



REQUEST FOR PROPOSALS

**TO PROVIDE TECHNICAL ASSISTANCE IN DEVELOPING TRAINING
CONTENT AND DELIVERING OF GENDER BASED VIOLENCE (GBV)
IN 5 COUNTIES.**

Document Release Date : 27th August 2020

Tender Closing day and Time : 16th September 2020

Tender Number : GFPREQ01494

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

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

DATE OF ISSUE: AUGUST 2020

No offer, payment, consideration, or benefit of any kind which could be regarded as an illegal or corrupt practice shall be made – neither directly nor indirectly – as an inducement, or reward in relation to tendering award of the contract or execution of the contract. Any such practice will be grounds for the immediate cancellation of this contract and for such additional action civil and/or criminal as may be appropriate. At the discretion of the Kenya Red Cross Society a further consequence of any such practice can be the definite exclusion from any tendering for projects funded by the Kenya Red Cross Society”.

Please report any malpractices on tender process to complaints@redcross.or.ke

Summary- (of the technical assistance)

- 1.1. **Purpose:** To provide technical assistance in developing training content and delivering training of trainers (TOT) on gender based violence (GBV) in 5 counties.
- 1.2. **Donor:** Global funds HIV Grant
- 1.3. **Duration:** 2 Months
- 1.4. **Estimated Dates:** 21st September to 20th November 2020
- 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:** Inception Report, Training need assessment (TNA), GBV Training Content for Supervisors and GBV Champions, GBV sensitization materials, Conduct training of GBV for TOTs and GBV community champions; and follow up and support supervision.
- 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) 2011/15 – 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.

The grant is focused on creating demand for health services through a community-facility continuum of care model. The aim is to increase access to community HIV care and support and strengthening community health systems. The key areas of interventions include increasing access and uptake of HIV testing services through promoting community based approaches to testing, increase retention in treatment, care and support for people living with HIV through intensified treatment literacy, adherence support and defaulter tracing at household level, elimination of mother to child transmission (eMTCT) through mentor mother approach to reaching and supporting expectant and lactating HIV positive mothers, and HIV prevention programs for key populations and adolescents and young people aged 10 – 24 years to reduce their vulnerability and risks to HIV. The KRCS is committed to ensuring that the vulnerable communities in the country have access to much needed services in the most efficient, effective, reliable and trusted manner at any time and whenever required.

KRCS 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. About 33% of girls and 17% of boys in Kenya are raped by the time they attain 18 years; 22% of girls aged 15-19 report that their first sexual intercourse to have been forced and few receive treatment. Gender inequalities and cultural practices including wife inheritance, sexual and gender based violence, early marriages and high attrition in school limit effective HIV prevention.

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 against women is a major public health and human rights issue throughout Africa and the world and is also a cause and consequence of HIV and AIDS. Women can become infected with HIV as a result of violence and an imbalance of power, particularly in their intimate relationships. Violence against women is perhaps the most widespread and socially tolerated human rights violation, cutting across borders, race, class, ethnicity, and religion (UNECA 2012). Gender based violence in Africa, as elsewhere in the world, is a complex issue that has at its root structural inequalities between men and women, young and old. This results in the persistence of power differentials between the sexes. Around the world, women are at increased risk of experiencing violence if they live in communities with norms that accept violence and value men over women. While factors such as alcohol use or poverty contribute to the perpetration of violence, the imbalance of power between women and men is a root cause of violence against women.

Linking GBV and HIV/AIDS efforts is both a necessary and a potentially powerful strategy for addressing the structural drivers of each and achieving lasting results in the fight against both epidemics. Both require a comprehensive response: one that simultaneously addresses the biomedical, behavioral, and social risk factors and implications for the affected populations. Both require well-coordinated, multi-sectoral efforts that tackle the multiple dimensions through which violence and HIV infection affect people's lives, including their health, education, social interactions, economic opportunities, safety and human rights. And both must be addressed as a continuum throughout the lifecycle of individuals to ensure lasting results.

The linkage between HIV infections to GBV is mainly through sexual relations, influenced by socio-cultural factors including gender power imbalance. It is evident that factors such as sexual abuse, the unfavorable economic position of women, and the inability of women to successfully negotiate condom use make Kenyan women unable to determine the conditions under which sex occurs. Thus, they are rendered powerless to protect themselves against HIV infection.

2.0 Consultancy

KRCS seeks the services of a firm to provide technical assistance in conducting rapid assessment for training needs on GBV in the target counties, develop training content including GBV sensitization materials and conduct one virtual gender based violence (GBV) for county teams and program staff, and 5 physical community gender based violence (GBV) trainings for community champions and GBV TOTs in 5 counties namely Kilifi, Kisii, Siaya, Machakos and Turkana. The trained county teams and program staff will be providing support supervision and follow up to the community GVB champions. The GBV champions will be conducting conduct GBV awareness forums during outreaches to sensitize adolescent's girls and young women (AGYW) on GBV response mechanisms and adolescents friendly post violence screening and care. The community GBV champions will also be conduct community GBV dialogue sessions targeting AGYW and care givers as well as act as advocates for prevention and addressing GBV cases in the target areas.

2.1 Purpose

This request for proposal is to provide technical assistance in developing training content and conducting virtual and physical training of county teams, program team and community GBV champions in each of the 5 counties.

2.2 The specific objectives

1. To conduct training needs assessment on gender based violence among target beneficiaries in the 5 counties.
2. To develop learning objectives, program and materials for the training.
3. To define the target group, churn out relevant GBV modules, training methods, case studies and relevant teaching Aids
4. To train Project implementers/County leads as GBV TOTs on GBV response mechanism
5. Training of Community GBV champions in Five Counties on GBV, GBV advocacy, reporting and referral pathways.
6. To provide routine quarterly supportive and supervision to the GBV champions after the training.
7. To support the establishment of community GBV advocacy structures and linkage to the existing GoK structures for GBV response

2.3 Scope of work

The training of community GBV champions and GBV TOTs will be important in supporting increased knowledge and skills on sexual and gender based violence, address the response mechanisms and post violence care for GBV cases at the community level. It will also strengthen HIV and GBV -related legal services, and facilitate access to justice by the survivors.

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

- Submit an inception report detailing the firm's understanding of the assignment and work plan for the execution of the assignment
- Design the necessary tools for the execution of the assignment.
- Conduct training needs assessment on gender based violence in the 5 counties through monkey survey or other online surveys.
- Develop the training materials for training i) supervisors ii) community GBV champions iii) community sensitizations by the trained community GBV champions
- Develop the methodologies to be used during the training of GBV TOTs and community GBV champions.
- Provide selection criteria for selecting community GBV champions.
- Provide qualified and experienced trainers who will facilitate during community GBV champions and GBV TOTs trainings.
- Conduct the trainings
- Provide training materials, IEC materials and handout for the participants.
- Provide certificates for the GBV TOTs and community GBV champions after the completion of the trainings. The certificate will have KRCS logo.
- To support the participants, develop action plans after the training
- Provide detailed training materials for the community TOT and sensitization
- Provide continuous routine quarterly supervisory support to the community GBV champions for implementation of the action plan from the training and to strengthen the community GBV structures.
- Provide a technical assistance reports.

2.2 Deliverables

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

- Inception report including qualified and experienced trainers who will facilitate the trainings
- Necessary tools for the execution of the assignment including a work plan on rolling out the training needs assessment, GBV TOTs training and Community GBV champions
- Selection criteria for the community GBV champions.
- Training report for the training conducted in the assignment.
- Training materials, tool kits, IEC materials and handout for the participants
- Certificates for the GBV TOTs and community GBV champions after the completion of the trainings.
- Participant action plans

- Quarterly Supervisory support report and follow up quarterly plans.
- Detailed technical assistance report.

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
- Support participant's logistics through our sub recipients including conference packages and transport reimbursement for the community GBV champions.
- To provide zoom link for the virtual training of the GBV TOTs
- To provide data bundles through our SRs for the GBV TOTs.
- 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 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 legal background preferably degree in law, human rights or relevant social science studies.
- Skills and experience in program implementation and management of SGBV, Human Rights and Gender programs
- 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 two months from 21st September to 20th November 2020. The organization providing technical assistance will commence with training needs assessment which will be followed by virtual training for the GBV TOTs who are project implementers and county leads drawn from the 5 counties for 3 days. The community GBV champions will then be trained physical for 5 days in each of the 5 counties. The organization will also provide further supervisory support and follow ups to the GBV TOTs and Community GBV champions quarterly until the end of the grant in June 2021.

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 clearly marked in the subject line "Tender No GFPREQ01494. - "To provide technical assistance in developing training content and delivering of gender based violence (GBV) in 5 counties"*

The Proposal should be addressed as below and emailed to tenders@redcross.or.ke by **16th September 2020 at 11:00 hrs:**

**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: 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 organization 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.) |
|--------------------|------|------------|-----------|-------------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| 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 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 |
|---|
| Valid 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:

| 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. | 15 | | |
| (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 | 20 | | |
| (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 | 15 | | |

| | | | |
|---|-----------|-----------|--|
| (6) Work Plan: A Detailed logical, weekly work plan for the assignment MUST be provided. | 5 | | |
| Total Score out of 70 | 70 | 70 | |

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 | 10 | | |
| Presentation of previous similar assignment (Organization will be required to show/present 2 previous completed assignments at the oral stage) | 5 | | |
| Total Score out of 20 | 20 | 20 | |

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 16th September 2020 at 11.00 hrs. 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 – GFPREQ1494: To provide technical assistance in developing training contents and delivery of gender based violence in 5 counties***

The Proposal should be addressed as indicated above to reach the under signed by 16th September 2020 at 11.00 hrs:

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**](mailto:complaints@redcross.or.ke)