

REQUEST FOR PROPOSALS

FOR

**PROVISION OF CONSULTANCY SERVICES FOR ACCESSIBILITY AUDIT ON STATUS OF ECDE CENTRES, CHILD FRIENDLY SPACES & EARC CENTRE IN KALOBEYEI, KAKUMA & HOST COMMUNITY ON CHILDREN LIVING WITH DISABILITY IN TURKANA WEST SUBCOUNTY, TURKANA COUNTY.**

**TENDER NO. WKP/RFP/002/2022**

CLOSING DATE: 4th November 2022 CLOSING TIME: 12.00NOON

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# PROVISION OF CONSULTANCY SERVICES FOR ACCESSIBILITY AUDIT ON STATUS OF ECDE CENTRES, CHILD FRIENDLY SPACES & EARC CENTRE IN KALOBEYEI, KAKUMA & HOST COMMUNITY ON CHILDREN LIVING WITH DISABILITY IN TURKANA WEST SUBCOUNTY, TURKANA COUNTY.

# SECTION 1- LETTER OF INVITATION.

TO:

**Dear Sir/Madam,**

Waldorf Kakuma Project (WKP) invites Proposals for Consultancy Services for accessibility Audit on Status of ECDE Centers, Child Friendly Spaces & EARC Centres in Kakuma & Kalobeyei areas of Turkana West Subcounty.

More details of the services are provided in the ‘Terms of Reference’’ herein.

The Request for Proposal (RFP) includes the following:

Section 1 - Letter of invitation.

# Section 2 - Information to Consultants.

Section 3 - Terms of Reference.

Section 4 - Technical Proposal.

Section 5 – Financial Proposal.

Completed proposal documents in plain sealed envelopes, marked with tender reference number and title should delivered to Waldorf Kakuma Project offices located on 2nd Floor of Karen Professional Centre, Karen Road and Waldorf Kakuma Project Kakuma Office located in the LWF compound 1. Late bids will not be considered.

The tender shall be addressed to:

**The Procurement Committee**

**Waldorf Kakuma Project**

**P.O Box 1997-00502**

**2nd Floor, Karen Professional Centre,**

**Karen Road, Nairobi**

**Tel: +254 715 902309,**

**Email:** **info@waldorfkakumaproject.org**

So as to be received on or before **4th November 2022 at 12.00noon**

Prices quoted should be inclusive of all taxes, must be in Kenya Shillings and shall remain valid for 90 days from the closing date of the tender.

Tenders will be opened on 9th November, 2022 at 10.30am in the presence of the tenderers representatives who may choose to attend the opening at Waldorf Kakuma Project offices.

**SECTION 2 - INFORMATION TO CONSULTANTS.**

**2.1. Introduction.**

2.1.1. Waldorf Kakuma Project will select a consulting firm among those invited to submit proposals or those who respond to the invitation for proposals in accordance with the method of selection detailed under this section and consistent with the regulations.

2.1.2. The consultants are invited to submit a technical proposal and a financial proposal for the services required for the assignment stated in the letter of invitation (Section I)

2.1.3. In the assignment where the procuring entity intends to apply standard conditions of engagement and scales of fees for professional services, which scale of fees will have been approved by a relevant authority, a technical proposal only may be invited and submitted by the consultants. In such a case the highest ranked consulting firm in the technical proposals shall be invited to negotiate a contract on the basis of the set scale of fees. The technical proposals will be the basis for contract negotiations and ultimately for a signed contract with the selected consultant.

2.1.4. The consultants must familiarize themselves with local conditions as regards the assignment and take them into account in preparing their proposals. To obtain adequate information on the assignment and on the local conditions, consultants are encouraged to liaise with the procuring entity regarding any information that they may require before submitting a proposal.

2.1.5. The client will provide the inputs and services specified in the special conditions of contract needed to assist the individual consultant to carry out the assignment.

2.1.6. The cost of preparing the proposal and negotiating the contract including any visit to the procuring entity are not reimbursable as a direct cost of the assignment. The procuring entity is not bound to accept any of the proposals submitted.

**2.2. Clarification and Amendment to the Request for Proposal (RFP) Documents.**

2.2.1. Consulting firms may request clarification of any of the RFP documents not later than three (3) days before the deadline for the submission of the proposals. Any request for clarification must be sent on email to the procuring entity’s address indicated in the special conditions of contract. The procuring entity will respond by email 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 individual consultants invited to submit proposals.

2.2.2. At any time before the deadline for submission of the proposals, the procuring entity may for any reason; either at its own initiative or in response to a clarification requested by an intended consultant amend the RFP. Any amendment shall be issued on email to all invited consultants and will be binding on them. The procuring entity may at its discretion extend the deadline for the submission of the proposals.

2.2.3. Clarification of tenders shall be requested by the tenderer to be received by the procuring entity not later than 3 days prior to the deadline for submission of tenders.

**2.3. Preparation of Proposals.**

2.3.1. The consultant’s proposal shall be written in English language.

2.3.2. In preparing the Technical Proposal, the consultants are expected to examine the documents consisting the RFP in detail. Deficiencies in providing the information requested may result in rejection of a proposal.

2.3.3. While preparing the Technical Proposal, the consultant must give particular attention to the following:

* + - 1. 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
			2. For all the staff who will be involved in the exercise of the proposals, the consultant must indicate their responsibility in the assignment and also the staff time as necessary.
			3. The curriculum vitae (CV) of the staff proposed must be submitted with the proposal.

2.3.4. The Technical Proposal shall provide the following information;

* + - 1. The individual consultant’s CV and a brief of any recent experience of assignment of a similar nature. For each assignment the brief should indicate the profiles of staff involved,
			2. Contract amount and the individual consultant’s involvement.
			3. Any comments or suggestions on the ‘’Terms of Reference’’ and a list of service and facilities requested to be provided by the procuring entity.
			4. A description of the methodology and work plan for performing the proposed assignment.
			5. Any additional information requested in the special conditions of contract.

2.3.5. The Technical Proposal shall be separate from the financial proposal and shall not include any financial information.

**2.4. Financial Proposal.**

2.4.1. In preparing the Financial Proposal, the consultants are expected to consider the time required in completing the assignment as outlined in the RFP documents. The financial proposal will therefore be quoted in fees per month. The financial proposal may also include other costs as necessary, which will be considered as reimbursable.

2.4.2. The Financial Proposal should include the payable taxes.

2.4.3. The fees shall be expressed in Kenya Shillings.

2.4.4. The Financial Proposal must remain valid for 90 days after the submission date. During this period the consultant is expected to keep available at his own cost any staff proposed for the assignment. The procuring entity will make best effort to complete negotiations within this period. If the procuring entity wishes to extend the validity period of the proposals, the consultants who do not agree, have the right not to extend the validity of their proposals.

2.4.5. The Financial Proposal must comply with the law governing the profession of the consultant.

**2.5. Submission, Receipt and Opening of Proposals.**

2.5.1. The Technical Proposal and the Financial Proposal shall be prepared in indelible ink. It shall contain no interlineations or overwriting, except as necessary to correct errors made by the consultants. Any such corrections must be initialed by the consultant.

2.5.2. For each proposal the consultants shall prepare two copies of the proposals. Each Technical Proposal and Financial Proposal shall be 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 duly marked “FINANCIAL PROPOSAL”. Both envelopes shall be placed in an outer envelope and sealed. This outer envelope shall bear the procuring entities address and other information indicated in the appendix to the instructions to consultants and clearly marked “DO NOT OPEN’’ before **4th November at 12.00noon**

2.5.4. The completed Technical and Financial proposals must be delivered at the submission address on or before the time and date of the submission of the proposals indicated in the appendix to the instructions to consultants. Any proposals received later than the closing date for submission of proposals shall be rejected and returned to the consultant unopened. For this purpose, the inner envelope containing the technical and financial proposals will bear the address of the consultant submitting the proposals.

2.5.5. After the deadline for submission of proposals the outer envelope, the technical proposals shall be opened immediately by the opening Committee.

**2.6. Cost of Tendering**

2.6.1 The Tenderer shall bear all costs associated with the preparation and submission of its tender, and the procuring entity, will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.

2.6.2 The price to be charged for the tender document shall be Kshs.1,000/= deposited into Account name: **Waldorf Kakuma Agencies**, Account No. **1650262707912**, Equity Bank, Kakuma Branch

2.6.3 All firms found capable of performing the contract satisfactorily in accordance with the set prequalification criteria shall be prequalified.

**2.7. Evaluation of the Proposal (General).**

2.6.1. From the time the proposals are opened to the time of the contract award, if any consultant wishes to contact the procuring entity on any matter relating to the proposal, he/ she should do so in writing at the address indicated in the appendix to the instructions to consultants. Any effort by a consultant to influence the procuring entity’s staff in the evaluation of companion proposals or awards of contract may result in the rejection of the proposal.

**2.8. Evaluation of Technical Proposals.**

The Evaluation Committee appointed by the procuring entity to evaluate the proposals shall carry out the evaluation of technical proposals following the criteria set out in the Terms of Reference based on the following points/ criteria;

**A. Preliminary Evaluation Criteria (Mandatory).**

The tenderer must:

* + 1. Submit the required number of copies of both the technical and financial proposals.
		2. Submit a copy of certificate of registration/incorporation.
		3. Submit a valid copy of business permit /license from relevant authorities to conduct business.
		4. Submit a bank slip as evidence of payment of the tender fees.
		5. Serialize all pages for each bid submitted.
		6. Certified audited accounts for the last audited period

**NB: Only bidders who pass the preliminary stage will proceed to the technical evaluation.**

 **B. Technical Evaluation Criteria.**

|  |  |
| --- | --- |
| Criteria  | Marks  |
| The lead consultant having at least 10 years of experience in similar works (community work and people living with disabilities).  | 7 |
| The lead consultant having 5 - 10 years of experience in similar works. | 5 |
| The lead consultant having below 5 years of experience in similar works. | 2 |
| Lead consultant’ must possess recognised qualifications and competence in risk management.  | 10 |
| Must be registered members with relevant professional bodies e.g. ICPAK, IIA.  | 5 |
| Firm profile must demonstrate experience in the undertaking  |  |
| Provide a list of clients (3) within the last five years and reference letters from these clients and attach certified copies of reference letters where these services have been offered | 15 |
| The firm having at least 10 years of experience in similar works (community work and people living with disabilities).  | 12 |
| The firm having 5 - 10 years of experience in similar works. | 6  |
| The firm having below 5 years of experience in similar works. | 4 |
| The firm having an experience of working in Arid and Semi-arid Lands (ASALs) especially Turkana | 6 |
| Physical facilities: Provide details of physical address and contacts.  | 3 |
| A proposed approach and methodology for carrying out the assignment with key deliverables being: 1. Accessibility Review
2. Target centres.
3. Facilitate two consultative meetings with stakeholders
4. Produce a well written and comprehensive Accessibility Audit Report for dissemination
 | **25**  |
| **Total**  | **100**  |

**Note:**

* + 1. Bidders must meet all the mandatory requirements to qualify for general and technical requirements.
		2. To qualify for financial evaluation, the bidder must score a minimum of 70 points (70%). iii. Any information provided by the bidder may be verified by Waldorf Kakuma Project as part of due diligence and if information is found to be false, the bidder may be disqualified.

 **2.9. Responsive /Nonresponsive Proposals.**

Any proposal which will be examined and found not to comply with all the requirements for submission will be declared nonresponsive. All the proposals found to have complied with all the requirements for submission shall be declared responsive by the Evaluation Committee.

**2.10. Rejected Proposals.**

Each responsive proposal will be given a Technical Score (ST). Any technical proposal which fails to achieve the total minimum score indicated in the appendix to the information to tenderers shall be rejected at this stage and will not proceed to the next stage of evaluation.

**2.11. Opening and Evaluation of Financial Proposals.**

2.11.1. After completion of the evaluation of Technical Proposals and the financial proposal, the procuring entity shall notify theindividual consultants whose proposals did not meet the minimum technical score or weredeclared non responsive to the RFP and terms of reference.

2.11.2. The financial proposals shall be opened by the procuring entity and the name of the individual consultant, the technical score and the proposed fees shall be read out aloud and recorded. The evaluation committee shall prepare minutes of the opening of the financial proposals.

The individual consultant achieving the highest combined technical and financial score will be invited for negotiations.

**2.12. Negotiations.**

2.12.1. Negotiations will be held at the same address indicated in the appendix to the information to consultants. The purpose of the negotiations is for the procuring entity and the individual consultant to reach agreements on all points regarding the assignment and sign a contract.

2.12.2. The negotiations will include a discussion on the technical proposals, the proposed methodology and work plan, staff and any suggestions made by the individual consultant to improve the Terms of Reference. The agreed Work Plan and Terms of Reference will be incorporated in the description of the service or assignment and form part of the contract.

2.12.3. The negotiations will be concluded with a review of the draft contract. If negotiations fail, the procuring entity will invite the individual consultant whose proposal achieved the second highest score to negotiate a contract.

**2.13. Award of Contract.**

2.13.1. The contract will be awarded before commencement of negotiations. After negotiations are completed the procuring entity will promptly notify the other individual consultants that they were unsuccessful.

2.13.2. The selected individual consultant is expected to commence the assignment on the date agreed with the procuring entity.

**2.14. Confidentiality.**

Information relating to evaluation of proposals and recommendations of contract award shall not be disclosed to the individual consultants who submitted the proposal or to other persons not officially concerned with the process, until the winning individual consultant has been notified that he/she has been awarded the contract.

# SECTION 3 -TERMS OF REFERENCE FOR WKP FRAMEWORK.

Waldorf Kakuma Project (WKP) is a non governmental organization that aims to transform the lives of children and adolescents affected by crises through psychosocial support and education. WKP believes that children can be empowered through education to achieve their dreams despite the various life circumstances that they undergo. WKP has been operating in Kakuma Refugee Camp since January 2012, and in other parts of Kenya delivering interventions in the areas of Child Protection, emergency education, psychosocial support as well as Education. WKP seeks to establish a credible reputation by engaging, advising, advocating and supporting healthy development and recovery of children affected by conflict and other challenges of life which affect their education. However, there is a challenge in determining the level of accessibility of ECDE by refugees and host communities which has an impact on WKP achieving its objectives.

To resolve the challenge, Waldorf Kakuma Project is considering the evaluation of accessibility to the ECDE centres to ensure optimal access based on available resources carrying out an audit that will bring out the levels of accessibility and challenges encountered by the target groups. The accessibility report will enable WKP to focus on ways that will enhance achieving its objectives.

**3.1 Waldorf Kakuma Project expects that the accessibility audit report will include, inter alia the following for a sound decision making for management of the ECDE Centers.**

1. Enumerate expected outcomes to be reported as part of the deliverables e.g., accessible classrooms, wash facilities and playground
2. No of centers covered by the accessibility ward
3. Challenges and constraints in accessing the centres by ECDE learners in the targeted areas
4. Intervention areas to improve access.
5. Cost effective ways to enhance accessibility.

**3.2 Purpose of the Assignment.**

Waldorf Kakuma Project seeks the services of a consultant to audit the accessibility of ECDE centers, Child Friendly Spaces and EARC Centre by refugees and host communities for evaluation and implementation of policies to ensure improved access to children living with disabilities. The work will be carried out at the Waldorf Kakuma Project in Kakuma refugee camp, Kalobeyei settlement, and the host community ECDE centres in Turkana West sub county.

The consultant will be expected to:

1. Develop suitable techniques or procedures that would help the management in improving access to the centres by ECDE learners.
2. Collect, review and analyze all the necessary documents to fully substantiate all stages of the accessibility study such as the 2021 study on children with disability conducted by Humanity and Inclusion in the Kakuma Refugee Camp
3. Collect, review and analyze all the necessary documents to fully understand the administrative framework of ECE Centres in Turkana West.
4. Collect, review and analyze the inclusive policies guiding inclusive education at ECE Level
5. Carry out stakeholder analysis to bring out the roles and responsibilities of key players and institutions that play a vital role in inclusive ECE Education in Turkana.
6. Documentation and analysis of available resources for children with disabilities in the ECE Centres in Turkana West.
7. Draft specific, detailed and practical steps for preparing as well as conducting the accessibility study and finalizing it.
8. Facilitate two consultation meetings with the centre managers, Turkana County and Sub County ECDE relevant departments (organized by WKP) one to prepare for the accessibility study and the second meeting to present the findings.

**3.3 Scope of Services.**

The consultant(s) will be required to familiarize themselves with the Waldorf’s operations including the vision, mission, core mandate, goals, objectives and departmental work plans and to undertake the following;

1. Auditing the physical access- The physical environment includes things such as steps, stairways, exterior surfaces and paving, parking areas, building entrances and exits (including emergency escape routes), internal and external doors, gates, toilets and washing facilities, lighting, ventilation, floor coverings, signs and furniture. Aids to physical access include ramps, handrails, widened doorways, adapted toilets and washing facilities, adjustable lighting, induction loops and way-finding signs. Physical aids to access education such as ICT equipment, enlarged computer screens and keyboards, concept keyboards, switches, specialist desks and chairs and portable aids for children with motor coordination and poor hand/eye skills, such as extra robust scientific glassware and specialist pens and pencils.
2. Learning Access - increasing the extent to which disabled students can participate and achieve within the school’s curriculum. The curriculum covers a range of elements that includes ensuring that teaching and learning is accessible through school and classroom organisation and support, deployment of staff, timetabling, curriculum options and staff information and training. Many adjustments to access will be dependent on individual needs. There is a Learning Assistant who has main responsibility for ensuring there is suitable differentiation of work.
3. Information Access - improving the delivery of information to students with disabilities. Any students requiring additional support are clearly identified on entry to School and throughout their education there. Those requiring specific support with communication are known by staff so their needs can be met in lessons through differentiation such as:

VI = Visually Impaired

HI = Hearing impaired

PI = Physically impaired

F=Fully in place

P=Partly in place

N=Not in place

**3.4 Expected Output.**

The expected output for provision of Enterprise Risk Management services are as follows;

1. To analyze the situation in each ECDE Centre, from the point of view of accessibility for people with different types of disability and reduced mobility especially the children attending the ECDE Centres.
2. To describe the work, equipment and adaptations desired to achieve the required level of accessibility, by defining the technical recommendations arising from the obstacles identified, where possible in accordance with the principle of reasonable accommodation;
3. To evaluate the equipment and adaptations which would be required at these ECDE Centres to increase accessibility to an acceptable level.

# SECTION 4 - TECHNICAL PROPOSAL (TP)

**Notes on the Preparation of Technical Proposal.**

The Technical Proposal shall be prepared and submitted by the consultants.

It shall contain the following: -

1. Submission letter.
2. Particulars of the consultant including Curriculum vitae (CV).
3. Comments and suggestions of the consultant on the terms of reference, personnel, facility and other requirements to be provided by the procuring entity.
4. Description of the methodology and work plan for performing the assignment.
5. Any proposed staff to assist in the assignment.
6. Consultancy services activities times’ schedule.
7. Evidence of payment of the tender fee (bank slip)

# SECTION 5- FINANCIAL PROPOSAL (FP)

**Notes on the Preparation of Financial Proposal.**

The financial proposal shall be prepared and submitted by the consultants.

It shall contain the following: -

1. Submission letter indicating total fees.
2. Summary of costs.
3. Breakdown of fees per activity.
4. Breakdown of reimbursable costs/expenses per activity.
5. Miscellaneous expenses.