SELECTION OF CONSULTANTS

REQUEST FOR PROPOSALS

RFP No: KCIC/2021/069

Selection of Consultant

Provision of consultancy services for Project Management Services

Client: Kenya Climate Innovation Center

Country: Kenya

Issued on: 29th March 2021
1. **Background**

   Kenya Climate Innovation Center (KCIC) was launched in September 2012 by the World Bank through infoDev in partnership with Danida and UK Aid. KCIC provides holistic, country-driven support to accelerate the development, deployment and transfer of locally relevant climate and clean energy technologies. The KCIC provides incubation, capacity building services and financing to Kenyan entrepreneurs and new ventures that are developing innovative solutions in renewable energy, water management, agribusiness, waste management and commercial forestry to address climate change challenges.

   KCIC has transitioned towards becoming a market leader in sustainable development, incorporating more pillars within our programs and expanding beyond Nairobi. Therefore, KCIC has grown to include investments by Kenya Climate Ventures, the roll out of the AgriBiz Programme, KCIC Consulting, Center for Governance and Sustainability and Special Projects Unit.

   KCIC is implementing AgriBiz, a five-year programme supported by the European Union (EU) and Danida. AgriBiz seeks to address some of the challenges inhibiting youth and women participation in agribusiness and stimulate the growth of Small and Medium-sized Enterprises (SMEs) in the agricultural sector. The primary focus of the program is to provide a range of services needed by women and youth-owned early-stage agribusiness enterprises as well as SMEs, Community Based Organizations (CBOs) and Self-Help Groups (SHGs).

**KCIC Vision statement:**

To be a one stop shop supporting innovative climate change solutions and sustainable development in Kenya.

**KCIC Mission statement:**

To provide business support, financing, awareness creation to empower private sector to deliver innovative climate change solutions and provide strategic direction on matters of policy, advocacy and sustainable development.
2. Purpose

The purpose of this “Request for Proposal” (RFP) is to solicit professional firms (hereinafter called “Consultants”) for the provision of the Project Management services for the proposed Office upgrade or fit out for eight sites at the Agricultural Training Centres (ATCs) based in Bungoma County, Meru county, Kiambu county, Machakos County, Kisii County, Isiolo County, Uasin Gishu County, Kilifi County.

The purpose of this project is to implement physical Business Incubation Hubs at the County level as part of the programme “Agri-biz: Decent jobs for Youth and Women in Agricultural Value Chains in Kenya”, hereinafter called “AgriBiz”, with KCIC, fund. The AgriBiz programme is funded by the European Union (EU), and the Ministry of Foreign Affairs of Denmark, (hereinafter called MFA of Denmark or DANIDA.)

3. Scope of Works and Deliverable

Kenya Climate Innovation Center (KCIC) “Client” envisions the scope of services to be generally divided in the following phases;

a) Design and Pre-Construction

- Prepare, maintain and develop a cost plan and cash flow forecast.
- Measure gross floor areas.
- Confirm the scope of the Building Contract to the Client and advise on additional works required by third parties.
- Liaise with Client’s insurance advisers and advise on construction related insurances (excluding the administration of claims).
- Liaise with the Client’s legal advisers and give advice on warranties/third party rights etc.
- Investigate prospective tenderers and advise the Client on their financial status and technical competence.
- Prepare recommendations for the Client’s approval.
• Attend pre- and post-tender interviews.

• Check tender submissions for errors, omissions, exclusions, qualifications, inconsistencies etc.

• Advice on errors, omissions, exclusions, qualifications and inconsistencies between the tender documents and the tenders received. Prepare recommendations for the Client’s approval.

• Advise on the tenderers’ design and construction programmes and method statements.

• Prepare a tender Report. Prepare recommendations for the Client’s approval.

• Conduct negotiations with tenderers. Prepare documentation to confirm adjustments to the tender sums and prepare recommendations for the Client’s approval.

• Liaise with the Client and advise on methods of progressing design and/or construction works prior to the execution of the Building Contract.

• Obtain confirmation that required Contractor insurances are in place prior to commencement of works on the site.

• Liaise with the Client’s legal advisers, prepare the contract documents and deliver to the Client and Contractor for completion.

• Maintain and develop the cost plan and cash flow forecast.

b) Construction phase

• Visit the site periodically and assess the progress of the Project for interim payment purposes.

• Prepare recommendations for interim payments to the Contractor.
• Advise on the cost of variations prior to the issue of instructions under the Building Contract.

• Agree the cost of instructions, excluding the loss and expense claims, issued under the Building Contract.

• Advise on the rights and obligations of the parties to the Building contract.

• Prepare recommendations for interim payments and release of retention funds.

• Prepare the final account or similar financial statement. Facilitate agreement to the final account or similar financial statements from the parties to the Building Contract.

• Prepare recommendations for the payment of liquidated and ascertained damages.

c) Prime Cost Contracts/ Management Contracts/ Construction Management contracts

• Liaise with the Client’s legal advisers and advise on use and/or amendment of bespoke forms of contract or contribute to drafting of particular Client requirements.

• Agree the Contractor’s entitlement to the recovery of preliminaries, overheads and profits.

• Review work package tender returns. Prepare recommendations for the Client’s approval.

• Review and revise the cost plan and cash flow forecast as work packages are let.

• Check interim valuations and final accounts from the Contractor, sub-contractors and suppliers. Prepare payment recommendations for the Client’s approval.
d) Contractual

- Advise on the cost and contractual consequences arising from an acceleration instruction.
- Advise on the Contractor’s entitlement to loss and expense. Analyze and report on the Contractor’s loss and expense claim(s). Prepare recommendations for the Client’s approval.
- Prepare documentation and/or provide advice to support adjudication proceedings and attend adjudication proceedings.
- Prepare documentation and/or provide advice to support arbitration and/or litigation proceedings and attend arbitration and/or litigation proceedings.

4. Submission Requirements

a. Technical Proposal
   Firms are required to submit a proposal giving attention to the following:

   i. A brief description of the firm organization.

   ii. An outline of recent experience on assignments of a similar nature; Project description, value, and location. It will also be important to include a summary of the challenges experienced and how they were resolved.

   iii. A description of the methodology to be used and work plan for performing the assignment. The consultants are expected to demonstrate their capability in delivering these tasks smoothly as well as cover all the client requirements needed.

   iv. The list of the proposed project staff by specialty, the tasks to be assigned to each staff team members, and their timing.

   v. CVs recently signed by the proposed professional staff and the authorized representative submitting the proposal. Key information should include number of years working for the firm/entity and degree of responsibility held in various assignments during the last ten (10) years.
vi. Estimates of the total staff input (professional and support staff; staff time) needed to carry out the assignment, supported by bar chart diagrams showing the time proposed for each professional staff team.

b. Financial Proposal

In preparing the financial proposal, consultants are expected to consider all costs associated with the assignment including:

i. Remuneration for all staff required for the assignment. A breakdown of the costs by activity and timing should be provided.

ii. The financial proposal should clearly identify, as a separate amount, the local taxes, duties, levies and other charges imposed by the law on the consultants, sub-consultants and their personnel.

The consultant shall price their bid as a percentage of the total construction Cost. All the fees in percentage shall be applicable in Kenya Shillings.

The Proposals must remain valid for 120 days after the submission date. During this period, the consultant is expected to keep available the professional staff proposed for the assignment. The Client will complete negotiations during this period.

5. Agreement

The Consultant selected to provide the above-referenced services will be expected to enter into a contract with the Client upon award.

6. Rejection of Proposals

Kenya Climate Innovation Center (KCIC) “Client” reserves the right to reject all of the responses received as a result of this RFP.

Kenya Climate Innovation Center (KCIC) “Client” does not intend to award a contract solely based on responses to this RFP or otherwise pay for the information solicited or obtained in response to this RFP.
7. Incurred Cost
Kenya Climate Innovation Center (KCIC) “Client” will not be liable for any cost incurred by the Consultant for any work performed through and including the execution of a contract for professional services, prior to the execution of a contract.

8. Completeness of the Submitted Proposal
The proposal shall address all items completely and thoroughly, and shall be signed by an officer of the firm authorized to bind the Consultant to its provisions.

9. Consultants Responsibilities
The Consultant shall provide all professional services as described under the Scope of Services and to maintain those capabilities until notification that their proposal was unsuccessful. Exclusion of any service for the project may serve as cause for rejection.

10. Acceptance of RFP Content
Kenya Climate Innovation Center (KCIC) “Client” will review the Proposals and will make a decision on which Consultant to appoint based on an evaluation of the following criteria:

- Experience in works of similar nature
- Past performance record
- Details of organization
- Demonstrations of technical competency
- Size and categories (by qualification and experience) of staff;
- Availability of key staff with the relevant experience in Project Management and registration with respective professional bodies.
- Capacity to carry out the work, proposed scope of services being offered to carry out the works effectively;
- Methodology for carrying out the desired service
11. Responses
To be considered, a soft copy of the same shall be sent to Kenya Climate Innovation Center (KCIC) “Client” procurement portal on KCIC Website with the subject as “RFP 069 Provision of consultancy services for Project Management” by Friday 23rd April 2021 at 5:00pm through the email procurement@kenyacic.org

12. Non-Collusion
It is understood that you/your firm understand that the business discussions between yourself, and Kenya Climate Innovation Center (KCIC) “Client” _may contain sensitive and proprietary information and which shall need to be kept confidential at all times, other than where; the information is or becomes public knowledge (without fault of the Party concerned); or if and to the extent that information is required to be disclosed by a Party to a regulatory or governmental authority or otherwise by law (in which case that Party shall keep the other Party informed of such disclosure). This obligation is not limited in time, and shall continue even after these business discussions cease to exist. In addition, each Party shall use all reasonable efforts to ensure that its employees, agents and representatives (and those of its Affiliates) comply with these confidentialities.