

THE CENTRE FOR MULTIPARTY DEMOCRACY (CMD-KENYA)

REQUEST FOR PROPOSAL (RFP) DOCUMENT

RFP NO. CMD/RFP/01/2021

FOR

CONSULTANCY SERVICES TO CONDUCT GENDER SENSITIVE
STATE OF LOCAL DEMOCRATIC GOVERNANCE ASSESSMENTS IN
KENYA

PROPOSALS SUBMISSION DEADLINE: FRIDAY, 9TH APRIL 2021 AT
1200NOON

SECTION I - GENERAL INFORMATION

- 1.1 The Centre for Multiparty Democracy (CMD-Kenya) CMD-Kenya is a political parties-based membership organization established in March 2004. The organization provides a platform for political parties, political actors and policy makers to engage in dialogue and cooperate in strengthening multiparty democracy. CMD-Kenya works closely with political parties, political actors, strategic partners and key stakeholders in promoting social justice, political governance best practices, respect for human rights and fundamental freedoms.
- 1.2 The Centre is inviting applications from qualified consultancy firms to provide technical support in conducting gender sensitive state of democratic governance in seven (7) regions in Kenya. The consultancy is part of CMD-Kenya's intervention that seeks to support the strengthening of accountable democratic governance and active citizenry in Kenya implemented in partnership with the International IDEA. The project seeks to work towards enhancing mechanisms for accountability and active citizenry in local governance (*Detailed TORs are provided in Annex 1*).
- 1.3 Interested consultancy firms may seek further clarification by sending the requests via e-mail no later than 7 days prior to the submission deadline at info@imd-cmd.co.ke.
- 1.4 Tentative timeframe: It is anticipated that the services will commence in mid-April 2021 and they will have to be completed before mid-July 2021.

SECTION 2 - PREPARATION OF PROPOSALS

Essential Requirements

- 2.1 **Language:** The official language for the proposal, contract, reports and any other documents in relation to the assignment is English.
- 2.2 **Required experience:** A proven and documented track record of conducting similar assessments.
- 2.3 The proposal should provide the following information:

Technical Proposal

- (i) A brief description of the company / consultant and an outline of recent experience on assignments of a similar nature.
- (ii) The proposed methodology and work plan for performing the assignment, along with any comments or suggestions on the Terms of Reference (TORs).
- (iii) A description of relevant experience of working on similar assignments;

- (iv) The list of the proposed staff by title and name, the tasks that would be assigned to each staff team member, and their timing, estimates of the total staff input needed to carry out the assignment;
- (v) CVs for the Team Leader and other proposed professional staff, including information on their previous experience in similar assignments;
- (vi) Names and contact details (including email addresses and telephone numbers) of up to three clients as references.

Financial Proposal

- i. The price broken down by fee (showing unit rates and input) and any incidental expenses likely to be incurred.
- ii. Note the price should be quoted in **Kenya Shillings**.
- iii. Indicate the VAT to be charged.

SECTION 3 SUBMISSION OF PROPOSALS

- 3.1 Proposals must be submitted in electronic format by e-mail. Technical and Financial Proposals must be submitted in separate files and marked accordingly. The email for use during sending the proposals is: info@imd-cmd.co.ke
- 3.2 Proposals must remain valid for at least 60 days following the deadline for their submission stated under this RFP. During this period, the consultants are expected to keep available the professional staff proposed for the assignment.

SECTION 4 EVALUATION OF PROPOSALS

Technical Evaluation:

- 4.1 The proposals will be evaluated and scored against the following technical criteria with respective corresponding weights:
 - (i) A capacity to operate globally and conduct a truly global search;(maximum 10 points)
 - (ii) A track record of similar undertakings in the governance sector in Kenya and/or beyond: (maximum 10 points)
 - (iii) A dedicated practice, or individual consultants, specialized in social research; (maximum 10 points)
 - (iv) A capacity to work within set deadline as the selection process will involve political stakeholders with precise agenda constraints; (maximum 5 points)
 - (v) A lead consultant, with at least 5 years of experience, who can be the focal point for the study. It is expected that this consultant will be available for the duration of the process; (maximum 5 points)

- (vi) A capacity to conduct thorough assessment and reference checking, in particular as regards the state of local democracy in the target Counties. (maximum 15 points)
- (vii) Specific experience in relevant sectors (maximum 5 points);
- (viii) Adequacy of the proposed methodology and work plan in responding to the ToR (maximum 10 points);
- (ix) Qualifications and experience of the key staff proposed to perform the assignment (maximum 10 points);
- (x) Interview with the proposed lead consultant (maximum 20 points) for the selected short list of consultants.

The maximum technical score (T) is 100 points. Note, in the first phase of the evaluation the proposals will be evaluated based on criteria (i) to (ix) above and combined with the financial evaluation as outlined below. This combined score will provide the ranking to determine those proposals to be shortlisted for the interview stage. The score resulting from the interview according to (x) will be added to the first phase combined score to give the final evaluation result.

Financial Evaluation:

- 4.2 The financial proposals will be verified and, if necessary, adjustments will be made to the prices to ensure consistency with the technical proposals in terms of work input and to eliminate arithmetical errors.
- 4.3 The currency used for evaluation is KENYA SHILLINGS.
- 4.4 The financial scores (F) will be computed as follows:

The lowest evaluation price proposal (E_m) will be given a financial score (F_m) of 100 points.

The financial scores of the other proposals will be computed applying the formula: $F = 100 \times E_m / E$, where: E_m is the lowest evaluation price, and E is the evaluation price of the proposal under consideration.

Consolidated Technical and Financial Score:

- 4.5 The final consolidated scores (S) will be computed by applying the formula:

$$S = t \times T + f \times F, \quad \text{where: } t \text{ is the weight given to the technical score}$$

$$f \text{ is the weight given to the financial score}$$

- 4.6 The weights given to the technical and financial scores are:

$$t = 70\%$$

$$f = 30\%$$

- 4.7 The firm ranked highest will be invited to negotiate the contract and if negotiations are

successful the selected firm will be awarded the contract. Should the negotiations fail; the second ranked will be invited to negotiations.

- 4.8 CMD-Kenya reserves the right during the negotiation stage to vary at the time of award of contract or scope of work by up to a maximum of twenty-five per cent (25%) of the original TOR. This negotiation will not permit any changes to unit fee rates or other terms and conditions outlined in the tender proposal.
- 4.9 CMD-Kenya reserves the right to directly award a follow up contract to the contractor selected for the tender to carry out potential future work related to this initial assignment. This will depend on satisfactory delivery of the tender assignment.

SECTION 5 FINAL CONSIDERATIONS

- 5.1. CMD-Kenya will not be bound to select any of the proposals.
- 5.2 The following documents are enclosed with this Request for Proposals:

Annex I: Terms of Reference

- 5.3 Both the successful and unsuccessful bidders will be notified in writing following the completion of the evaluation and contract award process.
- 5.4 Complaints regarding any aspect of the tender process should be addressed in writing to the Director Executive Division (ED) via info@imd-cmd.co.ke.

Annex I: Terms of Reference

Consultancy to Conduct Gender Sensitive State of Local Democratic Governance Assessments in Kenya

Nairobi - March 25, 2021

1.0 Context

The promulgation of the New Constitution in August 2010 provided a strong legal foundation for the enhancement of participatory governance through devolved structures at county level. The thrust on devolution was precipitated by the shortfalls that are often characteristic of highly centralized systems including the marginalization of local communities in development processes.

The establishment of the devolved system of government aimed at facilitating access to power and resources from the central government to the Counties. The intention was to accelerate socio-economic development at the county levels besides strengthening democratic governance at the devolved units. However, while resources and power devolved, the rate of citizen participation in county governance is still limited. This is due, in part, to largely uninformed citizenry on their role in county governance. While devolution is highly popular amongst Kenyan citizens, there is also criticism of the costs involved, the increased competition between officers and the localization of corruption and ethnic competition, which has arisen across much of the country. Many counties are now controlled by opposition governors – or at least governors that were not elected as members of the ruling coalition, meaning Kenya now features a set of influential regional leaders who have a vested interest in defending and strengthening devolution.

The practice of local democracy has so far mirrored the problems at the national level, with vote-buying, compromised primaries and allegations of vote-rigging in many gubernatorial elections. While there has been progress on service delivery in some counties, there are significant capacity issues that point to challenges for the future. Citizens support democracy not only because it is a desirable end, but also because they expect democracy to provide them with a better quality of socio-economic and political life. Citizens expect their governments to deliver public services in an efficient manner that meets their needs and recognizes their human rights. People expect to be able to raise their concerns and to be listened to.

Socio-economic development at the local level is a crucial and essential part of the overall economic development of a country, much as local democratic governance feeds into the democratic culture of a society. In order for local democracy to be truly effective it is important for citizens to have power over the distribution of locally owned resources within a given community. For devolution to be successful, the citizens must be politically conscious, and have access to information. They must not only be aware of their rights and responsibilities but also know the channels via which they can exercise them. Over the years, Kenya has progressively shifted from a centralized to a decentralized form of governance.

2.0 Objectives

The overall objective of the undertaking will be review International IDEA's State of Local Democracy (SoLD) framework and conduct Pilot gender sensitive state of democratic governance assessments in selected seven pilot Counties. The SoLD framework is aimed at enabling citizens to periodically conduct a "health check" of their local democracy with a view to learn from the good practices and successes, while at the same time contributing to reform of identified democratic deficits. The assessments will seek to capture the voice of the citizens and contribute immensely to strengthening local and national governments' responsiveness to the needs and aspirations of citizens.

3.0 Scope of the Consultancy

The consultancy will entail the following:

- a. Reviewing and adapting International IDEA's SoLD framework and tailor make it for Kenya.
- b. Conducting seven (7) pilot gender sensitive citizens led State of Local Democracy Assessments in 7 counties – one per each region.
- c. Generate concise report detailing the state of local democracy and citizen participation in the target Counties, including issues of gender and inclusion.

4.0 Consultant Profile

Consultancy firms should meet the following minimum qualifications:

Essential

Consultancy Firm

- Institutional operational experience of consultancy services of at least five (5) years;
- Previous proven work experience with democratic governance and similar assessments;
- Human resource capacity of consultancy firm with available/potential staff for the proposed assignments.

- The proposed human resource must also include a staff with strong communication/reporting, editing/proof-reading skills;

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

Staff/Human Resource for the proposed Assignment

- The proposed staff must have requisite academic qualifications, preferably postgraduate in related field.
- Previous work experience of proposed staff in similar assignments will be given preference.

Desirable

- The proposed staff with practical experience related to the above-mention potential assignments.
- The proposed staff is gender balanced;
- Understanding of local labour laws, safeguarding requirements (organizational code of conducts), procurement rules and internationally accepted best practices and standards;
- Strong analytical skills.

5.0 Application Process

Interested firms should send the following documents via email, info@cmd-cmd.co.ke subject line **“Consultancy to Conduct Gender Sensitive State of Local Democratic Governance Assessments in Kenya”** and it should reach CMD-Kenya, on or **before April 9, 2021.** The following documents are to be submitted:

1. Expression of Interest (EOI) – that will include
 - a. A Technical Proposal detailing the interpretation of the TORs and technical approach.
 - b. A Financial Proposal indicating the daily rate (in Kenya Shillings) for the assignment.
2. CV(s) of staff who will be engaged for this assignment reflecting at least the academic qualification, previous relevant experience, contact number, current location etc. Each CV should be annexed in the Technical Proposal.