



Islamic Relief Kenya

TERMS OF REFERENCE

**PROVISION OF CONSULTANCY SERVICES FOR CONDUCTING SUPPLIER
PRE- QUALIFICATION**

REF NO: IRK/PRQ/CONS/2024

Advert Date: 25th November 2024

Closing Date: 6th December 2024

NAME AND CONTACT OF PROCURING ENTITY:

Islamic Relief Kenya

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

Introduction

Islamic Relief (IR), established in 1984 in the UK, is an international NGO committed to sustainable economic and social development. We work with local communities through relief and development initiatives without discrimination based on race, color, or religion and with no expectation of return.

Islamic Relief began operations in Kenya in 1993, initially through an orphan sponsorship program in Mandera District, Northern Kenya. In March 2006, IR opened a full office in Kenya to respond to the drought in the Horn of Africa. Since then, IR has provided humanitarian and development support to vulnerable communities, notably in Mandera, where various programs have significantly improved the lives of disadvantaged groups. Operations expanded in 2010 to Wajir County, in 2012 to Garissa and Dadaab, and in 2017 to Kilifi County.

Our projects in Kenya focus on resilience in areas such as Food Security and Livelihoods, Water Sanitation and Hygiene, Cash Transfer Programming, Orphans Support and Sponsorship, Women Empowerment, Education, and Peacebuilding.

Job Overview

Reporting to: Procurement Committee, through the Procurement and Logistics Manager.

Pre-Qualification Objectives

The primary objective of pre-qualifying suppliers is to establish a prequalified list of vetted suppliers for 2025-2027, covering Goods, Services, and Works for Islamic Relief Kenya's operations. The Consultant will ensure transparency, integrity, and compliance with policies, ethics, procedures, and controls throughout the pre-qualification process.

Scope of Work

Islamic Relief Kenya seeks a qualified consultant to assist in establishing a pre-qualified supplier database for goods, services, and works. Specifically, the consultant will:

- a) **Document Review:** Review submitted pre-qualification documents of interested suppliers as per IRK's categories of goods, services, and works.
- b) **Reconciliation:** Reconcile applications submitted with payments received.
- c) **Receiving & Clarification:** Receive the submitted prequalification documents in their respective system and respond to interested suppliers' enquiries regarding the prequalification exercise in consultation with IRK.
- d) **Evaluation:** Evaluate applications based on set criteria to determine suppliers' compliance with IRK's terms and conditions.
- e) **Verification:** Undertake verification of documents with the relevant statutory bodies where applicable.
- f) **Reporting and Database Creation**
 - Prepare a comprehensive pre-qualified supplier report, categorizing suppliers based on IRK's goods, services, and works requirements.

- This report should include, at a minimum, the supplier's name, physical address, telephone number, email, contact person, director names (as per CR12 documentation) and category/categories recommended for prequalification.
- g) Grant nominated IRK staff read only rights to view the consultant's system and progress as the prequalification exercise is ongoing.
- h) Invite current suppliers in IRK database to take part in the prequalification exercise.
- i) Communicate the outcome of the prequalification exercise to both the successful and the unsuccessful applicants.
- j) **Recommendations:** Provide recommendations, identify procurement practices to address any gaps, and advise on unfilled categories or those with fewer than three applicants.

Have the documentation of the entire prequalification exercise kept in a secure database for a minimum of 7 years and enable IRK ready only access and to request files whenever required.

Time Frame

This consultancy is time-based. The pre-qualification application, opening, evaluation, and reporting will occur from **December 10, 2024, to January 15, 2025.**

Application Process

Interested consultants should submit a concise proposal, including:

Technical Proposal:

- **Applicant Profile:** Evidence of expertise in Supply Chain Management (SCM), including qualifications and relevant consultancy experience.
- **Methodology:** Detailed approach to performing the assignment, with roles for each team member.
- **Work Plan:** Detailed schedule for the consultancy.
- **CVs:** Resumes of the consultant/team members.
- **Company Documents:** Registration certificate, KRA PIN, and tax compliance certificate.
- **References:** Contact information for at least three clients who can verify previous similar work between January 2018 and October 2024.
- **Proposal presentation:** Shortlisted applicants will give a presentation to showcase their system and processes. Applicants must also demonstrate how bids from interested bidders are to be received online. IRK will not permit consultants to receive hard copies of pre-qualification documents from bidders, as all bids must be submitted electronically.

Financial Proposal:

- **Detailed Budget:** A comprehensive financial proposal in line with the work plan and deliverables, inclusive of VAT. Proposal should include whether charges are exclusive from bidders' application subscription or IRK. Provide options.

Bid Submission

Submit bid documents via email to: tenders@islamic-relief.or.ke

Subject Line: Tender Name: Pre-Qualification of Suppliers Consultant

Tender Number: IRK/PRQ/CONS/2024.

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 Company		
	A Limited Company		
	A Limited Liability Partnership		
	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 – 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.	<p>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 bid document I certify that all the above statements are accurate and factual.</p>	
	FORM COMPLETED BY	
2.1	Name:	
2.2	Position:	
2.3	Signature:	
2.4	Date:	

2.5	Stamp:	
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25.0 Supplier Code of Conduct

1 Islamic Relief Worldwide requires all suppliers to adhere to:

- i. The Modern Slavery Act 2015
- ii. The International Labour Standards as defined by the ILO (International Labour Organisation).
- iii. The United Nations Global Compact's 10 principles as stated below:

Human Rights

Principle 1: Businesses should support and respect the protection of internationally proclaimed human rights; and

Principle 2: Make sure that they are not complicit in human rights abuses.

Labour

Principle 3: Businesses should uphold the freedom of association and the effective recognition of the right to collective bargaining;

Principle 4: The elimination of all forms of forced and compulsory labour;

Principle 5: The effective abolition of child labour;

and

Principle 6: The elimination of discrimination in respect of employment and occupation.

Environment

Principle 7: Businesses should support a precautionary approach to environmental challenges;

Principle 8: Undertake initiatives to promote greater environmental responsibility;

and

Principle 9: Encourage the development and diffusion of environmentally friendly technologies.

Anti-Corruption

Principle 10: Businesses should work against corruption in all its forms, including extortion and bribery.