

REQUEST FOR PROPOSAL

RACIDA/HANAANO-KEN/001 DETAILED DESIGN FOR COMMUNITY IRRIGATION PROJECT /2026

TOR

**DEVELOPMENT OF DETAILED DESIGN FOR
COMMUNITY IRRIGATION PROJECT MANDERA
COUNTY.**

**RURAL AGENCY FOR COMMUNITY ASSISTANCE AND
DEVELOPMENT (RACIDA). IN COLLABORATION WITH
THE CONCERN WORLDWIDE AND IRISH AID**

February 2026

Page 1 of 18

LETTER OF INVITATION TO TENDER
TENDER NO: RACIDA/HANAANO-KEN/001/2026

Introduction

Rural Agency for Community Development and Assistance (RACIDA) is a premier regional not-for-profit organization. Since its founding in 2001, RACIDA has worked to build the resilience of vulnerable communities living in Arid and Semi-Arid Lands (ASALs) of Kenya, Somalia and Ethiopia

Invitation to Tender

RACIDA invites sealed bids for the **Development of Detailed Design for Community Irrigation Project Manderu County** whose specifications are detailed in the Tender Documents. Interested and eligible bidders may access the document through RACIDA website at <https://www.racida.org/calls-for-proposals/> to inspect, review and *submit their proposal for free of charge. Completed set of documents sealed in a plain envelope and clearly marked as below should be dropped in the Tender box situated at RACIDA Offices(s) and addressed as below;*

PROCUREMENT COMMITTEE

TENDER NO. RACIDA/HANAANO-KEN/001/2026

TENDER NAME: Development of Detailed Design for Community Irrigation Project Manderu County.

ENTITY: RURAL AGENCY FOR COMMUNITY DEVELOPMENT AND ASSISTANCE (RACIDA) – KENYA

MANDERA OFFICE: MALKA-SUFTU ROAD NEXT TO GRANADA HOTEL or

NAIROBI OFFICE: KINDARUMA ROAD, TOP PLAZA GROUND FLOOR UNIT 9-12

Closing Date for Submission of ITT

No late submissions of RFP will be accepted. Closing date and time will be not later than **1630hrs on 27th February 2026 (deadline)**

RACIDA may, at its own discretion, extend this closing date for the submission of ITT by notifying all bidders thereof.

Bid offers submitted via email will not be accepted!

RACIDA reserves the right to accept or reject any application, tender, or proposal, including joint venture submissions in whole or in part, and is under no obligation to provide reasons for its decision

Instructions to Bidders

In submitting the tender, the bidder accepts in full and without restriction the special and general conditions governing this contract as the sole basis of this RFP procedure, whatever his own conditions of service/sale may be, which hereby waives.

Bidders are expected to examine carefully and comply with all instructions, forms, provisions, and specifications contained in this RFP document.

1. Failure to submit an offer containing all the required information and documentation within the deadline specified will lead to the rejection of the proposal.
2. No late submissions of RFP will be accepted. Bidders are therefore advised to ensure that they have taken all steps to submit their Tenders in advance of the closing date and time, so that it is received not later than **1630hrs on 27th February 2026**
3. No account can be taken of any reservation in RFP as regards the document; any reservation will result in the immediate rejection of the proposal without further evaluation.
4. Proposals should be net inclusive of all taxes, must be in KES, and shall remain valid for at least ninety (90) days from the closing date of the tender.
5. Bidders must submit a proposed Works Program.
6. Bidders MUST comply with “Instructions to Bidders” in the Tender Documents.
7. Bidders MUST fill in all the forms in this Tender Document.
8. Bidders MUST submit detailed technical specifications as requested in the Tender Document.
9. Completed Tender documents are to be enclosed in plain, sealed envelopes marked with the Tender name and Tender Number, in accordance with the Instructions to Tenders in the tender documents and must be deposited in the tender box at RACIDA office(s) on or before the date specified in the advertisement.
10. No Joint venture submission will be accepted.
11. RACIDA intends to enter into a fixed-price contract. Tenderers shall allow for all costs necessary to complete the Works as specified

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

Solicitation Reference No.	RACIDA/HANAANO/001/2026
Title of Solicitation	DETAILED DESIGN FOR COMMUNITY IRRIGATION PROJECT
Donor	RACIDA in Collaboration with CONCERNWORLDWIDE & IRISH AID
Location	Khalalio village, Mandera East Sub county - Mandera County
Issuing Office & Address	Rural Agency for Community Development & Assistance (RACIDA). Website: www.racida.org .
Point of Contact for Clarifications	procurement@racida.org
Submission Criteria	Email: procurement@racida.org
Solicitation Issue Date	February 12th, 2026
Submission Deadline	February 27th, 2026 (EXTENDED)
Anticipated Award type	Consultancy Agreement

TERMS OF REFERENCE

1. Introduction

RACIDA with funding from Irish Aid through Concern Worldwide Kenya is implementing the “Preventing Wasting in the Mandera Triangle (PwiMT)-Hanaano programme”. The Hanaano programme is an integrated cross-border project (Kenya, Ethiopia, and Somalia) implemented by local partners and the Concern Worldwide country offices in each of the three countries. RACIDA is implementing the Hanaano programme in Kenya’s Mandera County targeting 12 communities in three sub-counties. The integrated project covers activities in the nutrition, WASH, and food security/livelihoods sectors. The Hanaano project aims to prevent child wasting in the most vulnerable communities and households through three main pathways:

- 1) Improving feeding and caring behaviours for infants, young children, adolescents, and women of reproductive age.
- 2) Enhancing food security and supporting engagement in profitable, climate-resilient livelihood strategies

- 3) Informing and influencing relevant country and regional strategies to prevent wasting by demonstrating evidence of what works, particularly at the community level.

By rehabilitating the two water infrastructures, the project will enhance access to safe water and boost food production at the household level through kitchen gardening initiatives led by mother-to-mother support groups, thereby reducing malnutrition for both mothers and infants. Integrating WASH (Water, Sanitation, and Hygiene) interventions into these pathways ensures a holistic approach to health and nutrition, addressing both the direct and underlying causes of malnutrition.

2. Project Background

Mandera County, located in the northeastern region of Kenya, is one of the country's arid and semi-arid lands (ASALs). According to the 2019 census, the county has a population of 1,200,890, covering an area of approximately 25,797 square kilometers, it shares borders with Ethiopia to the north and Somalia to the east, making it a strategic location with cross-border interactions. The county has six sub-counties: Mandera West, Mandera East, Mandera North, Banisa, Lafey, and Kutulo, with Mandera town serving as the administrative headquarters.

The county is characterized by a hot and dry climate, with temperatures often exceeding 30°C and rainfall averaging between 255 mm to 270 mm annually, primarily during the short rainy seasons of April-May and October November. The scarcity of water resources presents significant challenges for the residents, affecting agriculture, livestock rearing, and access to clean drinking water.

Mandera County is predominantly inhabited by ethnic Somali communities, with clans playing a critical role in social, cultural, and economic activities. The local economy is primarily based on pastoralism, which is a key livelihood activity due to the arid environment. However, recurring droughts, conflict over scarce resources, and limited infrastructure have contributed to high levels of poverty and vulnerability among the population.

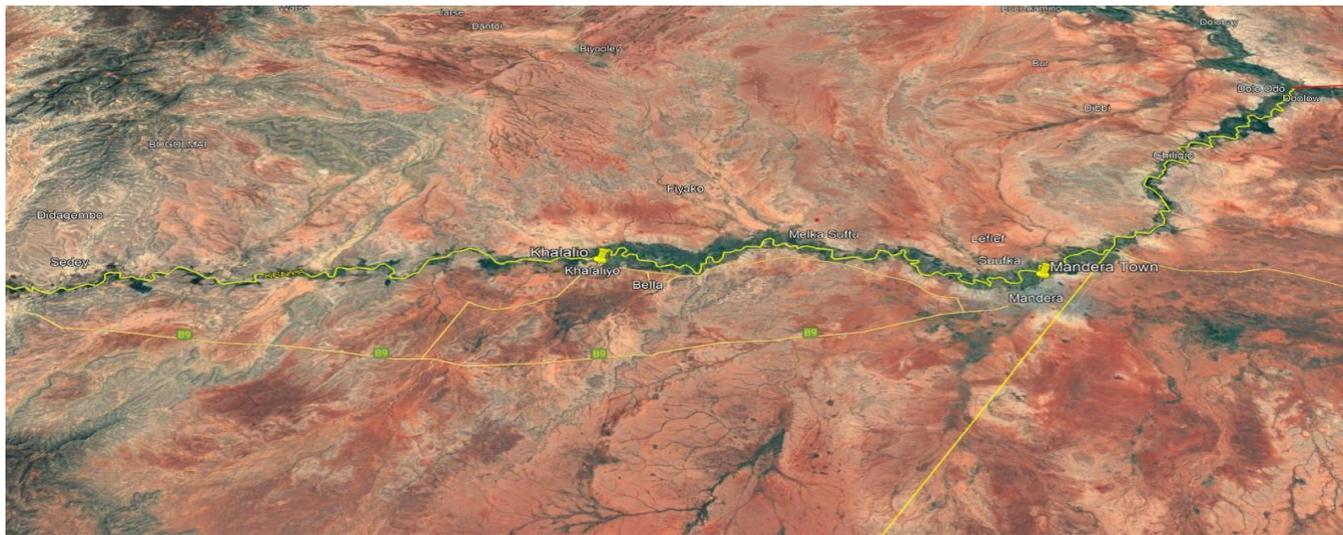
The county faces numerous development challenges, including limited access to healthcare, education, clean water, and sanitation services. Security issues related to cross-border conflicts and inter-clan tensions also pose significant risks. Despite these challenges, the county has opportunities for development through investments in water resource management, renewable energy, infrastructure, education, and healthcare to improve the livelihoods and resilience of the local communities. The overarching goal of the programme is to contribute to increased community resilience and adaptation to climate change through sustainable, peaceful use of natural resources including improved access to

water and sanitation services in the target ASAL Counties. RACIDA, in partnership with the County Government of Mandera therefore seeks to contribute to improving the water, Irrigation and sanitation situation in the target locations. The specific interventions include rehabilitation and augmentation of Irrigation supply scheme.

2.1 Project Area

The project area is situated in Mandera East sub county, Mandera County. The specific project area targeted include Khalalio village.

Fig 1. Khalalio Irrigation Scheme.



Coordinates; Lat/long: 3.963438°N, 41.621161°E

Table 2.1: Targeted Irrigation Facility and proposed activities

No.	Name Of Project	Irrigation Facility	Proposed Action	Location		
				Village	Ward	Sub-County
1	HANAANO	Khalalio Irrigation Scheme	Rehabilitation & Irrigation supply infrastructure	Khalalio	Khalalio	Mandera East

3. The Consultancy Assignment

The main objective of the assignment is to carry out detailed engineering design of the named Irrigation facilities and preparation of tender documents in line with project documents proposed Irrigation supply technology options.

4. Scope Of Work.

The consultant shall undertake the following activities:

- I. Assessment of proposed site and where applicable, existing infrastructure

- II. Conducting topographical survey and establish datum levels.
- III. Preparation of detailed irrigation design of the Khalalio Irrigation system including hydraulic design of transmission mains and distribution network and hydraulic structures for the proposed design, inclusive of soil survey to establish soil properties and infiltration capacity.
- IV. Preparation of Engineering/ technical drawings, detailed scheme layouts and topographical survey profiles
- V. Preparation of Engineers Estimates using standard bills of quantities in-line with proposed works
- VI. Preparation of Technical Specifications for construction works
- VII. Preparation of tender documents for construction of the works.
- VIII. Preparation of Detailed Implementation schedule.
- IX. Schedule of equipment.
- X. Approval of designs by a professional Engineer (duly registered by EBK) and the County Government
- XI. Submission of draft design documents for review by RACIDA.

5. Outputs

The expected out puts from this consultancy assignment include the following that must be prepared in line with Kenya's Ministry of Water and Irrigation (MWI) Design Manual and approved by RACIDA and Department of Irrigation:

- I. An approved detailed Design Report
- II. Approved technical Drawings
- III. Approved Bills of Quantities with engineers Estimates
- IV. Approved Tender Dossiers including Bills of Quantities, drawings and proposed construction schedules.

6. Liason with RACIDA

The Program coordinator shall be the Project Manager who will carry out all project management, oversight activities, supervisory roles and reviews. It will be the Consultant's duty to maintain close contact with the Project Manager on all aspects of the work. As a matter of principle, all formal communication relating to the work shall be directed at the attention of the Project Manager. Further, RACIDA has a WASH Engineer (Officer) based in Mandera who shall be responsible for the day-to-day support and monitoring of the project activities. In particular, the WASH Engineer (Officer), under the

guidance of the Project Manager, and County Department of Irrigation technical officer shall provide technical input, comments and guidance on the work plans and reports prepared by the Consultant for quality assurance and achievement of set objectives.

7. Logistical Support and Staffing

Within the technical proposal, the Consultant shall elaborate on the envisaged logistical setup and deployment of appropriate skills for execution of the assignment. The Consultant shall present the staffing schedule in a manner that clearly shows the stage and duration when each of the proposed team member(s) is planned to be involved in the project. During implementation of the assignment, all the proposed personnel must be available for this assignment.

The minimum number of key experts including minimum qualifications for each are indicated below. The Consultant is free to propose additional skills as are deemed necessary to execute the assignment within their stated methodology.

Table 7.1: Staffing skills and experience

Expert	Minimum Relevant experience (Years)	Minimum Qualifications
Team Leader	8	<p>Education: Minimum Bachelors degree in Irrigation/Water/Civil/Environmental/Hydraulic Engineering or any other relevant discipline.</p> <p>General experience: Minimum of 8 years working experience</p> <p>Specific experience: 5 years’ experience in design of Irrigation/Water supply infrastructure. Experience as Project Manager or Team Leader in not less than 3 previous projects similar in scale, content and context to this one. Shall be a Registered Engineer in Kenya by EBK</p>

Surveyor	8	<p>Education: Bachelors degree in Surveying or other relevant discipline.</p> <p>General experience: Minimum of 5 years' working experience.</p> <p>Specific experience: 4 years' specialist experience in cadastral, topographic and route surveying. Must be registered with relevant professional body. Experience in surveying works on at least two previous Irrigation/Water supply projects in Kenya</p>
Design Engineer	7	<p>Bachelor is degree in Civil/Irrigation/Water Engineering or other relevant discipline.</p> <p>General experience: Minimum of 8 years working experience</p> <p>Specific experience: 5 years' specialist experience in design. Experience as Structural Engineer on not less than 3 previous projects similar in scale, content and context to this one. Shall be a Registered Engineer in Kenya by EBK.</p>
Computer Aided Design (CAD) Technician	7	<p>Education: Minimum of a Diploma in Civil Engineering/Surveying or an Equivalent</p> <p>General experience: Minimum of 7 years working experience.</p> <p>Specific experience: 5 years' relevant experience in use of CAD software like AutoCAD, Water CAD in preparation of design drawings for Irrigation/water supply projects.</p>

8. Duration of the Assignment

This assignment is expected to be executed between 05th March 2026 to 15th March 2026. The Consultant shall provide a work plan for the proposed duration of the assignment not exceeding ten (10) days. These shall be detailed to scoping/desk reviews, Field activities and reports development (Draft, review and final a submissions). These shall be **based on Irrigation facility**.

9. Language

All reports will be written in English. The Consultancy Firm will need to be able to have staff that can communicate with various stakeholders including local communities.

10. Reporting Format

All the reports should be submitted to RACIDA in electronic format and in four (4) coloured hard copies published in hard Cover.

11. Technical Proposal

Prospective bidders are expected to submit a technical proposal with their bid, which shall include and not limited to:

1. A signed submission/cover letter.
2. Company or consultant profile, including CVs and copies of academic and professional certificates of the proposed key personnel.
3. Proposed methodology, work plan, and implementation schedule.
4. Evidence of experience in at least three (3) similar assignments, supported by relevant documents (e.g. contracts, LPOs, proof of payment).

The consultant/consulting firm is expected to submit this as an attached document to the profile/bidding documents

12. Financial Proposal

The consultant shall prepare and submit a separate sealed financial proposal. The financial proposal shall contain the following.

1. A submission letter indicating the total fees.
2. Summary of costs.
 - a) Breakdown of professional consultancy fees.

- b) Breakdown of any reimbursable costs or expenses that the consultant/consulting firm expects to incur during this assignment. Unit rates for each reimbursable as well as the projected total cost of the same, based on experience of such works, should be detailed in totality to enable the client to make a competitive choice of award.
3. Any miscellaneous expenses that may be expected.
 4. A final total contract sum MUST be submitted with a list of assumption made to obtain the figure – the bidder should carefully consider this as this figure would be used for cost comparison and award purposes.

13. Payment Terms

- a. 30% payment upon submission and acceptance of a draft Report
- b. 70% upon submission to and acceptance of Final Report with all appendices by RACIDA.

14. Procurement Method and Evaluation Criteria

The purpose of the RFP process is to secure the service provider who is most capable of providing the services specified in these Terms of Reference. Selection of the service provider will be made solely based on the most responsive proposal submitted by a qualified proposer that satisfies all requirements described in this TOR.

a) Submission Modality and Evaluation

Prospective bidders are expected to prepare in two (2) copies (1 original and 1 copy) of technical proposals. The financial proposal should be prepared in the same number of copies sealed in a separate envelope.

Proposals will be evaluated based on the broad areas listed below:

- i. Meeting mandatory evaluation
- ii. Approach and methodology for executing the assignment
- iii. Capability and relevant experience
- iv. Delivery Schedule/workplan
- v. Financial proposal

b) Evaluation Process and Selection Method (QCBS)

Evaluation will take QCBS (Quality and Cost Based Selection) method to determine successful bidder. There are three levels of evaluation criteria subjected to bids for the

i. Mandatory Requirements (Pass / Fail)

Bidders must submit all the following mandatory documents. Failure to meet any one requirement shall lead to automatic disqualification and the proposal shall not proceed to technical evaluation.

MANDATORY REQUIREMENTS	
1	Valid Certificate of Incorporation / Registration
2	Valid KRA Tax Compliance Certificate
3	CR12 (for registered companies) not older than 12 months
4	Registration with Engineers Board of Kenya (EBK) – firm and/or Lead Engineer
5	Copies of National IDs/Passports of Directors (as per CR12)
6	Duly filled and signed Self-Declaration
7	Duly filled and signed Declaration on Corrupt or Fraudulent Practices
8	Client References
9	Dully Filled Tender Questionnaire
10	Submission of one (1) original and one (1) copy of the Technical Proposal
11	Submission of one (1) original and one (1) copy of the Financial Proposal
12	A signed submission/cover letter
<i>Note: Only bidders who fully comply with all mandatory requirements shall proceed to Technical Evaluation</i>	

ii. Technical Evaluation Criteria

Total Score: 80 Marks | Minimum Pass Mark: 65 Marks

TECHNICAL EVALUATION		
Evaluation Criteria	Scoring Guidance	Max Score
Specific Experience of the Consultant/ Firm	Experience in Similar Assignments. At least three (3) similar assignments in irrigation/water supply design in Kenya's North Eastern Area. Evidence shall include contracts, completion certificates, or reference letters.	6
	Experience with at least 2-donor-funded or NGO-led projects.	4

Key Personnel:	<i>Project manager/Team Leader / Lead Engineer:</i> Should hold, Bsc. Irrigation/Water/Civil/Environmental /Hydraulic Engineering or any other relevant discipline. EBK registered, ≥ 8 years experience, ≥ 3 similar project's experience.	8
	<i>Registered surveyor:</i> Bsc. in Surveying or other relevant discipline, registered with relevant body with at least 5-years experience in surveying works and at least 2-previous irrigation/Water supply projects in Kenya	8
	<i>Design Engineer:</i> Bachelor degree in Civil/Irrigation/Water Engineering or other relevant discipline. EBK registered with ≥ 8 years experience and ≥ 3 -similar works done before.	8
	<i>CAD Technician:</i> Diploma in Civil Engineering/Surveying or an Equivalent. ≥ 5 years general work experience, Use of CAD software like AutoCAD, Water CAD in preparation of design drawings.	6
Methodology, Work Plan and Understanding of TOR	Understanding of Assignment and TOR objectives, scope, and ASAL/Mandera context.	10
	Technical Approach and Methodology	20
	Work Plan and Implementation Schedule	10
TOTAL SCORES		80

iii. Financial Evaluation

Total Score: 20 Marks:

No.	Criteria	Score Rate Max	Score
1	Financial Evaluation Criteria: (Lowest quoted bidder/Bid quoted amount)*20 $\{(F=LQA/BQA)*20\}$	20	

iv. Award Criteria.

This will be based on highest combined technical and financial score

15. Responsibilities

i. RACIDA (The Client)

- RACIDA shall provide to the consultant all relevant project documents to guide the detailed design work for the execution of the activity, RACIDA shall ensure that the local authorities are informed accordingly.
- RACIDA shall inform and update the consultant on the security situation, or changes therein.
- RACIDA’s Code of Conduct and Safeguarding Policies
- County level staff for necessary support in the field.

ii. The Consultant

- Prepare and deliver consultancy services as per the TOR
- Deliver the key deliverables in time; submit a final report duly approved by RACIDA after full incorporation of views and editions from the client.
- Facilitate debriefing sessions before and after the field mission.
- The consultant and his team will make their own arrangements on accommodation and meals during the duration of the assignment.

END OF RFP

TENDER QUESTIONNAIRE

Please fill in block letters.

Full names of Tenderer.....

Full address of Tenderer to which tender correspondence is to be sent (unless an agent has been appointed below):.....

Telephone number (s) of Tenderer.....

Email Address of Tenderer:.....

Name of Tenderer's representative to be contacted on matters of the tender during the tender period:.....

Details of Tenderer's nominated agent (if any) to receive tender notices.

This is essential if the Tenderer does not have his registered address in Kenya (name, address, telephone, telex):.....

.....

.....

Signature of Tenderer _____

Stamp _____

SELF DECLARATION FORM

Bidders are required to sign the declaration below;

“The company is not insolvent, in receivership, bankrupt or in the process of being wound up and is not the subject of legal proceedings relating to the foregoing. The company or its directors have not been debarred from participating in public procedures or ineligible on account of corruption or fraudulent practices. The items offered are not in breach of any patent rights or copyright laws whatsoever. Finally, the company has the necessary qualifications, capabilities, experiences, resources, equipment and facilities to provide what is being pre- qualified”

Name.....

Signature..... Position

Date

Stamp /seal.....

ANTI-CORRUPTION DECLARATION COMMITMENT /PLEGDE

I/We/Messrs“.....

of Street/Building, P.O.Box.....

Contact /phone..... Email.....

declare that this procurement is based on a free and fair competitive Tendering process which should not be open to abuse.

I/We.....declare that I/We offer or facilitate, directly any inducement or reward to any RACIDA officer, their relations or business associates, in connection with;

Tender No.

for or in the subsequent performance of the contract if I/We am/are successful.

Authorized signature.....

Name and title of Signatory.....

Stamp

CLIENTS REFERENCES

Give details of at least 3 (three) reputable organizations where you are supplying/have supplied the category of goods /services applied for. (Attach proof in form of recommendation letters /LPO/LSO or contacts).

1.

Organization Name.....
Address
Telephone No.....
Contact Person.....
Position in the Organization.....
E-mail Address.....

2.

Organization Name.....
Address
Telephone No.....
Contact Person.....
Position in the Organization.....
E-mail Address.....

3.

Organization Name.....
Address
Telephone No.....
Contact Person.....
Position in the Organization.....
E-mail Address.....

4.

Organization Name.....
Address
Telephone No.....
Contact Person.....
Position in the Organization.....
E-mail Address.....