

TENDER DOCUMENT

***REQUEST FOR PROPOSAL FOR PROVISION OF CONSULTANCY
SERVICES IN PROPOSAL WRITING***

About the organization.

The International Planned Parenthood Federation Africa Region (IPPFAR) is one of the leading providers of quality sexual and reproductive health (SRH) services in Africa, and the leading sexual and reproductive health and rights (SRHR) advocacy voice in the region, committed to gender equality and to ensuring that women, girls and young people realize their rights and have control over their own bodies, their lives and their futures. IPPFAR is part of IPPF's secretariat, a global federation of national Member Associations (MAs) which share a common vision, set of core values, and commitment to improve lives and enhance human rights.

Headquartered in Nairobi, Kenya, IPPFAR delivers its critical mission thanks to MAs, youth advocates, staff, and a network of dedicated volunteers who provide high quality, youth focused and gender sensitive services to the most vulnerable youth, men and women.

IPPFAR's work is boosted by extensive, sustained and targeted advocacy on key SRHR issues at national, regional, and global levels, to safeguard universal access to SRHR for all as a fundamental right. IPPFAR does this by working closely with governments, the African Union, Regional Economic Commissions, the Pan-African Parliament, United Nations organisations among others to expand, champion and uphold political and financial commitments to SRHR in Africa.

IPPFAR is inviting submissions of tenders to develop a roster of prequalified consultants to work on resource mobilisation proposal development and writing. All eligible service providers that qualify and are technically competent for the provision of the service are invited to submit their proposals.

No.	TENDER REFERENCE	CATEGORY OF SERVICE
1.	IPPFAR/RFP/2021/09	<p>Consultancy for resource mobilization which could include but not limited to, any of the following activities:</p> <ul style="list-style-type: none"> - Proposal design and development - Budget design and development - M&E framework design and development - Theory of Change development and linked workshop facilitation - And all other related tasks.

Interested bidders can access tender documents through the following website link rb.gy/527fve or scan the QR code below to get the detailed tender guidelines.



Completed tender documents are to be addressed to ippfarbids@ippfaro.org by **31 October 2021 at 11:00 am**:

The Bids Committee
International Planned Parenthood Federation, Africa Region
Merchant Square, Block C, 5th Floor, Riverside, Nairobi

Any submission after the above date and time will be automatically disqualified and returned to the bidder unopened.

ANNEX 1: INVITATION TO TENDER

1.1. IPPFAR invites tenders from eligible bidders for the various categories of services as listed above as detailed in the requirements section of Annex 3.

1.2 It should be noted that it is the responsibility of the bidder submitting proposals to familiarize themselves with the requirements and to provide the necessary information accordingly.

1.3. Prices quoted should be inclusive of delivery costs and exclusive of all taxes and must be expressed in Kenya shillings or USD and shall remain valid for (120) days from the closing date of the tender.

Submission of the Bids:

Your tender response must be received in the following format:

- Full completion of the tender response documents in order that tenders may be regarded as compliant.
- Bids to be submitted via the IPPF bids email address ippfarbids@ippfaro.org, addressed to the **Bid Committee** at the address indicated below. The proposal should indicate the tender reference number and service/product category but have no other details relating to the bid.

The Bids Committee
International Planned Parenthood Federation, Africa Region
MERCHANT SQUARE, BLOCK C, 5th Floor, Riverside
P.O. Box 30234-00100,
Nairobi, Kenya

The bids should be received no later than **31 October 2021 at 11:00 am** ("the Closing Date"). Bids received after the stipulated date and time shall not be accepted under any circumstances and will be returned unopened.

Bids must remain open for considerations for a period of no less than 120 days from the Closing Date. The consultants will be selected for the roster if they meet the requirements and are deemed to offer IPPFAR the best value for money. IPPFAR is under no obligation to award the contract to the lowest bidder.

Any questions relating to the attached documents shall be addressed in writing to the Bid Committee through the following email address: ippfarbids@ippfaro.org

Provisional timetable

Activity	Date
Issue Tender Notice and invitation to Tender	1 October 2021
Deadline for Receipt of Questions	8 October 2021
Deadline for Receipt of Answers to Questions	14 October 2021
Return of tenders (Closing date)	31 October 2021
Tender review committee meet	2 November 2021
Award contract	25 November 2021
“Go-Live” with Supplier	7 December 2021

ANNEX 2: TERMS AND CONDITIONS

2.1 Specific Conditions

2.1.1 Special conditions to be met by the consultant:

For companies:

- Detailed company profile indicating the names of the company directors
- Audited Financial reports for the last three years (2018, 2019 and 2020)
- Valid Tax Compliance Certificate
- Certificate of Registration/Incorporation from Registrar of Companies
- Business permit from your relevant county government
- Filled in price proposal (Annex 4)
- Demonstrate availability of appropriate skills among staff in sufficient numbers and experience in the regions and attach their CVs
- At least 3 past and current references in line to the category being applied for: The reference list should include the following:
 - i. Name of organization/agency/company for which the services were provided
 - ii. Name, address, mobile contact, and email of primary contact
 - iii. A brief description of service provided.

For individual consultants:

- Detailed curriculum Vitae
- Copy of highest awarded education certificate
- At least two samples of similar work deliverables done
- Filled in price proposal (Annex 4)
- Filled in consultant information sheet (Annex 5)
- A copy of current Kenya Revenue Authority (KRA) Personal Identification Number (PIN) or Tax Identification Number
- At least 3 past and current references in line to the category being applied for: The reference list should include the following:
 - i. Name of organization/agency/company for which the services were provided

- ii. Name, address, mobile contact, and email of primary contact
- iii. A brief description of service provided.

Issuance of this tender in no way obligates IPPFAR to award a subcontract or purchase order and Bidders will not be reimbursed for any costs associated with the preparation of their proposal. Shortlisting does not commit or guarantee that IPPF will spend any amount, but rather a simplified method of filling anticipated repetitive needs from qualified sources.

2.2 General Conditions

a. The Contract/Framework Agreement

The pre-approval of selected consultants for the roster shall be for the supply of services as set out in the Terms of Reference Annex III. IPPFAR reserves the right to undertake a formal review of the contract/framework agreement after 12 months or longer, up to 2 years.

b. Eligible Bidders

This bid is open to individuals and firms operating in Kenya and Internationally.

C. Non-Eligible Bidders

Bids will not be accepted from a supplier unless they can confirm in writing that:

- Neither it nor any related company to which it regularly subcontracts is insolvent or being wound up, is having its affairs administered by the courts, has entered into an arrangement with creditors, has suspended business activities, is the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations.
- Neither it nor a company to which it regularly subcontracts has been convicted of fraud, corruption, involvement in a criminal organization, any money laundering offence, any offence concerning professional conduct, breaches of applicable labour law or labour tax legislation or any other illegal activity by a judgment in any court of law whether national or international.
- Neither it nor a company to which it regularly subcontracts has failed to comply with its obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the relevant country in which it the Bidder operates

D. Cost of Bid

The bidder shall bear all costs associated with the preparation and submission of the bid, and IPPFAR shall in no case be responsible or liable for those costs, regardless of the conduct or outcome of the solicitation.

E. Clarifications of Tender Documents

A prospective bidder requiring any clarification on the Tender Documents must do so in writing and addressed to the person identified in the Cover Letter. Any requests for information should be received at least 5 days

before the Closing Date, as defined in the Invitation to Tender. IPPFAR shall respond in writing to any questions submitted by a Bidder.

F. Amendments of the Tender Documents

At any point prior to the deadline for submission of Bids, IPPFAR may, for any reason whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the Tender Documents by amendment.

All prospective bidders that have received the bidding documents shall be notified in writing of all the amendments to the bidding documents. In order to give prospective bidders reasonable time to take the amendments into account in preparing their proposals, IPPFAR, may at its discretion, extend the deadline for the submission of proposals.

G. Language of the Bid

The bid prepared by the Bidder and all correspondence and documents relating to the bid shall be written in English.

H. Bid Currency and Prices

All prices shall be quoted in KES or US dollars or any other convertible currency. The bidder shall indicate on the appropriate Price Schedule the unit prices (where applicable) and total bid price of the goods or services it proposes to supply under the contract.

Tendered prices must be shown as both inclusive and exclusive of any Value Added Tax chargeable or any similar tax (if applicable).

I. Validity of Bid

The prices of the bid shall be valid for 120 days after the closing date of bid submission as specified by IPPFAR. A proposal valid for a shorter period may be rejected by IPPFAR on the grounds that it is non-responsive. IPPFAR may solicit the bidder's consent for an extension of the period of validity under exceptional circumstances.

J. Partial Bids

Partial bids are allowed under this tender. IPPFAR reserves the right to select and accept a part of parts of any bid.

K. Technical and Financial Bids

A bid shall consist of two parts:

- The **Technical Bid**
- The **Financial Bid** shall be prepared in accordance to Annex IV: Pricing Proposal.

L. Deadline for Submission of Bids/Late Bids

Bids must be delivered to the office on or before the Closing Date and time specified in Invitation to tender and Terms of Reference (ANNEX 3).

IPPFAR may, under special and exceptional circumstances, extend this deadline for the submission of the bids and such changes shall be notified to all Bidders before the expiration of the original period.

Any bid received by IPPFAR after the deadline for submission of bids shall be rejected and returned unopened to the bidder.

M. Modification and Withdrawal of Bids

If the bidder wishes to propose modifications to the tender (which may provide a better way of achieving IPPFAR's Specification) these may, at IPPFAR's discretion, be considered as an alternative bid. The Bidder must make any Alternative Bid in a separate letter to accompany the Tender before the deadline for submission.

The bidder may withdraw its bid after submission, provided that written notice of the withdrawal is received by IPPFAR prior to the deadline for submission. No Bid may be modified after passing of the deadline for submission of bids.

N. Clarification of Bids

To assist in the examination, evaluation and comparison of bids, IPPFAR may ask bidders for clarification of their bids. The request for clarification and the response shall be sent in writing by IPPFAR.

O. Award Procedure

IPPFAR Tender Committee will review the bidders and their tenders to determine, in accordance with the Award Criteria, whether they will select the candidate to join the pre-approved roster of consultants.

Awards are made to Bidder(s) that the Tender Committee believe offer the 'best value for money' based on the evaluation of the Bidders responses and supporting documentation as specified in the Invitation to Tender (Annex 1), Terms and Conditions (Annex 2), Terms of Reference- Schedule of Service (Annex 3), and Pricing Proposal (Annex 4) and Form for Consultants (Annex 5).

IPPF is under no obligation to prequalify offerors for this service:

- To the Bidder offering the lowest price; or
- to any of the Bidders if IPPFAR do not believe they comply with requirements or find that either the pricing proposal or the commercial terms are not acceptable.

P. Non-Disclosure and Confidentiality

Bidders must treat the Invitation to Tender, contract and all associated documentation and any other information relating to IPPFAR's employees, servants, officers, partners or its business or affairs (the "Confidential Information") as confidential. All Bidders shall:

- recognize the confidential nature of the Confidential Information.
- respect the confidence placed in the Bidder by IPPFAR by maintaining the secrecy of the Confidential Information.
- not employ any part of the Confidential Information without IPPFAR's prior written consent, for any purpose except that of tendering for business from IPPFAR.
- not disclose the Confidential Information to third parties without IPPFAR's prior written

consent.

- not employ their knowledge of the Confidential Information in any way that would be detrimental or harmful to IPPFAR.
- use all reasonable efforts to prevent the disclosure of the Confidential Information to third parties.

Q. Conflict of interest/non-Collusion

Any Bidder is required to confirm in writing:

- That it is not aware of any connection between it or any of its directors or senior managers and the directors and staff of IPPFAR which may affect the outcome of the selection process. If there are such connections the Bidder is required to disclose them.
- Whether or not there are any existing contacts between IPPFAR if there are any arrangements which have been put in place over the last twenty-four (24) months.
- That it has not communicated to anyone other than IPPFAR the amount or approximate amount of the tender.
- That it has not and will not offer pay or give any sum of money commission, gift, inducement or other financial benefit directly or indirectly to any person for doing or omitting to do any act in relation to the tender process.
- Bidders should not be associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by the IPPFAR to provide consulting services for the preparation of the design specifications, and other documents to be used for the procurement of goods to be purchased under this invitation to tender.

ANNEX 3: SCHEDULE OF SERVICE – TERMS OF REFERENCE

BACKGROUND AND PURPOSE OF THE CALL FOR TENDER:

The International Planned Parenthood Federation Africa Region (IPPFAR) is one of the leading providers of quality sexual and reproductive health (SRH) services in Africa, and the leading sexual and reproductive health and rights (SRHR) advocacy voice in the region, committed to gender equality and to ensuring that women, girls and young people realize their rights and have control over their own bodies, their lives and their futures. IPPFAR is part of IPPF's secretariat, a global federation of national Member Associations (MAs) which share a common vision, set of core values, and commitment to improve lives and enhance human rights.

IPPFAR regularly submits restricted funding proposals to a range of entities, from institutional donors to private foundations, as part of calls for applications. These proposals often include IPPF's Member Associations (MAs) and other partners, they regularly cover several countries, and they can include working as part of a consortium.

The purpose of this bid is to select consultants which would be pre-approved and included in a roster of experts, to be called upon when there is a need for support related to resource mobilization proposal development and writing. All eligible service providers that qualify and are technically competent for the provision of the service are invited to submit their proposals.

KEY TASKS AND DELIVERABLES:

Consultants will bring to the project design and development process previous experience from developing and writing successful proposals involving several stakeholders for institutional donors. It is desirable that they also bring a good understanding of issues relating to sexual and reproductive health and rights.

Building upon this experience, the consultant will work with IPPFAR's team and partners towards the successful completion of the tasks at hand. Whilst each funding proposal will likely differ in the workload required, the following is an indicative list of some of the tasks that may be asked of consultants selected to work on particular bids:

- Liaise with IPPFAR resource mobilisation and programme colleagues, as well as relevant Member Associations and partners, in order to clarify respective expectations, responsibilities and tasks throughout the application development process;
- Carry out necessary research including by reviewing relevant primary literature (eg organisational strategies and reports) and secondary literature (eg contextual reports and Government health policies/strategies);
- Lead the development of key elements of funding applications, in accordance with the guidance provided, which may include logframes, budgets, etc;
- Write the proposal and ensure the collection of all necessary components and documents.

PROVEN ABILITIES AND SKILLS

Consultants will be selected for the roster, and potentially hired as consultants, based on their previous experiences and skills in proposal development, their knowledge and understanding of sexual and reproductive health and rights (SRHR) topics and their competitiveness.

Each funding application will have its own set of requirements that will influence the choice of the consultant but below are some ability and skills that are typically required or desirable:

- Essential: Sound understanding of restricted funding tender processes/structures; donor requirements and thematic; and geographic priorities in the international development sector, in particular in SRHR and in Sub Saharan Africa
- Essential: Excellent research and analytical skills
- Essential: Excellent written communication skills
- Essential: Fluency in English, and fluency in French and Portuguese might be required, depending on the geographical scope of the application
- Essential: Experience with fund raising and donor management
- Essential: Specific knowledge of certain SRHR topics may be required for particularly technical donor applications
- Essential: Ability to work as part of a multicultural and diverse team
- Essential: Ability to maintain confidentiality and act with integrity

CONFIRMATION OF BIDDER'S COMPLIANCE

Tender reference:

We, the bidder, hereby confirm compliance with:

- The Conditions of Tendering ☐

FOR INDIVIDUAL CONSULTANTS, the following documents and items are included in our bid:

- Detailed Curriculum Vitae ☐
- Copy of highest awarded education certificate ☐
- Copy of current KRA PIN or Tax identification Number ☐
- 2 writing samples of similar work deliverables done ☐
- Completed Consultant information sheet (Annex 5) response document ☐
- Completed Pricing proposal (Annex 4) ☐
- 3 past and current references ☐

FOR COMPANIES, the following documents and items are included in our bid:

- Detailed company profile ☐
- Completed Pricing proposal (Annex IV) ☐
- Copy of valid tax compliance certificate ☐
- Copy of last 3 year's audited financial reports ☐
- Copy of certificate of registration/incorporation ☐
- Business permit ☐
- CVs of available consultants ☐
- 3 past and current references ☐

ANNEX 4: PRICE PROPOSAL

Please fill out the table below with information about your daily fee.

No.	Description of Service	Unit	Total Cost (USD)
1.		Day	
2.	16% Value added Tax (If applicable) {for local (Kenyan based firm/individuals)}		
3.	5% withholding Tax (If applicable) {for local (Kenyan based firm/individuals)}		
4.	20% withholding Tax (If applicable) {for non-Kenyan based firm/individual consultants}		
Total cost			

NB: IPPFAR will deduct 5% withholding tax for local (Kenyan based firm/individuals) and 20% for non-Kenyan based firm/individual consultants before making payment.

ANNEX 5: CONSULTANT INFORMATION SHEET – IPPFAR RESOURCE MOBILISATION

NAME AND SURNAME	
COUNTRY OF RESIDENCE	

EXPERIENCE IN PROPOSAL WRITING AND DONOR REPORTING: *please resume your experience in proposal writing, clarifying your role in these processes and their outcome (max 500 words).*

KNOWLEDGE OF AND EXPERIENCE IN WORKING WITH INSTITUTIONAL DONORS AND PRIVATE FOUNDATIONS: *please resume your expertise and experience in this area, stating the names of the donors, as well as the nature and outcomes of the engagements (max 300 words).*

KNOWLEDGE OF SRHR: *please briefly outline your knowledge of and/or experience of working on SRHR topics (max 300 words)*