



CALL FOR CONSULTANCY PROPOSALS

Baseline Evaluation for Enhancing Disaster Risk Reduction and Preparedness for Effective Response

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

1. Summary of the evaluation

- 1.1. **Purpose:** The baseline evaluation will establish benchmark statistics and help refine and set project targets for the specific sectoral and sub sectoral indicators against which the progress and achievements of the project will be measured and assessed. The findings will shape the project design and provide any adjustment to the indicators, resources and improve on the planned interventions.
- 1.2. **Partners:** USAID/OFDA, County Governments and Kenya Red Cross Society
- 1.3. **Duration:** 30 Calendar Days
- 1.4. **Estimated Dates:** 26th April to 27th May 2021
- 1.5. **Geographical Location:** West Pokot and Taita-Taveta Counties
- 1.6. **Target Population:** Community members and stakeholders within targeted locations.
- 1.7. **Deliverables:** Inception report and tools, final report, all data sets, summary PowerPoint presentation
- 1.8. **Methodology:** This will include document review, Key Informant Interviews (KIIs) with key partner stakeholders; interviews with community members, Focus Group Discussions (FGDs) and observations, household surveys.
- 1.9. **Evaluation Management Team:** KRCS MEA&L and Program representatives.

2. Background Information

The West Pokot and Taita Taveta counties have weak Disaster Management (DM) structures, with no proper systems for early warning, disaster monitoring, planning and coordination during response. In addition, the disaster management legislative framework in the two counties is not well established, as it does not clearly define the structure of the DM function, does not allocate resources for DM, and is characterized by less defined functions of the county versus national government agencies resulting in uncoordinated, poorly resourced and hampers effective planning of disaster management activities. The selected counties for disaster risk reduction (DRR) interventions are also categorized as high risk with respect to cyclical disasters such as floods, mudslides/landslides, drought and resource-based conflict leading to displacement, loss of lives and depletion of livelihood and productive livelihoods assets. The vulnerabilities to the climate induced disaster of these targeted areas are worsened by underlying challenges of; high poverty indices, low agricultural productivity, chronic food insecurity, weak economic and infrastructural development and inter and intra community conflict threatening the community survival mechanisms and resilience.

KRCS with support from OFDA has made investments in strengthening disaster risk reduction in Baringo and Samburu counties and enhancing their preparedness and response capacities. However, gaps remain in areas such as strengthening the management structures for the operations of the infrastructures installed, strengthening of community social structures and the operationalization of the Early Warning Systems. This programme is aligned to KRCS strategy of building resilient communities through Disaster Risk Management (DRM) and the Sendai Framework on Disaster Risk Reduction (SFDRR).

Currently, the targeted counties are faced with multiple disasters that include – COVID-19 pandemic, floods and desert locust invasion, with the interactions of these disasters overlaid on one another resulting into a widespread impact to communities and threatening their lives and livelihoods. Targeted systematic interventions are therefore required to mitigate the root causes and confront and reverse the negative trends towards attainment of the sustainable development goals. The proposal combines lifesaving humanitarian response and Disaster Risk reduction (DRR) through sector actions (Shelter, WASH, Agriculture/Food Security and Risk Management Policy and Planning). It utilizes a people centered approach to strengthen emergency preparedness and response at KRCS, county and community level and enhance protection and preservation of livelihoods.

Interventions in shelter will target to support displaced families affected by disasters during the implementation period through shelter and settlements Non-Food Items (NFI) provision. WASH interventions will enhance DRR through rehabilitation of water systems, enhance accountability through prepaid water meter system while strengthening governance. During emergency periods access to safe water and sanitation will be promoted through water treatment and emergency sanitation while supporting hygiene and behavior change. To enhance agricultural production and improve food security, smallholder farmers in the targeted counties will be supported in seed access, training on agricultural best practices, conservation agriculture and support in accessing extension services. To strengthen DRR and early warning early action; 1) at community level, the Community Managed Disaster Risk Reduction (CMDRR) approach will be employed 2) at county level, capacity will be enhanced on use of early warning information in disaster preparedness, and synergized emergency response through establishment of Emergency operations center and strengthening DRM policy and institutional frameworks

To build on the achievements and lessons, there is a need to continue supporting the community and the county government in addressing gaps identified in the current programme, as well as scaling up interventions to cover other counties facing similar DRR challenges. The proposed project counties face serious disasters including drought, floods and landslides/mudslides, epidemics, and conflict, posing serious risks to human lives, livelihoods and property. Response to these disasters is often delayed and uncoordinated due to limited use of early warning information, underdeveloped DM structures and inadequate allocation of resources.

Project Objectives

The goal of the project is to improve the capacities of communities, county governments and KRCS to anticipate, prepare, respond and recover from disasters in Kenya.

The specific objectives are:

1. To meet immediate shelter and settlement needs of communities affected by disasters during the project period.
2. To improve access to safe and affordable water for communities and livestock affected by disasters.
3. To Improve community's capacity to adapt and cope with shocks through improved pastoral production systems.
4. To strengthen systems, structures and policies at counties and community level that will address vulnerability to disasters.

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.

3. Assessment Purpose & Scope

3.1 Purpose: State the broad and specific objectives

The baseline survey is expected to provide benchmark statistics against the programme indicators, against which programme progress, performance and impact will be gauged in order to enable tracking of the project results.

The specific objectives of the baseline survey apart from the criteria in section 4 will be to:

1. To establish baseline information against the projects log frame indicators at community level which will be used as a threshold for this project to assess outcomes and impact.
2. Determine the measurability of the proposed indicators within the log-frame
3. Document community perception of the relevance of the project and their participation in the project.

4. Key questions

The baseline survey will also seek to provide the status of other relevant sectoral coverage indicators at program level that will be covered by the questions and indicators below:

- What is the current coverage of the log frame indicators?
- Does the coverage differ across the two counties target informal settlements?
- Does the coverage differ across gender?
- Are there additional indicators to assess that will add value to project processes?
- Is there need to review the targets based on the findings?
- How has the community been involved in project design and planning?
- Is the project relevant to the community? What's the community perception of the project importance to their wellbeing? How should the community be made to understand the project?
- How should community be involved in the project decision making? How should the community be engaged during project implementation?
- How should the community be involved in M&E and learning/documentation in the project?
- What would be the three preferred means of communicating complaints to between KRCS and the community?

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

- Project proposal and log frame
- Existing project documents by the time of data collection.
- End line evaluation report of the Strengthening Disaster Risk Reduction and Emergency Response (Baringo & Samburu)
- Documents, policies and frameworks by partners, county and national government

The project indicators are shown in the table below: -

Sector Name:	Shelter and Settlements
Objective:	To meet immediate shelter and settlement needs of communities affected by disasters during the project period.
Sub-sector Name:	S&S Non-food Items
Indicator 1:	Total number and per item USD cost of NFIs distributed, by type (e.g., mats, blankets, kitchen sets, other)
Indicator 2:	Number and percentage of households receiving NFIs
Indicator 3:	Number and percentage of people reporting satisfaction with the quality of the NFIs they received
Indicator 4:	Number of people reporting improved knowledge on use of shelter NFIs
Sub-sector Name:	Shelter
Indicator 1:	Number of targeted households with access to shelter
Indicator 2:	Number of targeted households with access to shelter pursuant to relevant guidance appearing in the Sphere Project Handbook

Indicator 3:	Number and percentage of households having received shelter assistance
Indicator 4:	Number of the target population provided with awareness messages who can correctly identify agreed safe shelter and settlement features
Sector Name	Water, Sanitation and Hygiene
Objective	To improve access to safe and affordable water for communities and livestock affected by disasters
Sub-sector Name:	Water Supply
Indicator 1:	Number of people directly utilizing improved water services provided with OFDA funding
Indicator 2:	Estimated safe water supplied per beneficiary in liters/person/day
Indicator 3:	Percentage of households targeted by WASH program that are collecting all water for drinking, cooking and hygiene from improved water sources
Indicator 4:	Percentage of water user committees created and or trained on the WASH program that are active 3 months after the training
Sub sector Name	Hygiene Promotion
Indicator 1	Number of people receiving direct hygiene promotion (excluding mass media campaigns and without double-counting)
Indicator 2	Percentage of people targeted by the hygiene promotion program who know at least three (3) of the five (5) critical times to wash hands
Indicator 3	Percent of people targeted by the hygiene promotion program who report using a latrine the last time they defecated
Indicator 4:	Number of hygiene promotion sessions conducted compared to the target number of planned sessions in the OFDA supported program.
Sub sector Name	Sanitation
Indicator 1	Number of people directly utilizing improved sanitation services provided with OFDA funding
Indicator 2	Percent of households targeted by latrine construction/promotion program whose latrines are completed and clean
Indicator 3	Percent of latrines/defecation sites in the target population with handwashing facilities that are functional and in use
Indicator 4	Number of schools & institutions benefiting from latrine rehabilitation with OFDA support
Sub Sector Name	WASH Non- food Items
Indicator 1:	Total number of people receiving WASH NFI's assistance through all modalities (without double counting)
Indicator 2:	Percent of households reporting satisfaction with contents of the WASH NFIs received through direct distribution
Indicator 3:	Percent of households reporting satisfaction with quality of the WASH NFIs received through direct distribution
Indicator 4:	Number of girls benefitting from sanitary towel support with OFDA funding
Sector Name;	Agriculture and Food Security
Objective	To Improve community's capacity to adapt and cope with shocks through improved pastoral production systems

Sub-sector Name:	Improving Agricultural Production/Food Security
Indicator 1:	Number of months of Household food self-sufficiency as a result of improved agricultural production and programming
Indicator 2:	Number of people directly benefiting from improved agricultural production and/or food security activities
Indicator 3:	Number of Hectares under improved agricultural production
Indicator 4:	Number of Households with access to sufficient seeds to plant
Sector Name:	Risk Management, Policy and Practice
Objective:	To strengthen systems, structures and policies at counties and community level that will address vulnerability to disasters.
Sub-sector Name:	Building Community Awareness/Mobilization
Indicator 1:	Number of people participating in a training
Indicator 2:	Percentage of people trained who retain skills and knowledge after 2 months
Indicator 3:	Percentage of attendees at joint planning meetings who are from the community
Indicator 4:	Number of people participating in the awareness sessions
Sub-sector Name:	Capacity Building and Training
Indicator 1:	Number of people trained in disaster preparedness, risk reduction and management
Indicator 2:	Number of people passing final exams or receiving certificate
Indicator 3:	Percentage of people trained who retain skills and knowledge after 2 months
Indicator 4:	Number of people participating in E.O.C trainings and design of early action
Sub-sector Name:	Policy and Planning
Indicator 1:	Number of Hazard risk reduction plans, strategies, policies, disaster preparedness and contingency plans in place
Indicator 2:	Number of people participating in discussions in national risk reduction strategies as a result of the program
Indicator 3:	National and local risk assessments, hazards data and vulnerability information are available within targeted areas
Indicator 4:	Number of people participating in policy development processes

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:

- A master's degree in disaster risk management, public health/social science/gender studies specialty or related field. Experience in the field of disability will be an added advantage.
- Proven experience in participatory and results-based M&E.
- Must have led in at least five participatory assessments. Experience of conducting baselines, monitoring and assessment work in the target or similar communities (preferred)
- High level of professionalism and an ability to work independently and in high-pressure situations under tight deadlines.
- Strong interpersonal and communication skills
- The team must have a statistician able to analyze quantitative and qualitative data as well as key technical team members in to handle specific components of the project evaluation
- Firm/bidder must have experience in using mobile phone technology for data collection, monitoring and reporting
- 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.
- Availability for the period indicated.

8. Management of the Baseline assessment

Duration: The baseline survey will be conducted between 26th April to 27th May 2021 from contract signing to delivery of the final report.

Deliverables:

- Inception report detailing the evaluation design, sampling methodology & sample frame, evaluation tools, agreed budget and work plan.
- 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.
- Draft baseline report that will culminate in the final report with the following elements:
 - Table of contents
 - Clear executive summary with among others major findings of the Baseline and summary of conclusions and recommendations
 - The objectives of the end line, methodology and any challenges encountered in the field
 - 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
- iv. 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. This should come with a popular short highly summarized report to be distributed during dissemination session.
 - v. Final Baseline Survey Reports - submit 4 bound hard copy and one electronic copy of the report by the agreed timeline.

Evaluation Management Team

The evaluation management team will be composed of the Kenya Red Cross Program team and MEA&L team. The USAID OFDA representative if available will be invited to be part of the EMT. KRCS MEA&L representatives will chair the team.

Role of KRCS (Project and MEA&L team)

- Lead the recruitment and evaluation process
- Coordinate the assessment implementation process through the KRCS Program and MEA&L 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

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). The reference provided need to be ready to be contacted if need be.

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.

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 bidders **MUST** provide a technical and financial proposal in **two separate folders** clearly marked “Technical Proposal Name of the firm/consultant” and “Financial Proposal Name of the firm/consultant” **and subject be marked** “Tender No. PRF07908 “Call for Consultancy for Baseline Evaluation for Enhancing Disaster Risk Reduction and Preparedness for Effective Response”

The proposals must be sent on mail to reach tenders@redcross.or.ke by 9th April 2020 at 11:00 AM.

Tenders will be opened immediately thereafter in the presence of the bidders 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

- i. **Introduction:** description of the firm, the firm’s qualifications and statutory compliance (1 page)
- ii. **Back ground:** Understanding of the project, context and requirements for services, Key questions (2 pages)
- iii. **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)
- iv. **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)
- v. **Proposed team** composition (As per annex 3) - 1 page
- vi. **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	Bidder's 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		

<p>(5) Proposed Team Composition:</p> <ul style="list-style-type: none"> • Tabulate the team composition to include the general qualifications, suitability for the specific task to be assigned and overall years of relevant experience to the proposed assignment. • The proposed team composition should balance effectively with the necessary skills and competencies required to undertake the proposed assignment. • Lead Consultant Qualifications – should be as per the TOR • Provide CVs for key Consulting team including Statistician/Data Analyst 	10		
<p>(6) Work Plan: A Detailed logical, weekly work plan for the assignment MUST be provided.</p>	5		
<p>TOTAL SCORE</p>	60		

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 bidder that attains a score of 60% in the technical evaluation will be invited to proceed to oral presentation. This will also apply for the bidder being invited to the Financial opening.

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 =

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

A total score obtained including both Technical 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 **9th April 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 Name of bidder**” and “**Financial Proposal Name of bidder**” both of which should then be sent to tenders@redcross.or.ke with the subject reading **Tender No. PRF07908 “Call for Consultancy for Baseline Evaluation for Enhancing Disaster Risk Reduction and Preparedness for Effective Response”***

The Proposal should be addressed as indicated above to reach the under signed by 9th April 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.

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