



## CALL FOR CONSULTANCY PROPOSALS

**YOUTH AS A PILLAR OF SOCIAL COHESION, CONFLICT PREVENTION AND  
PEACE BUILDING INTEGRATED PROGRAMME IN GARISSA AND WAJIR  
COUNTIES**

<b>Document Release Date:</b>	<b>1<sup>st</sup> March 2021</b>
<b>Last Date for Receipt of proposals:</b>	<b>17<sup>th</sup> March 2021</b>
<b>Time:</b>	<b>11.00 Hrs</b>
<b>Tender Number:</b>	<b>GFPREQ01573</b>
<b>Submission Method:</b>	<b>Email <a href="mailto:tenders@redcross.or.ke">tenders@redcross.or.ke</a></b>
<b>Tender Opening Venue and Time:</b>	<b>KENYA RED CROSS SOCIETY HEADQUARTERS BOARDROOM AT 1200 HRS</b>

## 1. Summary of the evaluation

- 1.1. **Purpose:** To find out the exact extent to which the conditions identified by the baseline study have changed/been influenced through the implementation of the Youth as a Pillar of Social Cohesion, Conflict Prevention and Peace Building Integrated Programme in Garissa and Wajir Counties about the program objectives, indicators, and targets per beneficiary. The review will provide a detailed reference to compare project achievements against the situation/baseline at the start of the intervention. At the minimum, it must answer all project indicator as well as provide lessons learnt and recommendations for on-going and future interventions.
- 1.2. **Partners:** Kenya Red Cross Society (KRCS), Global Community Engagement and Resilience Fund (GCERF), County Governments of Wajir and Garissa
- 1.3. **Duration:** 30 days
- 1.4. **Estimated Dates:** 1<sup>st</sup> April 2021 – 30<sup>th</sup> April 2021
- 1.5. **Geographical Location:** Garissa and Wajir counties
- 1.6. **Target Population:** Youth aged 18 – 35 years, community members, Security Actors, School teachers, local media and other stakeholders within targeted locations
- 1.7. **Deliverables:** Inception report and data collection tools shared at the initiation of the assignment, presentation of preliminary findings, a draft report for review, and a final version of the report plus all data sets in soft copy. (See detailed timelines under section 8)
- 1.8. **Methodology:** This may include but not limited to document review, Key Informant Interviews (KIIs) with key partners and stakeholders; interviews with community members, Focus Group Discussions (FGDs) and observations, household surveys and any other approach that the consultant can propose.
- 1.9. **Evaluation Management Team:** KRCS MEA&L, Program Representatives and Donor Representative

## 2. Background Information

Youth as a Pillar of Social Cohesion, Conflict Prevention and Peace Building Integrated Programme (YSCPI) is a project funded by the Global Community Engagement and Resilience Fund (GCERF). Its aim is to strengthen the resilience of the youth against radicalization to violent extremism by working with the youth and other support networks (family, school and media) within the community as well as strengthening the relationship between security apparatus, youth and the community. The target group for this project involves both male and female youth of the age between 18 and 35 years in Garissa and Wajir Counties. So far, the project has directly reached about 1,700 youths in the two counties with different activities as well as other community actors.

The project had run from 1<sup>st</sup> August 2018 – 31<sup>st</sup> March 2021 and is being implemented by a pool of consortium members where Kenya Red Cross Society is a Principal Recipient working with 5 Sub-Recipients who have presence and have implemented projects of such nature in the targeted counties. The project is being implemented in the following defined areas within the sub counties;

### Wajir County

- **Wajir South** in Diff, Dadajabula, Lagbogol South, Ibrahim Ure, Handaki South
- **Wajir West** in Ademasajida, Lagbogol North and Arbajahan
- **Eldas** in Eldas Town, Lakoley, Masalale and Basir
- **Tarbaj** in Kutulo, Wargudud and Ogarale
- **Wajir East** in Khorof-Harar, Wajir-Bor, Handaki and Wajir-Township
- **Wajir North** in Korondile, Buna and Bute

### Garissa County

- **Fafi** in Fafi Centre, Bura, Mansabubu, Dashey 2, Borehole 5 and Yumbis
- **Ijara** in Ruqa, Korisa, Sangoley, Ijara Town, Masalani and Kotile
- **Dadaab** in Dertu, Dadaab, Damajale and Liboi
- **Lagdera** in Modogashe, Benane, Dujis, Eldere, Afweine and Janju

The baseline study of the project was undertaken in 2019 that provided benchmark statistics for the project indicators.

### 3. Objectives

**The Goal of the Programme:** To strengthen the resilience of youths in Wajir and Garissa Counties against radicalization to violent extremism

**Impact of the programme:** Youths in Wajir and Garissa Counties have the capacity (knowledge and skills) to address and manage violent extremism

**Initiative 1: Establishing and strengthening youth network as a tool of empowering youths to be agents of change against radicalization to violent extremism**

**Expected Result 1:** To strengthen youths and youth networks to identify and address issues that fuel radicalization to violent extremism in the targeted areas

**Initiative 2: Strengthening relationship between security apparatus, youth and the community**

**Expected Result 2:** Improving information sharing and collaboration between security actors and the community (youth) as a way of addressing violent extremism within the targeted counties.

**Initiative 3: Building the capacity of local Community to identify early warning signs of radicalization among the youth and address them**

**Expected Result 3:** To Strengthen community-based social networks – and particularly media, family and school influence – to build resilience to violent extremism (VE)

The program indicators that will answer the objectives above are summarised in the table below. The evaluators however should be open to any additions or recommendations during the inception phase to capture relevant information that will enhance the ETE findings.

	Results chain	Indicators
Goal	To strengthen the resilience of youths in Wajir and Garissa Counties against radicalization to violent extremism	
Outcome	<b>Outcome 1:</b> Youths in Wajir and Garissa Counties have the capacity (knowledge and skills) to address and manage violent extremism	Percentage of youth who have taken appropriate actions in addressing and preventing violent extremism
		Percentage of youth with knowledge on ways of avoiding radicalization to violent extremism
		Percentage of youth who report being supported by the available community networks as a way of deterring them from being radicalized
		Percentage of youth who express feeling safer and less threatened by defined insecurities.
Outputs	<b>Output 1.1:</b> Youths and youth networks are strengthened so as to identify and address issues that fuel radicalization to violent extremism	Number of youths trained on national values, prevention of violent extremism and early warning signs of radicalization to violent extremism
		Number of youth peace groups supported
	<b>Output 1.2:</b> Information sharing and	Number of security actors who participate in security

	Results chain	Indicators
	collaboration between security actors and the community (youth) is improved as a way of addressing violent extremism	actors- community dialogue sessions Number of security actors trained on community conflict resolution, international Humanitarian Law and Human Rights Number of joint youth- security actors initiatives done
	<b>Output 1.3:</b> Community based social networks – and particularly media, family and school influence – are strengthened so as to build resilience to violent extremism	Number of men and women trained on prevention of violent extremism and identification of early signs of radicalization to violent extremism Number of the schools with functional school peace clubs Number of parents sensitized on national values and positive parenting approaches Number of intergeneration community forums held Number of youth (school going) who are members of school peace clubs Number of teachers trained on prevention of violent extremism and early warning signs to radicalization to violent extremism

#### 4. Scope of work

End-term evaluations (ETE) aim to assess the performance of the project and capture project achievements, challenges and to draw lessons learnt from the best practices to inform future similar programming. This ETE will also review the recommendations of the project baseline survey to assess the extent to which they were implemented. As well, it will evaluate the quality of Community Engagement and Accountability (CEA) in the project. The ETE will also identify key lessons learned, challenges, recommendations for changes and sustainability.

Geographically, the ETE will cover Wajir South, Wajir West, Eldas, Tarbaj, Wajir North and Wajir East sub-counties of Wajir County and Fafi, Ijara, Dadaab and Lagdera sub-counties of Garissa County. The project has directly reached about 1,700 youths aged between 18 and 35 years and other community members in the two counties with different activities.

#### 5. Key questions

The following are the key questions to be addressed during the ETE while aligning them to the objectives of the project. The evaluator may however suggest changes/additional questions at the inception stage:

##### 5.1 Effectiveness:

- To what extent were the project expected results achieved (objectives, outputs and outcomes)? How does that compare to the target and the baseline findings?
- What changes as reported by the community/stakeholders can be attributed to the project (positive, negative, expected and unexpected)
- What changes could have happened because of other projects in the same area?
- Were all the activities carried out? If not, why?
- What is the level of resilience amongst the targeted youth? What resilience protections and capacities do the targeted youth already possess that can be preserved or further strengthened?
- What vulnerabilities or needs may be present that can be addressed?

- Have there been any positive or negative unintended outcomes of the work?

## 5.2 Efficiency

- Were all activities done within the budget? If there were any significant variances (whether early or late, over or under expenditure), what caused them?
- How did the efficiency affect the effectiveness of the project?
- Was there value for money?
- What has been done in an innovative way?

## 5.3 Sustainability:

- What sustainability measures were put in place – institutional/financial/technical?
- To what extent have socio-cultural factors affected uptake of project interventions? And what measures have been/should be taken to address the same?
- To what extent to which the net benefits of the intervention continue, or are likely to continue

## 5.4 Relevance

- How satisfied are the community members with the PVE interventions undertaken by the project?
- What do the beneficiaries feel is the effect of the project on their lives in the short term and in the long run?
- The extent to which the intervention objectives and design respond to communities' needs, policies, and priorities, and continue to do so if circumstances change.

## 5.5 Coherence:

- How well has the project's intervention been compatible with other interventions in the Counties of implementation.

## 5.6 Community Engagement and Accountability:

- To what extent were the KRCS minimum accountability standards integrated?
- How much do the beneficiaries understand the project?
- How much were beneficiaries involved in the project decision making?
- What complaints and feedback mechanism were put in place? What were the common community complaints addressed during the project period?
- Do the community members think that the project respected their culture/religion/daily routines/community calendars etc. and how did that affect the project uptake?

## 6. Survey Methodology

The End Term evaluation shall employ a mixed method study design. For every indicator, every quantitative piece of data must be qualified by its corresponding qualitative and spatial data. The consultant is expected to propose a sample size and the techniques intended to be used that is scientific and can provide reliable and comparable data while minimizing bias. Ensure that all indicators have been answered through the tools and questions developed. The evaluator can also advise additional proposed approach/methodology that can be used to bring out intended outcome.

## 7. Survey Quality & Ethical Standards

The consultant shall take all reasonable steps to ensure that the survey 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 transparently and impartially, and contributes to organizational learning and accountability. Therefore, the evaluation team shall be required to adhere to the evaluation standards and applicable practices as recommended by International Federation of Red Cross and Red Crescent Societies.

- **Utility:** Evaluations must be useful and used.
- **Feasibility:** Evaluations must be realistic, diplomatic, and managed in a sensible, cost effective manner.

- **Ethics & Legality:** Evaluations 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;** Evaluations should be impartial, providing a comprehensive and unbiased assessment that takes into account the views of all stakeholders.
- **Transparency:** Evaluation activities should reflect an attitude of openness and transparency.
- **Accuracy:** Evaluations 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 evaluation process when feasible and appropriate.
- **Collaboration:** Collaboration between key operating partners in the evaluation process improves the legitimacy and utility of the evaluation.

It is expected that the survey 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.

## 8. Qualifications and Experience for Consultants

The lead consultant must possess the following qualifications:

- The lead consultant must have a background in social sciences, community development or related field. (at a minimum of Master's degree level)
- Must also have an understanding and experience in undertaking Conflict Sensitive Studies/Evaluation in conflict prone environment. Those with experience in understanding violent extremism landscape in Kenya will have an added advantage.
- Demonstrable experience in conducting high quality evaluations for conflict Prevention/PVE and related projects in the past 3 years or more (sample reports will be required during the oral stage of bid analysis).
- Experience of conducting field assessments/working in the targeted regions. Experience working within the targeted counties/sub-counties will be an added advantage
- High level of professionalism and an ability to work independently under tight deadlines.
- Strong interpersonal and communication skills
- 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.

### Additional requirements/qualifications

- The team must have a statistician/data analyst with experience to develop data collection tools in ODK, design projects and advise on methodology appropriate, analyze quantitative and qualitative data
- Consultant must have experience in using mobile phone technology for data collection.
- Availability for the period indicated.

## 9. Management of the assessment

**Duration:** The End Term Evaluation shall commence on 1<sup>st</sup> April 2021 and end on 30<sup>th</sup> April 2021

### Deliverables:

1. Inception report detailing the end line Survey design, methodology, sampling methodology & sample frame,
2. Survey data collection tools, and work plan.
3. Share and present the preliminary findings (PowerPoint), draft Evaluation Report and the raw data used for reporting.
4. Final End Line Survey Reports.

5. The final report outline should be as proposed:

- I. The **executive summary** to be written in a separate paper providing the bare essentials for decision-makers regarding the background, major conclusions about the survey criteria, recommendations, and lessons learned (total 1-2 pages).
- II. The *main report* (max. 30 pages plus a list of abbreviations) of which a substantial part will be the main conclusions and recommendations. These should be substantiated with more detailed information only to the extent necessary. Detailed findings should be referred to the annexes. Conclusions and recommendations in the main report should have references to the relevant findings in the annexes.
- III. The **annexes** should provide all information necessary to substantiate major conclusions and recommendations in the main report. The Terms of Reference, the teams' itinerary, list of persons interviewed, and list of documents used should be annexed.

6. 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 & GCERF will have sole ownership of all final data and any findings shall only be shared or reproduced with the permission of KRCS.

**Evaluation Management Team:** The evaluation management team shall consist of KRCS MEA&L Unit Representative, KRCS program representative and Donor representative. They shall ensure that the deliverables agreed upon and approved in the inception report are achieved on time.

#### Role of KRCS (project and M&E team)

- Lead the recruitment and survey process
- Coordinate the assessment implementation process through the KRCS M&E unit
- Review of assessment products including tools and reports
- KRCS will organize logistics for the assessment team
- Avail experienced data collectors within agreed criteria
- Avail of 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

#### **10. 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**

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 persons if the proposal moves to the interview stage.

- 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).

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.

## 11. 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 folders** clearly marked "Technical Proposal name of consultant" and "Financial Proposal name of consultant". The subject of your email should **"Tender No. GFPREQ01573 - "Call for Consultancy for Youth as a Pillar of Social Cohesion, Conflict Prevention and Peace Building Integrated Programme in Wajir and Garissa Counties"***

The Proposal **MUST** be sent on mail to reach [tenders@redcross.or.ke](mailto:tenders@redcross.or.ke) by 17<sup>th</sup> March 2021 at 11:00 AM.



**ANNEX 1: TECHNICAL PROPOSAL FORMAT**

- 1) **Introduction:** Description of the consultant, qualifications, and statutory compliance (1 page)
- 2) **Background:** 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. A detailed sampling procedure needs to be indicated. (5 pages)
- 4) **Consultant’s experience** in undertaking assignments of similar nature and experience from the geographical area for other major clients (Table with: Name of organization, name of the assignment, duration of the 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
- 7) **Sample relevant reports** (Can list the project report and highlight what it was about if sharing is not permitted by the owners of the work)
- 8) **Legal requirements** (Certificate of incorporation for firms, PIN certificate of the firm, Tax compliance certificate in the respective country where the firm is registered). For individual bidders, attach the Lead Consultant KRCS PIN Certificate and tax compliance.
- 9) **References** (Attach at least 2 reference letters from other clients other than KRCS)

**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			
<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 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.

<b>Document/ Requirements</b>
Tax compliance certificate
Certificate of incorporation/registration (Only applicable 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:

<b>Evaluation Criteria</b>	<b>Maximum Points Possible</b>	<b>Bidder's score</b>	<b>Remarks</b>
<b>(1) Introduction:</b> <ul style="list-style-type: none"> <li>• Description of the consultant 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.	20		
<b>(4) Consultant's Experience in undertaking assignments of similar nature and experience from related geographical area for other major clients</b> <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>	10		
<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</li> </ul>	10		

and competencies required to undertake the proposed assignment. <ul style="list-style-type: none"> <li>• <b>Lead Consultant Qualifications</b> – should be as per the TOR</li> <li>• Provide CVs for key Consulting team including Statistician/Data Analyst</li> </ul>			
<b>(6) Work Plan:</b> A Detailed logical, weekly work plan for the assignment MUST be provided.	5		
<b>TOTAL SCORE</b>	<b>60</b>		

Top third bidders to proceed top third to proceed to the next stage of oral presentations. If the bidders are less than eight, then the top three should be identified for the oral presentation stage as outlined in the MEA&L manual.

### 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		
<b>Total Score out of 30</b>	<b>30</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 **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:

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

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 17<sup>th</sup> March 2021 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](mailto:tenders@redcross.or.ke) with the subject reading “**Tender No. GFPREQ01573- “Call for Consultancy for Youth as a Pillar of Social Cohesion, Conflict Prevention and Peace Building Integrated Programme in Wajir and Garissa Counties”**”*

**The Proposal should be addressed as indicated above to reach [tenders@redcross.or.ke](mailto:tenders@redcross.or.ke) by 17<sup>th</sup> March 2021 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.

#### **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)