



Building Resilient Communities for Sustainable Development

## **REQUEST FOR PROPOSAL**

**Reference No: RACIDA/USAIDBHA-2021/2022-011**

**Consultancy for Post Distribution Monitoring of Hay and Cash for Water activities  
Under RACIDA's IETC Project**

**Rural Agency for Community Development and Assistance (RACIDA) in Partnership  
with USAID's Bureau for Humanitarian Assistance (BHA)**

**Document Release Date: 21<sup>st</sup> January 2022**

**Deadline for Submission of Bids: 4<sup>th</sup> February ,2022**

**Time: 5:00 PM EAT**

**Submission Method: Email**

**Disclaimer:** RACIDA reserves the right to determine the structure of the process, number of short-listed participants, the right to withdraw from the proposal process, the right to change this timetable at any time without notice and reserves the right to withdraw this tender at any time, without prior notice and without liability to compensate and/or reimburse any party

**Synopsis of the Request for Proposal (Individual Consultant / Registered firm)**

Solicitation Reference No.	<b>RACIDA/USAIDBHA-2021/2022-011</b>
Title of Solicitation	<b>Consultancy for Post Distribution Monitoring of Hay and cash for water activities under RACIDA's IETC Project</b>
Issuing Office & Address	Rural Agency for Community Development Assistance Website: <a href="http://www.racida.org">www.racida.org</a>
Point of contact for clarifications, questions and amendments	RACIDA General Procurement, <a href="mailto:Procurement@racida.org">Procurement@racida.org</a>
Email Address for submission of Proposals/ Quotes	RACIDA General Procurement, <a href="mailto:Procurement@racida.org">Procurement@racida.org</a>
Solicitation Issue Date	21 <sup>st</sup> January 2022
Initial Deadline for Submission of Proposals	4 <sup>th</sup> February 2022 5:00 PM East African Time
Anticipated Award Type	<b>Consultancy Agreement</b>
Submission and Evaluation Criteria	<p>Bidder must provide the below listed information:</p> <p><b>Mandatory Eligibility Requirement</b></p> <ul style="list-style-type: none"> <li>• Must be an Individual Consultant/ Registered Consultancy Firm</li> <li>• Must submit CV of Key Personnel</li> <li>• Must submit a certificate of Incorporation/ Business Registration</li> <li>• Must submit a certificate of Tax Compliance</li> <li>• Must Submit Business KRA PIN</li> <li>• The firm shall not be sanctioned or blacklisted by any government or institution</li> </ul> <p><b>Technical Evaluation Criteria</b></p> <ol style="list-style-type: none"> <li>i. Consultant Academic and Professional Qualification-20%</li> <li>ii. Consultant's Prior Work Experience- 35%</li> <li>iii. Methodology/Approach- 35%</li> <li>iv. Language and analytical skills -10%</li> </ol> <p><b>NB. The minimum technical score shall be 75%. Only the best candidate shall be engaged for financial negotiations.</b></p>

## **1. Background and Rationale**

RACIDA in partnership with USAID's BHA is implementing an integrated humanitarian response that leverages interventions in the sectors of WASH, Nutrition, and Agriculture to respond to the high humanitarian needs strumming the triple crisis of drought, COVID-19, and desert locusts in Mandera County. The project, entitled Integrated emergency response to the triple crisis of drought, COVID-19, and desert locusts in Mandera County, Kenya (IETC), is built upon both an independent assessment conducted by RACIDA in Mandera County in February 2021 as well as RACIDA's close collaboration with stakeholders in government (including the Mandera County Steering Group, the Mandera County Department of Nutrition, local community leaders, and others).

IETC is designed to support communities experiencing high rates of food insecurity and malnutrition, poor access to water quality for household and livestock, as well as poor livestock health outcomes.

The project seeks to alleviate the impact of humanitarian disasters by increasing access to nutrition services in hard-to-reach areas in Mandera County (including improving the coverage of integrated management of acute malnutrition (IMAM) services), improving Infant and Young Child Feeding (IYCF) practices, enabling improved household nutrition and hygiene practices, reducing the burden of livestock diseases, and improving access to emergency treated and protected water supply for human and livestock consumption.

Under Agriculture sector, apart from addressing issues of livestock diseases through vaccination and disease surveillance campaigns, the project also supported livestock owners with hay and cash transfers for watering the livestock at key strategic water points at the peak of the drought.

To ensure that the project is well implemented, targeted, and measured, RACIDA has issued this Terms of Reference (ToR) to solicit proposals for a post distribution monitoring of the Hay and cash transfers for livestock watering in the IETC project.

## **2. Overall Post Distribution survey objective:**

The overall objective of the Post Distribution Monitoring (PDM) is to assess the relevance, effectiveness, efficiency, and sustainability of the CVA and animal feed activities, utilization and its immediate impact in protecting the livelihoods of the drought affected communities in Mandera.

### **2.1. Specific Post Distribution Survey Objectives**

- I. To determine the relevancy and efficiency of the cash transfer for watering livestock and hay distribution processes in relation to addressing the needs of the community vis-à-vis its intended impact.
- II. To assess if the beneficiaries received the intended amount of the cash and their perception on the cash payment/delivery mechanism.
- III. To assess if the beneficiaries received the intended hay and to get their perception on the distribution process.
- IV. To determine how the cash and hay has been utilized by the beneficiaries and assess the immediate impact of the cash transfer and hay on the livestock sector.
- V. To assess the nature and quality of coordination with other actors
- VI. To assess the overall accountability of the cash and hay distribution process to the beneficiaries and other key stakeholders.
- VII. Identify shortcomings in the cash and hay distribution process and provide recommendations for future cash and hay distribution with improvements.

- VIII. To measure the satisfaction of beneficiaries on the overall cash and hay intervention and improve the future quality of related intervention.

## **2.2. Indicators to be Assessed;**

- i. # of animals that have benefited from the livestock activities (cash and Hay distribution).
- ii. % of female/male livestock owners who've benefited from the livestock activities (cash and Hay distribution).

## **3. Key Survey Questions**

- i. Did the project address the factors that limited immediate access of water for livestock and animal feeds/hay in the target communities?
- ii. Did the intervention improve milk access among target beneficiaries?
- iii. Has the response been relevant to the humanitarian needs of the drought affected communities of Mandera?
- iv. To what extent was the intervention aligned with the county drought response plan?
- v. What were the best practices and lessons learnt, with particular focus on the modality, transfer mechanism, as well as accountability to beneficiaries?
- vi. How well did the project integrate participatory approaches, gender equality and disability?
- vii. Did beneficiaries receive their entitlement on a timely manner?
- viii. Did the intervention meet the beneficiary needs?
- ix. How does the community feel about the relevance of the interventions?
- x. What is the appropriateness of cash assistance to address livestock access to water among target beneficiaries
- xi. What are the channels that communities prefer for communication and feedback?

### **3.1. PDM Target Groups**

The populations of interest for this PDM are people living within the areas targeted under this project, with special focus on beneficiaries who were supported with the cash transfers and animal feed (Hay).

## **4. Methodology**

### **4.1. Methods Overview**

**Methodology:** The consultant is expected to utilize a mixed-methods approach using quantitative data from the targeted villages, and qualitative data from relevant stakeholders in Mandera County. The methods are summarized below:

1. Households Surveys
2. Focus Group Discussions
3. Key Informant Interviews

**Data Sources:** Household surveys, key informant interviews, focus group discussions, observations, program records, and other sources as deemed relevant by RACIDA.

**Location:** The consultant will gather data from the field at household level, community level, and at county level.

## **4.2. Quantitative Data Collection**

The core of the assessment will consist of a randomized quantitative survey. The survey will collect data from the CVA and hay beneficiaries from project target sites in Mandera.

All data will be disaggregated by sex, age, and disability. The PDM study will sample community members and other stakeholders from the project locations. The consultant is expected to propose a methodology that is scientific, culturally appropriate, and will leverage both qualitative and quantitative data.

### **4.2.1. Household Questionnaire**

The consultant will administer a household survey tool, the content and scope of the household survey tools will be determined on the basis of Consultant expertise, RACIDA priorities and knowledge, will be finalized through consultation between RACIDA and the consultant.

### **4.2.2. Sampling Framework**

A sample of respondents, stratified by gender, will be randomly selected in each target area for the quantitative survey. The sample will be statistically representative of the populations living in each target area based on the acceptable statistical sampling techniques. This should be in line with various contextual factors and proposed project site.

### **4.2.3. Sampling Approach**

RACIDA expects the consultant to employ a sampling framework that utilizes a two-stage cluster sampling with probability proportionate to size (PPS) design.

### **4.2.4. Survey Administration**

The survey will be administered using ODK/Kobo Tool Box. A number of checks will be put in place to ensure the quality and accuracy of the data collected. These will include but are not limited to:

- A thorough testing process for the data collection tool in line with standard operating procedures for tool development and testing, involving multiple layers of testing to ensure that the tool functions fully.
- A pilot phase in the field during which the tool is thoroughly checked and tested prior to final use.
- Daily checks of data collected to ensure that it is comprehensive and does not contain any mistakes.
- Daily debriefs with data collection team to ensure that any problems encountered during data collection are identified and resolved.
- Regular spot checks on the field during data collection to ensure data collectors are properly administering survey questionnaire.
- A final, thorough, data cleaning process which will include verification of any potentially inaccurate data and revisits to the field if necessary. A log of data cleaning will be kept by the consultant and shared with RACIDA to ensure that all steps in the process can be replicated. .

## **4.3. Qualitative Data Collection**

Qualitative data collection methods will include Focus Group Discussions (FGDs) and Key Informant Interviews (KIIs) with community members, leaders, RACIDA staff, ministry officials, and other relevant partners deemed appropriate. Example FGD participants include members of target communities, including women, youth, men, elders, and the like, and KIIs

may include Mandera Ministry of Agriculture, Livestock and Fisheries (especially livestock veterinary department) and National Drought management Authority. The consultant team is expected to propose KII and FGD participants on the basis of their knowledge and on guidance from RACIDA.

#### **4.3.1. Focus Group Discussions**

The FGDs will have the following goals:

- Gather qualitative data to triangulate, explain, and expand upon the quantitative data gathered.
- Explore in more detail the challenges facing community members and the perceived gaps in intervention.

All participants must give written consent to participate in the FGD.

#### **4.3.2. Key Informant Interview**

KIIs will also be conducted as part of the qualitative data collection. Interviews in each target area will be expected and will be expected to include PLWDs. KII should be conducted using both closed questionnaires and open-ended questionnaires, depending on the Key Informant. All Key Informants must give their written consent to participate in the KII.

### **5. Survey Quality and Ethical Standards**

#### **5.1. Ethical Standards**

The consultant shall take all reasonable steps to ensure that the survey is designed and conducted to respect and protect the rights and welfare of the people and communities involved and to ensure that the survey is technically accurate and reliable, is conducted in a transparent and impartial manner, and contributes to organizational learning and accountability. Therefore, the survey team shall be required to adhere to the survey standards and applicable practices as recommended by IFRC.

- **Utility** – Surveys must be realistic, diplomatic, and managed in a sensible, cost-effective manner.
- **Ethics & Legality** - Surveys must be conducted in an ethical and legal manner, with particular regard for the welfare of those involved in and affected by the survey.
- **Transparency** – Survey activities should reflect an attitude of openness and transparency.
- **Accuracy** – Survey should be technically accurate, providing sufficient information about the data collection, analysis, and interpretation methods so that its worth or merit can be determined.
- **Participation** – Stakeholders should be consulted and meaningfully involved in the survey process when feasible and appropriate.
- **Collaboration** – Collaboration between key operating partners in the survey process improves the legitimacy and utility of the survey.

It is also expected that the survey will respect the seven fundamental principles of the Red Cross Red Crescent: 1) Humanity, 2) Impartiality, 3) Neutrality, 4) Independence, 5) Voluntary Service, 6) Unity, and 7) Universality

#### **5.2. Future Use of the Data**

All data collected will be sole property of RACIDA & USAID BHA. The consultant must not use the data for their own research purposes, nor license the data to be used by others, without the written consent of RACIDA and USAID BHA.

## **6. Obligations**

### **6.1. Obligations of the Consultant**

- Give leadership to the technical team throughout the assessment
- Inform the Program Manager, M&E Officer in a timely manner of the progress made and any challenges encountered.
- Conduct the consultancy as per agreements in TOR, and contract, and if modifications are necessary, bring to the attention of the Program Manager before making any changes.
- Report on a timely basis as per the ToR and the contract agreement
- Declare any possible conflict of interest before signing the contract.
- Participatory share draft report and discuss the feedback and general findings with RACIDA team.
- Cater for his/her transport to the site or within his/her bid can indicate RACIDA to provide i.e. transport to the communities and exclude costing on the same within the bid.
- Organize for his/her own accommodation and cater for other expenses they may likely to incur during the assignment.

### **6.2. Obligations of RACIDA**

- Make sure the Consultant is provided with the necessary and required resources i.e. the project documents- proposal, reports and any other that the consultant may need.
- Give logistical information and attend to any concerns that may arise during the PDM exercise Facilitate the work of the consultant in accessing beneficiaries and other local stakeholders
- Monitor the daily work of the consultant and bring to the attention of the consultant /RACIDA any concerns that may arise
- Provide technical oversight in the review of all deliverables
- Provide timely comments on the draft report

## **7. Qualifications and Experience of Consultant**

The lead consultant must have a background and experience in economics, DRR, community development, M&E, humanitarian aid, or any other related field. Past experience in conducting similar assignments as well as in Emergency Response and Recovery programming, with a broad understanding of Agriculture, Food Security, and livestock will be an added advantage.

### **7.1. Key Selection Criteria**

The independent consultant/consultancy firm must demonstrate experience and expertise as follows:

- Master's Degree in Economics, statistics, social sciences, community development, Public Policy, agriculture, livestock or any other related field.
- Demonstrated experience in conducting PDMs or related projects in the past three years (sample reports are required during the bid analysis).

- Experience in Monitoring and Evaluation with more than 5 years proven experience of undertaking project evaluations, monitoring, and assessments in the sectors of Agriculture, Food Security, WASH, and Livelihoods/CVA.
- Experience working in Kenya is preferred.
- Fluency in English is Mandatory.
- Knowledge and experience of emergency response and humanitarian response in East Africa is preferred.
- Understanding of political, social and cultural context in ASAL counties in Kenya is essential
- Strong interpersonal and communication skills.
- The consultancy team must have a statistician able to analysis quantitative and qualitative data. It is preferred that this person have both professional and academic background in statistics and econometrics.
- Ability to write clear and useful reports (please provide examples of previous work). - Attention to details is essential

## 7.2. Application Evaluation Criteria

Evaluation Criteria	Sub criteria/Description	Score
Consultant Academic and Professional Qualification	Master's Degree in Economics, statistics, social sciences, community development, Public Policy, agriculture/livestock, M&E or another related field.	20%
Consultant Prior Work Experience	<p>Detailed and specific experience in undertaking similar roles highlighting;</p> <ol style="list-style-type: none"> <li>1. Demonstrated experience in conducting Post-Distribution Monitoring or related projects in the past three years (sample reports are required during the bid analysis).</li> <li>2. Experience in Monitoring and Evaluation with more than 5 years proven experience of undertaking project evaluations, monitoring and assessments in the sectors of Agriculture, Food Security, WASH, Agriculture and Livelihoods/CVA.</li> <li>3. Experience working in Kenya is preferred.</li> <li>4. Fluency in English is Mandatory.</li> <li>5. Knowledge and experience of emergency response and humanitarian response in East Africa is preferred.</li> <li>6. Understanding of political, social and cultural context in ASAL counties in Kenya is essential</li> <li>7. Strong interpersonal and communication skills.</li> <li>8. The consultancy team must have a statistician able to analysis quantitative and qualitative data. It is preferred that this person have both professional and academic background in statistics and econometrics.</li> <li>9. Ability to write clear and useful reports (please provide examples of previous work). - Attention to details is essential</li> </ol> <p><i>Bidder must attach detailed CV</i></p>	35%
Methodology/Approach	<p>Understanding of the terms of reference that includes:</p> <ol style="list-style-type: none"> <li>1. Outline of methodology and approach of implementing this assignment.</li> <li>2. Proposed assignment plan that includes clear timelines for the assignment that demonstrates the understanding of the assignment expectation.</li> <li>3. Firm/individual Experience Sample work done: Citation (web link) of at least of 3 knowledge products developed and disseminated</li> </ol>	35%



	4. Detailed budget breakdown based on expected daily rates and initial work plan.	
Language and analytical skills	<p>Demonstrated capacity for high-level analysis and report writing, includes:</p> <ul style="list-style-type: none"> <li>• Strong analytical and information presentation skills</li> <li>• Fluency in English is mandatory.</li> <li>• Organizing and facilitating capacity-building activities.</li> <li>• Mentoring and coaching colleagues at work.</li> <li>• Writing/reviewing strategic documents, monitoring and evaluation reports, systems and tools, and action plans.</li> <li>• Networking and partnership building.</li> <li>• Developed analytical skills.</li> <li>• Excellent interpersonal and communication skills, including the ability to communicate and work with a wide range of stakeholders in a participatory, respectful, collaborative manner, and to enhance effective work relationships.</li> <li>• Commitment to team building and a consensus-led approach to work.</li> </ul>	10%

### 7.3. Application Requirements

Application materials should include the following:

- A Technical Proposal detailing the consultant's understanding of the task, proposed methodologies, expected activities and deliverables, proposed workplan, and the composition of the consultancy team to be engaged. The outline of the Technical Proposal is outlined in 7.3.1 and the team composition requirements are outlined in 7.3.2.
- A Financial Proposal detailing the costs that the consultant expects to be required to complete the assignment. The consultant is expected to account for all logistics and travel costs associated with the assignment.
- Detailed CVs of all professional staff who will work on the consultancy team.
- Must submit a certificate of Incorporation/ Business Registration
- Must submit a certificate of Tax Compliance
- Must Submit Business KRA PIN
- At least three professional reference from previous clients and full contact details of the referees.

#### 7.3.1. Technical Proposal Format

- 1) Introduction: description of the firm, the firm's qualifications and statutory compliance. (1 page)
- 2) Background: Understanding of the project, context and requirements for services, Key questions (2 pages max)
- 3) Proposed methodology - Indicate methods to be used for each indicator and highlight any areas where indicators may need adjustment. The targeted respondents should be indicated for each indicator. Proposed detailed questions should be indicated. Detailed sampling procedure needs to be indicated. (5 pages max)
- 4) Firms experience in undertaking assignments of similar nature and experience from the geographical area for other major clients (Table with: Name of organization, name of assignment, duration of assignment (Dates)) reference person contacts. (2 pages)

5) Proposed team composition (As per 7.3.2). (1 page)

6) Work plan (Gantt chart of activity and week of implementation). (1 page)

### **7.3.2. Proposed Team Composition Format**

- Name of Team Member
- Qualifications
- Years of Experience Related to Consultancy
- # of Days to be Engaged
- Roles(s) under this assignment

### **7.4. Submission of the Proposal**

- Proposals **MUST** be submitted **via email** to RACIDA General Procurement: [Procurement@racida.org](mailto:Procurement@racida.org) on or before the deadline indicated on the synopsis of the RFP
- The Technical Proposal **must** conform to the proposed outline provided in 7.3.1. The proposed Team Composition should conform to 7.3.2.
- Bidders' submissions of technical and financial proposal should be submitted via email with the subject line "*Technical and Financial Proposal for Tender No. RACIDA/USAIDBHA-2021/2022-011*"
- All bidders **must** use the RFP reference number in the subject line of their email submission.
- Technical proposal and financial proposal shall be submitted as separate attachment.
- Neither technical nor financial proposals should exceed 10MB. The proposal with any subsequent modifications and counterproposals, if applicable, shall become an integral part of any resulting contract.
- Proposal must be written and submitted in English.

### **7.5. Duration of the Consultancy**

The PDM will be conducted over 12 billable days from contract signing to delivery of the final report.

### **7.6. Deliverables**

The following deliverables are expected from the consultant:

Inception report, detailing the PDM survey design, sampling methodology and framework, survey tools, and agreed upon budget and workplan.

- Draft PDM report that will contain the following elements:
  1. Table of contents
  2. Executive Summary
  3. Objectives of the PDM, Methodology, and any challenges encountered in the field.
  4. A presentation of the findings and the analysis.
  5. Conclusions
  6. Recommendations with clear guidelines on how they can be implemented.
  7. Report Annexes:
- Copies of original and cleaned data sets (with a codebook for both quantitative and qualitative data), including original field notes for KIIs and FGDs, as well as recorded audio material, if available, should be submitted with the draft report.
- Hard and Digital Copies of Signed Consent provided by respondents.
- Final PDM Survey Report – submitted as one signed digital copy submitted to RACIDA by the agreed submission deadline.

### **7.7. Corruption or Fraudulent Practices**

RACIDA requires that Bidders observe the highest standards of ethics during the procurement process and execution of contracts. A tenderer shall sign a declaration that he has not and will not be involved in corrupt or fraudulent practices.

RACIDA will reject a proposal for award if it determines that the tenderer recommended for the award has engaged in corrupt or fraudulent practices in competing for the contract or completing any contract awarded.

A tenderer who is found to have indulged in corrupt or fraudulent practices risks being debarred from participating.

Please report any malpractices to [complaints@racida.org](mailto:complaints@racida.org).