

REPUBLIC OF KENYA



NATIONAL CONSTITUENCIES DEVELOPMENT FUND KANDARA
CONSTITUENCY STRATEGIC PLAN

REQUEST FOR PROPOSAL (RFP) TENDER FOR CONSULTANCY
SERVICES

TO UNDERTAKE DEVELOPMENT OF NG CDF KANDARA STRATEGIC PLAN
FOR THE PERIOD

2023-2027

TENDER NO: KAND/NG-CDF/STRATEGIC PLAN/011/2022-2023.

SECTION A: INVITATION TO TENDER

The NG CDF Kandara invites sealed proposals from interested eligible firms to tender for consultancy services to undertake the development of the Institution's Strategic Plan for the period 2023-2027.

The RFP tender document containing detailed information on the tender can be accessed and downloaded for free from NG-CDF KANDARA website (cdfkandara@ngcdf.go.ke) and (www.ngcdf.go.ke). Interested bidders must arrange to forward their particulars/contacts to the NG CDF Kandara office before the closing date for records and for the purposes of receiving clarifications and/or addendums, if any. The tender documents can also be obtained from supplies office Kandara sub county at stipulated cost of Kshs 1,000(one thousand only).

Duly completed request for proposal documents, in a plain sealed envelope marked: **KAND/NG-CDF/STRATEGIC PLAN/011/2022-2023-REQUEST FOR PROPOSAL FOR CONSULTANCY SERVICES TO UNDERTAKE DEVELOPMENT OF NG CDF KANDARA STRATEGIC PLAN FOR THE PERIOD 2023-2027**" should be mailed to the address below or deposited in our tender box at the NG CDF Kandara office on or before 12th June 2024 at 10.00 am.

Fund Account Manager
NG CDF KANDARA
P.O. Box 111-01034 KANDARA

Tenders should be submitted in one envelope with completed technical and financial proposals clearly marked:

- (i) Technical proposal for Consultancy services to undertake development of NG CDF KANDARA Strategic plan for the period 2023-2027.
- (ii) Financial proposal for Consultancy to undertake development of NG CDF KANDARA Strategic plan for the period 2023-2027.

Tenders will be opened immediately thereafter in the presence of bidders or bidders' representatives who choose to attend at NG CDF Kandara office boardroom.

SECTION B: INFORMATION TO CONSULTANTS

1. Introduction

The NG CDF Kandara will select a firm among those invited to submit a proposal, in accordance with the method of selection detailed under this section. The consultants are invited to submit a Technical Proposal and a Financial Proposal for consulting services required for the assignment named.

Please note that: (i) the costs of preparing the proposal and of negotiating the Contract, including any visit to the Client are not reimbursable as a direct cost of the assignment; and

(ii) the Client is not bound to accept any of the proposals submitted.

2. Preparation of Proposals

The Consultant's proposal shall be written in English language.

3. Technical Proposal

In preparing the Technical Proposal, a Consultant is expected to examine the documents constituting this RFP in detail. Material deficiencies in providing the information requested may result in rejection of a proposal.

The Technical Proposal shall provide the following information:

- i. Any comments or suggestions on the Terms of Reference, a list of services and facilities to be provided by the Client.
- ii. A description of the methodology and work plan for performing the assignment.
- iii. The list of the proposed staff team by specialty, the tasks that would be assigned to each staff team member and their timing.
- iv. CV of the consultant
- v. Estimates of the total staff input (professional and support staff-time) needed to carry out the assignment.
- vi. A detailed description of the proposed methodology, staffing and monitoring of training.

The Technical Proposal shall not include any financial information.

Financial Proposal

The Financial Proposal should clearly identify as a separate amount, the local taxes, duties, fees, levies, and other charges imposed under the law on the consultants, the sub consultants and their personnel.

The Consultant shall express the price of their services in Kenya Shillings.

The Financial Proposal must remain valid for 120 days after the submission date.

Submission Proposals

The completed Technical and Financial Proposals must be delivered at the submission address on or before the time and date stated. Any proposal received after the closing time for submission of proposals shall be returned to the respective consultant unopened.

After the deadline for submission of proposals, the Technical Proposal shall be opened immediately by the evaluation committee. The Financial Proposal shall remain sealed and deposited with a responsible officer of the client department.

EVALUATION CRITERIA

(a) Mandatory Criteria

The mandatory criteria will be evaluated on a pass-fail basis.

1. Company profile
2. Certificate of business incorporation
3. A list of shareholders/partners and the directors with contact details
4. Valid tax compliance certificate
5. All printed pages of the tender document must be numbered and serialized by the tenderer to follow the format 0001. to the last page of the document.

The tenderers who do not satisfy any of the above requirements shall be considered non – responsive and will not be evaluated further.

(b) Technical Capacity Evaluation

The recommended qualification of the lead consultant are as follows: -

- i. At least a master's degree in a relevant field in the area of planning, public policy, development studies
- ii. At least five years' professional experience in strategic planning, management research and policy development,
- iii. Prior working experience on decentralization issues is an added advantage
- iv. Demonstrated experience in working with stakeholders in not-for-profit sector development programs especially in the area of capacity development
- v. Highly motivated and committed to the values of transparency and integrity;
- vi. Skills in facilitation of stakeholder engagements/workshops;
- vii. Evidence of having undertaken similar assignments;

The technical evaluation criteria are as appended in the table below: -

	CRITERIA	Score/Point
1	Relevant Experience for the Assignment (Corporate)	
a	Number of Strategic Plans developed. List assignments carried out in the last five years and provide dates and contact persons, name of the organization/company and resource personnel used for each (Score of 4 per assignment).	20
b	Years of experience of the firm: Minimum of 5 years(Score of 1 per year)	5
	Sub Total	25
2	Methodology and Approach	
a	Understanding the ToRs <ul style="list-style-type: none"> • Conformity to the ToRs • Consultant's initiatives and comments on the TORs 	15
b	Appropriateness of Methodology <ul style="list-style-type: none"> • Completeness of description of methodology • Effectiveness of the information collection Project schedule/work plan, allocation of proposed staff and final report outline	10
	Sub Total	25
3	Human Resource Capacity	
a	Team leader: General education background and professional qualifications, length of experience, positions held, duration with the firm and experience in the country/region. The minimum qualifications is Master's Degree in in a relevant field in the area of Planning, Public Policy, Development Studies	10
b	Team leader's adequacy in carrying out the assignment: experience in the balance score card, Strategic Planning process in Private and Public sector performance management systems.	5
c	Other key staff: Education background, qualifications and experience, positions held and duration with the firm. The minimum qualifications is Bachelor's Degree in either, Economics, Business, ICT, or other relevant fields	3
d	Proof of availability of the whole team throughout the duration of assignment	2
	Sub Total	20
	Total	70

Tenders must score at least 70% at the technical evaluation stage to progress to the next stage that is, financial evaluation stage.

(c) Financial Evaluation

The financial evaluation criteria is as appended in the table below: -

4	Financial Capability	
a	Financial Capability: Prove of adequate financial resources to undertake the exercises	30
	Total	30

Tenderers will be expected to quote in KES. Inclusive of all taxes.

Work Description	Amount (Kshs)
Consultancy Fees for developing the Strategic plan 2023-27	
Miscellaneous expenses	
Disbursements (if any)	
Total	

Duration of the Consultancy Work

Tenderers are also expected to indicate their proposed payment schedule in the following format. The payment schedule will form part of the contract for the winning tenderer.

Proposed Payment Schedule

Work Description	Percentage (%)	Amount (Kshs)
Presentation of inception report for approval		
Presentation of draft final strategic plan 2023-2027 to management. Payment upon acceptance of the draft final strategic plan 2023-2027.		
Submission, approval, and acceptance of the comprehensive strategic plan 2023-2027		
Total		

Contract Award

The unsuccessful consultants will be notified within 2-3 weeks after tender evaluation. The selected firm is expected to commence the assignment on the date and the location specified in Appendix "A".

APPENDIX "A"

Clause Reference

- 1.1 The name of the Client is: NG CDF KANDARA
The method of selection is: Quality Cost Based Selection (QCBS)
- 1.2 Technical and Financial Proposals are requested: Yes
The name, objectives, and description of the assignment are: AS PER
THE TERMS OF REFERENCE.
- 1.3 Pre-proposal conference will be held: No
- 1.4 The Client will provide the following inputs: ANY
INFORMATION REQUIRED
- 3.3 The minimum required experience of proposed professional staff
is: FIVE YEARS AND ABOVE.
- 3.4 Training is a specific component of this assignment: Yes,
Additional information in the Technical Proposal includes:
N/A
- 3.7 Taxes: All taxes to be included in the financial proposal.
- 4.2 The proposal submission address is as shown below. Information on
the outer envelope should also include: Tender number and
consultancy.
- 4.3 Proposals must be submitted no later than 12TH JUNE 2024, 10.00
am. The address to send information to the Client is:
Fund Account Manager
NG CDF Kandara
P.O Box 111-01034
KANDARA
The minimum technical score required to pass is 70/100
The assignment is expected to commence after signing the contract

SECTION C: - TECHNICAL PROPOSAL – STANDARD FORMS

These forms shall include;

- i) Technical Proposal submission form.
- ii) Firm’s references.
- iii) Comments and suggestions of consultants on the Terms of Reference and on data, services and facilities to be provided by the Client.
- iv) Description of the methodology and work plan for performing the assignment.
- v) Team composition and task assignments.
- vi) Format of curriculum vitae (CV) for proposed professional staff.
- vii) Time schedule for professional personnel.
- viii) Activity (work) schedule.

(i). TECHNICAL PROPOSAL SUBMISSION FORM

[_____ (*Date*)

To: _____

(Name and Address of Client)

Ladies/Gentlemen:

We, the undersigned, offer to provide the consulting services for strategic plan in accordance with your Request for Proposal dated _____ (*Date*) and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal, [and a Financial Proposal sealed under a separate envelope.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

_____ (*Authorized signature*)

_____ (*Name and title of signatory*)

_____ (*Name of Firm*)

_____ (*Address*)

(ii) FIRM'S REFERENCES

Relevant Services Carried Out in the Last Five Years That Best Illustrate Qualifications

Using the format below, provide information on each assignment for which your firm either individually as a corporate entity or in association was legally contracted.

Assignment Name:	Country
Location within Country:	Professional Staff provided by your Firm/Entity (profiles):
Name of Client:	No. of Staff:
Address:	No. of Staff- Days/Months (Duration of Assignment):
Start Date (Month/Year):	Approx. Value of Services (Kshs):
Completion Date (Month/Year):	
Name of Associated Consultants (If any):	No. of days/ months of Professional Staff Provided by Associated Consultants:
Name of Senior Staff (Project Director/Coordinator, Team Leader) Involved and Functions Performed:	

Narrative Description of project:

Description of Actual Services Provided by Your

Staff: Firm's Name: _____

Name and title of signatory; _____

(iii) COMMENTS AND SUGGESTIONS OF CONSULTANTS ON THE TERMS OF REFERENCE AND ON DATA, SERVICES AND FACILITIES TO BE PROVIDED BY THE CLIENT.

On the Terms of Reference:

- 1.
- 2.
- 3.
- 4.
- 5.

On the data, services and facilities to be provided by the

Client:1. 2.

- 3.
- 4.
- 5.

(IV) DESCRIPTION OF THE METHODOLOGY AND WORK PLAN FOR PERFORMING THE ASSIGNMENT

(v). TEAM COMPOSITION AND TASK ASSIGNMENTS

1. Technical/Managerial Staff

Name	Position	Task

2. Support Staff (if any)

Name	Position	Task

(vi). FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONALSTAFF

Proposed Position: _____

Name of Firm: _____

Name of Staff: _____

Profession: _____

Date of Birth: _____

Years with Firm: _____

Nationality: _____

Membership in Professional Societies (if any): _____

Detailed Tasks Assigned: _____

Key Qualifications:

[Give an outline of staff member's experience and training most pertinent to tasks on assignment. Describe degree of responsibility held by staff member on relevant previous assignments and give dates and locations].

Education:

[Summarize college/university and other specialized education of staff member, giving names of schools, dates attended and degree[s] obtained.]

Employment Record:

[Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of assignments.]

Certification:

I, the under signed, certify that these data correctly describe me, my qualifications, and my experience.

_____ Date:

[Signature of staff member]

Date: _____

[Signature of authorized representative of the firm]

Full name of staff member: _____

Full name of authorized representative: _____

(vii) TIME SCHEDULE FOR PROFESSIONAL PERSONNEL

Name	Position	Reports Due/Activities	Number of weeks										
			1	2	3	4	5	6	7	9	10	11	12

Reports Due: _____

Activities Duration: _____

Signature: _____

(Authorized representative)

Full Name: _____

Title: _____

Address: _____

(viii).ACTIVITY (WORK)SCHEDULE

(a).Field Investigation and study Items

Activity(Work)	st 1	nd 2	rd 3	th 4	th 5	th 6	th 7	th 8	th 9	th 10	th 11	th 12

st
 *[1 ,2nd,etc,are weeks from the start of assignment)

(b). Completion and Submission of Reports

Reports	Date
1.InceptionReport	
2.Interim report comprising of a Draft FinalStrategicplan2023-27	
3.Workshop/stakeholders status reports	
4.FinalReportcomprisingof: Strategic plan2023-27;5-yearaction implementation matrix ;and automated	

SECTION D: -FINANCIALPROPOSAL-STANDARD FORM S

i) Financial Proposal submission form.

(i).FINANCIAL PROPOSALSUBM ISSION FORM

[Date] _____

To: _____

_____ [Name and address of Client]

Ladies/Gentlemen:

We, the under signed, offer to provide the consulting services for strategic plan in accordance with your Request for Proposal dated(.....)[Date]and our Proposal. Our

Attached Financial Proposal is for the sum of (_____) [Amount in words and figures] inclusive of the taxes.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

_____ [Authorized Signature]

_____ [Name and Title of Signatory]:

_____ [Name of Firm]

_____ [Address]

(i). SUMMARY OF COSTS

Costs	Currency(ies)	Amount(s)
Subtotal		
Taxes		
Total Amount of Financial Proposal		

SECTION E: - TERMS OF REFERENCE FOR DEVELOPING THE NG CDF
KANDARA STRATEGIC PLAN FOR 2023-27

1.0 OVERVIEW

1.1.2 About NG CDF

The National Government Constituency Development Fund (NG CDF) was established under NG CDF Act 2015 and Rules and regulations 2015. It targets all constituency-level National government development projects, particularly those aiming to combat poverty at the grassroots. The fund comprises an annual budgetary allocation equivalent to 2.5% of the government’s ordinary revenue. 75% of the fund is allocated equally amongst all 290 constituencies. A maximum 35% of each constituency’s annual allocation may be used for an education bursary scheme. NG CDF is managed through committees.

1.2 About Kandara

Kandara Constituency is IEBC number 109 electoral constituency in Kenya. It is one of the constituencies in IEBC number 021 Muranga County. Its main town Kandara is a division in Kandara sub-county. It has a population of about 175,098 people and covers an area of approximately 600 Sq. Km.

Kandara has the following wards: -

Ward No.	Ward	Ward Population	Ward Area In Sq. Km	Ward Locations Description
0539	Ngararia ward	21,998	80	Comprises of Ngararia
0540	Muruka ward	26,798	75	Comprises of Muruka
0541	Kagunduini ward	32,376	95	Comprises Kagunduini, kabati
0542	Gaichanjiru ward	27,723	120	Comprises Gaichanjiru, Ngurweini
0543	Ithiru ward	29,652	105	Comprises Ithiru, Gakui/Karimamwaro
0544	Ruchu ward	36,555	125	Comprises Mungaria, Kibage, Githumu

NG CDF Kandara is looking for a consultant who will work closely with the NG CDF Kandara Secretariat to facilitate the process of reviewing NG CDF Kandara current strategic framework and identifying new and ambitious goals and objectives for the period 2023-2027. This assignment will involve close engagement with the internal NG CDF Kandara Strategic Planning Team (comprising of the Fund Manager, NG CDF Chairperson, the Manager Strategy and Development, and a team of other selected staff) and entail a participatory process, including, but not limited to:

- i. A review of internal documents and benchmark with similar institutions/ organizations
- ii. Consultations with NG CDF Kandara senior management and staff and selected partners/stakeholders to review the current plan and set priorities for the next plan

- iii. Facilitation of a strategic planning workshop for staff, board members and selected stakeholders to further build on the Strategic plan
- iv. Drawing up of a draft Strategic Plan for the next phase and incorporating input from NG CDF KANDARA staff, Board and selected stakeholders and partners.

1.3 Objectives

The main objective of this consultancy is to develop a new strategic framework for NG CDF KANDARA that takes into account the current internal and external operating environment to enhance NG CDF KANDARA's effectiveness and sustainability in its daily operations of delivering services to its constituents.

1.4 Specific Objectives of the consultancy

To build on the achievements brought forward as part of the implementation of NG CDF Kandara 2023- 2027 Strategic Plan and cognizant of its ever-changing operating environment, the consultant will review and guide NG CDF Kandara in clearly defining:
- NG CDF Kandara Vision, Mission, strategic areas and objectives; including priority focus areas for the strategic period

- i. NG CDF KANDARA situational context, through a SWOT, PEST and other relevant analysis.
- ii. Sustainability plan; including proposals for effective financial and Human resource strategies
- iii. NG CDF Kandara stakeholder map and identify relevant strategies to engage them to advance our stated objectives, stakeholder and
- iv. Monitoring and reporting framework to enable effective tracking of the strategic plan
- v. Costing of the plan.

2.0 SCOPE AND METHODOLOGY

The scope and focus of the assignment are to provide technical, strategic, and facilitation support to enable the renewal of NG CDF Kandara strategic framework. While the consultant is at liberty to propose his/her methodology that would adequately result in the expected deliverables outlined in this ToR, the following four steps are suggested as a basis for the strategic plan development process.

Step One: Prepare

- i. Inception workshop with NG CDF Kandara Secretariat to discuss scope, methodology and timeline;
- ii. Inception report outlining the key steps/methodology with specific deliverables and timeline; contextual analysis.

Step Two: Review, Assess and Analyse

- i. Participatory process of critical reflection, analysis and consultation (SWOT analysis);
- ii. Review of relevant organizational documents (vision, mission statement, theory of change, Business Plan, etc.);
- iii. Interviews with NG CDF KANDARA secretariat; - assessment report outlining critical issues, contextual analysis, gaps to be addressed and opportunities to grab.

Step Three: Define-Strategic Plan

- i. Analyze feedback from the different sources (as outlined in step-2);
- ii. Formulate strategic framework - guided by the following questions:
 - a. Where does NG CDF KANDARA want to be in 2026?
 - b. What does NG CDF KANDARA want to achieve during this timeline?
 - c. How would NG CDF KANDARA work to deliver its training and capacity building goals?
 - d. How will NG CDF KANDARA get there?
 - e. What might go wrong for NG CDF KANDARA in the dynamic business environment?
 - f. And how would NG CDF KANDARA avoid this?
 - g. How will NG CDF KANDARA know when we get there? (measure of success)
 - h. How will NG CDF KANDARA monitor lessons learnt and integrate that learning into successive plans and strategies?

Step Four: Agree: Finalizing, endorsing and disseminating the new strategic framework

- i. Draft the text around the key objectives;
- ii. Consult widely on draft new strategic framework;
- iii. NG CDF KANDARA formally approves the final document;
- iv. Dissemination and implementation of the Strategic Plan.

3.0 EXPECTED DELIVERABLES

- i. An inception report detailing the methodology/ approaches and timelines associated with this consultancy assignment
- ii. A needs assessment report highlighting the current status and gaps in NG CDF KANDARA strategic direction, covering both internal and external factors relevant to the organizational operating environment.
- iii. A two-day strategic planning workshop for the NG CDF KANDARA Staff, Board and selected partners
- iv. A revised strategic plan incorporating all the feedback from the stakeholders.
- v. A consultancy report that includes the major activities of the consultancy, the highlights of the strategic planning workshop and an evaluation of the workshop

4.0 CONSULTANCY DURATION

The strategic planning exercise is expected to be fully completed by **31st August 2024** and the whole process will last for only one month.

5.0 SUPERVISION OF THE WORK

This consultancy assignment will be supervised by NG CDF KANDARA's Fund Account Manager with the support of the NG CDF KANDARA Strategic Planning team.

6.0 CONFIDENTIALITY OF INFORMATION

All documents and data collected in the process of the consultancy will be treated as confidential and used solely to facilitate the consultancy assignment. All information to which the consultant shall receive access to shall at all times be treated as the property of NG CDF KANDARA and shall not be disclosed saved for where express permission has been granted as such.

THE END
