



Building Resilient Communities for Sustainable Development

REQUEST FOR PROPOSAL

ToR/HANAANO-KEN/001/ DETAILED DESIGN FOR COMMUNITY WATER PROJECTS /2024

DEVELOPMENT OF DETAILED DESIGN FOR COMMUNITY WATER PROJECTS MANDERA COUNTY

**RURAL AGENCY FOR COMMUNITY ASSISTANCE AND DEVELOPMENT (RACIDA) IN
COLLABORATION WITH THE CONCERN WORLDWIDE AND IRISH AID**

September 2024

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

Solicitation Reference No.	ToR/HANAANO-KEN/001/DETAILED DESIGN FOR COMMUNITY WATER PROJECTS/2024
Title of Solicitation	TERMS OF REFERENCE FOR SURVEY AND DEVELOPMENT OF DETAILED DESIGNS FOR COMMUNITY WATER PROJECTS SUPPORTED BY RACIDA IN COLLABORATION WITH THE CONCERN WORLDWIDE AND IRISH AID IN MANDERA COUNTY
Issuing Office & Address	RURAL AGENCY FOR COMMUNITY ASSISTANCE AND DEVELOPMENT (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	September 5,2024,
Initial Deadline for Submission of Proposals	September 20, 2024 at 1:00 PM
Anticipated Award Type	CONSULTANCY AGREEMENT

Terms of Reference

1. INTRODUCTION

RACIDA with funding from Irish Aid through Concern Worldwide Kenya is implementing the “Preventing Wasting in the Mander Triangle (PwiMT) Project”. The PwiMT project is an integrated cross-border project (Kenya, Ethiopia, and Somalia) implemented by local partners and the Concern Worldwide country offices in each of the three countries. RACIDA is implementing the PwiMT project in Kenya’s Mandera County targeting 12 communities in three sub-counties. The integrated project covers activities in the nutrition, WASH, and food security/livelihoods sectors. The project aims to prevent child wasting in the most vulnerable communities and households via three main pathways: 1) improving feeding and caring behaviors for infants, young children, adolescents and women of reproductive age; 2) improving food security and supporting engagement in profitable, climate-resilient livelihood strategies; and 3) informing and influencing relevant country and regional strategies to prevent wasting by demonstrating evidence of what works, particularly at the community level.

2. PROJECT BACKGROUND

Mandera County, located in the northeastern region of Kenya, is one of the country's arid and semi-arid lands (ASALs). According to the 2019 census, the county has a population of 1,200,890, covering an area of approximately 25,797 square kilometres, it shares borders with Ethiopia to the north and Somalia to the east, making it a strategic location with cross-border interactions. The county has six sub-counties: Mandera West, Mandera East, Mandera North, Banisa, Lafey, and Kutulo, with Mandera town serving as the administrative headquarters.

The county is characterized by a hot and dry climate, with temperatures often exceeding 30°C and rainfall averaging between 255 mm to 270 mm annually, primarily during the short rainy seasons of April-May and October-November. The scarcity of water resources presents significant challenges for the residents, affecting agriculture, livestock rearing, and access to clean drinking water.

Mandera County is predominantly inhabited by ethnic Somali communities, with clans playing a critical role in social, cultural, and economic activities. The local economy is primarily based on pastoralism, which is a key livelihood activity due to the arid environment. However, recurring droughts, conflict over scarce resources, and limited infrastructure have contributed to high levels of poverty and vulnerability among the population.

The county faces numerous development challenges, including limited access to healthcare, education, clean water, and sanitation services. Security issues related to cross-border conflicts and inter-clan tensions also pose significant risks. Despite these challenges, the county has opportunities for development through investments in water resource management, renewable energy, infrastructure, education, and healthcare to improve the livelihoods and resilience of the local communities. The overarching goal of the programme is to contribute to increased community resilience and adaptation to climate change through sustainable, peaceful use of natural resources including improved access to water and sanitation services in the target ASAL Counties. RACIDA in partnership with the County Government of Mandera therefore seeks to contribute to improving the water and sanitation situation in the target locations. The specific interventions include rehabilitation and augmentation of water supply schemes in each of the two projects and enhancing rainwater harvesting through improved storage capacities of proposed Earth pan of which is proposed to hold at least 85,000m³ of water.

2.1 PROJECT AREA

The two project areas are situated in Banisa sub county, Mandera County. The specific project areas targeted include Lulis and Hulloow villages.

Lulis Earth Pan

Coordinates; Lat/long: 4.024721, 40.332161

Hulloow Borehole

Coordinates Lat/long:4.2826166, 40.8011068

Table 2.1: Targeted water facilities and proposed activities

#	NAME OF PROJECT	WATER FACILITY	PROPOSED ACTION	LOCATION		
				Village	Ward	Sub-County
HANAANO PROJECT						
1		Lulis Earth Pan	Rehabilitation and Augmentation of water supply	Lulis	Banisa	Banisa
2		Hullow water scheme	Rehabilitation & Augmentation of water supply infrastructure	Hullow	Malkamari	Banisa

3.0 THE CONSULTANCY ASSIGNMENT

The main objective of the assignment is to carry out detailed engineering design of the named water facilities and preparation of tender documents in line with project documents proposed water supply technology options.

4. SCOPE OF WORK.

The consultant shall undertake the following activities:

- I. Assessment of proposed site and where applicable, existing infrastructure
- II. Conduct engineering site topographical Surveys
- III. Preparation of detailed engineering design of the water system Including Hydraulic design of transmission mains and distribution network and hydraulic structures as per the proposed works
- IV. Preparation of Engineering/ technical drawings, detailed scheme layouts and topographical survey profiles
- V. Preparation of Engineers Estimates using standard bills of quantities in-line with proposed works
- VI. Preparation of Technical Specifications for construction works
- VII. Preparation of tender documents for construction of the works.
- VIII. Preparation of Detailed Implementation schedule.
- IX. Schedule of equipment.
- X. Approval of designs by a professional Engineer (duly registered by EBK) and the County Government
- XI. Submission of draft design documents for review by RACIDA.

3.2 OUTPUTS

The expected outputs from this consultancy assignment include the following that must be prepared in line with Kenya's Ministry of Water and Irrigation (MWI) Design Manual and approved by RACIDA and Department of Water.

- I. An approved detailed Design Report

- II. Approved technical Drawings
- III. Approved Bills of Quantities with engineers Estimates
- IV. Approved Tender Dossiers including Bills of Quantities, drawings and proposed construction schedules.

4.0 LIASON WITH THE RACIDA

The Program coordinator shall be the Project Manager who will carry out all project management, oversight activities, supervisory roles and reviews. It will be the Consultant's duty to maintain close contact with the Project Manager on all aspects of the work. As a matter of principle, all formal communications relating to the work shall be directed to the attention of the Project Manager. Further, RACIDA has a WASH Officer based in Mandera who shall be responsible for the day-to-day support and monitoring of the project activities. In particular, the WASH Officer, under the guidance of the Project Manager, and County Department of Water technical officer shall provide technical input, comments and guidance on the work plans and reports prepared by the Consultant for quality assurance and achievement of set objectives.

5.0 LOGISTICAL SUPPORT AND STAFFING

Within the technical the technical proposal, the Consultant shall elaborate on the envisaged logistical setup and deployment of appropriate skills for execution of the assignment. The Consultant shall present the staffing schedule in a manner that clearly shows the stage and duration when each of the proposed team members is planned to be involved in the Project. During implementation of the assignment, all the proposed personnel must be available for this assignment.

The minimum number of key experts including minimum qualifications for each are indicated below. The Consultant is free to propose additional skills as are deemed necessary to execute the assignment within their stated methodology.

Table 5.1: Staffing skills and experience

Expert	Minimum Relevant experience (Years)	Minimum Qualifications
Team Leader	8	Education: Minimum Bachelor is degree in Water/Civil/Environmental/Hydraulic Engineering or any other relevant discipline.

		<p>General experience:</p> <p>Minimum of 8 years working experience</p> <p>Specific experience:</p> <p>5 years' experience in design of water supply infrastructure.</p> <p>Experience as Project Manager or Team Leader in not less than 3 previous projects similar in scale and content to this one.</p> <p>Shall be a Registered Engineer in Kenya by EBK</p>
Surveyor	08	<p>Education:</p> <p>Bachelor is degree in Surveying or other relevant discipline.</p> <p>General experience:</p> <p>Minimum of 5 years working experience.</p> <p>Specific experience:</p> <p>4 years' specialist experience in cadastral, topographic and route surveying.</p> <p>Must be registered with relevant professional body.</p> <p>Experience in surveying works on at least two previous water supply or sewerage projects in Kenya</p>
Design Engineer	07	<p>Bachelor is degree in Civil/Water Engineering or other relevant discipline.</p> <p>General experience:</p> <p>Minimum of 8 years working experience</p> <p>Specific experience:</p> <p>5 years' specialist experience in design.</p> <p>Experience as Structural Engineer on not less than 3 previous projects similar in scale and content to this one.</p> <p>Shall be a Registered Engineer in Kenya by IEK.</p>
Computer Aided Design (CAD)	07	<p>Education:</p>

Technician		<p>Minimum of a Diploma in Civil Engineering/Surveying or an Equivalent</p> <p>General experience:</p> <p>Minimum of 7 years working experience.</p> <p>Specific experience:</p> <p>5 years' relevant experience in use of CAD software like AutoCAD, Water CAD in preparation of design drawings for water supply projects.</p>
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6.0 DURATION OF THE ASSIGNMENT

This assignment is expected to be executed between **11th, Sept 2024 to 20th, Sept 2024**. The Consultant shall provide a work plan for the proposed duration of the assignment not exceeding ten (10) days. These shall be detailed to scoping/desk reviews, Field activities and reports development (Draft, review and final a submissions). These shall be **based on each water facility**.

7.0 LANGUAGE

All reports will be written in English. The Consultancy Firm will need to be able to have staff that can communicate with various stakeholders.

8.0 REPORTING FORMAT

All the reports should be submitted to RACIDA in electronic format and in four (4) colored hard copies published in hard Cover.

9.0 TECHNICAL PROPOSAL

Prospective bidders are expected to submit a technical proposal with their bid, which shall include and not limited to:

1. A submission letter.
2. Of the Consultant or consulting firm including curriculum vitae of the proposed experts and personnel to be included in the execution of the assignment including but not limited to CVs, professional and academic certificates of proposed staff
3. Description of the methodology and work plan for performing the assignment and time schedules.
4. Past experience and its evidence on at least three similar assignments (submit LPO, Contracts, proof of payments, etc. as proof of the same);

The consultant/consulting firm is expected to submit this as an attached document to the profile/bidding documents.

10.0 FINANCIAL PROPOSAL

The consultant shall prepare and submit a separate sealed financial proposal. The financial proposal shall contain the following.

1. A submission letter indicating the total fees.
2. Summary of costs.

- a. Breakdown of consultancy professional fees.
- b. Breakdown of any reimbursable costs or expenses that the consultant/consulting firm expects to incur during this assignment. Unit rates for each reimbursable as well as the projected total cost of the same, based on experience of such works, should be detailed in totality to enable the client to make a competitive choice of award.
3. Any miscellaneous expenses that may be expected.
4. A final total contract sum **MUST** be submitted with a list of assumption made to obtain the figure – the bidder should carefully consider this as this figure would be used for cost comparison and award purposes.

Table 10.1: Summary of Detailed design for Lulis Earth Pan.

#	Activity description	Unit	QTY	Rate (Kes)	Amount
1	Transport cost to and from the field sites. Rate to include movement within field during data collection.	Item	1		
2	Reports production (typesetting, printing, and photocopying and binding)	Copies	5		
3	WRA permit fee for Earth Pan excavations	Item	1		
4	Designs Approval by Professional Engineer and the county Government	Item	1		
5	Professional fees	Item			
6	Any other costs (please specify)	Item	1		
	Total cost				

Table 10.2: Summary of Detailed design for Hullo water Supply Scheme

#	Activity description	Unit	QTY	Rate (Kes)	Amount
1	Transport cost to and from the field sites. Rate to include movement within field during data collection	Item	1		
2	Reports production (typesetting, printing, and photocopying and binding)	Copies	5		
3	Designs Approval by Professional Engineer and the county Government	Item	1		
4	Professional fees	Item	1		
5	Any other costs (please specify)	Item	1		
	Total cost				

11.0 PAYMENT TERMS

- a. 20% upon submission of inception reports
- b. 30% payment upon submission and acceptance of a draft Report
- c. 50% upon submission to and acceptance of Final Report with all appendices by RACIDA.

12.0 PROCUREMENT METHOD AND EVALUATION CRITERIA

RACIDA will use the Request for Proposals (RFP) method in the procurement of the consultants to conduct this assignment. The purpose of the RFP process is to secure the service providers who are most capable of providing the services specified in these Terms of Reference. Selection of the service provider will be made solely based on the most responsive proposal submitted by a qualified proposer that satisfies all requirements described in this TOR.

13.0 SUBMISSION MODALITY AND EVALUATION

Prospective bidders are expected to prepare in four (4) copies (1 original and 3 copies) of technical proposals. The financial proposal should be prepared in the same number of copies sealed in a separate envelope.

Proposals will be evaluated based on the broad areas listed below:

- i. Approach and methodology for executing the assignment
- ii. Capability and relevant experience
- iii. Delivery Schedule
- iv. Financial proposal

14.0 EVALUATION PROCESS AND SELECTION METHOD (QCBS)

Quality and Cost Based Selection Method is a method that uses a competitive process that considers the quality of the proposal and the cost of the services in the selection of the successful firm.

The Specific Technical Evaluation Criteria will be based on the following:

Preliminary Evaluation Criteria: Mandatory Requirements

- a) Valid Tax Compliance Certificate from KRA.
- b) Registration Certificate by EBK
- c) Certificate of Incorporation
- d) Latest CR12
- e) Company profile
- f) Submission of 1 original & 2 copies of tender document properly PAGINATED in the correct sequence and all pages MUST BE INITIALIZED
- g) Firm has submitted a sealed financial proposal
- h) The Proposal is valid for 126 days from the date of submission
- i) The Technical Proposal is signed by the person with power of attorney, without material deviation, reservation, or omission
- j) Dully filled and signed Self Declaration That the Person/Tenderer Is Not Debarred in the Matter of the Public Procurement and Asset Disposal Act 2015.
- k) Dully filled and signed Self Declaration That the Person/Tenderer Will Not Engage in Any Corrupt or Fraudulent Practice
- l) Dully filled and signed Declaration and Commitment to the Code of Ethics

Only firms that are Responsive in all aspects of this stage are considered for evaluation of Technical Proposals

The Criteria, sub-criteria, and point system for the evaluation of the Technical Proposals: *[Note to Procuring Entity: Allocation of points shall be within the range provided for each criterion and sub-criteria]*

Points

- (I) Specific experience of the Consultant, as a firm, relevant to the Assignment: **[10]**
- (ii) Adequacy and quality of the proposed methodology, and work plan in responding to the Terms of Reference (TORs):
- (a) Technical approach and methodology **[15]**
- (b) Work plan **[5]**
- (c) Organization and staffing **[5]**

Total points for criterion (ii): [25]

[Notes to Consultant: The Procuring Entity will assess whether the proposed methodology is clear, responds to the TORs, work plan is realistic and implementable; overall team composition is balanced and has an appropriate skill mix; and the work plan has right input of Experts]

- (iii) Key Experts' qualifications and competence for the Assignment:

{Notes to Consultant: each position number corresponds to the same for the Key Experts to be prepared by the Consultant}

- (a) **Position K-1: [Lead Expert] [20]**

- (b) **Position K-2: [Surveyor] [10]**
- (c) **Position K-3: [Design engineer] [10]**
- (d) **Position K-4: [CAD Technician] [10]**

Total points for criterion (iii): [55]

The number of points to be assigned to each of the above Key Experts positions shall be determined considering the following three sub-criteria and relevant percentage weights:

- (1) General qualifications (general education, training, and experience): **[20%]**
- (2) Adequacy for the Assignment (relevant education, training, experience in the sector or similar assignments): **[60%]**
- (3) Relevant experience in Kenya (working level fluency in local language(s)/knowledge of local culture or administrative system, government organization, etc.): **[20%]**

Total weight: 100%

Total points for the five criteria: 100

The minimum technical score required to pass is 80%

15.0 RESPONSIBILITIES

i. RACIDA (The Client)

- RACIDA shall provide to the consultant all relevant project documents to guide the detailed design work
- For the execution of the activity, RACIDA shall ensure that the local authorities are informed accordingly.
- RACIDA shall inform and update the consultant on the security situation, or changes therein.
- RACIDA's Code of Conduct and Safeguarding Policies
- County level staff for necessary support in the field.

ii. The Consultant

- Prepare and deliver consultancy services as per the TOR
- Deliver the key deliverables in time; submit a final report duly approved by RACIDA after full incorporation of views and editions from the client.
- Facilitate debriefing sessions before and after the field mission.
- The consultant and his team will make their own arrangements on accommodation and meals during the duration of the assignment.

16.0 SUBMISSION OF BID DOCUMENTS

Interested and qualified consultants are invited to submit their proposals (Technical & Financial), comprising a detailed methodology, work plan, timeline, CV, relevant experience, proposed budget, and three professional references by **September 20th, 2024** at 1:00pm.

The Proposal submission address is:

RACIDA

Nairobi Head Office

Kindaruma Road,

Top Plaza Ground floor,

Unit 9-12, 1 P.O. BOX 37928 – 00100

Tel: **0769117307**

Email: Procurement@racida.org indicating subject line as **ToR/HANAANO-KEN/001/ DETAILED DESIGN FOR COMMUNITY WATER PROJECTS /2024**