RFP/028/2025

REQUEST FOR PROPOSALS (RFP) CONSULTANCY SERVICES ON DEVELOPMENT TRAINING MATERIALS AND TOOLS FOR GFGP-RFP/028/2025

NOVEMBER 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.

2.0 Background

Good Grant Practice Programme (GGP) and The Good Financial Grant Practice (GFGP) Standard (ARS 1651:2018 Revised)

The Good Grant Practice (GGP) Programme is a programme of the SFA Foundation. GGP aims to reduce the cost and time required for funders to find trustworthy partners to undertake their due diligence of grantees, build confidence between funders and grantees, and help deliver the aims of the grant. This is undertaken by assessing a grant receiver's capabilities using the world's first international Standard (ARS 1651) for Good Financial Grant Practice (GFGP). Good Grant Practice programme offers support for grantees seeking to build their financial capabilities and attain certification to the Good Financial Grant Practice (GFGP) standard. This standard assures funders that applicants and grantees meet an internationally recognized and respected level of grants management accountability by ensuring good governance of grant funding across the grants ecosystem

The programme consists of:

a) An international standard for Good Financial Grant Practice (GFGP) developed in collaboration with multiple African and global partners.

b) A pre-certification self-assessment scheme to the requirements of GFGP

c) Learning portal – a digital platform that will host training and capacity building materials in various forms to guide organisations in adopting the GFGP standard

The Good Financial Grant Practice (GFGP) Standard was published by the African Organization for Standardization in June 2018. Currently, the GFGP standard has the status of an "African Standard" though it is being used by organizations across the globe.

Note:

The GFGP standard (ARS 1651:2018) is currently undergoing a revision by ARSO based on feedback received from users with the new revised standard expected to be published mid 2026. The training materials and tools to be developed under this RFP shall be based on the revised GFGP standard.

3.0 Objectives of the Assignment

This assignment aims to provide training tools that support institutions in aligning with GFGP requirements, strengthening their internal financial management practices, and preparing for GFGP audits and certification. The training tools will streamline the understanding of the value of the GFGP standard and ensure that institutions can implement, train and prepare for audits and certification effectively.

4.0 Scope of Work

Good financial grant management is crucial for any organization involved in management of grant funding.

The GFGP Standard (Revised) specifies the requirements that organizations of all types and sizes should meet to demonstrate good financial management practice. The GFGP Standard outlines requirements in five practice areas:

a) Financial management

b) Human resource management

c) Procurement management

d) Governance

e) Grants management

1. The SFA Foundation seeks qualified consultants to develop comprehensive training materials that enhance the implementation of the GFGP standard by grant making and grant receiving institutions.
2. The consultant shall also develop additional training materials for gaps identified as relevant in strengthening the financial governance eco-system from a training needs assessment undertaken by the SFA Foundation.

5.0 Deliverables

The consultant will deliver the following:

a) GFGP Implementation Training Materials:

These materials should provide an in-depth explanation of the GFGP standard requirements including case studies, activities/exercises to reinforce learning. These materials are intended for the training of trainers who will provide technical assistance to other individuals and institutions in understanding the GFGP standard.

b) GFGP Audit Plan and Report

These materials will outline an audit plan linked to the GFGP standard clauses. It will explain the importance of each control, the risk addressed by each control, and the audit procedures to verify compliance, such as inquiry, analysis, re-computation, comparison, observation, inspection, and obtaining confirmations. This will include guidance on using the audit plan, an audit report template, and documenting non-conformities. The plan will be used by technical assistance experts to assess an organization's readiness, and by auditors for GFGP certification.

c) GFGP Auditor Training Materials

These training materials will guide organizations in conducting GFGP audits to assess strengths, gaps, and areas for improvement. These tools will also support experts providing technical assistance in preparing organizations for external GFGP audits.

d) GFGP Sensitization Pack

The sensitization pack will give a high-level overview of the GFGP standard and cover the certification and training schemes. These materials will be used by the SFA Foundation to conduct GFGP sensitization sessions.

e) Conduct two virtual validation workshops

Conduct two virtual workshops to validate the training materials and audit plans. Feedback gathered from these sessions will be incorporated to produce final drafts of all the materials.

Note: All materials will be delivered in MS Word format, along with a PowerPoint slide deck. The Audit Plan will be provided in MS Excel or another editable format.

6.0 Duration

This assignment is expected to take up to 16 weeks

7.0 Consultant Profile

The consultants will have the following qualifications and experience:

a) Deep understanding in developing training materials in different formats
b) Lead consultant must have at least 10 years of experience in capacity building and training with proven experience in designing and delivering training programmes.
c) Good understanding of the African grant funding landscape including extensive knowledge of governance and financial management ecosystem and experience in developing training materials for implementing various financial management practices to improve institutional financial management systems.
d) Must have a team member with familiarity with audit and certification
e) processes related to quality management standards and with relevant certifications such as ISO 9001 Lead Auditor Certification, CPA, Internal Audit (CIA) or other relevant certifications
f) Strong facilitation skills with experience leading validation workshops or similar participatory sessions to gather stakeholder feedback and refine deliverables.
g) Technical writing and content development with exceptional skills in producing clear, concise, and practical materials in all formats.

8.0 Proposal Submission Requirements

Bidders are requested to submit a proposal containing:

a) Mandatory/ Statutory requirements.
   I. Tax clearance certificate issued by KRA,
   II. Consultant Registration
   III. Consultant profile and contact details
   IV. Others (Registration with relevant bodies if applicable)

b) The Proposal that should include:

   a) A cover letter introducing the submission (1 page in A4 form)

   b) The proposal should be concise (up to 1- 5 pages in A4 form) and expected to include:
   i. Detailed approach and methodology

ii. A summary of qualifications for all team members involved in the assignment, highlighting their competencies, skills, and relevant experience from similar projects (detailed CVs should be attached)
iii. Work plan with proposed timelines

c) Financial proposal for the provision of the services. This should include detailed costs that
tie to the elements of your strategy to deliver this contract. Include day rates and the number of days for each person plus other expenses in a clearly articulated manner.

d) Letters of support from relevant partners
e) Current business licenses where applicable.
f) VAT and PIN Certificate (if Kenyan) where applicable.

c) Detailed budget or costing of the project or price
   I. The financial proposal shall clearly indicate the total cost disaggregated to enable milestone-based payment, where applicable
   II. Prices shall be inclusive of all project costs such as delivery, insurance, licenses, support, reimbursements, etc
   III. The Prices quoted should be inclusive of all applicable taxes and shall remain valid for (120) days
d) Companies are encouraged to include any additional information they believe demonstrates added value within the scope of this assignment.

9.0 RFP Timelines

Table 1: Mandatory Criteria

Action	Date
Circulation of RFP	25 November 2025
Deadline for receipt of questions relating to the RFP and confirmation of participation	1 December 2025
Response to Vendors' Queries	5 December 2025
Deadline for submission of the proposals	19 December 2025
Project start date	After issuance of the contract

10.0 Evaluation Criteria

Interested firms should submit:
i. Technical Proposal:
- Consultant profile and contact details
- Methodology and work plan.
- Team composition and CVs of key personnel.
- Examples of recent similar assignments in nature and complexity.

ii. Financial Proposal: Detailed cost breakdown (e.g., fees, daily rates, travel expenses etc).
iii. References: Contact details for at least three previous clients.

10.1 Mandatory Evaluation

The mandatory evaluation shall be conducted based on the below criteria. Any bidder who does not meet the mandatory requirements will be disqualified from proceeding to technical evaluation.

Table 2: Mandatory Criteria

Mandatory Requirements of the Bidder
a) Tax compliance certificate and PIN Certificate (if Kenyan) where applicable. b) Evidence of having conducted similar assignments. (**Provide recommendation letters, stating the similar assignment done,** must be on client's letterhead) c) Registration with relevant bodies (where applicable)

10.2 Technical Evaluation * (Weight 80%)

Only bidders who meets all mandatory requirements will proceed to technical evaluation stage. The evaluation will be based on the below criteria.

Table 3: **Technical Evaluation Criteria**

#	Criteria	Score
1	Demonstrated understanding of developing training materials in different formats (Provide evidence of similar work done)	20%
2	Lead consultant has at least 10 years of experience in capacity building and training with proven experience in designing and delivering training programs.	10%
3	Proof of team's understanding of the African grant funding landscape including extensive knowledge of governance and financial management ecosystem and experience in developing training materials for implementing various financial management practices to improve institutional financial management systems.	20%
4	Evidence of team's familiarity with compliance audits and certification processes related to quality management standards. Provide relevant certifications, such as ISO 9001 Lead Auditor Certification.	10%
5	Strong facilitation skills with experience leading validation workshops or similar participatory sessions to gather stakeholder feedback and refine deliverables. (Provide evidence of similar work done)	10%
6	Proof of technical writing and content development. Exceptional skills in producing clear, concise, and practical materials in both document and presentation formats.	10%
	Total Scores out of 80	80%
	Minimum Score (64/80)	

Bidders must attain a pass mark of 64% to be considered for the next steps.

10.3 Financial Scores (Weight 20%)

Only bidders who will attain the minimum technical scores requirement will be considered for Financial Analysis.

Table 4: Financial Criteria

Criteria	Score

Cost and Value (20%) • Cost-effectiveness and value for money based on the proposed budget, with a clear breakdown of fees by project phase. • Justification of costs, ensuring alignment with the scope of work and expected deliverables. • Competitive pricing that aligns with industry standards	20%

10.4 Determination of the Winning Bidder

The winning bidder shall be determined based on the combined scores for Technical and Financial scores as per the below formula:

Final Score (FS)= TS x T% + FS x F%,

where T% + F% shall always be equal to 100%.

- *Final Score (FS) is the total combined scores of Technical and Financial scores.*
- *T% is the weighting given to the technical proposal.*
- *F% is the weighting given to the financial proposal*

T% shall be 80% and F% shall be 20% respectively

The bidder with the highest combined scores shall be considered for negotiations for the award.
The best bidders as outlined above may further be invited for presentation on their proposals for further decision making.

11.0 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.

12.0 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.

13.0 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 prior written consent unless required by law.

14.0 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 bidder or with any competitor.

15.0 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.

Instructions on the Proposal Submission Process

1. Proposal to be sent by email to procurement@scienceforafrica.foundation on or before 19th December 2025 at 5.00 pm (EAT)
2. Protect your proposal with a password and share the password on 20th December 2025 by 8.00 am (EAT)
3. The proposal to be marked as follows on the subject line: