

**NATIONAL COUNCIL OF CHURCHES OF KENYA**

REQUEST FOR PROPOSAL

**CONSULTANCY SERVICES TO UNDERTAKE ENVIRONMENTAL AND SOCIAL IMPACT ASSESSMENT FOR THE ESTABLISHMENT OF FOURTEEN ENVIRONMENTAL IMPACT ASSESSMENTS FOR SEVEN SAND DAMS AND SEVEN EARTH DAMS FOR AN UPCOMING PROJECT IN KITUI COUNTY, WITHIN ITS NCCK LOWER EASTERN REGION.**

**RFP NO:NCCK /RFP/003/2024**

**CLOSING DATE: APRIL 19, 2024**

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# SCHEDULE OF CRITICAL DATES

|  |  |
| --- | --- |
| **ACTIVITY** | **ACTION DATE** |
| 1. Advertisement and Release of RFP Document | April 11, 2024 |
| 1. Queries Submission Deadline | 12:00 on 17, 2024 |
| 1. Clarification Processing Deadline | 14:00 on April 17, 2024 |
| 1. Deadline to submit proposals | 10:00am on April 19, 2024 |

# SUBMISSION REQUIREMENTS

Interested parties shall submit all the documents listed under Sections 6 (TECHNICAL PROPOSAL - STANDARD FORMS) and Section 7 (FINANCIAL PROPOSAL - STANDARD FORMS).

Furthermore, the following documents shall be submitted for the bids to be considered sufficiently responsive.

1. If applicant is a Company;
   1. Company profile
   2. Company registration certificate
   3. Organization chart of the team proposed
   4. CVS of the individuals (inclusive of a copy of the national identity card)
   5. List of related EIA or any other relevant work completed by the company in the last 5 years.
   6. Proposed equipment and methodology of works
   7. Cost breakdown of major activities. The total cost shall be clearly indicated.
   8. NEMA registration certificate
2. If applicant is a Consultancy Team/Firm;
   1. CVs of the Individuals (Inclusive of a copy of the National Identity Card)
   2. Organization chart of the team proposed
   3. List of Water related EIA or any other relevant work completed by the applicant in the last 3 years.
   4. Proposed methodology for the works and the tools/equipment that will be utilized
   5. Cost breakdown of major activities. The total cost shall be clearly indicated in Kenya Shillings for each dam and a certificate issued from NEMA.

# LETTER OF INVITATION

**Dear Tenderer,**

**Re: *Consultancy Services to undertake Environmental and Social Impact Assessment for the establishment of fourteen Environmental Impact Assessments for seven sand dams and seven earth dams for an upcoming project in Kitui county, within its NCCK Lower Eastern Region.***

1. The National Council of Churches of Kenya intends to procure the services of a Company or Consultancy Team to undertake Environmental and Social Impact Assessment for the establishment of fourteen Environmental Impact Assessments for seven sand dams and seven earth dams for an upcoming project in Kitui county, within its NCCK Lower Eastern Region.

|  |  |  |
| --- | --- | --- |
| **S No** | **Description of EIA** | **Location** |
|  | Sand Dam Constructed with Concrete | Kilawa Sublocation, Athi location of Athi ward, Kitui County |
|  | Sand Dam Constructed with Concrete | Kilawa Sublocation, Athi location of Athi ward, Kitui County |
|  | Sand Dam Constructed with Concrete | Kalivu Sublocation, Kalivu location of Athi ward, Kitui County |
|  | Sand Dam Constructed with Concrete | Kalivu Sublocation, Kalivu location of Athi ward, Kitui County |
|  | Sand Dam Constructed with Concrete | Katilini Sublocation, Kalivu location of Athi ward, Kitui County |
|  | Sand Dam Constructed with Concrete | Katilini Sublocation, Kalivu location of Athi ward, Kitui County |
|  | Sand Dam Constructed with Concrete | Monguni Sublocation, Maluma location of Athi ward, Kitui County |
|  | Earth Dam desilting | Kilawa Sublocation, Athi location of Athi ward, Kitui County |
|  | Earth Dam desilting | Kilawa Sublocation, Athi location of Athi ward, Kitui County |
|  | Earth Dam desilting | Kalivu Sublocation, Kalivu location of Athi ward, Kitui County |
|  | Earth Dam desilting | Kalivu Sublocation, Kalivu location of Athi ward, Kitui County |
|  | Earth Dam desilting | Katilini Sublocation, Kalivu location of Athi ward, Kitui County |
|  | Earth Dam desilting | Katilini Sublocation, Kalivu location of Athi ward, Kitui County |
|  | Earth Dam desilting | Monguni Sublocation, Maluma location of Athi ward, Kitui County |

The proposals are expected to be submitted through email to the following address by 1000 hours’ local time on April 19, 2024 at 10:00 am

Procurement Office

National Council of Churches of Kenya

3rd Floor Jumuia Place Lenana Road Nairobi

# INSTRUCTIONS TO CONSULTANTS

## Introduction

* + 1. The Client named in the **Data Sheet** will select a service provider from those who submit their proposal for this request.
    2. Interested parties are invited to submit Technical Proposal and a Financial Proposal for the contract named in the **Data Sheet**. The Proposal will be the basis for contract negotiations and ultimately for a signed Contract with the selected Party.
    3. The Client will select a Company or Consultancy Team (the Consultants) from those who show interest to this call for proposals, in accordance with the method of selection specified in the **Data Sheet**.
    4. As a direct response to this document, interested parties must provide their detailed proposals for the **“CONSULTANCY SERVICES TO UNDERTAKE ENVIRONMENTAL AND SOCIAL IMPACT ASSESSMENT FOR THE ESTABLISHMENT OF FOURTEEN ENVIRONMENTAL IMPACT ASSESSMENTS FOR SEVEN SAND DAMS AND SEVEN EARTH DAMS FOR AN UPCOMING PROJECT IN KITUI COUNTY, WITHIN ITS NCCK LOWER EASTERN REGION.)".** The standards and other statements on such provision and legislative compliance made by the parties as part of their proposals will form a binding part of the final contract document.
    5. The Applicants shall bear all costs associated with the preparation and submission of their proposals and contract negotiation. The Client is not bound to accept any proposal, and reserves the right to annul the selection process at any time prior to Contract award, without thereby incurring any liability to the Applicants.
    6. The Client reserves the right to accept or reject any Proposal and to terminate the tendering process without awarding a contract. The parties should be aware that it is unlikely that the Client will be in a position to go forward with any proposals that fails to meet the statutory and essential requirements, set out in the Terms of Reference.

## Conflict of interest

* + 1. A Party (including its Personnel) that has a business or family relationship with a member of the Client’s staff who is directly or indirectly involved in any part of (i) the preparation of the Schedule of requirements, (ii) the selection process, or (iii) supervision of the Contract, may not be awarded a Contract, unless the conflict stemming from this relationship has been resolved in a manner acceptable to the Council throughout the selection process and the execution of the Contract.
    2. The Consultants have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of their Client, or that may reasonably be perceived as having this effect. Failure to disclose said situations may lead to the disqualification of the Consultants or the termination of its Contract.

## Fraud and Corruption

The Client requires that all parties including Consultants and their agents (whether declared or not), personnel, sub-contractors, sub-Consultants, service providers and suppliers, observe the highest standard of ethics during the selection and execution its contracts. In pursuance of this policy, the Client:

* + 1. defines, for the purposes of this provision, the terms set forth below as follows:
       1. “corrupt practice” is the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;
       2. “fraudulent practice” is any act or omission, including misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain financial or other benefit or to avoid an obligation;
       3. “collusive practices” is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party;
       4. “coercive practices” is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party.
       5. “obstructive practice” is
          - deliberately destroying, falsifying, altering or concealing of evidence material to the investigation or making false statements to investigators in order to materially impede an investigation into allegations of a corrupt, fraudulent, coercive, or collusive practice; and/or threatening, harassing, or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation, or
          - acts intended to materially impede the exercise of the relevant government authorities’ inspection and audit rights.
    2. Will reject a proposal for award if it determines that the recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices in competing for the contract in question;
    3. Will cancel the portion of the contract if it determines at any time that representatives of the Client or of a beneficiary were engaged in corrupt, fraudulent, collusive, or coercive practices during the selection process or the execution of that contract, without the Consultants having taken timely and appropriate action satisfactory to the Client to address such practices when they occur; and
    4. Will take action against any Party or an individual at any time, in accordance with rules and regulations including by publicly declaring such Parties or individual ineligible, either indefinitely or for a stated period of time.
  1. **Proposal Validity**

The Data Sheet indicates how long the Proposals must remain valid after the submission date. The Client will make its best effort to complete negotiations within this period. Should the need arise; however, the Client may request to extend the validity period of proposals. The Parties who agree to such extension shall confirm that they maintain the availability of the Professional staff nominated in the Proposal, or in their confirmation of extension of validity of the Proposal, The Applicants could submit new staff in replacement, who would be considered in the final evaluation for contract award. Applicants who do not agree have the right to refuse to extend the validity of their Proposals.

## Language of Proposal

The proposal documents must be in written English.

## Preparation of Proposals

* + 1. The Proposal, as well as all related correspondence exchanged by the Consultants and the Client, shall be written in English Language.
    2. In preparing their Proposal, Applicants are expected to examine in detail the documents comprising the RFP. Material deficiencies in providing the information requested may result in rejection of the Proposal.
    3. Alternative professional staff shall not be proposed, and only one curriculum vitae (CV) may be submitted for each position.
    4. The proposed professional staff must meet the educational requirement

## Technical Proposal Format and Content

The Technical Proposal shall provide the information indicated in the following paras from (a) to (f) using the attached Standard Forms (4. Technical Proposal).

* + 1. A brief description of the Consultants’ organization and an outline of recent experience of the Consultants and, in the case of joint venture, for each partner, on assignments of a similar nature are required in Form TECH-2. For each assignment, the outline should indicate the names of Sub-Consultants/ Professional staff who participated, duration of the assignment, contract amount, and Consultant’s involvement. Information should be provided only for those assignments for which the Consultants was legally contracted by the client as a corporation or as one of the major consultancy firm/organization within a joint venture. Assignments completed by individual Professional staff working privately or through other organizations cannot be claimed as the experience of the Consultants, or that of the Consultant’s associates, but can be claimed by the Professional staff themselves in their CVs. Consultants should be prepared to substantiate the claimed experience if so requested by the Client.
    2. Comments and suggestions on the Terms of Reference including workable suggestions that could improve the quality/effectiveness of the assignment.
    3. A description of the approach, methodology and work plan for performing the assignment covering the following subjects: technical approach and methodology, equipment that will be used, work plan, and organization and staffing schedule. Guidance on the content of this section of the Technical Proposals is provided under Form TECH-3. The work plan should be consistent with the Work Schedule (Form TECH-6) which will show in the form of a bar chart depicting the timing proposed for each activity.
    4. The list of the proposed professional staff team by area of expertise, the position that would be assigned to each staff team member, and their tasks (Form TECH-4).
    5. CV’s of the professional staff signed by the staff themselves or by the authorized representative of the professional staff (Form TECH-5).
    6. The Technical Proposal shall not include any financial information. A Technical Proposal containing financial information may be declared non responsive.

## Clarification and Amendment of RFP Documents

* + 1. During the RFP process, questions or clarifications regarding this RFP document must be requested in writing to the person and address stated in the **Data Sheet**.
    2. Any additional documentation issued by the Client during the tender process shall be deemed to form part of this RFP and shall supersede any part of the RFP where indicated. The Client may also exercise the option to extend the tendering period and/or postpone the proposal submission date in the event that subsequent documentation is issued.

## Communications

Except as provided in the preceding section relating to questions about this RFP, no parties shall contact any officers, employees, or team members of Client with respect to this RFP. Any oral communication with a Client employee concerning this RFP is not binding on the Client and shall in no way alter any specifications, term or condition of this RFP or any contract documents.

## Submission, Receipt, and Opening of Proposals

* + 1. The original proposal (Technical Proposal and Financial Proposal) shall contain no interlineations or overwriting, except as necessary to correct errors made by the Applicants themselves. The person who signed the proposal must initial such corrections.
    2. An authorized representative of the Applicant shall initial all pages of the original Technical and Financial Proposals. The authorization shall be in the form of a written power of attorney accompanying the Proposal or in any other form demonstrating that the representative has been duly authorized to sign. The signed Technical and Financial Proposals shall be marked “Original”.
    3. Applicants shall submit a “Compliance Statement” stating that the offer is made in accordance with the Request for Proposal. Applicants who offer additional or alternative conditions shall clearly state those in their proposals.
    4. The technical proposal and financial proposal must be submitted in two separate sealed envelopes to the address indicated in the **Data Sheet**. The original and all copies of the Technical Proposal shall be placed in a sealed envelope clearly marked “Technical Proposal” Similarly, the original Financial Proposal shall be placed in a sealed envelope clearly marked “Financial Proposal” followed by the name of the assignment, and with a warning “Do Not Open with The Technical Proposal.” The envelopes containing the Technical and Financial Proposals shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address, reference number and be clearly marked “Do Not Open, except in the Presence of the Official Appointed”. The Client shall not be responsible for misplacement, loss or premature opening if the outer envelope is not sealed and/or marked as stipulated. This circumstance may be case for Proposal rejection. If the Financial Proposal is not submitted in a separate sealed envelope duly marked as indicated above, this will constitute grounds for declaring the Proposal non-responsive
    5. The Proposals must be sent to the address indicated in the **Data Sheet** and received by the Client no later than the date specified in the **Data Sheet**, or any extension to this date. Any proposal received by the Client after the deadline for submission shall be returned unopened.
    6. The Client shall open the Technical Proposal immediately after the deadline for their submission. The envelopes with the Financial Proposal shall remain sealed and securely stored.

## Evaluation of proposals

**The Evaluation Criteria**

**Stage one: Preliminary evaluation**

**NB: FOR VALIDATION PURPOSES, ATTACH COPIES OF THE CERTIFICATE OF THE REQUIREMENTS OF COMPETENCES**

|  |  |  |
| --- | --- | --- |
| **s/no** | **Mandatory requirement** | **Responsive/non**  **responsive** |
|  | Valid copy of Single Business Permit |  |
|  | Valid copy of Tax Compliance Certificate |  |
|  | Valid copy of PIN/VAT Certificate |  |
|  | Valid copy of Business Registration/Incorporation Certificate |  |
|  | CR12 for Limited companies or ID for Individuals |  |
|  | Submission of Technical & Financial Bid as separate Documents |  |
|  | Dully filled tender document |  |
|  | Form of Offer on Company letter head & dully signed & stamped |  |
|  | NEMA Valid Practicing License. |  |
|  | Dully filled methodology plan and schedule of work plan |  |
|  | Attached company or Business profile |  |
|  | Lead consultant/Team leader must be NEMA EIA/EA Lead Expert CV/ Profile/Experience. |  |
| **NOTE**  Failure to submit one or more of the above mandatory requirement will lead to automatic disqualification and the bid shall not be considered further! | | |

**Bids which qualify with all the above will move to the technical evaluation.**

**Stage two: Technical evaluation**

|  |  |  |
| --- | --- | --- |
| **Criteria** | **Scores** | **Total Score** |
| Qualification of Lead Consultant | Master Degree in Environmental Science,  project planning and management, Environmental Policy, Civil Engineering. **15**  Bachelor Degree in Environmental Science, development Studies, project planning. **10**  Diploma in Environmental Science, development Studies, project planning. **5** | **15** |
| Qualification of at least two other Consultants in Socio, Civil and Geological spheres | Bachelor’s Degree in Environmental Science,  project planning and management, Environmental Policy, Civil Engineering. **15**  Bachelor Degree in Environmental Science, development Studies, project planning. **10**  Diploma in Environmental Science, development Studies, project planning. **5** | **15** |
| Consultancy Experience for Lead Experts  At least work with Public or an  NGO entity. | Ten Years of experience (3) points per year.  5 marks per Public Entity and 5 marks per NGO entity | **20 Public**  **20 NGOs** |
| Experience working with at least 5 companies or firms /private sector or Public sector | 2 points for each. | **10** |
| **Total Scores** | | **80** |

Firm/Consultancy who failed to provide any one of the above documents will automatically be disqualified and the bidder will not be analyzed any further.

Firm/consultancy **MUST** score above **60 out of 80** points for the bidder to qualify for the next stage.

*ONLY THE BID/S THAT SCORE MORE THAN 60/80 SHALL BE CONSIDERED FOR FINANCIAL EVALUATION. (N.B: The weight given to technical proposal is 80%; the weight for financial proposal is 20%)*

***Stage III. Financial Evaluation***

The formulae for determining the Financial Score (Sf) shall, unless an alternative formula is indicated, be as follows: -

Sf = 100 X 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 =* I) indicated in the Appendix. The combined technical and financial score, S, is calculated as follows: - *S = St* x *T* % + *Sf* x *P* %. The firm achieving the highest combined technical and financial score will be invited for negotiations.

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

**Note**

1. *Any firm that fails single criteria on Preliminaries is Eliminated!*
2. *Any firm that qualifies in Technical will proceed to Financial evaluation. Presentations.*
3. **DURATION OF THE ASSIGNMENT**

The assignment is scheduled to take three weeks. The activities to be performed within this period include the following:

1. Desk work and preparatory activities (preparation of study tools and planning)
2. Fieldwork
3. Data cleaning and analysis (iv)Reporting and presentation
4. Finalization of the reports.

# TENDER DATA SHEET

|  |  |
| --- | --- |
| **2.1.a** | **Name of the Client:**  **National Council of Churches of Kenya**  Jumuia Place, Lenana Road  P.O Box 45009-00100 GPO Nairobi Tel: +254 20 2721249, 2690814/10/11 0721 388277, 0714 606971, 0733 758736  E-mail: [procurement@ncck.org](mailto:procurement@ncck.org)  [www.ncck.org](http://www.ncck.org) |
| **2.1.b** | **Financial Proposal to be submitted together with Technical Proposal in two different envelopes on the same day and time specified.**  *Please write name of the Consultancy assignment and indicate whether it is Financial Proposal or Technical Proposal on the envelopes.*  Name of the assignment is: “**Consultancy Services to Undertake Environmental and Social Impact Assessment for The Establishment of Fourteen Environmental Impact Assessments for Seven Sand Dams and Seven Earth Dams for an Upcoming Project in Kitui County, Within Its Ncck Lower Eastern Region”** |
| **2.1.c** | The method of selection would be in accordance to the procedures set out in the NCCK procurement Policy |
| **2.4**  **Validity** | Proposals must remain valid up to 120 days after the submission date. |
| **3.8**  **Clarifications and Amendments of RFP Documents** | Interested consultants may obtain further information on request by writing to the address below no later than 10:00 am on April 4, 2024  Procurement Office  NCCK  3rd Floor Jumuia Place Lenana Road  Nairobi  Email: [procurement@ncck.org](mailto:procurement@ncck.org)  Website: www.ncck.org |
| **3.10**  **Submission, Receipt, and Opening of Proposals** | The proposals are expected to be submitted to the following address by 11:00 hour’s local time on **April 19, 2024** |

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# TECHNICAL PROPOSAL - STANDARD FORMS

**FORM TECH-1: Technical Proposal Submission Form**

[*Location, Date*]

To: [*Name and address of Client*]

Dear Sirs:

We, the undersigned, offer to provide the consultancy service for **“Consultancy Services to Undertake Environmental and Social Impact Assessment for The Establishment of Fourteen Environmental Impact Assessments for Seven Sand Dams and Seven Earth Dams for an Upcoming Project in Kitui County, Within Its NCCK Lower Eastern Region.”** in accordance with your Request for Proposal dated [*……………………………….* and our Proposal. We hereby submit our Proposal, which includes this Technical Proposal, and our Financial Proposal sealed under a separate envelope.

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

If negotiations are held during the period of validity of the Proposal, we undertake to negotiate on the basis of the proposed staff. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

We undertake, if our Proposal is accepted, to initiate the services and fulfill the terms and conditions related this contract.

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

Yours sincerely,

Authorized Signature [*In full and initials*]: Name and Title of Signatory: Name of Firm: Address:

**FORM TECH-2: Consultant’s Organization and Experience**

**A - Consultant’s Organization**

[*Provide here a brief description/background (Include Organizational chart) of your (if a company/firm) your organization and each associate for this assignment.*]

[*Provide here a brief description/background (Include Organizational chart) of your (if an individual as a team) team organisation and each associate for this assignment.*]

**B - Consultant’s Experience**

*[Using the format below, provide information on each contract/assignment for which (if a company/firm) your organisation, individually as a corporate entity or as one of the major companies within an association, for carrying out* ***similar consultancy services****.]*

*[Using the format below, provide information on each contract/assignment for which (if a consultancy team) team organisation, for carrying out* ***similar consultancy services****.]*

|  |  |
| --- | --- |
| Contract/Activity Name: | Contract Value (in MVR): |
| Country:  Location within country: | Duration of assignment/activity ( Weeks): |
| Name of Client: | Total no. of staff- Weeks of the assignment: |
| Address: | Start date (month/year): Completion date (month/year): |
| Name of associated Parties, if any: | NO of professional staff-months provided by associated Consultants: |
| Narrative description of Activities/Project: | |
| Description of actual services provided by your staff within the Activities: | |

Firm’s/Individuals Name:

**FORM TECH-3: Description of Approach, Methodology and Work plan for performing the Assignment**

[*Technical approach, methodology and work plan are key components of the Technical Proposal. You are suggested to present your Technical Proposal divided into the following three chapters:*

1. *Technical Approach and Methodology,*
2. *Work Plan, and*
3. *Organization and Staffing,*
4. *Technical Approach and Methodology. In this chapter you should explain your understanding of the objectives of the assignment, approach to carry out the design services and obtaining the expected output. You should highlight the problems being addressed and their importance, and explain the technical approach you would adopt to address them. You should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach.*
5. *Work Plan. In this chapter you should propose the main activities of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Client), and delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate them into a feasible working plan.*
6. *Organization and Staffing. In this chapter you should propose the structure and composition of your team. You should list the main disciplines of the assignment, the key expert responsible, and proposed technical and support staff.*
7. *Proposed equipment. In this chapter you should propose the details of the equipment that will be used during the assignment. Indication of lease need to be made if the equipment is borrowed from another party. A confirmation letter by the bidder need to be submitted to confirm the availability and security of the equipment’s proposed to be utilized.*

**FORM TECH-4: Team Composition and Task Assignment**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Professional Staff*** | | | | |
| Name of Staff | Organization | Area of Expertise | Position Assigned | Task Assigned |
|  |  |  |  |  |
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**FORM TECH-5: Curriculum Vitae (CV) for proposed Professional Staff**

1. **Proposed Position** [*only one candidate shall be nominated for each position*]:
2. **Name of Firm / Individual submitting the proposal** [*Insert name of firm proposing the staff*]:
3. **Name of Staff** [*Insert full name*]:
4. **Date of Birth**: **Nationality**:
5. **Education** [*Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment*]:
6. **Membership of Professional Associations**:
7. **Other Training** [*Indicate significant trainings since degrees under 5 - Education were obtained*]:
8. **Countries of Work Experience**: [*List countries where staff has worked in the last ten years*]:
9. **Languages** [*For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing*]:
10. **Employment Record** [*Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.*]:

From [*Year*]: To [*Year*]: Employer: Positions held:

*A copy of the National Identity Card need to be attached for each individual.*

**FORM TECH-6: List of Water related EIA completed or any other relevant work**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | | | | |
| Name of the Project | Name of the Client | Cost of the Project | Assignment Signed Date | Assignment Completed Date |
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The EIA/EMP Decision Statements of the Projects need to be attached for proof and confirmation of the listed projects.

**FORM TECH-7: WORK SCHEDULE**

The consultant shall complete the assignment by 3 Weeks. *This does not include the query/clarification period and document review period.*

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Activity (Work) | Day after Signing of Contract | | | | | | | | | | | | | | | | | | | | |
|  | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 |
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# FINANCIAL PROPOSAL - STANDARD FORMS

**FORM FIN-1: Financial Proposal Submission Form**

[*Location, Date*]

To: [*Name and address of Client*] Dear Sirs,

We, the undersigned, offer to provide consultancy services for **“CONSULTANCY SERVICES TO UNDERTAKE ENVIRONMENTAL AND SOCIAL IMPACT ASSESSMENT FOR THE ESTABLISHMENT OF REPORT FOR FOURTEEN ENVIRONMENTAL IMPACT ASSESSMENTS FOR SEVEN SAND DAMS AND SEVEN EARTH DAMS FOR AN UPCOMING PROJECT IN KITUI COUNTY, WITHIN ITS NCCK LOWER EASTERN REGION)"** in accordance with your Request for Proposal dated [*Insert Date*] and our Technical Proposal. Our attached Financial Proposal is for the sum of [*Insert amount(s) in words and figures*1] which is inclusive of the local taxes.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal.

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

Yours sincerely,

Authorized Signature [*In full and initials*]: Name and Title of Signatory: Name of Firm: Address:

1 Amounts must coincide with the ones indicated under financial proposal in Form FIN-2.

**FORM FIN-2: Financial Proposal**

*The methodology to determine the lowest evaluated price including any discounts offered in the Financial Proposal Submission Form, and is specified in ITC 2.11 (Evaluation of Proposals).*

*Bidders wishing to offer any price reduction (discount shall specify in their Financial Proposal Submission Form the price reductions applicable and the manner in which the price reductions will apply.*

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|  | **Description** | **Cost ( Kenya Shillings )** |
| 1. 2 | Development of Environmental Impact Assessment (EIA) Report |  |
| 1. 3 | EIA Report Submission Fee to NEMA |  |
|  | **Sub Total :** |  |
|  | **KES :** |  |
|  | **Total with KES:** |  |

**8. TERMS OF REFERENCE**

**ENVIRONMENTAL IMPACT ASSESSMENT FOR DAMS MALUMA, KALIVU AND ATHI SUB LOCATIONS IN KITUI SOUTH SUB COUNTY**

1. **Introduction**

The National Council of Churches of Kenya (NCCK) is a family of Protestant Churches and Christian organizations registered in Kenya. The organization was founded in 1913 during the United Missionary Conference held at, Kikuyu, near Nairobi. The Council provides a forum for member churches and organizations to act on common issues, and has transformed and influenced the lives of Kenyans for 107 years. Through its strength in advocacy, capacity building and service delivery, the Council contributes to the attainment of a just, peaceful and sustainable society. The Council brings together 32 member churches and 18 Christian organizations.

**Vision**: *One Church; United in Faith and Mission Witnessing to Jesus Christ and Transforming Lives****.***

**Mission:** *Holistic transformation of lives for a just, resilient and sustainable society****.***

**Core Values:** Integrity**,** Stewardship**,** Professionalism**,** Partnership**,** Servanthood

***Theological Mandate:***

To manifest Christian faith and mission and strengthen members to fulfil their mandates.

***Theory of Change:***

IF NCCK holistically strengthens her capabilities and structures, and enhances the institutional capacities and competencies of her members, THEN, she will contribute to the creation of a just, resilient and sustainable society for transformed lives.

1. **Background**

The Council seeks to engage the services of a consultant(s) or consultant firm to conduct fourteen Environmental Impact Assessments Reports for seven sand dams and seven earth dams for an upcoming project in Kitui county, within its NCCK Lower Eastern Region.

1. **Objective/Purpose of Environmental Impact Assessment**

The environmental impact assessments will be conducted four sub locations of Kilawa, Monguni, Katilini and Kalivu in Athi Ward, Kitui County which have an upcoming project which seeks to contribute to improved low carbon, climate resilient economies in rural areas for enhanced well-being of communities, especially women, girls, and other vulnerable groups. Therefore, the objectives of the Environment Impact Assessment are;

1. To identify, analyze environmental risks posed by proposed activities that can harm the environment in Kitui County
2. To suggest and propose mitigation measures to environmental risks identified.
3. To identify and propose ways to harness opportunities in nature based solutions for positive environmental impact leading to long term benefits such as socio-economic development, reverse environmental degradation and to reduce the loss of biodiversity in sustainable ways.
4. To propose the project’s environment protection strategy utilizing the per findings of the EIA

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1. **Methodology**

The assignment is expected to be conducted in a consultative and participatory manner. It is expected that the consultants will adopt an interactive, inclusive, and collaborative process involving NCCK, members, peers, CSOs, state parties at the national, county and community levels. The EIAs shall follow all recommended practices in research and data collection. The process should entail collection of both quantitative and qualitative data (mix method approach). These should include as a minimum secondary data review, interviews, focus group discussions, observation and workshops

The methodologies proposed by the consultant(s) should highlight data collection and analysis methods, approaches, and tools; sampling methods and criteria; logistical plans/ schedules; ethical considerations; and quality assurance measures.

1. **Deliverables**

The assignment has one main deliverables namely;

1. The Environmental Impact Assessment Reports detailing the identified environmental risks, mitigation measures and opportunities for environmental protection
2. **Duration**

The Consultancy is for a period of 21 days, commencing Immediately after signing of contract with final deliverables being received on or before the end of 21 Days after signing contract. The Consultant will be expected to propose a work plan for achievement of these targets as part of the Inception Report.

1. **Payment terms**

The consultant will receive 50% of the contractual amount upon execution of the contract, and the final 50% upon submission and acceptance of the deliverables. All payments will be subject to withholding tax of 5%.

1. **Required Skills and Qualifications**

The consultancy team must be registered in Kenya and have documented evidence of:

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| --- | --- |
| **Position** | **Qualification** |
| 1. Environmentalist(s) | * Bachelor’s degree in Environmental science or another relevant field. |
| * Experience carrying out Environmental Impact Assessments, especially in ASAL areas |
| * Excellent understanding of the Kenya environment laws such as EMCA, and the context as well as positioning, structure and operations of different institutions. * The consultant should hold a EIA license and his/her EIA license copy shall be submitted along with a dated letter stating his/her association with the bidding party |
| 1. Social and Geological Assessment Expert(s) | * Bachelor’s Degree in social sciences with more than 05 years’ experience working with on social assessment projects. At least 02 years’ experience on similar or related projects. Demonstrated expertise with willingness-to-pay studies is highly desirable. Experience in Water management or related field is desirable. |
| 1. Water/ Civil Engineer(s) | * Bachelor’s Degree in Civil Engineering or Equivalent |
| 1. Technical Support Team Including Data Analysis and Management | * Graduates with 3-4 years’ experience in organizing stakeholders’ consultations, supervising field data collection, data entry and generating reports. Proficiency with MS * Office Word/Excel/Power Point/Access) and field survey experience. |

1. **Application Process**

Interested and qualified consultants should complete the application and the same be submitted electronically by email to: [procurement@ncck.org](mailto:procurement@ncck.org) Tittle Attention Procurement Office so as to be received on or before April 19, 2024 at 10:00 am

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