

TO: Prospective Applicants

Re-advertised: August 14, 2024

SUBJECT: RFA NO. GC/BSP/CLEAR+/001/2024

REQUEST FOR APPLICATIONS: PREQUALIFICATION OF BUSINESS SERVICE PROVIDERS FOR CLEAR+ PROGRAM.

REQUEST FOR APPLICATION (RFA)	
RFA NUMBER: RFA No. GC/BSP/CLEAR+/001/2024	RE-ISSUE DATE: August 14, 2024
CLIENT: Global Communities	PROGRAM: Cooperatives Leadership Engagement Advocacy and Research (CLEAR+)
PREQUALIFICATION OF BUSINESS SERVICE PROVIDERS	
ISSUED BY: Global Communities Watermark Business Park PO Box 1661 Sarit Centre Nairobi 00606, Kenya www.globalcommunities.org	APPLICATION DUE DATE: August 27, 2024 QUESTIONS DEADLINE: April 21, 2024
This Request for Application contains the following sections:	
Part 1	Instructions to Applicants
Part 2	Evaluation Factors
Part 3	Statement of Work
Part 4 Annexes	Annex A – Prequalification application form

Background

Global Communities' Cooperative Leadership Engagement Advocacy and Research (CLEAR)+ project (2023-2028), is a USAID funded Cooperative Development Program (CDP) aimed at advocating for the development of worker cooperatives with a focus on youth employment. CLEAR+ promotes cooperative policy reforms and improved business strategies and performance through local Business Service Providers (BSPs) using a market systems approach (MSA). CLEAR+ project seeks to enhance the operational and governance capacities of worker cooperatives by providing technical assistance to develop comprehensive hybrid business documents and by offering capacity strengthening in areas such as governance, membership, management, marketing, production/service provision, financial management, accounting, cooperative auditing, Taxation, sector-specific compliance with relevant authorities and human resource organizational support.

CLEAR+ is seeking to prequalify experienced and competent Business Service Providers (BSPs) firms and individual(s) who can deliver high-quality technical assistance and capacity-strengthening services to worker cooperatives under the CLEAR+ project.

The purpose of this RFA is therefore to invite qualifying firms/individual consultant(s) desirous to provide technical business services in the identified categories to submit their application for prequalification.

Interested firms/individuals should submit their applications electronically in accordance with the language of the solicitation to the address specified. The Applications must be received no later than **August 27, 2024**.

Responding firms are advised that this solicitation does not in any way obligate Global Communities to compensate the responding firms/individual consultants for any costs associated with the preparation and submission of their applications.

Any questions or requests for information should be addressed in writing by no later than **August 27, 2024**, to procurementke@globalcommunities.org

Any information given to one prospective applicant concerning this solicitation will be furnished to all such applicants as an amendment of the solicitation.

Please e-mail Global Communities at procurementke@globalcommunities.org of your intent to apply at the earliest practicable date, so that we may anticipate the number of applications to be evaluated and also to enable Global communities to share with you on any subsequent correspondences regarding this RFA.

This RFA is open to interested applicants who meet the following mandatory requirements:

- a) Registered to do business in Kenya as a private entity or individual.
- b) Registered with Kenya Revenue Authority as individual or organization.
- c) Minimum of 5 years of demonstrated experience in professional consulting services to Micro Small and Medium Enterprises (MSMEs) and/or cooperative business enterprises.
- d) Hold a valid Tax Compliance Certificate from Kenya Revenue Authority (KRA)

Part 1: Instructions to Applicants

- a) Applicants are requested to apply for prequalification directly responsive to the terms, conditions, and clauses of this RFA and strictly in accordance with the Prequalification application form (Annex A). Applications not conforming to this format shall be categorized as unacceptable, thereby eliminating them from further consideration.
- b) Applications must remain valid for a period at least **12 months** from the date of submission.
- c) Applications should be submitted electronically - Internet email with up to 2MB limit on attachments per email compatible with PDF, MS WORD, and Adobe Acrobat in a MS Windows environment to: procurementke@globalcommunities.org
- d) All applications received in response to this solicitation will be reviewed strictly as submitted and in accordance with the evaluation criteria specified in Part 2, Evaluation Factors.
- e) The person signing the application form must have the authority to commit the applicant to all the provisions listed in the application.
- f) Global Communities is not obligated to pay for any costs incurred by the applicant in preparation of an application in response hereto.
- g) Applicants are informed that Global Communities complies with U.S. Sanctions and Embargo laws and Regulations including Executive Order 13224 on Terrorist Financing, which effectively prohibit transactions with persons or entities that commit, threaten to commit or support terrorism. Any person or entity that participates in this bidding process, either as a prime or sub to the prime, must certify as part of the bid that he or it is not on the U.S. Department of Treasury Office of Foreign Assets Control (OFAC) Specially Designated Nationals (SDN) List and is eligible to participate. Global Communities shall disqualify any bid received from a person or entity that is found to be on the List or otherwise ineligible.
- h) Firms or individuals that are included on the Excluded Parties List System (www.epls.gov) shall not be eligible for financing and shall not be used to provide any commodities or services contemplated by this RFA.

Part 2: Evaluation Factors

- a. The evaluation factors presented below will serve as the basis upon which Applications will be evaluated. The relative weight accorded to each factor is expressed in points up to 100 points. (60% Technical strength and 40% Cost competitiveness and reasonableness)
- b. Global Communities will evaluate all applications received based on the above evaluation criteria. This review may include follow-up questions as well as face to face interviews.
- c. Application Evaluation Matrix per service category.

A. Criteria		Maximum Score/Points
Technical Application	Technical understanding	15
	Team Composition and Qualifications	10
	Organizational Specialized competency	15
	Experience/Performance/proposed value addition	20
Fee Structure	Cost competitiveness and reasonableness and justifications	40
Total Maximum Score		100

- d. Global Communities will rank the applicants on the overall points obtained in each specialization category applied and in consideration of Geographical coverage.

Part 3: Statement of Work

1. Background

Global Communities' Cooperative Leadership Engagement Advocacy and Research Plus (CLEAR)+ project (2023-2028), is a USAID-funded [Cooperative Development Program](#) (CDP) aimed at advocating for the development of worker cooperatives with a focus on youth employment. CLEAR+ promotes cooperative policy reforms and improved business strategies and performance through local Business Service Providers (BSPs) using a market systems approach (MSA). The project is committed to integrating core principles such as gender equality and positive youth development (PYD) into cooperative development. The CLEAR+ project has three primary objectives which work jointly to strengthen the Kenyan cooperative system:

I) Improved Enabling Environment for Cooperatives

Objective 1 seeks to Improve the enabling environment for worker cooperatives by 1) Strengthening public awareness and understanding of the worker cooperative model and 2) Improving policies and legal frameworks for cooperatives. This will lead to strengthened government and stakeholder networks that are more responsive to the worker cooperative needs and reduce obstacles to the registration and success of worker cooperatives.

II) Strengthened Cooperative Capacity

CLEAR+ strategically employs a market systems approach to strengthen worker cooperative capacity through early-stage development of worker cooperatives and improved access to services through local Business Service Providers (BSPs) and cooperative developers. CLEAR+ targets worker cooperatives in service sectors like domestic, utility delivery, tourism mechanical, and engineering among others through technical assistance to develop robust hybrid business documents and capacity strengthening in governance, membership, management, marketing and production/service provision.

III) Project Learning Applied in the Development Community

Objective 3 seeks to encompass learning and research, contributing to the global knowledge management and documentation of worker cooperative impacts through a Worker Cooperative Toolkit for cooperatives and development practitioners.

CLEAR+ project seeks to enhance the operational and governance capacities of worker cooperatives by providing technical assistance to develop comprehensive hybrid business documents and by offering capacity strengthening in areas such as governance, membership, management, marketing, production/service provision, financial management, accounting, cooperative auditing, Taxation, sector-specific compliance with relevant authorities and human resource organizational support.

2. Objective of the assignment

The purpose of this Statement of Work (SOW) is to prequalify experienced and competent Business Service Providers (BSPs) firms and individual(s) who can deliver high-quality technical assistance and capacity-strengthening services to worker cooperatives under the CLEAR+ project. The selected BSPs will support the project’s objective of **strengthening cooperative capacity** of identified cooperative business enterprises (CBEs) across different counties in Kenya.

3. Scope of Work

The prequalified Business Service Providers (BSPs) will deliver a range of services based on their areas of expertise, including but not limited to the following categories:

3.1. Categories for Technical Assistance and Capacity Strengthening

Category	Scope
Development of Hybrid Business Documents	<ul style="list-style-type: none"> Develop robust hybrid business documents including business & strategic plans, relevant policies & procedures, service charter documents tailored to the needs of Cooperative Business Enterprises (CBEs).

Human Resource Organizational Support	<ul style="list-style-type: none"> • Offer human resource organizational support, including the development of HR policies & manuals, employee handbook, performance management systems, and overall organizational capacity development.
Cooperative Development	<ul style="list-style-type: none"> • Assist in the early-stage development of new worker cooperatives. • Offer training and workshops on cooperative governance, membership, management, marketing strategies, and production/service provision. • Provide expertise in financial management, accounting, cooperative audits, taxation, sector-specific compliance, and operational frameworks for cooperatives. • Provide support for cooperative audit readiness to enhance financial transparency, accountability and compliance. • Provide specialized training in financial management, including budgeting, accounting, and financial reporting & analysis. • Guide on compliance with sector-specific regulations and standards set by relevant authorities. • Facilitate general knowledge transfer and skills development to enhance the self-reliance and sustainability of cooperatives • Provide ongoing support to existing cooperative business enterprises (CBEs) to improve their operational efficiency and market competitiveness.
Taxation	<ul style="list-style-type: none"> • Provide guidance and training on taxation, including tax planning, tax compliance, and reporting.

4. Consultant Responsibilities and Deliverables

The prequalified BSPs will be expected to deliver the following:

- a) Comprehensive hybrid business documents including business & strategic plans, relevant policies & procedures, service charter documents among others.
- b) Training materials and curriculum for capacity-strengthening workshops, including financial management, cooperative auditing, taxation, compliance, and human resource organizational support.
- c) Regular progress reports on development and capacity-strengthening activities.
- d) Evaluation and impact assessment reports on the effectiveness of the technical assistance and capacity-strengthening initiatives.

5. Responsibility for Global Communities

- a) Facilitate assignment-specific inception meetings to provide background information on the assignment, clarify expectations for deliverables and outline related timelines.



- b) Serve as the primary liaison between the Business Service Providers (BSPs) and the Cooperative Business Enterprises (CBEs).
- c) Where necessary, provide technical input through participation in the workshops.
- d) Review and provide feedback on reports, training materials, and other deliverables submitted by the BSPs to ensure they meet the project's standards and desired outcomes.
- e) Conduct evaluations and gather feedback from Cooperative Business Enterprises (CBEs) to assess the effectiveness of the capacity-strengthening initiatives and identify areas for improvement.
- f) Collaborate with BSPs and CBEs to develop strategies for sustaining the gains achieved through capacity-strengthening initiatives beyond the engagement's duration.
- g) Processing direct payments of contracted fees to the BSPs. Payments will be made in compliance with income tax requirements, including withholding tax considerations.

6. Minimum qualifications required.

6.1. Cross-cutting minimum qualifications

- Minimum of 5 years of demonstrated experience in professional consulting services to Micro Small and Medium Enterprises (MSMEs) and/or cooperative business enterprises.
- Experience in one-on-one coaching and training sessions for Micro, Small, and Medium Enterprises (MSMEs) and/or cooperative businesses, utilizing adult learning methodologies to enhance knowledge transfer and skill development.
- Previous experience working on USAID-funded projects is preferred.
- Excellent written and verbal communication skills and must have thorough persuasiveness and be an active listener.
- Ability to meet the cooperative virtually or physically, during the allocated timelines.
- Multi-tasking and time-management skills, with the ability to prioritize tasks.

6.2. Category minimum qualifications

Category	Minimum Qualifications
Development of Hybrid Business Documents	<ul style="list-style-type: none"> • Documented experience developing business plans, service charters, policies & procedures for midsize businesses and industry leaders. • At least some of the proposed technical team members should hold professional qualifications in accounting i.e., Certified Public Accountant-Kenya (CPAK)/Association of Chartered Certified Accountants (ACCA).



	<ul style="list-style-type: none">• Active membership in relevant and recognized bodies like ICPAK, reflecting commitment to professional standards and ongoing development.
Human Resource Organizational Support	<ul style="list-style-type: none">• Proven experience in developing HR policies, manuals, employee handbooks, performance management systems, and enhancing overall organizational HR capacity.• At least some of the proposed technical team members should possess professional qualifications in Human Resources, such as Certified Human Resource Professional Kenya (CHRPK).
Cooperative Development	<ul style="list-style-type: none">• Demonstrated experience in establishing and supporting worker cooperatives, including knowledge of cooperative laws, structures, and best practices.• Proven experience in delivering training and workshops, especially in cooperative governance, financial management, and operational frameworks.• In-depth knowledge and experience in the service sectors, such as building & construction, tourism, domestic work among others, to provide tailored advice and support.• Thorough understanding of sector-specific and business regulations and standards, including experience in guiding cooperatives on compliance with legal and regulatory requirements.• Previous consulting experience with MSMEs to improve operational efficiency and market competitiveness, with a track record of successful interventions for scale.• Proficiency in financial analysis, budgeting, and accounting, with experience in conducting cooperative audits and preparing cooperatives for audit readiness.
Taxation	<ul style="list-style-type: none">• Professional qualifications in accounting i.e., Certified Public Accountant-Kenya (CPAK)/Association of Chartered Certified Accountants (ACCA).• Active membership in relevant and recognized bodies like ICPAK, reflecting commitment to professional standards and ongoing development.• Demonstrated experience in advising cooperatives on tax compliance, planning, and reporting. This includes experience with Kenya Revenue Authority (KRA) regulations, tax dispute resolution, and filing tax returns.• Experience in conducting internal tax audits and reviews to ensure compliance with local tax laws and regulations.• Post-graduate qualification in tax administration is preferred



Part 4: Annexes

Annex A: Prequalification Application form- Gender Training Consultant

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