Building Resilient Communities for Sustainable Development

Terms of Reference

ToR/RN01015-05.015/Data Visualization (Power BI) Capacity Development Consultancy/2022

Consultancy for the Data Visualization (Power BI) Capacity Development of Consortium Members within the Fankisha Kukabili Janga Improving First Responders Sector in Kenya

Rural Agency for Community Development and Assistance (RACIDA) in Collaboration with Johanniter International Assistance

Synopsis of the Consultancy Opportunity (Individual Consultant / Registered firm)

Solicitation Reference No.	ToR/RN01015-05.015/ Data Visualization (POWER BI) Capacity Development Consultancy/2022
Title of Solicitation	Consultancy for the Data Visualization (POWER BI) Capacity Development of Consortium Members within the Fankisha Kukabili Janga Improving First Responders Sector in Kenya
Issuing Office & Address	Rural Agency for Community Development and Assistance (RACIDA) Website: www.racida.org Top Plaza, Kindaruma Road Nairobi, Kenya 00100
Point of contact for clarifications, questions and amendments	RACIDA General Procurement, Procurement@racida.org
Email Address for submission of Proposals/ Quotes	RACIDA General Procurement, Procurement@racida.org
Solicitation Issue Date	14th October, 2022
Initial Deadline for Submission of Proposals	27th October, 2022 5:00 PM EAT
Anticipated Award Type	Consultancy Agreement
Submission and Evaluation Criteria	Bidder must provide the below listed information i. Must be an Individual/ Registered firm consultant ii. Must submit CV of Key Personnel iii. If applying as a firm, the consultant must provide certificate of Incorporation/ Business Registration and a a valid tax compliance certificate iv. The firm/individual consultant shall not be sanctioned or blacklisted by any government or institution. v. If applying as an individual, the consultant must provide KRA Pin Certificates of the person(s) to be engaged in the consultancy. vi. The Applicant must be a Kenyan National or a Registered Consultancy firm in Kenya

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	Technical Evaluation Criteria
	i. Consultant's Academic and Professional Qualification-20%
	ii. Consultant's Prior Work Experience- 40%
	iii. Methodology/Approach- 40%
	NB. The minimum technical score shall be 75%. There will be no financial negotiations, as per The German Federal Ministry for Economic Cooperation and Development (BMZ) guidelines.

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1. Introduction of the Project

Kenya is subject to recurrent, cyclical, and erratic disasters characterized as natural (climatological, hydrological and biological) or man-made (technological, social, chemical.). When disasters occur in Kenya, local actors are the first to respond. However, these local actors are undermined by gaps and shortcomings within the Kenya Disaster Response System.

As such, Johanniter International Assistance (JIA), and three local NGO first responders – The Rural Agency for Community Development and Assistance (RACIDA), St. Johns Ambulance of Kenya, and Merti-Integrated Development Programme (MID-P) (hereafter referred to as the consortium members) – commissioned a systemic analysis of Kenya's Disaster Response System to identify key areas for investment and capacity building. The analysis revealed several categories of barriers that hinder effective service delivery by first responders in Kenya, which relate to policy, legal and institutional frameworks, structures and systems, resources and community/public awareness.

Based on these gaps, the consortium is investment to strengthen the capacity of the three nationals first responders (RACIDA, St. Johns Ambulance of Kenya, and MID-P) to accomplish the following: a) increase their technical capacity; b) improve their in-country fundraising capacity for timely intervention; c) increase their public recognition and accountability; d) share and develop the "Knowledge Products" of first responders, i.e. share and document best practices to better learn from successes and failures. The project will coordinate their activities with other actors such as the police, the County Steering Committees, the Northern Frontier Alliance in ASAL, etc. to avoid duplication, exploit synergies and ensure the transmission of relevant information.

The direct beneficiaries of the project are staff of the three consortium members, i.e. RACIDA, St. John Ambulance and MID-P whose technical, advocacy and fundraising capacities will be strengthened, as well as selected members of the County/National ASAL Forums and the County Steering Group.

2. Data Visualization (Power BI) Capacity Development Consultancy Objectives

2.1. Overall Objective

Build the capacity of the M&E and Programs Staff of the Consortium members to create a database and data visualization using Power BI.

2.2. Specific Objectives

i.   Introduce M&E and Programs Staff to Data Visualization Software (Power BI).
ii. Strengthen the understanding of M&E and Programs Staff on the uses of the Power BI, such as;

- Connect to data
- Transform and model the data
- Create charts and graphs
- Create reports and dashboards that are collections of visuals
- Embed Power BI visuals into Power BI apps
- Integrate with other Microsoft solutions, such as Azure data services
- Create workspaces — places to collaborate with colleagues to create collections of dashboards and reports
- Enable peer-to-peer sharing — a way to share published dashboards or reports with people outside the organization who have a Power BI Pro license "Among other that may have been left out"

iii. The consultant should also aid the 3 organizations to subscribe to the power BI for a 1-year license.

3. Outputs and Deliverables

The consultant shall deliver the following:

i.   Inception report detailing methodology, training modules, training program, tools, and timelines for completion of consultancy.
ii. Proposed training and workshop materials for a three-day workshop.
iii. Facilitation of three-day Data Visualization (Power BI) capacity development workshop for consortium member staff.
iv. Training report detailing the methodology, training modules, training program, tools and outputs from the workshop.

RACIDA shall deliver the following:

i.   Training facility and conference hall, including tea, lunch and refreshments for participants.
ii. Training materials, including pens, paper, and notebooks.

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3.1. Scope of Assignment

The scope of the assignment will be undertaken over the course of a three-day workshop.

4. Duration of Assignment

The consultant should be available to start work in early November 2022 and should plan on completing the assignment within three billable working days.

5. Qualifications and Experience of Consultant

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

i. Master's degree in M&E, IT, Program management International Affairs, Economics, or other areas of relevance to this consultancy.
ii. 5 + years of experience working on Monitoring and Evaluation in the context of developing countries. Experience from Kenya is desirable.
iii. Demonstrated experience in providing training on Data Visualization software specifically Power BI.
iv. Experience with M&E planning and project management for humanitarian and first response initiatives.
v. Fluency in English is essential.

6. Application requirement

i. Technical proposal detailing understanding of the task, proposed methodologies of the consultancy, expected activities and deliverables (must be submitted in PDF format).
ii. Financial proposal submitted in KES and not any other currency. (**NOTE: The financial proposal should clearly outline the cost breakdown for cost related to Data Visualization (Power BI) capacity development training).**

   The financial proposal should indicate **professional fees only** (and not costs related to workshop and participants 'logistics) and any other reimbursable costs. **Please note that RACIDA is not in a position to negotiate, due to the regulations stipulated by the donor, therefore, RACIDA recommends that the applicant submits a financial proposal without expectations of negotiations. (These must be submitted in PDF format).**
iii. Detailed CVs of the professional(s) who will work on the consultancy assignment.
iv. If applying as a firm, the consultant must provide Certificate of Incorporation/Business Registration and a valid tax compliance certificate.
v. If applying as an individual, the consultant must submit KRA Pin Certificates of the person(s) to be engaged the in the assignment.

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vi.   The firm/individual consultant shall not be sanctioned or blacklisted by any government or institution.

vii.   The Applicant must be a Kenyan National or a Registered Consultancy firm in Kenya

Professional references: Please provide at least 3 references from your previous clients and full contact details of the referees.

7. Evaluation Criteria:

Evaluation Criteria	Sub criteria/Description	Score
Consultant Academic and Professional Qualification	Master's degree in M&E, IT, Program management, International Affairs, Economics, or other areas of relevance to this consultancy.	20%
Consultant Prior Work Experience	Detailed and specific experience in undertaking similar roles highlighting; i. 5 + years of experience working on Monitoring and Evaluation in the context of developing countries. Experience from Kenya is desirable. ii. Demonstrated experience in providing training on Data Visualization software specifically Power BI. iii. Experience with M&E planning and project management for humanitarian and first response initiatives. iv. Fluency in English is essential. v. Bidder must attach detailed CVs of all relevant team members.	35%
Methodology/Approach	Understanding of the terms of reference that includes: i. Outline of methodology and approach of implementing this assignment. ii. Proposed assignment plan that includes clear timelines for the assignment that demonstrates the understanding of the assignment expectation. iii. Detailed financial proposals and budget breakdown based on expected daily rates and initial work plan. **Financial Proposals should be in Kenya Shillings and not any other currency.** Technical Proposal Maximum 10 pages	35%
Language and analytical skills	i. Strong analytical and information presentation skills ii. Fluency in English is mandatory. iii. Designing training plans and modules based on individual and organizational needs	10%

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| | | iv. 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.
v. Commitment to team building and a consensus-led approach to work. | |

Only consultants scoring 75% or above will be invited to participate in the next round of procurement: presentation of technical bids. There will be no financial negotiations, as per The German Federal Ministry for Economic Cooperation and Development (BMZ) guidelines.

Application procedure

Please send in a short but detailed technical and financial proposal in Kenya Shillings with an itemized budget including VAT where applicable and the proposed timeframe in response to the above scope and intended deliverables to Procurement@racida.org.

The email submission should have the words "**Consultancy for Data Visualization (Power BI) Capacity Development**" as the subject line of your email response by 28th October, 2022 23:59 PM EAT East Africa Time (EAT).