REQUEST FOR PROPOSALS

Baseline Evaluation for Enhancing Climate Smart Agriculture in Tana River County, Kenya

Document Release Date   : **November 23rd 2020**

Last Date for Receipt of proposals   : **December 9th 2020**

Time   : **11.00Hrs**

Tender Number   : **PRF07581**

Submission Method   : **Email to tenders@redcross.or.ke**

Tender Opening Venue and Time   : **Via Zoom as per tender instruction at 1200 HRS**

DATE OF ISSUE: NOVEMBER 2020

1. Summary

1.1. Purpose: The baseline will provide benchmark statistics against the programme indicators, against which programme progress, perfomance and impact will be gauged.

1.2. Partners: Finnish Red Cross, Kenya Red Cross Society and County Government of Tana River

1.3. Duration: 30 days

1.4. Estimated Dates: TBC

1.5. Geographical Location: Tana River County (Tana River and Tana North Sub counties)

1.6. Target Population: Community members of Tana River County, Chewele and Chewani Wards.

1.7. Deliverables: Inception report and tools, first and second drafts and final report plus all data sets.

1.8. Methodology: Quantitative and qualitative methods

1.9. Assessment Management Team: KRCS M&E and Program representatives and Finnish Red Cross representative

2. Background Information

The proposed project seeks to enhance efforts towards achievement of SDG goal 13 on climate action; take urgent action to combat climate change and its impacts through promotion of climate smart agriculture that will enhance both mitigation and adaptation initiatives to climate change by improving agricultural productivity, food security and sustainable land management practices thereby having a contribution to SDG goal 1 (no poverty), 2 (zero hunger) and 15 (bringing life on land).

The project will seek to support the adoption of agroforestry amongst the communities in Tana River in order to promote sustainable agriculture and forestry as well as to improve the livelihoods of the targeted community. This will be done through enhancing skills and technical know-how of both the community and county government officers, support in provision of quality seeds, establishment of tree nurseries to improve production of quality seeds, extension services to help farmers build their skills, enhancing market access of tree products and enhancing community engagement and accountability in local advocacy to ensure farmers are part of decision making in agroforestry programmes and policies. Training government officials on Climate Smart Agriculture practices will be undertaken by KRCS in collaboration with other key stakeholders identified. These trainings will include dissemination of the latest updates on policies and strategies to be adopted in Agroforestry.

The intervention will target the community, county government and KRCS county branch in Tana River in strengthening their capacity in implementing climate smart agricultural practices i) through promotion of agroforestry, ii) diversification of livelihoods and iii) strengthening and enabling environment through policy and advocacy for the same.

Project Objectives

The goal of the project is to improve the ability of communities to adapt while mitigating through Agroforestry the impacts of climate change in Tana River County

The specific objectives are to:
1. Outcome 1: Increased agricultural productivity through agroforestry for farmers' groups' in Tana River County
2. Outcome 2: Enhanced income level of farmers through market support

3. Outcome 3: Climate smart agriculture policies, strategies and regulations are strengthened

The main areas of focus for the project include:

Capacity building of farmers on agroforestry. Based on the capacity needs assessment, farmer's groups will be trained on the need and importance of incorporating fruit trees into their agricultural activities. This will be in partnership with the WWF, relevant government line ministries, KFS and KEFRI. In the selection of farmers' groups, priority will be given to women-headed groups and representatives from households with persons living with disabilities. GBV risks will be identified and appropriate mitigation measures put in place. Farmers groups will be encouraged to do mass production of the seedlings which can be sold to other institutions including schools, colleges and community. This will also improve the green cover whose results will be seen in absorption of carbon and reduction of other greenhouse gases.

Capacity building of county government agricultural/forestry officers on agroforestry. This is aimed at strengthening institutional and individual capacities of the government workers on agroforestry. There is also need to collect and evaluate tree species and adoption of location-specific agroforestry technology for different agro-climatic zones within the County.

Enhance availability of agroforestry species through establishment of tree nurseries. The tree nurseries established will include production of various ecologically suitable fruit trees that will be planted by the farmers and in the schools. This will involve engaging key partners in training farmers on the ecologically suitable fruit seedlings to be raised in the tree nurseries. The tree species are already known based on the ecological suitability by zones, however through the assessment the species preferred by the community will be known and the project will adapt accordingly.

Improve soil fertility through promotion of agro forestry techniques. The project will assess the various different techniques employed by other organizations and research learnings that will advise on the types of agroforestry trees to be established, this will keep in mind the location of the project site (being an ASAL region) and emphasis will be on fruit trees that also provide other environment benefits that impact soil and environment conservation.

Support market accessibility of tree products. The project in collaboration with sub county agribusiness officers from Tana River county department of agriculture will play an active role in providing technical capacity to farmers to improve their understanding of business-related concepts. This will be employed through carrying out market assessments and establishment of market linkages for tree products. The selection livelihood option are as advised through Country Integrated Development Plan, but the assessment will provide more information.

The project will capitalize on KRCS' presence in Tana River County and its technical expertise on food security and livelihoods building on the lessons learned e.g. using agriculture in resilience building from the Protracted Relief and Recovery Project (PRRO) and Integrated Community Resilience Building Project (ICRBP) supported by World Food Programme and Finnish Red Cross respectively. It will also leverage KRCS experience in strengthening disaster risk management.

KRCS will work with the department of agriculture, Cooperatives Development, Kenya Forest Service (KFS) and Kenya Forest Research Institute (KEFRI) and other institutions working in similar enterprises to provide market research and market information to the farmers working in these enterprises. KRCS will focus on capacity building of the agricultural extension workers to strengthen skills in agroforestry. In addition, KRCS will have, among other staff, a technical staff with skills in agroforestry, or agriculture and natural resources management to support the project in meeting the goals of the project.

During this intervention, KRCS will integrate Protection, Gender and Inclusion at all stages of the project cycle to promote the dignity and integrity of the people who are being served in this action.

KRCS will work closely with the following stakeholders who are present in Tana River County:

Name of stakeholder	Contribution
Community	They are the primary beneficiaries of the project and shall be instrumental in planning, implementation and sustainability of the project.
Finnish Red Cross	Finnish Red Cross (FRC) has been working with KRCS in Tana River county since 2014 and will continue to offer financial support and implementation oversight to the project.
Project team (staff and volunteers)	Volunteers are the heartbeat of the Tana River branch and shall be engaged in the project to promote setting up of tree nurseries in schools and support in the implementation of the project.
World Wide Fund for Nature (WWF)	Partner in the project. Will offer technical support in environmental management and work jointly in creating an enabling policy environment
County government (department agriculture, livestock, cooperatives, Education)	A key partner in the project to consult on County's plan for sustainability of climate smart agriculture, offer technical support, capacity building of farmers, offer extension services and, provide market and crop information to the farmers. The project will collaborate with the ministry of education to establish tree nurseries and growing of fruit trees in five schools.
Kenya Forest Service	Provide information regarding tree species, provide seedlings and technical advisory on the varieties.
Kenya forest research institute (KEFRI)- Tana River	Custodian of knowledge about forest products and shall be instrumental in the establishment of nurseries.

3. Assessment Purpose & Scope

3.1 Purpose: State the broad and specific objectives

Purpose: The baseline will provide benchmark statistics against the programme indicators, against which programme progress, performance and impact will be gauged.

The specific objectives of the baseline assessment apart from the criteria in section 4 will be to:
1. To determine benchmark statistics for livelihood indicators at household-level (through collection of primary and secondary data).

2. To collect information that will influence project design and ways of working – at household and community levels.

The findings and the baseline data, contained in the Baseline Study Report, will provide a starting point for the program and the basis by which performance, progress, achievement and impact will be measured during and after the project life. As well, the findings will enable the project team to review the project plans to ensure that they have realistic and evidence-based targets, strategies and timeframes in lieu of the objectives and indicators. The Baseline Study seeks to arrive at findings that are as disaggregated as much as possible to ensure the smallest units are understood to ensure sharp focus on enhancing climate smart agriculture in Tana River County

4. Key questions

- What is the current coverage of the log frame indicators (Impact, outcome, output and process level? See below table of change-related outcomes/output indicators for which to collect baseline information and questions that need to be asked.
- What are the baseline values for indicators as per the project plan?
- What is the level of resilience amongst the targeted beneficiaries?
- Why have the farmers not applied agroforestry yet etc?
- What are the underlying rationales for currently practiced methods and choice of produce?
- What kind of indigenous and scientific climate change adaptation actions have already or are already being undertaken in terms of agricultural practices? What do beneficiaries expect will be the effect of the project to their way of life?
- How can gender and inclusion issues be integrated better into the project cycle?
- What measures should be put in place to ensure sustainability of the project (consider institutional, environmental, financial, socio cultural)
- How would the community wish to be involved in the project?
- What are the preferred communication and complaints mechanisms?

Table of change-related outcomes/output indicators for which to collect baseline information

Outcome/Output Statements	Identified indicator in LFA or Indicator Tracking Table (ITT)	Questions in relation to the baseline
Outcome 1: Increased agricultural productivity through agroforestry for farmers' groups and schools in Tana River County	% increase in agricultural productivity and enhanced food security for the target population	- How do we measure increased agricultural productivity? Do we need to look at yields and crops (all agro-production, certain crops only or something else?) - What is agroforestry (the main activity for the project) expected to increase, agricultural productivity wise? And how do we measure the baseline for that?
Output 1.1. Improved knowledge and practices amongst **communities and county government** on	# of people with improved knowledge and practise on Climate Smart agricultural practices	- How do we measure the baseline knowledge and use of practices at the moment? - What questions in baseline measure this knowledge? - Who are the target groups: community members,

climate smart agricultural practices		farmers, county government workers?
Output 1.3 Enhance dissemination of climate information with an impact on production and marketing conditions	# of climate information disseminated with an impact on production and market	• What set of questions on this that respondent needs to respond to? • Who is the target group for this very specific dissemination output? • Are we targeting farmers with this knowledge?
Outcome 2: Enhanced income level of farmers through market support -	% of enhanced income reported by farmers	• How do we measure a baseline for farmers' income?
Output 2.1. Increased access to market information on tree products for farmers -	# of markets accessed by tree farmers	• How is market information defined? Is it farmers being able to sell tree products (how do you define tree products)? • Based on how you define market information, is there access to market information now or it's non-existent? • How do we measure the baseline? • How shall we measure its increase?
Output 2.2. Increase livelihood options through support in diversification of livelihoods for farmer groups	# of livelihood options supported and people reached	• This output is broad but activities are only beekeeping, fruits and tree products. • Do we measure in baseline the diversity of livelihoods in general or just how many are already involved in the three mentioned additional livelihood options.
Outcome 3: Climate smart agriculture policies, strategies and regulations are strengthened	# of regulations/ strategies/policy reviews influenced by the studies and documentations from the project	• What is the baseline for this? • How do we measure it?
Output 3.1. Improved evidence base for climate smart agricultural practices	# of evidence base for climate smart practices documented	• Are there challenges with the evidence at the moment? • Is the indication that we need to do more research or are we actually saying that we need to increase target people's understanding of CSA practices?
Output 3.2. Enhance mainstreaming of CSA in policies, strategies and regulations	# of policy briefs presented to the Tana River County Government on review of guidelines, strategies and or policies to include climate smart agriculture.	• Is this at local level? • Are we looking at the status of CSA mainstreaming in policies, strategies and regulations in the baseline? • What information is being collected about this at baseline?

The project quantitative indicators are highlighted below: -

Outcome 1: Increased agricultural productivity through agroforestry for farmers' groups' in Tana River County	
Output 1.1: Improved knowledge and practices amongst communities and county government on climate smart agricultural practices	No. of assessments conducted
	No. of personnel trained on Climate Smart Agriculture practices
	Number of and type of Climate change adaptation strategies identified
Output 1.2: Strengthen capacity of farmer/community organizations in setting up tree nurseries	No. of personnel trained on establishment of tree nurseries
	No. of tree nurseries set up with farmer's groups
	No. of school tree nurseries established in schools
Output 1.3: Enhance dissemination of climate information with an impact on production and marketing conditions	No. of community sensitization sessions held bi-annually
	No. and type of IEC materials developed and disseminated
Outcome 2: Enhanced income level of farmers through market support	
Output 2.1: Increased access to market information on tree products for farmers	No. of linkages developed/ No. of market assessments conducted
	No. of exchange visits for cross learning conducted
Output 2.2: Increase livelihood options through support in diversification of livelihoods for farmer groups	Types of agriculture/beekeeping support provided to beneficiaries
	Number of beneficiaries benefiting from the support and training on agroforestry
	Number of beneficiaries benefiting from the support and training on value addition
Outcome 3: Climate smart agriculture policies, strategies and regulations are strengthened	
Output 3.1.: Improved evidence base for climate smart agricultural practices	No of documentations done
	No. of case studies/stories reviewed
Output 3.2.: Enhance mainstreaming of CSA in policies, strategies and regulations	Number of stakeholders engaged Number of KRCS/WWF asks incorporated in the policies, strategies and regulations
	Number of policy briefs developed by stakeholders

5. Survey Methodology

The consulting firm/individual to propose most suitable study design, sampling methods, sample size, data collection and analysis approaches that is suitable for this project during the baseline. This should be clearly outlined in the bidding document/proposal and if qualified to oral stage to have further discussion with the evaluation management team. The consulting firm can also propose targeted respondents to interview or data sources that can answer the

log frame indicators and provide comparable statistics (meaningful comparison between baseline and end line) to document any changes.

The survey will use the following literature and any other for reference and to inform the survey process further:

- Project proposal and log frame and Indicator Tracking Table (ITT)
- Documents, policies and frameworks by partners, county and national government

6. Quality & Ethical Standards

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

- **Utility**: Assessments must be useful and used.
- **Feasibility**: Assessments must be realistic, diplomatic, and managed in a sensible, cost effective manner.
- **Ethics & Legality**: Assessments must be conducted in an ethical and legal manner, with particular regard for the welfare of those involved in and affected by the assessment.
- **Impartiality & Independence**; Assessments should be impartial, providing a comprehensive and unbiased assessment that takes into account the views of all stakeholders.
- **Transparency**: assessment activities should reflect an attitude of openness and transparency.
- **Accuracy**: Assessments should be technically 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 assessment process when feasible and appropriate.
- **Collaboration**: Collaboration between key operating partners in the assessment process improves the legitimacy and utility of the assessment.

It is also expected that the assessment 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 Experience for Consultants

The lead consultant must possess the following qualifications:

1. A Postgraduate degree in Natural resource management/Agriculture/climate change adaptation or related field. Experience in the field of agroforestry will be an added advantage.
2. Proven experience in participatory and results based M&E.
3. Must have led in at least five participatory assessments. Experience of conducting baselines, monitoring and assessment work in the target or similar communities (preferred)

4. High level of professionalism and an ability to work independently and in high-pressure situations under tight deadlines.

5. Strong interpersonal and communication skills

6. The team must have a statistician able to analyse quantitative and qualitative data as well as key technical team members in to handle specific components of the project evaluation

7. Firm/bidder must have experience in using mobile phone technology for data collection, monitoring and reporting

8. The lead consultant must have strong analytical skills and ability to clearly synthesize and present findings, draw practical conclusions, make recommendations and to prepare well-written reports in a timely manner.

9. Availability for the period indicated.

8. Management of the Baseline assessment

Duration:

Deliverables:
1. Inception report detailing the evaluation design, sampling methodology & sample frame, evaluation tools, agreed budget and work plan.
2. Copies of original and cleaned data sets with codebook. The raw data, the database which has been cleaned (both qualitative and quantitative, including original field notes for in-depth interviews and focus group discussions, as well as recorded audio material), should be submitted together with the report. A simple inventory of material handed over will be part of the record. KRCS will have sole ownership of all final data and any findings shall only be shared or reproduced with the permission of KRCS.
3. Draft baseline report that will culminate in the final report with the following elements:
   a) Table of contents
   b) Clear executive summary with among others major findings of the Baseline and summary of conclusions and recommendations.
   c) The objectives of the base line, methodology and any challenges encountered in the field.
   d) A presentation of the results and discussion of the same (including analysis)
   e) Conclusions
   f) Recommendations with clear guidelines of how they can be implemented.
   g) Report annexes.
4. A power point presentation highlighting key results and discussion from the baseline survey will be presented at a feedback meeting to be held after completing the draft report.
5. Final Baseline Survey Reports - submit 4 bound hard copy and one electronic copy of the report by the agreed timeline.
6. A power point presentation highlighting key results, findings and recommendations to be disseminated to the key stakeholders after approval of the final end line report.

Evaluation Management Team: The evaluation management team shall consist of KRCS MEA&L Unit representatives, KRCS Disaster Risk Reduction (DRR) and CCA Manager and Finnish Red Cross Representative. They shall ensure that the deliverables agreed upon and approved in the inception report are achieved on time. KRCS MEA&L representative will be the chair of the team.

Role of KRCS (project and M&E team)
- Lead the recruitment and evaluation process
- Coordinate the assessment implementation process through the KRCS Program and M&E units
- Review of assessment products including the log frame, tools and reports
- KRCS will organize logistics for the assessment team

- Avail data collectors within agreed criteria
- Avail all necessary documents for desk review
- KRCS will be the link between the community and the consultant
- Will be the custodian of all data generated from the assessment
- Organize dissemination forums as necessary

Role of Finnish Red Cross
- Participate in the TOR development and recruitment process
- Review and give feedback on all baseline products
- Fund the activity budget
- Final approval of the report

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

Please also note that the people whose names appear in the team composition template **MUST** be the ones to undertake the assessment. As such, they **MUST** be the ones to appear in person if the proposal moves to the interview stage. All key consultants will be expected to attend the oral interview should the firm be invited at that stage.

Failure to adhere to any of these requirements will lead to automatic disqualification or breach of contract if the work has begun.

Kenya Red Cross Society reserves the right to cancel the contract if, convinced that the consultant is in breach of the terms and conditions including those approved in the inception report.

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 softcopy technical and financial proposal in **two separate documents** *clearly marked "Technical Proposal" and "Financial Proposal". The subject of your email should "Tender No.* **PRF07581** *"Call for Consultancy for Baseline Evaluation for Enhancing Climate Smart Agriculture in Tana River County, Kenya"*

The Proposal should be addressed as below and emailed to tenders@redcross.or.ke by **the 9th December 2020 at 11:00 AM**

Chairperson
Tender Committee

Kenya Red Cross Society
P.O Box 40712 - 00100
Nairobi, Kenya

Tenders will be opened immediately thereafter in the presence of the candidates or their representatives who choose to attend our **online tender opening meeting** on the same day at noon. Interested bidders to confirm participation on mail tenders@redcross.or.ke and thereafter we will share the **Zoom link for the meeting**.

ANNEX 1: TECHNICAL 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. Detailed sampling procedure needs to be indicated. (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 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 assessment 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	Roles under this assignment

ANNEX 4: TENDER ASSESSMENT CRITERIA

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

- 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 or individuals.

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

2. Assessment 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:

Evaluation Criteria	Maximum Points Possible	Bidders score	Remarks
(1) Introduction: • 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 • Provide a summary and supporting information on overall years of experience, and related technical and geographic coverage experience.	10		

(5) Proposed Team Composition: • 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	**60**		

The firm or team of consultants that attains a score of 40 and above out of 60 in the technical evaluation will be invited to proceed to oral presentation.

3. **Oral phase assessment**

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**		

The firm that will proceed to the financial stage shall be guided by the performance at the oral stage and as guided in the MEA&L manual.

4. **Assessment 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 **10%** (**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 =

(Maximum number of points for the financial proposal) x (Lowest price)

Price of proposal being evaluated

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

GENERAL INSTRCUTIONS

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@redcros.or.ke on or before 9th **December 2020** at **11.00 am.** 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. PRF07581 "Call for Consultancy for Baseline Evaluation for Enhancing Climate Smart Agriculture in Tana River County, Kenya"""***

The Proposal should be addressed as indicated above to reach the under signed by 9th December 2020 at 11.00 a.m. for the tender to be opened at 12.00 noon:

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

Tenders will be opened immediately thereafter in the presence of the candidates or their representatives who choose to attend our online tender opening meeting on the same day at noon. Interested bidders to confirm participation on mail tenders@redcross.or.ke and thereafter we will share the Zoom link for the meeting.

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.**