NATIONAL ENVIRONMENT MANAGEMENT AUTHORITY

REQUEST FOR PROPOSAL (RFP)

TITLE:

CONSULTANCY SERVICES FOR DEVELOPMENT OF GREEN CLIMATE FUND (GCF) AIR QUALITY PROPOSAL

REF: NEMA/RFP/009/2020-2021

(SELECTION OF CONSULTANCY FIRM)

CLOSING ON:
3RD MAY 2021
2.00PM

Issued by NEMA 2021

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INTRODUCTION

1. This Standard Request for Proposals (SRFP) has been prepared for use by public entities in Kenya in the procurement of consultancy services and selection of consultants.

2. The SRFP includes Standard form of Contract for Large Assignments and small assignment which are for lump sum or time based payments.

3. A separate SRFP has been provided for selection of individual professional consultants.

4. The General Conditions of Contract should not be modified and instead the Special Conditions of Contract should be used to reflect the unique circumstances of the particular assignment. Similarly the information to consultants should only be clarified or amended through the Appendix to information to Consultants.

5. This SRFP document shall be used where a shortlist of consultancy firms already exist or has been obtained through a shortlist after an advertisement of Expression of Interest for Consultancy required.

SECTION I - INVITATION

Date 20TH APRIL 2021

Dear Sir/Madam,

RE: (CONSULTANCY SERVICES FOR DEVELOPMENT OF GCF AIR QUALITY PROPOSAL)

1.1 The National Environment Management Authority (NEMA) invites proposals **for DEVELOPMENT OF a GCF AIR QUALITY PROPOSAL** BASED ON A CONCEPT NOTE TITLED ***Developing a Green House Gas(GHG) and Short Lived Climate Pollutants (SLCP) monitoring network for enhanced compliance & Enforcement of emission standards and for improved climate change reporting***

1.2 *Objective of the Assignment*

The proposed project has four main objectives which include; the establishment of an air quality monitoring network in Nairobi and its environs, design and development of emission and atmospheric transport models for the city and its environs; institutional strengthening and strategic communication with all the stakeholders. The project components and their corresponding outputs are as *detailed in the Terms of reference section.*

1.3 *Specific Tasks to be Undertaken*

Following the appropriate methodology, the consultant will undertake the following tasks;

i. Undertake Feasibility Studies for GCF air quality proposal as detailed in the Terms of reference section.
ii. Develop Environmental and Social Management Framework for the proposed project in line with GCF requirements as *detailed in the Terms of reference section.*
iii. Develop an Environmental Social Management Plan (ESMP) as *detailed in the Terms of reference section.*
iv. Preparation of a Gender Analysis and a Gender Action plan for the proposed project in line with GCF requirements.
v. Develop a Funding Proposal on air quality as *detailed in the Terms of reference section*

1.4 *Duration of Assignment*

The duration of this consultancy shall not exceed 60 days spread over an elapsed period of 6 months. *The consultant shall provide progress report to the Director General in writing in accordance with the approved Plan of Work. The key members of the Consultant's team shall not change throughout the duration of the consultancy. Any staff changes must be justified and will require the Authority's approval.*

1.5 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
Section VI	-	Standard Forms

1.6 Bidders who download the RFP documents must forward their company details to; procurement@nema.go.ke in order to facilitate subsequent clarifications and/or addendum. The particulars should include Name of the Firm, Address, Telephone Number, Email and RFP Number and Category Description.

1.7 A non-refundable fee of KSh.1,000 will be charged if the same are obtained from our Procurement Office at NEMA Headquarters. In this case, the tender fee should be paid in banker's cheque or direct deposit to NEMA Revenue Account, KCB-KICC Branch, Account No. 1102298158. The bank deposit slip should then be submitted at our Cash Office in order to be issued with a receipt. Cash will not be accepted.

Yours sincerely

DIRECTOR GENERAL-NEMA

SECTION II – INFORMATION TO CONSULTANTS (ITC)

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SECTION II: - INFORMATION TO CONSULTANTS (ITC)

2.1 Introduction

2.1.1 The Client named the Appendix to "ITC" will select a firm among those invited to submit a proposal, in accordance with the method of selection detailed in the appendix. The method of selection shall be as indicated by the procuring entity in the Appendix.

2.1.2 The consultants are invited to submit a Technical Proposal and a Financial Proposal, or a Technical Proposal only, as specified in the Appendix "ITC" for consulting services required for the assignment named in the said Appendix. A Technical Proposal only may be submitted in assignments where the Client intends to apply standard conditions of engagement and scales of fees for professional services which are regulated as is the case with Building and Civil Engineering Consulting services. In such a case the highest ranked firm of the technical proposal shall be invited to negotiate a contract on the basis of scale fees. 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 liase with the Client regarding any information that they may require before submitting a proposal and to attend a pre-proposal conference where applicable. Consultants should contact the officials named in the Appendix "ITC" to arrange for any visit or to obtain additional information on the pre-proposal conference. Consultants should ensure that these officials are advised of the visit in adequate time to allow them to make appropriate arrangements.

2.1.4 The Procuring entity will provide the inputs specified in the Appendix "ITC", 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; and (ii) the Client is not bound to accept any of the proposals submitted.

2.1.6 The procuring entity's employees, committee members, board members and their relative (spouse and children) are not eligible to participate.

2.1.7 The price to be charged for the tender document shall not exceed Kshs.1,000/=.

2.1.8 The procuring entity shall allow the tenderer to review the tender document free of charge before purchase.

2.2 Clarification and Amendment of RFP Documents

2.2.1 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 "ITC". The Client will respond by cable, telex, facsimile or 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.

2.2.2 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, cable, telex or facsimile 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 it.

(iv) Proposed professional staff must as a minimum, have the experience indicated in Appendix, preferably working under conditions similar to those prevailing in Kenya.

(v) Alternative professional staff shall not be proposed and only one Curriculum Vitae (CV) may be submitted for each position.

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) 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 member.

(vii) A detailed description of the proposed methodology, staffing and monitoring of training, if Appendix "A" specifies training as a major component of the assignment.

(viii) Any additional information requested in Appendix "A".

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 D). 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 as a separate amount, the local taxes, duties, fees, levies and other charges imposed under the law on the consultants, the sub-consultants and their personnel, unless Appendix "A" specifies otherwise.

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

2.4.4 Commissions and gratuities, if any, paid or to be paid by consultants and related to the assignment will be listed in the Financial Proposal submission Form.

2.4.5 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, if required, Financial Proposal; see para. 1.2) shall be prepared in indelible ink. It shall contain no interlineation or overwriting, except as necessary to correct errors made by the firm itself. Any such corrections must be initialed by the persons or person authorised to sign the proposals.

2.5.2 For each proposal, the consultants shall prepare the number of copies indicated in Appendix "A". 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.

2.5.3 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 "ITC".

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". 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". Any effort by the firm to influence the Client in the proposal evaluation, proposal comparison or Contract award decisions may 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

NO.	**SCORING CRITERIA**		**BIDDER'S SCORE**
	DESCRIPTION	**MAX. SCORE**	
1	Specific experience of the firm in performing similar assignments in the last five years	36	
2	Competence and capacity of the key staff for the assignment	42	
3	Understanding of the Terms of Reference (TORs)	22	
	TOTAL	**100**	

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".

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 considered non-responsive to the RFP and Terms of Reference, indicating that their Financial 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, cable, telex, facsimile 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 (i.e. whether the consultant has costed all the items of the corresponding Technical Proposal and correct any computational errors. 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 While comparing proposal prices between local and foreign firms participating in a selection process in financial evaluation of Proposals, firms incorporated in Kenya where indigenous Kenyans own 51% or more of the share capital shall be allowed a 10% preferential bias in proposal prices. However, there shall be no such preference in the technical evaluation of the tenders. Proof of local incorporation and citizenship shall be required before the provisions of this sub-clause are applied. Details of such proof shall be attached by the Consultant in the financial proposal.

2.8.5 The formulae for determining the Financial Score (Sf) shall, unless an alternative formulae is indicated in the Appgendix "ITC", be as follows:-
$Sf = 100 \text{ X } {}^{FM}/_{F}$ 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; $T + p = I$) indicated in the Appendix. 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.

2.8.6 The tender evaluation committee shall evaluate the tender within 21 days of from the date of opening the tender.

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

2.8.8 Where contract price variation is allowed, the variation shall not exceed 10% of the original contract price

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

2.9 Negotiations

2.9.1 Negotiations will be held at the same address as "address to send information to the Client" indicated in the Appendix "ITC". The aim is to reach agreement on all points and sign a contract.

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, staff-months, logistics and reporting. The agreed work plan and final Terms of 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.

2.9.3 Unless there are exceptional reasons, the financial negotiations will not involve the remuneration rates for staff (no breakdown of fees).

2.9.4 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. The Client will not consider substitutions during contract negotiations unless both parties agree that undue delay in the selection process makes such substitution unavoidable or that such changes are critical to meet the objectives of the assignment. If this is not the case and if it is established that key staff were offered in the proposal without confirming their availability, the firm may be disqualified.

2.9.5 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.

2.9.6 The procuring entity shall appoint a team for the purpose of the negotiations.

2.10 Award of Contract

2.10.1 The Contract will be awarded following 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 agreed.

2.10.3 The parties to the contract shall have it signed within 30 days from the date of notification of contract award unless there is an administrative review request.

2.10.4 The procuring entity 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 procuring entity shall give prompt notice of the termination to the tenderers and on request give its reasons for termination 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 experience, services, equipment 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

2.11.1 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 The procuring entity 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 The procuring entity 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 Kenya.

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

2.1 The name of the Client is: **NATIONAL ENVIRONMENT MANAGEMENT AUTHORITY**.

2.1.1 The method of selection is: **QUALITY AND COST BASED SELECTION.**

2.1.2 Technical and Financial Proposals are requested: **Yes**

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

2.5.2 Consultants must submit **ONE ORIGINAL TECHNICAL PROPOSAL AND ONE COPY OF THE TECHNICAL PROPOSAL.ONE ORIGINAL FINANCIAL PROPOSAL AND ONE COPY OF FINANCIAL PROPOSAL.**

2.5.3 The proposal submission address is:

The Director General,
National Environment Management Authority,
Eland House, Popo Road, Off Mombasa Road,
P.O. Box 67839 – 00200.
NAIROBI.

2.5.4 Information on the outer envelope should include:
THE CONSULTANCY TITLE, REFERENCE NUMBER AND PROPER LABEL I.E TECHNICAL PROPOSAL/FINANCIAL PROPOSAL/ORIGINAL/COPY.
ALL FINANCIAL PROPOSALS MUST BEAR THE NAME OF THE APPLYING FIRM TO ENABLE THE PROCESS OF RETURNING THEM TO THE APPLICANT INCASE THE TECHNICAL PROPOSAL IS UNSUCCESSFUL.
SEALING OF THE ENVELOPES:
CONSULTANTS MUST SUBMIT ONLY ONE OUTER ENVELOPE.INSIDE THE ENVELOPE THEY SHOULD ENCLOSE THE TECHNICAL AND FINANCIAL PROPOSALS ALL IN SEPARATE ENVELOPES AND LABALLED AS INSTRUCTED ABOVE.
THE OUTER ENVELOPE SHOULD BE ADDRESSED TO
The Director General,

National Environment Management Authority,
Eland House, Popo Road, Off Mombasa Road,
P.O. Box 67839 – 00200.
NAIROBI
AND
BEAR THE RFP NUMBER AND TITLE AND A STATEMENT DO NOT OPEN **BEFORE 3RD MAY 2021 AT 2.00P.M.**

2.5.4 Proposals must be submitted no later than the following date and time: **3RD MAY 2021 AT 2.00P.M.**

2.6.3 The minimum technical score required to pass *70%*
2.7 *Technical Evaluation of the proposals.*

1. Mandatory Requirements.

No.	***Description***
1	Attach a copy of company/Firm registration Certificate
2	Attach a copy of valid tax compliance certificate/Exemption certificate
3	Attach a copy of current CR12 dated 2020 or 2021
4	Duly filled and signed Technical submission form in the format provided in this document
5	Duly filled and signed declaration form S.D 1 form in the format provided in this document
6	Duly filled and signed declaration form S.D 2 form in the format provided in this document

NB:
Failure for any bid to meet all the mandatory Requirements will render the bid non-responsive and will not qualify to proceed to Technical and Financial Evaluation.

2. Technical evaluation criteria.

NO.	**SCORING CRITERIA**		**BIDDER'S SCORE**
	DESCRIPTION	**MAX. SCORE**	
1	Specific experience of the firm in performing similar assignments in the last five years	36	
2	Competence and capacity of the key staff for the assignment	42	
3	Understanding of the Terms of Reference (TORs)	22	
	TOTAL	**100**	

NB:
This section will be scored out of 100 points and will determine the technical score. The Pass mark is 70/100. Bidders who score below this will not progress to Financial Evaluation.

No.	Evaluation Criteria	Max. Score/criteria	Score by evaluator	Remarks
1	Specific experience of the firm in performing similar assignments in the last five years	**36**		
a	3 assignments on feasibility studies(2 mk for each)	6		
b	3 assignments on ESMF (2mk for each)	6		
c	3 assignments on gender analysis and action planning (2 mk for each)	6		
e	3 assignments on institutional development/organizational development/capacity assessment (2 mk for each)	6		
f	3 assignments on proposal development for major projects – WB, GCF, Adaptation fund, GEF, UNDP etc. (4 mk for each)	12		
2	**Competence and capacity of the key staff for the assignment**	**42**		
a	The team leader should have a minimum of a PhD in either the following fields; Environmental Studies, Environmental Chemistry, Environmental Engineering, Climate Change, Environmental health or any other related discipline with at least 10 years' experience in Air quality Monitoring. Attach documentary evidence (1 mk for each year).	10		
b.	At least five support consultants who must have a minimum of a Masters Degree in the following fields; Development Studies/Gender Studies, Environmental chemistry/ Environmental studies/ Environmental Engineering/Climate change, Project, Economics, or any other related discipline with a minimum of five (5) years' experience in any of the above	20		

	fields (4 mks for each consultant) Notes: **(i). At least one consultant demonstrate experience in air quality monitoring (ii) At least one consultant must demonstrate experience in Project Design. (iii) At least one consultant must demonstrate experience in Environmental and Social Safeguards. (iv) At least one consultant must demonstrate experience in developing Gender Action Plans. (v) At least one consultant must have Experience in proposal development for major projects – WB, GCF, Adaptation fund, GEF, UNDP etc.** ***(****Attach copies of CVs, academic and professional qualifications/certificates and testimonials of the following key personnel proposed for the assignment to demonstrate qualifications, competencies and experience to undertake the assignment)*			
b	Proof that at least 4 members of the consultancy team (from different disciplines) are members of respective professional bodies and are in good standing (3 mks for each).	12		
3	**Understanding of the Terms of Reference (TOR)**	**22**		
a.	Adequacy and clarity of the proposed methodology:			
i.	**Preparation *of Project feasibility studies in line with GCF requirements (0.5 mk for each)*** • Clarity of scope of work • Clearly explained procedure/process • Theoretical/conceptual	3		

	framework • Clearly defined inputs and outputs • Stakeholder consultations • Data analysis and interpretation			
ii.	**Preparation *of Environmental and Social Management Framework in line with GCF requirements (0.5 mk for each)*** • Clarity of scope of work • Clearly explained procedure/process • Theoretical/conceptual framework • Clearly defined inputs and outputs • Stakeholder consultations • Data analysis and interpretation	3		
iii.	**Preparation of Gender Analysis and Gender Action Plan For The Proposed Project In Line With GCF Requirements *(0.5 mk for each)*.** • Clarity of scope of work • Clearly explained procedure/process • Theoretical/conceptual framework y • Clearly defined inputs and outputs • Stakeholder consultations • Data analysis and interpretation	3		
iv.	**Preparation of the funding proposal in line with GCF requirements *(0.5***	3		

	mk for each). • Clarity of scope of work • Clearly explained procedure/process • Theoretical/conceptual framework • Clearly defined inputs and outputs • Stakeholder consultations • Data analysis and interpretation			
b.	Adequacy of the work plan in addressing the scope of the assignment: • Timelines/Sequencing of the tasks • 2 mark for each task reflected in the work plan up to 5 main tasks based on the TORS	10		

2.7.1 The weights given to the Technical and Financial Proposals are:

T=___________ (0.80)/80%

P=___________ (0.20)/20%

SECTION III - TECHNICAL PROPOSAL

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1. TECHNICAL PROPOSAL SUBMISSION FORM

[_______________ *Date*]

To:______________________[*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. 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 Five 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): Services (Kshs) (Month/Year):	Completion Date Approx. Value of
Name of Associated Consultants. If any: Consultants:	No of Months of Professional Staff provided by Associated
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; _________________________

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

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

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)

	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th	
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.

Notes on preparation of Financial Proposal

4.1 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 done to be clearly understood by the procuring entity.

4.2 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.

4.3 The financial proposal should be prepared using the Standard forms provided in this part

SECTION IV - FINANCIAL PROPOSAL STANDARD FORMS

Table of Contents

1. FINANCIAL PROPOSAL SUBMISSION FORM

________________*[Date]*

To: ____
____
____
[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
Regular staff				
(i)				
(ii)				
Consultants				
Grand 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

NATIONAL ENVIRONMENTAL MANAGEMENT AUTHORITY (NEMA)

TERMS OF REFERENCE (TOR) FOR UNDERTAKING FEASIBILITY STUDIES, EMSF, GENDER ANALYSIS & DEVELOPMENT OF A PROJECT PROPOSAL FOR A PROGRAMME TITLED

Developing a GHG and SLCP monitoring network for enhanced compliance & Enforcement of emission standards and for improved climate change reporting

APRIL 2021

I. Introduction

The National Environment Management Authority (NEMA) is an Accredited Entity with the Green Climate Fund (GCF). The Authority is accredited to design eligible projects for funding from the GCF under the Direct Access Modality. The Green Climate Fund is a finance mechanism provided for under the United Nations Framework Convention on Climate Change (UNFCCC).

1. Project Back ground

Enforcement of emissions regulation in Kenya is greatly hindered by the limited capacity to continuously monitor ambient air pollution, which limits the development of appropriate policy and legal instruments to curtail the emissions.

In order to address this challenge, NEMA has submitted a funding proposal concept note to GCF titled '**Developing a GHG and SLCP monitoring network for enhanced compliance & enforcement of emission standards and for improved climate change reporting.** The project proposes installation of air pollution monitoring instrumentation across the Nairobi Metropolis

The proposed project aims at establishing an emissions monitoring network that will monitor Greenhouse Gases (GHG), Short Lived Climate Pollutants (SLCP) and other air pollutants of interest. This network will help gather data on emission status to support regulations enforcement, inform emission reduction policy and regulatory action and at the same time improve on the Country's reporting obligations to the UNFCCC

The proposed project 'has four main objectives which include; the establishment of an air quality monitoring network in Nairobi and its environs, design and development of emission and atmospheric transport models for the city and its environs; institutional strengthening and strategic communication with all the stakeholders. The project components and their corresponding outputs are as summarised below:

- **Component 1: Establishment of Emissions Monitoring Network**
  - The network will monitor the following gases and SLCP; particulate matter (PM.5 and PM10), Ozone (O_3), black carbon, nitrogen oxides (NOx), carbon monoxide (CO), Carbon Dioxide (CO_2), Methane (CH_4), Sulphur Oxides (SOx), Ammonia (NH_3) and Volatile Organic Compounds (VOCs).
  - Two types of stations will be established under the project; one with standard Monitoring instrumentation that can be used for regulation purposes and the other with Low cost sensors which will be used for mapping out critical emission sources.
  - The project will build the capacity of various expertise at NEMA and other related institutions for effective functioning of the network.
- **Component 2: Design and development of emission and transport models**
  - Air pollution models will be developed to give estimates of pollution levels for areas away from the monitoring stations.

- To effectively run the air pollution models, the computing capacity of the lead institution and the supporting ones will be enhanced to build a robust computer modelling system in key focal areas to facilitate effective and efficient use of these models for improved regulations enforcement, policy implementation and planning.

- **Component 3: Strategic communication and Outreach**
  - This will focus on information as a decision support system for policy makers and air quality programmers; knowledge management and strategic communications. This aspect will deal with data interpretation, packaging, quality control and identification of effective communication and dissemination to various users
  - An information system will be acquired and installed to link the stations and integrate the data. This system will receive, store and analyze data from the stations distributed across the metropolis.
- **Component 4: Institutional strengthening**
  - To effectively manage the air pollution monitoring network and the emissions data, there will be robust capacity building of the various institutions that will play a critical role in running and ensuring that the monitoring network operates efficiently and that there is sustainability of the project beyond the project duration

The expected benefits from the implementation of the proposed projects are:

- The project will set the stage for real-time monitoring of air pollution hence giving time and opportunity to give early warning to people living with oxidative stress condition and other sensitive groups. In turn, reduced air pollution will lessen the burden of air pollution related diseases. The project will also provide data for reporting on climate change and GHG emissions in line with the Country's International obligations.

II. SCOPE OF WORK

The scope of this assignment will involve development of project feasibility studies, EMSF, Gender analysis and development of the project proposal as follows:

A. FEASIBILITY STUDIES

1. Undertake Feasibility Studies of the project including potential sites for installation and hosting of the air quality equipment.
2. Undertake analysis of available air quality monitoring equipment, their cost, suitability and cost-effectiveness, durability and environmental footprints and further recommend suitable air quality equipment for this project
3. Undertake development on a GIS platform, map showing the recommended spatial distribution of the air quality equipment for effective coverage and real time air quality monitoring
4. Undertake a comparative analysis of existing pollution models and recommend a suitable model for the project.
5. Recommend suitable computing and systems requirement for running the air quality models

6. Carry out an economic analysis for the project
7. Respond to GCF comments on the feasibility studies and the proposal document developed

The expected deliverables of this assignment are;

a) An inception report inclusive of a detailed work plan, five days after the signing of the contract;
b) Feasibility assessment report- Undertake feasibility studies of the project
c) Technical guidance on preferred air quality equipment and cost estimates for the equipment
d) Technical designs - Provide technical designs and cost estimates for setting up, calibrating and operationalizing the equipment and running the entire project
e) Technical and Economic Analysis report - Undertake a technical and an economic analysis of the proposed project
f) Draft reports of the above listed
g) Final reports of the above listed
h) Three copies of the final report in digital form and a hard copy

B. ENVIRONMENTAL AND SOCIAL MANAGEMENT FRAMEWORK (EMSF)

The objective of the assignment is to assist NEMA to undertake Environmental and Social Management Framework (EMSF) of the proposed project to ensure that there are sufficient safeguards, the proposed project is implemented in an environmentally and socially sustainable manner and is in full compliance with Kenya's and the GCF's environmental and social safeguards. The specific objectives are:

1. To assess the potential environmental and social impacts of the overall project, whether positive or negative, and propose mitigation measures which will effectively address the impacts; and

2. To inform the program preparation process of the potential impacts of different alternatives, and relevant mitigation measures (including implementation requirements).

The scope of this assignment is as follows:

i. Develop Environmental and Social Management Framework for the proposed project in line with GCF requirements;
ii. Develop standard tools including checklists and questionnaires for environmental screening, risk classification and risk monitoring for proposed project;
iii. Carry out environmental screening of project sites and proposed activities, and help to prepare specific Environmental Management Plans (EMPs);
iv. Undertake an Environmental and Social Impact Assessment (ESIA) and any associated studies on proposed project investments, sites and activities

The ESMF study team will;

Carry out environmental and social assessment to support the project's activities by;

i. Assessing social, environmental and climate change effects/impacts related to the proposed project and propose mitigation/adaptation measures.
ii. Conducting extensive consultations with relevant stakeholders to obtain information and inform the different parties of proposed project activities.
iii. Proposing measures to minimize the risk of social and environmental impacts.
iv. Undertaking any technical studies needed including GIS maps of all target project sites and landscapes, including the following information: Important topographical features (rivers, wetlands, environmental significant areas etc); Significant infrastructure (e.g. settlements, roads, major water points); Climate data (e.g. rainfall and temperature gradients); Long term productivity trends; Land use and land cover; Data on land tenure/governance in targeted project sites

Review of Baseline Data by;

i. Assembling, evaluating and presenting baseline data on the relevant environmental characteristics of the proposed target areas. Including information on any changes anticipated after the project commences.
ii. Providing detailed project description covering the area of influence (spatial and temporal boundaries), location, layout, different activities related to the project:
iii. Providing a description of potential environmental impacts associated with each phase of the project i.e. from inception to decommissioning.

Carry out Public Consultation

i. The consultant will be required to conduct public consultations in relation to the proposed project, while ensuring gender representation during consultations.

ii. The consultant shall provide evidence of public consultations including but not limited to stakeholders, signed list of participants and outcome of consultations.

iii. The consultant will propose for NEMA approval, the targeted stakeholders and process/methodology of public consultations during the development of the detailed ESIA study.

iv. The purpose of this consultation program will be to assist NEMA to inform all interested parties about the program and to solicit their views about it.

v. Specifically, the Consultant will propose an effective, comprehensive public consultation strategy which includes at least:
    - A list of stakeholders or audiences to be consulted;
    - Methods for reaching these stakeholders/audiences;
    - The scheduling of consultation activities; and how the consultation efforts will be analysed, reported and utilized.

vi. After consultations are conducted, key points should be incorporated into the draft ESIA/ESMP reports. ESIA/ESMPs should, in turn provide recommendations to the program design.

Develop an Environmental Social Management Plan (ESMP)

i. The consultant will be required to prepare an Environmental and Social Management Plan (ESMP) including proposed work programs, budget estimates, schedules, staffing and training requirements, and other necessary support services to implement the mitigating measures.

ii. The Environmental and Social Management Plan should include the following components:

   (i) Mitigation: The ESMP will be presented in tabular form and covers all anticipated significant adverse impacts, mitigation measures, implementation schedule and highlights the responsibility of people and institutions involved as well as the costs required.

   (ii) Monitoring: The monitoring section of ESMP, provides a specific description and technical details of monitoring measures including the parameters to be measured, methods to be used, frequency of measurements, responsibility of different actors involved in effective implementation of the proposed mitigation measures especially at lower level and an estimation of the cost of the implementation of the proposed mitigation measures.

a) Expected Deliverables under the EMSF assignment

The expected deliverables of this assignment are;

i. An inception report inclusive of a detailed work plan, five days after the signing of the contract;
ii. Standard tools including checklists and questionnaires for environmental screening, risk classification and risk monitoring for the project
iii. Draft ESMF reports
iv. Final ESMF reports
v. Three copies of the final report in hard copy and digital form

Further the consultant is required to:

i. Liaise with the relevant experts involved in the project formulation to obtain/provide their expected inputs for the feasibility study, and concept design.
ii. Participate in a series of consultation discussions with stakeholders and obtain technical inputs
iii. Participate and obtain inputs from Communities, CSOs and private sector during organized meetings.
iv. Participate in community level consultations to validate the design and input into the full proposal

C. PREPARATION OF A GENDER ANALYSIS AND A GENDER ACTION PLAN FOR THE PROPOSED PROJECT IN LINE WITH GCF REQUIREMENTS.

The objective of the assignment is to assist NEMA to undertake Gender Analysis of the proposed project to ensure that there are sufficient safeguards, the proposed project is implemented in an environmentally and socially sustainable manner and is in full compliance with Kenya's and the GCF's environmental and social safeguards.

The specific objectives are:

i. To analyze gender related socio economic dynamics and prepare a Gender Action Plan.

ii. To undertake gender analysis and prepare a report for the proposed project with specific reference to proposed project interventions

iii. To conduct wide consultations with government and non-government personnel and review existing documents to prepare the Gender Action Plan

The scope of this assignment is as follows:

i. Review and provide a diagnostic of the current state of gender inequality with respect to the project's proposed activities;
ii. Review and provide analysis on overarching policy documents on gender of relevance to the sector;
iii. Review relevant policies and regulations at both regional and national levels;
iv. Assess and document the gender sensitiveness of the project outcome, objectives, activities, indicators and targets to the specific needs, capacities and priorities of women and men (female heads as well as married women);
v. Synthesize opportunities and interventions to address bottlenecks to address gender inequality in the sectors while making sure the most vulnerable people are resilient to impacts of climate change;
vi. Collect local information and data
vii. Coordinate local stakeholder consultations - Conduct meetings with the relevant sector line ministries, women groups, NGOs, as appropriate, and facilitate in consultative and validation workshops and meetings

The Gender Analysis and Gender Action Plan team shall;

i. Examine the roles, rights and needs of men and women, including vulnerable groups of society such as female- headed households, widows and marginalized individuals
ii. Improve the extent to which the project design is informed by a thorough understanding of gender roles, power relations and a disaggregation of women's and men's specific interests, needs, and priorities;
iii. Provide recommendations on how women can participate equally and actively alongside men, and can gain maximum benefit from project interventions; and
iv. Develop appropriate gender sensitive indicators that can be integrated into the project monitoring and evaluation framework.

The consultant will be required to prepare a Gender Action Plan that will involve undertaking a

detailed gender analysis of the target areas and developing an action plan to integrate gender into proposed project actions.
This will involve documentation of the following aspects in regard to the project area:

- Overview of the local context by County and project area, disaggregated by ethnic group where relevant and according to availability of data.
    i. Economic activities/production.
    ii. Social demographics.
    iii. Health, literacy and other development indices.
    iv. Cultural factors.
    v. Natural resources – use rights, responsibilities, differentiation of roles.
    vi. Political and institutional factors, including national policies, quality of representation, conflicts.
- Work division by sex
    i. Roles and responsibilities.
    ii. Trends and changes in gender division of roles and implications.
    iii. Seasonal patterns of differentiation of roles and responsibilities,
    iv. Gender related workloads/time budgets.
- Use, Access to, and Control of Resources, and Equitable Distribution of Costs and Benefits.
    i. Economic or productive resources.
    ii. Political resources.
    iii. Time.
    iv. Benefits.
- Environmental Degradation and Impact by Sex/Gender.
    i. Roles and responsibilities.
    ii. Impacts of environmental degradation on women and men.
    iii. Impacts of environmental legislation and regulations.
- Cultural or Traditional Practices and Norms.
    i. Customary regulations regarding the use and conservation of natural resources.

ii. Common law rights over natural resources and informal agreements regulating the access to resources.

iii. Dependency on natural resources for social customs, cultural practices, or ceremonial or religious practices.

iv. Cultural or spiritual significance attached to a particular sites or species.

- Levels and quality of Social Participation.

    i. Decision making processes.

    ii. Local institutions.

    iii. Public institutions.

    iv. Access to information.

- Recommendations for addressing gender inequities and risks through project implementation, including additional analyses, indicators of change, targeted interventions, and implementation principles.

a) Expected Deliverables

The expected deliverables of this assignment are;

i. An inception report inclusive of a detailed work plan, five days after the signing of the contract (Develop and present a detailed methodology and work plan for the assignment through desk review of documents and available sources);

ii. Stakeholder Engagement report

iii. Draft reports - Gender Analysis report, and Gender Action Plan

iv. Final reports - Gender Analysis report, and Gender Action Plan

v. Three copies of the final report in digital form and hard copy.

Further the consultant is required to

i. Liaise with the relevant experts involved in the project formulation to obtain their expected inputs for the feasibility study, and concept design.

ii. Participate in a series of consultation discussions with stakeholders and obtain technical inputs

iii. Participate and obtain inputs from Communities, CSOs and private sector during meetings which are organized.

iv. Participate in community level consultations to validate the design and input in to the full proposal

v. Provide any required clarification and respond to any GCF post submission review comments

D. PROPOSAL DEVELOPMENT

In support of the proposal development the following tasks will need to be carried out by the consultant in close coordination with NEMA. The scope of work for the assignment will include:

1) To prepare the initial framework/ road map for a GCF Funding Proposal development
2) Develop a stakeholder engagement plan
3) Determine requisite feasibility studies to back up the proposal
4) Design a funding proposal in line with the GCF investment criteria that incorporates stakeholders' inputs and inputs from the feasibility studies, the gender analysis and action plan, the economic analysis and the ESIA.
5) Develop institutional framework for implementation of the proposal
6) Carry out capacity assessment of potential implementing entities

The expected deliverables for proposal development will include:

a) An inception report inclusive of a detailed work plan, five days after the signing of the contract;
b) Stakeholder engagement plan
c) Stakeholder engagement reports
d) A GCF Funding Proposal (incorporating findings of the feasibly study, environmental and social assessment, and gender action plan) developed.
e) The Funding Proposal must be in line with the GCF investment criteria, results framework and developed based on the standard GCF template.
f) Three copies of the final project proposal and a digital version of the document in Word and PDF.

Further the consultant is required to

- Liaise with the relevant experts involved in the project formulation to obtain their expected inputs for the feasibility study, and proposal development.
- Participate in a series of consultation discussions with stakeholders and obtain technical inputs
- Participate and obtain inputs from Communities, CSO and private sector meetings which are organized.
- Participate in community level consultations to validate the design and input in to the full proposal

III. QUALIFICATIONS OF THE CONSULTANCY

1. The type of consultancy is a firm of consultants.
2. The entire consultancy will be for a maximum of 60 days spread over an elapsed period of 6 months.
3. The individual or firm must demonstrate existing competencies and capacities to undertake this work, and should include personnel with postgraduate degree in environmental studies, Environmental chemistry, climate change, Engineering, Gender studies, organizational development or any other related fields, and at least 10 years proven

experience undertaking feasibility studies, economic analysis, gender studies, EMSF and / or related assessments

4. The candidate/firm should also have:
   a. Excellent knowledge of the English language (both spoken and written) and excellent communication Skills.
   b. Strong understanding of Environmental Governance and climate change issues in Kenya
   c. Ability to work well with Government officials and Community personnel.
   d. Must be in good standing with relevant professional body

IV.REPORTING/ COORDINATION

The consultants shall forward all the reports to the Director General, NEMA and liaise closely with the National Implementing Entity - NIE Secretariat office.

The projected time for the consultancy is as summarized below:

	TIME FRAME																							
ACTIVITY	1^{st} MONTH				2^{nd} MONTH				3^{rd} MONTH				4^{th} MONTH				5^{th} MONTH				6^{th} MONTH			
Prepare inception report inclusive of a detailed work plan																								
Complete the **interim report** Feasibility studies																								
Complete the **interim report** technical designs and cost estimates for setting up, calibrating and operationalizing the equipment and running the project																								
Complete Economic Analysis report																								
Complete feasibility studies report and Technical designs report																								

Develop Environmental and Social Management Framework for the proposed project in line with GCF requirements as *detailed in the Terms of reference section.*																								
Develop an Environmental Social Management Plan (ESMP) as *detailed in the Terms of reference section.*																								
Preparation of a Gender Analysis and a Gender Action plan for the proposed project in line with GCF requirements.																								

Prepare the initial framework/ road map for a GCF Funding Proposal development																									
Stakeholder engagement																									
Subject draft proposal to stakeholders for their input																									
Three copies of the final report in digital form and hard copy.																									
Post submission: Responses to GCF review comments																									

SECTION VI:

STANDARD FORMS OF CONTRACT

FORM SD1.

SELF DECLARATION THAT THE PERSON/TENDERER IS NOT DEBARRED IN THE MATTER OF THE PUBLIC PROCUREMENT AND ASSET DISPOSAL ACT 2015.

I, ……………………………………, of Post Office Box ……………………………… being a resident of ………………………………… in the Republic of ……………………………… do hereby make a statement as follows:-

1. THAT I am the Company Secretary/ Chief Executive/Managing Director/Principal Officer/Director of …………………………………………… (insert name of the Company) who is a Bidder in respect of Tender No. ………………….. for ……………………(insert tender title/description) for ……………………(insert name of the Procuring entity) and duly authorized and competent to make this statement.

2. THAT the aforesaid Bidder, its Directors and subcontractors have not been debarred from participating in procurement proceeding under Part IV of the Act.

3. THAT what is deponed to hereinabove is true to the best of my knowledge, information and belief.

………………………………… ………………………………

(Title) (Signature) (Date)

Bidder Official Stamp

FORM SD2

SELF DECLARATION THAT THE PERSON/TENDERER WILL NOT ENGAGE IN ANY CORRUPT OR FRAUDULENT PRACTICE.

I, ...of P. O. Box .... being a Resident of .... in the Republic of .... do hereby make a statement as follows:-

1. THAT I am the Chief Executive/Managing Director/Principal Officer/Director of .... (insert name of the Company) who is a Bidder in respect of Tender No. .... for ....(insert tender title/description) for ....(insert name of the Procuring entity) and duly authorized and competent to make this statement.

2. THAT the aforesaid Bidder, its servants and/or agents /subcontractors will not engage in any corrupt or fraudulent practice and has not been requested to pay any inducement to any member of the Board, Management, Staff and/or employees and/or agents of ....(insert name of the Procuring entity) which is the procuring entity.

3. THAT the aforesaid Bidder, its servants and/or agents /subcontractors have not offered any inducement to any member of the Board, Management, Staff and/or employees and/or agents of ....(name of the procuring entity)

4. THAT the aforesaid Bidder will not engage /has not engaged in any corrosive practice with other bidders participating in the subject tender

5. THAT what is deponed to hereinabove is true to the best of my knowledge information and belief.

....

(Title) (Signature) (Date)

Bidder’s Official Stamp