



Building Resilient Communities for Sustainable Development

Terms of Reference

ADVERTISEMENT REQUEST FOR PROPOSAL

ToR/RN01015-05.019/ Project Cycle Management Training/ 2023

**Consultancy for Project Cycle management Training for the Fankisha Kukabili Janga
Improving First Responders Sector in Kenya**

**Rural Agency for Community Development and Assistance (RACIDA) in Collaboration
with the Johanniter International Assistance**

Synopsis of the Consultancy Opportunity (Individual Consultant / Registered firm)

Solicitation Reference No.	ToR/RN01015-05.019/Project Cycle management Training /2023
Title of Solicitation	Consultancy for the Project Cycle Management Training
Issuing Office & Address	Rural Agency for Community Development and Assistance (RACIDA) Website: www.racida.org
Point of contact for clarifications, questions and amendments	RACIDA General Procurement, Procurement@racida.org
Email Address for submission of Proposals/ Quotes	RACIDA General Procurement, Procurement@racida.org
Solicitation Issue Date	7 th April 2023
Initial Deadline for Submission of Proposals	20 th April 2023 23:59 PM EAT. Applications will be reviewed on a rolling basis.
Anticipated Award Type	Consultancy Agreement
Submission and Evaluation Criteria	<p>Bidder must provide the below listed information</p> <p>Mandatory Eligibility Requirement</p> <ol style="list-style-type: none"> Must be an Individual/ Registered firm consultant Must submit CV If applying as a firm, the consultant must provide certificate of Incorporation/ Business Registration The firm/individual consultant shall not be sanctioned or blacklisted by any government or institution. If applying as a firm, the consultant must submit a valid tax compliance certificate KRA Certificates for all personnel to be engaged in the assignment <p>Technical Evaluation Criteria</p> <ol style="list-style-type: none"> Consultant Academic and Professional Qualification- 20% Consultant's Prior Relevant Work Experience- 35% Methodology/Approach- 35% Language and analytical skills -10% <p>NB. The minimum technical score shall be 75%. There will be no financial negotiations, as per The German Federal Ministry for Economic Cooperation and Development (BMZ) guidelines.</p>

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1. Background and Rationale

Kenya is subject to recurrent, cyclical, and erratic disasters characterized as natural (climatological, hydrological, biological, and the like) or man-made (technological, social, chemical, and the like). When disasters occur in Kenya, local actors are the first to respond. However, these local actors are undermined by gaps and shortcomings within the Kenya Disaster Response System.

As such, Johanniter International Assistance (JIA), and three local NGO first responders – The Rural Agency for Community Development and Assistance (RACIDA), St. John Ambulance of Kenya, and Merti-Integrated Development Programme (MID-P) (hereafter referred to as the consortium members) – commissioned a systemic analysis of Kenya's Disaster Response System to identify key areas for investment and capacity building. The analysis revealed several categories of barriers that hinder effective service delivery by first responders in Kenya, which relate to policy, legal and institutional frameworks, structures and systems, resources and community/public awareness.

Based on these gaps, the consortium was established to strengthen the capacity of the three national first responders (RACIDA, St. John's Ambulance of Kenya, and MID-P) to accomplish the following: a) increase their technical capacity; b) improve their in-country fundraising capacity for timely interventions; c) increase their public recognition and accountability; d) share and develop the "Knowledge Products" of first responders, i.e. share and document best practices to better learn from successes and failures. The consortium was to coordinate their activities with other actors such as the police, the County Steering Committees, the Northern Frontier Alliance in ASAL, etc. to avoid duplication, exploit synergies and ensure the transmission of relevant information.

The success of any project lies in its effective management, and this is where the discipline of project management comes into play. Project management involves planning, designing, preparing, and implementing projects in a development context. It is a multifaceted field that encompasses both the technical aspects of project management and the management skills required to ensure successful project delivery. This includes a combination of 'hard' skills such as cost management, risk management, and project scheduling and 'soft' skills such as communication, leadership, and teamwork.

Project Design and Implementation Training Objectives

Overall Objective

- Comprehend concept and terminologies of project and project cycle management
- Recognize various phases of project cycle management and their importance
- Equip consortium members with the knowledge and skills necessary to manage projects effectively and efficiently, ensuring that project goals are achieved and stakeholders are satisfied.

2. Outputs and Deliverables

The consultant shall deliver the following:

1. **Training Manual:** A comprehensive training manual that covers the discipline of project management, principles of project planning, design, preparation, and implementation techniques, as well as management skills for project management. The manual should include practical examples, case studies, and templates to aid participants in understanding the concepts.
2. **Presentation Slides:** A set of presentation slides that cover the main concepts, principles, and techniques of project management, project planning, design, and implementation techniques. The slides should be visually appealing and easy to understand.
3. **Interactive Exercises:** Interactive exercises designed to reinforce the learning from the training manual and presentation slides. These exercises should be prepared to be engaging and collaborative and encourage participants to apply the concepts in practical scenarios.
4. **Case Studies:** Case studies that showcase successful project management, planning, design, and implementation techniques. The case studies should be selected based on their relevance to the development context and should cover both 'hard' and 'soft' skills.
5. **Project Planning and Design Templates:** Templates that participants can use for project planning and design, including sections for project scope, objectives, timelines, budget, risk management, stakeholder management, and communication planning.
6. **Certificate of Completion:** Participants receive a certificate of completion upon completing the training program. The certificate should be personalized and include the participant's name, date, and duration of the training program.
7. **Post-Training Evaluation:** Participants fill out a post-training evaluation form to provide feedback on the training program. The evaluation form should include questions on the training program's relevance, usefulness, and effectiveness, as well as suggestions for improvement. The evaluation results can be used to refine and improve future training programs.

3. Duration of Assignment

The consultant should be available to start work from April 2023 and should plan on completing the assignment within three weeks from the time of contract signing.

4. Qualifications and Experience of Consultant

The freelance consultant/consultancy firm must have the following experience and expertise:

- i. Possess a degree in Project Management, Project planning and management or a relevant field from an accredited university.
- ii. At least five years of experience working on similar projects.
- iii. Ability to showcase previous similar trainings done.
- iv. Demonstrated experience working in the pastoral community setup.
- v. iv. In-depth knowledge of and experience working in Isiolo, Mandera, Embu, Kiambu, and Nairobi.
- vi. Fluency in English and Kiswahili is required. Knowledge of other relevant local languages is desirable.

Application Requirements

- i. Submit a technical proposal detailing the understanding of the assignment, proposed methodologies, expected activities, and deliverables with a work plan/timeline (in PDF format).
- ii. Submit a financial proposal in KES only. The financial proposal should detail the professional fees and other necessary costs to complete the assignment.
- iii. Provide a detailed CV of the professional working on the consultancy project.
- iv. Provide referees from a former line manager/HR Officer for your last 3 contracts.
- v. Provide work certificates on letter heads
- vi. If applying as a firm, a certificate of Incorporation/Business Registration must be provided.
- vii. Submit a valid tax compliance certificate.
- viii. The individual/firm consultant must not be black-listed or sanctioned by any government or institution.

Professional references: Include at least three references from previous clients and the complete contact information of the referees.

Evaluation Criteria:

Evaluation Criteria	Sub criteria/Description	Score
Consultant Academic and Professional Qualification	i. To qualify for this position, you must have obtained a degree in Journalism/Communication or a related field from a recognized university.	20%
Consultant Prior Work Experience	i. You should have at least five years of experience working in a similar capacity. ii. It is essential that you can showcase previous video work you produced. iii. It is essential that you can demonstrate your experience working in pastoral community settings. iv. Additionally, you must possess contextual knowledge of and have worked in Isiolo, Mandera, Embu, Kiambu, and Nairobi. v. Fluency in English and Kiswahili is required, and knowledge of other relevant local languages is an advantage.	35%
Methodology/Approach	The following are the requirements for the terms of reference: i. A comprehensive methodology and approach for executing the assignment. ii. A proposed assignment plan that showcases a clear understanding of the assignment expectations, including well-defined timelines. iii. A detailed financial proposal and budget breakdown that accounts for expected daily rates and an initial work plan. The financial proposal should cover professional fees and other costs related to completing the assignment. The technical proposal should be at most 15 pages.	35%
Language and analytical skills	i. The ideal candidate must possess strong skills in analyzing and presenting information effectively. ii. Proficiency in the English language is a mandatory requirement for the position. iii. The ability to design training plans and modules that cater to individual and organizational needs is crucial. iv. Excellent interpersonal and communication skills are also essential, including the capability to interact and collaborate with a diverse range of stakeholders respectfully and actively, with a focus on enhancing work relationships. v. The candidate should also demonstrate a commitment to team building and a consensus-driven approach to work.	10%

Only consultants scoring 75% or above will be invited to participate in the next round of procurement: presentation of technical bids.

Application requirement

Written response to this TOR in terms of proposal detailing understanding of the task, proposed methodologies of the training, expected activities and deliverables, and financial bid.

Detailed CVs of all professional(s) who will work on the Survey.

Professional references: Please provide at least 3 references from your previous clients and full contact details of the referees.

Bidders' submissions of technical and financial proposal should be submitted via email Procurement@racida.org with the subject line

“ToR/RN01015-05.019/ Project Cycle management Training /2023”