



EOI/001/2025

**Call for Expression of Interest (EOI)
Grant Management System (GMS), Monitoring, Evaluation, Accountability & Learning
(MEAL) and Programme Management System**

June 2025

1.0 Introduction

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 African people's quality of life and promoting research uptake in communities, industry, and the public sector. We serve the African research ecosystem by designing, funding, and managing programmes that support excellent science and innovation; and that build and reinforce environments that are conducive for scientists to thrive and produce quality research that impacts development. SFA Foundation is distinctive in that it focuses on the ecosystem surrounding research and the production of research itself. It also supports initiatives that directly influence the quantity, quality, and impact of research. SFA Foundation operations are hosted within the International Centre of Insect Physiology and Ecology (icipe) as a programme in the Republic of Kenya

2.0 Overview

As part of our digital transformation strategy, we seek a comprehensive Grant Management System (GMS), Monitoring, Evaluation, Accountability & Learning (MEAL) and Programme Management systems. These systems should collectively support the entire grant lifecycle, as well as MEAL and Programme Management functionalities.

The ideal solution should either:

- Provide a fully unified platform that combines GMS, MEAL, and Programme Management; or
- Offer two distinct systems: a Grants Management System (GMS) and a MEAL & Programme Management System, which are fully interoperable.

The solutions must work seamlessly across components to enable data consistency, workflow integration, and effective reporting.

This Expression of Interest (EOI) seeks to collect comprehensive information from potential vendors regarding features, usability, integration capabilities, support services, and pricing models suitable for a non-profit environment.

Purpose of the EOI

The main objectives of this EOI are to:

- Identify off-the-shelf GMS solutions with integrated MEAL and Programme Management capabilities suitable for non-profit science, research, and innovation grant-making organisations.
- Understand available system functionalities, deployment models, scalability, and user experience.
- Obtain indicative pricing, licensing models, and support offerings.
- Shortlist qualified vendors for participation in a forthcoming **Request for Proposal (RFP)** phase.

3.0 Objectives of the Assignment

I. The primary objective of this assignment is to strengthen SFA's grant-making and management framework to ensure alignment with best practices in research funding. The specialist will:

- II. Review and refine SFA Foundation grant policies, develop standard operating procedures (SOPs), and workflows.
- III. Assess and recommend improvements in the grant-making process, ensuring efficiency, compliance, and impact-driven funding.
- IV. Benchmark SFA Foundation grant model against global best practices in research grant funding.
- V. Ensure SFA Foundation grant framework is suitable for managing both small (\$4,000) and large (\$5M) grants to downstream partners.
- VI. Identify key risks and propose mitigation strategies in the grant cycle.
- VII. Develop guidelines for structuring and monitoring research grants effectively.

4.0 Scope of Work

1. Grant Management System Requirement

The proposed system should support the **entire grant lifecycle**, including but not limited to:

- Creation and publishing of calls for proposals for grant opportunities
- Application intake, triage, screening, review, and decision-making workflows
- Due diligence and award processing
- Grant tracking (e.g., deadlines, deliverables, budgeting, compliance)
- Financial disbursement and reconciliation
- Monitoring and reporting (narrative and financial)
- Grant closeout processes
- Integration with existing systems (e.g., finance, Microsoft 365)
- Dashboards and data analytics capabilities

II. Monitoring, Evaluation, Accountability, and Learning (MEAL) Requirements

- Customizable frameworks (e.g., log frames, KPIs)
- Mobile data collection (e.g., ODK, Kobo Toolbox compatibility)
- Automated reporting and dashboards
- GIS mapping and data visualisation
- Beneficiary feedback mechanisms

III. Programme Management Requirement

- Gantt chart and timeline tracking
- Risk management and mitigation planning
- Document management and collaboration tools
- Multi-programme and multi-country support
- Target setting and baseline management

5.0 Eligibility for this EOI

SFA Foundation welcome submissions for the Expression of Interest from:

- Providers with a strong track record in GMS implementation.
- Providers with proven experience in MEAL and Programme Management systems.
- Or consortia that bring together complementary strengths across these areas.
- Joint proposals are especially encouraged where they offer a complete, interoperable, end-to-end solution.

5.0 Duration of the Assignment

EOI Timelines

Action	Date
Circulation of EOI	11/06/2025
Deadline for receipt of questions relating to the EOI and confirmation of participation	15/06/2025
Response to Vendors' Queries	17/06/2025
Deadline for submission of the proposals	24/06/2025

6.0 Mandatory Requirements

Mandatory Requirements of the Consultant
<ul style="list-style-type: none">a) Tax compliance certificate and PIN Certificate (if Kenyan) where applicable.b) Evidence of having conducted similar assignments. (Provide recommendation letters among others)c) Registration with relevant bodies (where applicable)

6.1 Submission Requirements (Technical capability)

a. System Functionality

- End-to-end grant lifecycle coverage
- Customizable workflows for different grant types
- Secure document and contract management
- Automated communications and alerts

b. Technical Specifications

- Hosting options (cloud-based vs. on-premises)
- Data security, privacy, and compliance protocols
- Role-based access control for multiple user types
- Mobile device compatibility
- Integration with existing platforms (e.g., Salesforce, Microsoft 365, Oracle)

c. Implementation & Support

- Typical implementation timeline and milestones
- Onboarding and training resources (manuals, live sessions, videos)
- Ongoing support services (helpdesk, SLAs, costs)

d. Pricing & Non-Profit Considerations

- Licensing models (subscription-based, one-time, tiered)
- Disclosure of any additional or hidden costs (e.g., data migration, upgrades, add-ons)
- Availability of non-profit discounts or grant-supported packages

e. Vendor Experience

- Demonstrated experience with non-profit or philanthropic clients

- Relevant case studies and client references
- Evidence of improved outcomes in grant, MEAL, or programme management

f. Solution Architecture

- Indicate whether the solution is a unified platform or modular
- If modular, describe integration methods and existing partnerships
- Joint submissions are welcome to cover the full solution scope

7.0 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 EOI.
- Participation in this EOI does **not** guarantee inclusion in any future procurement process.
- This EOI does **not** constitute a solicitation to procure goods or services.
- The SFA Foundation reserves the right to request additional information, clarifications, or demonstrations from any respondent or 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 EOI. It is however recognised that pre-existing relationships if any, will be respected.

8.0 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.

9.0 Non-Disclosure and Confidentiality

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

10.0 Proposal Submission Process

It should be noted that this document relates to a EOI 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 Expression of Interest.

10.1 Instructions on the Proposal Submission Process

- Proposal to be sent by email to: procurement@scienceforafrica.foundation on or before 24th June 2025 at 5.00 pm (EAT)
- The proposal to be marked as follows on the subject line:

EXPRESSION OF INTEREST (EOI) FOR GRANT MANAGEMENT SYSTEMS-EOI/001/2025: