



KENYA COORDINATING MECHANISM

**REQUEST FOR PROPOSAL FOR PRINCIPAL RECIPIENTS: GLOBAL
FUND GRANT 2021-2024**

TENDER NO: RFP/KCM/001/ 2019- 2020

CLOSING DATE:6th May 2020

SECTION 1: LETTER OF INVITATION

TENDER NO: RFP/KCM/001/ 2019- 2020

For the past 17 years the Global Fund has worked with partners around the world to fight HIV/AIDS, tuberculosis and malaria and strengthen health systems. Based on the Global Fund Board's decision in November 2019 on the funding available for the 2020-2022 allocation period, Kenya has been allocated US\$415,310,170 for HIV, tuberculosis, malaria and building resilient and sustainable systems for health (RSSH).

Summary of allocation:

Eligible disease component	Allocation (US\$)	Allocation Utilization Period
HIV	271,649,197	1 July 2021 to 30 June 2024
Tuberculosis	56,694,297	1 July 2021 to 30 June 2024
Malaria	86,966,676	1 July 2021 to 30 June 2024
Total	USD \$ 415,310,170	

The Kenya Coordinating Mechanism invites prospective institutions to apply as Principal Recipients to manage Global Fund Grants for HIV/AIDS, TB, malaria and Building Resilient and Sustainable Systems for Health for the period 1st July 2021-30th June 2024. This invitation is for non-state Principal Recipients and the amount for each will be determined through country dialogue.

The RFP includes the following documents:

Section 1 - Letter of invitation

Section 2 - Instructions to bidders

Section 3 - Proposal Evaluations

Section 4 - Templates for Technical & Financial Proposal

Section 5 –Scope of Work for Principal Recipient

Please respond within 21 calendar days of the date of the advert in both soft and hard copy to the following addresses:

HARD COPIES ONLY to be delivered to:

The Chairperson

Kenya Coordinating Mechanism,

Afya House-Community

P.O. BOX 30016-00100 NAIROBI/ KENYA

Tel. **020 2717077/8/9 Ext 45001**

Tender Box on the 1st floor,Afya House

SOFT COPIES to be sent to Email address: PR_RFP@GLOBALFUNDKCM.OR.KE and copied to PRRFP@GMAIL.COM Interested Bidders must **register** through email address info@globalfundkcm.or.ke.

Yours sincerely,

Chairperson-Kenya Coordinating Mechanism

SECTION II: - INFORMATION TO BIDDERS (ITB)

2.1 Introduction

The Client will select Bidders who meet the required qualifications in accordance with the Scope of Work for Principal Recipient detailed in Section V of this document. The method of selection shall be as indicated by the procuring entity in the Section III: *Proposal Evaluation*. The Bidders are invited to submit a Technical and a Financial Proposal for Principal Recipient services.

The Bidders must familiarize themselves with local conditions and take them into account while preparing their proposals. To obtain firsthand information on the assignment and on the local conditions, Bidders are encouraged to liaise with the Client regarding any information that they may require before submitting a proposal. Bidders should contact the officials named in the Section II: “Information to Bidders (ITB).

Please note that (i) the costs of preparing the proposal and of negotiating the Contract, including any visit to the Client are not reimbursable as a direct cost of the assignment; and (ii) the Client is not bound to accept any of the proposals submitted. The Client’s employees, committee members, board members and their relatives (spouse and children) are not eligible to participate.

2.2 Clarification and Amendment of RFP Documents

Bidders may request a clarification of any of the RFP documents only up to seven [7] days before the proposal submission date. Any request for clarification must be sent in writing to the Client through email address: info@globalfundkcm.or.ke indicated in the section “ITB”. The Client will respond by electronic mail to such requests and will send written copies of the response (including an explanation of the query but without identifying the source of inquiry) to all Registered Bidders who intend to submit proposals.

At any time before the submission of proposals, the Client may for any reason, whether at his own initiative or in response to a clarification requested by a Registered Bidder, amend the RFP. Any amendment shall be issued in writing through addenda. Addenda shall be sent by electronic mail to all Registered Bidders and will be binding on them. The Client may at his discretion extend the deadline for the submission of proposals.

2.3 Preparation of Technical Proposal

The RFP shall be written in English language, Size-12 Times New Roman Font, line spacing of 1.5 and should not exceed 21 pages. In preparing the Technical Proposal, Bidders are expected to examine the documents constituting this RFP in detail. Material deficiencies in providing the information requested may result in rejection of a proposal.

While preparing the Technical Proposal, Bidders must give particular attention to the following:

2.3.1. Technical Approach: The following will be required (Max 7 pages)

- A brief description of the firm's organization and an outline of recent experience on assignments of a similar nature. For each assignment the outline should indicate *inter alia*, the profiles of the staff proposed, duration of the assignment, contract amount and firm's involvement
- Experience with implementation of public health programmes; procure health commodities and interventions for vulnerable groups; HIV, TB and Malaria.
- Based on the Bidders area of interest, demonstrated disease technical strategies for HIV/AIDS TB, Malaria and RSSH
- Innovation in addressing the disease areas
- Experience with GF information notes and technical briefs
- Bidders strategy to engage in the Country Dialogue
- Knowledge on opportunities to leverage on Kenya's GF allocation

2.3.2. Monitoring Evaluation Accountability & Learning (MEAL): The following will be required (Max 4 pages)

- Alignment to Global and country technical M&E plans
- Understanding of Global Fund's Modular Framework Handbook in line with Bidders area of interest

2.3.3 Institution Capacity & Program Management: the following will be (Max 10 pages)

- Bidders Programme management capacity
- Grant management Experience
- Bidders leadership
- Geographical presence
- Pharmaceutical/ commodity health management Experience and
- Capacity of Financial management and systems

Any additional information requested in section V: Scope of work for Principle Recipient

The score for this section is 80% of the pass mark. Qualifying Bidders will undergo an onsite visit taking the following into consideration.

2.4 Onsite Visit

Check list for Onsite visit to bidders registered premises

2.4.1. Institution Personnel Met

- Board members
- Senior management team
- Proposed Project staff

2.4.2. Original Document verified/confirmed

- Valid organization's registration certificate
- Bidders constitution/articles of association

- Bidder KRA PIN
- Valid Tax compliance certificate
- Six months' certified bank statements from the date of advertisement
- Audited accounts for the last three years
- Bidder governance and management structure
- Three latest board meeting minutes as per the organization's constitution /Articles of association
- Current Strategic Plan
- Finance Management policy
- Grant Management Manual
- Human Resource Management Manual
- Procurement Management Manual
- CVs for key project staff

2.4.3. Systems Check

- **Monitoring Evaluation Accountability & Learning (MEAL):** This will observe the systems in place that track results against indicators. Current and prior work will be used to observe the system performance i.e. Dashboard reports
- **Institutional Capacity & Program Management:** The following area will be observed: Organizational leadership, Recommendation letter from previous and current donors and partners & Geographical presence
- **Finance, Grant and procurement Management:** the following areas will be observed
 - i. Accounting and record keeping
 - ii. Cash and bank management
 - iii. Purchasing and procurement
 - iv. Payroll Management
 - v. Finance reporting
 - vi. Risk management

The scoring for onsite verification will be weighted at 50 marks and aggregated with the 80% of the technical section scores. The threshold for Bids to proceed to the next section will be 80% of total (technical and onsite visit) and will be invited for Financial Bid opening

2.5 Preparation of Financial Proposal

In the preparation for the financial proposal the following summary table will be used to evaluate the best Cost finance proposal

Eligible disease component	Allocation (US\$)	Working Allocation for the Bid Based on 20% of country disease allocation
HIV	271,649,197	54,329,839
Tuberculosis	56,694,297	11,338,859
Malaria	86,966,676	17,393,335

The Global Fund regulations shall apply. The Global Fund Budgeting and Costing processes should be approached based on the following Global Fund documents and guidance:

2.5.1 [The Guidelines for Grant Budgeting](#). The following section of the finance proposal will be considered

- Human Resources: Salaries, allowances and accrued severance pay
- Travel Related Costs
- External Professional Services
- Infrastructure & Non health Equipments
- Communication Material & publicity
- Indirect and overhead cost
- Living support to clients/target population

2.5.2 [The Modular Framework Handbook](#). The following will be taken into consideration

- RSSH: Health Products & Laboratory systems, HMIS-M&E,HR for Health, Integrated Services Delivery & Quality improvement, financial management, Health sector governance, CSS and Program management
- Format of the Budget by Bidder with focus area in line with Modular Framework (Intervention area & Package)

2.5.3 [The Operational Policy Manual](#): the following will be taken into consideration

- Support Costs and Indirect Cost Recovery (ICR) Policy for Non-Governmental Organizations
- If the Bidder is an INGO ANNEX 1: Maximum Headquarters Support Costs/ICR Applicable to International NGOs (INGO) Implementing Global Fund grants. Applies
- If the Bidder is an NGO OPM, ANNEX 2: Maximum ICR Applicable to Local NGOs (NGO) Implementing Global Fund grants applies

The Proposal must remain valid for 180 days after the submission date.

In addition, the Bidder is encouraged to access the Global Funder website for additional on-line resources to assist in preparing both the technical and financial proposal including:

- Application [Instructions](#),
- the [Applicant Handbook](#),
- [Frequently Asked Questions](#), and
- [Information Notes and Technical Briefs](#).

2.6 Submission, Receipt, and Opening of Proposals

The original proposal (Technical Proposal and Financial Proposal) shall be prepared in indelible ink. It shall contain no interlineations or overwriting, except as necessary to correct errors made by the Bidder. Any such corrections must be initialed by the persons or person authorized to sign the proposals. The Bidder is

required to serialize the RFP documents, annexes and attachments both soft and hand copies submitted.

For each proposal, the Bidders shall prepare the original and 2 copies. Each Technical Proposal and Financial Proposal shall be marked **“ORIGINAL”** or **“COPY”** as appropriate. If there are any discrepancies between the original and the copies of the proposal, the original shall govern.

The original and all copies of the Technical Proposal shall be placed in a sealed envelope clearly marked **“TECHNICAL PROPOSAL,”** and the original and all copies of the Financial Proposal in a sealed envelope clearly marked **“FINANCIAL PROPOSAL”** and warning: **“DO NOT OPEN WITH THE TECHNICAL PROPOSAL”**. Both envelopes shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address and other information indicated in the Appendix **“ITB”** and is clearly marked, **“DO NOT OPEN, EXCEPT IN PRESENCE OF THE OPENING COMMITTEE.”**

The completed Technical and Financial Proposals must be delivered at the submission address on or before the time and date stated. Any proposal received after the closing time for submission of proposals shall be returned to the respective Bidder unopened.

After the deadline for submission of proposals, the Technical Proposal shall be opened immediately by the tender opening committee. The Financial Proposal shall remain sealed and deposited with a responsible officer of the client department up to the time for public opening of financial proposals.

SECTION III: PROPOSAL EVALUATION

3.1 Introduction

From the time the bids are opened to the time the Contract is awarded, if any Bidder wishes to contact the Client on any matter related to his proposal, he should do so in writing at the electronic mail address indicated in the Section II **“ITB”**. Any effort by the Bidder to influence the Client in the proposal evaluation, proposal comparison or Contract award decisions may result in the rejection of the Bidders proposal.

Evaluators of Technical Proposals shall have no access to the Financial Proposals until the Technical evaluation is concluded.

3.2 Opening of the Tender/Bids

The following steps will be followed:

- Opening of the Tender Box
- Compliance with the submission deadline. If the deadline has not been met, the Bid will automatically be rejected.
- The Tender/Bids will be recorded, numbered and handed over to the Independent Reviewing Panel (IRP)

3.3 Evaluation of proposals

3.3.1 Administrative check

A tender is responsive if it conforms to all the eligibility and other mandatory requirements in the tender documents. The mandatory documents will include the following:

- A valid copy of the bidders registration certificate;
- Copy of the Bidders CR12 (Private companies) /Office bearers(NGOs)
- Bidders PIN certificate.
- Valid Tax compliance certificate.

Note: If any of the requested information is missing or is incorrect, the Bid will be rejected.

3.3.2 Evaluation of Technical Proposal

The evaluation committee appointed by the Client shall evaluate the proposals on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria as follows:

Technical Approach	35 Marks
Monitoring Evaluation Accountability & Learning (MEAL)	15 Mark
Institution Capacity& Program Management	50 Marks
Onsite verification	50 Marks
Total	150 Marks

Each responsive proposal will be given a technical score (St). A proposal shall be rejected at this stage if it does not achieve the minimum technical score indicated.

3.3.3 Public Opening and Evaluation of Financial Proposal

The Technical Proposal evaluation stage will be followed by the onsite verification. The Client shall simultaneously notify the Bidders who have secured the minimum qualifying mark to prepare for onsite verification. The Client shall notify those Bidders whose proposals did not meet the minimum qualifying mark or were considered non-responsive to the RFP, indicating that their Financial Proposals will be returned after completion of the selection process. Bidders who attain 80% of qualifying marks will be invited on the date and time set for opening the Financial Proposals and stating that the opening ceremony is open to those Bidders who choose to attend. The opening date shall not be sooner than seven (7) days after the notification date. The notification will be sent by electronic mail.

The Financial Proposals shall be opened publicly in the presence of the Bidders' representatives who choose to attend. The guidance for the pricing will be based on information provided in Section IV: Templates for Technical and Financial Proposal-sub section XXX Financial Proposal Template item 7: Program Administration Cost. The Client shall prepare minutes of the public opening.

3.3.4 Participation in the Funding Application's Country Dialogue and Grant Making

The Bidders once confirmed will participate in the Funding Request Application country dialogue until grant making phase when the contract will be signed with the Global Fund.

3.3.5 Confidentiality

Information relating to evaluation of proposals and recommendations concerning awards shall not be disclosed to the Bidders who submitted the proposals or to other persons not officially concerned with the process, until the winning Bidder has been notified that it has been awarded the Contract.

3.3.6 Corrupt or Fraudulent practices

The procuring entity requires that the Bidders observe the highest standards of ethics during the selection and award of the consultancy contract and also during the performance of the assignment. The procuring entity will reject a proposal for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question. Further, a Bidder who is found to have indulged in corrupt or fraudulent practices risks being debarred from participating in public procurement in Kenya.

SECTION IV - TEMPLATES FOR TECHNICAL & FINANCIAL PROPOSAL

4.1 Introduction

The standard templates provided for Technical and Financial proposals will form part of the requirements needed to satisfy the Client's bid to identify a Principal Recipient. In the financial template, additional bidders working are required to support the figures on the financial template. The Templates will assist the Bidders consolidate the requirement in systematic and organized manner.

4.2 Technical Proposal Template

- a) Cover Page (not included in the page limit)
 - Concise title of project;
 - Disease (s) of focus;
 - Tender No.
 - Name and address of the Bidder organization;
 - Type of organization (e.g., for-profit, non-profit, university, network, etc.);
 - Registration Number;
 - Contact point (name, telephone, and e-mail); and
- b) Table of Contents (not included in the page limit)
- c) Executive Summary (not included in the page limit, but limited to two (2) pages)
- d) Body of Application (See Below)
 - Technical Approach (7 pages)
 - Experience with implementation of public health programmes; procurement of health commodities; interventions for vulnerable groups; HIV, TB and Malaria.
 - Monitoring, Evaluation, Accountability and Learning (MEAL) (4pages)
 - Results against indicators
 - Consistent quality and timely reporting
 - Electronic Information systems in place
 - Appropriate programmatic indicators
 - Institutional Capacity & Program Management (10 pages)
 - Key Personnel
 - Financial capacity
 - Grant Management
 - Procurement & Supply Chain
 - Geographical presence
 - Organizational leadership

4.3 Financial Proposal Template

The Financial Proposal is to be submitted under a separate cover from the Technical Application. There is no page limit on the Cost Application. Applicants are encouraged to be as concise as possible, but still provide the necessary details. However, unnecessarily elaborate brochures or other presentations beyond those sufficient to present a complete and effective application in response to this Tender is not desired. Elaborate artwork, expensive paper and bindings, and expensive

visual and other presentation aids are neither necessary nor wanted.

By Cost Grouping	Year 1	Year 2	Year 3	Total
1.0 Human Resources (HR)				
2.0 Travel related costs (TRC)				
3.0 External Professional services (EPS)				
4.0 Health Products - Non-Pharmaceuticals (HPNP)				
5.0 Non-health equipment (NHP)				
6.0 Communication Material and Publications (CMP)				
7.0 Programme Administration costs (PA)*				
8.0 Living support to client/ target population (LSCTP)				
Total				

***Price = Programme Administration costs (PA)**

The Bidder is encouraged to show the working to support the figures provided in the above template.

SECTION V: SCOPE OF WORK FOR PRINCIPAL RECIPIENT

1. Glossary

PR-Principle Recipient

GFATM-Global Fund AIDS, TB and Malaria

KCM-Kenya Coordination Mechanism

LFA-Local Funding Agent

2. Problem Statement

Kenya recognizes the GFATM as a very crucial partner in her continuing fight against HIV, TB and Malaria. Since inception in 2002, the Global Fund has signed 25 grants with Kenya, worth USD 1,000,902,810 (Over KSh. 100 billion). Through this support, in conjunction with many other efforts, great progress has been made and the disease burdens have significantly reduced. The Global Fund has allocated Kenya US\$415,310,170 (Ksh. 42.7 Billion) to Support HIV, Tuberculosis, and Malaria and support health and community systems during the period July 2021 to June 2024. The allocated amount is 17% increment the amount allocated to Kenya by the Global Fund in 2017.

Management of the GFATM resources is done through a principle recipient (PR) is a legal entity who enters into a contract with the funder to deliver and manage the resources availed to the county. In Kenya equity is used to manage the GF fund through the principle of dual-track financing mechanism.

Through the process of country dialogue, responsibility for implementation of prioritized activities will be agreed, allocated and shared based on the strengths of the identified implementation arrangement.

The final agreed country deliverables will be signed between the Funder (GF secretariat) and the Country Implementer (PR) during grant making phase to usher the implementation period of the grant.

3. Goals of the Assignment

The goal for this Assignment is to support the Kenya to reduce and reverse the effects of HIV/AIDS, TB and Malaria. To achieve the above we are looking for organizations that have the following systems and expertise in place;

3.1. Financial Management and Systems that:

3.1.1. Can correctly record all transactions and balances, including those supported by the Global Fund;

3.1.2. Can disburse funds to sub-recipients and suppliers in a timely, transparent and accountable manner;

3.1.3. Can support the preparation of regular reliable financial statements;
Fiduciary Arrangements for Grant Recipients

3.1.4. Can safeguard the PR's assets; and

3.1.5. Are subject to acceptable auditing arrangements.

3.2. Institutional and Programmatic arrangements that include:

3.2.1. Legal status to enter into the grant agreement with the Global Fund;

- 3.2.2. Effective organizational leadership, management, transparent decision making and accountability systems;
- 3.2.3. Adequate infrastructure and information systems to support proposal implementation, including the monitoring of performance of sub-recipients and outsourced entities in a timely and accountable manner; and
- 3.2.4. Adequate health expertise (HIV/AIDS, tuberculosis and/or malaria) and cross-functional expertise (finance, procurement, legal, M&E).
- 3.3. Procurement and Supply Management Systems that can:
 - 3.3.1. Provide a basic procurement supply and management plan which outlines how the PR will adhere to the Global Fund's procurement principles, which include, among others, competitive and transparent purchasing, adequate quality assurance, compliance with national laws and international agreements, appropriate use of health products, mechanisms for the monitoring the development of drug resistance where necessary, and accountability safeguards;
 - 3.3.2. Deliver to the end-user adequate quantities of quality products in a timely fashion (especially in the area of health products) that have been procured through a transparent and competitive process; and
 - 3.3.3. Provide adequate accountability for all procurement conducted.
- 3.4. Monitoring and Evaluation arrangements that can:
 - 3.4.1. Collect and record programmatic data with appropriate quality control measures;
 - 3.4.2. Support the preparation of regular reliable programmatic reports; and
 - 3.4.3. Make data available for the purpose of evaluations and other studies.

4. Objectives of the Agreement/Deliverables

During the country dialogue process the country will prioritize, agree and develop a framework of agreement which will be used for implementation. For the purpose of this RFP this section can be obtained in the relevant Country Disease M&E Framework

5. Administration

The PR will work with the Global Fund secretariat in consultation with Country Team and Local Fund Agent, additionally; Office of the Inspector General will consult the PR from time to time. In Kenya, the PR will work with Kenya Coordinating Mechanism, Health Working Technical Groups (ICC), the National Disease Program and other stakeholders who will ensure success in the implementation of the grant. The Global Fund provides various guidelines for successful implementation of the grants such as

- Code of Conduct for Recipients of Global Fund Resources
- Fiduciary Arrangements for Grant Recipients
- Grant Regulations
- Guide to Global Fund Policies on Procurement and Supply Management of Health Products
- Guidelines on Implementers of Global Fund Grants
- Standard Terms and Conditions for Grants
- Operational Policy Manual (December 2019)

Further documentation on how GF funds are managed by PR is available online on Global Fund website <https://www.theglobalfund.org/en/funding-model/implementation/>

6. Timeline.

The assignment will take place between 1 July 2021 to 30 June 2024. Prior preparation through country dialogue is currently ongoing.