

Tender Package — Request for Proposal (RFP)



1. Invitation to Tender

Tender Name:	Tender No: MC-AG/NBO/057/SA/ 2022
Location: Nairobi, Kenya	Correspondence Language(s): English
Brief Summary Description of Project: Mercy Corps Agrifin seeks to engage an individual to provide consultancy services	

Tender Package Available from: 11 th May 2022	Tender Package Pickup Location: www.mercycorpsagrifin.org , https://www.mercycorps.org/tender or Interested bidders can submit a request for the tender documents to this email address 'agrifinprocurement@mercycorps.org
Deadline for Offer Submission: 27 th May 2022	Submit Offers to: The Tender box at Mercy Corps Kenya ABC Place, Block A, 3 rd floor OR Via Email to: tenders@mercycorps.org

Mercy Corps reserves the right to accept or reject any late offers

Questions and Answers (Q&A)	
If any, Submit Questions in writing to: www.mercycorpsagrifin.org or https://www.mercycorps.org/tender	
Last Day for Questions: 19 th May 2022	Questions will be answered by: 20 th May 2022
Questions will be answered through: All prospective bidders will access consolidated questions and answers on these websites https://www.mercycorps.org/tender and www.mercycorpsagrifin.org by 20 th May 2022 at 5.00 PM East African Time.	

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Documentation Checklist		
These documents are contained within this tender package:	✓	Invitation to Tender
	✓	General Conditions for Tender
	✓	Criteria and Submittals
	✓	Price Offer Sheet
	✓	Supplier Information Form
	✓	Scope of Work
	✓	Sample Contract

2. General Conditions for Tender

Mercy Corps invites proposals for the goods, services and/or works described and summarized in these documents, and in accordance with procedures, conditions and contract terms presented herein. Mercy Corps reserves the right to vary the quantity of work/materials specified in the Tender Package without any changes in unit price or other terms and conditions and to accept or reject any, all, or part of submitted offers.

2.1 Mercy Corps' Anti-Bribery and Anti-Corruption Statement

Mercy Corps strictly prohibits:

- Any form of bribe or kickback in relation to its activities
This prohibition includes any *request* from any Mercy Corps employee, consultant or agent for anything of value from any company or individual in exchange for the employee, consultant or agents taking or not taking any action related to the award of a contract or the contract once awarded. It also applies to any *offer* from any company or individual to provide anything of value to any Mercy Corps employee, consultant or agent in exchange for that person taking or not taking any action related to the award of the contract or the contract.
- Conflicts of interests in the awarding or management of contracts
If a company is owned by, whether directly or indirectly, in whole or in part, any Mercy Corps employee or any person who is related to a Mercy Corps employee, the company must ensure that it and the employee disclose the relationship as part of or prior to submitting the offer.
- The sharing or obtaining of confidential information
Mercy Corps prohibits its employees from sharing, and any offerors from obtaining, confidential information related to this solicitation, including information regarding Mercy Corps' price estimates, competing offerors or competing offers, etc. Any information provided to one offeror must be provided to all other offerors.
- Collusion between/among offerors
Mercy Corps requires fair and open competition for this solicitation. No two (or more) companies submitting proposals can be owned or controlled by the same individual(s). Companies submitting offers cannot share prices or other offer information or take any other action intended to pre-determine which

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company will win the solicitation and what price will be paid.

- *Any form of exploitation, abuse, human trafficking or internal sexual misconduct*

Mercy Corps requires its partners to adhere to its Safeguarding policies including its policies on Child Safeguarding, Prevention of Sexual Exploitation and Abuse of Beneficiaries and Community Members, Anti-Trafficking and Sexual Misconduct (available at <https://www.mercycorps.org/who-we-are/ethics-policies>). Companies will be expected to ensure that they have the capacity to abide by these policies, that their employees and subcontractors understand these policies, and that they communicate to its employees and subcontractors the duty to report any violation or suspected violation. Mercy Corps will not engage with a company that is found to be in violation of these policies.

Violations of these prohibitions, along with all evidence of such violations, should be reported to:

<http://mercycorps.org/integrityhotline>

Mercy Corps will investigate allegations fully and will take appropriate action. Any company, or individual that participates in any of the above prohibited conduct, will have its actions reported to the appropriate authorities, will be investigated fully, will have its offer rejected and/or contract terminated, and will not be eligible for future contracts with Mercy Corps. Employees participating in such conduct will have his/her employment terminated.

Violations will also be reported to Mercy Corps' donors, who may also choose to investigate and debar or suspend companies and their owners from receiving any contract that is funded in part by the donor, whether the contract is with Mercy Corps or any other entity.

2.2 Tender Basis:

- All offers shall be made in accordance with these instructions, and all documents requested should be furnished, including any required (but not limited to) supplier-specific information, technical specifications, drawings, bill of quantities, and/or delivery schedule. If any requested document is not furnished, a reason should be given for its omission in an exception sheet.
- No respondent should add, omit or change any item, term or condition herein.
- If suppliers have any additional requests and conditions, these shall be stipulated in an exception sheet.
- Each offeror may make one response only.
- Each offer shall be valid for the period of [180 days] from its date of submission.
- All offers should indicate whether they include taxes, compulsory payments, levies and/or duties, including VAT, if applicable.
- Suppliers should ensure that financial offers are devoid of calculation errors. If errors are identified during the evaluation process, the unit price will prevail. If there is ambiguity on the unit price, the Selection Committee may decide to disqualify the offer.
- Any requests for clarifications regarding the project that are not addressed in written documents must be presented to Mercy Corps in writing. The answer to any question raised in writing by any offeror will be issued to that offeror. In some cases, Mercy Corps may choose to issue clarifications to all offerors. It is a condition of this tender that no clarification shall be deemed to supersede, contradict, add to or detract from the conditions hereof, unless made in writing as an Addendum to Tender and signed by Mercy Corps or its designated representative.
- This Tender does not obligate Mercy Corps to execute a contract, nor does it commit Mercy Corps to pay any costs incurred in the preparation and submission of proposals. Furthermore, Mercy Corps reserves

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the right to reject any and all proposals, if such action is considered to be in the best interest of Mercy Corps.

2.3 Supplier Eligibility

Suppliers may not apply, and will be rejected as ineligible, if they:

- Are not registered companies
- Are bankrupt or in the process of going bankrupt
- Have been convicted of illegal/corrupt activities, and/or unprofessional conduct
- Have been guilty of grave professional misconduct
- Have not fulfilled obligations related to payment of social security and taxes
- Are guilty of serious misinterpretation in supplying information
- Are in violation of the policies outlined in Mercy Corps Anti Bribery or Anti-Corruption Statement
- Supplier (or supplier's principals) are on any list of sanctioned parties issued by; or are presently excluded or disqualified from participation in this transaction by the United States Government or United Nations by the United States Government, the United Kingdom, the European Union, the United Nations, other national governments, or public international organizations.

Additional eligibility criteria, if applicable, are stated in section 3.2 of this tender package.

2.4 Response Documents

Offerors can either utilize the response documents contained in this tender package to submit their offer or they can submit an offer in their own format as long as it contains all the required documents and information specified by this tender.

2.5 Acceptance of Successful Response

Documentation submitted by offerors will be verified by Mercy Corps. The winning offeror will be required to sign a contract for the stated, agreed upon amount.

2.6 Certification Regarding Terrorism

It is Mercy Corps' policy to comply with humanitarian principles and the laws and regulations of the United States, the European Union, the United Nations, the United Kingdom, host nations, and other applicable donors concerning transactions with or support to individuals or entities that have engaged in fraud, waste, abuse, human trafficking, corruption, or terrorist activity. These laws and regulations prohibit Mercy Corps from transacting with or providing support to any individuals or entities that are the subject of government sanctions, donor rules, or laws prohibiting transactions or support to such parties.

3. Criteria & Submittals

3.1 Contract Terms

Mercy Corps intends to issue a fixed price contract to one or several company (ies) or organization(s). The successful offeror(s) shall be required to adhere to the statement of work and terms and conditions of the resulting contract. The anticipated contract is incorporated in [Section 6](#) herein. By submitting an offer,

offerors certify that they understand and agree to all of the terms and clauses contained in [Section 6](#).

3.2 Specific Eligibility Criteria

Eligibility criteria must be met, and the corresponding supporting documents listed below under “Tender Submittals” **must** be submitted with offers. Offerors who do not submit these documents may be **disqualified** from any further technical or financial evaluation.

Eligibility Criteria:

- The individual consultant must be an eligible person under the applicable laws and regulations of the country of operation.
- The Individual Consultant must be in good standing with the taxation or legal authorities of the country of operation.
- The Individual consultant must have a satisfactory record of performance and business ethics based on information available to Mercy Corps

Additional Criteria

- The individual should be able to operate in required countries as per the SOWs, with great in-country networks/partnerships where applicable

3.3 Tender Submittals

Documents and required information listed in tender submittals are necessary in order to support the eligibility criteria and to conduct technical evaluations of received offers (and due diligence). While absence of these documents and/or information does not denote mandatory disqualification of suppliers, the lack of these items has the potential to severely and negatively impact the technical evaluation of an offer.

Documents supporting the Eligibility Criteria:

- ID/Passport Copy
- Tax registration and Compliance documents
- Three References from previous work projects (including contact information)

Documents to conduct the Technical Evaluation and additional Due Diligence:

- Three References from previous work projects (including contact information)
- Detailed CV highlighting qualifications and experience

- Evidence of similar services offered (including contact information, contract value, and geographic locations)
- Detailed technical and financial Proposals
- Portfolio of work

Price Offer:

The Price offer is used to determine which offer represents the best value and serves as a basis of negotiation before award of a contract. No profit, fees, taxes, or additional costs can be added after contract signing. Offerors must show unit prices, quantities, and total price, as displayed in the Offer Sheet in Section 4. All items must be clearly labeled and included in the total offered price.

Offerors **MUST** include VAT in their offer

3.4 Currency

Offers should be submitted in: KES

Payments will be made in: KES

3.5 Tender Evaluation (Trade-Off Selection Method)

Based on the above submittals, a Mercy Corps Tender Committee will conduct a tender evaluation process. Mercy Corps reserves the right to accept or reject any or all proposals, and to accept the offer(s) deemed to be in the best interest of Mercy Corps. MC will not be responsible for or pay for any expenses or losses which may be incurred by any Offeror in the preparation of their tender.

Evaluations will be conducted as described in the following subsections:

3.5.1 Scoring Evaluation

Trade-Off Method

Mercy Corps Tender Committee will conduct a technical evaluation which will grade technical criteria on a weighted basis (each criterion is given a percentage, all together equaling 100%). Offeror's proposals should consist of all required technical submittals so a Mercy Corps committee can thoroughly evaluate the technical criteria listed herein and assign points based on the strength of a technical submission.

Award criteria shall be based on the proposal's overall "**value for money**" (quality, cost, delivery time, etc.) while taking into consideration donor and internal requirements and regulations. Each individual criterion has been assigned a weighting prior to the release of this tender based on its importance to Mercy Corps in this process.

Offeror(s) with the best score will be accepted as the winning offeror(s), assuming the price is deemed fair and reasonable and subject to the additional due diligence in [section 3.5.2](#).

When performing the Scoring Evaluation, the Mercy Corps tender committee will assign points for each

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criterion based on the following scale:

Point	Rationale
0	Not acceptable; has not met any part of the specified criteria
1-4	Has met only some minimum requirements and may not be acceptable
5	Acceptable
6-9	Acceptable; has met all requirements and exceeds some
10	Acceptable; has exceeded all requirements

Evaluation Criteria	Weight (%)	Possible Points (1 to 10)	Weighted Score
	(A)	(B)	(A*B)
Unique qualifications			
At least a master's degree in communications with a specialization in knowledge management, information sciences, social sciences, or related any other related subjects	10%	10	xx
Professional experience in knowledge management (KM), including researching, creating, implementing, and evaluating KM systems, tools and plans.	10%	10	xx
Deep experience with implementation of strategic learning deliverables in agriculture, technology, gender, digital financial services, and other relevant topics.	10%	10	xx
Demonstrated ability to develop high-quality learning outputs for private and public sector audiences, aligned to AgriFin case study quality.	10%	10	XX
Demonstrated ability to work collaboratively across multidisciplinary and multicultural teams to develop learning outputs.	10%	10	XX
Demonstrated experience in channeling learning activities to social media and other scale channels.	10%	10	xx
Demonstrated ability to develop high-quality written strategy, synthesis and recommendations on the related subjects.	10%	10	xx
Cost of the proposal and terms of payment		10	xx
The pricing is well documented, with the preferred payment schedule and is within the budget.	10%	10	xx
The technical proposal addresses all items requested by AGRIFIN	10%	10	xx

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whether verbally, electronically or in the TOR			
The proposed fee is reasonable based on the experience, unique value and knowledge the individual/firm brings to the engagement.	10%	10	xx
TOTAL		XX	XX

3.5.2 Additional Due Diligence

Upon completion of both the technical and financial evaluations Mercy Corps may choose to engage in additional due diligence processes with a particular supplier or supplier(s). The purpose of these processes is to ensure that Mercy Corps engages with reputable, ethical, responsible Suppliers with solid financials and the ability to fulfill the contract. Additional due diligence may take the form of the following processes (though it is not limited to):

- Reference Checks

4. Offer Form

Offerors must submit their own independent offer including at least (but not limited to):

- All documents requested in the “Eligibility Criteria” section of this Tender Package
- All documents requested in the “Tender Submittals” section of this Tender Package
- All information listed in the “Documents Comprising the Proposal” section below

All offers must be duly signed (including position and full name of the signer) and stamped, with the date of completion.

Documents Comprising the Proposal

The following information must be included in the offer of any potential offeror:

- Cover Letter** explaining interest to be a contracted vendor or supplier, and the details of the Proposal. The content of the cover letter shall include the following information:
 - A detailed specification of the offered goods, services and/or works (Proposal)
 - Warranty (if necessary and appropriate)
 - Delivery time

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- Price validity date (for this purpose and as stated on the advertisement, quote given shall remain unchanged for 180 working days)
- A Price Offer detailing the unit price only, using the **Price Offer Sheet** template provided in section 7
- Completed and signed Mercy Corps **Supplier Information Form** (template provided in section 7)
- Other important documents offeror feels need to be attached to support their proposal

The original proposal shall be signed by the offeror, or a person or persons duly authorized to bind the offeror to the contract. Financial offer pages of the proposal shall be initialed by the person or persons signing the proposal and stamped with the company seal.

Any interlineations, erasures, or overwriting shall be valid only if they are initialed by the person or persons signing the proposal.

5. Scope of Work/Technical Specifications

5.1 Background

The purpose of this engagement is to engage a Knowledge Management and Strategic Learning Consultant to support the ADF2 in harnessing organizational knowledge and developing of strategic learning outputs in support of achieving donor milestones, learning goals and successful implementation of the AgriFin Annual Learning Event (ALE) set for September 2022. Over the proposed consultancy, the consultant will engage deeply with the AgriFin technical team, MERAL team and related program consultants to ensure the successful development of the AgriFin case learning grant milestones for the Gates Foundation and other donors.

5.2 Scope of Work

The consultant will work for a maximum of 50 days to engage with the AgriFin team across the following key activities:

1. Defining knowledge management (KM) at program level and identifying the core components of a robust KM system, including knowledge sharing and communication.
2. Conducting an in-depth assessment of KM needs, audiences, and existing platforms, including identification of critical gaps.
3. Support on the development of targeted learning outputs that include case studies, success stories etc... as agreed with the MCA director and MERAL director and working in deep collaboration with the AgriFin technical and MERAL teams, as well as related consultants.
4. Support on the incorporation of case study learning throughout the Annual Learning Event (ALE) in 2022.
5. Support AgriFin MERAL and the communications team to ensure that case studies are well-formatted and supported by ancillary communications including blogs, social media, newsletters, events (internal and external) and website dissemination.
6. Support and coordinate with external partner engagement and representation, as agreed with the MCA director and MERAL Director.
7. Other areas of programmatic support, as agreed with the MCA director or MCA MERAL director.

Deliverables

The consultant will work to produce the following deliverables, in close collaboration with the AgriFin senior management team (SMT):

1. A plan and schedule of tasks to be agreed upon MCA MERAL Director and Program Director that describes the approaches and methodology to be used, learning outputs according to existing workstream and timelines.
2. A log of support provided towards the development of learning outputs in conformity with donor requirements and senior management team direction and any and all work products related to these advisories into specific partner engagements and MERAL work; including partner concept notes, scopes of work, learning outputs such as blogs, articles, preparation of the Annual learning event as determined by the MCA MERAL Director.
3. A final report that includes: Aspects of KM, synthesis of findings from the in-depth assessment, recommendations, and an action plan for the next AgriFin phase of development (narrative report or PPT, as agreed with MCA MERAL director).

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6. Sample Contract

This is the anticipated contract. However, if required, additional terms and conditions may be added by Mercy Corps in the final contract.



Service Contract
Template -1.docx

7. Attachments to the Tender Package



Tender Package
Supplier Information |



Copy of price offer
sheet-final_v2.xlsx