



Request For Proposals

To Conduct

Participatory Action Research for

The Bungoma Inclusive Climate Resilience Inclusive Project

Document Release Date:	27 th March 2024
Last Date for Receipt of Proposals:	3 rd April 2024
Time:	11:00HRS
Tender Number:	PRF14635
Submission Method:	email to tenders@redcross.or.ke
Tender Opening Venue and Time:	Virtually via Microsoft Teams at 1200HRS

1. Summary of the Participatory Action Research (PAR)

1.1. Purpose:

The primary purpose is to conduct Participatory Action Research (PAR) for the Bungoma Inclusive Climate Resilience Inclusive Project. The PAR will provide relevant insights into climate change trends and action to address future disasters and to identify the context specific risks, community-based mitigation measures, current adaptive capacities and actions to climate change effects.

Partners	CBM Global Disability Inclusion, Kenya Red Cross Society and County Government of Bungoma.
Duration	3 Months
Estimated Dates	1 st May – 31 st July 2024 (1 st draft report to be produced by 31 st May 2024)
Geographical Location	Kipsiro, Bungoma South & Cheptais Sub Counties of Bungoma County that are implementing the project.
Target Population	Targeted community members, including children (boys and girls) and adults (women & men) including persons with disability.
Deliverables	Inception report and tools, protocol, and final report, plus all data sets and manuscripts.
Methodology	Quantitative and Qualitative methods.
Evaluation Management Team	KRCS M&E team, Program representatives and CBM Global representatives.

2. Background Information

Kenya Red Cross Society (KRCS).

The Kenya Red Cross Society (KRCS) is a humanitarian organization established under Cap 256 of the Laws of Kenya as the National Red Cross Society in Kenya. KRCS serves as an auxiliary to both the National and County Governments, whose key mandate is humanitarian with the objective of alleviating suffering and saving lives throughout the territory of Kenya. It is a volunteer-based organization that draws its strength from a strong network of over 200,000 members and volunteers with diverse skills and professions. The volunteers and members are drawn from the local communities and, therefore, possess the local knowledge and understanding of community priorities. They actively contribute to the local actions in delivering the organisation's mandate. They deliver humanitarian services, help strengthen community resilience, develop social cohesion, engage in civic processes and advocate fiercely on behalf of the communities.

CBM Global Disability Inclusion (CBM Global)

CBM Global is a dual mandate organisation working alongside people with disabilities in the world's poorest places to fight poverty and exclusion and transform lives by promoting disability inclusion in both development and humanitarian contexts.

Drawing on over 100 years of experience and world-leading expertise in disability-inclusive community development and humanitarian action, inclusive eye health and community mental health, CBM Global works with partners to break the cycle of poverty and disability.

CBM Global works to implement development and humanitarian projects in partnership with organisations of persons with disabilities in the areas of community-based inclusive development, humanitarian action, inclusive eye health & neglected tropical diseases and community mental health. CBM Global works in over 20 countries, investing in long-term, authentic partnerships with the Disability Movement and maximising impact through a coordinated mix of inclusive community-based programmes, local to global advocacy and delivering disability inclusion technical assistance to other organisations.

Overview of The Bungoma Inclusive Climate Resilience Inclusive Project (Background; Overall Objective; Specific Objective; Results)

Climate Change is a threat to the development of the global economy and the greatest impediment to the achievement of sustainable development goals. This can be proven as current global weather extremes affect millions of people, resulting in food and water insecurity in addition to affecting agricultural productivity. In Kenya, Climate Change has resulted in extreme weather events that have led to loss of lives, reduced agricultural productivity, displacement of populations, and destruction of infrastructure, among other adverse impacts. Bungoma County has also not been spared with increased cases of flooding, landslides, and drought, resulting in displacement of people, damage to infrastructure and low agricultural yields. Climate Change presents enormous challenges and opportunities for mankind everywhere as it has to be tackled in order to ensure sustainable development is achieved.

According to the 2019 Kenya census report, 2.2% of people with disabilities remain marginalised, dependent on poorly integrated livelihood systems with high rural burden, operate within disabling or weak disaster risk management and climate change adaptation policy framework, with low level or absence of service provision with systems of poor representations, therefore there is need for sustained support and programmes to strengthen livelihoods and provide access to basic services and protection to ensure better adaptation, preparedness, mitigation and higher resilience to the environmental challenges that climate change brings and affects people with disabilities. Barriers to their full participation in society prior to disasters and other emergencies, including inaccessibility of the physical environment, tend to be exacerbated by natural disasters and conflicts. Failure to consult with persons with disabilities and their representative organizations in the development of plans to respond to emergencies leads to the exclusion of persons with disabilities, increasing their risks and vulnerabilities.

With support from and in partnership with CBM Global, the Kenya Red Cross is implementing a 3-year project dubbed "Promoting Inclusive Climate Change Resilience in Bungoma County". The project intends to reduce risks to communities and infrastructure resulting from Climate-related disasters such as floods and droughts. The project focuses on enhancing the adaptive capacity, livelihoods, and health of active groups of people with disabilities and other vulnerable groups, especially women and the youth, in project target sites in Bungoma County.

The Overall Objective of the project is to reduce risks to communities and infrastructure resulting from climate-related disasters such as floods and droughts.

Specific Objective: Enhance the resilience of marginalised people in Bungoma County to better cope with the impacts of climate change.

Project results include:

- a. Communities, including people with disabilities and other at-risk populations, are enhanced in their resilience to cope with the impact of climate change.
- b. A community based, inclusive early warning and response system is operationalized (focus on risk knowledge and risk communication and dissemination).
- c. Advocacy strategy to improve coordination and delivery of inclusive disaster risk management is implemented.
- d. Kenya Red Cross are equipped and able to deliver quality, inclusive interventions.

3. Project Participants, Target Groups and

The project participants intended are over 800 persons with disabilities with different forms of disabilities across Bungoma County. The primary beneficiaries include children (boys and girls) and adults (women & men). Secondary beneficiaries shall be approximately 20,000 members, including community members who will be

reached with information and awareness. Additionally, the project will leverage the existing Organizations of Persons with Disability (OPDs) that were engaged in a previous project from 2016 to 2019. Sensitization sessions for people with disabilities and the caregivers who are in these groups will be conducted at the community level.

The project is working closely with both the County and National government, leveraging and enhancing the structures that are already in place to enhance the delivery of the key outcomes: the Ministry of Health, Ministry of Environment and Natural Resources, Ministry of Youth Gender and Social Services, Ministry of Education, and National Government Administrative Officers (NGAO).

The Association of Persons with Disability, which supports interventions in disability inclusion and the delivery of assistive devices in the community, is a key player in this project, ensuring the reduction of gaps and the barriers that hinder meaningful participation of Persons with Disabilities.

National Council of Persons with Disability will also be a key player reinforcing their mandate of championing the rights and equalization of opportunities for Persons With Disabilities at national, regional and international levels by facilitating the formulation of policies, programmes and interventions geared towards ensuring Persons With Disabilities participate fully in social, economic and political arenas of life without discrimination as provided for in the Constitution of Kenya 2010, the Disability Act of 2003 among other legal and policy documents.

An implementation committee that includes Kenya Red Cross, CBM Global Kenya, and OPD representation from the target sub-counties work to coordinate the project. It ensures continuous representation and effective participation of persons with disabilities as a project management team. It also undertakes periodic monitoring of the project to guide and advise on the best strategies for implementation across the board.

4. Objectives of the Participatory Action Research (PAR)

The researcher to use the following proposed objectives to derive enhanced research objectives and research questions that can be used for this study.

- To determine climatic change trends and community-based actions practiced in addressing disasters.
- To Identify the context specific risks, community-based mitigation measures, current adaptive capacities and actions to climate change effects.
- To map out livelihood activities for both households with and households without persons with disabilities and the historical impact on climate change on these activities.
- Formulation of Disability Inclusive agricultural and pastoral value chain in the project areas in Bungoma County.
- Identification of methodologies that can be used for the specific purpose of community-led assessment of climate-induced loss and damage.

Research Questions

- What are the long-term trends in climatic changes in the project areas of Bungoma County, and how have local communities responded to these changes in terms of disaster preparedness and mitigation strategies?
- What are the specific risks faced by communities in Bungoma County due to climate change, and what mitigation measures have been implemented at the community level?
- How do the current adaptive capacities of communities in Bungoma County influence their responses to the effects of climate change, and what actions have been taken to enhance these capacities?
- How have livelihood activities differed between households with persons with disabilities and those without disabilities in Bungoma County, and what historical impacts has climate change had on these activities?
- What strategies can be formulated to create a Disability Inclusive agricultural and pastoral value chain in the project areas of Bungoma County, considering the specific needs of persons with disabilities?

- What methodologies are suitable for conducting a community-led assessment of climate-induced loss and damage in Bungoma County, ensuring local residents' active participation in identifying and effectively addressing these challenges?

5. Research Methodology

The researcher is expected to propose and deploy appropriate participatory, gender and disability-inclusive research methods and principles. A mixed approach of data collection methods may be adopted to enhance the wide scope of data that can answer the objectives and research questions for this study. The methodology should consider the triangulation of findings and an adequate and representative sample size for the targeted beneficiaries with clear sampling methods. Kenya Red Cross and CBM Global will also consider additional methods the consultant could propose to bring further insight into the Inclusive Participatory Research.

6. Quality & Ethical Standards

The researcher 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 study is technically accurate and reliable, is conducted in a transparent and impartial manner, and contributes to organizational learning and accountability. Therefore, the research team shall be required to adhere to the ethical protocol and applicable standards and practices as recommended by the International Federation of Red Cross and Red Crescent Societies. Data collected will be stored securely and handled with strict confidentiality throughout the study.

7. Qualifications and Experience for the Research Team

The lead researcher should possess the following qualifications:

- A minimum of a master's degree in sociology, anthropology, environmental/climate science, or community development.
- A **minimum of 10 years'** extensive experience in carrying out comprehensive research or similar assignments.
- Have proven experience in publication in peer-reviewed journals (similar publications will be preferred).
- Knowledge of Climate Resilience: Familiarity with climate change impacts, adaptation strategies, and resilience planning is crucial for leading a project focused on inclusive climate resilience.
- Knowledge of Inclusion: Knowledge of social structures, power dynamics, and inequalities is critical for addressing issues of inclusivity and equity within the research project.
- Must have published at **least five peer-reviewed** papers.
- Strong qualitative analytical skills and familiarity with qualitative analysis methods is highly preferred.
- High level of professionalism and an ability to work independently and in high-pressure situations under tight deadlines.
- Strong interpersonal, facilitation, and communication skills
- The lead consultant must have the ability to synthesize and present findings, draw practical conclusions, make recommendations, and prepare well-written reports promptly.
- Availability for the period indicated and ready to carry out the assignment and deliver results within the specified period/time.
- The availability of experts as co-consultants in each of the subject areas (Resilience, climate/environmental science, social protection/inclusion expert, food security & livelihoods and data analyst) with experience and relevant qualifications for the assignment will be highly preferred.

8. Management of the study.

8.1. Duration:

The study will be conducted between 1st May to 31st July 2024 to deliver the final products of the research. **However, the first draft report is expected by 31st May and final report by 15th June, 2024.**

8.2 Key tasks to be done by the consultant firm.

The following deliverables are expected from the study:

- 1) Lead in developing a protocol and present it to the ethical review board for approval
- 2) Inception report detailing the design, clear methodology, sampling frame, tools, work plan with clear timelines, scope of work, and study teams.
- 3) The raw data and the database (including original field notes for in-depth interviews, focus group discussions, and 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 KRCS's permission.
- 4) First draft report that will culminate in the final report (For reviews and recommendations at the organization's departmental level)
- 5) Facilitate a workshop and present the preliminary findings to internal and external stakeholders, and prepare the workshop report.
- 6) Comprehensive final research report: A detailed report presenting the findings, analysis, and recommendations based on the study objectives
- 7) An accompanying easy-to-read version of the report.
- 8) Disseminate the final research findings to the internal and external stakeholders in a forum that will be organized by the KRCS
- 9) Develop at least two (2) draft manuscripts to publish in renowned peer-reviewed journals.

8.2. Study Management Team

The study management team shall consist of KRCS MEA&L Unit representatives, KRCS HNSS program representatives, and CBM Global Representatives. They shall ensure that the deliverables agreed upon and approved in the inception report are achieved on time. The KRCS MEA&L representative will chair the team.

KRCS will be the link between the community, stakeholders, and the consultant. It will organise all the data collection activities (identifying respondents and setting up appointments) and be the custodian of all assessment data. The study management team will review and approve the final product. KRCS will support logistics for the research team and avail enumerators within the agreed criteria if needed.

9. Intellectual Property

All intellectual property and/or copyright material produced by the consultant while under contract to KRCS remain the property of KRCS and will not be shared with third parties without the express permission of KRCS. The consultant is required to surrender any copyrighted material created during the contract's term to KRCS upon completion or termination of the contract.

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 study, expected activities and deliverables, proposed work plans with schedule, and financial bids. **See Annex 1**
- Detailed **CVs of all professionals** who will work on the study. If there is more than one contractor on the proposed study team, please attach a table describing the level of effort (in number of days) of each team member in each of the study activities. **See Annex 3**
- Professional references: please **provide at least three reference letters** from your previous clients and full contact details of the referees (working and active email & phone number).
- 2 Sample reports of relevant previously completed assignments.

Please also note that the people whose names appear in the team composition template **MUST** be the ones to undertake the study. As such, they **MUST** be the ones to appear in person if the proposal moves to the interview stage.

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**. The team composition should conform to **Annex 3**.

*Bidders should provide softcopy technical and financial proposals **in two separate folders** clearly marked "**Technical Proposal – Name of Consultant**" and "**Financial Proposal – Name of Consultant**". The subject of your email should read "**Tender No. PRF14635– Call for Consultancy to conduct a Participatory Action Research for the Bungoma Inclusive Climate Resilience Inclusive Project**"*

The proposal should be addressed as below to reach the undersigned (**by mail**) through tenders@redcross.or.ke on **Wednesday, 3rd April 2024 at 1100HRS.**

Chairperson, Tender Committee

Kenya Red Cross Society

P.O Box 40712 – 00100

Nairobi, Kenya.

ANNEX 1: TECHNICAL PROPOSAL FORMAT

- 1) **Introduction:** description of the firm, the firm's qualifications, and statutory compliance
- 2) **Background:** Understanding of the project, context and requirements for services. Review of the objectives and proposed research questions in line with the project.
- 3) **Proposed methodology** - Indicate methodologies to be used for each indicator and highlight any areas where indicators may need adjustment the study and justification for the suitability of the proposed design. Identify the targeted respondents that will be targeted for the study and provide a detailed sampling procedures and sample size.
- 4) **Firms experience** in undertaking assignments of similar nature and experience from the geographical area for other major clients (Table with Name of organization, name of the assignment, duration of the assignment (Dates), reference person contacts
- 5) **Proposed team composition** (As per annex 3)
- 6) **Work plan** (Gantt chart of activity and week of implementation)

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.)	Lumpsum			
Grand Total				

ANNEX 3: PROPOSED TEAM COMPOSITION TEMPLATE

Name of Team Member	Highest Level of Qualification	General Experience related to the task at hand	Years of assignment	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 50 marks
- Oral presentation 40 marks
- Financial Proposal 10 marks

1. **Mandatory Requirements.**

The proposal shall ONLY 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	Yes/No
Tax compliance certificate	
Certificate of incorporation/registration (only applicable for firms)	
Proceed to the 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:

Study Criteria	Maximum Points	Bidder's score	Remarks
1) Background: Description of the consultant/Firm's Qualifications, Understanding of the project, context and requirements for services	10		
2) Proposed Methodology: The proposed methodology MUST provide an indication of its effectiveness, inclusiveness and added value in the proposed assignment.	20		
3) Firms Experience in undertaking assignments of similar nature and experience from related geographical area for other major clients: <ul style="list-style-type: none">• Provide a summary and supporting information on overall years of experience, and related technical and geographic coverage experience.	10		
4) Proposed Team Composition: 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. <ul style="list-style-type: none">• 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.	5		
5) Work Plan: A Detailed logical, weekly work plan for the assignment MUST be provided.	5		
TOTAL SCORE	50		

Note: The firms/consultants that attain a score of **35 and above out of 50** in the technical study **will be invited to proceed** to oral presentation.

3. Oral Phase Assessment

At the oral phase, the following criteria shall apply:

Criteria	Maximum points	Bidder's Score	Remarks
Understanding of the assignment.	5		
Clear and scientific methodology: samplings, data collection, understanding indicators, respondents, tools, data analysis etc.	15		
Presentation of previous similar assignment (Consultant will be required to show/present at least 2 previous completed assignment reports at the oral stage and at least two reference letters)	10		
Preparedness and participation of teams. Attendance of team members listed in the bid and whose CVs are availed.	10		
Total Score out of 40	40		

Note: From this stage, the technical and oral assessment scores are combined. The firms/consultants that **attains a combined score of 70%** in the technical & oral presentations **will be invited to proceed** to the financial stage.

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 =

(Maximum number of points for the financial proposal) x (Lowest price)
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 shall be awarded to undertake the assignment – subject to budget allocated.

GENERAL INSTRUCTIONS

Please read carefully the method of tender submission and comply accordingly.

1.1.1. KRCS reserves the right to accept or reject any bid, 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 in English. Any clarification sought by the bidder regarding the consultancy shall be addressed in writing to the Administration Coordinator at least five (5) days before the deadline for submission of bids.

The queries and replies thereto shall then be circulated to all other prospective bidders (without divulging the name of the bidder raising the queries) as 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 who 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 provide the correct details in the format given on page 1 when collecting/receiving the bid document.

To allow prospective Bidders reasonable time to consider any amendments 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 **3rd April 2024 at 1100HRS**. Bids received after the above-specified date and time shall not be considered.

*Bidders should provide softcopy technical and financial proposals **in two separate folders** clearly marked "**Technical Proposal – Name of Consultant**" and "**Financial Proposal – Name of Consultant**". The subject of your email should read "**Tender No. PRF14635 – Call for Consultancy to conduct a Participatory Action Research for the Bungoma Inclusive Climate Resilience Inclusive Project**"*

The proposal should be addressed as indicated above to reach the undersigned by 3rd April 2024 at 1100HRS for the tender to be opened at 1200HRS:

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. Study and Comparison of Bids

Technical proposals will be evaluated prior to the study 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