



## REQUEST FOR PROPOSALS

**TO PROVIDE TECHNICAL ASSISTANCE IN TRAINING OF GENDER BASED VIOLENCE (GBV) TOTs AND GBV COMMUNITY CHAMPIONS IN 5 COUNTIES.**

**Document Release Date : 3<sup>rd</sup> November 2020**

**Last Date for Receipt of proposals: 18<sup>th</sup> November 2020**

**Time : 11.00 HRS.**

**Tender Number : GFPREQ01494**

**Submission Method : Email - [tenders@redcross.or.ke](mailto:tenders@redcross.or.ke)**

**Tender Opening Venue and Time: KENYA RED CROSS SOCIETY  
HEADQUARTERS BOARDROOM  
TIME: 1200 HRS**

## Summary (of the technical assistance)

- 1.1. **Purpose:** To provide technical assistance in training gender based violence (GBV) TOTs and GBV community champions) in 5 counties.
- 1.2. **Donor:** Global funds HIV Grant
- 1.3. **Duration:** 15 days
- 1.4. **Estimated Dates:** 14<sup>th</sup> December to 30<sup>th</sup> January 2021
- 1.5. **Geographical Location:** Turkana, Kisii, Siaya, Machakos and Kilifi counties.
- 1.6. **Target Population:** Community GBV Champions, County Supervision team and GF staff at SR and PR level.
- 1.7. **Deliverables:** GBV training content for supervisors and GBV Champions. GBV sensitization materials. Conduct training on GBV for TOTs and GBV community champions.
- 1.8. **Management Team:** KRCS program team

## 1.2 Description of the project

Kenya Red Cross Society (KRCS) is the non-state Principal Recipient (PR) for the Global Fund HIV Grant, running from January 2018 to June 2021. The program priority areas of focus are based on the Kenya National AIDS Strategic Framework (KNASF) 2041/15 – 2018/19, which seeks to reduce new HIV infections by 75% and reduce AIDS related mortality by 25% by 2019. The goal of the program is to contribute to achieving Vision 2030 through universal access to comprehensive HIV prevention, treatment and care for all.

KRCS under the grant is implementing programs to support adolescent girls and young women (AGYW) in 5 counties namely Turkana, Kisii, Kilifi, Machakos and Siaya Counties. The program aims to facilitate the provision of comprehensive HIV prevention package of biomedical, behavioral and structural interventions to reduce the adolescent girls and young women's vulnerability to HIV. One of the intervention implemented under the AGYW module is the Gender-based violence (GBV) prevention and management for AGYW which aims to increased awareness and improved response to GBV cases at community level.

## 1.3 Problem statement

Adolescents and young people remain at a higher risk of infection. new infections are often fueled by gender inequality, lack of access to quality services, poverty and stigma and discrimination. Article 27 of the Constitution of Kenya 2010, outlaw's discrimination on the basis of one's health status, provides for equality between men and women and allows the use of affirmative action to redress past discrimination.

The National AIDS Control Council in the Kenya AIDS Strategic Framework (KASF) 2014/15–2018/19 takes cognizance of structural factors that impede marginalized groups' including adolescent's girls and young women (AGYW) access to justice and that increase their risk of HIV infection. Sexual and gender violence increases biological vulnerability to HIV, reduces ability to negotiate for safer sex, with long-term psychosocial outcomes that impact sexual risk taking behavior.

The KASF specifically recognizes that socially excluded, poor and vulnerable people living with HIV are unlikely to take up services, and that this is hindering the country's ability to reach public health goals. The framework also acknowledges the role that poor enforcement of anti-discrimination laws and weak social and legal protections play in driving new HIV infections.

#### **1.4 Current situation**

Violence is a daily reality for women and girls across Kenya. According to government data, 45 percent of women and girls aged 15 to 49 have experienced physical violence and 14 percent have experienced sexual violence. Many cases are not reported to authorities and few women get justice or receive medical care. GBV affects women, girls, men and boys, however, women have been found to be disproportionately affected by GBV.

Unequal gender power dynamics in relationships, men's control over women including decision-making, rigid gender roles and low negotiation skills among girls and women, and inequitable gender and social norms are all associated with violence. GBV has serious and far-reaching negative effects including physical injuries resulting in death or disfigurement, psychological trauma, infection with HIV/AIDS, unwanted pregnancies, social stigmatization and exclusion and economic deprivation among others. GBV in its various manifestations negatively affects individuals, their families and the entire community.

#### **2.0 Consultancy**

KRCS seeks the services of a firm to provide technical assistance in training of GBV TOTs and GBV community champions in the target counties of Kilifi, Kisii, Machakos, Siaya and Turkana. The GBV TOTs training will be conducted virtually for 3 days for county teams and program staff, while the community GBV champions trainings will also be conducted virtually for 5 days with the participants drawn from the 5 target counties. The trained county teams and program staff will be providing support supervision and follow up to the community GBV champions. The GBV champions will be conducting GBV awareness forums during outreaches to sensitize adolescent girls and young women (AGYW) on GBV response mechanisms and adolescents friendly post violence screening and care. The community GBV champions will also be conducting community GBV dialogue sessions targeting AGYW and care givers as well as act as advocates for prevention and addressing GBV cases in the target counties.

#### **2.1 Purpose**

This request for proposal is to provide technical assistance in conducting virtual training for GBV TOTs for county teams, program team and community GBV champions in the 5 target counties.

#### **2.2 The specific objectives**

1. To develop learning objectives, program and materials for the trainings.
2. To train Project implementers/County leads as GBV TOTs on GBV, supervision, monitoring and reporting.
3. Training of Community GBV champions in Five Counties on GBV, GBV advocacy, GBV response mechanism, reporting and referral pathways.

### **2.3 Scope of work**

The firm will conduct GBV TOTs training virtually for 3 days for a total of 30 participants drawn from each of the 5 counties ie 6 participants per county. The firm will also conduct community GBV champions training virtually for a total of 102 participants drawn from 17 Sub recipients (SR) ie 6 participants per SR.

#### **The firm to provide technical assistance will be expected to undertake the following tasks:**

- Participate in the inception meeting.
- Design the necessary tools for the execution of the assignment.
- Provide selection criteria for selecting community GBV champions.
- Develop the training materials for training i) GBV TOTs ii) community GBV champions, iii GBV sensitization materials.
- Provide qualified and experienced trainers to conduct the training for the GBV TOTs and community GBV champions training.
- Provide training materials, IEC materials and handout for the participants.
- Provide training reports.

### **2.2 Deliverables**

The key deliverables that the consultant should deliver to KRCS are as follows

- Inception report detailing the execution of the assignment and qualified and experienced trainers who will facilitate the trainings virtually for both GBV TOTs and Community GBV champions.
- Necessary tools for the execution of the assignment including a work plan on rolling out of the GBV TOTs training and Community GBV champions
- Selection criteria for the community GBV champions
- Training report for the trainings conducted.
- Training materials, IEC materials and handout for the participants

### **2.5 KRCS Deliverables**

- Mobilize the participants through our sub recipients to participate in the training both for the GBV TOTs and Community GBV champions.
- To provide zoom link and data bundles for the virtual trainings
- Provide training logistics to the participants including venues, notebooks, transport reimbursements etc.

### **2.6 Expertise and qualification in provision of technical assistance**

- Should be legally registered in Kenya.
- Evidence of the technical capacity with at least 10 years on capacity building on human rights issues and sexual and gender based violence
- Evidence of at least 5 years' experience in program implementation and management of SGBV, Human Rights and Gender programs

- Evidence of at least 5 years' experience in engaging law and policy makers at National and County levels to inform and champion the development and implementation of laws and policies that address SGBVS.
- Should have experience in working with vulnerable women have access to comprehensive GBV services through provision of legal and psychosocial services.
- Should have excellent skills in project planning and management, community mobilization, facilitation of trainings, monitoring and evaluation and lobbying and advocacy

### 2.6.1 Core competencies

- Ability to produce high quality outputs in a timely manner while understanding and anticipating the evolving client needs.
- Strong organizational skills;
- Skills in Lobbying and advocacy, Gender integration and gender inclusion
- Ability to work independently, produce high quality outputs

### 2.6.2 Required Skills and Experience for the key staff to be involved

- **Education:** Advanced University Degree in Law, Human Rights or relevant Social Science studies including gender and develop and psychology.
- **Experience: Minimum** of 10 years of relevant experience is required.
- **Language:** Excellent written and spoken English and Kiswahili.

## 2.7 Duration

The provision of technical assistance will take 15 days from 14<sup>th</sup> December to 30<sup>th</sup> January 2021 including inception meeting and discussions. The firm providing technical assistance will commence with developing GBV training content for the GBV TOTs, community GBV Champions and GBV sensitization materials for 3 days. This will then be followed by the training of GBV TOTs training for project implementers and county leads drawn from the 5 counties for 3 days. The final task will be to conduct community GBV champions training which will also be conducted virtually for 5 days drawn from the 17 SRs in the 5 counties.

## 2.8 Application Requirements

Application materials shall include:

- A written response to this TOR in terms of a proposal detailing the technical understanding of the task, proposed methodologies of execution of the assignment, expected activities and deliverables, proposed work plans with schedule, and financial bids. **See Annex 1**
- Detailed **CVs of all professional (s)** who will work on the assignment. If there is more than one consultant on the proposed team, please attach a table describing the level of effort (in number of days) of each team member in each of the assignment activities. **See Annex 3**
- Professional references: please **provide at least three references** from your previous clients and full contact details of the referees.

## 2.9. Submission of proposal

The Technical Proposal **MUST** be prepared in conformance to the outline provided in **Annex 1** while the financial proposal shall conform to the template provided in **Annex 2**. Team composition should conform **to Annex 3**

*Bidders should provide technical and financial proposal in **two separate folders** clearly marked "Technical Proposal" and "Financial Proposal" and emailed to [tenders@redcross.or.ke](mailto:tenders@redcross.or.ke) clearly marked in the subject line **"Tender GFPREQ01494 - To provide technical assistance in training gender based violence (GBV) TOTs and GBV community champions) in 5 counties.***

The Proposal should be addressed as below and emailed to [tenders@redcross.or.ke](mailto:tenders@redcross.or.ke) by **18<sup>th</sup> November 2020 at 11:00 hrs:**

**Chairperson  
Tender Committee  
Kenya Red Cross Society  
P.O Box 40712 - 00100  
Nairobi, Kenya**

### **ANNEX 1: RESPONSE PROPOSAL FOMART**

- 1) **Introduction:** description of the firm, the firm's qualifications and statutory compliance (1 page)
- 2) **Back ground:** Understanding of the project, context and requirements for services, (2 pages)
- 3) **Proposed methodology:** The proposed methodology **MUST** provide an indication of its effectiveness and added value in the proposed assignment. (5 pages)
- 4) **Firms experience** in undertaking assignments of similar nature and experience from the geographical area for other major clients (Table with: Name of organization, name of assignment, duration of assignment (Dates), reference person contacts-2 pages)
- 5) **Proposed team** composition (As per annex 3)-1 page
- 6) **Work plan** (Gantt chart of activity and week of implementation)-1 page

## ANNEX 2: BUDGET TEMPLATE

The firm shall only quote for the items below as KRCS will manage all other related costs (professional fees and administration expenses) as all other cost will be catered for by KRCS.

Item	Unit	# of Units	Unit Cost	Total Cost (Ksh.)
<b>Grand Total</b>				

## ANNEX 3: PROPOSED TEAM COMPOSITION TEMPLATE

Name of Team Member	Highest Level of Qualification	General Years of Experience related to the task at hand	Number of days to be engaged	Roles under this assignment

## ANNEX 4: TENDER EVALUATION CRITERIA

A four stage evaluation procedure will be used to evaluate all proposals from bidders. The total number of points which each bidder may obtain for its proposal is:

- Mandatory Requirements
- Technical Proposal 70 marks
- Oral presentation 20 marks
- Financial Proposal 10 marks

### 1. Mandatory Requirements

The proposal shall be evaluated on the basis of its adherence to the following compulsory requirements, this applies to both local and international firms and individuals

Document/ Requirements
Tax compliance certificate
Certificate of incorporation/registration (for firms)
PIN certificate
<b>Proceed to next stage (Yes / No)</b>

## 2. Evaluation of the Technical Proposal

The technical proposal shall be evaluated on the basis of its responsiveness to the TOR. Specifically, the following criteria shall apply:

Criteria	Maximum points	Bidders score	Remarks
<b>(1) Introduction:</b> <ul style="list-style-type: none"> <li>Description of the Firm and the Firm's Qualifications</li> </ul>	5		
<b>(2) Background :</b> Understanding of the project, context and requirements for services	10		
<b>(3) Proposed Methodology:</b> The proposed methodology MUST provide an indication of its effectiveness and added value in the proposed assignment.	15		
<b>(4) Firms Experience</b> in undertaking assignments of similar nature and experience from related geographical area for other major clients <ul style="list-style-type: none"> <li>Provide a summary and supporting information on overall years of experience, and related technical and geographic coverage experience</li> </ul>	20		
<b>(5) Proposed Team Composition:</b> <ul style="list-style-type: none"> <li>Tabulate the team composition to include the general qualifications, suitability for the specific task to be assigned and overall years of relevant experience to the proposed assignment.</li> <li>The proposed team composition should balance effectively with the necessary skills and competencies required to undertake the proposed assignment.</li> <li>Lead Consultant Qualifications – should be as per the TOR</li> <li>Provide CVs for key Consulting team</li> </ul>	15		
<b>(6) Work Plan:</b> A Detailed logical, weekly work plan for the assignment MUST be provided.	5		
<b>Total Score out of 70</b>	<b>70</b>	<b>70</b>	

The firm, or team of consultants that attains a score of 46 out of 70 and above in the technical evaluation will be invited to proceed to oral presentation.

## 3. Oral Presentation

Criteria	Maximum points	Bidder's Score	Remarks
Understanding of the assignment	5		
Clear understanding of methodology	5		
Presentation of previous similar assignment (Organization will be required to show/present 2 previous completed assignments at the oral stage)	10		
<b>Total Score out of 20</b>	<b>20</b>	<b>20</b>	



#### **4. Evaluation of the Financial Proposal**

The Financial Proposal shall be prepared in accordance to **Annex 2**. The maximum number of points for the Financial Proposal shall be weighted at **10 points**. (This maximum number of points will be allocated to the lowest Financial Proposal. All other Financial Proposals will receive points in inverse proportion according to the below formula)

**Points for the Financial Proposal being evaluated =**

$$\frac{(\text{Maximum number of points for the financial proposal}) \times (\text{Lowest price})}{\text{Price of proposal being evaluated}}$$

A total score obtained including Technical, Oral and Financial Proposals is calculated for each proposal. The bid obtaining the overall highest score is the winning bid.

#### **GENERAL INSTRUCTIONS**

Please read carefully the method of tender submission and comply accordingly.

**1.1.1.** KRCS reserves the right to accept or to reject any bid, and to annul the bidding process and reject all bids at any time prior to the award of the contract, without thereby incurring any liability to any Bidder or any obligation to inform the Bidder of the grounds for its action.

##### **1.1.2. Cost of bidding**

The Bidder shall bear all costs associated with the preparation and submission of its bid, and the Organization will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

##### **1.1.3. Clarification of Bidding Document**

All correspondence related to the contract shall be made in English. Any clarification sought by the bidder in respect of the consultancy shall be addressed at least **five (5) days** before the deadline for submission of bids, in writing to the Administration Coordinator.

The queries and replies thereto shall then be circulated to all other prospective bidders (without divulging the name of the bidder raising the queries) in the form of an addendum, which shall be acknowledged in writing by the prospective bidders.

Enquiries for clarifications should be sent by e-mail to [tenders@redcross.or.ke](mailto:tenders@redcross.or.ke)

#### **1.1.4. Amendment of Bidding Document**

At any time prior to the deadline for submission of bids, KRCS, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, may modify the bidding documents by amendment.

All prospective Bidders that have received the bidding documents will be notified of the amendment in writing, and it will be binding on them. It is therefore important that bidders give the correct details in the format given on page 1 at the time of collecting/receiving the bid document.

To allow prospective Bidders reasonable time to take any amendments into account in preparing their bids, KRCS may at its sole discretion extend the deadline for the submission of bids based on the nature of the amendments.

#### **1.1.5. Deadline for Submission of Bids**

Bids should reach [tenders@redcross.or.ke](mailto:tenders@redcross.or.ke) on or before **18<sup>th</sup> November 2020** at 11.00 a.m. Bids received after the above-specified date and time shall not be considered. **“Tender No - GFPREQ0494: To provide technical assistance in training gender based violence (GBV) TOTs and GBV community champions) in 5 counties.”**

**Any bid received by KRCS after this deadline will be rejected.**

*Bidders should provide a technical and financial proposal in two separate folders clearly Marked **“Technical Proposal”** and **“Financial Proposal”** both of which should then be sent to [tenders@redcross.or.ke](mailto:tenders@redcross.or.ke) with the subject reading “*

**The Proposal should be addressed as indicated above to reach the under signed by 18<sup>th</sup> November 2020 at 11.00 a.m:**

Any bid received by KRCS after this deadline will be rejected.

#### **1.1.6. Cost Structure and non-escalation**

The bidder shall, in their offer (Financial Proposal), detail the proposed costs as per the template provided above.

No price escalation under this contract shall be allowed. KRCS shall not compensate any bidder for costs incurred in the preparation and submission of this RFP, and in any subsequent pre-contract process.

#### **1.1.7. Taxes and Incidental Costs**

The prices and rates in the financial offer will be deemed to be inclusive of all taxes and any other incidental costs.

#### **1.1.8. Responsiveness of Proposals**

The responsiveness of the proposals to the requirements of this RFP will be determined. A responsive proposal is deemed to contain all documents or information specifically called for in this

RFP document. A bid determined not responsive will be rejected by the Organization and may not subsequently be made responsive by the Bidder by correction of the non-conforming item(s).

#### **1.1.9.Currency for Pricing of Tender**

All bids in response to this RFP should be expressed in Kenya Shillings. Expressions in other currencies shall not be permitted.

#### **1.1.10. Correction of Errors.**

Bids determined to be substantially responsive will be checked by KRCS for any arithmetical errors. Errors will be corrected by KRCS as below:

- a. where there is a discrepancy between the amounts in figures and in words, the amount in words will govern, and
- b. where there is a discrepancy between the unit rate and the line total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will govern.

The price amount stated in the Bid will be adjusted by KRCS in accordance with the above procedure for the correction of errors.

#### **1.1.11. Evaluation and Comparison of Bids**

Technical proposals will be evaluated prior to the evaluation of the financial bids. Financial bids of firms whose technical proposals are found to be non-qualifying in whatever respect may be returned unopened.

#### **1.1.12. Confidentiality**

The Bidder shall treat the existence and contents of this RFP, and all information made available in relation to this RFP, as confidential and shall only use the same for the purpose for which it was provided.

The Bidder shall not publish or disclose the same or any particulars thereof to any third party without the written permission of KRCS, unless it is to Bidder's Contractors for assistance in preparation of this Tender. In any case, the same confidentiality must be entered into between Bidder and his Contractors.

#### **1.1.13. Corrupt or Fraudulent Practices**

KRCS requires that tenderers observe the highest standard of ethics during the procurement process and execution of contracts. A tenderer shall sign a declaration that he has not and will not be involved in corrupt or fraudulent practices. KRCS will reject a proposal for award if it determines that the tenderer recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question

Further a tenderer who is found to have indulged in corrupt or fraudulent practices risks being debarred from participating. Please report any malpractices to [complaints@redcross.or.ke](mailto:complaints@redcross.or.ke)