



CALL FOR PROPOSALS

CONSULTANCY FOR PROVISION OF SKILL BASED TRAINING SERVICES ON QUALITATIVE RESEARCH AND ANALYSIS METHODS

Document Release Date : 1st April 2021

Last Date for Receipt of proposals : 14th April 2021

Time : 11.00Hrs

Tender Number : GFPREQ01617

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

Tender Opening Venue and Time : Zoom

Provision of Skill Based Training Services on Qualitative Research and Analysis Methods to deliver on Comprehensive Program Monitoring and Evaluation.

1. Summary of the Training Services

- 1.1. Purpose:** The main purpose is to enhance skills and knowledge of key monitoring and evaluation staff on Qualitative Research Techniques and Analysis for effective and efficient program monitoring and evaluation.
- 1.2. Duration:** Maximum of Five (5) days.
- 1.3. Estimated Dates:** 26th to 30th April, 2021.
- 1.4. Participants:** Program staff.
- 1.5. Deliverables:** Training schedule, Training Material, Facilitation and Training Report.
- 1.6. Methodology:** Skill based delivery approach.

2. Background Information

The Kenya Red Cross Society (KRCS) is the non-state Principal Recipient (PR) for the Global Fund HIV Grant, focussing on creating demand for health services from the community through increasing access to community HIV testing and counselling; expanding services for HIV prevention; providing community HIV care and support and strengthening community health systems. 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.

3. Project Goals and Objectives

3.1 Main objective

To provide comprehensive HIV prevention, treatment, care and support towards Universal Health Coverage for all people in Kenya.

3.2 Specific objectives

- 3.2.1 Reduce new HIV infections by 75%
- 3.2.2 Reduce AIDS-related mortality by 50%
- 3.2.3 Reduce HIV related stigma and discrimination to less than 25%

4. Training Purpose, Scope & Deliverables

4.1 Purpose:

Kenya Red Cross Society and its partners are committed to upholding accountability and learning to their communities. The main purpose is to enhance skills and knowledge of key monitoring and evaluation staff on Qualitative Research Techniques and Analysis for effective and efficient program monitoring and evaluation. The participants will be expected to generate regular information to improve service provision contribute to learning and accountability at various levels.

4.2 Broad Objective

The broad objective is to impart skills and knowledge of key monitoring and evaluation staff on Qualitative Research Techniques and Analysis.

4.3 Specific Objectives:

- 4.3.1 To understand qualitative research approaches that appropriate for program monitoring and evaluation.
- 4.3.2 To understand how question design relates to survey, focus group and interview question creation; design and evaluate questions for semi-structured interviews and focus groups; then conduct (and record / transcribe) interviews and focus groups in a professional and ethical manner.
- 4.3.3 To use appropriate tool/software to support data management and facilitate qualitative data analysis for the project.
- 4.3.4 To present the results of qualitative data analysis in a professional manner in a format that promotes learning and accountability.

4.4 Scope of Work:

The Facilitator/consultant will adhere to the following guides as scope of the intended activity unless otherwise discussed and agreed with KRCS.

4.4.1 **Training Period:** Start date: 26th April, 2021; End date: 30th April, 2021

4.4.2 **Target groups:** Program staff.

4.4.3 Deliverables/Expected Outputs:

- 4.4.3.1 A technical response to the Terms of Reference detailing training scope, objectives, content, duration (at most 5 days), lesson plan, mode of delivery.
- 4.4.3.2 Financial response that ONLY includes Daily cost of facilitation/consultancy. KRCS will make arrangement and provide any other logistical cost related to the training i.e., conference package.
- 4.4.3.3 Initial discussions with the consultant on the overall training.
- 4.4.3.4 An inception report/concept that provide a comprehensive training course and all materials expected for effective delivery.
- 4.4.3.5 Facilitation for the entire period as agreed with KRCS team.
- 4.4.3.6 Submission of all training materials tools and detailed training report to KRCS team.

5. Training Methodology Approaches

The KRCS highly recommend that the training consultant considers effective approaches and design that responds to the training objectives and scope of this assignment. However, any additional and effective approaches may be recommended to meet the training requirements for the activity as agreed with KRCS team.

6. Consultant Qualifications and Experience

For the purposes of this training, consultant should have extensive experience and knowledge in qualitative research, social research, health programs including HIV and AIDS or other related fields. In addition, the training consultant should possess the following:

- 8.1 At least a Master's in either qualitative research techniques, social sciences, public/community health, research methods, statistics or other relevant field.
- 8.2 Consultant must demonstrate significant experience (at least 10 years) with both Qualitative research design implementation, analysis and reporting.
- 8.3 Excellent qualitative data analysis and visualization.
- 8.4 Provide evidence of previous related assignments undertaken related to qualitative techniques.

7. Management of Training

- 9.1 Duration: The entire training will take a maximum of 5 days. The scheduled start date is 26th April 2021 and end date is, 30th April 2021

9.2 Requirements:

- 9.2.1 Inception Report should be submitted in soft copy.
- 9.2.2 Submission of appropriate training tools, approaches and plan.
- 9.2.3 Final Training Report and all training materials.

9.3 Roles of KRCS Team: The role of the KRCS team are envisaged but not limited to the following:

- 9.3.1 Development and finalization of the Training Terms of reference.
- 9.3.2 Procure the consultant and provide logistical support during the training process.
- 9.3.3 Make fund available to the consulting team as per the contract document.

9.4 Role of the Consultant: The consultant will consult with KRCS in undertaking the following:

- 9.4.1 Respond to the TOR with clear methodology, work plan and budget.
- 9.4.2 Design the Training methodology and tools.
- 9.4.3 Development of inception report.
- 9.4.4 Conduct the Training to KRCS Team
- 9.4.5 Develop and Share Training report with KRCS.

8. 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" **with the subject: "Tender No. GFPREQ01617 - Call for proposals for facilitating qualitative research methods and analysis"**.

The Proposal should be sent on mail to reach tenders@redcross.or.ke by 14th April 2021 at 11:00 am

The tender documents must conform to the attached annexes.

ANNEX 1: TECHNICAL RESPONSE

1. **Introduction/Background:** Understanding of the Qualitative Research Techniques (context and requirements for training services) **<Max 2 pages>**.
2. **Proposed Training and mode of Delivery:** Description of the intended training module, scope, objectives, expected training outcomes, duration and expected delivery approach **<Max 3 pages>**.
3. **Consultant Experience:** Description of previous assignments of similar nature (Table of: Name of organization, name of assignment, duration of assignment (Dates), reference person contacts) **<Max 2 pages>**.
4. **Detailed CV of the consultant.** **<Max 5 page>**.
5. **Lesson plan:** Highlighting time table for **<Max 2 page>**.

ANNEX 2: BUDGET TEMPLATE

The consultant shall only quote for the items below as KRCS will manage all other related costs (Logistics enumerators):

Items Description	Unit	# of Units	Unit Cost (Ksh.)	Total Cost (Ksh.)	Justification of Unit cost
Consultancy Fee (Daily)	Per day				
Grand Total					

ANNEX 3: TENDER EVALUATION CRITERIA

A three-stage evaluation procedure will be used to evaluate all proposals from bidders that meet the Administrative compliance. The total number of points which each bidder may obtain for its proposal is:

- 3.1 Eligibility compliance Pass
- 3.2 Technical Proposal 90%
- 3.3 Financial Proposal 10%

3.1 Eligibility Criteria

The applicant must have no history of legal proceedings related to fraud or corruption. The applicant must have the following:

- 3.1.1 PIN certificate,
- 3.1.2 Tax compliance,

Note: Only applications meeting all the above eligibility requirement will move to the next tender evaluation.

3.2 Evaluation of the Technical Proposal

The technical response shall be evaluated on the basis of its responsiveness to the Terms of Reference. Any consultant with at least a score of 70% from the technical evaluation, will proceed and invited for the next stage.

3.3 Financial Proposal Evaluation

The Financial Proposal shall be prepared in accordance to Annex 2. The maximum number of points (10 points) will be allocated to the lowest financial quotation and the other Financial Proposals will receive points in an inverse proportion according to the below formula:

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

The total financial score will be aggregated from the scores for the realistic and justified financial proposal and the score of the financial quotation.

3.4 Final Scores and Recommendation

A total score will be aggregated for ONLY the bids that go through the Technical and Financial evaluations. The tender evaluation team shall make a recommendation to award the bidder with the highest total score.

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 14th 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 consultant" and "Financial Proposal + Name of consultant" both of which should then be sent to tenders@redcross.or.ke with the subject reading "Tender No. GFPREQ01617 - Call for proposals for facilitating qualitative research methods and analysis".

The Proposal should be addressed as indicated above to reach the under signed by 14th 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.

All those tenderers who download the document will be required to send a mail to tenders@redcross.or.ke for the purpose of receiving any amendments or additional information and log in details for the tender opening meeting.

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.

1.1.6. 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.

1.1.7. 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).

1.1.8. 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.

1.1.9. 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.

1.1.10. 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.

1.1.11. 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.

1.1.12. 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