



P.O. BOX 60013 – 00200, NAIROBI.
Tel: 254-020 6007425/ 6007433 /6007348
Fax No : 254-20-6006718
Mobile : 0722-207757

NOTICE DATE: 04th July, 2017.

CLOSING DAY, TIME&DATE: TUESDAY 10.00 am, 18th July, 2017.

REQUEST FOR PROPOSALS (RFP)

**PROVISION OF CONSULTANCY SERVICES TO REVIEW HUMAN RESOURCE
POLICY INSTRUMENTS**

TENDER NO: KEWI/TEN/002/2017-2018

CLOSING DATE: TUESDAY 18TH JULY, 2017

Issued by Kenya water institute: JULY 2017

RFP NO. KEWI/RFP/002/2017-2018

TABLE OF CONTENTS

SECTION I. Letter of Invitation	3
SECTION II. Information to consultants.....	4
Appendix to information to Consultants.....	12
SECTION III Technical Proposal	14
SECTION IV. Financial Proposal	22
SECTION V Terms of Reference	25

SECTION I - LETTER OF INVITATION

To
.....
.....

Dear Sir/Madam,

**PROVISION OF CONSULTANCY SERVICES TO REVIEW HUMAN RESOURCE
POLICY INSTRUMENTS**

- 1.1 **Kenya Water Institute** invites proposals for consulting services for conducting Customer, Employee Satisfaction and Work Environment Survey.

- 1.2 The request for proposals (RFP) includes the following documents:
 - Section I - Letter of invitation
 - Section II - Information to consultants
Appendix to Consultants information
 - Section III - Technical proposals
 - Section IV - Financial proposal
 - Section V - Terms of Reference

Yours sincerely

**DR LEUNITA SUMBA
DIRECTOR,
KENYA WATER INSTITUTE**

SECTION II – INFORMATION TO CONSULTANTS (ITC)

2.1 Introduction

- 2.1.1 The Kenya Water Institute will select a firm among those who will submit their proposals in accordance with standard guidelines and the method of selection shall be **lowest evaluated**.
- 2.1.2 The consultants are invited to submit a Technical Proposal and a Financial Proposal, as specified in the Terms of Reference for consulting services required for the assignment mentioned therein. The proposal will be the basis for Contract negotiations and ultimately for a signed Contract with the selected firm.
- 2.1.3 The consultants must familiarize themselves with local conditions and take them into account in preparing their proposals. To obtain first hand information on the assignment and on the local conditions, consultants are encouraged to **liaise with the Client regarding any additional information or and /clarification that they may require** before submitting a proposal.
- 2.1.4 Kenya Water Institute will provide the inputs specified in the Terms of Reference, which will assist the firm in obtaining licenses and permits needed to carry out the services and make available relevant project data and reports.
- 2.1.5 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;
 - (ii) the Client is not bound to accept any of the proposals submitted.
- 2.1.6 Kenya Water Institute employees, Governing committee members and their relatives (spouse and children) are not eligible to participate.
- 2.1.7 Kenya Water Institute shall allow the tenderer to view the tender document free of charge before purchase.

Clarification and Amendment of RFP Documents

- 2.1.8 Consultants 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 by paper mail, cable, telex, facsimile or electronic mail to the Client's address indicated in the appendix to "information to consultants" sec.2.13.10. 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 invited consultants who intend to submit proposals.

2.1.9 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 an invited firm, amend the RFP. Any amendment shall be issued in writing through addenda. Addenda shall be sent by mail, to all invited consultants 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

2.3.1 The Consultants proposal shall be written in English language

2.3.2 In preparing the Technical Proposal, consultants 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.

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

- (i) If a firm considers that it does not have all the expertise for the assignment, it may obtain a full range of expertise by associating with individual consultant(s) and/or other firms or entities in a joint venture or sub-consultancy as appropriate. Consultants shall not associate with the other consultants invited for this assignment. Any firms associating in contravention of this requirement shall automatically be disqualified.
- (ii) For assignments on a staff-time basis, the estimated number of professional staff-time is given in the Appendix. The proposal shall however be based on the number of professional staff-time estimated by the firm.
- (iii) It is desirable that the majority of the key professional staff proposed be permanent employees of the firm or have an extended and stable working relationship with the firm
- (iv) Proposed professional staff must as a minimum, have the experience indicated in the TOR

2.3.4 The Technical Proposal shall provide the following information using the attached Standard Forms;

- (i) 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.

- (ii) Any comments or suggestions on the Terms of Reference, a list of services and facilities to be provided by the Client.
- (iii) A description of the methodology and work plan for performing the assignment.
- (iv) The list of the proposed staff team by specialty, the tasks that would be assigned to each staff team member and their timing.
- (v) Current CVs signed by the proposed professional staff and the authorized representative(s) 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 member.

2.3.5 The Technical Proposal shall not include any financial information.

2.4 Preparation of Financial Proposal

2.4.1 In preparing the Financial Proposal, consultants are expected to take into account the requirements and conditions outlined in the RFP documents. The Financial Proposal should follow Standard Forms (Section IV). It lists all costs associated with the assignment including; (a) remuneration for staff (in the field and at headquarters), and; (b) reimbursable expenses such as subsistence (per diem, housing), transportation (international and local, for mobilization and demobilization), services and equipment (vehicles, office equipment, furniture, and supplies), office rent, insurance, printing of documents, surveys, and training, if it is a major component of the assignment. If appropriate these costs should be broken down by activity.

2.4.2 The Financial Proposal should clearly identify separately, the local taxes, duties, fees, levies and other charges imposed under the law on the consultants, the sub-consultants and their personnel.

2.4.3 Consultants shall express the price of their services in Kenya Shillings.

2.4.4 The Proposal must remain valid for 60 days after the submission date. During this period, the consultant is expected to keep available, at his own cost, the professional staff proposed for the assignment. The Client will make his best effort to complete negotiations within this period. If the Client wishes to extend the validity period of the proposals, the consultants shall agree to the extension.

2.5 Submission, Receipt, and Opening of Proposals

- 2.5.1 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 firm itself. Any such corrections must be initialed by the persons or person authorized to sign the proposals.
- 2.5.2 For each proposal, the consultants shall prepare **two (2) copies** of each document. The 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 prevail.
- 2.5.3 The original and a copy 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 “ITC” and be clearly marked, **“DO NOT OPEN, EXCEPT IN PRESENCE OF THE OPENING COMMITTEE.”**
- 2.5.4 The completed Technical and Financial Proposals must be delivered at the submission address on or before the time and date stated in the Appendix “ITC”.(sec.2.13.10) Any proposal received after the closing time for submission of proposals shall be returned to the respective consultant unopened.
- 2.5.5 After the deadline for submission of proposals, the Technical Proposal shall be opened immediately by the 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.

2.6 Proposal Evaluation General

- 2.6.1 From the time the bids are opened to the time the Contract is awarded, if any consultant wishes to contact the Client on any matter related to his proposal, he should do so in writing at the address indicated in the Appendix “ITC” (sec 2.13.10). Any effort by the firm to influence the Client in the proposal evaluation, proposal comparison or Contract award decisions will result in the rejection of the consultant’s proposal.
- 2.6.2 Evaluators of Technical Proposals shall have no access to the Financial Proposals until the technical evaluation is concluded.

2.7 Evaluation of Technical Proposal

2.7.1 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:-

	Points
(i) Specific experience of the consultant Related to the assignment	(20)
(ii) Adequacy of the proposed work plan and Methodology in responding to the terms of reference	
a) Technical approach and methodology	20
b) Work plan	10
c) Organization and staffing	10
Total points for criteria (ii)	(40)
(iii) Qualifications and competence of the key staff for the assignment	
a) Team Leader	20
b) Team Member 1	10
c) Team Member 2	10
Total points for criteria (iii)	(40)

Total Points 100 POINTS

2.7.2 Each responsive proposal will be given a technical score (St). A proposal shall be rejected at this stage if it does not respond to important aspects of the Terms of Reference or if it fails to achieve the minimum technical score indicated in the Appendix "ITC"(sec.2.13.14).

2.8 Public Opening and Evaluation of Financial Proposal

2.8.1 After Technical Proposal evaluation, the Client shall notify those consultants whose proposals did not meet the minimum qualifying mark or were not considered

Non-responsive to the RFP and Terms of Reference proposals will be returned after completing the selection process. The Client shall simultaneously notify the consultants who have secured the minimum qualifying mark, indicating the date and time set for opening the Financial Proposals and stating that the opening ceremony is open to those consultants who choose to attend. The opening date shall not be sooner than seven (7) days after the notification date. The notification may be sent by registered letter or electronic mail.

2.8.2 The Financial Proposals shall be opened publicly in the presence of the consultants' representatives who choose to attend. The name of the consultant, the technical, Scores and the proposed prices shall be read aloud and recorded when the Financial Proposals are opened. The Client shall prepare minutes of the public opening.

2.8.3 The evaluation committee will determine whether the financial proposals are complete. The cost of any unpriced items shall be assumed to be included in other costs in the proposal. In all cases, the total price of the Financial Proposal as submitted shall prevail.

2.8.4 The formulae for determining the Financial Score (*Sf*) shall, unless an alternative formulae is indicated in the Appendix "ITC", be as follows:-
 $Sf = 100 \times \frac{FM}{F}$ where *Sf* is the financial score; *FM* is the lowest priced financial proposal and *F* is the price of the proposal under consideration. Proposals will be ranked according to their combined technical (*St*) and financial (*Sf*) scores using the weights (*T*=the weight given to the Technical Proposal; *P* = the weight given to the Financial Proposal) where $T + P = 1$ and the weights given to the Technical and Financial proposal are:-

$T = (0.80 \text{ to } 0.90)$

$P = (0.10 \text{ to } 0.20)$

The combined technical and financial score, *S*, is calculated as follows:-

$S = St \times T \% + Sf \times P \%$. The firm achieving the highest combined technical and financial score will be invited for negotiations.

2.8.5 The tender evaluation committee shall evaluate the tender within 30 days of from the date of opening the tender.

2.8.6 Contract price variations shall not be allowed for contracts not exceeding one year (12 months).

2.8.7 Where contract price variation is allowed, the variation shall not exceed 15% of the original contract price

2.8.8 Price variation requests shall be processed by the procuring entity within 30 days of receiving the request.

2.9 Negotiations

2.9.1 Where need be negotiations will be held with Kenya Water Institute with an aim to reaching an agreement.

2.9.2 Negotiations will include a discussion of the Technical Proposal, the proposed methodology (work plan), staffing and any suggestions made by the firm to

improve the Terms of Reference. The Client and firm will then work out final Terms of Reference, staffing and bar charts indicating activities, staff periods in the field and in the head office, logistics and reporting.

- 2.9.3 Reference will then be incorporated in the "Description of Services" and form part of the Contract. Special attention will be paid to getting the most the firm can offer within the available budget and to clearly defining the inputs required from the Client to ensure satisfactory implementation of the assignment.
- 2.9.4 Unless there are exceptional reasons, the financial negotiations will not involve the remuneration rates for staff.
- 2.9.5 Having selected the firm on the basis of, among other things, an evaluation of proposed key professional staff, the Client expects to negotiate a contract on the basis of the experts named in the proposal. Before contract negotiations, the Client will require assurances that the experts will be actually available and in charge of the assignment. The Client will not tolerate substitutions of key staff during the assignment. If it is established that key staff indicated in the proposal are not available for the contracted service the firm may be disqualified.
- 2.9.6 The negotiations will conclude with a review of the draft form of the Contract. To complete negotiations the Client and the selected firm will initial the agreed Contract. If negotiations fail, the Client will invite the firm whose proposal received the second highest score to negotiate a contract.
- 2.9.7 Kenya Water Institute shall appoint a team for the purpose of the negotiations.

2.10 Award of Contract

- 2.10.1 The Contract will be awarded after negotiations. After negotiations are completed, the Client will promptly notify other consultants on the shortlist that they were unsuccessful and return the Financial Proposals of those consultants who did not pass the technical evaluation.
- 2.10.2 The selected firm is expected to commence the assignment on the date and at the location as specified in the Terms of Reference.
- 2.10.3 The parties to the contract shall have it signed within 14 days from the date of notification of contract award unless there is an administrative review request.
- 2.10.4 The client may at any time terminate procurement proceedings before contract award and shall not be liable to any person for the termination.
- 2.10.5 The client shall give prompt notice of the termination to the tenderers and may give its reasons for termination on request within 14 days of receiving the request from any tenderer.

- 2.10.6 To qualify for contract awards, the tenderer shall have the following:
- (a) Necessary qualifications, capability, competencies, experience, and facilities to provide what is being procured.
 - (b) Legal capacity to enter into a contract for procurement
 - (c) Shall not be insolvent, in receivership, bankrupt or in the process of being wound up and is not the subject of legal proceedings relating to the foregoing.
 - (d) Shall not be debarred from participating in public procurement.

2.11 Confidentiality

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

2.12 Corrupt or fraudulent practices

2.12.1 Kenya Water Institute requires that the consultants observe the highest standards of ethics during the selection and award of the consultancy contract and also during the performance of the assignment. The tenderer shall sign a declaration that he has not and will not be involved in corrupt or fraudulent practices.

2.12.2 Kenya Water Institute will reject a proposal for award if it determines that the consultant recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.

2.12.3 Further a consultant who is found to have indulged in corrupt or fraudulent practices risks being debarred from participating in public procurement in

2.13 Appendix to information to consultants

The following information for procurement of consultancy services and selection of Consultants shall complement or amend the provisions of the information to Consultants, wherever there is a conflict between the provisions of the information to consultants and the provisions of the appendix, the provisions of the Appendix herein shall prevail over those of the information to consultants.

Clause Reference

- 2.13.1 The name of the Client is: **KENYA WATER INSTITUTE**
- 2.13.2 The method of selection is: lowest evaluated
- 2.13.3 Technical and Financial Proposals are requested: **Yes**

2.13.4 The name, objectives, and description of the assignment are:

PROVISION OF CONSULTANCY SERVICES TO REVIEW HUMAN RESOURCE POLICY INSTRUMENTS

2.13.5 A pre-proposal conference will be held: **No**

2.13.4 The Client will provide the following inputs:

- a) Copies of existing relevant reports and documents
- b) Nominate a liaison officer who will maintain regular contact with the consultants on matters regarding this consultancy
- c) appropriate administrative support to the consultancy team
- d) Letters of introduction for the consultant where necessary

2.13.5 The estimated number of professional staff required for the assignment is; at least **TWO**.

2.13.7 Training is a specific component of this assignment: **NO**

2.13.8 Taxes: [Specify firm's liability: nature, sources of information]: **ALL APPLICABLE TAXES TO BE INCLUDED IN THE FINANCIAL PROPOSALS**

2.13.9 Consultants must submit an original and one (1) additional copies of each Proposal.

2.13.10 The proposal submission address is: **DIRECTOR, KENYA WATER INSTITUTE, P.O. BOX 60013-200 NAIROBI. SOUTH C, OLE SHAPARA RD.**

2.13.11 **Information on the outer envelope should also include the following:-**

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 in an outer envelope and sealed.. The outer envelope shall be addressed to **THE DIRECTOR, KENYA WATER INSTITUTE, P.O. BOX 60013-00200 NAIROBI** and **REF: KEWI/RFP/001/2010-2011** and clearly marked "**DO NOT OPEN, EXCEPT IN PRESENCE OF THE OPENING COMMITTEE.**"

2.13.12 Proposals must be submitted no later than **18th July 2017** at **10.00 am**.

- 2.13.13 The address to send information to is:
THE DIRECTOR, KENYA WATER INSTITUTE, and P.O. BOX 60013-00200 NAIROBI.
- 2.13.14 the minimum technical score required to pass: **75 POINTS**
- 2.13.15 The assignment is expected to commence on **Mid August 2017 at KEWI NAIROBI CAMPUS.**

SECTION III: - TECHNICAL PROPOSAL

3.1 Notes on the preparation of the Technical Proposals

- 3.1.1 In preparing the technical proposals the consultant is expected to examine all terms and information included in the RFP. Failure to provide all requested information shall be at the consultants own risk and may result in rejection of the consultant's proposal.
- 3.1.2 The technical proposal shall provide all required information and any necessary additional information and shall be prepared using the standard forms provided in this Section.
- 3.1.3 The Technical proposal **shall not** include any financial information unless it is allowed in the Appendix to information to the consultants or the Special Conditions of contract.

TECHNICAL PROPOSAL

1. TECHNICAL PROPOSAL SUBMISSION FORM

To: _____ [Name and address of Client] _____ Date]

Ladies/Gentlemen:

We, the undersigned, offer to provide the consulting services for _____
_____ [Title of consulting services] in accordance with your
Request for Proposal dated _____ [Date] and our Proposal. We are
hereby submitting our Proposal, which includes this Technical Proposal, [and a Financial
Proposal sealed under a separate envelope-where applicable].

We understand you are not bound to accept any Proposal that you receive.

We remain,

Yours sincerely,

_____ [Authorized Signature]:

_____ [Name and Title of Signatory]

:

_____ [Name of Firm]

: _____ [Address:]

2. FIRM'S REFERENCES

Relevant Services Carried Out in the Last three Years That Best Illustrate Qualifications

Using the format below, provide information on each assignment for which your firm either individually, as a corporate entity or in association, was legally contracted.

Assignment Name:	Country
Location within Country:	Professional Staff provided by Your Firm/Entity(profiles):
Name of Client: assignment.	Clients contact person for the
Address:	No of Staff-Months; Duration of Assignment:

Start Date (Month/Year):	Completion Date (Month/Year):
Approx. Value of Services (Kshs)	
Name of Associated Consultants. If any:	No of Months of Professional Staff provided by Associated Consultants:
Name of Senior Staff (Project Director/Coordinator, Team Leader) Involved and Functions Performed:	
Narrative Description of project:	
Description of Actual Services Provided by Your Staff:	

Firm's Name: _____

Name and title of signatory; _____

(May be amended as necessary)

3. COMMENTS AND SUGGESTIONS OF CONSULTANTS ON THE TERMS OF REFERENCE AND ON DATA, SERVICES AND FACILITIES TO BE PROVIDED BY THE CLIENT.

On the Terms of Reference:

- 1.
- 2.
- 3.
- 4.
- 5.

On the data, services and facilities to be provided by the Client:

- 1.
- 2.
- 3.
- 4.
- 5.

4. DESCRIPTION OF THE METHODOLOGY AND WORK PLAN FOR PERFORMING THE ASSIGNMENT

5. TEAM COMPOSITION AND TASK ASSIGNMENTS

1. Technical/Managerial Staff

Name	Position	Task

2. Support Staff

Name	Position	Task

6. FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF

Proposed Position: _____

Name of Firm: _____

Name of Staff: _____

Profession: _____

Date of Birth: _____

Years with Firm: _____ Nationality: _____

Membership in Professional Societies: _____

Detailed Tasks Assigned: _____

Key Qualifications:

[Give an outline of staff member's experience and training most pertinent to tasks on assignment. Describe degree of responsibility held by staff member on relevant previous assignments and give dates and locations].

Education:

[Summarize college/university and other specialized education of staff member, giving names of schools, dates attended and degree[s] obtained.]

Employment Record:

[Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of assignments.]

Certification:

I, the undersigned, certify that these data correctly describe me, my qualifications, and my experience.

_____ Date: _____
[Signature of staff member]

_____ Date;

[Signature of authorised representative of the firm]

Full name of staff member: _____

Full name of authorized representative: _____

7. TIME SCHEDULE FOR PROFESSIONAL PERSONNEL

Months (in the Form of a Bar Chart)

Name	Position	Reports Due/ Activities	Months (in the Form of a Bar Chart)												Number of months
			1	2	3	4	5	6	7	8	9	10	11	12	

Reports Due: _____

Activities Duration: _____

Signature: _____
(Authorized representative)

Full Name: _____

Title: _____

Address: _____

8. ACTIVITY (WORK) SCHEDULE

(a). Field Investigation and Study Items

[1st, 2nd, etc, are months from the start of assignment]

	1 st	2 nd	3 rd	4 th	5 th	6 th	7 th	8 th	9 th	10 th	11 th	12 th
Activity (Work)												

(b). Completion and Submission of Reports

Reports	Date
1. Inception Report	
4. Interim Progress Report (a) First Status Report (b) Second Status Report	
3. Draft Report	
4. Final Report	

SECTION IV: - FINANCIAL PROPOSAL

4.1 Notes on preparation of Financial Proposal

- 4.1.1 The Financial proposal prepared by the consultant should list the costs associated with the assignment. These costs normally cover remuneration for staff, subsistence, transportation, services and equipment, printing of documents, surveys etc as may be applicable. The costs should be broken down to be clearly understood by the procuring entity.
- 4.1.2 The financial proposal shall be in Kenya Shillings or any other currency allowed in the request for proposal and shall take into account the tax liability and cost of insurances specified in the request for proposal.
- 4.1.3 The financial proposal should be prepared using the Standard forms provided in this part

1. FINANCIAL PROPOSAL SUBMISSION FORM (STARNDARD FORM)

To: _____ [Date]

[Name and address of Client]

Ladies/Gentlemen:

We, the undersigned, offer to provide the consulting services for (_____) *[Title of consulting services]* in accordance with your Request for Proposal dated (_____) *[Date]* and our Proposal. Our attached Financial Proposal is for the sum of (_____) *[Amount in words and figures]* inclusive of the taxes.

We remain,

Yours sincerely,

_____ *[Authorized Signature]*
_____ *[Name and Title of Signatory]:*
_____ *[Name of Firm]*
_____ *[Address]*

2. SUMMARY OF COSTS

Costs	Currency(ies)	Amount(s)
Subtotal		
Taxes		
Total Amount of Financial Proposal		_____

3. BREAKDOWN OF PRICE PER ACTIVITY

Activity NO.: _____	Description: _____
Price Component	Amount(s)
Remuneration	
Reimbursables	
Miscellaneous Expenses	
Subtotal	_____

4. BREAKDOWN OF REMUNERATION PER ACTIVITY

Activity No. _____		Name: _____		
Names	Position	Input (Staff months, days or hours as appropriate.)	Remuneration Rate	Amount

Regulars Staff

(i)

(ii)

Consultants

Grant total

5. REIMBURSABLES PER ACTIVITY

Activity No: _____

Name: _____

No.	Description	Unit	Quantity	Unit Price	Total Amount
1.	Air travel	Trip			
2.	Road travel	Kms			
3.	Rail travel	Kms			
4.	Subsistence Allowance	Day			
	Grand Total				

6. MISCELLANEOUS EXPENSES

Activity No. _____ Activity Name: _____

No.	Description	Unit	Quantity	Unit Price	Total Amount
1.	Communication costs____ _____ (telephone, telegram, telex)				
2.	Drafting, reproduction of reports				
3.	Equipment: computers etc.				
4.	Software				
	Grand Total				_____

SECTION – V TERMS OF REFERENCE

APPENDIX “A”

PROJECT PROVISION OF CONSULTANCY SERVICES TO REVIEW HUMAN RESOURCE POLICY INSTRUMENTS

1. THE BRIEF

Kenya Water Institute (KEWI) requires the services of a consultant to Review Human Resource Policy Instruments which will encompass; Reviewing Organizational Structure, Staff grading and Establishment Career Guidelines and Human Resource Policy. The aim of this is to enable the Institute to align its Human Resource policies with the public service commissions' Human Resource Policy Guidelines as released in May 2015 and as required by the State Corporations Advisory Committee (SCAC)

INTRODUCTION AND BACKGROUND

Kenya Water Institute (KEWI) was created by an Act of Parliament, the KEWI Act (No. 11 of 2001). Its mandate is to provide directly or in collaboration with other Institutions of higher learning services in human resource development, consultancy, research and development, training programmers, seminars and workshops in the water sector on a commercial basis and to conduct examinations and award diplomas, certificates and other awards to successful candidates.

OBJECTIVES OF THE ASSIGNMENT

To align Human resources manual, policies and practices to best practices in the HR field and to make them in line with the Public Service Commission and State Corporations Guidelines.

SCOPE OF SERVICES

The key areas to be addressed by selected consultant will be as follows;

- (i) Review all KEWI Human resource Instruments to be in line with the Public Service Commission and State Corporations guidelines.
- (ii) Develop an organizational Structure
- (iii) Develop Staff Grading and Establishment
- (iv) Develop Career Guidelines
- (v) Develop Human Resources Policy and Procedure Manual

TIME FRAME

The consultant is required to complete the exercise within 60(sixty) working days.

EXPERIENCE AND QUALIFICATIONS OF THE CONSULTANT

The Consultants should have proven experience as follows:

NO.	REQUIREMENTS
1	The lead consultant must have a minimum Masters Degree in HR related field
2	The led consultant must be a member of the relevant (HR) professional body
3	Ten years experience in HR Consultancy services
4	Proof of relevant experience- At least 3 similar undertaking - Attach copies of contracts/LPOs/letters of awards
5	Must attach recommendation letter from at least three (3) of the corporate clients offered similar services.-(organization development, career progression development, Human Resource Management and Human Resource Development)

CONTRACTING

The Contract for this assignment shall be within Kenya Water Institute- **Nairobi** campus and its Satellite campuses.(**Kisumu, Kitui and Chiakariga –Tharaka Nithi County.**)

EMPLOYER'S OBLIGATION

To provide:

- i. Relevant information, documentation and references in all aspects of the assignment
- ii. Suitable office accommodation with usual office facilities (desk, chair, telephone) and access to suitable meeting rooms for essential consultations when necessary
- iii. Logistics support were required
- iv. Timely feedback on reports to ensure completion of the exercise within the planned timeframe

TERMS OF REFERENCE

Kenya Water Institute wishes to engage the services of a Consultant to carry out a comprehensive Review all its Human Resource Policy Instruments under the following Terms of Reference:-

1. Review the existing organization structure in line with the Kenya Water Institute Vision and Mission, Public Service Commission and State Corporation's Guidelines.
2. Identify a quantitative method appropriate for evaluating KEWI jobs.
3. Identify suitable job rating factors and develop appropriate job-rating manuals.
4. Review job descriptions and job specifications for all KEWI jobs, and hence develop Schemes of Service for every cadre under evaluation.
5. Perform a detailed value analysis (rating) of all the jobs at KEWI.
6. Review a Career Path for every cadre at KEWI.
7. Grade and rank all KEWI jobs.
8. Review Human Resource Policy and procedure manual
9. Determine and propose optimal staffing levels for all jobs at KEWI
10. Make appropriate miscellaneous recommendations to improve the Human Resources Management at KEWI.

3.0 Payment Terms.

The payment for the service will be made as follows;

- (i) 30% after the inception report is submitted
- (ii) 30% after submission of the draft report
- (iii) 40% after submission of the final report is accepted.

MANDATORY REQUIREMENTS

To determine the responsiveness of the Bids, bidders will be evaluated on the following Mandatory Requirements as set out in the tender documents:

NO.	DESCRIPTION OF CRITERIA
1.	Copy of Certificate of Incorporation/Registration
2.	Copy of valid business permit
3.	Copy of PIN Certificate
4.	Copy of valid Tax Compliance Certificate
11.	Audited Accounts for last 3 years

NB: Bidders who will not be responsive to the mandatory requirements will be disqualified at this stage and will not be considered for Technical and financial Evaluation