



RFP/008/2024

Terms of Reference for Consultancy on Procurement Committee Training

February 2024

procurement@scienceforafrica.foundation

1.0 BACKGROUND

The Science for Africa Foundation (SFA Foundation) is a pan African, non-profit and public charity organisation that supports, strengthens, and promotes science and innovation in Africa. The SFA Foundation is committed to improving the quality of lives of African people and to promoting the uptake of research in communities, industry, and the public sector.

The goal of SFA Foundation is to support stakeholders in addressing the continent's most pressing developmental needs by generating knowledge that solves problems and informs decision-making. The SFA Foundation serves the African research ecosystem by funding excellent research and innovation ideas; enabling interdisciplinary collaboration among researchers; and building and reinforcing environments that are conducive for scientists to thrive and produce quality research that generates new, locally relevant knowledge. SFA Foundation operations are hosted within the International Centre of Insect Physiology and Ecology (icipe) as a programme in the Republic of Kenya. The SFA Foundation is looking to engage firm /individual consultants to conduct training for the newly appointed Procurement Committee (PC) members. (Approximately 10 members)

2.0 SCOPE OF THE WORK

The purpose of this training is to equip the procurement committee with skills to review and interrogate the SFA Foundation procurement system to enable alignment with the organizational strategy and Objectives.

2.1 Scope of work

The consultant will be required to train the Procurement Committee (PC) on the below key areas ^[OBJ]

- 1) The role and scope of work for the PC member as outlined by Science for Africa Foundation (Refer to the attached Procurement Committee (PC) TOR) .
- 2) The role of the PC in reviewing the existing procurement system and value addition to process improvement.
- 3) Train the PC on the Procurement Process/Cycle - (end to end) to enable the team to review and interrogate all stages in the procurement process.

The consultant shall address and not be limited to below as applied in the Procurement cycle:

- a) Understanding of the Best Practices in Procurement
 - b) Interrogation and approval of the specifications in the bidding documents
 - c) Selection of procurement methods for high-value procurement (Based on agreed threshold)
 - d) Interrogation of the implementation of the AVL (engagement of vendors, onboarding of new vendors, deregistration of vendors etc)
 - e) Interrogation of final quotations before approval (Threshold applicable)
 - f) Interrogate objectivity in the award as proposed by the Ad hoc Committees.
 - g) Bid evaluation. (Review of proposed evaluation criteria)
 - h) Interrogate due diligence application in contract management.
- 4) Train the PC on Procurement Planning and Cycle. The consultant shall be required to address the below:
 - 1) The role of the PC in the procurement planning
 - 2) Importance of procurement planning
 - 3) Reviewing and interrogation of the procurement plan as well as recommendations on value addition.
 - 4) The role of the PC on the Management advisory on procurement plan status
 - 5) Train the PC on their role on Suppliers Prequalification
As outlined in the attached Procurement Committee (PC) TOR
 - 6) Train the PC on application of various Procurement Methods
 - a) Review various procurement methods as applied by the SFA Foundation
 - b) Review the importance of procurement existing threshold.
 - 7) Train the PC on the Identification and Management of Procurement risks
 - a) As outlined in the attached TOR

- b)
- 8) Train the PC on the Procurement professionalism and ethics

3.0 DELIVERABLES

The consultant shall be required to provide a report and certificate of participation for the PC members.

5.0 TIMELINES

The training will be for three (3) days in the month of May. (TBC)

6.0 HOW TO APPLY

Proposals should include a technical proposal (of no more than 10 pages) and a financial proposal (not more than 3 pages) and must include the following:

6.1 Technical Proposal:

- An overview of the approach and methodology for your Training
- Demonstration of a clear understanding of the TOR
- Consultant profile - detailing relevant experience from similar assignments.
- Bidders are encouraged to include any additional information they believe would demonstrate added value to the scope of this Training.

6.2 Financial Proposal:

- The financial proposal should clearly indicate the total fees disaggregated to enable scaling of services;
- The rates quoted should be inclusive of all taxes and delivery costs and must be in Kenya Shillings (Ksh) and shall remain valid for 90 days.

7.0 SELECTION PROCESS

The evaluation of the proposals shall involve Technical and Financial analysis. Bidders might be subjected to a presentation on their capacity on the above scope. The best bidder based on combined Technical and Financial scores shall then be considered for negotiation for the award. Responses will be evaluated based on the following criteria:

7.1 Technical Score (Weight 80%)

Mandatory Requirements	
Pin/ Tax Compliance certificate	Yes/ No
Registration with the Relevant Bodies (KISM/CIPS and others)	

Criteria	Score
Clear understanding of terms of reference leading to a clear proposal	40%
Evidence of similar assignments in last 5 years and at least 3 references/recommendations	20%
Composition and verifiable competencies of the proposed project team for the assignment (The project lead must demonstrate over 10 years' experience in similar training)	20%

7.2 Financial Scores (Weight 20%)

Criteria	Score
Proposed costs for delivery of the assignment	20%

8.0 TERMS AND CONDITIONS

This document contains proprietary and confidential information. Bidders may use or reproduce the information detailed within this document and any other supporting information only to provide a response to this request for proposal. No commitment will be made to any bidder unless a contract has been awarded and signed by both parties.

SFA Foundation reserves the right to cease this exercise at any time. During the period of this activity, no contact should occur between any members of the bidder's staff and SFA Foundation staff in relation to this exercise other than through the designated contact points as detailed within this request for proposal. It is however recognised that pre-existing relationships if any, will be respected.

9.0 ETHICS

Bidders are required to observe our procurement ethical code of conduct which includes but is not limited to observing the highest standard of ethics regarding corruption, collusion, conflict of interest, and fraud. If the bidder does not observe confidentiality or ethical practices, they shall be disqualified from any future work.

10.0 NON-DISCLOSURE AND CONFIDENTIALITY

The information contained within this document or subsequently made available to the bidders is deemed confidential and must not be disclosed without the prior written consent of SFA Foundation unless required by law.

11.0 INDEPENDENT PROPOSAL

By submitting a proposal, the bidder warrants that the fees in the proposal have been arrived at independently, without consultation, communication, agreement or understanding for the purpose of restricting competition as to any matter relating to such fees, with any other potential consultant or with any competitor.

12.0 PROPOSAL SUBMISSION PROCESS

It should be noted that this document relates to a request for proposal only and not a commitment to enter into a contractual agreement. In addition, SFA Foundation will not be held responsible for any costs associated with the production of a response to this request for proposal.

12.1 Instructions on the Proposal Submission Process

- a) The deadline for submission of proposals is 15th April 2024.
- b) Request for Clarifications should be sent to procurement@scienceforafrica.foundation by 4th April 2024. procurement@scienceforafrica.foundation and the subject should be as below:

Consultancy Services for Training for the Procurement Committee Members (PC)- RFP/008/2024