



TENDER NOTICE

REQUEST FOR PROPOSALS (RFP)

FOR

**CONSULTANCY FOR MAPPING AND ORGANIZATIONAL CAPACITY ASSESSMENTS
OF NETWORKS**

TENDER NO.AMREF/23/07/2024/015

AMREF HEALTH AFRICA IN KENYA

JULY 2024

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PART A: TECHNICAL REQUIREMENTS

SECTION 1: Invitation to Tender

1. Amref Health Africa invites proposals from eligible bidders for the consultancy for mapping and organizational capacity assessments of networks including of key and vulnerable populations targeted for organizational development and systems strengthening.
2. Interested eligible bidders may download the tender document from the Amref Health Africa website at: <http://amref.org/ways-to-give/tenders> upon payment of non-refundable fee of Ksh.2,000. The payment should be made through the following Bank account(s): **For Kenya Shillings - Kenya Commercial Bank, Kipande House Branch, Account No: 111429243 OR National Bank of Kenya, Wilson Branch, Account No: 01020058235400 OR Pay bill: 890750 Account No: (Indicate the Tender Name).**
3. Candidates will then attach the mobile money receipt/original bank deposit slip to the tender documents as proof of purchase.
4. Completed tender documents for preliminary and technical requirements are to be enclosed in a plain envelope marked with the tender reference number and tender name. **The financial bid MUST be in a separate envelope marked with the tender reference number, tender name, vendors name and vendors contact details. The financial bid will only be opened for those bidders who will have qualified in the technical evaluation).** Please note that only one complete tender document is required (Do not provide additional copies).
5. Tenders must be delivered to the address below not later than **Tuesday 6th August 2024 at 12.00 noon** and must be accompanied by a tender security of **Kshs 116,100.00** in the Currency specified in the tender document in the form of a bank guarantee from a reputable bank and must be delivered with the Tender Documents in the technical bid, (bid bonds from insurance companies will NOT be accepted).
6. Tenders should be dropped at the **Amref Health Africa-KCO Small Tender Box at the Main Reception.** Tenders will be opened at 12 noon on the closing date in the presence of the Tenderers' representatives who choose to attend at the Amref Health Africa Large Lecture room. Electronic bidding will not be permitted. **No bids will be accepted after 12 noon on the closing day.**
7. Prices quoted should be inclusive of VAT and all other applicable taxes and must be in **Kenya Shillings (KES)** and should be broken down as follows: (*Do not key in your financial proposal in this section*)
 - i. Unit cost (Broken down per component)
 - ii. 16% VAT
 - iii. Other applicable taxes
 - iv. TOTAL Cost

NOTE: Global Fund grants are tax exempt. Bidders will be required to submit proposals inclusive of 16% VAT. Payment(s) to the successful bidder(s) shall be made in total exclusive of VAT and tax exemption certificate will be issued accordingly. Successful applicants shall be required to submit proforma invoice and valid tax compliance certificate upon receipt of PO for processing of specific VAT exemption certificate.

Pre-Bid Conference

Interested eligible bidders are also invited for a pre-bid conference to be on **Thursday 25th July 2024** starting **10 a.m. to 11 a.m.** To access the Link for registration for the pre-bid conference, log onto Amref Health Africa website <http://amref.org/ways-to-give/tenders/>

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

SECTION 2: Instructions to Tenderers

2.1 Eligible Tenderers

- 2.1.1 This invitation for tender is open to all eligible tenderers.
- 2.1.2 Tenderers shall not be under a declaration of ineligibility for corrupt or fraudulent practices.

2.2 Cost of tendering

- 2.2.1 The tenderer shall bear all costs associated with the preparation and submission of its bid. Amref Health Africa or its agents, will under no circumstance be responsible or liable for those costs regardless of the conduct or outcome of the tendering process.

2.3 Specific Instructions

- 2.3.1 The document **MUST** be clearly arranged with separators and tape or spiral bound at the time of submission. (Bid documents not properly bound will **NOT** be accepted)

2.4 Amendment of documents

- 2.4.1 At any time prior to the deadline for submission of Proposals, Amref Health Africa for any reasons, whether at its initiative or in response to a clarification requested by a prospective tenderer, may modify the tender by amendments.
- 2.4.2 All prospective candidates that have received the tender will be notified of the amendment in writing or by post and will be binding on them.
- 2.4.3 In order to allow prospective tenderers reasonable time in which to take the amendment into account in preparing their bid, Amref Health Africa at its discretion may extend the deadline for the submission of Proposals.

2.5 Prices and Currencies

- 2.5.1 The tenderer shall indicate on the appropriate Price Schedule, the unit prices inclusive of all taxes and the total tender price of the items proposed to be purchased under the contract.
- 2.5.2 Prices quoted by the tenderer shall be fixed during the tender validity period and not subjected to variation on any account. A tender submitted with an adjustable price quotation will be treated as non-responsive and will be rejected.
- 2.5.3 The price quoted shall be in **KES**.

2.6 Validity of Proposals

- 2.6.1 Proposals shall remain valid for 90 days after date of tender opening. Tender valid for a shorter period shall be considered by Amref Health Africa as non-responsive.
- 2.6.2 In exceptional circumstances, Amref Health Africa may solicit the tenderers consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. The tenderer may refuse the request. A tenderer granting the request will not be required nor permitted to modify its tender.

2.7 Deadline for Submission of Proposals

- 2.6.1 Proposals must be sent so as to be received by Amref Health Africa through the provided email address not later than **Tuesday 6th August 2024 at 12Noon**.

2.8 Modification of Proposals

- 2.8.1 The tenderer may modify or withdraw its tender after the tender's submission provided that written notice of the modification, including substitution of withdrawal of the Proposals, is received by Amref Health Africa prior to the deadline prescribed for submission of Proposals.
- 2.8.2 A withdrawal notice may be sent by email but followed by a signed confirmation copy, postmarked no later than the deadline for submission of tender.
- 2.8.3 No tenderer may be contacted after the deadline for submission of Proposals.

2.9 Withdrawals of tender

- 2.9.1 No tender may be withdrawn in the interval between the deadline for submission of Proposals and the expiration of the period of tender validity specified by the tenderer.

2.10 Opening of Proposals

- 2.10.1 Amref Health Africa will open all Proposals in the presence of tenderers' representatives who choose to attend on **Tuesday 6th August 2024 at 12 Noon at the AmrefKCO large lecture hall**. The tenderers or representatives who are present shall sign a register evidencing their attendance.
- 2.10.2 The tenderers' names, tender modifications or withdrawals, and the presence or absence of requisite tender security and such other details as Amref Health Africa, at its discretion may consider appropriate, will be announced at the opening.
- 2.10.3 Amref Health Africa will prepare a tender opening report.

2.11 Clarification of Proposals

- 2.11.1 To assist in the examination, evaluation and comparison of Proposals Amref Health Africa, at its discretion, may ask the tenderer for a clarification of its tender. The request for clarification and the response shall be in writing, and no change in the prices or Substance of the tender shall be sought, offered, or permitted.
- 2.11.2 Any effort by the tenderer to influence Amref Health Africa in the tender evaluation, tender comparison or contract award decisions may result in the rejection of the tenderers' tender.

2.12 Evaluation and Comparison of the Proposals

- 2.12.1 Amref Health Africa will examine the Proposals to determine whether they are complete, whether any computation errors have been made, whether required securities/tender purchase have been furnished, whether documents have been properly signed and whether the Proposals are generally in order. After examination a tender that will be determined to be substantially non-responsive, will be rejected by Amref Health Africa.
- 2.12.2 Amref Health Africa will evaluate and compare the Proposals, which have been determined to be substantially responsive.
- 2.12.3 Amref Health Africa will notify bidders who will be required to provide samples in good time with specific sample submission details following finalization of the preliminary evaluation.
- 2.12.4 Amref Health Africa will ensure that the submitted samples are catalogued accordingly and correspond to the assigned bid number(s). The tenderers should ensure that all their samples have been captured correctly.

2.13 Notification of Award

- 2.13.1 Prior to the expiration of the period of tender validity, Amref Health Africa will notify the successful tenderer in writing that the tender has been accepted.
- 2.13.2 Simultaneously the other tenderers shall be notified that their Proposals have been unsuccessful.

2.14 Appeal Period

- 2.14.1 Any vendor/service provider who wishes to appeal against the outcome of the tender shall do so in writing within 3 working days of the date of the notification/regret letter. Any letter received after the third day shall not be responded to and shall be treated as null and void. Amref Health Africa shall have dispensed with this procurement.

2.15 Contacting Amref Health Africa

- 2.15.1 No tenderer shall contact Amref Health Africa on any matter relating to its tender, from the time of the tender opening to the time the contract is awarded.
- 2.15.2 Any effort by a tenderer to influence Amref Health Africa in its decisions on tender evaluation, tender evaluation committee, or contract award will result in the rejection of the tenderer's tender.

2.16 Lead time and delivery details

- 2.16.1 The supplier should be able to deliver all the requirements they have quoted for as specified in this tender document.
- 2.16.2 The supplier should include delivery schedule with lead times.
- 2.16.3 On arrival the supplies should be free from damage. The supplier shall be liable for all losses due to insufficient of unsuitable packing and delivery arrangements, and shall be liable for the cost of returning any unacceptable supplies.
- 2.16.4 The supplies must be free from objectionable matter and any substances that would represent a hazard to health.

SECTION 3: Terms of Reference

3.1 Background and Rationale

The Global Fund (GF) grant in Kenya aims to combat HIV/AIDS, tuberculosis (TB), and malaria by providing financial and technical support to strengthen the country's health systems. The grant focuses on improving prevention, treatment, and care services for these diseases, particularly among key and vulnerable populations. It includes funding for the procurement of essential medications, diagnostic tools, and medical supplies. Additionally, the grant supports capacity building for healthcare workers, community health initiatives, and the enhancement of healthcare infrastructure. Through these efforts, the Global Fund seeks to reduce disease prevalence, improve health outcomes, and enhance the overall resilience of Kenya's healthcare system.

Kenya has benefitted from Global Fund grants since its inception in the year 2002 and has signed 31 grants worth USD 1.8 billion. Equity is used to manage the GF fund through the principle of dual-track financing mechanism. The National Treasury is the state Principal Recipient while Kenya Red Cross Society (KRCS) and Amref Health Africa in Kenya are Non-State principal Recipients for HIV, TB and Malaria respectively. Both KRCS and Amref were competitively selected to implement the Global Fund grant Cycle Seven and C19 Reinvestment grants for the period 2024 to 2027.

Resilient and sustainable systems for health (RSSH) are essential to ending HIV, TB, and malaria as epidemics. They also yield broader outcomes, delivering healthcare in a sustainable, equitable and effective way, accelerating progress toward universal health coverage, and helping countries prepare for emerging threats to global health security. Community systems strengthening (CSS) is an integral component of RSSH which is essential to achieving progress against the three diseases and to fulfil their principles of promoting human rights and gender equity. According to the Community systems strengthening (CSS) Framework (Global Fund, 2014), CSS is an approach that promotes the advancement of informed, capable and coordinated communities, community-based organizations, groups and structures. The community actors are enabled to contribute as equal partners alongside other actors to the long-term sustainability of health and other interventions at the community level, including an enabling and responsive environment in which these contributions can be effective. Community Led and Community based organizations play a vital role in addressing the development challenges faced by communities across the country, in healthcare. By equipping these organizations with the necessary skills and knowledge, they can effectively address the health challenges faced by communities across the country.

Under the GC6 (NFM 3) and C19RM support, organizations in 29 counties were supported to undertake capacity development activities. From the Organizational Capacity Assessment (OCA) conducted to inform the capacity development activities, it was determined that 60% of the organizations were at the growing stage and 35% at embryonic or emerging stage. This highlights the need for continued - capacity building and mentorship to ensure that community-led organizations have the infrastructure, capacity and skills to contribute effectively to HIV, TB and malaria responses. During this period of implementation, key lessons learnt included the importance of building Networks of key and vulnerable populations instead of individual organizations. Strengthening networks is more effective as it enables resource sharing, capacity building, and knowledge exchange, making efforts more efficient and cost-effective. It amplifies advocacy, enhances credibility, and increases the reach and impact of programs, especially in underserved areas. Networks foster innovation through diverse perspectives, improve service delivery through integrated approaches, and build resilience by providing support systems during

crises. They facilitate strategic alliances and partnerships, leveraging collective strengths to address complex issues and achieve sustainable outcomes, ultimately driving significant positive change for individuals, organizations, and communities.

CSOs are vital in pandemic preparedness and response due to their roles in early detection, public education, resource distribution, and advocacy. They reach marginalized populations and provide tailored interventions, leveraging local knowledge and building trust within communities. Strengthening their capacity through enhances responsiveness, sustainability, and social cohesion, making communities more resilient and ensuring efficient resource utilization. Engaging CSOs ensures comprehensive, culturally appropriate, and effective public health strategies, ultimately improving pandemic outcomes and reducing societal impact.

In view of this, there is need to map networks of CSOs or individuals responding to HIV, TB and malaria who could be engaged in pandemic preparedness and response, to assess their capacity using the Organizational Development Systems Strengthening (ODSS) approach. This will enhance the efficiency and effectiveness of health interventions, ensuring that organizations can deliver high-quality services consistently. ODSS will help on building a robust infrastructure and skilled workforces capable of responding to evolving health challenges and foster sustainability and resilience within health systems, enabling better resource management and long-term impact.

3.2 Objectives

Broad Objective: To conduct mapping of networks of CSOs or individuals responding to HIV, TB and malaria including networks of key and vulnerable populations and their member CSOs, who could be engaged in pandemic preparedness and response and implement Organization Capacity Assessment (OCA) to identify opportunities for organizational development and systems strengthening.

Specific Objectives:

1. To map key networks responding to HIV, TB and malaria who could be engaged in pandemic preparedness and response within the country including key and vulnerable populations and organizations, groups, and stakeholders within these networks.
2. To assess the current institutional capacity of these Networks and member organization, groups or stakeholders to identify strengths, weaknesses, opportunities, and threats based on the Organizational Development Systems Strengthening (ODSS) methodology
3. Provide recommendations for capacity building and technical assistance to enhance organizational performance and sustainability for pandemic preparedness and response.

3.3 Scope of Work

1. Review of the existing Organizational Capacity Assessment (OCA) tool to be used for in depth assessment of the networks who could be engaged in pandemic preparedness and response.
2. Mapping of existing networks responding to HIV, TB and malaria who could be engaged in pandemic preparedness and response within the country including key and vulnerable populations and organizations, groups, and stakeholders within these networks.
3. The Organizational Capacity Assessment (OCA) should cover the following key areas around pandemic preparedness and response. The assessment will be conducted using the OCA tool reviewed in step one above.

I. Leadership & Governance

- **Governance Structures:** Assess the effectiveness and functionality of the board of directors and leadership committees.
 - **Strategic Vision:** Evaluate the clarity, process of development incl engagement of communities and communication of the organization’s mission, vision, and strategic goals.
 - **Decision-Making Processes:** Review the transparency and efficiency of decision-making processes within the organisation.
- II. Project Management**
- **Project Planning:** Assess the comprehensiveness and effectiveness of project planning methodologies, processes and procedures.
 - **Implementation Capacity:** Evaluate the organization’s ability to execute effective projects on time, within scope, on budget and with the intended outcomes / impact.
 - **Risk Management:** Review the systems in place for identifying, assessing, and mitigating project risks.
- III. Human Resources Management**
- **Staff Recruitment and Retention:** Evaluate the effectiveness of recruitment strategies and retention policies.
 - **Training and Development:** Assess the availability and quality of professional development opportunities for staff.
 - **Performance Management:** Review the performance appraisal systems and feedback mechanisms in place.
- IV. Financial and Grant Management**
- **Financial Controls:** Evaluate the robustness of financial control systems, including accounting practices and internal audits.
 - **Budgeting Processes:** Assess the accuracy and transparency of budgeting processes.
 - **Grant Management:** Review the systems for managing grants, including compliance with donor requirements and reporting.
 - **Risk Management:** Review the systems in place for identifying, assessing, and mitigating financial risks.
- V. Resource Mobilization & Social Entrepreneurship**
- **Fundraising Strategies:** Assess the effectiveness and diversity of fundraising strategies.
 - **Partnerships and Alliances:** Evaluate the organization’s ability to form and maintain strategic partnerships.
 - **Innovative Funding:** Review initiatives related to social entrepreneurship and other innovative funding mechanisms.
 - **Sustainability:** Mechanisms, measures, policies and processes in place to ensure financial and programmatic sustainability of the organization.
- VI. Monitoring, Evaluation and learning**
- **Data Collection Systems:** Assess the comprehensiveness and reliability of data collection methods.
 - **Impact Measurement:** Evaluate the systems in place for measuring and reporting the impact of programs.
 - **Feedback Loops:** Review the processes for incorporating evaluation findings into program improvement.

- **Learning:** Policies and processes to ensure that the organization reflects on and incorporates lessons learned and operational experience for continuous improvement and sustainability.
 - **Data protection:** How the networks safeguarding personal information from unauthorized access, use, and disclosure, ensuring compliance with legal and regulatory requirements. It should also encompass robust security measures, regular audits, and clear policies for data collection, storage, processing, and disposal.
- VII. Communication & Advocacy**
- **Communication Strategies:** Assess the effectiveness of internal and external communication strategies.
- VIII. Advocacy Efforts:** Evaluate the organization’s capacity to advocate for policy changes and influence stakeholders.
- **Public Relations:** Review the organization’s media presence and public relations efforts.
 - **Change Management and Sustainability**
 - **Change Readiness:** Assess the organization’s readiness and adaptability to change.
 - **Implementation of Change:** Evaluate the processes in place for managing and implementing change initiatives.
 - **Stakeholder Engagement:** Review how change is communicated and managed among stakeholders.
- IX. Knowledge Management**
- **Information Systems:** Assess the effectiveness of systems for capturing, storing, and sharing knowledge.
 - **Knowledge Sharing:** Evaluate the culture and practices around knowledge sharing within the organization.
 - **Learning and Innovation:** Review the processes for fostering continuous learning and innovation.
- X. Pandemic Preparedness and Readiness**
- **Preparedness Plans:** Assess the comprehensiveness of pandemic preparedness plans including the organizations efforts to build and nurture relationships with institutions mandated to coordinate responses to epidemics and other health crises.
 - **Crisis Response:** Evaluate the organization’s experience in and ability to respond effectively to pandemics and other health crises.
 - **Continuity of Operations:** Review the strategies in place to ensure continuity of operations and project activities during pandemics.
- XI. Community Led Monitoring**
- **Comprehensiveness of CLM model:** Assess the extent to which the CLM covers the accessibility, availability, affordability and quality of services and whether it includes all 4 stages of the CLM cycle including the systems for collecting, acting on feedback from community members and advocacy.
 - **Community Engagement:** Assess the effectiveness of community engagement strategies in monitoring activities.
 - **Transparency, accountability and management of conflict of interest:** Review how the organization ensures transparency and accountability, and manages conflict of interest in its community-led monitoring efforts.

- **Coordination:** Assess the extent to which the organization and/or its monitoring activities link to / with other county-level and/or national HIV, TB and malaria CLM platforms or processes.

XII. Infrastructure and Technology

- **Physical Infrastructure:** Assess the adequacy, condition, and suitability of physical facilities, including office space, equipment, and utilities.
- **Technology Infrastructure:** Evaluate the availability and effectiveness of technological resources such as hardware, software, and IT support systems.
- **Technology Utilization:** Review how effectively the organization leverages technology for communication, data management, and program delivery.

XIII. Data Protection

- **Policy and Compliance:**
Evaluate the presence and adequacy of data protection policies, ensuring compliance with relevant laws and regulations.
- **Capacity and Infrastructure:**
Assess the organization's capacity and infrastructure for managing data securely, including staff training, cybersecurity measures, and data governance frameworks.

XIV. Risk Management and Response:

- Review procedures for identifying and mitigating data protection risks, as well as protocols for responding to data breaches and incidents effectively.

4. Methodology

a) Preparation Phase

I. Stakeholder Engagement:

- Identify and engage key stakeholders, including network members, community leaders, staff, and external partners.
- Participate in initial meetings to discuss the purpose, scope, and expected outcomes of the assessment.

II. Mapping of the Networks through a stakeholder meeting and desk review

- Facilitate the stakeholder meeting on mapping of the key networks
- Work with the key stakeholders to identify existing networks to be targeted for OCA
- Agree on a selection criterion for the networks after OCA
- Compilation of the list of networks to be targeted for mapping

III. Review the Organizational Capacity Assessment (OCA) tool developed and develop a Framework:

- Create a detailed framework outlining the key areas of assessment, scoring criteria and specific indicators for each area.

b) Data Collection Phase

- Conduct site visits to the network organizations and undertake the following key data collection exercises;
 - i. Conduct in-depth mapping of the network and capacity assessment using the pre-defined OCA tool:

- Map the overall characteristics, mission, strategies, programmatic focus, geographic scope etc. of the networks.
 - Administer the OCA tool to gather quantitative data from network members, staff, and stakeholders.
 - During the interviews, collect and review relevant documents, including strategic plans, policies, organizational charts, financial reports, previous assessments, program reports among others as defined in the OCA tool.
 - Analyze these documents to gain initial insights into the network's capacity and its member organizations
- ii. **Key Informant Interviews (KIIs):**
- Develop KII guides to be used to collect key informant data
 - Conduct semi-structured interviews with key stakeholders, including leaders, managers, and representatives from key and vulnerable populations.
 - Use interview guides to ensure consistency and comprehensiveness across interviews.
- iii. **Focus Group Discussions (FGDs):**
- Organize FGDs with various groups, such as network members, community representatives, and beneficiaries.
 - Facilitate discussions to gather qualitative data on organizational strengths, weaknesses, opportunities, and threats.
- c) Data Analysis Phase**
- i. **Quantitative Analysis:**
- Analyze survey data using statistical tools to identify trends, patterns, and areas of concern.
 - Summarize quantitative findings for each key area of assessment.
- ii. **Qualitative Analysis:**
- Transcribe and analyze interview and FGD data to identify recurring themes, insights, and contextual factors.
 - Use coding techniques to categorize and interpret qualitative data.
- iii. **SWOT Analysis:**
- Conduct a SWOT analysis to synthesize findings and identify organizational strengths, weaknesses, opportunities, and threats.
 - Engage stakeholders in validating and prioritizing key findings
- iv. **Selection of Networks**
- Provide a list of the networks selected using the criteria agreed upon.
- d) Reporting Phase**
- i. **Draft Report:**
- Compile a comprehensive report that includes an introduction, methodology, findings, SWOT analysis, and recommendations.
 - Ensure the report is clear, concise, and well-structured, with evidence-based conclusions.

- ii. **Feedback and Validation:**
 - Share the draft report with stakeholders for feedback and validation.
 - Participate in the validation workshops or meetings to discuss findings and refine recommendations.
- iii. **Final Report:**
 - Incorporate feedback and finalize the report.
 - Include actionable recommendations for capacity building and technical assistance in each key area of assessment.

e) Follow-Up Phase

- i. **Action Plan Development:**
 - Work with the organization to develop an action plan based on the assessment recommendations.
 - Set clear goals, timelines, and responsibilities for implementing capacity-building initiatives.
- ii. **Monitoring and Evaluation:**
 - Establish mechanisms to monitor the implementation of the action plan and evaluate progress over time.

5. Deliverables

- Inception Report: Outline the detailed methodology, work plan, and timelines.
- Interim Reports: Provide updates on progress, preliminary findings, and any challenges encountered.
- Final Report: Include comprehensive findings, analysis, and recommendations.
- Presentation of Findings: Prepare and present findings to stakeholders.
- All the data collected quantitative and qualitative

6. Ethical Considerations

- Ensure informed consent from all participants.
- Maintain confidentiality and anonymity of respondents.
- Adhere to ethical guidelines for data collection involving key and vulnerable populations.
- Manage conflict of interest through declaration and signing.

SECTION 4: ELIGIBILITY REQUIREMENTS

a) Preliminary Evaluation Criteria

Bids will be evaluated based on the below criteria.

Bids lacking any of the documents below will be considered as non-responsive and therefore will be eliminated at this stage.

PRELIMINARY EVALUATION OF MANDATORY REQUIREMENTS				
No.	Particulars	Marks	Compliant	Non-compliant
1.	Provide a copy of Certificate of Incorporation/Certificate of Registration.	1 or 0		
2.	Provide a copy of valid Tax Compliance Certificate	1 or 0		
3.	Must attach Mobile money deposit receipt/ original banking deposit slip as proof of purchase of tender documents	1 or 0		
4.	Submit current CR12 from the Registrar of Companies (generated not earlier than July 2023) or copies of identification cards for Sole Proprietors/Partnerships.	1 or 0		
5.	Provide two audited financial reports (From Year 2021) – (duly signed by the firm’s directors and the auditor) (Both reports must have unqualified/unmodified auditor’s opinion).	1 or 0		
6.	Must provide valid tender security from a reputable bank amounting to Kshs 116,100.00 (Original Tender security must be attached.)	1 or 0		

Note: Proposals missing any of the six (6) requirements listed above will be considered non-responsive and therefore will be eliminated at this stage.

b) Technical Evaluation Criteria

Requirement	Criteria	Max Score	Score
Organizational Capacity	a) Attach company profile (5 Marks) b) Provide an organogram of the company, including key personnel (management and technical teams). (5 Marks)	10 Marks	
Key Personnel	Technical Personnel: Provide CVs and certificate copies for; 1. Project Lead (Qualification – Master’s Degree (Public Health/Social Sciences/Organizational Development or related field) with expertise in network analysis and organizational development. i. At least 5 years’ experience – (5 marks) ii. Less than 5 years’ experience – (2 marks) iii. No CV provided/Irrelevant Qualifications– (0 marks) 2. List Proposed Research Team Members to be assigned to the project. Should comprise; i. data analysts (3mks) ii. field researchers (2mks) iii. subject matter experts on the following; - Network Building (1mk) - Key and Vulnerable Populations (1mk) - NGO organizational development/ management (1mk) - programme implementation (1mk)	14 Marks	
Project Plan	Provide a project work plan to undertake the works Including project timelines and milestones that will fit the agreed upon dates.	10 Marks	
References	Attach reference letters for completed consultancies from at least three previous clients (2mks each)	6 Marks	
Evidence of Similar works	Provide evidence of undertaking similar consultancy assignments within the last 5 years – 2019 to date specifying the value (purchase orders/invoices/ contracts/ completion certificates). i. Not provided/Irrelevant (0 mark) ii. Only 1 assignment (1 mark) iii. 2 assignments (5 marks) iv. 3 assignments or more (10 marks)	10 Marks	
Total Score		50 Marks	
Any bidder who scores 40 Marks and above out of 50 Marks shall be considered for further evaluation.			

SECTION 5: Confidential Business Questionnaire

You are requested to give the particulars indicated in part 1 and either part 2(a), 2(b) or 2(c) whichever applies to your type of business.

PART 1 - General

Business Name:.....

Location of Business premises:

Country/Town:.....

Postal Address:.....

Code: Town:

Tel No.:.....

E-mail: Fax:

Nature of Business:.....

Part 2 (a) – Individuals

Your Name in full:

.....

Nationality:Country of Origin:

Citizenship details:

.....

PART 2 (b) – Partnership

Name: Nationality: Citizenship Details: Shares:

1.

2.

3.

PART 2 (c) – Registered Company

Private or Public:

State the nominal and issued capital of the company.....

Nominal USD:

.....

Issued USD:

.....

Give details of all directors as follows:

Name:

Nationality:

Citizenship Details:

Shares:

1.

2.

3.

SECTION 6: Form of Tender Security

Tender No. Amref

RFP- CONSULTANCY FOR MAPPING AND ORGANIZATIONAL CAPACITY ASSESSMENTS OF NETWORKS

To: Amref Health Africa

WHEREAS [*insert: name of Tenderer*] (hereinafter called “the Tenderer”) has submitted its tender dated [*insert: date of tender*] for the performance of the above-named Contract (hereinafter called “the Tender”)

KNOW ALL PERSONS by these present that WE [*insert: name of bank*] of [*insert: address of bank*] (hereinafter called “the Bank”) are bound unto [*insert: name of Purchaser*] (hereinafter called “the Purchaser”) in the sum of: [*insert: amount*], for which payment well and truly to be made to the said Purchaser, the Bank binds itself, its successors and assigns by these presents.

Sealed with the Common Seal of the said Bank this [*insert: number*] day of [*insert: month*], [*insert: year*]. THE CONDITIONS of this obligation are the following:

1. If, after the tender submission deadline, the Tenderer
 - (a) withdraws its tender during the period of tender validity specified by the Tenderer in the Tender Form, or
 - (b) does not accept the Purchaser’s corrections of arithmetic errors in accordance with the Instructions to Tenderers; or
 - (c) does not at all reply to the Purchaser’s requests for clarification

2. If the Tenderer, having been notified of the acceptance of its tender by the Purchaser during the period of tender validity.
 - (a) Fails or refuses to sign the Contract Agreement when required; or
 - (b) Fails or refuses to issue the performance security in accordance with the Instructions to Tenderers.

We undertake to pay to the Purchaser up to the above amount upon receipt of its first written demand, without the Purchaser having to substantiate its demand, provided that in its demand the Purchaser will note that the amount claimed by it is due it, owing to the occurrence of any one of the two above-named CONDITIONS, and specifying the occurred condition or conditions.

This guarantee will remain in full force up to and including **Sunday 19th January 2025**, and any demand in respect thereof must reach the Bank not later than the above date.

Note: A bidder who withdraws its tender after the deadline for submission will forfeit its bid security deposit

For and on behalf of the Bank

Signed: _____ Date: _____

SECTION 7: References

BANK REFERENCES	
BANK HOLDING MAIN ACCOUNT	
Bank name and address:	
Name of account:	
Account number:	How long has it been in operation?

COMMERCIAL REFERENCES		
Provide names and contract details of two customers who may be approached to verify your capacity to perform against similar contracts.		
INTERNATIONAL TRADE REFERENCE – CUSTOMER 1		
Name and address:		
Activity:	Period of relationship:	
Contact name:	Fax no.:	
Telephone No.:		
INTERNATIONAL TRADE REFERENCE – CUSTOMER 2		
Name and address:		
Activity:	Period of relationship:	
Contact name:	Fax no.:	Telephone No.

PART B: FINANCIAL PROPOSAL

(SUBMIT AS A SEPARATE ATTACHMENT)

* Provide a detailed budget breakdown covering cost per day for the consultancy, personnel, travel related costs to the field for data collection, data collection tools, software, and other related expenses.

Amref/KRCS will support travel related costs for the key workshops and the respondents during data collections.

No.	Item Description	Rate (KES)
1.		
2.		
3.		
4.		
	SUB TOTAL	
	APPLICABLE TAXES (IF ANY)	
	GRAND TOTAL	

Note. In case of discrepancy between the unit price and total, the unit price shall prevail.

Currency	Grand Total	In Figures:
	Grand Total	In Words:
Bidder's Name:	Date:	Signature and Stamp
Bidder's Address:		

Note: Indicate breakdown of all taxes.

DECLARATION

I/We have completed this form (s) accurately at the time of reply and it is agreed that all responses can be substantiated, if requested to do so, and that any inaccuracy in the information filled herein will lead to disqualification of the tenderer.

For and behalf of:

Name:

Date:Signature: