



REQUEST FOR PROPOSAL

TENDER NO: NCIC/RFP/675/2021

PROVISION FOR CONSULTANCY SERVICES FOR THE
DEVELOPMENT OF FINANCE, PROCUREMENT AND
ADMINISTRATION POLICY MANUAL FOR THE NATIONAL
COHESION & INTEGRATION

BRITAM TOWERS, 17TH FLOOR HOSPITAL ROAD UPPER
HILL
P.O BOX 7055-00100
NAIROBI

RELEASE DATE: 3TH DECEMBER 2021

CLOSING DATE: FRIDAY 17TH DECEMBER 2021 AT 10 AM

TABLE OF CONTENTS

	Page
INTRODUCTION	3
SECTION I - LETTER OF INVITATION	4
SECTION II - INFORMATION TO CONSULTANTS.....	6
SECTION III - TERMS OF REFERENCE.....	16
SECTION IV - TECHNICAL PROPOSAL.....	22
SECTION V - FINANCIAL PROPOSAL.....	23
SECTION VI - STANDARD CONTRACT FORM.....	24

INTRODUCTION

1. This standard Request for Proposals for selection of professional consultants has been prepared for use by public entities in Kenya. It has been found necessary for selection of consultants who are also regulated by their professional institutions or associations as opposed to selection of consultants who could be either individuals or body corporate.
2. This Request for proposals will be used for open tendering, restricted tendering or request for proposals.
3. The general conditions of contract in the Standard Contract Form should not be modified and instead the special conditions of the contract may where necessary be modified by the procuring entity, for use, to reflect the unique circumstances of the particular assignment.
4. The request for proposal (RFP) includes the following documents:

Section I	-	Letter of invitation
Section II	-	Information to Consultants
Section III	-	Terms of reference
Section IV	-	Technical proposal
Section V	-	Financial proposal
Section VI	-	Standard Contract Form
5. On receipt of this RFP, please inform us:
 - (a) that you have received the letter of invitation; and
 - (b) Whether or not you will submit a proposal for the assignment.

SECTION I-INVITATION FOR TENDERS

REQUEST FOR PROPOSAL: TENDER NO. NCIC/RFP/675/2021

PROVISION FOR CONSULTANCY SERVICES FOR THE DEVELOPMENT OF FINANCE, PROCUREMENT AND ADMINISTRATION POLICY MANUAL FOR THE NATIONAL COHESION & INTEGRATION

1. The National Cohesion and Integration Commission (NCIC) invite sealed tenders from eligible firms for the Provision of Consultancy Services for the Development of Finance, Procurement & Administration Policy Manuals for the National Cohesion & Integration Commission
2. This is a restricted tender and therefore Interested eligible candidates must have been prequalified by the Commission within the financial year 2021 - 2023
3. The interested bidders **MUST** register with the procurement office or notify the office using our email: tenders@cohesion.or.ke indicating the tender and bidder details for the purpose of receiving any clarifications and / or addendums.
4. Prices quoted should be net inclusive of all taxes, and delivery costs, must be in Kenya Shillings and shall remain valid for one hundred and twenty (120) days from the closing date of the tender.
5. Completed tender documents are to be enclosed in plain sealed envelopes clearly bearing only the tender number and the title of the tender should be deposited in the Tender Box provided at **the NCIC OFFICES 16TH FLOOR, BRITAM TOWERS, UPPERHILL**, and if sent by post, be addressed to:

**The Commission Secretary/Chief Executive Officer,
National Cohesion & Integration Commission,
BRITAM TOWERS 17th Floor, Hospital Road, Upper Hill
P.O. Box 7055 -00100,
NAIROBI.**

1. So as to be received on or before the closing date, **FRIDAY 17TH DECEMBER 2021 AT 10 AM**
2. The tenders will be opened immediately thereafter, at the NCIC's Boardroom on 17th Floor Boardroom in the presence of the candidates' representatives who choose to attend. Late tenders will not be accepted

Commission Secretary/CEO

SECTION II - INFORMATION TO CONSULTANTS

Table of Contents

	Page
2.1 Introduction.....	6
2.2 Clarification and amendments to the RFP documents.....	7
2.3 Preparation of proposals.....	7
2.4 Financial proposal.....	8
2.5 Submission receipt and opening of proposals	9
2.6 Evaluation of proposals (General).....	10
2.7 Evaluation of Technical proposals.....	10
2.8 Opening and evaluation of Financial proposals.....	13
2.9 Negotiations.....	14
2.10 Award of Contract.....	14
2.11 Confidentiality.....	14

SECTION II - INFORMATION TO CONSULTANTS

2.1 Introduction

- 2.1.1 The National Cohesion and Integration Commission will select a Consultancy firm or a consortium of consultants among those invited to submit proposals or those who respond to the invitation for proposals in accordance with the method of selection detailed under this section and consistent with the regulations.
- 2.1.2 The consultancy firms are invited to submit a technical proposal and a financial proposal for consulting services required for the assignment stated in the letter of invitation (Section I)
- 2.1.3 In the assignment where the procuring entity intends to apply standard conditions of engagement and scales of fees for professional services, which scale of fees, will have been approved by a relevant authority, a technical proposal only may be invited and submitted by the consultants. In such a case the highest ranked consultancy firm in the technical proposals shall be invited to negotiate a contract on the basis of the set scale of fees. The technical proposals will be the basis for contract negotiations and ultimately for a signed contract with the selected consultancy firm.
- 2.1.4 The consultancy firm must familiarize themselves with local conditions as regards the assignment and take them into account in preparing their proposals. To obtain adequate information on the assignment and on the local conditions, consultants are encouraged to liaise with the procuring entity regarding any information that they may require before submitting a proposal.
- 2.1.5 The client will provide the inputs and services specified in the special conditions of contract needed to assist the consultancy firms to carry out the assignment.
- 2.1.6 The cost of preparing the proposal and negotiating the contract, including any visit to the procuring entity are not reimbursable as a direct cost of the assignment. The procuring entity is not bound to accept any of the proposals submitted.
- 2.1.7 The procuring entity's employees, committee members, board members and their relative (spouse and children) are not eligible to participate in the tender.

2.2 Clarification and amendment to the RFP documents

- 2.2.1 Consultancy firms may request clarification of any of the RFP documents not later than Seven (7) days before the deadline for the submission of the proposals. Any request for clarification must be sent in writing by post, fax or email to the procuring entity's address indicated in the special conditions of contract. The procuring entity will respond by post, fax or email 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 consultancy firms invited to submit proposals.
- 2.2.2 At any time before the deadline for submission of the proposals, the procuring entity may for any reason; either at its own initiative or in response to a clarification requested by an intended consultancy firm amend the RFP. Any amendment shall be issued in writing, fax or email to all invited individual consultants and will be binding on them. The procuring entity may at its discretion, extend the deadline for the submission of the proposals.
- 2.2.3 Clarification of tenders shall be requested by the tenderer to be received by the procuring entity not later than 7 days prior to the deadline for submission of tenders.
- 2.2.4 The procuring entity shall reply to and clarifications sought by the tenderer within 3 days of receiving the request to enable the tenderer to make timely submission of its tender.

2.3 Preparation of proposals

- 2.3.1 The consultancy firm's proposal shall be written in English language.
- 2.3.2 In preparing the Technical proposal, the consultancy firms are expected to examine the documents consisting the 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, the consultancy firm must give particular attention to the following:
 - (a) If the firm considers that he/she does not have all the expertise required for the assignment, he/she may suggest in the proposals other

individual(s) who will assist in the assignment, but they will not be party to the contract for the purpose of the performance of the assignment. Any consultancy firm in contravention of this requirement shall automatically be disqualified.

- (b) For all the staff who will be involved in the exercise of the proposals to consult must indicate their responsibility in the assignment and also the staff time as necessary.
- (c) The curriculum vitae (CV) of the staff proposed and /or organizational profile must be submitted with the proposal.

2.3.4 The Technical proposal shall provide the following information:

- (a) The Lead consultants CV / or organizational profile and a brief of any recent experience of assignment of a similar nature. For each assignment the brief should indicate the profiles of staff involved, contract amount and the individual consultant's involvement.
- (b) Any comments or suggestions on the Terms of Reference and a list of service and facilities requested to be provided by the procuring entity.
- (c) A description of the methodology and work plan for performing the proposed assignment.
- (d) Any additional information requested in the special conditions of contract.

2.3.5 The Technical proposal shall be separate from the financial proposal and shall not include any financial information.

2.4 Financial proposal

2.4.1 In preparing the financial proposal, the consultancy firms are expected to take into account the time required in completing the assignment as outlined in the RFP documents. The financial proposal will therefore be quoted in fees per day or month. The financial proposal may also include other costs as necessary, which will be considered as reimbursables.

2.4.2 The Financial proposal should include the payable taxes.

2.4.3 The fees shall be expressed in Kenya Shillings.

- 2.4.4 The Financial proposal must remain valid for 90 days after the submission date. During this period the consultancy firm is expected to keep available at his own cost any staff proposed for the assignment. The procuring entity will make best efforts to complete negotiations within this period. If the procuring entity wishes to extend the validity period of the proposals, the consultants who do not agree, have the right not to extend the validity of their proposals.
- 2.4.5 The financial proposal must comply with the law governing the Profession of the consultant.

2.5 Submission, Receipt and opening of proposals

- 2.5.1 The technical proposal and the financial proposal (if required) shall be prepared in indelible ink. It shall contain no interlineations or overwriting, except as necessary to correct errors made by the consultancy firm. Any such corrections must be initialed by the consultant.
- 2.5.2 For each proposal the consultancy firm shall prepare the proposals in the number of copies indicated in the special conditions of contract. 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 duly marked “FINANCIAL PROPOSAL”. Both envelopes shall be placed in an outer envelope and sealed. This outer envelope shall bear the procuring entity's address and other information indicated in the appendix to the instructions to consultants and clearly marked “DO NOT OPEN before **FRIDAY 17TH DECEMBER 2021 AT 10 AM**”
- 2.5.4 The completed Technical and Financial proposals must be delivered at the submission address (dropped in the tender box in KMA Centre, 6th floor, Mara Road, Upper hill) on or before the time and date of the submission of the proposals indicated in the appendix to the instructions to consultants. Any proposals received later than the closing date for submission of proposals shall be rejected and returned to the firms unopened. For this purpose, the inner envelope containing the technical and financial proposals will bear the address of the consultancy firm submitting the proposals.

2.5.5 After the deadline for submission of proposals the outer envelope and the technical proposals shall be opened immediately by the opening committee. The financial proposals shall be marked with the firm's number allocated at the time of opening the outer envelope and the technical proposals, but shall remain sealed and in the custody of a responsible officer of the procuring entity up to the time set for opening them.

2.6 Evaluation of the Proposal (General)

2.6.1 From the time the proposals are opened to the time of the contract award, if any firm wishes to contact the procuring entity on any matter relating to his/her proposal, he/ she should do so in writing at the address indicated in the appendix to the instructions to consultants. Any effort by a firm to influence the procuring entity's staff in the evaluation of proposals companion proposals or awards of contract may result in the rejection of the firm's proposal.

2.6.2 The proposal evaluation committee shall have no access to the Financial Proposal, which in any case will remain sealed, until the technical evaluation is concluded or finalize.

2.7 Evaluation of Technical Proposals

2.7.1 The evaluation committee appointed by the procuring entity to evaluate the proposals shall carry out the evaluation of technical proposals following the criteria set out in the terms of reference based on the following points criteria;

PROVISION FOR CONSULTANCY SERVICES FOR THE DEVELOPMENT OF FINANCE, PROCUREMENT AND ADMINISTRATION POLICY MANUAL FOR THE NATIONAL COHESION & INTEGRATION

Evaluation of Technical Proposal

The Evaluation Committee appointed by the Chief Executive Officer shall evaluate the proposals on the basis of their responsiveness to the Compliance of Mandatory Requirement, Terms of Reference, Technical and Financial Criteria as follows:-

A. Mandatory Requirements

The Request for proposal MUST be submitted with the following mandatory requirements: -

No.	Parameters / Requirements	Complied/Not Complied
M1	A copy of valid certificate of Registration/Incorporation	
M2	Current CR12 for Limited Companies	
M3	A copy of Current/Valid Tax Compliance Certificate issued by the Kenya Revenue Authority including VAT/PIN Certificate	
M4	Valid Business Permit/Trade License	
M5	Must submit a dully filled and signed Confidential Business Questionnaire in format provided	
M6	Must give evidence of performing similar assignment in the last three years for at least five (5) reputable clients (copies of contract, LPO/LSO and completion certificate/letters with their values)	
M7	Must provide qualifications and experience of at least Three (3) key members of staff who will manage the assignment	
M8	Must submit Audited accounts for the last two financial years (2019 & 2020)	
M9	Must provide the firms profile & physical address in Kenya	
M10	Must submit a written self-declaration that the bidder will not engage in corrupt or fraudulent practices	
M11	Must submit a written self-declaration that the bidder is not debarred in matters Public Procurement by PPRA	
M12	Must Present of the entire tender document in a logical manner indicating table of content and page numbers and serialization of the entire tender document	
M13	Must submit two copies of separate inner envelopes for/clearly Marked "Technical proposal" & "Financial proposal" (both "Originals" & "copies") For the purposes of Evaluation, the inner envelopes containing the technical and financial proposals will bear the address of the consultancy firm submitting the proposals.	

STAGE 2: TECHNICAL EVALUATION

	CRITERIA	MARKS
A.	Experience of the Firm	
1	Provide description of the firm (company profile) including organizational chart (2 mks).	2
2	Provide Details of at least five (5) consultancy services undertaken in development of policies, summary of services rendered, value of contracts and contact persons (address and telephone numbers) (5 mks).	5
3	Firm Membership to Professional Bodies (Attach certificate)	3
4	Recommendation Letters of at least 5 firms served in last five years in undertaking development of policies IN similar areas and scope .3 marks each	15
5	Adequacy of the proposed work-plan and methodology to be applied:	10
6	Provide Comment on Terms of Reference (2mks)	2
7	Demonstrate Understanding and Interpretation of the TOR by illustrating how the following will be carried out (Development of Finance, Procurement and Administration Policies)	7
8	Demonstrate Capability and approach to Undertake the assignment	5
9	A Proposed methodology, Work Plan and schedule of activities with clear procedures and timeline (5 mks)	5
B	Human Resource Capacity	
10	Must provide Lead Consultant for each subject area (Provide CVs and relevant certificates of at least 1 lead Consultant, 2 Associates and any other relevant staff for the project. Proof of working for the company should be given) I) TEAM LEADER/LEAD CONSULTANT FOR FINANCE MANUAL - Master's Degree or post graduate degree in accounts, finance, business administration or any other related field. - Have attained full professional qualifications in CPA (K), ACCA, CIMA or their equivalent. - Full member of ICPAK in good professional standing (attach current certificate). - At least ten (10) years professional experience in audit and management assignments - Thorough understanding of the Public Sector /Government laws, regulations, operations, policies and guidelines. - Thorough understanding of the International Finance reporting requirement II) TEAM LEADER/LEAD CONSULTANT FOR PROCUREMENT MANUAL - Master's Degree or post graduate degree in supply chain Management or any other related field. - Have attained full professional qualifications in CIPS, CPSP-K or their equivalent. - Full member of KISM in good professional standing (attach current certificate). - At least ten (10) years professional experience in Supply chain management assignments - Thorough understanding of the Public Sector /Government laws, regulations, operations, policies and guidelines. - Thorough understanding of the International Supply chain Management requirements III) TEAM LEADER/LEAD CONSULTANT FOR ADMINISTRATION MANUAL - Master's Degree or post graduate degree in commerce, finance, business administration, Supply Chain Management, Human Resources or any other related field. - Have attained full professional qualifications in CPA (K), ACCA, CIMA, CIPS, CPSP-K, IHRM or their equivalent. - Full member of a professional body in good professional standing (attach current certificate). - At least ten (10) years professional experience in Administration and management assignments - Thorough understanding of the Public Sector /Government laws, regulations, operations, policies and guidelines. - Thorough understanding of the International Administration & management	21

11	PhD holders will have an added advantage (6mrks)	6
12	Associate Consultants(Finance, Procurement & Administration) Must Be Holders of first Degree from a recognized institution in Kenya (Max 3staff) <i>3points</i> each Member of the ICPAK and/or KISM and/or Institute of Human Resource in good standing (attach copies) (1 point Each)	10
C	Financial capability	
13	Must demonstrate financial capability in carrying out the Consultancy work- (Attach certified Audited Accounts for the last two (2) (2020 & 2021) years or equivalent). Average Annual Turn over- Kshs 5 million and above. (5Marks) Average Annual Turn over- below Kshs 5 million (2.5Mark)	5
14	Litigation history: Litigation History Disclosure? YES (2) /NO (0)Must be signed and stamped by Commissioner for Oaths	2
15	A tenderer has submitted a document which is well bound (0.5mks), serialized- (1mks) and has a table of contents (0.5mks).	2
	GRAND TOTAL	100

Note: The total marks are 100%. The pass mark is 80 %. Only those bidders who obtain the mandatory cut off point shall be considered for the financial evaluation

2.7.2 Any proposal which will be examined and found not to comply with all the requirements for submission of the proposals will be declared non-responsive. All the proposals found to have complied with all the requirements for submission of proposal shall be declared responsive by the evaluation committee

2.7.3 Each responsive proposal will be given a technical score (ST). Any technical proposal which fails to achieve the total minimum score indicated in the appendix to the information to tenderers shall be rejected at this stage and will not proceed to the next stage of evaluation. The respective financial proposal will be returned to the individual consultant unopened.

2.8 Opening and Evaluation of Financial Proposals

2.8.1 After completion of the evaluation of Technical proposals the procuring entity shall notify the firms whose proposal did not meet the minimum technical score or were declared non responsive to the RFP and terms of reference. The notification will indicate that their financial proposals shall not be opened and will be returned to them unopened after the completion of the selection process and contract award. At the same time, the procuring entity shall simultaneously notify the consultants who have secured the minimum technical score that they have passed the technical qualifications and inform them the date and time set by the

procuring entity for opening their financial proposal. They will also be invited to attend the opening ceremony if they wish to do so.

2.8.2 The financial proposals shall be opened by the procuring entity in the presence of the firm's representatives who choose to attend the opening. The name of the firm, the technical score and the proposed fees shall be read out aloud and recorded. The evaluation committee shall prepare minutes of the opening of the financial proposals.

2.8.3 The formulae for determining the financial score (SF) unless an alternative formula is indicated in the appendix to the information to tenderers shall be as follows:

$S_f = 100 \times f_m / f$ where
Sf is the financial score
Fm is the lowest fees quoted and
F is the fees of the proposal under consideration.

The lowest fees quoted will be allocated the maximum score of 100

2.8.4 The individual consultants' proposals will be ranked according to their combined technical score (st) and financial score (sf) using the weights indicated in the appendix to the instructions to consultants. Unless otherwise stated in the appendix to the instructions to consultants the formula for the combined scores shall be as follows:

$$S = ST \times T\% + SF \times P\%$$

Where

S is the total combined scores of technical and financial scores
St is the technical score
Sf is the financial score
T is the weight given to the technical proposal and
P is the weight given to the financial proposal

Note P + T will be equal to 100%

The individual consultant achieving the highest combined technical and financial score will be invited for negotiations.

2.9 Negotiations

- 2.9.1 Negotiations will be held at the same address indicated in the appendix to the information to consultants. The purpose of the negotiations is for the procuring entity and the consultancy firm to reach agreements on all points regarding the assignment and sign a contract.
- 2.9.2 The negotiations will include a discussion on the technical proposals, the proposed methodology and work plan, staff and any suggestions made by the consultancy firm to improve the Terms of reference. The agreed work plan and Terms of reference will be incorporated into the description of the service or assignment and form part of the contract.
- 2.9.3 The negotiations will be concluded with a review of the draft contract. If negotiations fail, the procuring entity will invite the consultancy firm whose proposal achieved the second highest score to negotiate a contract.

2.10 Award of Contract

- 2.10.1 The contract will be awarded before commencement of negotiations. After negotiations are completed the procuring entity will promptly notify the other firms that they were unsuccessful and return the financial proposals of the individual consultants who did not pass technical evaluation.
- 2.10.2 The selected individual consultant is expected to commence the assignment on the date indicated in the appendix to the information to consultants or any other date agreed with the procuring entity.

2.11 Confidentiality

- 2.11.1 Information relating to the evaluation of proposals and recommendations of contract award shall not be disclosed to the firms who submitted the proposal or to other persons not officially concerned with the process, until the winning firm has been notified that he/she has been awarded the contract.

SECTION III - TERMS OF REFERENCE (TOR)

TERMS OF REFERENCE AND SCOPE OF SERVICE FOR PROVISION FOR CONSULTANCY SERVICES FOR THE DEVELOPMENT OF FINANCE, PROCUREMENT AND ADMINISTRATION POLICY MANUAL FOR THE NATIONAL COHESION & INTEGRATION

Background

The National Cohesion and Integration Commission (NCIC) was established under the National Cohesion and Integration Act No. 12 of 2008. It is one of the Agenda Four Commissions created by the National Peace Accord. The overall mandate of the Commission is to facilitate and promote equality of opportunity, good relations, harmony and peaceful coexistence between persons of different ethnic and racial backgrounds in Kenya and to advise the government with recommendations on possible interventions.

Amongst many objectives within the capacity development framework, an important goal is to contribute towards the improvement and development of internal systems of the Commission. The capacity building activities for Commission focus on institutional support, such as development and improvement of organizational operational manuals, procedures and human resource skills development through trainings, exposure visits and practical simulations to enhance organizational capacity in conducting needs assessment, proposal development and smooth implementation of mandate with improved accountability and internal controls. For this purpose, NCIC requires the services of a consultancy firm to support in development of these policies.

NCIC prequalified a pool of consultants based on their technical capacity for a period of 2 years, who will be engaged on a restricted tender. Section 102 of Public Procurement and Disposal Act 2015 and section 89 of the regulations prescribes the procedures of procurement under restricted tender.

2. Purpose

The purpose of hiring the services of the consultancy firm is to develop operational manuals, procedures and policies for Financial Management, Administration & Procurement and other related standard operating procedure (SoPs) compatible to the needs of the Commission with the aim for improved operational efficiency and effectiveness contributing towards appropriate internal controls, transparency and accountability to Commissioners, Secretariat, members of staff and stakeholders.

3. Objectives and Specific Tasks to be Undertaken by the Consultant(s)

The overall objective of this consultancy is to provide need-based support in NCIC capacity building initiatives specifically related to Financial Management, Administration & Procurement policies with the key objective of increased operational efficiency.

The selected consultant(s) will not have to start from the scratch but to consolidate the available tools and information as capacity development is

central to the Commission's programmes and the guidelines, tools and procedures have already been developed for providing on-the-job support to the secretariat and members of staff. Therefore, the consultant(s) is required to consolidate and streamline the provided material, as well as consider credible external resources for the development of required manuals.

Based on the need/gap assessment conducted by NCIC, the potential tasks/assignments to be performed by the selected consultant(s) are listed below:-

- i. **Financial Management Manual:** The overall objective is to develop a Financial Management manual to streamline the financial management function of the Commission. Based on the identified gaps, the selected consultant(s) will analyze the accounting and financial management requirements, develop and recommend an appropriate financial manual to ensure proper processing, accounting, management and reporting of funds and transactions with improved internal controls to ensure accountability to stakeholders. At a minimum, the Financial Management Manual must include consistent and uniform accounting policies, accounting of transactions with adequate controls, guidance on authority of delegation and segregation of duties, payment, cash and bank management, documentation requirements for payment and expenses, asset management, payroll process, security for cash management etc. In addition, provide user-friendly templates/formats relevant to financial management activities.
- ii. **Procurement Manual:** The overall objective is to provide a consistent, fair and transparent interpretation of supply chain and procurement policies with improved internal controls and accountability, compatible to Constitution and laws of Kenya. At a minimum, the procurement manual must include policies and procedures for overall procurement cycle, procurement thresholds, acquisition of goods/services, storage or stores management, transport management, basic assets management, record keeping. In addition, provide procurement related template for overall procurement cycle.
- iii. **Administration Manual:** The overall objective is to develop an administration manual that describes the essential administrative and management requirements to implement the Commission's mandate within time, budget, and in accordance with Government policies and procedures. The Manual should include references to all available templates and instructions.

4. Expected Deliverables

- i. **Inception Report**, that initial review of the existing manuals and a detail approach and work plan for the execution of the assignment;
- ii. **Draft Policies and Procedure Manuals**, that aligns to the needs and standards of NCIC and its' Partnering Institutions;
- iii. **Presentation of the Draft Policies and Procedure Manuals(i.e Finance Manual, Procurement Manual & Administration manual)** to the Commissioners and Secretariat heads;
- iv. **Delivery of training** to NCIC's Staff on the final draft of the revised Policies and Procedure Manuals, with the objective of showing the architecture and rules governing the departments;
- v. **Final Policies and Procedure Manuals**, that must incorporate feedback received from NCIC and any other update deemed necessary.

5. Line of Communication and Reporting

The consultant will communicate and report to:

- a. **Commission Secretary/ Chief Executive Officer**: On progress and issues arising (overall management).
- b. **Director Cooperate Services** - Regular coordination, review and input.
- c. **Head of Procurement**: Responsible for contractual arrangements and coordination, review and input on procurement manuals.
- d. **Head of Accounts/Finance** – Responsible for review and input on Finance manuals.
- e. **Head of Administration** – Responsible for review and input on Administration manuals.

6. Consultant Essential and Desirable Expertise/Experience

Essential

Consultancy Firm

- a. Institutional operational experience of consultancy services of at least five (5) years;
- b. Previous proven work experience relevant to similar assignment;
- c. Human resource capacity of consultancy firm with available/potential staff for the proposed assignments. Staff with required credential, knowledge and skills separately for each required assignments (Financial Management, Procurement, administration and HR).

Note: NCIC reserves the right to verify the proposed staff credentials, experience and their availability to your organization.

Staff/Human Resource for the proposed Assignment

- a. The proposed staff must have requisite academic qualifications, preferably postgraduate in related field. The staff proposed for finance and procurement related policies must have academic qualification related to financial subjects, similarly the proposed staff for Administration related policies must have administration and HR related academic qualification.
- b. Previous work experience of proposed staff in similar assignments will be given preference.

Desirable

- a. The proposed staff with practical experience related to the above-mentioned potential assignments– similarly for other proposed assignments such as Financial Management, procurement & Administration;
- b. Institutional and staff experience of working in Financial Management, procurement & Administration departments;
- c. Understanding of labour laws, safeguarding requirements (organizational code of conducts), procurement rules and internationally accepted best practices and standards;
- d. Strong analytical skills, including legal analysis.

7. Duration of Consultancy

The maximum duration of the consultancy is three (3) Months

Applications

Interested consultants/Firms should send the following documents in a sealed envelope, clearly marked “**Consultancy for Development of Finance, Procurement and Administration Management Policy Manuals**” and it should reach **Commission Office before FRIDAY 17TH DECEMBER 2021 AT 10 AM** using the following address:

The Commission Secretary
National Cohesion and Integration Commission
P.O. Box 7055 – 00100
Nairobi
tenders@cohesion.or.ke

DEADLINE FOR APPLICATION: The deadline for submission is **FRIDAY 17TH DECEMBER 2021 AT 10 AM** only those selected will be contacted.

SECTION IV - TECHNICAL PROPOSAL (TP)

Notes on the Preparation of Technical Proposal

The technical proposal shall be prepared and submitted by the consultants.

It shall contain the following:-

- (a) Submission letter.
- (b) Particulars of the consultant including Curriculum vitae (CV).
- (c) Comments and suggestions of the consultant in the terms of reference, personnel, facility and other requirements to be provided by the procuring entity.
- (d) Description of the methodology and work plan for performing the assignment.
- (e) Any proposed staff to assist in the assignment.
- (f) Consultancy service activity times schedule.
- (g) The last two year financial statement

(to be prepared by the consultant as appropriate)

SECTION V- FINANCIAL PROPOSAL (FP)

Notes on the Preparation Financial Proposal

The financial proposal shall be prepared and submitted by the consultants. It shall contain the following.

- (a) Submission letter indicating total fees
- (b) Summary of costs
- (c) Breakdown of fees per activity
- (d) Breakdown of reimbursable costs / expenses per activity
- (e) Miscellaneous expenses
- (f) The last two-year Financial statement

(to be prepared by the consultant as appropriate)

SECTION VI - STANDARD CONTRACT FORM

PROFESSIONAL CONSULTANTS

The contract form shall be completed by the procuring entity after the award of the contract and negotiation of the contract. It will be signed by both parties pursuant to 'the information to consultants' clause 2.10.2

SECTION VI - STANDARD CONTRACT FORM

INDIVIDUAL PROFESSIONAL CONSULTANTS

(Lump-sum payments)

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 Consultants 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 Service, “which is made an integral part Of this Contract.
 - (ii) The Consultant shall provide the personnel listed 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.”

(Appendices A, B, and C to be prepared as appropriate)

2. **Term** The Consultant shall perform the Services during the period commencing on _____ [insert starting date] and 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 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 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 paragraph3.

5. **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 Firm/Consultant

Full name _____

Full name _____

Title _____

Title _____

Signature _____

Signature _____

Date _____

Date _____

CONFIDENTIAL BUSINESS QUESTIONNAIRE

You are requested to give particulars indicated in Part1 and either Part 2(a), 2(b) or 2(c) whichever applies to your type of business.

You are advised that it is a serious offence to give false information on this Form.

PART 1-GENERAL

Business

Name.....

Registration Ref

No.....

Location of business premises, i.e.

Building.....

Floor No.....Room No.....

Plot

No.....Street/Road.....

Postal Address.....Postal

Code.....

Tel No..... Fax

No.....

E- Mail.....Website.....

Nature of

business.....

VAT Certificate Number.....PIN Certificate

No.....

Local Authority License No.....Expiry

Date.....

NB: Attach copies of Registration Certificate, Trade License, and VAT Registration Certificate. PIN Certificate and Local Authority License.

Maximum Value of business which you can handle at any one time

KShs.....

Name of your main Bankers.....

Branch.....

PART 2 (A) SOLE PROPRIETORS:

My Name in

full.....Age.....

Nationality.....ID/Passport No.....Country of
Origin.....

PART 2(B) PARTNERSHIP

Name	Nationality	Citizenship Details	Shares
------	-------------	---------------------	--------

1.....

2.

3.

PART 2(C) REGISTERED COMPANY

State whether Private or

Public.....

State the nominal and issued Capital of the Company

Nominal KShs.....Or Other Convertible
currency.....

Issued KShs.....Or Other Convertible
currency.....

Give Details of all Directors as follows:

Name	Nationality	Citizenship Details	Shares
------	-------------	---------------------	--------

1.....

2.....

3.....

PART 3 – GIVE DETAILS OF ALL DIRECTORS OF THE COMPANIES YOU HAVE LISTED ABOVE AS FOLLOWS:-

- 1.....
- 2.....
- 3.....

DECLARATION

I certify that all the above particulars are true

Name of Applicant (Officer).....

Signature of Applicant.....

Position in the Company/Title.....

Date.....

NB: Please affix rubber stamp or seal