

TO: Prospective Applicants

DATE: April 29, 2020

SUBJECT: RFA NO. RFA- GFCLEAR-04-2020

**REQUEST FOR APPLICATION: PREQUALIFICATION OF GENDER FACILITATOR(S)
FOR CLEAR PROGRAM**

REQUEST FOR APPLICATION (RFA)	
RFA NUMBER: RFA No. RFA-GFCLEAR-2020	ISSUE DATE: April 29, 2020
CLIENT: Global Communities	PROGRAM: Cooperatives Leadership Engagement Advocacy and Research (CLEAR)
PREQUALIFICATION OF GENDER FACILITATOR(S)	
ISSUED BY: Global Communities Kyuna Close off Shanzu Lane, Spring Valley PO Box 1661 Sarit Centre Nairobi 00606, Kenya www.globalcommunitieskenya.org	APPLICATION DUE DATE: May 8, 2020 QUESTIONS DEADLINE: May 4, 2020
This Request for Application contains the following sections:	
Part 1	Instructions to Applicants
Part 2	Evaluation Factors
Part 3	Statement of Work
Part 4 Annexes	Annex A – Prequalification application form

Back Ground.

Cooperatives Leadership Engagement Advocacy and Research (CLEAR) is a USAID funded program implemented by Global Communities in Kenya. The program aims to build on the successes achieved through the Global Communities USAID/CDP EMIRGE Kenya pilot program to:

- a) Promote the adoption and implementation of cooperative legislation and policies that support and strengthen CBEs in 25 counties.
- b) Strengthen the business acumen and performance of Cooperative Business Enterprises (CBE's) while integrating and empowering youth and women within CBE structures in targeted urban and peri-urban markets to increase economic participation and county revenue growth.
- c) Facilitate cooperative systems and networks using USAID's signature, Collaboration, Learning and adaptation (CLA) frameworks and to improve understanding of the positive psychosocial impacts associated with membership in Cooperative Enterprises.

In realization of the above objectives, the Program is looking to competitively identify a firm(s) or individual consultant(s) that can offer training on integrating Gender into Cooperatives at the County and Cooperatives Leadership levels.

The purpose of this RFA is to therefore to invite qualifying firms/individual consultant(s) desirous to provide gender facilitation services to submit their application for prequalification.

Interested firms should submit their applications electronically in accordance with the language of the solicitation to the address specified. The Applications must be received no later than **May 8, 2020**.

Responding firms are advised that this solicitation does not in any way obligate Global Communities to compensate the responding firms/individual consultants for any costs associated with the preparation and submission of their applications.

Any questions or requests for information should be addressed in writing by no later than **May 4, 2020**, to procurementke@globalcommunities.org and cc to keconsultancy@globalcommunities.org

Any information given to one prospective applicant concerning this solicitation will be furnished to all such applicants as an amendment of the solicitation.

Please e-mail Global Communities at procurementke@globalcommunities.org of your intent to propose at the earliest practicable date, so that we may anticipate the number of applications to be evaluated and also to enable Global communities to share with you on any subsequent correspondences regarding this RFA.

This RFA is open to interested applicants who meet the following mandatory requirements:

- a) Registered to do business in Kenya as a private entity or individual.
- b) Registered with Kenya Revenue Authority as individual or business entity.
- c) Minimum of 5 years of work experience in Gender and male engagement.
- d) Minimum of 3 years' experience working in a donor funded Program and working knowledge of USAID funding, rules and regulations.
- e) Must not have been debarred from participating in Global Communities Procurements in the past.

Part 1: Instructions to Applicants

- a) Applicants are requested to submit an application for prequalification directly responsive to the terms, conditions, and clauses of this RFA and strictly in accordance to the Prequalification application form (Annex A). Applications not conforming to this format will be categorized as unacceptable and thereby eliminating them from further consideration.
- b) Applications must remain valid for a period at least **12 months** from the date of submission.
- c) Applications should be submitted electronically - Internet email with up to 2 attachments (2MB limit) per email compatible with PDF,MS WORD, and Adobe Acrobat in a MS Windows environment to: procurementke@globalcommunities.org and cc keconsultancy@globalcommunities.org
- d) The Email subject line should be addressed: **Application for Gender Facilitator Prequalification**
- e) All applications received in response to this solicitation will be reviewed strictly as submitted and in accordance with the evaluation criteria specified in Part 2, Evaluation Factors.
- f) The person signing the application form must have the authority to commit the applicant to all the provisions listed in the application.
- g) Global Communities is not obligated to pay for any costs incurred by the applicant in preparation of an application in response hereto.
- h) Applicants are informed that Global Communities complies with U.S. Sanctions and Embargo laws and Regulations including Executive Order 13224 on Terrorist Financing, which effectively prohibit transactions with persons or entities that commit, threaten to commit or support terrorism. Any person or entity that participates in this bidding process, either as a prime or sub to the prime, must certify as part of the bid that he or it is not on the U.S. Department of Treasury Office of Foreign Assets Control (OFAC) Specially Designated Nationals (SDN) List and is eligible to participate. Global Communities shall disqualify any bid received from a person or entity that is found to be on the List or otherwise ineligible.

- i) Firms or individuals that are included on the Excluded Parties List System (www.epils.gov) shall not be eligible for financing and shall not be used to provide any commodities or services contemplated by this RFA.
- j) Organizational and Consultant Conflict of Interest – The Bidder confirms that he or she will comply with FAR Part 9.5- Organizational and Consultant Conflict of Interest. The Bidder confirms that he or she is not aware of any information bearing on the existence of any potential organizational and consultant conflict of interest. The Bidder further confirms that if he or she becomes aware of information bearing on whether a potential conflict may exist, that Bidder shall immediately provide Global Communities with a disclosure statement describing this information.

Part 2: Evaluation Factors

- a. Only applications that are complete and meet mandatory requirements will be subjected to technical evaluation.
- b. The evaluation factors presented below will serve as the basis upon which Applications will be evaluated. The relative weight accorded to each factor is expressed in points up to 100 points. (60% Technical strength and 40 % Cost competitiveness and reasonableness).
- c. Global communities will rank bidders based on the technical score, Technical applications for the top three ranked bidders shall be subjected to a second review by the chief of party. The ranking by the Chief of Party shall be based on the technical evaluation factors outlined in this RFA and shall be final.
- d. The determination for prequalification shall be based on the overall ranking which comprises a combination of cost and technical aspects. Global communities reserve the right to prequalify multiple bidders. After prequalification, task allocation shall be given to bidders based on their overall score, availability and continued performance evaluation on completed tasks.
- e. In conducting its evaluation of applications, Global Communities may seek information from any source it deems appropriate to obtain or validate information regarding bidder’s application.

f. Evaluation criteria.

A. Criteria		Maximum Score/Points
Technical Application	Technical understanding	15
	Team/Individual Qualifications	10
	Specialized competency in gender and Male engagement, ability to develop training materials,	15

	tools, policies and facilitation of training sessions in gender and male engagements.	
	Past Experience/Performance/proposed value addition	20
Fee Structure	Cost competitiveness and reasonableness and justifications	40
Total Maximum Score		100

Part 3: Statement of Work

1.0 Background

Cooperatives Leadership Engagement Advocacy and Research (CLEAR) is a USAID funded program implemented by Global Communities in Kenya. The program aims to build on the successes achieved through the Global Communities USAID/CDP EMIRGE Kenya pilot program to:

- a) Promote the adoption and implementation of cooperative legislation and policies that support and strengthen CBEs in 25 counties.
- b) Strengthen the business acumen and performance of Cooperative Business Enterprises (CBE's) while integrating and empowering youth and women within CBE structures in targeted urban and peri-urban markets to increase economic participation and county revenue growth.
- c) Facilitate cooperative systems and networks using USAID's signature, Collaboration, Learning and adaptation (CLA) frameworks and to improve understanding of the positive psychosocial impacts associated with membership in Cooperative Enterprises.

In realization of the above objectives, the Program is looking to competitively identify a firm or individual consultant that can offer training on integrating Gender into Cooperatives at the County and Cooperatives Leadership levels.

2.0 Objectives

The identified consultant will be engaged to offer gender services on defined scope of work leading to achievement of the following objectives:

- i. Enhance capacity of cooperative leaders, officers and members to create gender responsive cooperatives and increased knowledge on gender equality within target Counties using Gender Equality and Good Governance Training tool.
- ii. To help improve policy environment at the County levels for gender integration and gender equitable cooperative governance by conducting training of Trainers on Gender and Cooperatives for County officials and cooperative officers. - The consultant may also conduct facilitative supervision to the TOTs during the roll out at the Cooperatives.

- iii. To provide Technical Assistance to Cooperative Business Enterprises in housing and service sectors in order to improve their business performance by training Gender Champions to spearhead dissemination of gender equality messages and advocacy for gender equity, better conditions of work, women employment and equality in business.

3.0 Consultant's expected responsibilities and deliverables upon engagement

- a) Adaptation and pre-testing of Gender Equality and Good Governance Training Tool to make it appropriate for Kenya Cooperatives.
- b) Conducting TOTs for -County Officials and Cooperative Officers from different Counties selected by the program.
- c) Conducting facilitative supervision during the roll-out of gender training by the trained TOTs as required.
- d) Undertake gender and cooperatives sensitization/training of media practitioners and communication organization staff.
- e) Conduct Gender Training Sessions during Stakeholders forums and Policy Workshops
- f) Conduct a training of Gender Champions
- g) Preparation of training modules and materials.
- h) Provide the service in accordance with service agreement.
- i) Deliver the assignment within the agreed time frame as stipulated in the contract.
- j) Provide Global Communities with relevant accurate reports for every assignment undertaken and as required by Global communities.

4.0 Responsibilities for Global Communities

- a) Recruitment and mobilization of participants for training
- b) Provide the prequalified consultant with access to materials relevant in the delivery of the required service.
- c) Provide timely review of consultant's deliverables and submitted reports.
- d) Provide continuous review and monitoring of the performance of the prequalified consultant(s).
- e) Procurement of training materials and training Venues
- f) Provision of Transport, meals and incidentals during trainings where applicable.
- g) Pay the consultant the contracted fees net of any applicable taxes.

6.0 Minimum Education and Qualifications required

- a) A minimum of undergraduate degree in Gender and development, Commerce, Business, Education or related field.

Skills and Experience

- b) Minimum of 5 years of work experience in Gender and male engagement. Including experience in development of tools, policies, training materials and facilitation of gender and male engagement sessions.
- c) Minimum of 3 years' experience working in a donor funded Program and working knowledge of USAID funding, rules and regulations.

- d) Demonstrate flexibility, cultural sensitivity when working with NGO partners, and ability to adapt Global Communities policies and procedures to the local context.
- e) Demonstrated ability to conduct and deliver high quality training workshops using participatory approaches and experiential learning techniques.
- f) Experience in Gender Message development
- g) Strong communications skills (oral and written) in English and Kiswahili are a requirement.
- h) Experience in report writing on gender related matters is required.
- i) Ability to travel is required.

-END OF RFA-