



THE
LUTHERAN
WORLD
FEDERATION

Department
for World Service

member of **actalliance**

TERMS OF REFERENCE (TOR) CONSULTANCY FOR PREQUALIFICATION OF SUPPLIERS FOR THE PERIOD 2020-2022

1.0 Introduction

The Lutheran World Federation World Service Kenya- Djibouti-Somalia Programme (LWF) implements emergency, relief, recovery and rehabilitation operations in Kakuma, Dadaab, Somalia, Djibouti refugee camps and implements community development programming in refugee hosting Turkana North district and around Dadaab refugee camp.

LWF's programmatic areas include the following: early childhood development, primary education, special needs education, child protection, reception centre management, water supply, (renewable) energy provision, livestock and agriculture, youth development (sports, culture), Technical and vocation trainings, support for elderly and other special needs groups, compound management.

The LWF intends to update its register for prequalified suppliers of various goods and services for the period 2020 – 2022 in their operational offices in Nairobi, Kakuma and Dadaab offices.

2.0 Objective

The LWF wishes to engage an eligible firm to provide consultancy services in the establishment of a vendor data base (Prequalified suppliers) of goods and services on behalf of the Lutheran World Federation for the period 2020 – 2022. Specifically the consultant will:

- a) Prepare the vendor registration documents for the actual pre-qualification process of vendors
- b) Assist the Lutheran World Federation in responding to any queries raised by the interested vendors during and after prequalification process
- c) Carry out evaluation of the pre-qualification documents
- d) Conduct a physical verification exercise of the vendors that pass the evaluation stage that shall be included in the report draft and final evaluation report
- e) Create a simple data base as per LWF products/service categories that shall contain a minimum of supplier's name, physical address, telephone number, email and name of contact person(s)
- f) Prepare and share a detailed draft evaluation report with recommendations for review and feedback
- g) Prepare a final evaluation report with recommendations for adoption

This will be a two staged exercise:

Stage I: LWF out sourcing for a consultancy firm's service related to prequalifying suppliers for the period 2020-2022

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Stage II: The outsourced consultancy firm shall:

- a) Prepare prequalification documents as per LWF categories of goods and services LWF to be used for invitation to tender for prequalifying suppliers of goods and services
- b) Carry out prequalification evaluation as per LWF categories of goods and services
- c) Conduct a physical verification exercise for the vendors that pass the evaluation stage
- d) Prepare a technical evaluation report on bullet b and c
- e) Prepare simple vendor data base; based on the LWF approved prequalification evaluation
- f) Prepare and submit Draft Evaluation report and recommendations for review and feedback
- g) Prepare Final evaluation report and recommendations for adoption

3.0 Proposal

The consultant is requested to apply for this assignment by submitting a concise proposal that includes:

a) Technical proposal:

- Presentation of the consultancy firm, showing evidence of expertise in Supply Chain Management (Qualifications in Supply Chain Management (SCM), Consultant in Supply Chain Management)
- A detailed methodology to be used to carry out the assignment and roles of each member of the consultancy team
- Detailed work plan
- CVs of the consultant/team to carry out the assignment
- Copy of company registration certificate
- Copy of company's PIN
- Reference from at least 5 clients of previous similar work experience covering the period from June 2016 to June 2019
- Tax compliance certificate
- Filled in Business Questionnaire
- Signed Anti- corruption declaration
- LWF Code of Conduct for Contractors: Ethical principles and standards

b) Financial proposal:

- Detailed financial proposal in line with the work plan and deliverables, identifying fees and consultancy days for each team member. Price to be inclusive of VAT.

4.0 Evaluation Criteria

The evaluation criteria is based on the aforementioned documents, and overall value for money as indicated in the table below:

Elements	Description	Score
Qualifications	Expertise in supply chain management – at least an Msc. In supply chain or any other relevant university degree. Evidence of consultancy work in Supply chain.	15
Methodology	Detailed methodology to be used to carry out the assignment and roles of each member of the consultancy team	15
Work plan	Detailed work plan	5
Personnel's qualifications	CV's of the consultant/team to carry out the assignment	5
Business Registration	Copy of certificate of registration /incorporation (registered companies Only)	5
PIN	Copy of Company's PIN	5
Past Experience	Reference from at least 5 clients of previous similar work covering the period from June 2016 to June 2019	15
Tax Compliance	Copies of valid and current tax compliance certificate from KRA	10
Business Questionnaire	Duly filled signed and stamped Confidential Business questionnaire Form	5
Anti - Corruption Declaration	Duly filled, signed and stamped Anti-Corruption declaration commitment/pledge form	5
Code of Conduct for Contractors	Signed and stamped LWF code of conduct for contractors: Ethical Principals and standards	5
Financial Proposal	Detailed financial proposal in line with the work plan, deliverables, identifying fees and consultancy days for each member. Price to be inclusive of VAT.	10
Total Financial and Technical Score		100%

5.0 Deliverables

The deliverables for this assignment shall include;

- a) Prequalification documents and invitation to tender
- b) Technical prequalification evaluation report that shall include physical verification findings for review and approval by the LWF
- c) Published questions from participating service providers
- d) Communication of results to all service providers.
- e) Simple supplier/service provider Data base
- f) Draft Evaluation report and recommendations (consolidating all the consultancy reports)
- g) Final evaluation report and recommendations (consolidating all the consultancy reports)

6.0 Estimated Timelines

Activity	Period	Date
STAGE I: OUTSOURCING CONSULTANCY FOR PREQUALIFICATION OF SUPPLIERS FOR THE PERIOD 2020-2022		
a) Invitation to tender for consultancy services for prequalification of suppliers	3 weeks	16 th September, 2019 to 4 th October 2019
b) Prequalification Submission	3 weeks	16 th October 2019 to 4 th October 2019
c) Prequalification evaluation	1 week	11 th October, 2019
c) Contracting/ signing	1 week	18 th October, 2019
STAGE II: OUTSOURCED CONSULTANCY SERVICES		
a) Preparation of prequalification documents for	1 week	21 st October 2019 to 25 th October, 2019

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prequalification of suppliers		
b) Invitation to tender for prequalification as suppliers/service providers	3 days	30 th October 2019
c) Prequalification submission	2 weeks	15 th November, 2019
d) Prequalification evaluation	2 weeks	29 th November, 2019
e) Submission of technical prequalification evaluation report for review and approval by LWF	2 weeks	11 th December, 2019
f) Creation of simple suppliers/service providers database	3 days	16 th December, 2019
g) Submission of draft Evaluation report and recommendations for review and feedback	1 week	23 rd December, 2019
h) Submission of Final Evaluation report and recommendations for adoption	3 days	31 st December, 2019

6.0 Terms of payment

The payment schedules shall be described in the contract which shall be based on the output of the work and not on the duration that it might take. The proposed payment schedule is 30/30/40, where first instalment is made upon signing of the contract, second instalment after LWF has accepted the draft evaluation report, and final instalment after the LWF has accepted the final evaluation report/vendor database and recommendations for the vendors to be included in the organization's pre-qualification list.

7.0 Submission of proposal documents

The bid documents should be sent by email to procurement.nairobi@lutheranworld.org and making reference in the subject line as follows:

Subject: "Consultancy for Prequalification of Suppliers/name of business entity. LWF reserves the right to reject any application(s) without disclosing the reasons.

The deadline for application submission is at 1700Hrs Friday 20th September 2019.

NB: All enquiries concerning the EOI should be addressed to procurement.nairobi@lutheranworld.org not later than 11th September 2019

8.0 Annexes to this TOR

The following documents are annexed to this ToR. Annex 1,2, and 3 each one duly signed and stamped by the authorized signatory of the company, form an integral part of the documentation to be included as part of the technical proposal.

Annex 1: Business Questionnaire

Annex 2: LWF Code of Conduct for Contractors: Ethical principles and standards

Annex 3: A list of frequently purchased items