

**REQUEST FOR PROPOSAL FOR PROVISION OF CONSULTANCY SERVICES TO CONDUCT A BASELINE SURVEY ON “IMPROVING MATERNAL AND NEWBORN HEALTH(MNH) THROUGH HEALTH SYSTEM STRENGTHENING IN KAJIADO COUNTY, KENYA”**

**REQUEST FOR PROPOSAL NO:**

KGN/RFP/01/2023/004

**PROCURING ENTITY:**



**Head Office:**

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**DATE OF ISSUANCE**

20.09.2023

**DUE DATE FOR QUESTIONS**

26.09.2023

**SUBMISSION DEADLINE DATE**

01.10.2023

## **1. Definition**

- a) **“Affiliate(s)”** means an individual or an entity that directly or indirectly controls, is controlled by, or is under common control with the Consultant.
- b) **“Applicable Law”** means the laws and any other instruments having the force of law in Kenya.
- c) **“Procuring Entity”** means the entity that is carrying out the consultant selection process and signs the Contract for the Services with the selected Consultant.
- d) **“Consultant”** means a legally-established professional consulting firm or an entity that may provide or provides the Services to the Procuring Entity under the Contract.
- e) **“Day”** means a calendar day unless otherwise specified as "Business Day". Business Day is from Monday to Friday and excludes official public holidays.
- f) **“Experts”** means, collectively, Key Experts, Non-Key Experts, or any other personnel of the Consultant, Sub-consultant or Joint Venture member(s).
- g) **“In writing”** means communicated in written form such as by mail or a letter.

h) “**Joint Venture (JV)**” means an association with or without a legal personality distinct from that of its members, of more than one Consultant where one member has the authority to conduct all business for and on behalf of any and all the members of the JV, and where the members of the JV are jointly and

i) severally liable to the Procuring Entity for the performance of the Contract.

j) “**Key Expert(s)**” means an individual professional whose skills, qualifications, knowledge and experience are critical to the performance of the Services under the Contract and whose CV is considered in the technical evaluation of the Consultant's proposal.

k) “**Non-Key Expert(s)**” means an individual professional provided by the Consultant or its Subconsultant and who is assigned to perform the Services or any part thereof under the Contract and whose CVs are not evaluated individually.

l) “**Proposal**” means the Technical Proposal and the Financial Proposal of the Consultant.

m) “**RFP**” means the Request for Proposals to be prepared by the Procuring Entity for the selection of consultants.

n) “**Services**” means the work to be performed by the Consultant pursuant to the Contract.

o) “**Sub-consultant**” means an entity to whom the Consultant intends to subcontract any part of the Services while the Consultant remains responsible to the Procuring Entity during the whole performance of the Contract.

p) “**Terms of Reference (TORs)**” means the Terms of Reference that explains the objectives, scope of work, activities, and tasks to be performed, respective responsibilities of the Procuring Entity and the Consultant, and expected results and deliverables of the assignment.

## **2. Introduction**

Kenya Good Neighbors is an International, Humanitarian and Development NGO in General Consultative Status with the United Nations Economic and Social Council (UN ECOSOC). Our greatest mission is to improve the lives of others- especially those of children- through education, community development, health and sanitation and disaster relief projects. Kenya Good Neighbors (KGN) was established

in Kenya on 14th December 1995. Kenya Good Neighbors is currently operating projects both in rural and urban areas. In urban areas, we have Korogocho CDP which is in Kasarani Sub-County, Dandora CDP which is in Njiru Sub-County and Mukuru CDP is within Makadara Sub-County. We also have rural projects in Trans Mara Sub-County (Meguarra CDP), Gucha Sub-County (Ogembo CDP), Kajiado Central Sub-County known as (Bissil CDP) and Rarieda Sub County (Rarieda CDP). KGN also established various special projects at the community level including Mwamba Oibor in rural area, Kajiado County, Cereal Project in TransMara Sub County, Green Light Project in Urban area, Nairobi County and currently coffee project in Embu County.

### 3. Terms of Reference (TOR)

#### 3.1 Summary

<b>Title</b>	Baseline Survey for “Improving Maternal and Newborn Health(MNH) through Health System Strengthening in Kajiado County, Kenya”
<b>Purpose</b>	Improvement of maternal and newborn health in 4 sub-counties in Kajiado county, Kenya
<b>Location</b>	4 Sub-Counties (East, West, South, Central) of Kajiado County, Kenya
<b>Duration</b>	16th October 2023 to 30 November 2023
<b>Start Date</b>	16th October 2023

#### 3.2 Project background

##### 3.2.1 Summary

Under the financial support from Korea International Cooperation Agency (KOICA), Good Neighbors International is implementing ‘Improving Maternal and Newborn Health(MNH) through Health System Strengthening in Kajiado County, Kenya’ in 4 Sub-Counties(East, West, South, Central) of Kajiado County from 2023 to 2026. The objective of this project is to

- i. improve healthcare service delivery environment for MNH,
- ii. improve capacity building for health personnel, and
- iii. enhance activating outreach for neglected areas

### 3.2.2 Project Objective and indicators

Narrative Summary	Objectively Verifiable Indicators	Means of Verification
<b><u>Impacts</u></b>		
Contributing to the improvement of maternal and newborn health in four sub-counties through strengthening the healthcare system	<ul style="list-style-type: none"> <li>■ Maternal Mortality Ratio(MMR)</li> <li>■ Neonatal Mortality Rate (NMR)</li> </ul>	
<b><u>Outcomes</u></b>		
Improved accessibility of maternal and newborn health services for community members in four sub-counties through strengthening the healthcare system	<ul style="list-style-type: none"> <li>■ Percentage of pregnant women who have received 4 or more antenatal care services (ANC4)</li> <li>■ Percent of delivery attended by skilled birth attendant (SBA)</li> <li>■ Postnatal service coverage within 48 hours after birth (PNC 1)</li> </ul>	<ul style="list-style-type: none"> <li>■ KHIS Report</li> <li>■ Base/Midline Survey</li> <li>■ Annual Report</li> </ul>
<b><u>Outputs</u></b>		
1. Improving of the maternal and newborn health service delivery environment in four sub-counties	1-1. No. of constructed maternity shelter	<ul style="list-style-type: none"> <li>■ Procurement plan for equipment and supplies</li> <li>■ Construction report</li> <li>■ Medical equipment installation report</li> <li>■ Emergency hospital referral report</li> <li>■ Including procurement and utilization of equipment section in quarterly and annual reports</li> </ul>
	1-2. No. of health facilities provided with medical equipments	
	1-3. No. of beneficiaries of emergency referral by ambulances	
2. Improving the accessibility and quality of maternal and newborn health services in four sub-counties	2-1. No. of beneficiaries outreach services	■ Outreach service plan and activity report
	2-2. No. of health workers of capacity building training in BEmONC, newborn care, ANC, PNC, MPDSR, SCHRIO	■ Activity report for each training
	2-3. No. of health facilities that received on-site audits for quality control of health information input data	■ Data quality management report
3. Increasing participation in community-led maternal and newborn health services	3-1. No. of Community Health Volunteers(CHVs) who completed Maternal and Child Health training	■ Community Health Volunteer(CHV) training report

	3-2. No. of participants for maternal and newborn health service campaign	■ Awareness/campaign report for promoting maternal and newborn health service
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**\*If PDM would be changeable, the modification of PDM will be noticed to the Consultant**

### 3.3 Purpose

The overall purpose of the survey is to measure the baseline of the project indicators and to study the situation with regard to maternal and newborn health in 4 Sub-Counties (East, West, South, Central) of Kajiado County in Kenya through the Household survey.

### 3.4 Scope of works

The consultant shall work in collaboration with Good Neighbors and its Project Management Consulting (PMC) team who will facilitate all the necessary requirements for the baseline survey.

#### 3.4.1 Overall task of the consultant

- i. Develop appropriate and acceptable design and methodology and draft data collection and analysis plan and share to Good Neighbors PMC team prior to data collection
- ii. Develop and submit an inception report that clearly defines the methodologies for sampling, data collection, entry, analysis and report writing including work plan for review and approval
- iii. Develop appropriate data collection tool (including, but not limited to survey questionnaire) and share to Good Neighbors PMC team for review and approval and implement pre-test for the tool
- iv. Coordinate data collection, processing, analysis, management and reporting
- v. Recruit qualified data collectors and necessary personnel based on qualifications previously approved by the Good Neighbors PMC team
- vi. Prepare and submit to Good Neighbors PMC team draft of baseline report for approval and make any and all modifications requested by the Good Neighbors PMC team before submitting the final baseline report upon deadline set in the timeline
- vii. Submit to Good Neighbors International a complete data set with the respondent codebook

#### 3.4.2 Specific Tasks

- (1) Sampling Approaches

A two-stage stratified cluster sampling and snowball sampling approach will be used for the selection of the survey sample. The Primary Sampling Units (PSUs) will be selected villages at the first stage and a sample of women with under 3 years old children will be selected at the second stage.

(2) Determine an Adequate Sample Size

By applying the recommended sampling approaches and outcomes, the consultant firm must determine and propose an adequate sample size within the financial limitations of the project to meet the objectives of the survey. The number of households per village, districts and provinces must be provided. The sample weights must be constructed and provide documentation on the methodology to construct the weights. The rationale of the proposed sample size will be discussed with the interview-invited consultant firm during the interview. The sample size will be finalized during the survey inception report preparation period in collaboration with the Good Neighbors PMC team.

The number for enumerators should be at least 20.

Note that the total number of samples must not be larger than **400 (only household survey)**

### **3.4.3 Methodology**

#### **(1) Household Survey**

The purpose of the household survey is to a) measure the percentage of women who are seeking or have received maternal and newborn health service, b) measure the level of maternal and newborn health related knowledge, attitude and practice of women (women with under 3 years old children) and community members, and c) conduct situational analysis of barriers or motivators that influence women's health seeking behaviors.

The household survey conducted for this Baseline Survey should include the following category of questions;

- i. Basic socio-economic demographics
- ii. Maternal and newborn health related knowledge
- iii. Maternal and newborn health related attitude (including follow-up questions on reasons for their beliefs)

- iv. Maternal and newborn health related practices (including follow-up questions on reasons for their actions)

Furthermore, separated survey questionnaires should be developed for women (women with under 3 years old children) and community members.

## **(2) Focus Group Discussion**

The purpose of the focus group discussion (FGD) is to assess the barriers that prohibit women with under-three children from seeking quality maternal and neonatal health services. The participants of the FGD should be purposively sampled based on the following categories:

- i. women with under-three children
- ii. Husband of women with under-three children
- iii. Community Health Workers (CHVs): females and males

## **(3) Key Informant Interview**

The purpose of the key informant interview (KII) is to a) assess the challenges health service providers and government stakeholder face in delivering quality maternal and neonatal health services in the target area and b) assess the level of understanding of service providers on the challenges community members face. The result of the KII should help assess the situation at the facility and government level.

The following stakeholder should be included for the KII:

- Nurses at Health Centres
- Nurses at Model Health Centres
- Nurses at outreach services
- Kajiado county: 1 representative for MCH
- Community Leaders (male)
- Community members (male)

### **3.4.4 Place of performance**

Services under this solicitation shall be performed within East, West, South and Central Sub-counties in Kajiado County, Kenya

### 3.4.5 Period of performance and estimate level of effort

Activity	Time
Bidding period	20.09.2023-01.10.2023
Collection of Bid Document	To be downloaded from KGN Website.
Acceptance of feedback from bidders	26.09.2023
Bid application deadline (Technical & financial proposals)	01.10.2023
Notification of shortlist for proposal presentation	5.10.2023
Proposal presentation	09.10.2023
Notification of winner	12.10.2023
Signing of contract	16.10.2023
Finalize data collection tool and translation	19.10.2023
IRB Approval	23.10.2023-2.11.2023
Enumerators Training	30.10.2023-2.11.2023
Pre-test of tool and feedback	2.11.2023
Data collection	6.11. 2023-10.11.2023
Data entry and cleaning	13.11.2023-17.11.2023
First draft of report	20.11. 2023
Final report	30.11. 2023

### 3.4.6 IRB approval

The Consultant should get endorsement from the ethical review committee before roll-out baseline survey and the approval paper of IRB should be submitted to Good Neighbors PMC Team.

### 3.4.7 Expected deliverables

The Consultant will have the overall responsibility for the quality and timely submission of all deliverables, as specified below;

- i. Inception report containing a detailed work plan, methodology, and evaluation tools for the entire duration of the consultancy service will be submitted within a week of signing of the agreement



- ii. Regular progress report (bi-weekly report) should be made by the consultant to the Good Neighbors P  
MC team
- iii. Signed consent form for baseline survey and assessment protocol (including data collection tools)
- iv. Cleaned raw data (STATA and Excel) before and after analysis
- v. Final Code book and analysis tables
- vi. Draft and final assessment reports, including annex with management response
- vii. Presentation of evaluation results

### **3.5 Submission instructions**

#### **3.5.1. Documents Comprising the Proposal**

The Proposal shall comprise of the following:

A. Mandatory Documents which shall comprise:

- i. Certificate of Registration
- ii. Up to date CR12 Form
- iii. Tax Compliance Certificate
- iv. KRA Pin Certificate (Kenya revenue authority)
- v. Utility Bills
- i. Litigation History (Internal official letter from bidders is not recognized as litigation history.)
- vii. Organogram and company profile.
- x. Team Composition, Assignment, at least 3 Key Experts' Input with their CVs and relevant certificates attached and Professional Licenses If any.
- xi. Audit reports for the last two years.

B. Technical Proposal made up of the following

- i. Proposal Cover Sheet
- ii. Consultant's Organization and Experience
- iii. Description of Approach, Methodology and Work Planning for Deliverables
- iv. Tools for data collection/formulation of Questionnaires
- vi. References from previous work which shall include;
  - a) Customer Contact
  - b) Contract Agreement
  - c) Recommendation Letters
  - d) Comparability to this solicitation

### C. Financial Proposal

The financial proposal shall have a detailed budget which shall include but not limited to the following;

- i. Cost breakdown by professional fees.
- ii. Travel and accommodation expenses.
- iii. Cost breakdown of project deliverables based on the TOR.

## **3.6 Preparation and submission of proposals**

### **3.6.1 Review, translate and contextualize the questionnaire**

The English version of the initial draft of questionnaires for this survey will be provided. The questionnaires must be reviewed and translated to English by applying the contextual factors by the Consultant.

### **3.6.2 Plans for survey implementation**

Based on the sample frame, the Consultant will create plans for implementing the sample design and train staff to implement the designed sample.

### **3.6.3 Training of Field Workers**

The Consultant will identify and train a sufficient number of field workers to ensure that the survey is completed as per schedule. The Consultant will also recruit, train, assign, field, equip, supervise, and compensate all enumerators it needs to carry out the survey.

#### **3.6.4 Pre-Testing and Piloting Questionnaire**

The Consultant firm will have primary responsibility for pre-testing and piloting the questionnaire. After the pre-test and pilot survey, the questionnaire will be revised based on error-detected in the pre-test and then once again translated (and back translated) into English and the local language.

#### **3.6.5 Develop Quality Assurance Procedures**

The Consultant will be responsible for developing quality assurance procedures as they pertain to all aspects of the survey including, but not limited to, field procedures, storage and handling of questionnaires, interactions with interviewees, entering and cleaning of data, and procedures that uphold international and national ethical standards.

#### **3.6.6 Managing Field Operation**

The Consultant will be responsible for all field operations.

#### **3.6.7 Develop Data Entry System and Enter and Clean Data**

The Consultant will adhere to the data entry system and procedures for entering and cleaning data developed during the baseline survey. Steps to ensure quality assurance of these procedures will be strictly adhered to.

#### **3.6.8 General consideration**

In preparing the Proposal, the Consultant is expected to examine the RFP in detail. Material deficiencies in providing the information requested in the RFP may result in rejection of the Proposal.

#### **3.6.9 Cost of preparation of proposal**

The Consultant shall bear all costs associated with the preparation and submission of its Proposal, and the Procuring Entity shall not be responsible or liable for those costs, regardless of the conduct or outcome of the selection process. The Procuring Entity is not bound to accept any proposal and reserves the right to annul the selection process at any time prior to Contract award, without thereby incurring any liability.

ability to the Consultant.

### **3.6.10 Language**

The Proposal, as well as all correspondence and documents relating to the Proposal exchanged between the Consultant and the Procuring Entity shall be written in the English language. The Consultant will also produce a report describing the results of the data transcription process and any issues that were identified during the study implementation.

### **3.6.11 Only one proposal**

The Consultant (including the individual members of any Joint Venture) shall submit only one Proposal, either in its own name or as part of a Joint Venture in another Proposal. If a Consultant, including any Joint Venture member, submits or participates in more than one proposal, all such proposals shall be disqualified and rejected. This does not, however, preclude Sub-consultant, or the Consultant's staff from participating as Key Experts and Non-Key Experts in more than one Proposal when circumstances justify and if stated in the Data Sheet. Members of a joint venture may not also make an individual Proposal, be a subcontractor in a separate proposal or be part of another joint venture for the purposes of the same Contract.

## **3.7 Survey Team**

The desired specification and qualities of the survey team are the following:

- i. At least 10 – 15 years of experience in conducting the survey, research, and evaluation.
- ii. Advanced experience in gender, ethnicity, disability, and good governance
- iii. Good experiences in the baseline survey on opinion.
- iv. Experience of using participatory methods for data collection and analysis in program/project evaluation.
- v. Strong interpersonal and analytical skills.
- vi. Experience of effective interaction with local and national government institutions.
- vii. Good spoken and written communication skills in English and local language. Knowledge of the language of the local communities is an asset.
- viii. Familiarity with the Kenya health system and context.

### **3.8 Clarification and amendment of RFP**

The Consultant may request a clarification of any part of the RFP before **26.09.2023** which is the end date for any acceptance of feedback from bidders. Any request for clarification must be sent in writing, or by standard electronic means, to the Procuring Entity's address indicated. The Procuring Entity will respond in writing, or by standard electronic means, and will send written copies of the response (including an explanation of the query but without identifying its source) to all Consultants. Should the Procuring Entity deem it necessary to amend the RFP as a result of a clarification, it shall do so following the procedure described below: At any time before the proposal submission deadline, the Procuring Entity may amend the RFP by issuing an amendment in writing or by standard electronic means. The amendment shall be sent to all invited Consultants and will be binding on them. The Consultants shall acknowledge receipt of amendments in writing. If the amendment is substantial, the Procuring Entity may extend the proposal submission deadline to give the Consultants reasonable time to take an amendment into account in their Proposals. The Consultant may submit a modified Proposal or a modification to any part of it at any time prior to the proposal submission deadline. No modifications to the Technical or Financial Proposal shall be accepted after the deadline.

### **3.9 Logistics**

Good Neighbors Kenya will not provide office space, computers, copying, printing and telephone service to the Consultant. Good Neighbors Kenya will not also provide a vehicle and the Consultant needs to consider the details of the costs accordingly.

### **3.10 Sealing and marking of proposals**

The firm shall deliver the Proposals in a single sealed envelope, or in a single sealed package, or in a single sealed container bearing the name and Reference number of the RFP, addressed to the Procuring Entity and a warning "DO NOT OPEN BEFORE 1st October 2023 AT 4.00 PM". The Proposals shall be delivered to the procuring entity premises which is along 3 rd Sunrise Avenue in Ruiru off Eastern Bypass. The following is the google maps link for the location:

<https://www.google.com/maps/place/Good+Neighbors+Kenya/@-1.1664733,36.9678813,128m/data=!>

3m2!1e3!4b1!4m5!3m4!1s0x182f40bc56d39223:0x35f 4c504256db7dd!8m2!3d-1.1664946!4d36.9684  
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To Supplement this submission the solicitor shall submit a soft copy to the following email account:

[procurement@goodneighbors.ke](mailto:procurement@goodneighbors.ke) .

If an envelope or package or container is not sealed and marked as required, the Procuring Entity will assume no responsibility for the misplacement or premature opening of the proposal.

Proposals that are misplaced or opened prematurely will not be accepted.

The Proposal or its modifications must be sent to the address indicated in this RFP and received by the Procuring Entity no later than the deadline indicated, or any extension to this deadline.

Any Proposal or its modification received by the Procuring Entity after the deadline shall be declared late and rejected, and promptly returned unopened.

### **3.11 Confidentiality/Canvassing**

**3.11.1** From the time the Proposals are opened to the time the Contract is awarded, the Consultant should not contact the Procuring Entity on any matter related to its Technical and/or Financial Proposal. Information relating to the evaluation of Proposals and award recommendations shall not be disclosed to the Consultants who submitted the Proposals or to any other party not officially concerned with the process.

**3.11.2** Any attempt by consultants or any one on behalf of the Consultant to influence improperly the Procuring Entity in the evaluation of the Proposals or Contract award decisions may result in the rejection of its Proposal.

**3.11.3** Notwithstanding the above provisions, from the time of the Proposals submission to the time of Contract award publication, if a consultant wishes to contact the Procuring Entity on any matter related to the selection process, it should do so only in writing.

**3.11.4** The Consultant should not share any of the assessment results to any third party

### **3.12 Corrections of errors**

Activities and items described in the Technical Proposal but not priced in the Financial Proposal, shall be assumed to be included in the prices of other activities or items, and no corrections are made to the Financial Proposal.

### **3.13 Conflict of interest**

The Consultant is required to provide professional, objective, and impartial advice, always holding the Procuring Entity's interest's paramount, strictly avoiding conflicts with other assignments or its own corporate interests and acting without any consideration for future work.

**3.13.1** The Consultant has an obligation to disclose to the Procuring Entity any situation of actual or potential conflict that impacts its capacity to serve the best interest of the Procuring Entity.

**3.13.2** Without limitation on the generality of the foregoing, and unless stated otherwise in the RFP, the Consultants shall not be hired under the circumstances set forth below:

i. **Conflicting Activities** Conflict between consulting activities and procurement of goods, works or non-consulting services: a firm that has been engaged by the Procuring Entity to provide goods, works, or non-consulting services for a project, or any of its Affiliates, shall be disqualified from providing consulting services resulting from or directly related to those goods, works, or non consulting services. Conversely, a firm hired to provide consulting services for the preparation or implementation of a project, or any of its Affiliates, shall be disqualified from subsequently providing goods or works or non-consulting services resulting from or directly related to the consulting services for such preparation or implementation.

ii. **Conflicting Assignments** Conflict among consulting assignments: A Consultant (including its Experts and Subconsultants) or any of its Affiliates shall not be hired for any assignment that, by its nature, may conflict with another assignment of the Consultant for the same or for another Procuring Entity.

iii. **Conflicting Relationships** Relationship with the Procuring Entity's staff: a Consultant (including its Experts and Subconsultants) that has a close business or personal relationship with senior management or professional staff of the Procuring Entity who has the ability to influence the bidding process and:

- i. are directly or indirectly involved in the preparation of the Terms of Reference for the assignment,
- ii. the selection process for the Contract, or
- iii. the supervision of the Contract, may not be awarded a Contract, unless the conflict stemming from such relationship has been resolved in a manner that determines there is no conflict to affect this selection process.

#### **4. Unfair competitive advantage**

**4.1** Fairness and transparency in the selection process require that the Consultants or their Affiliates competing for a specific assignment do not derive a competitive advantage from having provided consulting services related to the assignment in question. To that end, the Procuring Entity shall indicate and make available to all Consultants together with this RFP all information that would in that respect give such Consultant any unfair competitive advantage over competing Consultants.

#### **4.2 Corrupt and Fraudulent Practices**

**4.2.1** Consultant firms or any of its members shall not be involved in corrupt, coercive, obstructive, collusive or fraudulent practice. Consultant firms or any of its members that are proven to have been involved in any of these practices shall be automatically disqualified and would not be awarded a contract.

#### **4.3. Collusive practices**

**4.3.1** Any Consultant found to have engaged in collusive conduct shall be disqualified. To this effect, Consultants shall be required to complete and sign the “Certificate of Independent Proposal Determination” annexed to the Proposal Form.

### **5. Evaluation of the proposal**

#### **5.1 Quality and cost-based selection (QCBS) method**

**5.1.1** The proposals shall be evaluated based on Quality and Cost Based Selection (QCBS). The Consultant that achieves the highest combined technical and financial score will be notified and invited for negotiations.



## **5.2 Proposal Evaluation Criteria**

Proposals will be evaluated based on experience and qualification of the candidates, price/cost effectiveness, and conceptual understanding and suggested methodology/approach. The weight for technical and financial proposals shall be 70% and 30 % respectively. The financial proposal will be considered when only the technical assessment is above 70 out of 100%.

Failure to respect the statements in the TOR by the Consultant will result in the termination of the contract agreement by Good Neighbors Kenya.

The Consultant is obliged to avail all the experts mentioned in the technical proposal for the assignment. If the Consultant wants to change any personnel, he/she should formally communicate to Good Neighbors Kenya and get approval.

## **5.3 Payment Schedule**

Payment shall be disbursed based on the following milestones

### **ANNEX 1. Technical Proposal Format**

#### **1. Cover Page**

- Date of application, survey period, name and contact address of bidder etc

#### **2. Introduction about Consultants Organization and its Experience**

#### **3. Summary of the Survey**

- Introduction, Objectives, Methodology, Team composition and work plan for performing the assignment

**4. Background**

**5. Statement of the problem**

**6. Literature review**

**7. Survey purpose**

**8. General Objective, Specific Objective, and Research Questions**

**9. Methodology**

**a. Quantitative study**

- Study area, study period, study population
- Sample design and sampling procedure
- Data collection tools, data collectors: selection, training and dispatch
- Pre-test and pilot test of study tools
- Data collection, analysis plan

**b. Qualitative study**

- Methodological approach for qualitative data
- Study participants for qualitative study
- Tools for data collection, analysis plan

**10. Ethical consideration (IRB approval)**

**11. Expected outcome indicators from the survey**

**12. Specific Tasks of the Consultant /Deliverables**

### 13. Work schedule

### 14. References

### 15. Team compositions and task assignment

#### (The guideline for document format)

- Portrait format
- Maximum of **30 PAGES** excluding appendices.
- Times New Roman with 11 pt font size.
- Margins need to be set at: 2.5cm left-hand margin, 3cm top margin, 2.5cm right-hand margin, 2.5cm bottom margin.
- 1.5 line spacing.
- Pages should be numbered consecutively throughout, including appendices.
- Page numbers should be centered at the bottom of each page.

### ANNEX 2. Financial Proposal Format

In this financial format, the Consultant should be required to fill out the details of the budget. The financial proposal shall be in Kenya Shillings or any other currency allowed in the request for proposal and the rates/prices quoted must be inclusive of all applicable taxes of the land

Activity Description	Unit	# of Unit	Unit Cost	Total Cost
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	(KES)		(KES)	(KES)
<b>Human Resource Budget</b>				
<i>Details of budget description</i>				
<b>Logistics</b>				
<i>Details of budget description</i>				
<b>Data Collection</b>				
<i>Details of budget description</i>				
<b>Data entry, data cleaning and analysis</b>				
<i>Details of budget description</i>				

*(The guideline for document format)*

- Human resources budget is from tool development to analysis and report generation.