**Annex A – Gender Facilitator - Prequalification application form**

**(Complete by filling in the provided fields)**

1. **Applicants Profile**

|  |  |
| --- | --- |
| Applicants business/Individual Name |  |
| Postal address |  |
| Business physical office Location |  |
| Telephone Contact |  |
| Email Address |  |
| Website link |  |

1. **Applicants Business Details**

|  |  |
| --- | --- |
| Nature of Business registration | *(Indicate if sole proprietor, Limited company, individual, partners etc.)* |
| List of Directors/Partners |  |
| Date of registration |  |
| List of Licenses obtained |  |
| Tax registration Number (PIN) |  |

1. **Applicants Technical Understanding**

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| --- |
| Applicants understanding of the specific gender context and gaps/issues in Kenya Cooperative Sector and Cooperative Business Enterprises ( Provide a summarized brief of these Gaps) |
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1. **Team/individual Qualifications**

The applicant should include the names, academic/professional qualification and relevant experience of the individuals proposed to provide the gender facilitation services.

|  |  |  |
| --- | --- | --- |
| Name of Resource Person | Academic/professional Qualification | Relevant Experience. |
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|  |  |  |
|  |  |  |

NB: For each resource person listed above submit as an attachment, a complete and current resume for each proposed professional employee (not exceeding 3 pages each). The resumes should clearly describe the individuals’ education, experience, contacts, and professional credentials and be duly signed by the respective person.

1. **Organizational/Individual Specialized Competence.**

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| --- |
| *Applicants to indicate specialized competence the organization/individual possesses with regard to gender work targeting businesses or organizations in Kenya(the response should touch on competences on adult training/facilitation, development of gender training curriculum, experience on gender equality matters and men engagement, advocacy on gender issues etc..)* |
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1. **Applicants Past Experience/Performance**

Applicant to list three service recipients directly supported in the last 5 years on assignments related or similar to the SOW. In the following format.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of Client** | **Clients contacts (email and phone number)** | **Brief description of the assignment** | **Period conducted** | **Name of Clients contact person** |
|  |  |  |  |  |
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1. **Fees Structure**

Indicate the daily rate fee for services to be provided in line with the SOW in the following format:

|  |  |
| --- | --- |
| **Daily rate per resource person(Kenya Shillings) (8 Hour Day)** | **Explanatory notes (Cost Justification)** |
|  |  |
|  |  |
|  |  |
|  |  |

*\*Fees amounts should not include transport and accommodation costs for the consultant while on filed travel from the Global Communities Nairobi office to designated training locations as this will be case specific and will be agreed upon at the point of engagement.*

*\* The above rates shall be inclusive of all applicable taxes, Global communities shall deduct and remit to KRA the applicable withholding taxes.*

*\* Global Communities shall only make payments upon completion, submission and approval by Global communities of the required deliverable.*

1. **Proposed Value Addition**

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| *Applicants to indicate proposed value addition if prequalified as gender facilitator (Bidders should include additional aspects they deem relevant and effective that they seek to employ in order to the better meet the desired objectives of this assignment.)* |
|  |

1. **Mandatory Attachments**

The following documents must be attached to the prequalification application.

1. Certificate of registration/incorporation for firms.
2. Copies of identity card for individual applicants
3. Copies of CVs for the technical staff duly signed.
4. A copy of tax certificate (PIN)
5. Copy of degree certificate
6. **Declaration of conflict of interest.**

In submitting this application, I confirm that I do not have any conflict of interest with relation to this assignment, I have neither solicited nor received from Global Communities or its staff any preferential information in relation to this procurement.

Signed by\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_