



RFP/004/2026

**REQUEST FOR PROPOSALS (RFP) CONSULTANCY SERVICES ON DELTAS AFRICA STORIES
OF CHANGE PUBLICATION- RFP/004/2026**

JANUARY 2026

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

The Science for Africa Foundation (SFA Foundation) is implementing the DELTAS Africa programme and manages the second phase, DELTAS Africa II, 2023-2027 with support from Wellcome and the UK Foreign Commonwealth and Development Office (FCDO).

DELTAS Africa seeks to produce researchers who drive locally relevant and high-quality health research impacting on science, policy and practice in Africa and contributing to improved health and sustainable development on the continent and globally.

This second phase kicked off in 2023 with 14 consortia led from 9 African countries, namely Côte d'Ivoire, Ethiopia, Ghana, Kenya, Mali, Senegal, South Africa, Tunisia and Zimbabwe with partnerships across Africa and globally. The focus is to improve Africa's research ecosystem through the production of quality science, a critical mass of world class science leaders; addressing and linking country level challenges via Science Innovation, Translation and Entrepreneurship; and strengthening science ecosystems and infrastructure that is conducive to deliver targeted R&D outcomes for Africa.

3.0 Project Overview

Storytelling in the science and research realm has traditionally been executed from a documentation perspective, i.e., told from the observer's or narrator's perspective depending on how they understand and perceive the science they are documenting. At the SFA Foundation, we are bucking up this trend by adopting an immersive storytelling approach that leverages the power of multimedia tools and human connection to tell science stories that inform, educate and are relatable to our target audiences.

The SFA Foundation is seeking a suitable storytelling organization that will capture impactful stories of the DELTAS Africa II impact outcomes, using creative interview and writing approaches. This project is envisaged to be executed over the next 3 months. For the purposes of project kick-off, we require quotes for a one-off execution as per the scope of work below. Discussions of the long-term project will be done with the company that will be selected for the task and dependent on performance.

4.0 Objectives of the Assignment

The Stories of Change Publication aims to:

- Showcase Impact: Highlight the tangible contributions of DELTAS Africa to the Fellows' careers and how the Fellows are driving scientific research and innovations within their respective fields.

- Celebrate Fellow Achievements: Feature the personal and professional journeys of fellows, illustrating how their work has created significant change in local communities and beyond.
- Communicate Science to Broader Audiences: Present the scientific achievements of the Fellows in a way that is accessible and engaging to non-scientific audiences, funders, and policymakers.
- Promote DELTAS Africa's Values: Emphasize the four thematic pillars of the DELTAS Africa program.
- A bilingual publication in English and French to enhance the reach of the narratives and representation across the African continent.
- Individual web-format stories/narratives in both English and French.

5.0 Scope of Work

Planning and Research

- Participate in an inception meeting with the SFA Foundation to understand project objectives, key messages, and target audiences.
- Review existing background materials, reports, and data on DELTAS Africa's research leadership initiatives and Fellows.
- Co-development of a Fellow selection criteria and guidelines that guide the selection of Fellows to be interviewed.

Interviews and Story Collection

- Conduct interviews (virtual or in-person) with selected DELTAS Africa Fellows, mentors, and program staff, focusing on personal growth, leadership journeys, and impact stories.
- Capture gender-sensitive, inclusive, and contextually rich narratives representing diverse geographic and disciplinary coverage.

Storytelling and Writing

- Develop approximately 12–15 well-crafted human-interest stories (800–1,000 words each) written in a compelling, feature style.
- Ensure narratives demonstrate tangible outcomes under the “Strengthened Research Leadership Capacities” pillar.
- Craft engaging summaries and pull quotes suitable for web and social media dissemination.

Translation and Adaptation

- Oversee the translation of the publication into French, ensuring cultural and linguistic accuracy.

Social Media Assets

- Develop individual social media cards for each featured Fellow (quote + image + key message).
- Provide resized versions optimized for different platforms (LinkedIn, X/Twitter, Instagram, Facebook).

Review and Finalization

- Submit draft stories and word-version design layouts for SFA Foundation review and integrate feedback.
- Deliver final, print-ready and web-optimized versions of the publication in both English and French.

6.0 Deliverables

The consultant will deliver the following:

- **Guidelines**

A documented guideline outlining clear criteria and considerations for selecting DELTAS Africa Fellows to be featured, aligned with the program's thematic pillars, geographic diversity, and gender inclusion objectives.

- **Interview Tools**

A structured interview guide/questionnaire highlighting key and probing questions to support immersive, human-centered storytelling with Fellows, mentors, and relevant program staff.

- **Interview Documentation**

Audio and/or video recordings of all conducted interviews (virtual or in-person), submitted in an agreed digital format and accompanied by basic file labeling for ease of reference.

- **Draft Stories (Bilingual)**

First drafts of 12–15 human-interest narratives (approximately 800–1,000 words each) developed in **English**, with corresponding French translations, submitted for review and feedback by the SFA Foundation.

- **Story Extracts for Dissemination**

Curated pull-out quotes and short narrative excerpts from each story suitable for web, social media, and promotional use.

- **Final Story Manuscripts (Design-Ready)**

Final, revised, and approved story manuscripts in English and French, submitted in editable Word format and prepared for layout and design for both print and web publication.

6.0 Duration

This assignment is expected to take up to 12 weeks

7.0 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
 - iv. Links to previous work done or copies of storytelling publications produced by the consultant.
- 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.

8.0 RFP Timelines

Table 1: Mandatory Criteria

Action	Date
Circulation of RFP	22 January 2026
Deadline for receipt of questions relating to the RFP and confirmation of participation	27 January 2026
Response to Vendors' Queries	29 January 2026
Deadline for submission of the proposals	6 February 2026
Project start date	After issuance of the contract

9.0 Evaluation Criteria

Interested firms should submit:

i. Technical Proposal:

- Consultant profile and contact details
- Methodology and work plan.
- Examples of recent similar assignments in nature and complexity.

ii. Financial Proposal: Detailed cost breakdown (e.g.,

itemized to include all the costs as per the scope of work.). Include any anticipated costs or contingencies that you deem necessary as the SFA Foundation will not approve these after quotes have been submitted EXCEPT in situations that we can authoritatively consider as unforeseen.

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)

10.2 Technical Evaluation * (Weight 80%)

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

Table 3: Technical Evaluation Criteria

#	Criteria	Score
1	Quote responsiveness to the scope of work. Overall technical capability and specialised competence	40%
2	Specific experience of the consultancy in undertaking similar work (Evidence of having undertaken similar assignments in the last 5 years by submitting sample outputs and at least three (3) reference letters)	20%
3	Ability to perform the services as reflected by workload and the availability of adequate personnel, financial resources, equipment, and facilities to perform the services expeditiously	20%
	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%) <ul style="list-style-type: none">• Cost-effectiveness and value for money based on the proposed budget, with a clear breakdown of fees by the 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 6th February 2026 at 5.00 pm (EAT)
2. Protect your proposal with a password and share the password on 9th February 2026 by 8.00 am (EAT)
3. The proposal to be marked as follows on the subject line:

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