



REQUEST FOR PROPOSALS
ENTREPRENEURSHIP AND VILLAGE SAVINGS TRAINING TO
WOMEN GROUPS ACROSS THE MARA ECOSYSTEM

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PART 1:

INSTRUCTIONS AND CONDITIONS TO BIDDERS

1.1. INTRODUCTION

The Maasai Mara Wildlife Conservancies Association (MMWCA) is a membership organization of all the Mara conservancies, open to any existing or upcoming wildlife conservancy whose land is part of or integral to the greater Maasai Mara ecosystem. The MMWCA is one of the 12 regional associations forming the Kenya Wildlife Conservancies Association (KWCA) as envisaged in the Wildlife Conservation and Management Act 2013.

MMWCA's Mission is: 'conserving the greater Maasai Mara ecosystem for the prosperity of all: biodiversity and wildlife, the regional Maasai population, recreation and tourism for the nation of Kenya'.

The MMWCA has three key objectives:

1. Provide a space for open discussions, a hub for knowledge sharing and coordination driving policy in the interest of conservancies and conservation related issues.
2. Support the creation and development of conservancies and their neighboring areas across the greater Mara ecosystem, as a sustainable form of land-use and to provide mechanisms for equitable and value-based benefit sharing to sustain land under conservation.
3. Lead or/and implement development and conservation programs across member conservancies to facilitate coordination, collaboration and synergetic action.

1.2. SUMMARY

MMWCA invites consultants to submit financial and technical proposal for an entrepreneurship and village savings training to women groups across the Mara ecosystem. The detailed description of the requirement can be found in Part 2 of this Request for Proposal (RFP).

1.3. PROCUREMENT PROCESS

The following key dates apply to this procurement process:

- RFP issue date: 31st July 2019
- RFP closing date and time: 9th August 2019, 17:00 EAT
- Estimated contract award date: 16th August 2019

1.4. CONDITIONS

MMWCA is not bound in any way to enter into any contractual or other arrangement with any proposer as a result of issuing this RFP. MMWCA is under no obligation to accept the lowest financials proposal or any proposal. MMWCA reserves the right to terminate the procurement process at any time prior to contract award. By participating in this RFP, proposers accept the conditions set out in this RFP.

1.5. QUERIES AND QUESTIONS DURING THE RFP PERIOD

Proposers are to direct any questions regarding the RFP to the MMWCA contact Angela Sanau angela@maraconservancies.org. No other MMWCA personnel are to be contacted in relation to this RFP. Proposers must submit questions no later than 9th August 2019, 17:00 EAT.

As far as possible, MMWCA will share the responses to any questions, suitably anonymized, with all invited proposers. If you consider the content of your question confidential, you must state this at the time the question is posed.

1.6. AMENDMENTS TO RFP DOCUMENTS

MMWCA may amend the RFP document by issuing notices to that effect to all invited proposers and may extend the RFP closing date and time if deemed necessary.

1.7. PROPOSAL LODGEMENT METHODS AND REQUIREMENTS

Proposers must submit their proposal to MMWCA no later than 9th August, 2019, 17:00 EAT by email to: procurement@maraconservancies.org. The subject heading of the email should be 'RFP for Entrepreneurship and Village Savings training to women groups the Mara ecosystem by [organizational name].' Electronic copies are to be submitted in PDF, or MS Word, formats. Proposals must be in English.

1.8. LATE AND INCOMPLETE PROPOSALS

Any proposal received by MMWCA later than the stipulated RFP closing date and time, and any proposal that is incomplete, will not be considered. There will be no allowance made by MMWCA for any delays in transmission of the proposal from proposer to MMWCA.

1.9. WITHDRAWALS AND CHANGES TO THE PROPOSAL

Proposals may be withdrawn or changed at any time prior to the RFP closing date and time by written notice to the MMWCA contact. No changes or withdrawals will be accepted after the RFP closing date and time.

1.10. VALIDITY OF PROPOSALS

Proposals submitted in response to this RFP are to remain valid for a period of 90 calendar days from the RFP closing date.

1.11. EVALUATION OF PROPOSALS

The evaluation of proposals shall be carried out exclusively with regards to the evaluation criteria and their relative weights specified in Part 3 of this RFP.

1.12. CONFIDENTIALITY

Any data, documentation or other business information furnished by or disclosed to the contractor shall be deemed the property of MMWCA and must be returned to MMWCA upon request.

1.13. SUBMISSION REQUIREMENTS

All interested person(s) should submit technical and price proposals by the deadline.

Deadline: 17:00 EAT, August 9th 2019

Proposals should be emailed to: procurement@maraconservancies.org and copy to contact@maraconservancies.org

PART 2:

REQUIREMENTS

1. OBJECTIVES

MMWCA is seeking a consultant(s) with relevant expertise to conduct an entrepreneurship and village savings training to women groups across the Mara ecosystem.

2. SCOPE OF THE WORK

MMWCA intends to start initiatives that enable women to own and control natural resources in six women groups across six conservancies (Pardamat, Siana, Olderkesi, Oloisukut, Nashulai and Mara North) that will serve as a model and resource for other women groups in the respective conservancies dedicated to the big goal of women empowerment across the Mara ecosystem.

MMWCA would like to hire a consultant(s) to:

- a) Provide technical support by training women on:
 - i. Sustainable market
 - ii. Methods of saving & investment
 - iii. High value economic activities
 - iv. Business planning
 - v. Financial management
 - vi. Marketing and innovative financial services e.g. mobile banking
- b) Monitor, supervise and mentor the formation and operation of the women self-help groups
- c) Agree on the activities on a monthly basis through monthly meetings with the MMWCA Gender Officer and leaders of the self-help groups
- d) Collection of progress reports and financial data for the groups under the consultant's supervision on a monthly basis.

2.1. TARGET GROUP

The target group for the training is six women groups across six conservancies: Pardamat, Siana, Olderkesi, Oloisukut, Nashulai and Mara North. Each conservancy shall have a total of Forty (40) women bringing the total number of women to be trained to Two Hundred And Forty (240).

The training will take place in four (4), two-day sessions each hosted by MMWCA as follows:

- i. Pardamat and Mara North – 2-day training shall be held at Aitong
- ii. Siana and Nashulai – 2-day training shall be held at Talek
- iii. Olderkesi– 2-day training shall be held at Olderkesi
- iv. Oloisukut – 2-day training shall be held at Oloisukut

2.2. DELIVERABLES

- i. The consultant shall submit an inception report 3 days after signing of the agreement. The inception report shall explicitly provide details on the training methods/approaches, training materials to be used and a work plan to monitor and mentor the self-help groups after the training.
- ii. Detailed Capacity Development/Training Manual and relevant content to be used for on-going guidance by MMWCA and for training of new partners. The training shall cover: Sustainable market, Methods of saving & investment, High value economic activities, Business planning, Financial management, Marketing and innovative financial services
- iii. Certificate of attendance to all who successfully attend the training sessions
- iv. Training evaluation report highlighting areas of future improvement and other relevant feedback. It should also include photos from the training sessions.
- v. Monthly progress reports outlining the activities under the self-help groups in a format as agreed by the MMWCA Gender Officer
- vi. Final report

2.3. RESPONSIBILITIES OF MMWCA

MMWCA shall:

- i. Provide the selected consultant(s) with necessary documents to enable a clear reporting and understanding of the project
- ii. Create linkages with the women's groups and other relevant stakeholders to ensure effective accomplishment of set tasks
- iii. Identification of women to be trained
- iv. Cater for venue and meals for the trainings as well as transportation costs for the women groups.
- v. Liaise with the women's groups on behalf of the consultants to plan training
- vi. Review and approve training methodology and training approaches.
- vii. Approve/disapprove the final report upon the report meeting specified requirements

2.4. RESPONSIBILITIES OF THE CONSULTANT

The Consultant shall:

- i. Develop an inception report for the entire exercise
- ii. Work closely with MMWCA's contact person on the training design and approaches, and post-training performance evaluations
- iii. Prepare and submit course outline, course contents, training manuals and a training delivery schedule
- iv. Incorporate feedback into training materials and reports which will be given from the team.
- v. Issue a certificate of attendance to all who successfully attend the training sessions
- vi. Conduct monthly field visits and submit progress reports at the end of every fourth week to the MMWCA Gender Officer

- vii. Prepare a final report at the end of the contract period highlighting the activities undertaken, lessons learned and future recommendations

2.5. PAYMENT TERMS

A contract of agreement will be issued between MMWCA and the contractor prior to commencing any job. Payment will be made based on agreed milestones/deliverables.

2.6. CONTRACT DURATION

The consultancy is expected to be undertaken within a period of 6 months.

2.7. APPLICATION REQUIREMENTS

Based on these Terms of Reference, the consultant is expected to submit:

- a) The Consultant's Experience in the following format:
 - i. The consultant's experience with regards to:
 - Participatory training for low literacy communities especially in low resource settings on entrepreneurship, financial management and savings preferably conservation institutions and/or women groups from pastoralist communities.
 - Practical experience in supporting Village Savings and Loan Associations
 - Experience in facilitating trainings using adult learning
 - Experience in training and working with Maasai women will be an added advantage
 - A minimum of 5 years' experience in community development activities preferably in implementing income generating activities and strategies, micro-finance and eco-tourism in community based organisations or NGOs at a local level
 - ii. Qualifications of the consultant(s) evidenced by professional certifications and CV.
 - iii. References from three (3) clients in the past five (5) years.
- b) A technical proposal highlighting:
 - i. Proposed methodology, work plan including timeframes and deliverables.
- c) A financial proposal highlighting:
 - i. All costs associated with the assignment
 - ii. The consultant(s) will be responsible for their own accommodation and travel costs. This should be factored in the financial proposal.
 - iii. If appropriate, these costs should be broken down by activity/milestone.
 - iv. The Financial Proposal should clearly identify as a separate amount if any, the local taxes, and other charges imposed under the law on the consultants and their personnel if any.

PART 3: EVALUATION OF PROPOSALS

Evaluation of submitted proposals will use a merit-point scoring system and be selected based on technical expertise. The evaluation will be carried out exclusively based on the weights specified in the table below:

The primary and sub-criteria for the technical evaluation are:

Criteria	Points
Consultant's Experience: <ul style="list-style-type: none"> i. The consultant's experience with regards to: <ul style="list-style-type: none"> ▪ Participatory training for low literacy communities especially in low resource settings on entrepreneurship, financial management and savings preferably conservation institutions and/or women groups from pastoralist communities. (6 Points) ▪ Practical experience in supporting Village Savings and Loan Associations (4 Points) ▪ Experience in facilitating trainings using adult learning (4 points) ▪ Experience in training and working with Maasai women will be an added advantage (4 Points) ▪ A minimum of 5 years' experience in community development activities preferably in implementing income generating activities and strategies, micro-finance and eco-tourism in community based organisations or NGOs at a local level (4 Points) ii. Qualifications of the consultant evidenced by professional certifications and CV. (10 points) iii. References from three (3) clients in the past five (5) years (3 points) 	35 Points
Technical Proposal <ul style="list-style-type: none"> i. Proposed methodology, work plan including timeframes and deliverables. (35 points) 	35 Points
Financial Proposal	30 Points
Total	100 points

The contract will be awarded to the proposal with the highest score and documented evidence for all responses.