

**REQUEST FOR PROPOSAL FOR PROVISION OF CONSULTANCY SERVICES
TO DEVELOP BOOTCAMP CURRICULUM AND BUSINESS PLAN
CURRICULUM**

REQUEST FOR PROPOSAL NO: KGN/RFP/05/2024

PROCURING ENTITY:



Head Office:

P.O. Box 327-00508,
Nairobi, Kenya

E-mail:

kenya@goodneighbors.org

Tel: +254 702 091 580

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1. Definitions

- 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".
- 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 severally liable to the Procuring Entity for the performance of the Contract.
- i) **“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.
- j) **“Non-Key Expert(s)”** means an individual professional provided by the Consultant or its Sub consultant and who is assigned to perform the Services or any part thereof under the Contract and whose CVs are not evaluated individually.
- k) **“Proposal”** means the Technical Proposal and the Financial Proposal of the Consultant.
- l) **“RFP”** means the Request for Proposals to be prepared by the Procuring Entity for the selection of consultants.
- m) **“Services”** means the work to be performed by the Consultant pursuant to the Contract.
- n) **“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.
- o) **“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 deliverable of the assignment.

2. Introduction

Kenya Good Neighbors (KGN) 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 in Njiru Sub-County, and Mukuru CDP in Makadara Sub-County. For rural CDPs, there are Meguarra CDP in Trans Mara Sub-County, Ogembo CDP in Gucha Sub-County, Bissil CDP in Kajiado Central Sub-County, and Rarieda CDP in Rarieda Sub County.

KGN also established various special projects at the community level including Mwamba Oibor in rural areas, Kajiado County, Coffee project in Embu County, Maternal and Newborn Health (MNH) project in Kajiado County, Cereal Project in Trans Mara Sub County, Greenlight Vocational Training Project in Nairobi County, etc.

KGN is also implementing a WASH project and a livelihood project in Turkana North, and KAKUMA refugee camp and Kalobeyei settlement respectively in Turkana County.

3. Livelihood Project

Kenya Good Neighbors (KGN) is working with Refugees in Kakuma camp, Kalobeyei settlement, and the host community on a livelihood project in Turkana County.

The project supports and identifies unemployed skilled youth out of college who know ICT and tailoring, but with inadequate or no business skills. KGN will help them increase business knowledge skills in ICT, tailoring, and dress-making ideas to increase their household income. KGN will also partner with other partners in the area to help refugee youth and youth from the host community realize their vision.

This project plans to support the youth by holding skill enhancement boot camps for ICT, tailoring and dress-making business plan development, mentorship sessions, and facilities for business hubs for the youth. The project will also support the deserving youth with SEED to start or boost their business. The graduates will be taken into a Business incubation Boot Camp to help them fine-tune their business ideas and make the ideas viable. This project will fill the gap that exists between transitioning from technical college to Employment. The project will apply a design thinking approach to support the graduate to develop a viable business idea. The boot camp will be a training on hands-on business identification and the development of applicable business plans. The boot camp will be for graduates from 2 different skill sets acquired during the formal training. The boot camp will equip the students with expansive knowledge of identification, planning, and running a sustainable business. Good Neighbors will support the viable business ideas with start-up SEED. The SEED will act as a business accelerator and hence the business growth that will lead to Job creation. The project will give the refugees and host communities quality financial training and expand the marketing linkages of their products to support young refugees and host communities to increase their household income.

4. Terms Of Reference

4.1. Scope of works

4.1.1. Place of Performance

Services under this solicitation shall be performed within Kakuma Camp, Kalobeyei Settlement and the host community in Turkana County.

4.1.2. **Period of Performance and Estimated Level of Effort**

All services required under this solicitation will be delivered for one month. The estimated level of effort shall be approximately sixty (60) Days.

4.2. Objectives of the Consultancy

4.2.1. **Main Objectives**

The purpose of this consultancy is to conduct a baseline survey, develop a comprehensive curriculum, monitoring and evaluation plan and conduct boot camp sessions for the youth with Tailoring and ICT skills to increase income at the household level and increase their marketing knowledge and skills, and market linkages both nationally and globally.

Specific Tasks

- a) The consultant will conduct a baseline survey which will contribute to the development of the boot camp curriculum.
- b) The selected consultant will develop a comprehensive curriculum for boot camp suitable for the skill level based on the baseline survey report
- c) The consultant will come up with a monitoring and evaluation plan for the boot camp and evaluate by the end of the boot camp.

Consultant Deliverables

- a) Conduct a baseline survey for the target beneficiaries in Kakuma camp, Kalobeyei Settlement, and the host communities.
- b) Develop a curriculum in both English and Kiswahili
- c) Conduct the boot camp sessions
- d) Provide pre and post-boot camp evaluation reports of the boot camp.
- e) PowerPoint presentation (draft) for use during progress update
- f) End of boot camp report

Projected Timeframe

The boot camp curriculum development should be completed within fifteen days (15 days) from the start of the task, beginning the date of contracting.

Conduct the boot camp to be completed within forty-five days (45 days), among which boot camp sessions take thirty (30) days and development of business plan sessions take fifteen days (15 days). The consultant should submit a detailed breakdown of the task and timetable as part of the proposal.

Who can apply?

Registered companies can apply following the guidelines on the crucial relevant documentation.

REQUIRED EXPERIENCE AND SKILLS

1. Experience:

- Prior 5 years of experience in curriculum development, preferably in vocational training or adult education settings.
- Experience working with marginalized or unprivileged communities preferably refugees, understanding their needs, and tailoring programs accordingly.
- Familiarity with livelihood projects or community development initiatives, particularly those focused on skill development and income generation with a focus on youths.

2. Subject Matter Expertise:

- Knowledge of the specific industry or sector targeted by the livelihood project (i.e., ICT and Tailoring) to ensure the curriculum is relevant and up-to-date.
- Understanding of the local job market and labor trends to incorporate industry-relevant skills and knowledge into the curriculum.

3. Curriculum Design Skills:

- Ability to design comprehensive and structured curriculum that cover both theoretical concepts and practical skills.
- Competence in instructional design methodologies to create engaging and effective learning experiences.
- Skill in developing learning objectives, assessments, and instructional materials aligned with the goals of the boot camp and the needs of the target audience as well as a monitoring and follow-up plan on the progress of beneficiaries.

4. Project Management Skills:

- Strong project management skills to organize and oversee the curriculum development process, including setting timelines, managing resources, and coordinating with stakeholders.
- Ability to work within budget constraints and optimize resources effectively.

5. Communication and Collaboration:

- Excellent communication skills to effectively interact with project stakeholders, including funders, community members, trainers, and participants.
- Collaboration skills to work with a multidisciplinary team and incorporate feedback from various stakeholders into the curriculum design process.

6. Cultural Sensitivity and Empathy:

- Cultural sensitivity and empathy towards the target population to ensure that the curriculum is inclusive, respectful, and responsive to the learners' backgrounds and needs.

7. Evaluation and Continuous Improvement:

- Knowledge of evaluation methods and techniques to assess the effectiveness of the curriculum and make necessary adjustments based on feedback and outcomes.
- Commitment to ongoing learning and continuous improvement to keep the curriculum relevant and impact over time.

8. Technology Skills:

- Proficiency in educational technology tools and platforms for delivering online or blended learning experiences, especially in contexts where remote learning is necessary.

9. Understanding of Reporting Requirements:

- Awareness of reporting expectations from KGN to ensure that the curriculum

development process complies with relevant regulations and standards.

Documents Comprising the Proposal shall comprise the following:

- A. Mandatory Documents which shall comprise: (for companies)
 - i. Certificate of Registration
 - ii. Up-to-date CR12 Form
 - iii. Tax Compliance Certificate
 - iv. KRA PIN Certificate
 - v. Utility bills of April and May 2024
 - vi. Litigation history
 - vii. Organogram
 - viii. Company profile

- B. Technical Proposal made up of the following
 - i. Proposal Cover Sheet
 - ii. Consultants and Experience
 - iii. Description of Approach, Methodology, and Work Planning for Deliverables
 - iv. Team Composition, Assignment, and Key Experts' Input with CVS attached and Professional Licenses if any. Also, specify how many members of your team will be tasked to undertake this assignment.
 - v. 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 be limited to the following;

- i. Cost breakdown by professional fees.
- ii. Travel and accommodation expenses.

Cost breakdown of project deliverables based on the TOR

4.3. Preparation and Submission of Proposals

4.3.1. General Considerations

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.

4.3.2. 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 there by incurring any liability to the Consultant.

4.3.3. 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.

4.3.4. Only One Proposal

The Consultant (including the individual members of any Joint Venture) shall submit only one Proposal, either in its 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.

The joint venture must submit the agreement stipulating the following:

- The duties of each participant toward the joint venture
- The reason the joint venture has been established
- The start and end of the joint venture
- The persons who will be the representatives of the joint venture: and
- Conflict resolution measure (i.e., mediation or arbitration)

4.4. Clarification and Amendment of RFP

The Consultant may request a clarification of any part of the RFP during or before the Proposals' submission deadline. 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:

If the amendment is substantial, the Procuring Entity may extend the proposal submission deadline to give the Consultants reasonable time to take an amendment in to 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.

4.5. Sealing and Marking of Proposals

The firm shall deliver the Proposals in a single sealed envelope, package, or container bearing the name and Reference number of the RFP, addressed to the Procuring Entity and a warning "DO NOT OPEN BEFORE **21st June 2024 AT 4.00 PM**". The Proposals shall be delivered to the procuring entity premises which is along 3rd 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!1s0x182f40bc56d39223:0x35f4c504256db7dd!8m2!3d-1.1664946!4d36.9684213>

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.

To supplement this submission, the solicitor shall submit a soft copy to the following email account: procurement@goodneighbors.ke.

4.6 Award of Contract

Prior to the expiration of the period of tender validity, KGN will notify the successful tenderer in writing that its tender has been accepted.

The notification of award will signify the formation of the contract subject to the signing of the contract between the tenderer and KGN. Simultaneously the other tenderers shall be notified that their tenders have not been successful.

A contract template shall be provided by KGN and reviewed together with the successful tenderer.

The contents of the sample contract shall be subject to discussion and negotiation. Upon exchange of opinion and consent, both parties shall sign and effect the contract.

4.6.1. Signing of Contract

Both parties shall keep an original copy of the contract.

The parties to the contract shall have it signed within ten (10) business days from the date of notification of contract award unless there is an administrative review request.**4.7 Confidentiality/Canvassing**

4.7.1. 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.

4.7.2 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

4.7.3. 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.

4.8. Correction 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.

4.9. 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.

4.9.1 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.

4.9.2. 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 Sub consultants) 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

5. Unfair Competitive Advantage

5.1. 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.

5.2. Corrupt and Fraudulent Practices

5.2.1. 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.

5.3. Collusive practices

5.3.1. 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.

6.0. Evaluation of the Proposal

6.1.KGN will evaluate and compare the tenders which have been determined to be substantially responsive.

6.2.The comparison shall be of the price including all costs as well as duties and taxes payable on all the materials to be used in the provision of the goods

6.3.KGN’s evaluation of a tender will comprise the below:

- a) Eligibility check;
- b) Technical evaluation;
- c) Financial evaluation;
- d) Due diligence.

6.4.KGN reserves the right to accept or reject any tender and to annul the tendering process and reject all tenders at any time prior to contract award, without thereby incurring any liability to the affected tenderer or tenderers or any obligation to inform the affected tenderer or tenderers of the grounds for the KGN’S action.

6.5.A tenderer who gives false information in the tender document about its qualification or who refuses to enter into a contract after notification of contract award shall be debarred from future tendering opportunities placed by KGN.