**Request for Proposal**
*Consultancy (Individual) for Planning High-Level Experience Sharing and Learning Forums*

|  |  |
| --- | --- |
| RFP Number | 282 |
| Under  | IGNITE |
| RFP Release Date | 28 July 2022 |
| Performance Period | 22nd August 2022 to 31st December 2022 (full time individual consultancy – approximately 20 days a month for approximately 5 months) |
| Question/Inquiry Submission Deadline | 4th August 2022 |
| Proposal Submission Deadline | 12th August 2022 |

# 1.INTRODUCTION

**About Tanager**

Tanager, an ACDI/VOCA affiliate, is an international nonprofit that brings people together at the table, on the ground, and across supply chains to co-create economic and social opportunities that change lives. Working closely with our partners, we align interests to expand market access and unlock the full potential of shared market opportunities that result in reliable supply chains, stable incomes, healthy families, and resilient communities. Established in 1993, we work with the ACDI/VOCA family of companies to make agriculture work better for people. We offer a focused and diligent team of locally based experts and international advisors who work with our partners to reach common goals.

For more information, please visit [www.tanagerintl.org](http://www.tanagerintl.org/).

**About the IGNITE Project, its clients, & its Local Service Providers**

The Impacting Gender & Nutrition through Innovative Technical Exchange in Agriculture (IGNITE) mechanism is a five-year investment funded by the Bill & Melinda Gates Foundation and implemented by Tanager to improve household nutrition and women’s empowerment by strengthening African institutions’ ability to integrate nutrition and gender into their way of doing business and their agriculture interventions.

IGNITE is supporting its clients through client decision focused research to test and learn how the design and implementation models within their agricultural programming is impacting on women’s empowerment, gender equality and improving nutrition. IGNITE has also engaged four Local Service Providers (LSPs) based in Burkina Faso, Nigeria, Tanzania, and Ethiopia as part of its sustainability to build the capacity of these organisation and work with these LSPs to co-deliver technical assistance to our clients across the four countries

**2. PURPOSE**

Tanager is looking for an experienced and highly efficient Event Planning Coordinator to join our team as an **individual consultant** on a **5-month consultancy** basis to work with our Operations and Logistics team as well as our technical and research teams to plan **for two high-level experience sharing and learning forums** to be held later in 2022 (tentatively in October 2022 in Addis, Ethiopia and November in Mombasa/ Nairobi, Kenya 2022).

**About the Learning Forums**

IGNITE aims to organize two experiences sharing, learning and capacity strengthening forums between August and December of 2022. The LSP “Summit” and the Research “Summit” will bring together representatives from IGNITE clients, LSPs, donor, IGNITE technical experts, and relevant industry stakeholders. Each of these forums will have between 40 - 60 people.

**LSP Summit**

The LSP Summit will be a 3-day workshop bringing together the LSPs, IGNITE technical team, IGNITE (Technical, Learning, & Application (TLA), and management, and representatives from the donor, to share learnings and experiences so far gathered from IGNITE clients’ Technical Assistance (TA) provision, while providing an opportunity to get feedback from some of the clients on impact of technical assistance support by IGNITE The LSP Summit will also provide an opportunity for the team to brainstorm on the future of IGNITE TA through a sustainable LSP service delivery model.

**Research Summit**

The Research Summit will be a 3 – 5-day dissemination and learning forum where IGNITE will be sharing research findings from various studies undertaken with clients in 2021 and 2022. The aim of this summit is to disseminate the findings and learn from IGNITE clients how they have moved the findings to action within their own program design and implementation.

**Key Responsibilities**

**Coordinating Content Development**

The Event Planning Coordinator will coordinate with the respective content team members from the technical and research teams to ensure:

* All content including agenda, facilitation notes, resources and background materials, speaker presentations and notes, case studies, learning briefs are fully developed.
* All technical resource persons – session facilitators, note takers, lead rapporteur, timekeepers, moderators, guest speakers if any are identified and well briefed for their respective roles. In addition, the Event Planning Coordinator will work with the respective resource persons to prepare for individual sessions.
* Each resource person has the relevant templates and technical resource materials for each session.
* Coordinate all resource persons in consultation with the technical leads (LSP Summit – LSP Manager and Research Summit – Research Manager) to ensure a smooth flow of each session.

**Logistics Management**

The Event Planning Coordinator will collaborate with the IGNITE Operations and Logistics team members to ensure:

* The identification, procurement, booking, and management of appropriate venues for each of the respective events based on the design and structure of each forum and the diversity of participants.
* Close coordination to secure flight tickets, invitation letters, visas, and local transport logistics for participants where applicable.
* Development and timely sharing of logistic notes with all participants as well as sharing critical information with regards to travel restrictions in the hosting country for any in-bound participants.

**Event Planning and Management**

The Event Planning Coordinator will collaborate with the respective teams to ensure:

* The set-up of a central repository channel working closely with the Project Assistant for all conference materials and resources for easy access and version control.
* Regularly upload all materials on the central repository, including presentations, briefs, case studies, and training modules.
* Time management with the technical session leads as well as the conference management team from the selected venues.
* Drafting Scopes of Works (SOWs) and the identification of additional resources for instance event moderators, rapporteur, interpretation services and any media coverage as deemed necessary by the Tanager team and working closely with the procurement team.
* Coordination with the Tanager Operations team to print all necessary visibility materials like banners, brochures, name tags, table tags, session labels, and registration lists.
* Coordinate all registrations of participants during each forum.
* Coordinate with the venue for all day-to-day logistical aspects – internet, refreshments, and meeting spaces.
* Coordinate with Tanager’s Senior Director of Communications and Partnerships all social media visibility (pre - during - post) of the different forums

For the successful consultant, a detailed Scope of Work (SOW) and workplan will be developed with Tanager and technical leads monthly, outlining clear milestones per month and deliverables.

**Deliverables**

The consultant will deliver the following outputs:

* Professional planning of the learning forums to successful completion.
* One pager for each of the 2 key activities to be used in Tanager’s online blog.
* A closeout planning report with all relevant links and submission of the necessary documentation to close each forum which will include action points for each forum and a summary of lessons learnt from the planning and execution of the forums for consideration by Tanager in the future.

**3. CONTRACT MECHANISM & TERMS OF PAYMENT**

TANAGER anticipates issuing a fixed rate contract to an Offeror.

***Terms of payment for fixed rate purchase order ONLY:***

To the consultant selected TANAGER will issue fixed payment(s) based on submission of deliverables and TANAGER’s acceptance of the good(s)/service(s). Once a purchase order is issued, it will include a fixed rate payment schedule for the good(s) or service(s) specified above. A copy of the purchase order terms and conditions are attached to this RFP for informational purposes (Appendix A).

**4. PROPOSAL PREPARATION AND SUBMISSION REQUIREMENTS**

1. **Instructions for Proposal Preparation**
2. The selection committee will evaluate the Offerors based upon their written technical and cost proposals. Each section will be evaluated according to the criteria for evaluations in Section 5. Offerors are expected to examine the specifications and all instructions in the RFP. Additional information and questions regarding these RFP should be submitted in writing by sending an email to kenyainfo@tanagerintl.org. Tanager will host a session to respond to all questions by the 5th August 2022 (The date will be firmed up and communicated to bidders with questions later on. The proposal and all supporting documentation must be submitted via email to kenyainfo@tanagerintl.org with the subject line “**Consultancy for Planning High-Level Experience Sharing and Learning Forums**” by **COB** **12th August 2022**. Tanager will not compensate offerors for their preparation of responses to this RFP. Failure to do so is at the Offerors’ risk. Interested Offerors must provide the following:

**Note: Offerors, please refer to appendix C to submit this section of the capability, experience, CV, and cost proposal.**

1. *Capability Statement (Please use appendix C attached to submit your technical proposal).*

Demonstrate capabilities and technical experience by providing the following: [Illustrative only]

* + An overview of the consultant and capabilities statement
	+ Proposed Approach and Event Management Plan
	+ Detailed CV
	+ Website, company profile and relevant certification related to the scope of this RFP (if applicable)
1. *Cost Proposal (Attach an Excel as guided in appendix C)* Offerors will submit a proposed budget (**in KES**) with their proposals. The proposed budget will have sufficient detail to allow evaluation of elements of costs proposed. Budgets should be submitted **in KES** in which the consultant will be paid; please label your budget with the name of the currency. Tanager reserves the right to request any additional information to support detailed cost and price. Tanager reserves the right to request any additional information to support detailed cost and price. Offerors should present costs inclusive of all taxes.
2. *References and Reference Letters (Attach with appendix C)*

Please include three client references, reference letters, and contact information. References should have worked with you or your organization in a similar capacity as this RFP within the past two years in connection with the subject matter applicable to this RFP. For each assignment delivered for your reference please include the respective signed contract as supporting documentation for your role and your fee.

## Instructions for Submission of Proposal

Tanager will only accept completed proposals from Offerors. A completed proposal contains all the relevant documents needed to illustrate the requirements outlined above **Section 4. Proposal Preparation and Submission Requirements**: Appendix B &C, the Technical Proposal (in English) which will include any relevant attachments like workplan, CV, references etc., a cost proposal (in Excel).

**5. CRITERIA FOR EVALUATION**

Tanager will evaluate proposals based on a best-value determination. The successful Offeror will be selected based on the proposal that represents the best value to TANAGER. Superior weight will be given to the technical services than to price, but price remains an important determinant for selection. Evaluation of the proposals may include the following criteria:

* Minimum of 3-5 years leading the successful planning and execution of a high-level experience sharing and learning forum
* Excellent organizational skills with the ability to plan and meet deadlines through and with teams of people and individuals from diverse, cross-cultural backgrounds.
* Fluency in English and French desirable.
* Excellent communication skills – verbal, written, and digital.
* A solid understanding of operations, logistics, and procurement processes.

**Basis of Evaluation**

|  |  |
| --- | --- |
| **Specific Criteria**  | **Maximum Score**  |
| Technical Merits and interpretation of the RFP  | 40  |
| Organizational/Individual capacity, portfolio, and past performance  | 40  |
| Price reasonableness   | 20  |
| **Total Score**  | **100**  |

The evaluation committee will review the Technical Offer based upon the criteria listed above and suitability to meet the deliverables listed in Section 2. The quotations will be reviewed to ensure they are complete and free of computational errors. The committee will also assess the reasonableness of costs, cost-effectiveness of the budget, and will determine whether the costs reflect a clear understanding of project requirements. A contract will be offered to the responsible Offeror whose proposal follows the RFP instructions and is judged to be the most advantageous to Tanager.

**6. SOLICITATION PROCESS**

Once the RFP is released, the Offeror must submit a formal proposal to be sent to the contact person at TANAGER as indicated in Section 4.B.2. The submitted proposals will be reviewed against the criteria for evaluation defined in Section 5 above and rated on their ability to satisfy the requirements stated in this RFP document. A preferred Offeror will be chosen and formally notified. A formal contract will be negotiated with the selected Offeror and, if endorsed, the Offeror will begin work on the project.

**7. TERMS AND CONDITIONS**

## Late Submissions

Proposals received after the submission deadline stated in the cover page of this RFP may not be considered. Offerors will be held responsible for ensuring their proposals are received according to the instructions stated herein. A late offer will be considered if the cause was attributable to TANAGER or its employees/agents, or if it is in the best interest of Tanager and the project.

## Modification of RFP Requirements

TANAGER retains the right to terminate the RFP or modify the requirements upon notification of the Offeror.

1. **Withdrawals of Proposals**

Proposals may be withdrawn by written notice via email at any time before award. Proposals may be withdrawn in person by the Offeror or authorized representative, if the representative’s identity is made known and the representative signs a receipt for the proposal before award.

## Right of Negotiation and Acceptance of Proposal

This RFP represents a definition of requirements and is an invitation for submission of proposals. TANAGER reserves the right to fund/award any or none of the submitted proposals. No commitment is made, either expressed or implied, to compensate Offerors for costs incurred in the preparation and submission of their proposal.

TANAGER may reject any proposal that is nonresponsive. A responsive proposal is one that complies with all terms and conditions of the RFP. A proposal must be complete, signed by an authorized signatory, and delivered no later than the submission time and date indicated on the cover sheet of this RFP. TANAGER may reserve the right to waive any minor discrepancies in a proposal.

TANAGER reserves the right to issue an award based on the initial evaluation of proposals without discussion. TANAGER also reserves the right to enter into best and final negotiations with any responsive Offeror for all or part of the proposed scope.

## Validity of Proposal

Proposals submitted shall remain valid for 60 days from the last date specified for receipt of proposals. This includes, but is not limited to, pricing, terms and conditions, service levels, and all other information. If your organization is awarded the contract, all information in the RFP and negotiation process is contractually binding based on formal incorporation in contract document.

## Minimum Offeror Qualifications

Offerors submitting proposals must (1) be officially licensed to do such business in Kenya, (2) not have been identified as a terrorist. In addition, Offeror may be required to provide the following information:

* Documentation to verify licensure (e.g., tax id, registration certificate, etc.)
* Demonstration of adequate management and financial resources to perform the contract
* Satisfactory records of performance history, integrity and business ethics
* *[Insert any other qualifications; see instructions for items that may be included here]*

**G. Intellectual Property Rights**

All tangible or intangible property created or acquired under this contract shall be the exclusive property of Tanager and the donor. The term “property” includes all data and reports associated with this engagement.

**8. ATTACHMENTS**

1. Appendix A: Purchase Order General Terms and Conditions
2. Appendix B: Technical Proposal Submission Sheet
3. Appendix C: Technical Qualifications and Cost Proposal

# APPENDIX A- GENERAL PURCHASE ORDER TERMS AND CONDITIONS

1. Offer & Agreement. The rights and obligations of both Parties shall be subject to and governed by the following documents in order listed: (a) This Purchase Order, including all attachments; (b) the Prime award noted at Block 9; (c) Vendor’s proposal, including all certifications and representations. Any conflict occurring among these documents will be resolved in the stated order of precedence. 2. Assignment; Vendor shall not have any right to assign this order or any benefits arising from this order without the prior written consent of TANAGER

3. Proprietary Information & Confidentiality. Vendor shall consider all data, documentation, drawings, specifications software and other information furnished by TANAGER to be confidential and proprietary and shall not disclose any such information to any other person, or use such information itself for any purpose other than that for which it was intended in completing this order, unless Vendor obtains written permission from TANAGER to do so. Vendor agrees to execute TANAGER’s standard Non-Disclosure Agreement upon request.

4. Terms of Payment. Subject to any superceding terms on the face hereof, Vendor shall invoice TANAGER at 50 F ST. NW, Suite 1075, NW, Washington, D.C. 20001, Attn: TANAGER Purchase Agent (Block 10) or at the local office address as directed by the authorized TANAGER personnel, and be paid upon completion/acceptance of the required supplies/services. Vendor shall be paid not later than thirty (30) days after TANAGER’s receipt of an acceptable invoice and TANAGER’s receipt of the completed products/services in accordance with paragraph 7 “Inspection” below, together with any required documents..

5. Compliance with Law**.** Vendor’s performance of work hereunder and all products to be delivered hereunder shall be in accordance with any and all applicable executive orders, Federal, State, municipal, and local laws and ordinances, and rules, orders, requirements and regulations. Such Federal laws shall include, but not be limited to, the Fair Labor Standards Act of 1938 as amended, E.O. 11246, “Equal Opportunity,” as amended by E.O. 11375, “Amending Executive Order 11246 Relating to Equal Employment Opportunity,” and as supplemented by regulations at 41 CFR Chapter 60, “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor”, the Copeland “Anti-Kickback” Act (18USC874 and 40USC276c and 18USC874 as supplemented by Department of Labor regulations at 29CFRpart 3, the Davis-Bacon Act, as amended (40USC276a-a7) and as supplemented by Department of Labor at 29CFRpart 5, the Contract Work Hours and Safety Standards Act (40USC327-333), and the Byrd Anti-Lobbying Amendment (31USC1352). Unless otherwise agreed, governing law shall be that of the District of Columbia.6. Title and Risk of Loss**.** Title to and risk of loss of, each product and/or service to be delivered/provided hereunder shall, unless otherwise provided herein, pass from Vendor to TANAGER upon acceptance of such product/service by TANAGER.

7. Inspection**.** (a) Vendor shall work within professional standards and limitations specified on work statements, drawings and specifications covering the work and shall make such inspections as are deemed necessary to insure Vendor compliance, unless deviation there from is authorized in writing by TANAGER. (b) All shipments of materials shall be subject to final inspection by TANAGER after receipt by TANAGER at destination. If material supplied or work performed by Vendor is found to be defective, Vendor shall be given the opportunity to correct any deficiencies within a reasonable period of time. If correction of such work is impracticable, Vendor shall bear all risk after notice of rejection and shall, if so requested by TANAGER and at its own expense, promptly make all necessary replacements. Vendor shall provide immediate notice to TANAGER of any potential failure on the part of its suppliers to provide supplies/services required hereunder. Vendor is responsible for any deficiency on the part of its suppliers. VENDOR SHALL BE RESPONSIBLE FOR ANY COSTS OF REPROCUREMENT AS MAY BE NECESSARY FOR TANAGER TO SECURE THE SUPPLIES/SERVICES AS A RESULT OF VENDOR’S INABILITY TO PERFORM THAT EXCEED THE AGREED UPON PRICE HEREIN. (d) Final inspection and acceptance by TANAGER shall be conclusive except for latent defects, fraud, or for any rights provided by any product warranty.

8. Force Majeure**.** Neither Party shall be liable by reason of any failure in performance of this Agreement in accordance with its terms if such failure arises out of causes beyond the control and without the fault or negligence of Vendor. Such cases may include, but are not restricted to, acts of God, acts of government or municipal or other authorities, fires, floods, epidemics, quarantines, strikes, and labor disputes. Such causes do not include deficiencies on the part of its suppliers.

9. General Warranty**.** Vendor warrants all supplies/services to be free from all materials defects and expressly represents that all such required supplies/services are capable of providing/performing the function service for which they were intended. Vendor agrees to pass on all manufacturer’s warranties to TANAGER.

10. Liens**.** Vendor agrees to deliver/provide the products/services which are the subject-matter of this order to TANAGER free and clear of all liens, claims, and encumbrances.

11. Stop Work and Termination. (a) TANAGER shall have the right to direct Vendor to stop work at any time. Such direction must be in writing and shall be effective for a period of no more than 30 days after which time Vendor may continue work absent direction to do so or a notice of termination. Vendor may be paid for work completed and or reasonable actual costs for work in process incurred to time of termination notification Under no circumstances shall Vendor receive more than the original value of this Order . In the event of failure of the Vendor to deliver/complete any part of this order, then TANAGER shall, at its sole discretion, have the right to accept any delivered/completed part and unilaterally reduce the agreed upon price accordingly. (e) TANAGER acceptance of partial deliveries shall not constitute a waiver of any of the Vendor’s remaining obligations hereunder. (f) The preceding paragraph (e) shall not limit any legal rights of either party to cancel this order by reason of any default, and TANAGER further reserves the right to cancel this order without further liability for articles not accepted by TANAGER in the event Vendor commits an act of bankruptcy, files or has filed against the petition of bankruptcy or insolvency or suffers any receivership or other similar petition to be filed for or against it, or assignment.

12. Insurance & Work on TANAGER’s or TANAGER Client Premises**.** When Vendor performs work on TANAGER’s premises during the performance of this order, the Vendor agrees to maintain the standard amount of General Liability Insurance and such other insurance as may be required in writing by the TANAGER Client. Vendor, however, shall maintain adequate insurance coverage against claims arising from injuries sustained by Vendor on TANAGER’s facilities and agrees to be liable for all damages & claims arising against TANAGER for which the Vendor is responsible.

13. Independent Relationship. Nothing in this Agreement shall be construed as creating anything other than an independent Contractor/Vendor relationship between TANAGER and the Vendor. Vendor shall comply with all applicable laws and assume all risks incident to its status as an independent contractor. This includes, but is not limited to: compliance with all applicable laws, responsibility for all applicable taxes, licenses, fees, insurance, etc.

14. Work Product Presumptive TANAGER Property. All writings, books, articles, computer programs, databases, source and object codes, and other material of any nature whatsoever, including trademarks, trade names, and logos, that is subject to copyright protection and reduced to tangible form in whole or in part by Vendor in the course of Vendor’s service to TANAGER shall be considered a work made for hire, or otherwise TANAGER property. During this agreement and thereafter, Vendor agrees to take all actions and execute any documents that TANAGER may consider necessary to obtain or maintain copyrights, whether during the application for copyright or during the conduct of an interference, infringement, litigation, or other matter (TANAGER shall pay all related expenses). Vendor shall identify all materials in which Vendor intends to exempt from this provision prior to the use or development of such materials.

15. Rights in Data. The Vendor understands and agrees that TANAGER may itself and permit others, including government agencies of the United States and other foreign governments, to reproduce any provided publications and materials through but not limited to the publication, broadcast, translation, creation of other versions, quotations there from, and otherwise utilize this work and material based on this work. During the agreement and thereafter, Vendor agrees to take all actions and execute any documents that TANAGER may consider necessary to obtain or maintain copyrights, whether during the application for copyright or during the conduct of an interference, infringement, litigation, or other matter (all related expenses to be borne by TANAGER). The Vendor shall identify all materials it intends to exempt from this provision prior to the use or development of such materials. The Vendor shall defend, indemnify, and hold harmless TANAGER against all claims, suits, costs, damages, and expenses that TANAGER may sustain by reason of any scandalous, libelous, or unlawful matter contained or alleged to be contained in the work, or any infringement or violation by the work of any copyright or property right; and until such claim or suit has been settled or withdrawn, TANAGER may withhold any sums due the Vendor under this agreement. Vendor agrees to specifically identify to TANAGER any and all computer software licenses (“including shrink-wrap”) as may convey to the TANAGER. Vendor agrees that any and all computer software developed in the performance of this order using TANAGER monies shall, unless otherwise agreed, become and remain the property of TANAGER.

16. Indemnification. The Vendor shall defend, indemnify, and hold harmless TANAGER against all claims, suits, costs, damages, and expenses that TANAGER may sustain by reason of Vendor’s negligent or unlawful actions resulting from Vendor’s performance under this agreement.

17. Liquidated Damages. If the Vendor fails to deliver the supplies or perform the services within the time specified in this agreement, TANAGER may require that Vendor pay, in place of actual damages, liquidated damages in the amount of one percent (1%) of the agreement value for each day of delay. If TANAGER terminates this agreement in whole or in part for default, as provided under section 11 above, Vendor is liable for liquidated damages accruing until such time that TANAGER reasonably obtains delivery or performance from another vendor. These liquidated damages shall be in addition to any excess costs for re-purchase. Vendor will not be charged with liquidated damages when delay of delivery or performance is beyond the control and without the fault or negligence of the Vendor.

18. Debarment, Suspension, Ineligibility, and Voluntary Exclusion. Vendor certifies by acceptance of this agreement that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any U.S. Federal Government department of agency.

19. Drug Trafficking. TANAGER and/or the US Government reserve the right to terminate this purchase order/subcontract to demand a refund or take other appropriate measures if the vendor is found to have been convicted of a narcotics offense or to have been engaged in drug trafficking as defined in 22 CFR Part 140.

20. Terrorism E.O. 13224. Vendor agrees and certifies to take all necessary actions to comply with Executive Order No. 13224 on Terrorist Financing; blocking and prohibiting transactions with persons who commit, threaten to commit, or support terrorism.(E.O.13224 text available at: <http://www.whitehouse.gov/news/releases/2001/09/20010924-1.html> Note: Vendor is required to obtain the updated lists at the time of procurement of goods or services. The updated lists are available at: <http://treasury.gov/offices/enforcement/ofac/sanctions/terrorism.htm> and <http://www.un.org/Docs/sc/committees/1267>

21. Claims and Disputes. In the event of any dispute, a claim by the Vendor must be made in writing and submitted to the TANAGER Vice President of Contracts and Grants for a written decision. A claim by the Vendor is subject to a written decision by the Vice President of Contracts and Grants, who shall render a decision within 60 days of receipt of the Vendor's claim. If an equitable resolution cannot be resolved, both Parties agree to settlement by arbitration in accordance with the regulations of the American Arbitration Association in the District of Columbia, USA. The Subcontractor will proceed with performance of this purchase order pending final resolution of any claim.

22. Non-Liability: Vendor shall defend, indemnify and hold harmless TANAGER against all claims, suits, costs, damages and expenses that may be sustain by reason of the negligent or unlawful actions of the Vendor,.

**APPENDIX B. TECHNICAL PROPOSAL SUBMISSION SHEET**

*Complete this form with all the requested details and submit it as the first page of your technical proposal, with the documents requested above attached. Ensure that your proposal is authorized in the signature block below. A signature and authorization on this form will confirm that the terms and conditions of this RFP prevail over any attachments. If your proposal is not authorized, it may be rejected.*

|  |  |
| --- | --- |
| Date of Technical Proposal | Click here to enter text. |
| RFP Number | 282 |
| RFP Title | Consultancy (individual) for Planning High-Level Experience Sharing and Learning Forums |

We offer to provide the good described in the deliverables described in the Scope of Work in accordance with the terms and conditions stated in Request for Proposal referenced above. We confirm that we are eligible to participate in public procurement and meet the eligibility criteria specified.

The validity period of our proposal is 60 days from the time and date of the submission deadline.

**Type of Business/Institution**

|  |
| --- |
| **Offeror certifies that it is**  |
| [ ]  | Non-U.S. owned/operated | [ ]  | Government owned/operated |

|  |
| --- |
| **For US Organizations Only** |
| [ ]  | Nonprofit | [ ]  | For-Profit | [ ]  | Government owned/operated |
| [ ]  | Large Business | [ ]  | Small Business | [ ]  | College or University |
| [ ]  | Women Owned | [ ]  | Small and Disadvantaged Business |

**Anti-terrorism Certification**

The Offeror, to the best of its current knowledge, did not provide, within the previous 10 years, and will take all reasonable steps to ensure that it does not and will not knowingly provide, material support or resources to any individual or entity that commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitated, or participated in terrorist acts.

The Offeror also verifies that it does not appear on 1) the website of the Excluded Party List: [www.epls.gov](http://www.epls.gov) or 2) the website of the United Nations Security (UNSC) sanctions committee established under UNSC Resolution 1267 (1999) (the “1267 Committee”): <http://www.un.org/Docs/sc/committees/1267/consolist.shtml>.

The undersigned declares s/he is authorized to sign on behalf of the company listed below and to bind the company to all conditions and provisions stated in the original RFP document including attachments from TANAGER.

|  |
| --- |
| **Proposal Authorized By** |
| Signature |  | Name | Click here to enter text. |
| Title | Click here to enter text. | Date | Click here to enter text. |
| **Authorized for and on behalf of** |
| Company | Click here to enter text. |
| Address | Click here to enter text. |
| DUNS No. | Click here to enter text. | Business Registration No.  | Click here to enter text. |

**APPENDIX C. TECHNICAL QUALIFICATIONS AND COST PROPOSAL**

**1. Corporate Information**

|  |  |
| --- | --- |
| **Name of Vendor**  | **Click or tap here to enter the name of the vendor**  |
| **Address**  | **Click or tap here to enter the address**  |
| **Telephone Number**  | **Click or tap here to enter the telephone number**  |
| **Name of Signatory Authority**  | **Click or tap to enter the name of signatory authority**  |
| **Position/Title**  | **Click or tap here to enter the position/title of signatory authority**  |
| **Telephone Number**  | **Click or tap here to enter telephone number beginning with the area code**  |
| **Email Address**  | **Click or tap here to enter the primary email address**  |

1. **Capability statement (max 5 pages and respective attachments)**
2. **Describe your understanding of the proposed assignment (in terms of overall scope, approach, and deliverables).**



1. **With your understanding of the scope of work for this assignment, please provide us with a breakdown of any additional human or material resources Tanager will need to factor in and how will we leverage on these resources to ensure the successful execution of these two high level forums.**



1. **Describe your previous roles and experience in coordinating high-level sharing and learning forums in the last three years. For each please provide a synopsis of the event, the scope and budget o the event, the outcomes and what success looked like.**

 

1. **Please attach a proposed workplan, spanning both the LSP Summit and Research Summit. Please include any narrative description of your workplan below. (This can be submitted as an attachment with the technical proposal)**



1. **Please attach, as directed above, any CVs for personnel (2 pages). Please include any additional comments on the capacity of your personnel below.**



1. **Technology and Services. ( 1.5 pages Max)**

***This section should provide sufficient information for evaluators to understand your use of technology, value to Tanager. Please explain how the technology will be integrated and implemented. Address, at minimum the following:***

a. **Describe the event planning software and tools to be used for this assignment. In addition,**



**b. Tanager works in the Microsoft (MS) environment, please describe your abilities to work with the various tools on MS**



 **c. Describe your confidentiality and privacy policies of data and how you keep and maintain them:**



1. **Risk Management and Mitigation ( 1 page)**
2. **Provide details what risks you foresee with this scope of this work and what are mitigation measure you will consider .**



1. **Cost Proposal: *Please confirm whether your company can meet the following requirements.***
2. **Confirm that your company has the ability to pre-finance 50% of the cost of the assignment:**



1. **If your company does not have the ability to pre-finance 50% of the cost of the assignment, please explain:**



1. ***Cost Proposal; Please provide an MS-Excel sheet outlining the details of the budget, including expenses. Submit this on your own template, as necessary. ALL COSTS IN KES. Please include any budget narrative information in the box below:***

