



Islamic Relief Kenya

TENDER REFERENCE: IRK/BL/STEP/001/10/2023

FOR

**TERMS OF REFERENCE FOR EXTERNAL BASELINE EVALUATION CONSULTANCY
‘STRENGTHENING ECONOMIC PROSPECTS OF UNDER PRIVILEGED POPULATIONS
IN KILIFI AND TANA RIVER COUNTIES OF KENYA (STEP UP) PROJECT’**

ISSUED ON: WEDNESDAY 28TH DECEMBER 2023

CLOSING DATE: MONDAY, 11TH DECEMBER 2023 11.00 AM

NAME AND CONTACT OF PROCURING ENTITY:

Procurement Committee
Islamic Relief Kenya
Kirichwa Road, off Ngong Road
P.O.BOX 417 – 00202 KNH, Nairobi
Email: procurement.Irk@islamic-relief.or.ke

October, 2023

Project: Strengthening Economic Prospects of Under Privileged Populations in Kilifi and Tana River Counties of Kenya (STEP UP) Project

Activity: External Base line evaluation for Strengthening Economic Prospects of Under Privileged Populations in Kilifi and Tana River Counties of Kenya (STEP UP) Project

Location: Kilifi and Tana River County

Duration: 35 days

1.0 BACKGROUND

IR Kenya started operations in Kenya in 1993 through a local CBO in Mandera District, Northern Kenya. It opened its fully-fledged office in March in 2006 at the height of drought in the Horn of Africa. Since then, it has been providing humanitarian and development assistance to vulnerable communities. Over these years IRK has remarkably changed the lives of the vulnerable and disadvantaged communities. In January 2010 and October 2011, IRK extended its operation to Wajir county and Garissa County; to serve both the local community and Refugee at Dadaab Camp. Islamic Relief Kenya is currently implementing programmes in the following sectors: Health and Nutrition; WASH (Water, Sanitation and Hygiene); Sustainable Livelihoods and Disaster Risk reduction (DRR); Child Welfare/Protection & Education; and Emergency Response. Over the years, IR Kenya has implemented various development and relief activities which have remarkably changed the lives of vulnerable and disadvantaged communities in Garissa, Wajir, Mandera, Kilifi, Marsabit and Kajiado Counties.

IR Kenya has a commitment to standards which ascribe to program quality and improved programming. This obliges us to conduct a baseline study for the STEP UP project in the specific areas of the project interventions. The baseline study will provide the much-needed platform for the project implementation process and re-alignment of interventions to improve project relevance and effectiveness.

2.0 PROJECT SUMMARY

Strengthening Economic Prospects of Under Privileged Populations in Kilifi and Tana River Counties of Kenya (STEP UP) Project is a 24-month project that aims to improve the education, food security and livelihoods, and water and sanitation situations in Kilifi and Tana River Counties in Kenya.

The project aims to improve school infrastructure, provide adequate learning materials and equipment, and improve sanitation facilities in primary schools to increase access, retention, and transition of learners in basic education.

It also aims at reducing unemployment by supporting young adults with modern skills on farming and fishing through training, provision of farm tools, and market linkage hence improving income and food security for the targeted communities. Additionally, the project plans to construct earth pans that will improve household access to water for farming and livestock use.

The project aims to improve access to clean and safe portable water in Kilifi and Tana River Counties by improving access to solarized boreholes, dams (earth pans), improved sanitation facilities in primary schools and at the community level, training of water users' associations on efficient management of water resources.

Project goal/impact: Increased living standards for target beneficiaries through an integrated livelihood approach and WASH for both Kilifi and Tana River Counties.

Project outcomes:

Outcome 1: Improved household income and food security for target communities in Kilifi and Tana River Counties

Outcome 2: Enhanced access to quality education through improved learning environment for target communities in Kilifi and Tana River Counties

Outcome 3: Increased access to safe portable clean water and sanitation for target communities in Kilifi and Tana River Counties

Project outputs:

Output 1.1: 10 Crop farming groups have improved life skills and modern agricultural skills and 10 women groups have improved entrepreneurship skills hence improved household income.

Output 1.2: Strengthening the fish value chain through capacity enhancement and support to 20 Fish farming groups.

Output 2.1: 4 primary schools have improved infrastructure and adequate learning materials and equipment.

Output 3.1: 2000 households have access to clean and safe water for agriculture, domestic and livestock use.

Output 3.2: 6 Water Resource Management Committees (WRMCs) are formed and trained on resource management.

3.0 Purpose and Scope of The Endline Evaluation

IR Kenya seeks to deliver a project called STEP UP and is looking for an experienced Consultant to lead the planning and implementation of this Project Baseline Study. The consultant will be led by IR Kenya MEAL Coordinator, supported by the Project/Field Coordinator, MEAL Assistant and Project Officers. The Consultant will carry out the Baseline study to establish: Each of the project outcomes areas, provide information against which to monitor and assess the project's activity progress, effectiveness during implementation and against which the final evaluation will be measured. This will encompass the whole ecosystem of the STEP UP Project. The consultant will develop all tools and mobilize resources to carry out the study in Kilifi and Tana River Counties and lead in the design and execution of the assignment to establish the baseline status for all project indicators.

The objective of this consultancy is to develop and prepare the baseline study that will provide solid basis for effective implementation and benefit of the STEP UP Project in improving lives of the project beneficiaries by clarifying conditions, opportunities and risks. The baseline study will help to avoid duplication and improve the project implementation process through analyzing the current situation and finding solutions to affecting variables with possible recommendations that will guide the project implementation process. The scope of the baseline will include the following:

- i. All the project implementations
- ii. All the partner organizations/stakeholders
- iii. In addition to institutional, country, and sector level data collection, supplementary data will also be collected at the county level to measure the status of specific county level indicators, as guided by the project logic framework.

4.0 Study Design and Approach

The consultant will propose a survey design that will be employed, in this design, the consultant will not control, manipulate or alter the variables or project beneficiaries, but will instead rely on interpretation, observation and interactions to conclude, through correlations. The baseline study will employ a blend of primary and secondary data collection methodologies to elicit both quantitative and qualitative data and will sample beneficiary households in the project implementation areas. The consultant will need to undertake a beneficiary mapping to determine their geographic area of coverage, key areas of interest, and estimated level of investments.

4.01 Sources of Data and Data Collection Methods

Secondary and primary data collection methodologies will be employed to elicit data and triangulate the study findings. Secondary data will be elicited mainly through document review while primary data will be obtained through both primary sources (both qualitative and quantitative).

A household questionnaire will be designed and used to collect quantitative data in targeted beneficiary households. The respondents will be randomly selected using an appropriate random sampling methodology deemed appropriate by the consultant and approved by IR Kenya. The consultant can explore data capture through use of hand-held devices that support technology or paper-surveys as per their determination. However, digital surveys have several advantages over paper-surveys that support overall data quality e.g. support skip logics, constraints, eliminates data entry errors, real time data availability etc. The quantitative data collected should then be exported to an analysis software e.g. Stata, SPSS, SAS etc. where cleaning will be undertaken before embarking on analysis) will be generated for on analysis. Descriptive statistics (frequencies and proportions/percentages, means, median, standard deviation use to describe the study findings for the project indicators. Data visualizations will be made by generating charts/graphs, tabular summaries etc. for the different data points.

Qualitative data will be gathered through non-random sampling method involving key project stakeholders. This will take the form of Key informant interviews, focus group discussions and observation/checklists with project targeted beneficiaries and other stakeholders. The findings from qualitative data will then be triangulated with the quantitative data to make conclusions and recommendations in the baseline study report.

4.02 Sampling Strategy

A probability proportionate sampling approach will be used to select respondents for household survey from the project area. The consultant will suggest an appropriate random sampling strategy and sample size determination approach bearing in mind there are no available beneficiary lists, and the communities are settled in clusters while being reached by different components of this project. A clear sample size calculation procedure and rationale for the parameters should be described in the inception report. The design chosen should be well justified to the context. For the qualitative data, a purposive sampling method will be used to select participants, based on the role they are playing in the projects.

4.03 Data cleaning and analysis Procedures

The consultant needs to outline the procedures they intend to employ to manage data quality and privacy throughout the study process. Quantitative data collected using structured questionnaire should be checked for accuracy, consistency, and completeness before being exported into statistical software. Descriptive statistics (frequencies and percentages, means, standard deviation and medians) will be used to describe the study findings for the project indicators.

Qualitative data collected using recorders/notebooks, will be entered in appropriate data entry template, grouped and analyzed thematically using content analysis/theme analysis. The findings from qualitative data will be triangulated with both the quantitative data, and secondary data from project documents for the final conclusions of the study findings.

5.0 Expected Outputs Deliverables

5.01 The expected key outputs and deliverables are:

1. Inception report (detailing consultant's understanding of the assignment, methodology to be adopted, tools for data collection, workplan and costs associated with the assignment)
2. Cleaned dataset (for quantitative and qualitative data)
3. The final report shall be submitted in 3 hard copies and soft.
4. FGD score sheets/ reports/recordings and key informant interview forms/ reports.
5. Related codebooks, and data analysis files (SPSS syntax files,)
6. All field notes which should guarantee anonymity for the interviewees.

5.02 Reporting and dissemination plan of the Baseline study Report

The consultant must submit three bound copies and a soft copy of the final study report which is expected to be within 30 pages (without annexes) and with the following components:

- Preliminary Pages (Title page, Table of Contents including a list of annexes, Acknowledgement, Executive Summary, List of Acronyms and Abbreviations, Definition of Terms and Concepts)
- Introduction describing the programme background and context
- A description of the project, including the results framework and theory of change
- Purpose and Objectives of the baseline study
- Key study questions or objectives and a statement of the scope of the study, with information on limitations and delimitations
- An overview of the study approach, methodology and data sources
- study findings
- Conclusion based on study findings
- Recommendations based on survey findings
- Appendices

6.0 Roles and Responsibilities

Role/responsibilities of the Consultant

- Develop an inception report, detailing the study design, methodology, indicators, data- gathering tools, work plan schedule and budget to carry out the assignment agreed in consultation with MEAL coordinator
- Conduct desk-review of relevant project documents
- Develop quantitative and qualitative data gathering tools in consultation with IRK staff
- Conduct training for the data collection teams including pre-testing of data collection tools
- Plan and coordinate quantitative and qualitative data collection
- Work with IR Kenya project team planning Study logistics
- Data quality assurance
- Review, clean and analyze data collected
- Present preliminary findings to project stakeholders for validation
- Incorporate input from project stakeholders and submit final report
- Produce Baseline study report

Role of IRK

- Recruit external consultant for the baseline study
- Review and provide input on the consultant's deliverables
- Guide on the engagement with consultant
- Provide consultant with background documents, reports and available secondary data for review
- Provide oversight during data collection
- Ensure smooth flow of consultancy engagement processes including contractual obligations

Reporting

Lead Consultant Will plan and coordinate data collection, review data, analyze it and prepare a high-quality report.

The consultant will report to the MEAL Coordinator and work closely with Field Coordinator/Manager, Project MEAL Assistant and Project Officers will support in coordination of data collection process.

7.0 Duration of the Assignment and logistics

The consultant should describe the evaluation's overall schedule (i.e., duration, phasing, timing) as well as work hours, required preparation work, conditions that might affect data collection, meeting-arranging procedures, and needed and available office space (e.g., interviewers). However, below are some suggested timelines owed to the urgency of this assignment.

ITEM	# of days to complete	Suggested dates
Selection of the consultant	~	
Inception meeting between IR Kenya and the consultant to discuss the understanding of the assignment	1	
Review of project documents and submission of inception report including data collection tools	3	
Finalize inception report and data collection tools based on feedback received	5	
Planning & actualization of consultancy logistics	2	
Conduct training for enumerators including pre-testing, and prepare for fieldwork	2	
Conduct data collection	8	
Data cleaning, analysis and submission of data tables and syntax files	2	
Drafting and submission of preliminary report	4	
Validation workshop with IR Kenya	1	

Drafting and submission of draft final report after incorporating input on preliminary report and from the validation workshop	4	
Incorporation of final report review comments and submission of final report to IR	2	
TOTAL	28	

8.0 Consultants Qualifications, Skills and Experience

The Consultant/s will possess the following minimum skills;

- A minimum master's degree in social sciences or relevant field
- At least 6 years' experience undertaking development projects evaluations and/or assessment for Food security, livelihoods and integrated projects
- Must have led at least two to three similar/assignments in the past 4 years
- Proven skills in research, monitoring and evaluation
- Proven experience in conducting qualitative, quantitative and mixed methods evaluation studies
- Computer proficiency with good knowledge of MS office (Word, Excel, PowerPoint) and SPSS desirable
- Experienced in undertaking baselines/evaluations in the horn of Africa any country will be an added advantage
- Excellent analytical and report writing skills
- Excellent written and spoken English
- Excellent time management skills
- Ability to work well both independently and in a team
- Excellent conflict sensitive approaches and able to work in highly sensitive environments

9.0 ETHICAL CONSIDERATIONS

The below ethical considerations will be adhered to during the evaluation survey:

- IRW recognizes the personal dignity and rights of children and vulnerable adults, towards whom it has a special responsibility and duty of care and respect. The consultant is expected to adhere to IRW Safeguarding policy and sign as an appendix to their contract of engagement and agree to conduct themselves in accordance with the provisions of these documents.
- The evaluation will be conducted by an independent and impartial external consultant assisted by IR Kenya MEAL Teams.
- Quantitative data will be obtained from a randomly selected representative population sample.
- Assert that their participation in the survey will be voluntary. and they are aware that they can opt out at any time. (Note that participants may leave or refuse to answer any question at any time and that this will not affect their standing with the organization)
- Anonymity, confidentiality and safeguarding of survey data will be guaranteed.
- There will be no risks and benefits for individual participants
- The culture, norms and traditions of study populations will be respected.
- Consent will be sought prior to commencing data gathering
- Views and opinions of the different survey subjects will be respected.
- For interviews with children, there will be an informed consent process to ensure that all children, their parents/guardians and vulnerable adults are fully aware of all aspects of the evaluation process and voluntarily provide their consent to take part. All caregivers/guardians will be asked to provide informed consent for children's participation in the study, in line with UNCRC's recognition of children's evolving capacities and a parent/guardian's responsibility to ensure a child's well-being and safety.
- All the respondent's data will be kept in a confidential way and shared only with the consent of IR Kenya

10.0 Products rights and ownership

The ownership of the evaluation reports and associated products will belong to IR Kenya and any documents or publications related to this evaluation will not be shared externally except with the consent of the IRK country director.

11.0 Submission of interest

Interested Firms/candidate/s who fully meet the above criteria are invited to download the RFQs from IRK website (<https://islamic-relief.or.ke>) and send their bids along with the following:

- Capability statement: How the consultant or firm is structured for the assignment, the role each staff will play including the CVs of the key personnel who will take part in the consultancy.
- Technical Proposal: The consultant's understanding and interpretation of the Terms of Reference (TOR), a detailed methodology on how the data collection and analysis will be done and detailed implementation schedule for the study as well as any other proposed approaches the consultant may deem fit for this baseline study.
- Financial proposal: Itemized budget proposal that should include the consultancy fees and operational costs.
- References: Names, addresses, telephone numbers of three organizations that you have conducted baseline/evaluations for within the last three years, that will serve as your professional referees.
- List of evaluation reports: Final reports for the baselines or evaluations conducted for the three reference organizations provided.

11. Delivery

Delivery to be within Thirty Five (35) days of signing the contract

12. IRK's right to vary quantities at the time of the award

IRK reserves the right at the time of award of contract to increase or decrease by up to 10% without change in the price per goat/sheep or other terms of condition.

13. IRK's right to accept any bid and/or reject any or all bids

IRK reserves the right to accept any bid and to annul the bidding processes and reject all bids at any time prior to award of contract, without, thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders on the grounds of its action.

14. Submission of Bids

The bidders shall submit their bids in one envelope marked with Tender Name and Reference.

Bidder to sign a bid receipt form upon return/submission of bid to IRK.

15. Evaluation

15.1 IRK will examine the prequalification documents to determine completeness, general orderliness, sufficiency in responsiveness, price, and product brand.

15.2 The potential suppliers shall not contact IRK on matters relating to their bid from the time of opening to completion and official communication sent to them. Any effort by the potential supplier to influence IRK in the evaluation shall result in disqualification.

15.3 Prequalification will be based on meeting the minimum criteria regarding the applicant's legal status, general and particular experience, personnel, and financial position as demonstrated by their responses as set in clause 8.

15.4 The applicants **MUST** have registered offices and IRK reserves the discretion of visiting physical premises from which the applicant conducts business if so desired to confirm the existence and capability to deliver the assorted items.

15.5 Due diligence shall be undertaken and any bidder found to be in breach by providing false information shall be disqualified.

16. Employment of Minors

The supplier shall not employ children in executing the contract. The Contractor shall observe international conventions relating to child labor namely the UN Convention No.182 on worst forms of child labor and Convention No. 138 on the minimum age for admission to employment.

17. Criminal Act

The supplier undertakes to comply with all applicable laws and to ensure that it does not engage in any kind of criminal activity including but not limited to bribery, fraud, corruption, terrorism and to maintain ethical business practices as well as not to commit any Prohibited Acts defined as:

1. To offer, promise or give any person a financial or other advantage.
2. To request, agree to receive or accept any financial or other advantage not expressly provided for as an inducement or a reward for the performance of any function or activity in connection with this Agreement.

18. EVALUATION

18.01 Mandatory Requirement:

S/N	Requirement Description	Score: YES/NO
1	Certificate of incorporation	
2	Business Permit	
3	Tax Compliance	
4	Directors' ID	
5	CR12	
6	Fully filled tender dossier	
7	All pages serialized	
8	Tender Envelopes Sealed, clearly marked with company details & stamped	

NB: Bids lacking any of the documents listed as Mandatory will lead to automatic disqualification and shall Not be considered for both technical and financial evaluation.

18.02 Technical Requirement:

S/N	Requirement Description	Yes/No
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1	Brief Company Profile with verifiable physical location/address	10
2	Evidence of Past Experience in similar work done the past three years (Minimum three signed & stamped contracts/LPOs)	10
3	CV's of all consultants including the lead consultant	10
4	A proposal including, planned activities, methodology, deliverables, timeline, and cost proposal (including expenses) are expected.	40
5	Number of years in operation (at least 5years of existence)	15
6	List of Referees with their contact details (Name, telephone number, Email, location, and Organization)	15

PASS MARK – 80%

NB: Bids who will not score 80% and above in the technical analysis will automatically be disqualified and shall Not be considered for financial evaluation.

18.03 Financial Requirement:

S/N	Description	Score
1	Within Budget (10% variance)	30
2	Certified Bank statement for the past months (1st Jan-30th June 2023). The bank statement must have a balance to cater for the quoted amount).	40
3	Evidence of Certified letter of credit facilities from a reputable bank, Cash/Bank balance	30

Pass mark 75%.

NB: Bids that will not score 75% and above in the financial analysis shall not be considered for the due diligence

Applications are to be submitted on or before 17:00hrs (EAT) on **11th December 2023**. The subject of the application letter should read **EOI: STEP UP PROJECT IN KILIFI AND TANA RIVER COUNTIES BASELINE EVALUATION CONSULTANCY** and the Cover letter should be addressed to:

Procurement Committee
Islamic Relief Kenya
Kirichwa Road, off Ngong Road
P.O Box 417-002032 (KNH)
Nairobi, Kenya

All applications should be dropped at IRK Office tender box on or before the deadline given. Incomplete applications will not be considered, and only successful candidates will be contacted. Any form of canvassing will lead to automatic disqualification.

Tender Schedule

Task	Date
Advertising of Tender	29 th November 2023
Closing of Tender	11 th December 2023 11.00am
Opening of Tender	11 th December 2023 11.30am

Evaluation	12 th December 2023 -14 th December 2023
Award	15 th December 2023

SECTION II: QUESTIONNAIRE

It is mandatory that a potential bidder avails the information required in the questionnaire (i.e., section A to F) then sign and stamp same.

A: Organization and Contact Details

Full Name of Organization			
Date of Registration			
Registration Certificate Number			
Street		Road	
Address		Code	
Town			
Email		Telephone No.	
PIN No.			
Other Certificate			
Type of Organization		A Public Limited	
		A Limited Company	
		A Limited Liability	
		Other Partnership	
		Sole Trader	
		Other (Please Specify)	

Name of Owners/Director

No.	Name	ID/Passport No.	Nationality
1.			
2			
3			

DETAILS FOR CONTACT PERSON

Contact details for enquiries about this tender

Name of Staff	
Address	
Post Code	
Town	
Phone	
Mobile	
Email	

B - Grounds for Mandatory Rejection

Important Notice:

In some circumstances IRK is required by law to exclude you from participating further in a procurement. If you cannot answer ‘no’ to every question in this section it is very unlikely that your application will be accepted, and you should contact us for advice before completing this form.

Please state ‘Yes’ or ‘No’ to each question.

Has your organization or any directors or partner or any other person who has powers of representation, decision or control been convicted of <u>any of the following offences?</u>	Answer
(b) Corruption	
(c) The offence of bribery;	
(d) Fraud within the meaning of:	
i) Money laundering	
ii) Any other offence	
Has your organization fulfilled obligations related to the payment of social security contributions or the payment of taxes in accordance with the legal requirement? Answer with a “Yes” or “No”	

C - Grounds for Discretionary Rejection

Important Notice:

IRK is entitled to exclude you from consideration if any of the following apply but may decide to allow you to proceed further. If you cannot answer ‘No’ to every question it is possible that your application might not be accepted. In the event that any of the following do apply, please set out (in a separate Annex) full details of the relevant incident and any remedial action taken subsequently. The information provided will be taken into account by IRK in considering whether or not you will be able to proceed any further in respect of this procurement exercise.

Please state ‘Yes’ or ‘No’ to each question.

<u>Is any of the following true of your organization?</u>	
(a) <u>Is bankrupt</u> or under receivership or bankruptcy restrictions order made against the organization	
(b) <u>Is insolvent</u> ,	
(c) <u>Is the subject of an order by the court winding up otherwise than for the purpose of bona fide reconstruction or amalgamation, or had a receiver, manager, or administrator on behalf of a creditor appointed in respect of the company’s business or any part thereof or is the subject of similar procedures under the law of any other state?</u>	

Has your organization	
(a) been convicted of a criminal offence relating to the conduct of your business or profession;	
(b) committed an act of grave misconduct in the course of your business or profession;	
(c) failed to fulfil obligations relating to the payment of social security contributions	
(d) failed to fulfil obligations relating to the payment of taxes under the	
(e) been guilty of serious misrepresentation in providing any information required	

D – Bid Value & Duration of Work

<i>Total Bid Value for the Tender</i>	<i>Kshs.</i> _____
<i>Payment Terms</i>	
<i>Expected Duration of Delivery</i>	
<i>Remarks-</i>	

E – Financial

1	BANK INFORMATION	
	<i>Bank</i>	
	<i>Branch</i>	
	<i>Account Name</i>	
	<i>Account Number</i>	
	<i>Swift Code</i>	
	<i>Letter from Bank</i>	

F - Declaration

2.	I declare that to the best of my knowledge the answers submitted in this bid document are correct. I understand that the information will be used in the process to assess my organization's suitability for the tender to meet IRK's requirement. I hereby sign on behalf of my organization and understand that IRK may reject this bid if there is a failure to answer all relevant questions fully or should we provide false/misleading information. By signing the	
2.1	Name:	
2.2	Position:	
2.3	Signature:	
2.4	Date:	
2.5	Stamp:	