _____ [*Insert number*] additional copies of each proposal.

2.5.3 The proposal submission address is: _____ Information on the outer envelope should also include: _____

2.5.4 Proposals must be submitted no later than the following date and time: _____

2.6.1 The address to send information to the Client is: _____

2.6.3 The minimum technical score required to pass [*80%*]:

2.7.1 Alternative formulae for determining the financial scores is the following: _____

The weights given to the Technical and Financial Proposals are:

T= _____ (0.80 to 0.90)

P= _____ (0.10 to 0.20)

2.9.2 The assignment is expected to commence on _____ [Insert date] at [Insert location] _____

(Amend as necessary)

SECTION III: - TECHNICAL PROPOSAL

Notes on the preparation of the Technical Proposals

- 3.1 In preparing the technical proposals the consultant is expected to examine all terms and information included in the RFP. Failure to provide all requested information shall be at the consultants own risk and may result in rejection of the consultant's proposal.
- 3.2 The technical proposal shall provide all required information and any necessary additional information and shall be prepared using the standard forms provided in this Section.
- 3.3 The Technical proposal shall not include any financial information unless it is allowed in the Appendix to information to the consultants or the Special Conditions of contract.

SECTION III - TECHNICAL PROPOSAL

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1. TECHNICAL PROPOSAL SUBMISSION FORM

[_____ Date]

To: _____ [Name and address of Client]

Ladies/Gentlemen:

We, the undersigned, offer to provide the consulting services for _____
_____ [Title of consulting services] in accordance with your Request for
Proposal dated _____ [Date] and our Proposal. We are hereby submitting our
Proposal, which includes this Technical Proposal, [and a Financial Proposal sealed under a separate
envelope-where applicable].

We understand you are not bound to accept any Proposal that you receive.

We remain,

Yours sincerely,

_____ [Authorized Signature]:

_____ [Name and Title of Signatory]

:

_____ [Name of Firm]

:

_____ [Address:]

2. FIRM'S REFERENCES

Relevant Services Carried Out in the Last Five Years That Best Illustrate Qualifications

Using the format below, provide information on each assignment for which your firm either individually, as a corporate entity or in association, was legally contracted.

| | |
|--|---|
| Assignment Name: | Country |
| Location within Country: | Professional Staff provided by Your Firm/Entity(profiles): |
| Name of Client: | Clients contact person for the assignment |
| Address: | No of Staff-Months; Duration of Assignment: |
| Start Date (Month/Year): Completion Date | Approx. Value of Services (Kshs) (Month/Year): |
| Name of Associated Consultants. If any: | No of Months of Professional Staff provided by Associated Consultants: |
| Name of Senior Staff (Project Director/Coordinator, Team Leader) Involved and Functions Performed: | Description of Actual Services Provided by Your Staff: |
| Narrative Description of project: | |

Firm's Name: _____

Name and title of signatory; _____

(May be amended as necessary)

3. COMMENTS AND SUGGESTIONS OF CONSULTANTS ON THE TERMS OF REFERENCE AND ON DATA, SERVICES AND FACILITIES TO BE PROVIDED BY THE CLIENT.

On the Terms of Reference:

- 1.
- 2.
- 3.
- 4.
- 5.

On the data, services and facilities to be provided by the Client:

- 1.
- 2.
- 3.
- 4.
- 5.

**DESCRIPTION OF THE METHODOLOGY AND WORK PLAN FOR PERFORMING
THE ASSIGNMENT**

5. TEAM COMPOSITION AND TASK ASSIGNMENTS

1. Technical/Managerial Staff

| Name | Position | Task |
|------|----------|------|
| | | |
| | | |
| | | |
| | | |
| | | |

2. Support Staff

| Name | Position | Task |
|------|----------|------|
| | | |
| | | |
| | | |
| | | |

6. FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF

Proposed Position: _____

Name of Firm: _____

Name of Staff: _____

Profession: _____

Date of Birth: _____

Years with Firm: _____ Nationality: _____

Membership in Professional Societies: _____

Detailed Tasks Assigned: _____

Key Qualifications:

[Give an outline of staff member's experience and training most pertinent to tasks on assignment. Describe degree of responsibility held by staff member on relevant previous assignments and give dates and locations].

Education:

[Summarize college/university and other specialized education of staff member, giving names of schools, dates attended and degree[s] obtained.]

Employment Record:

[Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of assignments.]

Certification:

I, the undersigned, certify that these data correctly describe me, my qualifications, and my experience.

_____ Date: _____
[Signature of staff member]

_____ Date: _____
[Signature of authorised representative of the firm]

Full name of staff member: _____

Full name of authorized representative: _____

7. TIME SCHEDULE FOR PROFESSIONAL PERSONNEL

Months (in the Form of a Bar Chart)

| Name | Position | Reports Due/ Activities | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | Number of months |
|------|----------|----------------------------|---|---|---|---|---|---|---|---|---|----|----|----|------------------|
| | | | | | | | | | | | | | | | |

Reports Due: _____

Activities Duration: _____

Signature: _____
 (Authorized representative)

Full Name: _____

Title: _____

Address: _____

8. ACTIVITY (WORK) SCHEDULE

(a). Field Investigation and Study Items

[1st, 2nd, etc, are months from the start of assignment)

| | 1 st | 2 nd | 3 rd | 4 th | 5 th | 6 th | 7 th | 8 th | 9 th | 10 th | 11 th | 12 th | |
|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|------------------|------------------|------------------|--|
| Activity (Work) | | | | | | | | | | | | | |
| _____ | | | | | | | | | | | | | |
| _____ | | | | | | | | | | | | | |
| _____ | | | | | | | | | | | | | |
| _____ | | | | | | | | | | | | | |

(b). Completion and Submission of Reports

| Reports | Date |
|---|------|
| 1. Inception Report | |
| 4. Interim Progress Report (a) First Status Report (b) Second Status Report | |
| 3. Draft Report | |
| 4. Final Report | |

SECTION IV: - FINANCIAL PROPOSAL

Notes on preparation of Financial Proposal

- 4.1 The Financial proposal prepared by the consultant should list the costs associated with the assignment. These costs normally cover remuneration for staff, subsistence, transportation, services and equipment, printing of documents, surveys etc as may be applicable. The costs should be broken done to be clearly understood by the procuring entity.
- 4.2 The financial proposal shall be in Kenya Shillings or any other currency allowed in the request for proposal and shall take into account the tax liability and cost of insurances specified in the request for proposal.
- 4.3 The financial proposal should be prepared using the Standard forms provided in this part.

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| 1. Financial proposal submission Form | |
| 2. Summary of costs | |
| 3. Breakdown of price/per activity | |
| 4. Breakdown of remuneration per activity | |
| 5. Reimbursables per activity | |
| 6. Miscellaneous expenses | |

1. FINANCIAL PROPOSAL SUBMISSION FORM

_____ [Date]

To: _____

_____ [Name and address of Client]

Ladies/Gentlemen:

We, the undersigned, offer to provide the consulting services for (_____) [Title of consulting services] in accordance with your Request for Proposal dated (_____) [Date] and our Proposal. Our attached Financial Proposal is for the sum of (_____) [Amount in words and figures] inclusive of the taxes.

We remain,

Yours sincerely,

_____ [Authorized Signature]
_____ [Name and Title of Signatory]
_____ [Name of Firm]
_____ [Address]

2. SUMMARY OF COSTS

| Costs | Currency(ies) | Amount(s) |
|------------------------------------|---------------|-----------|
| Subtotal | | |
| Taxes | | |
| Total Amount of Financial Proposal | | |

3. BREAKDOWN OF PRICE PER ACTIVITY

| | |
|------------------------|--------------------|
| Activity NO.: _____ | Description: _____ |
| Price Component | Amount(s) |
| Remuneration | |
| Reimbursables | |
| Miscellaneous Expenses | |
| Subtotal | _____ |

4. BREAKDOWN OF REMUNERATION PER ACTIVITY

| Activity No. _____ | | | | |
|--|----------|--|-------------------|--------|
| Name: _____ | | | | |
| Names | Position | Input(Staff months, days or hours as appropriate.) | Remuneration Rate | Amount |
| Regular staff (i) (ii) Consultants Grand Total | | | | |

REIMBURSABLES PER ACTIVITY

Activity No: _____

Name: _____

| No. | Description | Unit | Quantity | Unit Price | Total Amount |
|-----|-----------------------|------|----------|------------|--------------|
| 1. | Air travel | Trip | | | |
| 2 | Road travel | Kms | | | |
| 3. | Rail travel | Kms | | | |
| 4. | Subsistence Allowance | Day | | | |
| | Grand Total | | | | _____ |

6. MISCELLANEOUS EXPENSES

Activity No. _____ Activity Name: _____

| No. | Description | Unit | Quantity | Unit Price | Total Amount |
|-----|--|------|----------|------------|--------------|
| 1. | Communication costs____ _____ (telephone, telegram, telex) | | | | |
| 2. | Drafting, reproduction of reports | | | | |
| 3. | Equipment: computers etc. | | | | |
| 4. | Software | | | | |
| | Grand Total | | | | |

SECTION V: TERMS OF REFERENCE

TERMS OF REFERENCE TO TRAIN AND FACILITATE A CIVIC EDUCATION PROGRAM FOR LAIKIPIA MEMBERS OF THE COUNTY ASSEMBLY, ADMINISTRATORS AND ITS CITIZENS

Introduction:

The Constitution of Kenya, 2010 under Articles 10 and 232 identify inclusiveness, good governance and involvement of the people in policy making as essential national and public service values and principles. To actualize the aspiration of these values, various Sections (98-100) of the County Government Act, 2012 establish a civic education mechanism whose principles include;

- Empowerment and enlightenment of citizens, and
- Continual and systematic engagement of citizens and government.

As specified in the CGA 2012, the main purpose of civic education is to create an informed citizenry that actively participates in governance affairs of the society on the basis of enhanced knowledge, understanding and ownership of the constitution. To achieve this objective, the Act requires a County Government to implement an appropriate civic education program through an established civic education unit.

For purposes of uniformity, the CGA, 2012 mandates the establishment of a national design and framework for civic education taking into account the provisions freedom of expression and places the responsibility for the implementation of civic education on both the national and county governments. In this regard, in 2016 the National Government and the World Bank under the Kenya Devolution Support Program (KDSP) designed and developed a civic education framework and the attendant curriculum.

To roll-out Civic Education program as envisioned under the KDSP, the Laikipia County Government, through the Directorate of Civic Education wishes to engage the services of a competent and qualified professional firm to facilitate the training of its county staff and citizens on civic education.

Terms of Reference

Main Objective of the Assignment

The underlying objective of this assignment is to enable the officials of the County Government of Laikipia and her citizens to appreciate their citizenship role in governance and more so to know how the new system of devolved governance works so that they can meaningfully participate.

Specific Objectives

In line with the CGA, 2012, the specific objectives of this assignment include;

- i. Improve understanding, appreciation and engagement of Laikipia County Staff and her citizens in the implementation of the constitution,
- ii. Enhance the knowledge of staff and the citizens on Kenya's transformed political system, context and implications,
- iii. Enhance the citizens' demands for service delivery by public institutions of the county government,
- iv. Enhance staff and citizens' awareness of the Bill of Rights, National and Public Service values, and
- v. Sustain citizen engagement in the implementation of the constitution.

Specific Tasks

The consultant/firm will be required to conduct civic education training for the Laikipia County Government staff of various levels and the citizens of the county on three key areas;

- Constitution and Constitutionalism,
- Devolution, and
- Public Participation.

Deliverables

In implementing the Civic Education training program, the consultant/firm will undertake the following tasks:

- a. Prepare of an initial inception report with a timeline, work plan and a training program;
- b. Staff briefing on the aims and objectives of the three components of civic education i.e constitutionalism, public participation and devolution;
- c. Conduct a thorough mapping exercise to reach out all the targeted groups;
- d. Conduct the training in multiple locations within the County;
- e. Conduct a capacity assessment prior to the training to determine levels of knowledge and understanding of the three core areas of the program;
- f. Conduct a pre-test and post-test analysis on the targeted groups to determine the effect of the training program on levels of knowledge; and
- g. Prepare and submit a report to the County Government about the program;

Quality Control and Process Management

The Public Participation Unit and the Chief Officer - County Administration and Public Service will oversee the continuous monitoring to gauge the progress and quality of services offered by the consultant/firm at each stage.

Expertise and Qualifications of the Firm's Lead Consultant

a. Lead Consultant

- At least a Masters degree in public administration, development studies, education, law, management or related field. A PhD in any of the above field will be an added advantage.
- At least 10 years of experience in capacity building, training and conducting facilitation for adult learners,
- Not less than Seven (7) years of experience in public or private sector senior management
- Evidence of past work in at least twenty (20) counties in Capacity building, facilitation, planning and human resource development,
- Written proof of competence and accreditation of the firm by the Kenya School of Government.
- Hands-on experience developing content and facilitation in public participation, civic engagement, and
- Evidence of publications in devolution, public participation and constitutionalism will be an added advantage.

b. The Firm's Associates and Support Team

The firm's Associates and support trainers should have a minimum of a Masters Degree in relevant disciplines and a minimum of three five (5) years in undertaking similar consultancies in the private or public sector. Priority will be given to associates that have hands-on experience in training and adult facilitation in the three core areas.

2.5 Proposal Evaluation and Award

Proposal evaluation and award will be based on two criteria as follows:

- | | | |
|----|---|---------------|
| a. | Technical evaluation on the methodology, interpretation of TORs and work plan | : 80% |
| b. | Financial evaluation on the price quoted | : 20% |
| | Total | : 100% |

2.6 Terms of Payment

The terms of payment to the Consultant will be as follows:

- 30% Upon signing of contract.
- 60% Upon completion of training of targeted staff and citizens
- 10% Upon submission of final training, pre-test and post-test report.

The last instalment will be paid within fourteen (14) days upon submission and approval of the final report.

2.7 Bid Requirements

If you believe you meet the above criteria, send your application comprising the following:

- A brief technical proposal of no more than 10 pages that includes your proposed methodology, interpretation of TORs and a work plan;
- A separate financial proposal and;
- Detailed curriculum vitae of the lead consultant and any other member of the consulting team.

2.8 Other Requirements

The Company / Consultant must provide copies of the following:

- List of at least two current and/or past clients to whom similar services have been provided in the last three years preferably .
- Samples of publications on the three core areas on civic education i.e. constitutionalism, public participation and devolution by the firms lead consultant
- Samples/extracts of reports, policies, frameworks, training content on county governments etc., by the firm's lead or associate consultant.

APPLICATION

Duly filled request for proposal in two separate attachments in PDF format must reach Laikipia County Government on or before Thursday, 5th April 2018, by 5 P.M.

EVALUATION CRITERIA FOR TENDERERS

SUMMARY OF THE EVALUATION PROCESS

Evaluation of duly submitted tenders will be conducted along the following four main stages

A. **MANDATORY REQUIREMENTS EVALUATION CRITERIA** *(The mandatory information below MUST be provided. Any failure to provide ANY of the information under Mandatory requirements will lead to disqualification from further evaluation.)*

B. **TECHNICAL REQUIREMENTS EVALUATION CRITERIA**

C. **FINANCIAL EVALUATION CRITERIA**

D. **COMBINED SCORE**

EVALUATION CRITERIA

The prospective tenderers must be Companies incorporated in Kenya with;

A. Mandatory requirement

- a. A valid Business license
- b. Certified Tax compliance Certificate
- c. Certified PIN Certificate
- d. Must attach current 2 years audited accounts
- e. Certified Certificate of incorporation
- f. Certified CR12
- g. The Company must obtain a letter from its bankers to confirm satisfactory conduct of account

(The mandatory information above MUST be provided. Failure to provide ANY of the information under Mandatory requirements will lead to disqualification from further evaluation.)

B. Technical criteria.

In addition, the following mandatory technical criteria must be satisfied;

| | Description | Weight | Total weight |
|----------|--|------------------------------------|---------------------|
| 1 | Must have conducted similar work in at least 20 counties. | (1 points each) | 20 |
| 2 | Must have worked with at least 5 reputable organisations. | (5 points each) | 25 |
| 3 | Must demonstrate a physical office presence in Kenya | (6 points) | 6 |
| 4 | The Lead Consultant must have at least 10 years' experience in civic education. (Experience in Adult education and facilitating senior and lower level government employees and members of the public) | (2 points for each year.) | 20 |
| 5 | Demonstrable experience in facilitating joint training programs for MCAs and/or CECs(public officers) in at least three counties | (3 points for each County.) | 9 |
| | Total score | | 80 |

The firm must score 60 points and above to qualify to the stage of financial evaluation.

C. FINANCIAL EVALUATION CRITERIA

The following financial criteria will be applied.

FINANCIAL EVALUATION POINTS

The formulae for determining the Financial Score is follows:-

$S_f = 100 \times \frac{F_m}{F}$ where S_f is the financial score; F_m is the lowest priced financial proposal and F is the price of the proposal under consideration. Proposals will be ranked according to their combined technical (St) and financial (Sf) scores using the weights (T =the weight given to the Technical Proposal; P = the weight given to the Financial Proposal; $T + p = 1$) . The combined technical and financial score, S , is calculated as follows:- $S = St \times T \% + Sf \times P \%$. The firm achieving the highest combined technical and financial score will be invited for negotiations.

D.COMBINED SCORE

The firm with the highest combined score will be considered for award.