



**CALL FOR EXPRESSION OF INTEREST FOR SELECTION OF A  
CONSULTANT FOR DIVERSITY EQUITY INCLUSION AND  
BELONGING.**

**EOI NO./AMREF/04/01/2023/001**

**JANUARY, 2023**

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## Section 1: Introduction

Amref Health Africa is a leading health international non-governmental organization founded in 1957 as the Flying Doctors of East Africa, providing critical health care to remote communities in Kenya, Uganda and Tanzania. The organization has since grown to become the largest Africa-based international health development organization. We are currently implementing more than 140 programs, directly reaching more than 12 million people across 35 African countries. Headquartered in Nairobi, Kenya, Amref Health Africa has offices in nine countries in Africa – Kenya, Uganda, Tanzania, South Sudan, Ethiopia, Malawi, Zambia and Senegal. In addition, Amref has eleven advocacy and fundraising offices in Austria, Canada, France, Germany, Netherlands, Italy, Monaco, Spain, Sweden (covering Nordic countries), United Kingdom and the United States of America. More information on our work can be found here [www.amref.org](http://www.amref.org)

## Section 2: Invitation to Tender

1. Amref Health Africa invites bids from eligible bidders for a call for expression of interest for selection of a consultant for diversity equity inclusion and belonging for Amref Health Africa.
2. Queries and clarifications must be submitted ONLY via email to [deib.eoi@amref.org](mailto:deib.eoi@amref.org) on or before **Friday 13<sup>th</sup> January 2023 on or before 5PM EAT, 2PM GMT (UK), 3PM CET.**
3. Completed bids for preliminary and technical requirements must be submitted ONLY via email to [eoideib@amref.org](mailto:eoideib@amref.org) on or before **Wednesday 25<sup>th</sup> January 2023.** No bids will be accepted after **5PM EAT, 2PM GMT (UK), 3PM CET** on the closing day.
4. Interested eligible bidders are invited to a virtual Pre-bid conference on **Monday 16<sup>th</sup> January 2023 starting 3PM EAT, 12pm (noon) GMT (UK), 1PM CET to 4.30PM EAT, 1.30PM GMT (UK), 2.30PM CET.**

To access the pre-bid conference kindly join through Zoom link

<https://amref.zoom.us/j/81119331248?pwd=bHEydGN3YWc4a2p5WVR1QXYzc1oxUT09>

Meeting ID: 811 1933 1248

Passcode: Pr3B1d@16!

5. **Thursday 26<sup>th</sup> January 2023** Bids to be opened at **3PM EAT, 12pm (noon) GMT (UK), 1PM CET.** Interested bidders who wish to attend the bids opening can join via Zoom link  
Join Zoom Meeting

<https://amref.zoom.us/j/88659662315?pwd=ZlJFYlduL3dPSXlsellEcDZBemdXZz09>

Meeting ID: 886 5966 2315

Passcode: EQ1@CQ@!!?

### Section 3: Background

Amref Health Africa aims to provide a conducive work environment where each staff can thrive and perform at their best level, free from any prejudice or bias. As an organization, we are committed ensure diversity, equity, inclusion and belonging in all our practices, policies and programmes. We recognize we have challenges and maybe unconsciously reinforcing systematic prejudices, but we are committed to examine our internal systems, practices and processes to strengthen cohesion and cultural competency and awareness and make our workplace thrive.

The organization also seeks to develop a Gender Equality and Social inclusion (GESI) strategy that outlines the steps to make programmes gender transformative and inclusive in line with the Leave No One Behind principles of the Sustainable Development Goals. We recognize that GESI is a cross cutting principle across the Amref Strategy and contributes to the success of the Amref Strategy as well as the achievement of the SDGs particularly SDG3, Health. We are committed to examining our current systems as well as ensuring that there are clear approaches for Staff to incorporate GESI into programming.

The two processes should integrate DEIB and GESI in a meaningful manner

### Section 4: Objectives

Amref, through the Directorate of Human Resources is seeking a consultant or consultants with significant experience in advising on organizational strengthening of diversity, equity inclusion and belonging (DEIB) with following objectives:

#### **Objective 1**

To develop an Amref DEIB Strategy that reaffirms Amref's organizational commitment to mainstreaming gender equality, diversity and inclusion into Amref policy areas and practice as a cross-cutting issue. The Strategy should build on the current draft GESI Strategy paper (Dec 2021) and the work on DEIB (HR) and GESI (programmes, Comms, MEL)) already taking place in Amref. The Strategy should include a roadmap that encompasses DEI at personal, programs), institutional and policy level. The strategy will be informed by:

- a. An examination of power, privilege and bias as it relates to staff relationships in all aspects of our work.
- b. The examination and mapping of Amref's current practices, gaps and challenges in gender transformative and inclusive programming including M&E, Communications, and other functional areas within Amref.

### **Objective 2:**

Review Amref's key policies and practices to identify gaps in reference to DEIB and then align all functional areas within Amref.

### **Objective 3**

Develop appropriate tools for use at program level e.g. Rapid gender analysis, moving from gender neutral to gender transformative, including guidance notes for the Leadership structure for GESI within Amref.

## **Section 5: Reporting**

- **Title:** Diversity Equity Inclusion and Belonging Consultant
- **Supervision:** Group Human Resources Director and Group Programmes Director
- **Location:** Nairobi, Kenya, with a hybrid of onsite and virtual delivery.
- **Scope:** All Group operations in country and advocacy offices.
- **Duration of the assignment:** 3- 6 months

## **Section 6: Scope and Expected Outcomes**

### **6.1 Tasks & Responsibilities**

1. Develop a Diversity, Equity Inclusion and Belonging Strategy in consultation with all staff both at organizational level as well as at programmatic level. The Strategy should include a roadmap for embedding DEIB at personal, programme, institutional (operations, admin, HR, Communications) and policy level.
2. Provide insights on DEIB issues in the work space, including at program level informed by staff engagement.
3. Act as a critical partner, with a view to increasing cultural safety; and providing recommendations to course correct
4. Ensure all staff, regardless of jurisdiction have a platform for dialogue. Conduct consultations with staff to assess perceptions, experiences and recommendations related to privilege and biases in the workplace. This will inform recommendations to inform tailored guidelines, training, frameworks or other products relevant to strengthen diversity, equity, inclusion and cohesion in Amref.
5. Capture and review all HR policies and recruitment practices, as they relate to various jurisdictions. Provide guidance on which policies to revise to ensure alignment with the best global practices, especially those contextualized for African countries.

6. Develop and provide DEIB training to all staff, including as part of the hiring and induction process and highlight behaviors that elicit bias and actions around micro aggression, micro invalidation and or micro insults
7. Develop a guide on how to embed healing and restorative action in these efforts so that we do no further harm, with a rapid analysis of the relevance of the organization's 'Employee Assistance Programme' or similar, in these efforts.

## **6.2 Expected Outcomes**

1. Conduct consultations with staff to assess perceptions and experiences related to diversity equity and inclusion in the workplace.
2. Develop an organizational DEIB strategy (2023-2030) and operational plan (2023-2024) that contributes to the current moment and provides insights on best practice in aligning DEIB to programs
3. Assess organizational competencies and gaps on DEIB, including programmatic competencies and identify priorities to build capacity and clarity on how to execute the DEIB strategy
4. Develop appropriate e-learning tools that are contextually appropriate that maybe used to upskill staff for transformational change, including onboarding of new staff.
5. Capture and review relevant Amref's core policies that have a bearing on this assignment and align them to DEIB strategy
6. Provide a framework to establish DEIB champions who speak out, when institutional barriers impact the quality of the above; during the course of this consultancy.
7. Provide a detailed report with time-bound recommendations
8. Work closely with the HR Directorate to ensure that insights and approaches are embedded in `rules, values, protocols and practices across the organization.

## Section 7: Evaluation Criteria

Interested bidders are requested to respond with the following details:

### *A: Preliminary Evaluation Criteria*

Mandatory Requirements		Max Score	Score	Comments/Remarks
1.	Certificate of Incorporation/Certificate of Registration	1 or 0		
2.	Copy of Valid Tax Compliance certificate or valid declaration of filing tax returns	1 or 0		
3.	Management/Ownership The company profile with a brief history about the organization.	1 or 0		
4.	Must attach at least 2 CVs for the organization's lead consultants to be assigned to the project.	1 or 0		

*Notes: Bids missing any of the above mandatory requirements numbered 1 to 4 will be considered as non-responsive bid and shall not proceed to the technical evaluation stage.*

***B: Technical evaluation criteria***

<b>Technical Requirements</b>	<b>Max Score</b>	<b>Actual Score</b>	<b>Comments/Remarks</b>
Master's or post graduate degree in human resources, social sciences, anthropology, gender studies or the equivalent with training in diversity, equity, inclusion and belonging.	<b>10Marks</b>		
Evidence of minimum 3 examples of similar projects undertaken on behalf of non-profit clients, including contact details for clients. willing to provide references <ul style="list-style-type: none"> <li>• Provide global examples of similar project- <b>10 Marks</b></li> <li>• Provide two examples of similar projects- <b>5 Marks each</b></li> </ul>	<b>20 Marks</b>		
At least 10 years of relevant experience in knowledge of diversity, equity and inclusion in the workplace, and (health and WASH) programmatic level. <ul style="list-style-type: none"> <li>• Workplace experience with 10 years-<b>10 Marks</b></li> <li>• Workplace experience with 5 years- <b>5Marks</b></li> <li>• Workplace experience at (health and WASH) programmatic level- <b>5 Marks</b></li> </ul>	<b>20 Marks</b>		
Experience in facilitating and leading conversations through participatory approaches, particularly focusing on diversity, with good understanding of safeguarding issues and well-versed with trends and initiatives in the GESI space, for large international organizations. <ul style="list-style-type: none"> <li>• Facilitation DEIB at workplace at global level-<b>10 Mark</b></li> <li>• Deployment of to DEIB tools and assessment - <b>5 Marks</b></li> <li>• Evaluation/ DEIB index- <b>5 Marks</b></li> </ul>	<b>20 Marks</b>		
Experience in working with global and remote teams in a cross-cultural environment in international development organizations, with familiarity in unique positioning of international development organizations working in the Global South;  Multi- cultural experience at global level- <b>10 Marks</b>  Multi-cultural experience in Africa set up- <b>10 Marks</b>	<b>20 Marks</b>		
<b>Total Score</b>	<b>90 Marks</b>		
<b><i>Note: Bidders who score below 75% in the Technical requirement will be considered as nonresponsive and therefore will be eliminated at this stage</i></b>			

**C:** Interviews for the candidates/organizations that will have attained **67.5 Marks and above marks** on technical evaluation.



#### **D. The Financial Proposal**

This should be an outline and is indicative only at this stage. Shortlisted agencies will be asked to develop a more detailed budget proposal as part of the second and final stage of the process.

<b>Description of Service</b>	<b>Quantity</b>	<b>Unit Price in USD\$</b>	<b>Total Amount in USD\$ (Inclusive of Applicable Taxes)</b>
1.			
2.			
3.			

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*Amref Health Africa reserves the right to accept or reject any or all bids and is not bound to give reasons for its decision*