

ADVERTISEMENT

REQUEST FOR PROPOSAL

FOR

Curator for Panda Club Initiative Experiential Learning Activities

RFP NO. WWF/NRB/047

To be received on or before 5 pm on Thursday 21st March 2024

E mail tenders@wwfkenya.org

1.0 Letter of invitation

World Wide Fund for Nature Kenya (WWF-Kenya) is a locally registered non-governmental conservation organization; an affiliate of WWF International. WWF has been working in Kenya since 1962 alongside the government, civil society, private sector organizations, and local communities to contribute towards providing an enabling environment for the healthy natural environment supporting people and sustainable development in Kenya.

WWF Kenya is in the process of sourcing for proposals Curator for Panda Club Initiative Experiential Learning activities

Prices quoted should be net inclusive of all costs and taxes, must be expressed in Kenya shillings if locally registered and shall remain valid for a period of 120 days from the closing date of the tender.

Eligible candidates should submit completed Proposal Documents marked with the Tender Name and Number addressed to the Procurement Coordinator and send by email to tenders@wwfkenya.org to be received on or before **Thursday 5 pm on 21st March 2024**

For any clarifications, please email your query to kenya.procurement@wwfkenya.org no later than 16th March 2024

2.0 General Requirements

2.1 Eligible Applicants

- 2.1.1 This Request for Proposal is open to all suppliers eligible as described in the application documents. Successful applicants shall later be contacted for the provision of services as required by WWF-KENYA.
- 2.1.2 Applicants shall adhere to WWF-KENYA Prevention of Fraud, Bribery and Corruption (Revised). Please find the link where this policy is located: <https://wwfke.awsassets.panda.org/downloads/wwf-kenya-revised-policy-on-prevention-of-fraud-bribery-and-corruption---third-party-.pdf>
- 2.1.3 Applicants shall bear all costs associated with the preparation and submission of their application and WWF-KENYA will not be responsible or liable for those costs regardless of the conduct or outcome of the application process.
- 2.1.4 The applicants shall furnish, as part of the application, documents establishing the applicant's eligibility to apply and their tender to perform the contract if accepted.
- 2.1.5 The documentary evidence of the applicant's tender to perform the contract if the application is accepted:
 - a) That the applicants has financial, technical and production capability necessary to execute the contract
 - b) That the applicant has an established physical and postal address for ease of contract and is licensed by the Kenyan Government to trade in the category applied for.
 - c) That the applicant is willing to do business with WWF-Kenya and shall allow credit facilities as per WWF Kenya's terms and conditions of contract.

- d) That the questionnaire is to be fully and comprehensively completed in all respects and all documents must be submitted in English Language
- e) If insufficient space has been provided on the questionnaire for the answers, please provide the answers as supplementary on separate sheets
- f) Please note that by responding to this questionnaire you accept that all answers provided are legally binding and should the need arise, may be used as evidence in a court of law. Further, WWF-Kenya reserves the right without further recourse to verify at its own cost the accuracy of any answers provided herein.
- g) Applicants will meet all costs associated with preparation and submission of their applications
- h) Any information given and later found to be incorrect shall lead to disqualification of the Applicant
- i) The completed document shall be signed off and initialed by Director/Partner of the Organization and rubber stamped on each page and signed on the last page in the space provided
- j) Canvassing will lead to automatic disqualification of the Applicant.
- k) Late submission will not be acceptable. Any application (s) received after the date of closure will be considered as late and disqualified.
- l) Applicant is not listed on the UN list of organizations with terror links

2.2 Goods/Services eligibility and conformity

2.2.1 The applicant shall furnish as part of this application, documents establishing the eligibility and conformity to the application documents of all goods/services which the applicant proposes to supply if accepted.

2.2.2 The documentary evidence of the eligibility of goods and services shall consist of statement in the price schedule, brochures, catalogues of the goods and services offered which in some case shall be confirmed of origin issued at the time of shipment.

2.3 Corrupt and Fraudulent practices

2.3.1 WWF-Kenya requires that applicants observe the highest standards of ethics during the procurement processes and the execution of contract. In pursuance of this policy WWF-Kenya:

- a) Define for the purpose of this provision, the terms set forth below as follows
 - i. “Corrupt practice” means the offering, giving, receiving or soliciting of anything of value to influence the action of WWF-Kenya officers in the procurement process or in contract execution including acceptance of this application.
 - ii. “Fraudulent practice” means a misinterpretation of facts in order to influence a procurement process of execution of a contract to the detriment of WWF-Kenya and includes collusive practices among supplier (prior to or after application submissions) designed to establish item prices, artificial noncompetitive levels and to deprive WWF-Kenya the benefit of free and open competition.
- b) Will reject a proposal for award if it determines that the applicant recommended for award

(acceptance)has engaged in corrupt or fraudulent practices in competing for the application
“acceptance in question”

- c) Will declare an applicant ineligible either indefinitely or for a stated period time to be awarded any contract if it at any time determines that the applicant has engaged in corrupt or fraudulent practices in competing for the contract. The policy is located:

<https://wwfke.awsassets.panda.org/downloads/wwf-kenya-revised-policy-on-prevention-of-fraud-bribery-and-corruption---third-party-.pdf>

2.4 Special Provisions

All suppliers should comply with WWF’S ESSF and statement of principles. Refer to the link below:

https://wwf.panda.org/discover/people_and_conservation/advancing_social_policies_and_principles/

3.0 Requirements in response to the ToRs

3.1 Mandatory Statutory Documents

Bidders that do not submit the following documents will not be considered for evaluation.

Individual Consultant:

- PIN certificate
- Copy of National I.D
- Bank Details
- Valid Tax Compliance Certificate
- Industry Accreditation where applicable
- Application form duly signed by the signatory authorized to execute the contract and filled Business Questionnaire

Company

- Company Profile
- Company PIN certificate
- Certificate of Registration
- Valid Tax Compliance Certificate
- Bank details
- CR12 Form
- Industry Accreditation where applicable
- Application form duly signed by the authorized signatory and filled Business Questionnaire

3.2 Technical Proposal

Submit as per the Terms of Reference (TOR) and evaluation matrix

3.3 Financial Proposal

The proposal should have a clear cost breakdown of;

- Consultancy/ Professional fees
- Logistical fees i.e. Transport, accommodation and any other logistics where applicable.

Note: The consultant should submit a separate financial and technical proposal.

3.4 Taxes

The consultant is responsible for government taxes and insurance. WWF-Kenya shall retain gross fee withholding tax as per the Income Tax Act, Cap. 470, Laws of Kenya, and subsequently make remissions to the Kenya Revenue Authority

4.0 Evaluation Matrix

Evaluation Criteria	Evaluation Details	Maximum Score
Experience	-Proof of a minimum of 5 years of experience similar works -Attach 3 reference/ recommendation letters of similar works -Attach 3 contracts/PO's for similar works - Schedule of ongoing contracts;	5 points
Understanding/interpretation of ToR	Correct interpretation of the terms of reference as per the deliverables.	5 points
Capacity/ Skills and Organizational Structure	-The lead consultant CV [Min 7 Years in relevant field] -Team CV's -Organization structure and company profile	5 points
Methodology	-Attach methodology/ approach to deliver tasks	5 points
Work plan	-Attach work plan	5 points
Technical Weighted Score		80%
Financial Proposal	(Lowest evaluated Bid/Bidders Price*20)	20%
Total Score		100%

5.0 Completed Business Questionnaire and trade references

1	Name of Organization	
2	Postal Address	P.O Box..... Code.....
3	Physical location of Business Premises	Town..... Street..... Building Name..... Floor.....
4	Contacts	Telephone..... Fax No..... Email..... Website.....
5	Nature of Organization (e.g. Sole Proprietorship, Public Limited Company, Partnership etc.)	
6	Names of the Proprietor, Directors or Partners - Proprietor	1.
	- Partnership	1. 2. 3. 4.
7	Business Operations	Year established..... Duration of Business Operation.....
8	Company Registration No. (Attach)	Number.....
9	VAT Registration No. (Attach Copy) PIN	Number..... Attached copy? Yes No. Number.....
10	State Credit Period Proposed is (30 days Minimum) <i>NB: WWF K will not make any</i>	

	<i>advance payments.</i>	
11	State Tender Validity Period (Minimum Proposed is 120 days)	State Tender Validity Period (Minimum Proposed is 120 days)
12	Contact Person.....	Job Title.....
13	Registration with Regulatory relevant bodies	Registration Body..... Category..... of Registration.....
Provide contact details for three referees for previous/current work that is similar or the same to the one now applied for. Note that the referees may be contacted without further reference to you. (Attach documentary evidence of existence of the contract)		
A	Have you previously been contracted by WWF-Kenya? (Tick one)	<p style="text-align: center;">YES NO</p> <p style="text-align: center;"><input type="checkbox"/> <input type="checkbox"/></p> <p>Describe the contract and nature of works, And for how long..... When.....</p>
B	Others Organizations or Companies	
1.	Organization Name Contact Name and Position Office & Mobile Tel No. Email Address Service provided
2.	Organization Name Contact Name and Position Office & Mobile Tel No. Email Address Service provided
3	Organization Name Contact Name and Position Office & Mobile Tel No. Email Address Service provided

TRADE REFERENCES

Do any of the following apply to your Organization, or to (any of) the Director(s)/Partners/Proprietor(s)		
Have you or your principals been subject of legal proceedings for insolvency, bankruptcy, receivership or your business activities suspended for related reasons?	Yes/No	If Yes give details
Has been convicted of a criminal offence related to business or professional conduct	Yes/No	If Yes give details
Have you had any contracts terminated for poor performance in the last five years, or any contracts where damages have been claimed by the contracting authority/client?	Yes/No	If Yes give details
Have you fulfilled your obligations to pay taxes and social security contributions for the last three years?	Yes/No	Attach certificate of Tax compliance

Application Form

(To be submitted in the letterhead of the tenderer)

Date: _____

**To: P.O. BOX 62440-00200
NAIROBI.
Property no.118, Along
Dagoretti Road, Karen**

1. Having examined the tender documents including, Ref. No..... (insert number), the receipt of which is hereby duly acknowledged, we the undersigned, submit our tender for.....
..... (Description Services) at a total cost of Kshs
.....including VAT.....and
WHT.....
in conformity with the said application documents all or part of the items that may be required and are within our capability to supply.
2. We undertake, if our application is accepted, to deliver services in accordance with the delivery schedule and credit terms specified in the schedule of requirements or official order, signed by authorized staff of WWF-KENYA.
3. We agree to abide by this application for the period of processing, preparation and execution of the tender application together with acceptance thereof which together shall constitute a binding agreement between us.
4. We agree to abide by and uphold WWF-KENYA’s general terms and conditions of contract
5. We agree to abide by and uphold WWF-KENYA policy on Prevention of Fraud & Corruption and WWF’S ESSF and statement of principles.
6. We understand: -
 - a) That this is a tender/quotation application for consideration to supplier for goods/services.
 - b) That WWF-KENYA is not bound to accept this application or any other that it may receive.

Details of Authorised Signatories

Should award of this tender be made to us, the following person is authorized to execute the contract (Director/CEO/Manager).

Name.....

Designation.....

Email.....

Phone.....

Dated this _____ day of _____ 20_____

(Signature)

(In the capacity of)

Duly authorized to sign tender for and on behalf of _____

Rubber Stamp/Company Seal



WWF-Kenya Property no.118, Along Dagoretti Road, Karen
P.O BOX 62440-00200, Nairobi
Tel: 0722203407
Email: info@wwfkenya.org

TOR: CURATOR FOR PANDA CLUB INITIATIVE EXPERIENTIAL LEARNING ACTIVITIES

Who We Are

World Wide Fund for Nature Kenya (WWF-Kenya) is a locally registered non-governmental conservation organization; an affiliate of WWF International. WWF has been working in Kenya since 1962 alongside the government, civil society, private sector organizations and local communities to contribute towards providing an enabling environment for the achievement of sustainable natural resource management.

1. Background

WWF-Kenya's Panda Club is an environmental education Initiative aimed at inspiring and engaging children in conservation efforts and sustainable practices as we continue to build a critical mass of young nature champions. As part of experiential learning, WWF-Kenya organizes scheduled events and activities to raise awareness and foster a sense of responsibility towards the environment for targeted children age groups. To enhance the impact of these events, WWF-Kenya seeks to engage a consultant who will support in curating and coordinating engaging and educational activities for the children during these events; this will be executed mainly at WWF-Kenya Panda House office in Karen. Other venues will be identified as appropriate

2. Objectives

The primary objective of this consultancy is:

- To develop and deliver creative and educational activities for children aged 5-14 years, which align with WWF's conservation goals and the Panda Club's initiative educational objective.
- To design, coordinate, and facilitate activities that are engaging, informative, promote environmental awareness, conservation values, and foster a sense of responsibility towards nature among the young participants.
- To evaluate the effectiveness and impact of the curated kids' activities and provide recommendations for improvements.

3. Scope of Work

The consultant will be responsible for the following tasks:

- Collaborate with WWF-Kenya's team to understand the program's goals, target audience, align on the lessons learnt from previous kids' activity initiatives and recommend an effective strategy to improve and strengthen the initiative, sustain its execution and increase subscriptions
- Research and develop creative and interactive environmental activities suitable for children of different age groups (5-14 years) to be implemented during scheduled events.
- In collaboration with the WWF-Kenya team, prepare a detailed activity plan, including materials and resources needed, for each event in coordination with the WWF-Kenya team.
- Coordinate with the WWF-Kenya team and volunteers to ensure the smooth implementation of the kids' activities during scheduled events.
- Ensure that the activities align with WWF-Kenya's conservation messages and educational objectives.
- Monitor and evaluate the success and impact of the curated kids' activities through feedback and observation during the events.

- Submit a comprehensive report after each event, highlighting the achievements, challenges, and recommendations for improvement.

4. Deliverables

The consultant is expected to deliver the following:

- A detailed curated list of interactive and age-appropriate kids' activities (including descriptions of the activities and required materials) that are aligned with WWF-Kenya's conservation goals.
- Activity plans for each scheduled event, including a list of required materials and resources.
- On-site support and guidance to Panda Club facilitators during the events.
- A final report summarizing the outcomes and impact of the activities, along with recommendations for improvement, including an evaluation of the impact and feedback from participants.

5. Timeframe

The consultancy is expected to commence on the 1st April 2024 and conclude by 30th June 2024 with possibility of renewal, spanning 5 of scheduled Panda Club activities during this period. The exact dates of the events will be provided upon engagement.

6. Qualifications and Experience

The consultant should possess the following qualifications and experience:

- A background in education, environmental sciences, or related fields
- A certificate in child protection and safeguarding will be an added advantage
- A certificate of good conduct
- Demonstrated experience in developing and curating educational activities for children.
- Knowledge of environmental conservation and sustainability practices
- Excellent facilitation and communication skills, with the ability to engage and inspire children effectively.
- Creative and resourceful approach in curating activities that cater to various age groups and learning abilities.
- Demonstrated experience in developing and implementing educational and interactive activities for children, preferably in the context of environmental education or conservation.
- Strong understanding of wildlife conservation, environmental issues, and sustainable practices.

7. Reporting and Coordination

The consultant will report to the WWF-Kenya Fundraising & Partnership Officer- Private Sector. Regular coordination meetings and updates will be scheduled to ensure effective communication and feedback throughout the consultancy period.

8. Ownership of Materials

All developed kids' activity materials and resources will remain the property of WWF-Kenya. The consultant will not have the right to reproduce or distribute the materials without prior written consent from WWF-Kenya.

9. Budget & Payment

The budget for this consultancy will be negotiated and agreed upon between WWF=Kenya and the consultant. The budget should cover all consultancy fees, travel expenses (if applicable), and costs associated with materials and resources required for a successful execution of the activities. Payment's schedule will be agreed upon based on the duration of contract, expected outputs and specific schedules for targeted events. Disbursements will be upon satisfactory completion of the deliverables as specified in this Terms of Reference.

10. Confidentiality

The consultant shall treat all information obtained during the course of the consultancy as confidential and

shall not disclose it to any third party without prior written consent from WWF-Kenya.

11. Evaluation

The consultant's performance will be evaluated based on the successful curation and implementation of engaging kids' activities during scheduled events, as well as the quality of post-event reports and recommendations provided.

12. Selection

The selection of the consultant will be based on their qualifications, relevant experience, proposed approach, and budget.

13. Contract Amendment & Termination

WWF-Kenya reserves the right to amend or terminate this consultancy at any time, with appropriate notice and compensation if applicable.

NB: This document is not a contract. By accepting this consultancy, the consultant agrees to abide by the terms and conditions outlined in this document which are subject to modification. Kindly note that the Terms of Reference may be further customized to suit the specific requirements and policies of WWF Kenya's Panda Club initiative.

WWF-Kenya looks forward to collaborating with a creative and passionate consultant to enhance our engagements with children; providing experiential learning as we work to inspire the next generation of environmental champions.

How to apply

Interested consultancy firms/individuals should submit their separate technical and financial proposals to tenders@wwfkenya.org and clearly indicate the title and number of the tender on the subject by **5 pm on Thursday 21st March 2024**

NB:

Only shortlisted applicants will be contacted for further engagement.

We do not appreciate third-party mediation based on this advertisement.