



REQUEST FOR PROPOSALS (RFP)

TENDER NO: IRA/061/2020-2021

**PROVISION OF CONSULTANCY SERVICES FOR REVIEW OF THE
INSURANCE REGULATORY AUTHORITY CONSUMER EDUCATION
STRATEGY**

**INSURANCE REGULATORY AUTHORITY (IRA)
ZEP RE PLACE, LONGONOT ROAD, UPPERHILL
P.O. BOX 43505-00100
NAIROBI.**

Tel: +254-20-4996000

E-mail: procurement@ira.go.ke

Website: <http://www.ira.go.ke>

OCTOBER, 2020

TABLE OF CONTENTS

SECTION I: LETTER OF INVITATION 3

SECTION II: INFORMATION TO CONSULTANTS (ITC) 5

SECTION III: TECHNICAL PROPOSAL 21

SECTION IV: FINANCIAL PROPOSAL 35

SECTION V: TERMS OF REFERENCE 41

SECTION VI - STANDARD FORMS OF CONTRACT 47

ANNEXES 53

SECTION I: LETTER OF INVITATION

3RD NOVEMBER, 2020

Dear Sirs,

RE: TENDER NO: IRA/061/2020-2021: REQUEST FOR PROPOSAL FOR PROVISION OF CONSULTANCY SERVICES FOR REVIEW OF THE INSURANCE REGULATORY AUTHORITY CONSUMER EDUCATION STRATEGY

- 1.1 The Insurance Regulatory Authority (IRA) invites sealed proposals from eligible bidders shortlisted to carry out Consultancy Services for Review of the Insurance Regulatory Authority Consumer Education Strategy. The tender is eligible to all qualified firms. The scope of services is detailed in the terms of reference.
- 1.2 The Request for Proposal (RFP) includes the following documents: -
Section I - Letter of invitation
Section II - Information to consultants
Appendix to Consultants information
Section III - Terms of Reference
Section IV - Technical proposals
Section V - Financial proposal
Section VI - Standard Contract Form
- 1.3 Prices quoted should be inclusive of all taxes and delivery costs and shall remain valid for a period of **90** days from the closing date of the tender.
- 1.4 Interested candidates may obtain further information from and inspect the Tender documents at the Insurance Regulatory Authority offices (Procurement Office) at Zep-Re Place, Longonot Road, Upper Hill, (Tenth Floor) Nairobi during normal working hours and/or downloaded from the Authority's website at <https://www.ira.go.ke> or the Public Procurement Information Portal www.tenders.go.ke free of charge.
- 1.5 Interested and eligible bidders are required to download the tender document from the websites free of charge and immediately email their names and contact details to: procurement@ira.go.ke for purposes of any clarification communication or addenda.
- 1.6 Completed tender documents are to be submitted virtually via the **email address** bids@ira.go.ke and copied to fc helimo@ira.go.ke with password protection and be addressed to:-

Chief Executive Officer,
Insurance Regulatory Authority,
10th Floor Zep Re Place, Longonot Road, Upperhill,
P.O. Box 43505 – 00100 Nairobi, Kenya
Telephone: +254-20-499600

Email: procurement@ira.go.ke; Website: <http://www.ira.go.ke>

so as to be received on or before **17th November, 2020 at 11:00 a.m.**

- 1.7 Tenders will be opened on **17th November, 2020 VIRTUALLY** via zoom video conferencing platform. You shall be required to **provide your password for Technical Proposal on 17th November, 2020 before 11:00 a.m.** via the **email address bids@ira.go.ke and copied to fc helimo@ira.go.ke**
- 1.8 IRA is a corruption free organization. Any corruption attempt, pressure or influence should be reported to the C.E.O on the address provided in clause 1.6 above or e-mail ethics@ira.go.ke
- 1.9 Upon receipt, please inform us:
- (a) that you have received the letter of invitation;
 - (b) whether or not you will submit a proposal for the assignment,

Yours sincerely,

FELIX K. CHELIMO
MANAGER, PROCUREMENT
FOR: INSURANCE REGULATORY AUTHORITY

CHECK LIST.

Bidders are required to comply with the following check list while preparing their tenders:-

No.	Requirement	✓	X
a)	Certificate of Registration/Incorporation		
b)	Valid Tax Compliance Certificate from Kenya Revenue Authority (KRA). The certificate should be valid as at the day of tender submission.		
c)	Dully filled Confidential Business Questionnaire Form (MUST be filled and signed by authorized signatory)		
d)	Attach certified copies of Identification Documents (ID's or valid passports) of the owners/Directors of the firms and certified copy of the latest CR12 issued by the Registrar of companies. In case of Partnerships, provide name of partners.		
e)	Attach copy of Valid Single Business Permit from County Government		
f)	Self-Declaration that the tenderer will not engage in any corrupt or fraudulent practice signed by the Chief Executive Officer/Managing Director and filled in the format required.		
g)	Properly bound document/ well-presented document. All pages of the Tender document should be serialized or serially numbered in the format required.		
h)	Original and copy of the tender document shall be placed in separate sealed envelopes clearly marked Original and Copy and addressed as stated in the invitation to tender.		
	Complied/ Not Complied		

SECTION II: INFORMATION TO CONSULTANTS (ITC)

TABLE OF CONTENTS

2.1 INTRODUCTION..... 6

2.2 CLARIFICATION AND AMENDMENT OF RFP DOCUMENTS..... 6

2.3 PREPARATION OF TECHNICAL PROPOSAL..... 7

2.4 PREPARATION OF FINANCIAL PROPOSAL 9

2.5 SUBMISSION, RECEIPT, AND OPENING OF PROPOSALS..... 10

2.6 PROPOSAL EVALUATION GENERAL 10

2.7 EVALUATION OF TECHNICAL PROPOSAL..... 11

2.8 PUBLIC OPENING AND EVALUATION OF FINANCIAL PROPOSAL 11

2.9 NEGOTIATIONS 12

2.10 AWARD OF CONTRACT..... 13

2.11 CONFIDENTIALITY..... 13

2.12 CORRUPT OR FRAUDULENT PRACTICES 14

APPENDIX TO INFORMATION TO CONSULTANTS 15

SECTION II: INFORMATION TO CONSULTANTS (ITC)

2.1 Introduction

- 2.1.1 The Client named the Appendix to “ITC” will select a firm among those invited to submit a proposal, in accordance with the method of selection detailed in the appendix. The method of selection shall be as indicated by the procuring entity in the Appendix.
- 2.1.2 The consultants are invited to submit a Technical Proposal and a Financial Proposal, or a Technical Proposal only, as specified in the Appendix “ITC” for consulting services required for the assignment named in the said Appendix. A Technical Proposal only may be submitted in assignments where the Client intends to apply standard conditions of engagement and scales of fees for professional services which are regulated as is the case with Building and Civil Engineering Consulting services. In such a case the highest ranked firm of the technical proposal shall be invited to negotiate a contract on the basis of scale fees. The proposal will be the basis for Contract negotiations and ultimately for a signed Contract with the selected firm.
- 2.1.3 The consultants must familiarize themselves with local conditions and take them into account in preparing their proposals. To obtain first-hand information on the assignment and on the local conditions, consultants are encouraged to liaise with the Client regarding any information that they may require before submitting a proposal and to attend a pre-proposal conference where applicable. Consultants should contact the officials named in the Appendix “ITC” to arrange for any visit or to obtain additional information on the pre-proposal conference. Consultants should ensure that these officials are advised of the visit in adequate time to allow them to make appropriate arrangements.
- 2.1.4 The Procuring entity will provide the inputs specified in the Appendix “ITC”, assist the firm in obtaining licenses and permits needed to carry out the services and make available relevant project data and reports.
- 2.1.5 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.
- 2.1.6 The procuring entity’s employees, committee members, board members and their relative (spouse and children) are not eligible to participate.
- 2.1.7 The price to be charged for the tender document shall not exceed Kshs.1,000/=
- 2.1.8 The procuring entity shall allow the tenderer to review the tender document free of charge before purchase.

2.2 Clarification and Amendment of RFP Documents

2.2.1 Consultants may request a clarification of any of the RFP documents only up to seven [7] days before the proposal submission date. Any request for clarification must be sent in writing by paper mail, cable, telex, facsimile or electronic mail to the Client's address indicated in the Appendix "ITC". The Client will respond by cable, telex, facsimile or electronic mail to such requests and will send written copies of the response (including an explanation of the query but without identifying the source of inquiry) to all invited consultants who intend to submit proposals.

2.2.2 At any time before the submission of proposals, the Client may for any reason, whether at his own initiative or in response to a clarification requested by an invited firm, amend the RFP. Any amendment shall be issued in writing through addenda. Addenda shall be sent by mail, cable, telex or facsimile to all invited consultants and will be binding on them. The Client may at his discretion extend the deadline for the submission of proposals.

2.3 Preparation of Technical Proposal

2.3.1 The Consultants proposal shall be written in English language.

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

2.3.3 While preparing the Technical Proposal, consultants must give particular attention to the following:

- (i) If a firm considers that it does not have all the expertise for the assignment, it may obtain a full range of expertise by associating with individual consultant(s) and/or other firms or entities in a joint venture or sub-consultancy as appropriate. Consultants shall not associate with the other consultants invited for this assignment. Any firms associating in contravention of this requirement shall automatically be disqualified.
- (ii) For assignments on a staff-time basis, the estimated number of professional staff-time is given in the Appendix. The proposal shall however be based on the number of professional staff-time estimated by the firm.
- (iii) It is desirable that the majority of the key professional staff proposed be permanent employees of the firm or have an extended and stable working relationship with it.
- (iv) Proposed professional staff must as a minimum, have the experience indicated in Appendix, preferably working under conditions similar to those prevailing in Kenya.
- (v) Alternative professional staff shall not be proposed and only one Curriculum Vitae (CV) may be submitted for each position.

2.3.4 The Technical Proposal shall provide the following information using the attached Standard Forms;

- (i) A brief description of the firm's organization and an outline of recent experience on assignments of a similar nature. For each assignment the outline should indicate *inter alia*, the profiles of the staff proposed, duration of the assignment, contract amount and firm's involvement.
- (ii) Any comments or suggestions on the Terms of Reference, a list of services and facilities to be provided by the Client.
- (iii) A description of the methodology and work plan for performing the assignment.
- (iv) The list of the proposed staff team by specialty, the tasks that would be assigned to each staff team member and their timing.
- (v) CVs recently signed by the proposed professional staff and the authorized representative submitting the proposal. Key information should include number of years working for the firm/entity and degree of responsibility held in various assignments during the last ten (10) years.
- (vi) Estimates of the total staff input (professional and support staff staff-time) needed to carry out the assignment supported by bar chart diagrams showing the time proposed for each professional staff team member.
- (vii) A detailed description of the proposed methodology, staffing and monitoring of training, if Appendix "A" specifies training as a major component of the assignment.
- (viii) Any additional information requested in Appendix "A".

2.3.5 The Technical Proposal shall not include any financial information.

2.4 Preparation of Financial Proposal

2.4.1 In preparing the Financial Proposal, consultants are expected to take into account the requirements and conditions outlined in the RFP documents. The Financial Proposal should follow Standard Forms (Section D). It lists all costs associated with the assignment including; (a) remuneration for staff (in the field and at headquarters), and; (b) reimbursable expenses such as subsistence (per diem, housing), transportation (international and local, for mobilization and demobilization), services and equipment (vehicles, office equipment, furniture, and supplies), office rent, insurance, printing of documents, surveys, and training, if it is a major component of the assignment. If appropriate these costs should be broken down by activity.

2.4.2 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, unless Appendix "A" specifies otherwise.

2.4.3 Consultants shall express the price of their services in Kenya Shillings.

- 2.4.4 Commissions and gratuities, if any, paid or to be paid by consultants and related to the assignment will be listed in the Financial Proposal submission Form.
- 2.4.5 The Proposal must remain valid for 90 days after the submission date. During this period, the consultant is expected to keep available, at his own cost, the professional staff proposed for the assignment. The Client will make his best effort to complete negotiations within this period. If the Client wishes to extend the validity period of the proposals, the consultants shall agree to the extension.

2.5 Submission, Receipt, and Opening of Proposals

- 2.5.1 The original proposal (Technical Proposal and, if required, Financial Proposal; see para. 1.2) shall be prepared in indelible ink. It shall contain no inter lineation or overwriting, except as necessary to correct errors made by the firm itself. Any such corrections must be initialed by the persons or person authorized to sign the proposals.
- 2.5.2 For each proposal, the consultants shall prepare the number of copies indicated in Appendix "A". Each Technical Proposal and Financial Proposal shall be marked "**ORIGINAL**" or "**COPY**" as appropriate. If there are any discrepancies between the original and the copies of the proposal, the original shall govern.
- 2.5.3 The original and all copies of the Technical Proposal shall be placed in a sealed envelope clearly marked "**TECHNICAL PROPOSAL**," and the original and all copies of the Financial Proposal in a sealed envelope clearly marked "**FINANCIAL PROPOSAL**" and warning: "**DO NOT OPEN WITH THE TECHNICAL PROPOSAL**". Both envelopes shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address and other information indicated in the Appendix "ITC" and be clearly marked, "**DO NOT OPEN, EXCEPT IN PRESENCE OF THE OPENING COMMITTEE.**"
- 2.5.4 The completed Technical and Financial Proposals must be delivered at the submission address on or before the time and date stated in the Appendix "ITC". Any proposal received after the closing time for submission of proposals shall be returned to the respective consultant unopened.
- 2.5.5 After the deadline for submission of proposals, the Technical Proposal shall be opened immediately by the opening committee. The Financial Proposal shall remain sealed and deposited with a responsible officer of the client department up to the time for public opening of financial proposals.

2.6 Proposal Evaluation General

- 2.6.1 From the time the bids are opened to the time the Contract is awarded, if any consultant wishes to contact the Client on any matter related to his proposal, he should do so in writing at the address indicated in the Appendix "ITC". Any effort by the firm to influence the Client in the proposal evaluation, proposal comparison or Contract award decisions may result in the rejection of the consultant's proposal.

2.6.2 Evaluators of Technical Proposals shall have no access to the Financial Proposals until the technical evaluation is concluded.

2.7 Evaluation of Technical Proposal

2.7.1 A Peer Review Committee appointed by the Client shall evaluate the winning proposal that shall have passed the technical and financial evaluation.

	<u>Points</u>
(i) Specific experience of the consultant related to the assignment	(5-10)
(ii) Adequacy of the proposed work plan and methodology in responding to the terms of reference	(20-40)
(iii) Qualifications and competence of the key staff for the assignment	(30-40)
(iv) Suitability to the transfer of Technology Programme (Training)	(0-10)
Total Points	<u>100</u>

Each responsive proposal will be given a technical score (St). A proposal shall be rejected at this stage if it does not respond to important aspects of the Terms of Reference or if it fails to achieve the minimum technical score indicated in the Appendix "ITC".

2.8 Public Opening and Evaluation of Financial Proposal

2.8.1 After Technical Proposal evaluation, the Client shall notify those consultants whose proposals did not meet the minimum qualifying mark or were considered non-responsive to the RFP and Terms of Reference, indicating that their Financial Proposals will be returned after completing the selection process. The Client shall simultaneously notify the consultants who have secured the minimum qualifying mark, indicating the date and time set for opening the Financial Proposals and stating that the opening ceremony is open to those consultants who choose to attend. The opening date shall not be sooner than seven (7) days after the notification date. The notification may be sent by registered letter, cable, telex, facsimile or electronic mail.

2.8.2 The Financial Proposals shall be opened publicly in the presence of the consultants' representatives who choose to attend. The name of the consultant, the technical. Scores and the proposed prices shall be read aloud and recorded when the Financial Proposals are opened. The Client shall prepare minutes of the public opening.

2.8.3 The evaluation committee will determine whether the financial proposals are complete (i.e. whether the consultant has costed all the items of the corresponding Technical Proposal and correct any computational errors. The cost of any un priced items shall be assumed to be included in other costs in the proposal. In all cases, the total price of the Financial Proposal as submitted shall prevail.

2.8.4 While comparing proposal prices between local and foreign firms participating in a selection process in financial evaluation of Proposals, firms incorporated in Kenya where indigenous Kenyans own 51% or more of the share capital shall be allowed a 10%

preferential bias in proposal prices. However, there shall be no such preference in the technical evaluation of the tenders. Proof of local incorporation and citizenship shall be required before the provisions of this sub-clause are applied. Details of such proof shall be attached by the Consultant in the financial proposal.

2.8.5 The formulae for determining the Financial Score (Sf) shall, unless an alternative formulae is indicated in the Appendix "ITC", be as follows:- $Sf = 100 \times Fm / F$ where Sf is the financial score; Fm is the lowest priced financial proposal and F is the price of the proposal under consideration. Proposals will be ranked according to their combined technical (St) and financial (Sf) scores using the weights (T=the weight given to the Technical Proposal; P= the weight given to the Financial Proposal; $T + p = 1$) indicated in the Appendix. The combined technical and financial score, S, is calculated as follows:- $S = St \times T\% + Sf \times P\%$. The firm achieving the highest combined technical and financial score will be invited for negotiations.

2.8.6 The tender evaluation committee shall evaluate the tender within 30 days of from the date of opening the tender.

2.8.7 For this consultancy assignment, price variations shall not be allowed.

2.8.8 Where contract price variation is allowed, the variation shall not exceed 10% of the original contract price

2.8.9 Price variation requests shall be processed by the procuring entity within 30 days of receiving the request.

2.9 Negotiations

2.9.1 Negotiations should there be any will be held at the clients offices. The aim is to reach agreement on all points and sign a contract.

2.9.2 Negotiations will include a discussion of the Technical Proposal, the proposed methodology (work plan), staffing, quoted prices and any suggestions made by the firm to improve the Terms of Reference. The Client and firm will then work out final Terms of Reference, staffing and bar charts indicating activities, staff periods in the field and in the head office, staff-months, logistics and reporting. The agreed work plan and final Terms of Reference will then be incorporated in the "Description of Services" and form part of the Contract. Special attention will be paid to getting the most the firm can offer within the available budget and to clearly defining the inputs required from the Client to ensure satisfactory implementation of the assignment.

2.9.3 Unless there are exceptional reasons, the financial negotiations will not involve the remuneration rates for staff (no breakdown of fees).

2.9.4 Having selected the firm on the basis of, among other things, an evaluation of proposed key professional staff, the Client expects to negotiate a contract on the basis of the experts named in the proposal. Before contract negotiations, the Client will require assurances that the experts will be actually available. The Client will not consider substitutions during contract negotiations unless both parties agree that undue delay in the selection process makes such substitution unavoidable or that such changes are

critical to meet the objectives of the assignment. If this is not the case and if it is established that key staff were offered in the proposal without confirming their availability, the firm may be disqualified.

2.9.5 The negotiations will conclude with a review of the draft form of the Contract. To complete negotiations the Client and the selected firm will initial the agreed Contract. If negotiations fail, the Client will invite the firm whose proposal received the second highest score to negotiate a contract.

2.9.6 The procuring entity shall appoint a team for the purpose of the negotiations.

2.10 Award of Contract

2.10.1 The Contract will be awarded following negotiations. After negotiations are completed, the Client will promptly notify other consultants on the shortlist that they were unsuccessful and return the Financial Proposals of those consultants who did not pass the technical evaluation.

2.10.2 The selected firm is expected to commence the assignment on the date and at the location specified in Appendix "A".

2.10.3 The parties to the contract shall have it signed within 30 days from the date of notification of contract award unless there is an administrative review request.

2.10.4 The procuring entity may at any time terminate procurement proceedings before contract award and shall not be liable to any person for the termination.

2.10.5 The procuring entity shall give prompt notice of the termination to the tenderers and on request give its reasons for termination within 14 days of receiving the request from any tenderer.

2.10.6 To qualify for contract awards, the tenderer shall have the following:

- (a) Necessary qualifications, capability experience, services, equipment and facilities to provide what is being procured.
- (b) Legal capacity to enter into a contract for procurement
- (c) Shall not be insolvent, in receivership, bankrupt or in the process of being wound up and is not the subject of legal proceedings relating to the foregoing.
- (d) Shall not be debarred from participating in public procurement.

2.11 Confidentiality

2.11.1 Information relating to evaluation of proposals and recommendations concerning awards shall not be disclosed to the consultants who submitted the proposals or to other persons not officially concerned with the process, until the winning firm has been notified that it has been awarded the Contract.

2.12 Corrupt or Fraudulent Practices

- 2.12.1 The procuring entity requires that the consultants observe the highest standards of ethics during the selection and award of the consultancy contract and also during the performance of the assignment. The tenderer shall sign a declaration that he has not and will not be involved in corrupt or fraudulent practices.
- 2.12.2 The procuring entity will reject a proposal for award if it determines that the consultant recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.
- 2.12.3 Further a consultant who is found to have indulged in corrupt or fraudulent practices risks being debarred from participating in public procurement in Kenya.

Appendix to Information to Consultants

The following information for procurement of consultancy services and selection of consultants shall complement or amend the provisions of the information to consultants, wherever there is a conflict between the provisions of the information to consultants and the provisions of the appendix, the provisions of the appendix herein shall prevail over those of the information to consultants.

Clause Reference

2.1 The name of the Client is: **Insurance Regulatory Authority (IRA)**. The tender is eligible to all qualified firms

2.1.1 The method of selection is: **Quality Cost Based Selection (QCBS)**

2.1.2 Technical and Financial Proposals are requested: **Yes (submitted virtually via the email address bids@ira.go.ke and copied to fc helimo@ira.go.ke with password protection).**

The name of the assignment: Provision of Consultancy Services for Review of the Insurance Regulatory Authority Consumer Education Strategy.

The objectives of the assignment: **As per Terms of Reference in Section V of Request for Proposal document.**

2.1.3 A pre-proposal conference will be held: **No**

The name(s), address (es) and telephone numbers of the Client's official(s) are:

Anne Chelagat Head Consumer Education	Mr. Felix Chelimo Manager, Procurement
--	---

**Insurance Regulatory Authority,
10th Floor, Zep-Re Place, Longonot Road, Upperhill,
P.O. Box 43505-00100,
NAIROBI.**

Telephone: +254-20-49960200

E-mail: procurement@ira.go.ke

2.1.4 The Client will provide the following inputs:

The client shall provide relevant documentation, provide letters of introduction to and provide conference facilities for strategy meetings. Further, the client will set up a team to be charged with reviewing the TORs, reviewing and commenting on the inception report, reviewing and commenting upon the evaluation deliverables (draft report, case studies,) being available for interviews with the evaluation team. However, the client shall not provide administrative support services like transport, computers, printers, materials etc.

2.3.3 The estimated number of professional staff months required for the assignment is:-

(i) **The Consultancy will cover the period November and December, 2020**

(ii) The minimum required experience of proposed professional staff is:-

Core Team – Should have a research background or 10 years’ evaluation experience and advanced degree in risk management, economics, statistics, insurance and development studies or related social science field; experience in socio economic related evaluations; advanced knowledge and skills in mixed methods research; and exhibit knowledge and understanding of the financial market developments is an asset. Team leader will be responsible for all aspects of conducting and delivering evaluation reports that meet the clients quality standards.

Other team members (At least two with diverse skills in in any of the following areas - finance, law, actuarial science, insurance statistics, development studies. **The consultant is free to set up a team with an appropriate mix of skills and experiences that speaks to the terms of reference of this evaluation.**

Desired Skills, Experience and Competencies

Skills:

Must meet minimum professional and academic expertise (Masters) in risk management, economics, statistics, insurance and development studies, with specialized training in strategy formulation, analysis, monitoring and evaluation. Post graduate professional training at either Diploma in insurance or Associate Chartered Insurance Institute (ACII) or Fellow Chartered Insurance Institute (FII) or Evaluation Society of Kenya

Experience and Competencies:

- i. Have undertaken at least three strategic plan reviews and/or development of strategic plans for regulatory agencies;
- ii. Demonstrate at least 10 years’ relevant evaluation experience
- iii. Understanding of the financial sector

Desired technical evaluation skills

It is desired that the proposed team exhibit knowledge of how to identify evaluation needs and how evaluation questions are derived; solid knowledge of appropriate evaluation approaches, methods and techniques to the evaluation questions being posed; the discipline and experience to document findings from different lines of evidence – both qualitative and quantitative - as well as the analytical skills to interpret findings and to formulate conclusions, lessons and recommendations that are clearly related to the findings and the conclusions. Added to this, the client will expect firms to make water tight arrangements for the roll out of all stages of the evaluation exercise from inception through to collection of data and finally to

the aggregation of the data and writing of the evaluation report in respect of the highest standards of methodological integrity.

2.3.4 (i) Training is a specific component of this assignment:

No.

(ii) Additional information in the Technical Proposal includes:

N/A

2.4.2 Taxes: **All taxes are applicable.**

2.4.6 The Proposal must remain valid for 90 days after the submission date.

2.5.2 Consultants must submit Completed Technical and Financial Proposals virtually via the **email address bids@ira.go.ke and copied to fc helimo@ira.go.ke with password protection** and be addressed to:-

Chief Executive Officer,
Insurance Regulatory Authority,
10th Floor Zep Re Place, Longonot Road, Upperhill,
P.O. Box 43505 – 00100 Nairobi, Kenya
Telephone: +254-20-499600
Email: procurement@ira.go.ke; Website: <http://www.ira.go.ke>

so as to be received on or before **17th November, 2020 at 11:00 a.m.**

2.5.3 The proposal submission address is:-

email address bids@ira.go.ke and copied to fc helimo@ira.go.ke with password protection.

Information on the submission should include:-

Tender No. IRA/061/2020-2021- Provision of Consultancy Services for Review of the Insurance Regulatory Authority Consumer Education Strategy.

2.5.4 Proposals must be submitted no later than the following date and time: **17th November, 2020 at 11:00 a.m.** Virtually via zoom video conferencing platform.

2.6.1 The address to send information to the Client is:

**Insurance Regulatory Authority,
10th Floor, Zep Re Place, Longonot Road, Upperhill,
P.O. Box 43505-00100,
NAIROBI.**

Telephone: +254-20-499600,
E-mail: procurement@ira.go.ke

2.7.1/2.8.5 **Criteria for the Evaluation**

(i) Preliminary Evaluation

The following are Mandatory Requirements which bidders must comply with: -

- (a) Certificate of Registration/Incorporation
- (b) Valid Tax Compliance Certificate from Kenya Revenue Authority (KRA). The certificate should be valid as at the day of tender submission.
- (c) Dully filled Confidential Business Questionnaire Form (MUST be filled and signed by authorized signatory)
- (d) Attach certified copies of Identification Documents (ID's or valid passports) of the owners/Directors of the firms and certified copy of the latest CR12 issued by the Registrar of companies. In case of Partnerships, provide name of partners.
- (e) Attach copy of Valid Single Business Permit from County Government.
- (f) Self-Declaration that the tenderer will not engage in any corrupt or fraudulent practice signed by the Chief Executive Officer/Managing Director and filled in the format required.
- (g) Properly bound document/ well-presented document. All pages of the Tender document should be serialized or serially numbered in the format required.
- (h) Original and copy of the tender document shall be placed in separate sealed envelopes clearly marked Original and Copy and addressed as stated in the invitation to tender.

(ii) Technical Evaluation

This will be based on the technical proposal submitted in accordance to the forms provided and the following criteria shall be used: -

Total Technical Score: 100 Marks.

Weightage: The total technical score will carry 80% of overall evaluation score (combined Technical and Financial score).

Criteria	Score (0-80)
1. Approach	20
The analytical framework and methodology that is capable of answering the project's key questions and deliverables	
2. Subject Matter Expertise	15
Demonstrated understanding of the requested activities and deliverables and the steps required to accomplish them	

Criteria	Score (0-80)
Concise description of how the work will be carried out including planning and preparations for data collection, quality assurance and report writing	
Solid understanding of different qualitative data management techniques	
3. Project Management	30
Demonstrated understanding of their proposed scope of work, including	
Consultant's interpretation and understanding of the overall objectives of the consultancy	
Realistic timeline and achievable action plan that will deliver the project on time and on budget - for all the proposed activities and deliverables	
Effective staffing and/or team structure consistent with scope of work	
Thoughtful risk identification and mitigation strategies	
Demonstrated success in completing project deliverables on time and within budget	
4. Capabilities and Experience	15
Demonstrated firm experience with similar projects	
Team members with demonstrated skills and experience with similar projects and activities	
Well written, comprehensive proposal to cover <ul style="list-style-type: none"> • Well written proposal? • is it formatted well, • void of typographical and spelling errors, and • used appropriate templates such as the past experience and budget templates. 	
Total Technical Score	80

The minimum technical score required to pass: **80%**.

The weights given to the Technical and Financial Proposals are:

The weights given to the Technical and Financial Proposals are:

T= 0.80

P= 0.20

a) Financial Evaluation

Each of the financial submissions will be divided by the lowest financial quote to determine the financial score of each bidder.

Weightage: This section will carry a total of 20 % of the overall evaluation score.

The formula for determining the financial scores is the following:

S_f = 100 x F_m/F, in which **S_f** is the financial score, **F_m** is the lowest price and **F** is the price of the proposal under consideration.

The single currency for price conversions is: Kenya Shillings

The source of official selling rates is: Central Bank of Kenya. The date of exchange rates is: the last date on which the proposal will be submitted.

b) Combined Technical and Financial Scores

The following formula shall be used: T.S (80%) + F.S (20 %) = T.T.L (100 %)

T.S = Technical Score (as evaluated above)

F.S = Financial Score (as evaluated above)

T.T.L = Total Score

2.8.1 The invitation for opening of Financial proposal will be sent via email and the notice period will be within a period of 4 hours. Successful bidders are required to send passwords of their financial proposal for opening.

2.10.2 The assignment is expected to commence on **December, 2020**.

SECTION III: TECHNICAL PROPOSAL

Notes on the preparation of the Technical Proposals

- 3.1 In preparing the technical proposals the consultant is expected to examine all terms and information included in the RFP. Failure to provide all requested information shall be at the consultant's own risk and may result in rejection of the consultant's proposal.
- 3.2 The technical proposal shall provide all required information and any necessary additional information and shall be prepared using the standard forms provided in this Section.
- 3.3 The Technical proposal shall not include any financial information unless it is allowed in the Appendix to information to the consultants or the Special Conditions of contract.

SECTION III: TECHNICAL PROPOSAL

TABLE OF CONTENTS

- 1. TECHNICAL PROPOSAL SUBMISSION FORM (in Company letterhead) 23
- 2. FIRM’S REFERENCES 24
- 3. COMMENTS AND SUGGESTIONS OF CONSULTANTS ON THE TERMS OF REFERENCE AND ON DATA, SERVICES AND FACILITIES TO BE PROVIDED BY THE CLIENT.25
- 4. DESCRIPTION OF THE METHODOLOGY AND WORK PLAN FOR PERFORMING THE ASSIGNMENT 26
- 5. TEAM COMPOSITION AND TASK ASSIGNMENTS 27
- 6. FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF28
- 7. TIME SCHEDULE FOR PROFESSIONAL PERSONNEL..... 30
- 8. ACTIVITY (WORK) SCHEDULE..... 31
- 9. CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM 32
- 10. SELF DECLARATION FORM.....34

1. TECHNICAL PROPOSAL SUBMISSION FORM *(in Company letterhead)*

[_____ *Date*]

**The Chief Executive Officer
Insurance Regulatory Authority
10thFloor, Zep Re Place, Longonot Road, Upperhill,
P.O. Box 43505-00100
Nairobi, Kenya.**

Ladies/Gentlemen:

We, the undersigned, offer to provide the consulting services for _____
_____ [*Title of consulting services*] 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-*where applicable*].

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

We remain,

Yours sincerely,

[*Authorized Signature*]:

[*Name and Title of Signatory*]:

[*Name of Firm*]:

[*Address*]:

2. 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:		Clients contact person for the assignment:
Client Address (Postal & Telephone):		No of Staff-Months; Duration of Assignment:
Start Date (Month/Year):	Completion Date (Month/Year):	Approx. Value of services (Kshs)
Name of Associated Consultants. If any:		
		No. of Months of Professional Staff provided by Associated Consultants:
Name of Senior Staff (Project Director/Coordinator, Team Leader, Principal Analyst) involved and functions performed:		
Narrative Description of project:		
Description of actual services provided by your staff:		

(Authorized representative)

Signature: _____

Full Name: _____

Title: _____ Date _____

Note: Actual signed letters (scanned and appended or otherwise) of recommendations from the various clients for similar projects completed successfully should also be provided. Letters of offer for the various projects shall not suffice.

3. 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.

4. DESCRIPTION OF THE METHODOLOGY AND WORK PLAN FOR PERFORMING THE ASSIGNMENT

5. TEAM COMPOSITION AND TASK ASSIGNMENTS

1. Core Technical/Research Staff

Name	Position	Task

2. Support Staff

Name	Position	Task

6. FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF

Proposed Position: _____

Name of Firm: _____

Name of Staff: _____

Profession: _____

Date of Birth: _____

Years with Firm: _____ Nationality: _____

Membership in Professional Societies: _____

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/ Company 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 undersigned, 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: _____

7. TIME SCHEDULE FOR PROFESSIONAL PERSONNEL

Months (in the Form of a Bar Chart)

Name	Position	Reports Due/ Activities	Months (in the Form of a Bar Chart)												Number of months		
			1	2	3	4	5	6	7	8	9	10	11	12			

Reports Due: _____

Activities Duration: _____

Signature: _____
(Authorized representative)

Full Name: _____

Title: _____

Address: _____

8. ACTIVITY (WORK) SCHEDULE

(a). Field Investigation and Study Items

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

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

(b). Completion and Submission of Reports

Reports	Date
1. Inception Report	
4. Interim Progress Reports	
3. Draft Report	
4. Final Report	

9. CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM

You are requested to give the particulars indicated in Part 1 and either Part 2(a), 2(b) or 2(c) whichever applies to your type of business.

Part 1 - General:

Business Name
(Attach Copy of Registration Certificate/ Certificate Incorporation)

Location of Business Premises

Plot No. Street/Road

Postal Address.....Tel. No. (Landline).....

Mobile Phone(s):.....

Website:..... E-mail:.....

Nature of Business

Current Trade License (Single Business Permit from a County Government)

No. Expiring Date
(Attach Copy of Valid Trade license)

V.A.T No.....
(Attach Copy of V.A.T Certificate)

Tax Compliance Certificate No..... Expiring Date.....
(Attach Copy of Valid Tax Compliance from Kenya Revenue Authority)

Maximum value of business which you can handle at any one time:
K£.....

Name of your bankers Branch

Part 2 (a) Sole Proprietor:

Your name in full Age

Nationality Country of origin

Citizenship details

Part 2 (b) Partnership

Give details of partners as follows:

	Name	Nationality	Citizenship Details	Shares
1.				
2.				

Part 2 (c) Registered Company:

Private or Public

State the nominal and issued capital of the company:-

Nominal K£

Issued K£

Give details of all Directors as follows:-

	Name	Nationality	Citizenship Details	Shares
1.				
2.				
3.				
4.				
5.				

I certify that the above information is correct.

Authorized Signature..... **Date:**

Affix Rubber Stamp

5. SELF DECLARATION FORMS (r 62)

REPUBLIC OF KENYA

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA)

SELF DECLARATION THAT THE PERSON/TENDERER WILL NOT ENGAGE IN ANY CORRUPT OR FRAUDULENT PRACTICE

I,of P. O. Box being a resident of

..... in the Republic of do hereby make a statement as follows:-

A. **THAT** I am the Chief Executive/Managing Director/Principal Officer/Director of (*insert name of the Company*) who is a Bidder in respect of **Tender No.** for(*insert tender title/description*) for(*insert name of the Procuring entity*) and duly authorized and competent to make this statement.

B. **THAT** the aforesaid Bidder, its servants and/or agents /subcontractors will not engage in any corrupt or fraudulent practice and has not been requested to pay any inducement to any member of the Board, Management, Staff and/or employees and/or agents of(*insert name of the Procuring entity*) which is the procuring entity.

C. **THAT** the aforesaid Bidder, its servants and/or agents /subcontractors have not offered any inducement to any member of the Board, Management, Staff and/or employees and/or agents of(*name of the procuring entity*)

D. **THAT** the aforesaid Bidder will not engage /has not engaged in any corrosive practice with other bidders participating in the subject tender

E. **THAT** what is deponed to hereinabove is true to the best of my knowledge information and belief.

.....
(Title) (Signature) (Date)

Bidder’s Official Stamp

I certify that the above information is correct.

Authorized Signature..... Date:

Affix Rubber Stamp

SECTION IV: FINANCIAL PROPOSAL

Notes on preparation of Financial Proposal

1. The Financial proposal prepared by the consultant should list the costs associated with the assignment. These costs normally cover remuneration for staff, subsistence, transportation, services and equipment, printing of documents, surveys e.t.c as may be applicable. The costs should be broken down to be clearly understood by the procuring entity.
2. The financial proposal shall be in Kenya Shillings or any other currency allowed in the request for proposal and shall take into account the tax liability and cost of insurances specified in the request for proposal.
3. The financial proposal should be prepared using the Standard forms provided in this part

FINANCIAL PROPOSAL STANDARD FORMS

TABLE OF CONTENTS

1.	FINANCIAL PROPOSAL SUBMISSION FORM (in Company letterhead)	37
2.	SUMMARY OF COSTS	38
3.	BREAKDOWN OF PRICE PER ACTIVITY	38
4.	BREAKDOWN OF REMUNERATION PER ACTIVITY	39
5.	REIMBURSABLES PER ACTIVITY	39
6.	MISCELLANEOUS EXPENSES.....	40

1. FINANCIAL PROPOSAL SUBMISSION FORM (in Company letterhead)

_____ [Date]

**The Chief Executive Officer
Insurance Regulatory Authority
10th Floor, Zep Re Place, Longonot Road, Upperhill,
P.O. Box 43505-00100
Nairobi, Kenya.**

Ladies/Gentlemen:

We, the undersigned, offer to provide the consulting services for (_____) [*Title of consulting services*] 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 remain,

Yours sincerely,

_____ [*Authorized Signature*]

_____ [*Name and Title of Signatory*]:

_____ [*Name of Firm*]

_____ [*Address*]

2. SUMMARY OF COSTS

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

3. BREAKDOWN OF PRICE PER ACTIVITY

Activity _____	No.:	Description: _____
Price Component	Amount(s)	
Remuneration		
Reimbursable		
Miscellaneous Expenses		
Subtotal	_____	

4. REAKDOWN OF REMUNERATION PER ACTIVITY

Activity No. _____ Name: _____				
Names	Position	Input months, days or hours as appropriate.)	Remuneration Rate	Amount
Regular staff (i) (ii)				
Consultants				
Grand Total				

5. REIMBURSABLES PER ACTIVITY

Activity No: _____ **Name:** _____

No.	Description	Unit	Quantity	Unit Price	Total Amount
1.	Air travel	Trip			
2.	Road travel	Kms			
3.	Rail travel	Kms			
4.	Subsistence Allowance	Day			
	Grand Total				

6. MISCELLANEOUS EXPENSES

Activity No. _____ Activity Name: _____

No.	Description	Unit	Quantity	Unit Price	Total Amount
1.	Communication costs (telephone, telegram, telex)				
2.	Drafting, reproduction of reports				
3.	Equipment: computers etc.				
4	Software				
Grand Total					

SECTION V: TERMS OF REFERENCE

TABLE OF CONTENTS

- 1. Purpose of consumer Education Strategy 42
- 2. Review Objectives..... 43
- 3. minimum Requirements of Team Leader..... 44
- 4. Roles and Responsibilities 44
- 5. Deliverables 45
- 6. Application Procedures..... 41

SECTION V TERMS OF REFERENCE/ SPECIFICATION REQUIREMENTS

The Insurance Regulatory Authority is a state corporation established by the insurance Act Cap 487 of the Laws of Kenya whose mandate is to effectively regulate, supervise and promote development of the insurance industry while protecting the interests of insurance policy holders and beneficiaries. In the Authority's Strategic Plan for the period 2018-2022, Consumer Protection and Education is identified as one of the key goals aimed at ensuring that consumer market protection keeps abreast with market changes and trends, and that consumers have desired information for making informed decisions. To achieve this goal, the Authority carries out various programs dubbed Consumer Education Awareness Programs to equip the populace with extensive knowledge on insurance matters hence enabling them make informed decisions regarding insurance.

In 2015 the Authority developed a Consumer Education Framework to guide the identification, designing, implementation and monitoring of Consumer Education activities for the period 2016- 2020. The framework gave a road map of how various insurance stakeholders and consumers could be reached and educated about insurance matters. The overall goal of the strategy is to positively influence Kenyans to purchase insurance.

The period for implementing the strategy has come to an end and there is need to develop a new strategy. It is on this basis that the Authority has in the 2020-2021FY purposed to review the Consumer education strategy. The Authority therefore is seeking to outsource qualified consultant(s) who meet the specifications provided in this TOR to undertake the assignment.

Purpose of the Consumer Education Strategy

The Authority developed a five-year Consumer Education Strategy in 2015 to guide the design, implementation and monitoring of its Consumer Education programs based on its strategic vision for the period 2013 -2018 and 2018 -2022. The key outcome envisioned in the strategy was increased insurance uptake in Kenya. To achieve this, the following intermediate results were expected.

1. Increase in insurance awareness in Kenya from baseline in 2016 to 73% in 2020;
2. Increase in basic knowledge and understanding of insurance among Kenyans;
3. Improved ability of Kenyans to determine the risks they face;

4. Ability by Kenyan populace to make informed choices in regard to insurance.

Review Objectives

a. General Objectives

The overall aim of the review is to develop a revised Consumer Education Strategy. Generally, the review is expected to assess the design of the consumer education strategy; implementation and; the results achieved through implementation in line with the specified expected results providing recommendations on areas of improvement so as to provide basis for development of a new consumer education strategy. The key indicators for review are:

- i. Design – whether the strategy was developed based on best practices for strategy development;
- ii. Effectiveness – whether strategy is producing the expected results;
- iii. Efficiency – whether the strategy has been implemented using minimal resources;
- iv. Sustainability – whether the strategy is implementable going forward;
- v. Relevance - whether the strategy is adequately aligned to the Authority’s goals, mandate and the National agenda;
- vi. Impact – the effect the strategy’s programs/activities to IRA, Insurance industry, economy and the lives of programs beneficiaries.

b. Specific Objectives

1. Review the strategy as follows
 - i. Assess the various components of the strategy for basis, clarity, adequacy and best practice including assessing the goals, objectives and performance indicators using SMART criteria;
 - ii. Identify any gaps in the strategy and advise the Authority;
 - iii. Determine the achievements of the Consumer Education strategy;
 - iv. Assess the factors that have affected the implementation of the strategy and realization of the intended goals and objectives either positively or negatively. For positive factors, analyze how these factors could be leveraged on for the sustainability of IRA Consumer Education programs while for negative factors provide viable solutions to enhance success of consumer education strategy;

- v. Analyze resource utilization in the execution strategy of the consumer education framework against the results achieved and provide viable options to the Authority to ensure minimal use of resources but with maximum results;
- vi. Assess the alignment of the consumer education strategy to the Authority's Strategic focus and flexibility to emerging issues and provide guidance to the Authority;
- vii. Assess the capacity of the Authority to implement the strategy in the long term and the extent to which results/ benefits realized will continue into the future;
- viii. identify intended an unintended outcome that resulted from implementation of the strategy's programs/activities for purposes of learning and accountability;
- ix. Assess M & E framework for the strategy including identification of any gaps and provide guidance to the Authority going forward to ensure the M & E is more effective;
- x. Identify new channels and methodology of carrying out Consumer Education Programs and activities given the case of COVID-19
- xi. Document lessons learnt.

2. Develop a Revised Consumer Education Strategy

Minimum Requirements for Team Leader

Academic Qualifications

- Advanced university degree in Social Sciences;
- A minimum of 5 years of relevant experience in reviewing strategies, including participatory approaches, preferably of financial sector related projects and/or programs.

Competencies

- In depth experience in strategy development, monitoring and review;
- Familiarity with design and implementation of financial literacy programs in Kenya;
- Understanding of the linkage between financial literacy, sectoral policy and the national policy;
- Familiarity with financial sector project design, implementation and evaluation;
- Prior experience in design and leading reviews or evaluations, data analysis skills;
- Technical competence in the financial sector.

Roles and Responsibilities

IRA will be responsible for:

- Availing relevant documents;
- Facilitating access to respondents;
- Periodic review of work in progress and provision of feedback;
- Dissemination and utilization of the results of the review;
- Implementation of quality checks and controls designed in collaboration with the consultant to ensure the quality of the information being collected during the review process.

The consultant will be responsible for:

- Designing the review methodology
- Developing a detailed work plan for the review
- Conducting the review
 - Developing detailed review questions and refine review methodology to answer the questions;
 - Identifying data sources and instruments to be used to collect the data;
 - Designing the data collection instruments to capture all the variables of interest;
 - Working collaboratively with IRA Team to manage the review as it unfolds;
 - Implementing quality checks and controls designed in collaboration with IRA to ensure the quality of the information being collected during the review process;
- Developing an outline of the report for review by IRA;
- Conducting data analysis (both qualitative and quantitative) and writing draft and final reports from the analyzed review data
- Ensuring data confidentiality. All data collected is to be maintained and stored in a manner that is fully confidential; all collected data should only be made available to the responsible persons within IRA.

Deliverables

- An inception report that clarifies the consultant's understanding of the TOR and demonstrating how the review questions will be answered including the proposed methods, sources of data, data collection tools, work plan for the review, and how data analysis will be triangulated for validation of the findings;
- Draft review report and draft revised strategy;

- Presentation of findings of the review and revised strategy to the IRA Board Members, Management and Staff;
- A summarized PowerPoint presentation of the review findings;
- Final review report with clear findings and recommendations;
- Final Revised strategy presented in a publishable format for internal use as well as dissemination to stakeholders; and,
- An abridged version of the revised strategy for quick reference and consumption.

Application Procedures

Interested applicants who meet requirements as specified in this TOR are invited to complete and submit the following:

1. A technical proposal answering to the TOR;
2. Financial proposal;
3. A brief description of the consultancy service provider outlining recent experience in similar assignments (three assignments over the past four years);
4. At least three references of similar assignments;
5. At least 2 samples of work similar to this assignment;
6. An up-to-date CV/s.

SECTION VI - STANDARD FORMS OF CONTRACT

TABLE OF CONTENTS

1. SERVICES 48

2. TERM..... 48

3. PAYMENT 48

4. PROJECT ADMINISTRATION..... 49

5. PROJECT PERFORMANCE STANDARDS 50

6. CONFIDENTIALITY..... 50

7. OWNERSHIP OF MATERIAL 50

8. CONSULTANT NOT TO BE ENGAGED IN CERTAIN ACTIVITIES 50

9. INSURANCE..... 50

10. ASSIGNMENT 50

11. LAW GOVERNING CONTRACT AND LANGUAGE 50

12. DISPUTE RESOLUTION..... 51

SAMPLE CONTRACT FOR CONSULTING SERVICES

SMALL ASSIGNMENTS LUMP-SUM PAYMENTS

CONTRACT

This Agreement, [hereinafter called “the Contract”) is entered into this _____/[Insert starting date of assignment], by and between _____/[Insert Client’s name] of [or whose registered office is situated at]_____/[insert Client’s address]/(hereinafter called “the Client”) of the one part AND

_____ [Insert Consultant’s name] of [or whose registered office is situated at]_____/[insert Consultant’s address]/(hereinafter called “the Consultant”) of the other part.

WHEREAS the Client wishes to have the Consultant perform the services [hereinafter referred to as “the Services”, and

WHEREAS the Consultant is willing to perform the said Services,

NOW THEREFORE THE PARTIES hereby agree as follows:

1. Services

- (i) The Consultant shall perform the Services specified in Appendix A, “Terms of Reference and Scope of Services,” which is made an integral part of this Contract.
- (ii) The Consultant shall provide the personnel listed in Appendix B, “Consultant’s Personnel,” to perform the Services.
- (iii) The Consultant shall submit to the Client the reports in the form and within the time periods specified in Appendix C, “Consultant’s Reporting Obligations.”

2. Term

The Consultant shall perform the Services during the period commencing on _____ [Insert starting date] and continuing through to _____ [Insert completion date], or any other period(s) as may be subsequently agreed by the parties in writing.

3. Payment

A. Ceiling

For Services rendered pursuant to Appendix A, the Client shall pay the Consultant an amount not to exceed _____

[Insert amount]. This amount has been established based on the understanding that it includes all of the Consultant's costs and profits as well as any tax obligation that may be imposed on the Consultant.

B. Schedule of Payments

The schedule of payments is specified below (Modify in order to reflect the output required as described in Appendix C.)

Kshs _____ upon the Client's receipt of a copy of this Contract signed by the Consultant;

Kshs _____ upon the Client's receipt of the draft report, acceptable to the Client; and

Kshs _____ upon the Client's receipt of the final report, acceptable to the Client.

Kshs _____ Total

C. Payment Conditions

Payment shall be made in Kenya Shillings unless otherwise specified not later than thirty [30] days following submission by the Consultant of invoices in duplicate to the Coordinator designated in Clause 4 here below. If the Client has delayed payments beyond thirty (30) days after the due date hereof, simple interest shall be paid to the Consultant for each day of delay at a rate three percentage points above the prevailing Central Bank of Kenya's average rate for base lending.

4. Project Administration

A. Coordinator.

The Client designates _____ *[insert name]* as Client's Coordinator; the Coordinator will be responsible for the coordination of activities under this Contract, for acceptance and approval of the reports and of other deliverables by the Client and for receiving and approving invoices for payment.

B. Reports.

The reports listed in Appendix C, “Consultant’s Reporting Obligations,” shall be submitted in the course of the assignment and will constitute the basis for the payments to be made under paragraph 3.

5. Project Performance Standards

The Consultant undertakes to perform the Services with the highest standards of professional and ethical competence and integrity. The Consultant shall promptly replace any employees assigned under this Contract that the Client considers unsatisfactory.

6. Confidentiality

The Consultant shall not, during the term of this Contract and within two years after its expiration, disclose any proprietary or confidential information relating to the Services, this Contract or the Client’s business or operations without the prior written consent of the Client.

7. Ownership of Material

Any studies, reports or other material, graphic, software or otherwise prepared by the Consultant for the Client under the Contract shall belong to and remain the property of the Client. The Consultant may retain a copy of such documents and software.

8. Consultant not to be Engaged in certain Activities

The Consultant agrees that during the term of this Contract and after its termination the Consultant and any entity affiliated with the Consultant shall be disqualified from providing goods, works or services (other than the Services and any continuation thereof) for any project resulting from or closely related to the Services.

9. Insurance

The Consultant will be responsible for taking out any appropriate insurance coverage

10. Assignment

The Consultant shall not assign this Contract or sub-contract any portion of it without the Client’s prior written consent.

11. Law Governing Contract and Language

The Contract shall be governed by the laws of Kenya and the language of the Contract shall be English Language.

12. Dispute Resolution

Any dispute arising out of the Contract which cannot be amicably settled between the parties shall be referred by either party to the arbitration and final decision of a person to be agreed between the parties. Failing agreement to concur in the appointment of an Arbitrator, the Arbitrator shall be appointed by the chairman of the Chartered Institute of Arbitrators, Kenya branch, on the request of the applying party.

FOR THE CLIENT

FOR THE CONSULTANT

Full name: _____
Title: _____
Signature: _____
Date: _____

Full name; _____
Title: _____
Signature: _____
Date: _____

List of Appendices (Forming Part of the Contract)

Appendix A: -Terms of Reference and Scope of Services

Appendix B: -Consultant's Personnel

Appendix C: -Consultant's Reporting Obligations

Appendix D: -Tender Security

ANNEXES

ANNEX 1: LETTER OF NOTIFICATION OF AWARD

Address of Procuring Entity

To: _____

RE: Tender No. _____

Tender Name _____

This is to notify that the contract/s stated below under the above mentioned tender have been awarded to you.

1. Please acknowledge receipt of this letter of notification signifying your acceptance.
2. The contract/contracts shall be signed by the parties within 30 days of the date of this letter but not earlier than 14 days from the date of the letter.
3. You may contact the officer(s) whose particulars appear below on the subject matter of this letter of notification of award.

(FULL PARTICULARS) _____

SIGNED FOR ACCOUNTING OFFICER

ANNEX 2: FORM RB 1

REPUBLIC OF KENYA

PUBLIC PROCUREMENT ADMINISTRATIVE REVIEW BOARD

APPLICATION NO.....OF.....20.....

BETWEEN

.....APPLICANT

AND

.....RESPONDENT (*Procuring Entity*)

Request for review of the decision of the..... (*Name of the Procuring Entity*) of
.....dated the...day of20.....in the matter of Tender No.....of
.....20...

REQUEST FOR REVIEW

I/We.....,the above named Applicant(s), of address: Physical
address.....Fax No.....Tel. No.....Email, hereby request the Public
Procurement Administrative Review Board to review the whole/part of the above mentioned
decision on the following grounds , namely:-

- 1.
- 2.
- etc.

By this memorandum, the Applicant requests the Board for order/orders that:-

- 1.
- 2.
- etc

SIGNED(Applicant)

Dated on.....day of/ ...20...

FOR OFFICIAL USE ONLY

Lodged with the Secretary Public Procurement Administrative Review Board on day
of20.....

SIGNED

Board Secretary