

REQUEST FOR PROPOSALS

FOR

**PROVISION OF CONSULTANCY SERVICES FOR SURVEY AND COLLECTION OF DATA IN KALOBEYEI, KAKUMA & HOST COMMUNITY ON CHILDREN LIVING WITH DISABILITY IN TURKANA WEST SUBCOUNTY.**

**TENDER NO. WKP/RFP/003/2022**

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

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**PROVISION OF CONSULTANCY SERVICES FOR HOUSEHOLD SURVEY AND COLLECTION OF DATA IN KALOBEYEI, KAKUMA & HOST COMMUNITY ON CHILDREN LIVING WITH DISABILITY IN TURKANA WEST SUBCOUNTY.**

# SECTION 1- LETTER OF INVITATION.

TO:

**Dear Sir/Madam,**

Waldorf Kakuma Project (WKP) invites Proposals for Consultancy Services for household survey and collection of data in Kalobeyei, Kakuma & Host Community areas on children living with disability.

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**](mailto: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 five (5) 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 5 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. A bank slip as evidence of payment of the Ksh. 1000 tender fees.
      6. 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 2022 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 and 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).**

2.7.1. 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.

2.7.2. The Proposal Evaluation Committee shall have no access to the Financial Proposal, which in any case will remain sealed, until the technical evaluation is concluded or finalized.

**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 Ksh. 1000 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. Literature review 2. Key informant Interviews 3. Facilitate two consultation meetings with the school heads and Ministry of Education officers in Turkana West (organized by WKP) one to prepare for the survey and the second meeting to present the findings. 4. Carry out stakeholder analysis to bring out the roles and responsibilities of key players and institutions that play a vital role in inclusive ECDE Education in Turkana. | **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 (TS). 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 in the presence of the individual consultants who choose to attend the opening. 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 and return the financial proposals of the individual consultants who did not pass the technical evaluation.

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.

**3.1 Waldorf Kakuma Project expects that the household survey report will include, inter alia the following for a sound decision making.**

1. A clear picture of the educational situation of children living with disability in Turkana West Subcounty, particularly enrollment, transition rate, barriers to education of children living with disability as well as children with disability not enrolled in schools.
2. Assess knowledge attitudes and perception of parents/caregivers and communities on disability.
3. Information about existing collaborative psychosocial and safety support systems for children living with disabilities within the families, communities and in schools.
4. Access and provision of needed health services for children living with disability, home to school referral systems for children living with disability. How accessible are the health centers?
5. Establish whether these children are registered with NCPWD, and what support systems are available in the community for the same children.
6. Has the child received all the vaccinations?
7. Document the Knowledge and perception of Children living with disabilities in the communities. And propose interventions that can enhance
8. Establish existing best practises for Children Living with Disabilities in schools and communities.

**3.2 Purpose of the Assignment.**

Waldorf Kakuma Project seeks the services of a consultant for household survey to conduct an analysis on children living with disability in Turkana West Sub County.

The consultant will be expected to:

The Consultant will be responsible to deliver a complete sampling design to household survey and create content and documents to training for the collect data team.

The purpose of the survey is to conduct an analysis on children with disabilities within Turkana West Sub County, this will include the assessment of the number of children living with disability, type of the disability, their demographic information, family bio data, Access, retention and transition of these children in school and whether the child is enrolled in ECDE centre or not.

**3.3 Scope of Services.**

1. Deliver a work plan for the consultancy process.
2. Participate in meetings with the WKP and other partners in regards to the survey and survey presentations  
   Discuss with technical team members of the project the guidelines and expected results of the sampling designs.
3. Train and supervise the data collection team
4. Propose sampling designs based on guidelines and best practices of household surveys.
5. Propose the best strategies to completely cover the 7 Wards during the research.
6. Indicate the census tract to visit and the number of households to be visited by data collection team members.
7. Deliver detailed documentation of the sampling design, including the concepts, references, and methodologies used in the project.
8. Create content to theoretical and practical training, including reading and presentation slides materials about the data collection process. In consultation with the Project Team, prepare a questionnaire to be used in the Survey.
9. Conduct Interviews with key informants

**3.4 Expected Output.**

Work plan including:

(i) main attributes, objectives, and concepts of the sampling design (ii) main attributes, preliminary summary, objectives, and contents for the training materials (iii) the consultancy schedule for each delivery. The sampling design must have: (i) proposes of sampling design to achieve the best results according to the expected results of the overall project. The proposal should have the margins of error, the number of households to be visited in each census tract and considerations about possible difficulties to implement them (ii) report to include all relevant information about the concepts, theories, and methodologies used in the sampling designs (iii) the best practices about data collection processes to be implemented at fieldwork to guarantee the overall quality of the survey.

# 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. Attach a bank slip as evidence of payment of Ksh. 1,000 tender fees.

# 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.