



THE  
LUTHERAN  
WORLD  
FEDERATION

Department  
for World Service  
member of **actalliance**

**REQUEST FOR QUOTATION**

Date: 19 <sup>th</sup> September 2024	Page: 1 of 1
RFQ Number <b>LWF/KIS/LIV/6238/2024</b>	

Vendor Address:

DF: 6238	Quote deadline: Date: 25.09.2024 Time: 05.00pm	Consignee (delivery address): LWF Kismayu Office	Expected Delivery Date: 2 WEEKS
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Please quote for the item(s) listed below and E-MAIL TO US AT to [abdifatah.mohamed@lutheranworld.org](mailto:abdifatah.mohamed@lutheranworld.org), Lutheran World Federation, Gitanga copy your mails regarding this RFQs to [Procurement.kismayo@lutheranworld.org](mailto:Procurement.kismayo@lutheranworld.org).

Item No.	Description	Quantity Ordered	Units	Unit Cost Curr: USD	Total Price: Curr: USD
1	Training facilitation for relevant line ministries on climate change and Early warning system	14	Days		
<b>Terms:</b>				<b>Sub Total</b>	
1. Attach Registration Certificates				<b>VAT</b>	0
2. Attach your valid Tax Compliance Certificate				<b>Total Price:</b>	
3. Kindly indicate Delivery and lead times where applicable					
4. Date, stamp and sign (lack of either will be disqualified)					
5. Please read detailed instructions at the back page					
6. ****					
<b>Total Price in Words:</b>					
<b>This Quotation is Valid until..... (Date</b>					

For the Vendor- ( Date, Sign, Stamp)		For the LWF Kenya-Somalia: Nairobi   Program - ( Date, Sign, Stamp)	
Name:		Name:	Abdifatah Mohamed
Title:		Title:	Procurement & Logistics Officer
Signature:		Signature:	
Date:		Date:	19/09/2024



## Request for Quotation Conditions

### A.1. Acknowledgement

Upon receipt of the Request for Quotation please inform the Buyer if you intend to submit a quotation. Please respond even if negative. Kindly submit your offer to [abdifatah.mohamed@lutheranworld.org](mailto:abdifatah.mohamed@lutheranworld.org) and copy [procurement.kismayo@lutheranworld.org](mailto:procurement.kismayo@lutheranworld.org).

### A.2. General

The Supplies to be purchased are for use by the Buyer in the Kenya-Somalia Programme. The supplier can submit a quotation for one, several or all lots.

### A.3. Cost of quotation

The supplier shall bear all costs associated with the preparation and submission of his quotation and the Buyer will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the negotiated procedure.

### A.4. Eligibility and qualification requirements

Suppliers are not eligible if they are in one of the situations listed in article 15 of the General Terms and Conditions for Supply Contracts – Ver4 2012.

In the Quotation Submission Form suppliers shall attest that they meet the above eligibility criteria. If required by the Buyer, the supplier whose quotation is accepted shall further provide evidence satisfactory to the Buyer of its eligibility through certificates issued by competent authorities in its country of establishment or operation or, if such certificates are not available, through a sworn statement.

Suppliers shall also be requested to certify that they comply with article 13. "Child Labour and Forced Labour" and article 14 "Mines" of the General Terms and Conditions for Supply Contracts – Ver4 2012 and with the Code of Conduct for Contractors as attached with Local Purchase Order

To give evidence of their capability and adequate resources Suppliers shall provide the information and the documents requested by the Buyer

### A.5. Exclusion from award of contracts

Contracts may not be awarded to Suppliers who, during this procedure:

- (a) are subject to conflict of interest:
- (b) are guilty of misrepresentation in supplying the information required by the Buyer as a condition of participation in the Contract procedure or fail to supply this information.

### A.6. Documents comprising the Request for Quotation

The Supplier shall complete and submit the following document with his quotation:

1. The attached completed Quotation Submission Form( Financial Offer on the supplier's letter head where applicable)
2. Clearly indicate VAT Figures where applicable.
3. Clearly indicate Supplier's Pin and VAT Numbers on the quotation
4. Attach valid tax compliance certificates (This help in processing of VAT exemption certificates)
5. Clearly indicate the Lead times per item on the supplier's quotation.

### A.7. Price

The price quoted by the supplier shall not be subject to adjustments on any account except as otherwise provided in the conditions of the Contract. VAT and/or any sales tax applicable to the purchase of supplies shall be indicated separately in the Quotation Submission Form.

Price shall be quoted in Kenya Shillings or the local currency.

For evaluation purpose, where quotations are given in different currencies it shall be converted into EUR at the rate published in euro website ([https://ec.europa.eu/info/funding-tenders/how-eu-funding-works/information-contractors-and-beneficiaries/exchange-rate-infoeuro\\_en](https://ec.europa.eu/info/funding-tenders/how-eu-funding-works/information-contractors-and-beneficiaries/exchange-rate-infoeuro_en)).

**LWF is VAT exempt on goods and while the organization will follow up with the concerned ministry and pay the total amount before tax within a month of receipt of invoice, LWF will not be liable for delays associated with issuance of exemption certificates.**

### A.8. Validity

Quotations shall remain valid and open for acceptance for the period indicated by the vendor on the RFQ after the closing date.

### A.9. Submission of quotations and closing date

Your offer must bear the company official letterhead and must be received by e-mail to [abdifatah.mohamed@lutheranworld.org](mailto:abdifatah.mohamed@lutheranworld.org), not later than the closing date and time specified in this document. Any quotations received after that will not be considered.

Quotations must be clearly dated and signed and state the name of company and RFQ reference no. in the subject field and shall be submitted by e-mail to: [abdifatah.mohamed@lutheranworld.org](mailto:abdifatah.mohamed@lutheranworld.org) and copied to [procurement.kismayo@lutheranworld.org](mailto:procurement.kismayo@lutheranworld.org).

It is your responsibility to obtain a receipt or an e-mail confirmation for a timely submitted offer.

### A.10. Administrative Compliance

The Buyer will determine whether the Quotation meets the eligibility requirements, has been properly drafted and signed and is substantially responsive to the Request for Quotation requirements. If a proposal is not substantially responsive i.e. it contains material deviations from or reservations to the terms, conditions and specifications of the Request for Quotation, and/or is not technically responsive, it shall be disregarded, unless the Candidate who has submitted the non-responsive proposal is authorized by the Buyer to re-submit his/her Quotation.

### A.11. Award of Contract and Criteria

The Buyer will award the Contract to the supplier whose quotation has been determined to be substantially responsive to the criteria of this Request for Quotation (RFQ) and who has offered the lowest evaluated price, provided further that the supplier has the capability and resources to carry out the Contract effectively

The Buyer reserves the right to accept all or part of your quotation, whichever is in its best financial interest.

### A.12. Signature and entry in to force of the Contract

Prior to the expiration of the period of the quotation validity, the Buyer will notify the successful supplier in writing.

Within **5 days** of receipt of the Contract, not yet signed by the Buyer, the successful supplier must sign and date the Contract and return it, to the Buyer. On signing the Contract, the successful supplier will become the Contractor and the Contract will enter into force once signed by the Buyer.

If the successful supplier fails to sign and return the Contract and within the days stipulated, the Buyer may consider the acceptance of the quotation to be cancelled without prejudice to the Buyer's right to, claim compensation or pursue any other remedy in respect of such failure, and the successful supplier will have no claim whatsoever on the Buyer.

### A.13. Cancellation for convenience

The Buyer may for its own convenience and without charge or liability cancel the RFQ at any stage.

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Vendor Date, Sign, Stamp

## TERMS OF REFERENCE

Train 60 line ministries staffs on climate change, early warning systems, and climate change strategies and advocacy for policy review/formulation

### 1. Summary

<b>Programme/Project</b>	Promoting Community Resilience through Engaging the Somali Society. (PRESS- DADOKI)
<b>Project number</b>	A-AFM-2022-0165
<b>Project Consortium members</b>	Lutheran World Federation World Service (LWF WS) – the lead Agency together with American Friends Service Committee (AFSC)
<b>Programme Phase</b>	Ongoing/implementation phase
<b>Training Type</b>	Capacity building training
<b>Training Purpose</b>	Train 60 line ministries staffs on climate change, early warning systems, and climate change strategies and advocacy for policy review/formulation
<b>Training methodologies</b>	Interactive and participatory Trainees centred open sessions including lectures, pictorial, diagrams and other relevant training methods
<b>Training dates</b>	Oct-Nov 2024
<b>Consultancy assigning institution</b>	LWF- WS

### 2. Institution

The Lutheran World Federation (LWF) is an international humanitarian organization that has global presence in countries Africa, Asia, Europe, and Central America. The global headquarters of LWF is in Geneva, Switzerland. At the regional level, LWF is headquartered in Nairobi Kenya to serve both the Kenya and Somalia country programs.

The Lutheran World Federation provides quality humanitarian assistance to displaced and affected communities and focuses on three priority areas of;

- 1- Quality services: covering the areas of education and WASH - with primary focus on education.
- 2- Protection and social cohesion: protection services to support vulnerable and at risk persons with major focus on child protection, persons with specific needs (PWDs, older persons), child mothers, and women at risk, and also supporting community social cohesion/peace building activities.
- 3- Sustainable livelihood: climate friendly livelihood interventions in crop and animal production, vocational skills training and development, enterprise development, micro-finance and business development skills training.

Besides the above three major priority areas, LWF provides other life-saving humanitarian assistance occasioned by natural disasters (drought, floods, etc.) through quick impact projects in its areas of operations.

The Lutheran World Federation (LWF) World Service Kenya Somalia Program established presence in Kismayu, Jubbaland State in Somalia in 2017 in order to create a continuum between its refugee assistance and protection program in Dadaab refugee camps, Kenya, and Kismayu, Somalia. From 2017 to date, LWF has been working closely with the relevant Jubbaland State Ministries

## **Project Description**

The Promoting Community Resilience through Engaging the Somali Society (PRESS- DADOKI) is a three (3) year project implemented by LWF Somalia as the lead agency, together with American Friends Services Committee (AFSC). The DADOKI project seeks to address three issues i.e., intercommunal hostilities, denial of women's and girls' rights and prevalent poverty levels. The project will also implement interventions targeting the 'on the 'move' Somali population either from Dadaab, Somalia or vice versa. Implemented in Jubaland State of Somalia, in Kismayo District (Calanley, Fanole, Farjana, Gulwada) and Dhobley (Kutur, Tula Barwaqa and Degelema communities), the main project participants are the Internally Displaced Persons (IDPs), returnees, Somali migrants, and populations on the move. some of the less advantaged local communities both rural and urban-based, and the ethnic minorities who suffer a high risk of vulnerabilities with a focus on women and girls, people with disabilities (PWDs) / children with disabilities (CWDs), and youth. At least 26,500 (16,600F, 9,900M out of which 2,580 are persons with disabilities -PWDs) people will be reached directly through this project.

## **Training Goal and Objectives**

### **2.1 Training Goal**

- Train local staffs of relevant line ministries on early on warning system, climate change strategies and advocacy for policy review/formulation

1.

### **Training specific objectives**

- early warning system
- climate change strategies and advocacy for policy review/formulation

- Impact of climate change on community livelihood
- Climate change adaptation mechanism

### 3. Scope of the training

The scope of work for this training include the following;

- I. Geographical areas: Kismayo town
- II. Target participant for line ministries are of Ministry of Environment, Ministry of Agriculture, Ministry of Livestock and Ministry of water

### 4. Proposed training methodology

The consultant/facilitator will propose a training methodology that will accommodate professional staffs including lectures, participatory approach, learning discovery extension approach, theoretical sessions, pictorial demonstrations and other relevant methodologies.

### 5. Reporting and accountability

The primary responsibility for this training lies with the livelihood officer, who will provide overall technical oversight and guidance to this assignment to ensure effective implementation of the training and will accompany the facilitator to all planned locations.

#### 5.1 LWF will be responsible for;

- i. Support the trainer (facilitator) with mobilization and facilitation of trainees and field logistics
- ii. Review and adapt the training materials
- iii. Quality control and assurance of the training process to ensure the training adapts to the agreed methodology.
- iv. Provide the trainees with refreshments
- v. Review and approve the training report.

#### 5.2 The facilitator shall:

- I. Submit a technical and financial proposals, and all other relevant documentations.
- II. Submit inception report and training materials with clear goals, objectives, topics and sub-topics, methodology, session plans, teaching aids, activities and expected outcomes for each presentation.
- III. Deliver training through participatory methods.
- IV. Train identified trainees on on climate change, early warning systems, and climate change strategies and advocacy for policy review/formulation
- V. Prepare and submit final training report.

### 6. Schedule

Activity	Duration	Output
Contract signing	29 <sup>th</sup> September 2024	Contract signed
An inception training plan with clear goals, objectives, topics and subtopics, methodology,	30 <sup>th</sup> Sept – 1 <sup>st</sup> Oct 2024	Approval of training methodologies, session plans

session plans, teaching aids, activities and expected outcomes for each presentation.		
Training facilitation to the relevant line ministries staffs	2 <sup>nd</sup> Oct-12 <sup>th</sup> Oct 2024	Draft report
Final report submission, review and validation	13-14 Oct 2024	Final report
Total number of training days	14	

### Required Qualifications and Experience

- vi. To qualify for this assignment, the facilitator should have the following:
- vii. At least Bachelor degree in the areas of Environmental Science or other fields related
- viii. Minimum of 5years of relevant experience in disaster risk mitigation, climate risk management.
- ix. Good understanding of climate adaptation community resilience and disaster management.
- x. Good communication skills both English and Somali languages.
- xi. Show evidence of having successfully conducted two similar or related trainings
- xii. Proposals must be submitted in soft copy to [procurement.kismayu@lutheranworld.org](mailto:procurement.kismayu@lutheranworld.org) with subject line " Train 60 line ministries staffs on climate change, early warning systems, and climate change strategies and advocacy for policy review/formulation " by 25<sup>th</sup> of September 2024 5 PM. (East Africa Time). Canvassing will lead to automatic disqualification.