



Building Resilient Communities for Sustainable Development

REQUEST FOR PROPOSAL

Reference No: RACIDA KEN-SV01-00123

Terms of Reference (ToR)

For Capacity Strengthening of RACIDA Staff on Security and the Organizations Security Strategy.

Document Release Date: 19/09/2023

Deadline for Submission of Bids: 03/10/2023

Time: 12.00PM

Submission Method: Email

Disclaimer: RACIDA reserves the right to determine the structure of the process, the number of short-listed participants, the right to withdraw from the proposal process, the right to change this timetable at any time without notice, and reserves the right to withdraw this tender at any time, without prior notice and without liability to compensate and/or reimburse any party

Synopsis of the Request for Proposal (Individual Consultant / Registered firm)

Solicitation Reference No.	RACIDA KEN-SV01-00123
Title of Solicitation	Consultancy for Capacity Strengthening of RACIDA staff on Security and Organizations Security Strategy.
Areas of travel/Target Areas:	Nairobi and Mandera
Issuing Office & Address	Rural Agency for Community Development Assistance. 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	19/09/2023
Initial Deadline for Submission of Proposals	03/10/2023
Anticipated Award Type	Consultancy Agreement

Submission and Evaluation Criteria	<p>Bidder must provide the below-listed information:</p> <p>Mandatory Eligibility Requirement</p> <ul style="list-style-type: none"> • Must be an Individual Consultant/ Registered Consultancy Firm • Must submit CVs of Key Personnel • Must submit a certificate of Incorporation/ Business Registration • Must submit a certificate of Tax Compliance. • Must Submit Business KRA PIN/ Individual KRA PIN • The firm/individual shall not be sanctioned or blacklisted by any government or institution <p>Technical Evaluation Criteria</p> <ol style="list-style-type: none"> i. Consultant Academic and Professional Qualification - 20% ii. Consultant’s Prior Work Experience - 30%. iii. Methodology/Approach - 30% iv. Budget and Workplan – 10% v. Language and analytical skills -10% <p>NB. The minimum technical score shall be 75%. Only the best candidate shall be engaged for financial negotiations.</p>
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1. Background

Rural Agency for Community Development and Assistance (RACIDA) is a Kenyan registered local non-governmental organization since 2005. The organization was founded with the aim of addressing poverty by enhancing self-reliance among vulnerable pastoralist communities in the Arid and Semi-Arid Lands (ASALs) in the Horn of Africa. This is attained through the development and implementation of community-based programs in relief, resilience, and sustainable development. The key focus sectors are; Food Security and Livelihoods, Natural Resource Management, Education, Governance/Peace and security, Health and Nutrition, Water, Sanitation, and Hygiene. RACIDA’s current programming is Kenya (Mandera and Wajir counties), Ethiopia (Somali and Oromia regions), and Somalia (Gedo region).

The three regions of operation are prone to insecurity mainly due to inter-clan conflicts and armed militia attacks which sometimes affect project implementation. With a rapidly growing programme portfolio and an increasing number of staff in the three countries, there is a need within the organization to adopt a common approach to security to enhance safety for both staff and assets. In this regard, RACIDA has recently completed the development of a comprehensive security strategy for the organization which needs to be disseminated to the staff. In addition, the need for security training has been underlined during the ongoing development of an access strategy for regions that are considered to be insecure.

RACIDA staff in the field are familiar with some of the security issues experienced in the regions of Kenya, Ethiopia, and Somalia, however, they have not received any formal training on how to handle various kinds of security-related situations. To improve the efficiency and safety of RACIDA staff and assets, RACIDA proposes to conduct two security training for staff from all the

field locations in Mandera Town and Nairobi. The main objective of the training is to enhance the knowledge and skills of RACIDA staff within Ethiopia, Somalia, and Kenya on the RACIDA security strategy and in tackling security issues in their day-to-day operations. Aside from that they will be trained in negotiation skills that will be integrated within the security training.

2. Security Training Consultancy Goal and Objectives

Goal: To strengthen the capacity and competence of RACIDA staff in Kenya, Ethiopia, and Somalia to effectively implement the organization's newly developed security strategy.

Objective 1: To Review all security templates with team and develop SOPs on how they can be applied across the organisation.

Objective 2: To Provide RACIDA staff with a common understanding of the organization's approach to security.

Objective 2: To provide RACIDA staff with the knowledge and skills necessary to assess, respond, and mitigate various security-related situations.

The training will happen in Nairobi and Mandera. The Mandera team will be approximately 32 staff and Nairobi team 20. RACIDA will engage the consultant to **conduct a four-day training** for the two groups of staff in the aforementioned venues. The consultant is expected to utilize experiential and adult learning approaches to design, plan, and implement participatory training sessions. The consultant is expected to measure the knowledge and skills of the staff before and after the training. Humanitarian Negotiation training will be incorporated within the security training where the trainer will be expected to foster an interactive learning environment and encourage group discussions, problem-solving exercises, and role-playing to enable participants to practice their negotiation skills in realistic scenarios based on the context of RACIDA operational areas. Prior to the training, the consultant will be expected to engage RACIDA Nairobi and field teams to review existing security strategy Sops through on-line sessions of which the findings will inform some aspect of the training.

3. Duration of the assignment.

This assignment is expected to be carried out within 21 billable days spread over throughout the year as agreed with RACIDA at inception. RACIDA anticipates that the consultant will allocate the 21-day timeframe for conducting the scheduled classroom trainings, developing any necessary materials, and providing on-the-job coaching to selected key staff. Additionally, this coaching may involve shadowing the field team, subject to agreement by RACIDA at the project's commencement

4. Obligations

4.1. Obligations of the Consultant

- Give leadership on the security and security strategy training throughout the assignment.
- Provide expert advice to RACIDA on security-related issues.
- Conduct a knowledge assessment of the staff.
- Develop the training guide, presentations, and agenda.
- Review the appropriateness and practicability of the various reporting tools outlined in the security strategy and make recommendations as needed.

- Declare any possible conflict of interest before signing the contract.
- Prepare a training report highlighting the topics covered, issues raised by staff during the training, and recommendations for future training and improvements on the RACIDA Security Strategy.
- Cater for his/her transport to the training venue.
- Organize for his/her own accommodation and cater for other expenses they may likely to incur during the assignment.

4.2. Obligations of RACIDA

- Ensure the Consultant is provided with the necessary and required resources i.e. the Security Strategy with accompanying annexes and any other documents that the consultant may need.
- Facilitate the work of the consultant by making sure that the trainees are available for training and providing a training venue.
- Provide overall oversight in the review of all deliverables.
- Provide timely comments on the draft report and approve the final report for payments.

5.0. Deliverables

The following are the main deliverables of the consultancy:

- i. An inception report detailing the training approach with a clear training guide, presentations, pre-post training assessment guides, and agenda.
- ii. Conduct two four-day training for RACIDA staff on security and the security strategy in Nairobi and Mandera.
- iii. Conduct on job-training to selected key RACIDA staff including shadowing the field team in the field during activity implementation.
- iv. Submit simplified security SoPs
- v. Submit a final training report highlighting the topics covered, issues raised by staff during the training, and recommendations for future training and improvements on the RACIDA Security Strategy. The training report should include annexes such as the capacity gaps assessment/pre-post training assessment, photos etc.

6.0. Application Requirements

6.1. Submission of Proposal:

Firms/individuals interested in the consultancy must include in their application a detailed technical and financial proposal with the following components

6.2. Technical Proposal:

- Understanding and interpretation of the TOR
- Methodology to be used in undertaking the assignment
- Proposed training agenda/schedule
- Share at least 3 references of similar work done previously.
- Detailed CVs of the professional(s) to be involved in the consultancy

Proposed Team Composition Format

- Name of Team Member
- Qualifications

- Years of Experience Related to Consultancy
- # of Days to be Engaged
- Roles(s) under this assignment

6.3. Financial Proposal

The financial proposal should include the Consultant's daily rate in Kenya Shillings (Kes).

Note: Transport/logistics to the field training site (Mandera) shall be provided by RACIDA while the consultant shall cater for his/ her own accommodation and meals

7.0. Qualifications and Experience of Consultant

The lead consultant must have a background in security, law enforcement and experience in facilitating similar activities, or any other related field. Past experience in conducting similar assignments in North Eastern Kenya or other volatile environments is highly desired.

7.1. Key Selection Criteria

The independent consultant/consultancy firm must demonstrate experience and expertise as follows:

- Preferably a Degree or higher in security, law enforcement or any other related field.
- Demonstrated experience in safety and/ or security.
- Advanced training or certification in safety and security preferred.
- Extensive knowledge of security protocols and emergency preparedness. Knowledge of applicable Occupational Safety and Health Administration (OSHA) standards.
- Experience working in Kenya, Somalia, and Ethiopia is preferred. A good understanding of the political, social, and cultural context of the Mandera Cluster.
- Fluency in English is Mandatory, and understanding the local languages and culture is an added advantage.
- Strong interpersonal and communication skills.
- Ability to write clear and useful reports

8.1. Corruption or Fraudulent Practices

RACIDA requires that Bidders observe the highest standards of ethics during the procurement process and execution of contracts. A tenderer shall sign a declaration that he/she has not and will not be involved in corrupt or fraudulent practices.

RACIDA will reject a proposal for an award if it determines that the tenderer recommended for the award has engaged in corrupt or fraudulent practices in competing for the contract or completing any contract awarded.

A tenderer who is found to have indulged in corrupt or fraudulent practices risks being debarred from participating.

Please report any malpractices to complaints@racida.org.

Submission of the Proposal

- Proposals MUST be submitted **via email** to RACIDA General Procurement: procurement@racida.org on or before the deadline indicated on the synopsis of the RFP

- Bidders' submissions of the technical and financial proposals should be submitted via email with the subject line "**RACIDA KEN-SV01-00123**"
- All bidders *must* use the RFP reference number as the subject line of their email submission.
- Neither technical nor financial proposals should exceed 10MB. The proposal with any subsequent modifications and counter-proposals, if applicable, shall become an integral part of any resulting contract.
- Proposal must be written and submitted in English.