



**CALL FOR PROPOSALS
FOR**

**CONSULTANCY FOR THE EVALUATION OF INTERVENTIONS
FOR GENERAL POPULATION, TREATMENT, CARE AND
SUPPORT.**

Document Release Date : 13th April, 2021

Last Date for Receipt of proposals : 28th April, 2021

Time : 11.00Hrs

Tender Number : GFPREQ01631

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

**Tender Opening Venue and Time : KENYA RED CROSS
SOCIETY**

**HEADQUARTERS-
BOARDROOM
TIME: 1200 HRS**

Evaluation of the interventions for General Population, HIV Treatment, Care and Support.

1. Summary of the General Population, Treatment, Care and Support Program Evaluation

- 1.1. Purpose:** The main purpose of this evaluation will be to assess program impact, outcomes, outputs and the implementation of the Prevention Program for General Population, HIV Treatment, Care, and support.
- 1.2. Partners:** Kenya Red Cross Society (KRCS), National AIDS & STI Control Programme (NASCOP), National AIDS Control Council (NACC), Sub-Recipients and People Living with HIV and AIDs (PLHIV) Networks.
- 1.3. Duration:** 30 days.
- 1.4. Estimated Dates:** 3rd May, 2021 to 11th June, 2021.
- 1.5. Geographical Location:** 28 counties of Kenya (Bungoma, Busia, Elgeyo Marakwet, Garissa, Homa bay, Kajiado, Kakamega, Kiambu, Kilifi, Kisumu, Kitui, Kwale, Lamu, Mandera, Marsabit, Mombasa, Muranga, Narok, Nyamira, Samburu, Siaya, Taita Taveta, Tana River, Trans Nzoia, Turkana, Vihiga, Wajir and West Pokot).
- 1.6. Target Population:** General Population and People Living with HIV and AIDs
- 1.7. Deliverables:** Comprehensive Inception report, Draft and Final Evaluation Reports.
- 1.8. Methodology:** An evaluation technique that will employ both Quantitative and Qualitative Approaches.
- 1.9. Evaluation Management Team:** KRCS Program team and Key Implementers.

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.

As at December 2016, 68% (1,018,905) of PLHIV were on HIV treatment hence a gap in achieving the 90% of PLHIV on treatment in the next 2 years. Routine viral load testing had not been scaled up to all health facilities providing ART and about 73% of the PLHIV on ART are viral load suppressed (KHIS, 2017). Other gaps in the treatment program include Low treatment coverage among men, adolescents, youth including girls and young women living with HIV. By December 2016, 45% of estimated number of men and 43% of adolescents and youth LHIV were on ART (KHIS, 2017). Less than 40% performance across the 90:90:90 cascade in some counties. Declining retention of PLHIV on ART over time. Retention was at 84% at 12 months on ART and declined to 67% at 60 months. Poor nutritional status among PLHIV. Further, GBV as a vulnerability factor particularly for women, was a concern with 14% of women and 6% of men aged 15 – 49 years having ever experienced sexual violence.

The current Global Fund HIV grant, which started implementation in January 2018, was designed to contribute to the reduction of new HIV infections by 75% and AIDS related mortality by 25%. The programs are implemented by 36 Sub Recipients (SRs) and PLHIV Networks, which are spread across the 28 counties of Kenya. Treatment, Care and Support for PLHIV focussed on achieving 2nd and 3rd 90s of the 90 90 90 HIV management cascade and supported interventions that sought to

bridge the treatment gaps by strengthening and leveraging on the Community health systems, ensuring inclusion and participation of the Clients in treatment in a differentiated service delivery approach.

The prevention program for general population mainly focussed on gender based violence prevention and treatment targeting adolescents and young people, men and women and key populations through targeted demand creation and service provision. Access to justice for human rights violations remains a challenge, particularly for key affected populations. This is largely due to low levels of awareness on legal rights, inefficiencies within law enforcement institutions and underutilization of available avenues for dispute resolution.

3. Project Goals and Objectives

3.1 Main objective

The overall objective of the prevention program for GP, Treatment, Care and Support program was to contribute to the reduction of new HIV infections by 75%, AIDS related mortality by 25% and self-reported stigma and discrimination related to HIV/AIDS by 50%.

3.2 Specific objectives

- 3.2.1 To contribute to the achievement of 2nd and 3rd 90% respectively in the counties of implementation.
- 3.2.2 To increase coverage of adults and children living with HIV who receive care and support services outside facilities reaching out to 137,485 people.
- 3.2.3 To increase awareness on human rights related to HIV and improve enabling environment to address human rights violations.
- 3.2.4 To enhance the capacity of the Networks of people living with HIV and AIDs on the implementation of Global Fund Programs.

4. Evaluation Purpose, Scope & Deliverables

4.1 Purpose:

Kenya Red Cross Society and its partners are committed to upholding accountability and learning to their communities. The evaluation of Key Population programs will provide information, learning and accountability to donor, Ministry of Health, Principal Recipient, Sub Recipients, Networks and more importantly to the communities. This evaluation is expected to assess program impact, outcomes, outputs and the implementation of the Prevention Program for General Population, HIV Treatment, Care, Support and removal of Human Rights and Gender Barriers to accessing health care services and access to justice.

The evaluation results will be shared with Global Fund, Ministry of Health, Sub Recipients, Networks and the community, which will be expected to guide and inform next community treatment, care and support in Kenya. The evaluation will also assess the performance of the project against key parameters including the project's relevance, effectiveness, efficiency, sustainability, organizational learning and best practices; partnerships and stakeholder management.

4.2 Broad Objective

The broad objective is to evaluate the extent to which the prevention program for GP, Treatment, Care and Support program contributed to the reduction of new HIV infections, AIDS related mortality and self-reported stigma and discrimination related to HIV/AIDS.

4.3 Specific Objectives:

- 4.3.1 To evaluate the extent to which the program achieved its 2nd - 90% and 3rd - 90% in the 28 counties of implementation.
- 4.3.2 To assess and compare the extent of care, retention and viral suppression among the beneficiaries under PLHIV Networks care and other SRs in terms of cost-effectiveness and outcome of care
- 4.3.3 To determine the level of program's contribution in the reducing Human Rights and Gender Barriers to accessing health services and justice among Key Population.
- 4.3.4 To appraise the extent to which the program enhanced the capacity of the Networks of people living with HIV and AIDs to implement Global Fund Programs.
- 4.3.5 To document key emerging and promising practices/lessons learnt, best practices, most significant change and case studies.

4.4 Scope of Work:

The scope of work will include but not limited to; provision of community HIV services to a cohort of beneficiaries (i.e. by age categories), increasing access to HIV testing services among beneficiaries and their households, demand creation for HIV treatment referral and linkage, supporting treatment cascade and HIV awareness and services as well as Sexual and Gender Based Violence for men by men.

The program focussed on the following interventions as per the Global Fund Modular Framework (*version December 2016*): Treatment adherence, Counselling and psycho-social support, Behavioural interventions as part of programs for general population, reduction in stigma and discrimination, legal literacy ("Know Your Rights") and other intervention(s) to reduce human rights-related barriers to HIV services.

The Global Fund HIV Grants period was between January 2018 to June 2021 covering 28 counties of Kenya, with its primary target group consisting of 161,236 adults (25+ years), adolescents (10 – 24 years) and children (2 - 10 year) living with HIV receiving care and support outside facilities through community health volunteers (CHVs) and Peer Educators (PEs).

The findings of the evaluation exercise will be disseminated to Principal Recipient, Sub Recipients and HIV Inter-Agency Co-ordinating Committee (ICC), among others.

4.4.1 Expected Outputs:

- 4.4.1.1 An inception report of the desk review prior to field work (Evaluation team will share a guide for compiling the report).
- 4.4.1.2 An ethical clearance from a reputable Ethical Review Committee.
- 4.4.1.3 Submission of the draft report to the Evaluation team, project team, SRs'/Networks' team and Technical Working Group (TWG).
- 4.4.1.4 Submission of the final evaluation report to KRCS team, including raw, final data databases and any recorded material such as video and audio recording and photos.

4.4.2 **Deliverables:** The evaluation will be phased with deliverables at intervals that will be discussed and agreed with the consulting firm. However, at minimum;

- 4.4.2.1 The Inception Report.
- 4.4.2.2 Ethical approval letter.
- 4.4.2.3 A draft and final end of project evaluation report

4 Evaluation Criteria and Key Questions.

The consultant will be expected to generate key evaluation for the exercise, which should not be limited to relevance, effectiveness, efficiency, impact, sustainability, stakeholders' participation and accountability. The final evaluation questions will be agreed between KRCS EMT and the consultant.

5 Evaluation Methodology Approaches

The KRCS highly recommend that the evaluation firm considers effective approaches and design that responds to the evaluation objectives and scope of this assignment, which should take into account the available program data throughout the project cycle. However, additional and effective approaches may be recommended to meet the data requirements for the evaluation as agreed with KRCS evaluation team.

The evaluation firm will also be required to recommend sampling techniques for the evaluation, which adheres to the laws of Statistical Regularity and Inertia of large numbers. All findings should be scientific, evidenced and critically evaluated for validity and reliability. The data collection and analysis methods must be comprehensively and explained in the reports.

6 Evaluation Quality & Ethical Standards

The evaluation firm shall take all reasonable steps to ensure that the evaluation is designed and conducted to respect and protect the rights and welfare of PLHIV and community members involved and to ensure that the evaluation is technically accurate and reliable; is conducted in a transparent and impartial manner, and contributes to organizational learning and accountability. The firm will be required to seek for ethical approval prior to the commencement of data collection process. In addition, 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.

- 6.1 **Utility:** Evaluations must be useful and used.
- 6.2 **Feasibility:** Evaluations must be realistic, diplomatic, and managed in a sensible manner.
- 6.3 **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.
- 6.4 **Impartiality & Independence:** Evaluations should be impartial, providing a comprehensive and unbiased assessment that takes into account the views of all stakeholders.
- 6.5 **Transparency:** Evaluation activities should reflect an attitude of openness and transparency.
- 6.6 **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.
- 6.7 **Participation:** Stakeholders should be consulted and meaningfully involved in the evaluation process when feasible and appropriate.
- 6.8 **Collaboration:** Collaboration between key operating partners in the evaluation process improves the legitimacy and utility of the evaluation.

KRCS has the sole ownership of all final data and any findings shall only be shared or reproduced with the permission of KRCS.

7 Qualifications and Experience for the evaluation firm

For the purposes of this evaluation, the evaluation firm should have extensive experience and knowledge in community health strategy, community HIV treatment, care and support, human rights and gender, social research, working with disadvantaged population/communities, or other related fields. In addition, the evaluation team of the firm should possess the following:

- 7.1 Master's in social sciences, public/community health, research methods, statistics or other relevant field.
- 7.2 Extensive experience of conducting evaluations along OECD- DAC assessment criteria, ideally leading an evaluation team as well as experience in designing mixed methods studies /tools, data analysis etc.
- 7.3 More than 7 years of experience in conducting evaluations in HIV and AIDs, more so at the community level.
- 7.4 Competent in designing and using mobile phone technology for data collection, statistical packages for quantitative and qualitative analyses.
- 7.5 Excellent analytical (qualitative and quantitative), presentation and writing in English.
- 7.6 Good understanding and proven track record in safeguarding/do not harm principle.
- 7.7 Experience in conducting data collection during the COVID-19 pandemic to ensure safety of both researchers and respondents is a critical requirement

8 Management of the Evaluation

- 8.1 **Duration:** The entire survey will take a maximum of 30 days. The scheduled start date is 3rd May, 2021 and end date is 11th June, 2021.
- 8.2 **Requirements:**
 - 8.2.1 Inception Report should be submitted in soft copy.
 - 8.2.2 All hard copy forms for data submission and soft copy in a flash disk.
 - 8.2.3 A soft copy Draft Evaluation Report, editable for review and inputs.
 - 8.2.4 Final Evaluation Report, well visualized – 5 hard copies (Gloss paper and perfect book bound) and soft copy in a Flash Disk, including the PowerPoint presentation used during disseminations.
- 8.3 **Roles of The Evaluation Management Team:** The project management team will be led by the KRCS M&E Manager. The role of the KRCS and the evaluation team are envisaged but not limited to the following:
 - 8.3.1 Development and finalization end of project evaluation Terms of reference.
 - 8.3.2 Procure the consulting firm and provide logistical support during the evaluation process.
 - 8.3.3 In coordination with the lead consultant, recruit the research team.
 - 8.3.4 Provide Consulting team with all documents as required.
 - 8.3.5 Plan for the evaluation report validation meeting for KRCS project team, Implementing SRs/Networks and Technical Working Group.
 - 8.3.6 Coordinate the dissemination meeting at HIV-ICC.
 - 8.3.7 Review and approve the evaluation documents and the final report.
 - 8.3.8 Make fund available to the evaluation firm as per the contract document.
- 8.4 **Role of the Consultant:** The consultant will consult with KRCS in undertaking the following:
 - 8.4.1 Respond to the TOR by providing a technical and financial response to the call for applications outlining the understanding of the task, detailing the evaluation methodology, data analysis plan, work plan with tentative timelines and summary budget.
 - 8.4.2 Undertake the desk review and develop literature review.
 - 8.4.3 Design the survey methodology, sample and tools.
 - 8.4.4 Development of inception report.

- 8.4.5 Develop evaluation protocol for ethical approval.
- 8.4.6 Sensitize research team for data collection.
- 8.4.7 Conduct field data collection and data analyses
- 8.4.8 Develop and submit the draft and final evaluation report.
- 8.4.9 Develop study dissemination pack and facilitate actual dissemination.
- 8.4.10 Share all the data sets with KRCS.

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.

Bidders should provide a technical and financial proposal in two separate folders clearly marked “*Technical Proposal*” and “*Financial Proposal*” and sent as one email with the subject: “**Tender No: GFPREQ01631 - Call for Consultancy for the Evaluation of Treatment, Care and Support Intervention**”

The Proposal should be sent on mail to reach tenders@redcross.or.ke by **28th April, 2021 at 11:00 am**

ANNEX 1: TECHNICAL PROPOSAL FORMAT

1. Introduction: description of the firm, the firm’s qualifications and statutory compliance. <Max 2^{1/2} pages>.
2. Back ground: Understanding of the project, context and requirements for services, key questions. <Max 2 pages>.
3. Proposed methodology – Describe the proposed design for the evaluation. Indicate methods to be used for each objective and highlight any areas where adjustment may be recommended. The targeted respondents should be indicated for each objective. Proposed detailed questions should be indicated. Detailed sample calculation methods and sampling procedure needs to be indicated. <Max 5 pages>.
4. Firms experience in undertaking assignments of similar nature and experience from the geographical area for other major clients (Table of: Name of organization, name of assignment, duration of assignment (Dates), reference person contacts). <Max 2 pages>.
5. Proposed team composition as per the table below. <Max 1 page>.

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

6. Work plan (Gantt chart of activity and week of implementation) – <Max 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):

Items Description	Unit	# of Units	Unit Cost (Ksh.)	Total Cost (Ksh.)	Justification of Unit cost
Consultancy Fee (for the whole evaluation period)	Per day				
Office expenses (Printing, graphic design, photocopy, binding, communication costs etc.)	Lump Sum				
Grand Total					

NOTE: It is recommended that this be done in excel sheet and the detailed budget submitted in electronic with summary as a print out in the envelope.

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 60 marks
- 3.3 Oral presentation 20 marks
- 3.4 Financial Proposal 10 marks

3.1 Eligibility Criteria

Applicants will have to be a legal entity registered in Kenya with the right to enter a contractual agreement with KRCS. The applicant must have no history of legal proceedings related to fraud or corruption. The applicant must be a qualified entity (firm/company) with:

- 3.1.1** Valid Registration,
- 3.1.2** PIN certificate,
- 3.1.3** Tax compliance,
- 3.1.4** Two reports of previous assignments (Soft copies).

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

3.2 Evaluation of the Technical Proposal

The technical proposal shall be evaluated on the basis of its responsiveness to the Terms of Reference. Specifically, the following criteria shall apply:

Evaluation Criteria	Maximum Points	Bidders score	Remarks
Introduction: Compliance to the Terms of Reference, clear description of the firm and its qualifications.	5		
Background: Understanding of the project, context and requirements for services	10		
Proposed Methodology: The proposed methodology MUST provide an indication of its effectiveness and added value in the proposed assignment. Review the previous reports submitted	15		
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, relevant technical expertise, previous experience in ethical clearance and working with disadvantaged population/communities.	15		
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 	5		
Work Plan: A Detailed logical, weekly work plan for the assignment MUST be provided.	10		
TOTAL SCORE	60		

Any firm with at least a score of 42 (70%) from the technical evaluation, will proceed and invited for the second stage - oral presentation.

3.3 Oral presentation

Criteria	Maximum Points	Bidders Score	Remarks
Understanding of the assignment and clarity on the proposed methodology	15		
Roadmap is realistic and aligned to the methodology	10		
Presence of key team members to be involved (including the lead team); and summary of team profiles; firm's previous similar assignments.	5		

Total	30		
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For the firm to proceed to the last stage – financial proposal opening and evaluation, the minimum score must be 63 (70%) of the combined technical proposal and the oral presentation.

3.4 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:

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

3.5 Final Scores and Recommendation

A total score will be aggregated for **ONLY** the bids that go through the three stages above (Technical, Oral 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 1at 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 28th 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. GFPREQ01631 - Call for Consultancy for the Evaluation of Treatment, Care and Support Intervention**”.

The Proposal should be addressed as indicated above to reach the under signed by 28th 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