



REQUEST FOR PROPOSALS

Review and Development of Kenya Nutrition Capacity Development Framework (KNCDF)

Document Release Date : 18th November 2020

Last Date for Receipt of proposals : 2nd December 2020

Time : 11.00 HRS.

Tender Number : PRF07389

Submission Method : Email - tenders@redcross.or.ke

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

1. Summary- (of the Study)

- 1.1. **Purpose:** To review the KNCDF to identify gaps, lessons learnt, best practices and develop recommendations that will inform development of the KNCDF 2020 – 2025 and to develop KNCDF 2020-2025 and promote learning within MOH.
- 1.2. **Partners:** Kenya Red Cross Society, UNICEF and Ministry of Health Capacity Development Technical Working Group
- 1.3. **Duration:** The review will be carried out by an independent consultant, and is expected to take 60 calendar days
- 1.4. **Estimated Dates:** -----January 2021
- 1.5. **Geographical Location:** Nairobi
- 1.6. **Target Population:**
- 1.7. **Deliverables:** Inception report, data collection tools, data sets, presentations and final report
- 1.8. **Methodology:** This will include: Document review; Individual interviews, FGD interviews with targeted Community Members and KII with key partner stakeholders, workshops.

2. Background and Justification

Capacity development is the ‘process by which individuals, groups and organizations, institutions and countries develop, enhance and organize their systems, resources and knowledge; all reflected in their abilities, individually and collectively, to perform functions, solve problems and achieve desired objectives’¹. The process is recognized as a key programming principle. The KNCDF 2014-2019 was developed to guide capacity development in nutrition service delivery in the country.

Over the five-year period (2014-2019), the KNCDF has been used as a reference document in guiding Nutrition Capacity Development in Kenya. The KNCDF is one of the first documents to provide a comprehensive guide for shaping nutrition capacity development, recognising the role of: policies, funding mechanisms, organisational synergies, as well as coordination, monitoring and evaluation strategies. The framework provides standardized approaches for evidence-based Nutrition Capacity building notably: key pillars (Systemic, Organisation, Technical and Community) for enhancing efficiency and effectiveness in Nutrition Service Delivery.

Informed by the Framework and the implementation Guidelines, to date, nutrition capacity assessments have been conducted across 21 Counties (45 percent) yielding valuable data to inform decision making on Nutrition Service Delivery. The implementation period for the KNCDF came to an end in 2019 and its review is one of the activities spelt out in the Kenya Nutrition Action Plan (2018-2022).

Through the successful implementation during the implementation period of the KNCDF, many lessons were learnt, challenges faced and best practices have been gathered.

3 Scope of Work

The Division of Nutrition and Dietetics (DND) with support from Kenya Red Cross Society (KRCS) will be undertaking a review of the KNCDF. This shall be through:

1. Desk review and review of the existing capacity assessment process and report writing. The desk review will be of existing documents in relation to capacity development including review of KNCDF and its implementation, review of programme policies and strategies, Kenya Nutrition action plan (KNAP) 2018-2021, county nutrition

action plans (CNAPs), National Nutrition Action Plan (NNAP) 2012-2017 review report, capacity assessment reports.

2. Develop the KNCDF (2020-2025) to reflect current capacity development efforts and lessons. Align the KNCDF (2020-2025) to the Knap 2018-2022 capturing the multisectoral gaps
 - Development of the Capacity Development Framework (2020-2025) The strategy shall include strategic areas, costing estimates and the Monitoring and evaluation plan including developing a common results framework to integrate nutrition capacity development to other sectors including agriculture, water sanitation and hygiene, education
 - Edit, proofread and produce final version ready to be formatted for design and publication.
 - Revision of the current text including tables and figures to achieve an optimal flow and presentation of the information.
3. Review and update the existing capacity assessment process
 - KNCDF Operational guide
 - Capacity assessment data collection tools
 - Capacity assessment analysis database
 - Capacity assessment data /information use plan.
 - Linking the capacity assessment reports with the existing reports

4. Methods and approach

Prepare a detailed workplan outlining the KNCDF review and development approach. Some of the key consideration in the development process will include:

- Participatory approach through the consultation of key stakeholders across sectors for ownership and use
- Development of a detailed plan and formation of task teams to fast track KNCDF review and development process with close progress monitoring by the capacity TWG and feedback to Head of Nutrition Division and the NICC.
- Review and consideration of lessons learnt during implementation, monitoring and evaluation of the 2012-2017 NNAP
- Reference to the Key Result Area 18 in chapter 4 of the 2018-2022 KNAP
- Ensuring complementarity to existing capacity development initiatives where new/additional data collection may be required/recommended
- Sustainability, functionality and scalability of suggested strategies in capacity development.
- Review of the products by experts at country, regional and global level as may be needed.
- Ensuring efficient use of resources while ensuring quality products are delivered
- Review and validation of the products in the existing relevant structures

- Gender mainstreaming, attention to vulnerable groups and regional disparities

5. Work Relationships

A participatory approach and widespread consultations will be employed during the review process Specifically:

- The overall supervisory role of the review will be by the Nutrition Capacity Manager
- The review will be coordinated by the Capacity development Technical Working Group throughout the delivery of the framework in collaboration with the stakeholders.
- The consultant will develop within five working days of contract signing a work plan in consultation with the Capacity working group at the Division of Nutrition and Dietetics.
- The consultant will write an inception report and develop a work plan in consultation with the capacity working group.
- The Capacity Manager in collaboration with the collaborating partner will monitor the progress of the consultant work through brief progress updates, their reviews and feed-back to the consultant;
- An end of consultancy performance review will be conducted upon receipt of all deliverables

6. Review Quality & Ethical Standards

The consultant shall take all reasonable steps to ensure that the review process is designed and conducted to respect and protect the rights and welfare of the people and communities involved and to ensure that it is technically accurate and reliable. The consultant shall also ensure that the review is conducted in a transparent and impartial manner and that it contributes to organizational learning and accountability. Therefore, the consultant shall be required to adhere to review standards and applicable practices as recommended by International Federation of Red Cross and Red Crescent Societies.

- **Utility:** The review must be useful and used.
- **Feasibility:** The review must be realistic, diplomatic, and managed in a sensible, cost effective manner.
- **Ethics & Legality:** The review must be conducted in an ethical and legal manner, with particular regard for the welfare of those involved in and affected by the Evaluation.
- **Impartiality & Independence;** The review should be impartial, providing a comprehensive and unbiased assessment that takes into account the views of all stakeholders.
- **Transparency:** The review activities should reflect an attitude of openness and transparency.
- **Accuracy:** The review should be technical accurate, providing sufficient information about the data collection, analysis, and interpretation methods so that its worth or merit can be determined.
- **Participation:** Stakeholders should be consulted and meaningfully involved in the review process when feasible and appropriate.
- **Collaboration:** Collaboration between key operating partners in the review process improves the legitimacy and utility of the review.

It is also expected that the review will respect the seven Fundamental Principles of the Red Cross and Red Crescent: 1) humanity, 2) impartiality, 3) neutrality, 4) independence, 5) voluntary service, 6) unity, and 7) universality.

7. Qualifications and Requirements

1. At least a master's degree in Nutrition, capacity development, monitoring and evaluation or in any other related discipline with relevant technical knowledge in document review (*state qualification of lead consultant*)
2. Experience in development of policy and strategic documents: *provide evidence of completion of at least 2 assignment of similar nature.*
3. Extensive expertise, knowledge, and experience in the field of document review and revision. *Provide evidence; certificate, editing assignments*
4. Ability to design a document review design/approach; *Provide sample*
5. Document compiling and editing skills *Provide sample report;*
6. Ability to conduct assignment within expected time: *Provide schedule with number of days*
7. Familiarity with nutrition capacity development processes.
8. Report writing skills.

8. Management of the review

Duration: The review processes should be conducted between ----- dates.

Deliverables:

- i. Implementation design/plan
- ii. Review checklist
- iii. Review schedule
- iv. Draft review report
- v. PowerPoint presentation highlighting key revisions to the TWG
- vi. Final Review report with validation comments incorporated at least 3 copies and one electronic copy of the document by the agreed timeline
- vii. An updated KNCDF (2020-2025) document that will guide work in the next phase of implementation.
- viii. Updated capacity tools and guidelines

9. 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 the review, 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 review. If there is more than one contractor on the proposed review team, please attach a table describing the level of effort (in number of days) of each team member in each of the review activities. **See Annex 3**
- Professional references: please **provide at least three references** from your previous clients and full contact details of the referees.

10. 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 clearly marked in the subject line **“Tender No. PRF07389 - “REVIEW AND DEVELOPMENT OF KENYA NUTRITION CAPACITY DEVELOPMENT FRAMEWORK”**”

The Proposal should be addressed as below and emailed to tenders@redcross.or.ke by 2nd December 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, Key questions (2 pages)
- 3) **Proposed methodology** - Indicate methods to be used for each indicator and highlight any areas where indicators may need adjustment. The targeted respondents should be indicated for each indicator. Proposed detailed questions should be indicated. (3 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 consultant shall only quote for the items below as KRCS will manage all other related costs (Logistics and payment of enumerators)

| Item | Unit | # of Units | Unit Cost | Total Cost (Ksh.) |
|--|----------|------------|-----------|-------------------|
| Consultancy Fee (for the whole Survey period) | Per day | | | |
| Office expenses (Printing, photocopy, binding, communication costs etc.) | lump sum | | | |
| Grand Total | | | | |

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 60 marks
- Oral presentation 30 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 |
| Proceed to next stage (Yes / No) |

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:

| Survey Criteria | Maximum points | Bidders score | Remarks |
|--|----------------|---------------|---------|
| (1) Introduction: <ul style="list-style-type: none"> • Description of the Firm and the Firm's Qualifications | 5 | | |
| (2) Background : Understanding of the project, context and requirements for services | 10 | | |
| (3) Proposed Methodology: The proposed methodology MUST provide an indication of its effectiveness and added value in the proposed assignment. | 20 | | |
| (4) Firms Experience in undertaking assignments of similar nature and experience from related geographical area for other major clients <ul style="list-style-type: none"> • Provide a summary and supporting information on overall years of experience, and related technical and geographic coverage experience | 10 | | |

| | | | |
|--|----|----|--|
| (5) Proposed Team Composition: <ul style="list-style-type: none"> • 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. • The proposed team composition should balance effectively with the necessary skills and competencies required to undertake the proposed assignment. • Lead Consultant Qualifications – should be as per the TOR • Provide CVs for key Consulting team including Statistician/Data Analyst | 10 | | |
| (6) Work Plan: A Detailed logical, weekly work plan for the assignment MUST be provided. | 5 | | |
| Total Score out of 60 | 60 | 60 | |

The firm, or team of consultants that attains a score of 36 out of 60 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 and scientific methodology | 15 | | |
| Presentation of previous similar assignment (Consultant will be required to show/present 2 previous completed assignments at the oral stage) | 10 | | |
| Total Score out of 30 | 30 | 30 | |

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

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 on or before 2nd December 2020 at 11.00 a.m. Bids received after the above-specified date and time shall not be considered.

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 with the subject reading “**Tender No. PRF07389 - “REVIEW AND DEVELOPMENT OF KENYA NUTRITION CAPACITY DEVELOPMENT FRAMEWORK”**”*

The Proposal should be addressed as indicated above to reach the under signed by 2nd December 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