

COMMISSION FOR UNIVERSITY EDUCATION



**RFP NO. CUE/RFP/03/2015-2016: CONSULTANCY SERVICES TO DEVELOP A
GUIDE ON THESIS SUPERVISION AND A CODE OF CONDUCT FOR CARRYING
OUT RESEARCH IN UNIVERSITIES IN KENYA**

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**CLOSING DATE:
WEDNESDAY 3RD FEBRUARY 2016
AT 12.00 NOON**

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SECTION I- LETTER OF INVITATION

Date: 20th January 2016

Dear Sir/Madam,

- 1.1 The Commission for University Education invites proposals from qualified consultants **to develop a guide on Thesis supervision and a code of conduct for carrying out research in Universities in Kenya**
- 1.2 The request for proposals (RFP) includes the following documents:
- Section I - Letter of invitation
 - Section II - Information to consultants
Appendix to Consultants information
 - Section III - Terms of Reference
 - Section IV - Technical proposals
 - Section V - Financial proposal
 - Section VI - Standard Contract Form
- 1.3 Interested eligible candidates may obtain further information from and inspect the tender documents at the **Supply Chain Management Office, Commission for University Education, Red Hill Road off Limuru Road, Gigiri, Nairobi** during normal office working hours.
- 1.4 Prices quoted should be net inclusive of all taxes, must be in Kenya shillings and shall remain valid for **90 days** from the closing date of the tender.
- 1.5 Completed proposal documents are to be enclosed in plain sealed envelopes marked with proposal reference number and description and deposited in the Tender Box at the reception of the Commission's offices in Gigiri, Nairobi or be addressed to:
**The Commission Secretary/Chief Executive Officer,
Commission for University Education
Red Hill Road, off Limuru Road
P. O. Box 54999 – 00200, NAIROBI**

so as to be received on or before Wednesday 3rd February 2016 at 12:00 noon.

Proposals will be opened at **Commission's Boardroom** immediately thereafter in the presence of the candidates or their representatives who choose to attend.

**PROF. D. K. SOME
COMMISSION SECRETARY/CHIEF EXECUTIVE OFFICER**

SECTION II – INFORMATION TO CONSULTANTS (ITC)

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SECTION II: - INFORMATION TO CONSULTANTS (ITC)

2.1 Introduction

2.1.1 The Client named in the Appendix to “ITC” will select a firm among those invited to submit a proposal, in accordance with the method of selection detailed in the appendix. The method of selection shall be as indicated by the procuring entity in the Appendix.

2.1.2 The consultants are invited to submit a **Technical Proposal** and a **Financial Proposal**, or a Technical Proposal only, as specified in the Appendix “ITC” for consulting services required for the assignment named in the said Appendix. ITC Technical Proposal only may be submitted in assignments where the Client intends to apply standard conditions of engagement and scales of fees for professional services which are regulated as is the case with Building and Civil Engineering Consulting services. In such a case the highest ranked firm of the technical proposal shall be invited to negotiate a contract on the basis of scale fees. The proposal will be the basis for Contract negotiations and ultimately for a signed Contract with the selected firm.

2.1.3 The consultants must familiarize themselves with local conditions and take them into account in preparing their proposals. To obtain first hand information on the assignment and on the local conditions, consultants are encouraged to liaise with the Client regarding any information that they may require before submitting a proposal and to attend a pre-proposal conference where applicable. Consultants should contact the officials named in the Appendix “ITC” to arrange for any visit or to obtain additional information on the pre-proposal conference. Consultants should ensure that these officials are advised of the visit in adequate time to allow them to make appropriate arrangements.

2.1.4 The Procuring Entity will provide the inputs specified in the Appendix “ITC”, assist the firm in obtaining licenses and permits needed to carry out the services and make available relevant project data and reports.

2.1.5 Please note that:

- (i)** The costs of preparing the proposal and of negotiating the Contract, including any visit to the Client are not reimbursable as a direct cost of the assignment; and
- (ii)** The Client is not bound to accept any of the proposals submitted.

2.1.6 The Procuring Entity’s employees, committee members, board members and their relative (spouse and children) are not eligible to participate.

2.1.7 The price to be charged for the tender document shall not exceed Kshs.5,000/=.

2.1.8 The Procuring Entity shall allow the tenderer to review the tender document free of charge before purchase.

2.2 Clarification and Amendment of RFP Documents

2.2.1 Consultants may request a clarification of any of the RFP documents only up to seven **[7] days** before the proposal submission date. Any request for clarification must be sent in writing by paper mail, cable, telex, facsimile or electronic mail to the Client's address indicated in the Appendix "ITC". The Client will respond by cable, telex, facsimile or electronic mail to such requests and will send written copies of the response (including an explanation of the query but without identifying the source of inquiry) to all invited consultants who intend to submit proposals.

2.2.2 At any time before the submission of proposals, the Client may for any reason, whether at his own initiative or in response to a clarification requested by an invited firm, amend the RFP. Any amendment shall be issued in writing through addenda. Addenda shall be sent by mail, cable, telex or facsimile to all invited consultants and will be binding on them. The Client may at his discretion extend the deadline for the submission of proposals.

2.3 Preparation of Technical Proposal

2.3.1 The Consultant's proposal shall be written in the **English Language**.

2.3.2 In preparing the **Technical Proposal**, consultants are expected to examine the documents constituting this RFP in detail. Material deficiencies in providing the information requested may result in rejection of a proposal.

2.3.3 While preparing the **Technical Proposal**, consultants must give particular attention to the following:

(i) If a firm considers that it does not have all the expertise for the assignment, it may obtain a full range of expertise by associating with individual consultant(s) and/or other firms or entities in a joint venture or sub-consultancy as appropriate. Consultants shall not associate with the other consultants invited for this assignment. Any firms associating in contravention of this requirement shall automatically be disqualified.

(ii) For assignments on a staff-time basis, the estimated number of professional staff-time is given in the Appendix. The proposal shall however be based on the number of professional staff-time estimated by the firm.

- (iii) It is desirable that the majority of the key professional staff proposed be permanent employees of the firm or has an extended and stable working relationship with it.
- (iv) Proposed professional staff must as a minimum, have the experience indicated in Appendix, preferably working under conditions similar to those prevailing in Kenya.
- (v) Alternative professional staff shall not be proposed and only one Curriculum Vitae (CV) may be submitted for each position.

2.3.4 The **Technical Proposal** shall provide the following information using the attached **Standard Forms**;

- (i) A brief description of the firm's organization and an outline of recent experience on assignments of a similar nature. For each assignment the outline should indicate *inter alia*, the profiles of the staff proposed, duration of the assignment, contract amount and firm's involvement.
- (ii) Any comments or suggestions on the **Terms of Reference**, a list of services and facilities to be provided by the Client.
- (iii) A description of the methodology and work plan for performing the assignment.
- (iv) The list of the proposed staff team by specialty, the tasks that would be assigned to each staff team member and their timing.
- (v) CVs recently signed by the proposed professional staff and the authorized representative submitting the proposal. Key information should include number of years working for the firm/entity and degree of responsibility held in various assignments during **the last ten (10) years**.
- (vi) Estimates of the total staff input (**professional and support staff staff-time**) needed to carry out the assignment supported by bar chart diagrams showing the time proposed for each professional staff team member.
- (vii) A detailed description of the proposed methodology, staffing and monitoring of training, if Appendix "A" specifies training as a major component of the assignment.
- (viii) Any additional information requested in Appendix "A".

2.3.5 The **Technical Proposal** shall not include any **financial information**.

2.4 Preparation of Financial Proposal

2.4.1 In preparing the **Financial Proposal**, consultants are expected to take into account the requirements and conditions outlined in the RFP documents. The **Financial Proposal** should follow **Standard Forms (Section IV)**. It lists all costs associated with the assignment including;

(a) Remuneration for staff (**in the field and at headquarters**), and;

(b) Reimbursable expenses such as subsistence (**per diem, housing**), transportation (**international and local, for mobilization and demobilization**), services and equipment (**vehicles, office equipment, furniture, and supplies**), office rent, insurance, printing of documents, surveys, and training, if it is a major component of the assignment. If appropriate, these costs should be broken down by activity.

2.4.2 The **Financial Proposal** should clearly identify as a separate amount, the local taxes, duties, fees, levies and other charges imposed under the law on the consultants, the sub-consultants and their personnel, unless Appendix ITC specifies otherwise.

2.4.3 Consultants shall express the price of their services in **Kenya Shillings**.

2.4.4 Commissions and gratuities, if any, paid or to be paid by consultants and related to the assignment will be listed in the Financial Proposal submission Form.

2.4.5 The Proposal must remain **valid for 90 days** after the submission date. During this period, the consultant is expected to keep available, at his own cost, the professional staff proposed for the assignment. The Client will make his best effort to complete negotiations within this period. If the Client wishes to extend the validity period of the proposals, the consultants shall agree to the extension.

2.5 Submission, Receipt, and Opening of Proposals

2.5.1 The original proposal (**Technical Proposal and, if required, Financial Proposal; see paragraph 1.2**) shall be prepared in indelible ink. It shall contain no interlineations or overwriting, except as necessary to correct errors made by the firm itself. Any such corrections must be initialed by the persons or person authorized to sign the proposals.

2.5.2 For each proposal, the consultants shall prepare the number of copies indicated in Appendix ITC. Each **Technical Proposal** and **Financial Proposal** shall be marked "**ORIGINAL**" or "**COPY**" as appropriate. If there are any discrepancies between the original and the copies of the proposal, the original shall govern.

2.5.3 The original and all copies of the **Technical Proposal** shall be placed in a sealed envelope clearly marked “**TECHNICAL PROPOSAL,**” and the original and all copies of the **Financial Proposal** in a sealed envelope clearly marked “**FINANCIAL PROPOSAL**” and warning: “**DO NOT OPEN WITH THE TECHNICAL PROPOSAL**”. Both envelopes shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address and other information indicated in the Appendix “ITC” and should be clearly marked, “**DO NOT OPEN, EXCEPT IN PRESENCE OF THE OPENING COMMITTEE.**”

2.5.4 The completed **Technical** and **Financial Proposals** must be delivered at the submission address on or before the time and date stated in the Appendix “ITC”. Any proposal received after the closing time for submission of proposals shall be returned to the respective consultant unopened.

2.5.5 After the deadline for submission of proposals, the **Technical Proposal** shall be opened immediately by the opening committee. The **Financial Proposal** shall remain sealed and deposited with a responsible officer of the client department up to the time for public opening of financial proposals.

2.6 Proposal Evaluation General

2.6.1 From the time the bids are opened to the time the Contract is awarded, if any consultant wishes to contact the Client on any matter related to his proposal, he should do so in writing at the address indicated in the Appendix “ITC”. **Any effort by the firm to influence the Client in the proposal evaluation, proposal comparison or Contract award decisions may result in the rejection of the consultant’s proposal.**

2.6.2 Evaluators of Technical Proposals shall have no access to the Financial Proposals until the **Technical Evaluation** is concluded.

2.7 Evaluation of Technical Proposal

2.7.1 The evaluation committee appointed by the Client shall evaluate the proposals on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria as follows

	Points
(i) Specific experience of the consultant related to the assignment	(5-10)
(ii) Adequacy of the proposed work plan and methodology in responding to the terms of reference	(20-40)
(iii) Qualifications and competence of the key staff for the assignment	(30-40)
(iv) Suitability to the transfer of Technology Programme (Training)	<u>(0-10)</u>

Each responsive proposal will be given a technical score **(St)**. A proposal shall be rejected at this stage if it does not respond to important aspects of the **Terms of Reference** or if it fails to achieve the minimum technical score **(70%)** indicated in the Appendix “ITC”.

2.8 Public Opening and Evaluation of Financial Proposal

2.8.1 After **Technical Proposal Evaluation**, the Client shall notify those consultants whose proposals did not meet the minimum qualifying mark or were considered non-responsive to the RFP and Terms of Reference, indicating that their **Financial Proposals** will be returned after completing the selection process. The Client shall simultaneously notify the consultants who have secured the minimum qualifying mark, indicating the date and time set for opening the **Financial Proposals** and stating that the opening ceremony is open to those consultants who choose to attend. The opening date shall not be sooner than seven **(7) days** after the notification date. The notification may be sent by registered letter, cable, telex, facsimile or electronic mail.

2.8.2 The **Financial Proposals** shall be opened publicly in the presence of the consultants’ representatives who choose to attend. The name of the consultant, the technical scores and the proposed prices shall be read aloud and recorded when the **Financial Proposals** are opened. The Client shall prepare minutes of the public opening.

2.8.3 The **Evaluation Committee** will determine whether the **Financial Proposals** are complete (**i.e. whether the consultant has costed all the items of the corresponding Technical Proposal and correct any computational errors**). The cost of any unpriced items shall be assumed to be included in other costs in the proposal. In all cases, the total price of the **Financial Proposal** as submitted shall prevail.

2.8.4 While comparing proposal prices between local and foreign firms participating in a selection process in financial evaluation of Proposals, firms incorporated in Kenya where indigenous Kenyans own 51% or more of the share capital shall be allowed a 10% preferential bias in proposal prices. However, there shall be no such preference in the technical evaluation of the tenders. Proof of local incorporation and citizenship shall be required before the provisions of this sub-clause are applied. Details of such proof shall be attached by the Consultant in the **Financial Proposal**.

2.8.5 The formulae for determining the **Financial Score (Sf)** shall, unless an alternative formulae is indicated in the Appendix “ITC”, be as follows:-

$$Sf = 0.3 \times FM/F$$

Where;

Sf is the Financial Score;

Fm is the lowest priced financial proposal; and

F is the price of the proposal under consideration.

Proposals will be ranked according to their combined **Technical (St)** and **Financial (Sf)** scores using the weights (**T=the weight given to the Technical Proposal; P = the weight given to the Financial Proposal; T + p = 1**) indicated in the Appendix. The combined technical and financial score, S, is calculated as follows:
- [**S = St x T % + Sf x P %**]. The firm achieving the highest combined technical and financial score will be invited for negotiations.

2.8.6 The Tender Evaluation Committee shall evaluate the tender within 30 days from the date of opening the tender.

2.8.7 Contract price variations shall not be allowed for contracts not exceeding one year (**12 months**).

2.8.8 Where contract price variation is allowed, the variation shall not exceed 10% of the original contract price.

2.8.9 Price variation requests shall be processed by the Procuring Entity within **30 days** of receiving the request.

2.8 Negotiations

2.9.1 Negotiations will be held at the same address as “**address to send information to the Client**” indicated in the Appendix “ITC”. The aim is to reach agreement on all points and sign a contract.

2.9.2 Negotiations will include a discussion of the **Technical Proposal**, the proposed methodology (**and work plan**), staffing and any suggestions made by the firm to improve the **Terms of Reference**. The Client and firm will then work out final Terms of Reference, staffing and bar charts indicating activities, staff periods in the field and in the head office, staff-months, logistics and reporting. The agreed work plan and final Terms of Reference will then be incorporated in the “**Description of Services**” and form part of the Contract. Special attention will be paid to getting the most the firm

can offer within the available budget and to clearly defining the inputs required from the Client to ensure satisfactory implementation of the assignment.

2.9.3 Unless there are exceptional reasons, the financial negotiations will not involve the remuneration rates for staff (**no breakdown of fees**).

2.9.4 Having selected the firm on the basis of, among other things, an evaluation of proposed key professional staff, the Client expects to negotiate a contract on the basis of the experts named in the proposal. Before contract negotiations, the Client will require assurances that the experts will be actually available. The Client will not consider substitutions during contract negotiations unless both parties agree that undue delay in the selection process makes such substitution unavoidable or that such changes are critical to meet the objectives of the assignment. If this is not the case and if it is established that key staff were offered in the proposal without confirming their availability, the firm may be disqualified.

2.9.5 The negotiations will conclude with a review of the draft form of the Contract. To complete negotiations the Client and the selected firm will initial the agreed Contract. If negotiations fail, the Client will invite the firm whose proposal received the second highest score to negotiate a contract.

2.9.6 The procuring entity shall appoint a team for the purpose of the negotiations.

2.10 Award of Contract

2.10.1 The Contract will be awarded following negotiations. After negotiations are completed, the Client will promptly notify other consultants on the shortlist that they were unsuccessful and return the **Financial Proposals** of those consultants who did not pass the **Technical Evaluation**.

2.10.2 The selected firm is expected to commence the assignment on the date and at the location specified in Appendix ITC.

2.10.3 The parties to the contract shall have it **signed within 30 days from the date of notification of contract award** unless there is an administrative review request.

2.10.4 The Procuring Entity may at any time terminate procurement proceedings before contract award and shall not be liable to any person for the termination.

2.10.5 The Procuring Entity shall give prompt notice of the termination to the tenderers and on request give its reasons for termination within 14 days of receiving the request from any tenderer.

2.10.6 To qualify for contract awards, the tenderer shall have the following:-

(a) Necessary qualifications, capability experience, services, equipment and facilities to provide what is being procured.

(b) Legal capacity to enter into a contract for procurement

(c) Shall not be insolvent, in receivership, bankrupt or in the process of being wound up and is not the subject of legal proceedings relating to the foregoing.

(d) Shall not be debarred from participating in public procurement.

2.11 Confidentiality

2.11.1 Information relating to Evaluation of Proposals and recommendations concerning awards shall not be disclosed to the consultants who submitted the proposals or to other persons not officially concerned with the process, until the winning firm has been notified that it has been awarded the Contract.

2.12 Corrupt or Fraudulent Practices

2.12.1 The Procuring Entity requires that the consultants observe the highest standards of ethics during the selection and award of the consultancy contract and also during the performance of the assignment. The tenderer shall sign a declaration that he has not and will not be involved in corrupt or fraudulent practices.

2.12.2 The Procuring Entity will reject a proposal for award if it determines that the consultant recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.

2.12.3 Further a consultant who is found to have indulged in corrupt or fraudulent practices risks being debarred from participating in public procurement in Kenya.

Appendix to Information to Consultants (ITC)

The following information for procurement of consultancy services and selection of consultants shall complement or amend the provisions of the information to consultants, wherever there is a conflict between the provisions of the information to consultants and the provisions of the appendix, the provisions of the appendix herein shall prevail over those of the information to consultants.

Clause Reference

2.1.1 The name of the Client is: _ **Commission for University Education**

The method of selection is **Quality and Cost Based Selection Method**

Under this method the Technical and Financial proposals are submitted simultaneously in separate sealed envelopes (two-envelope system).

Evaluation of proposals is carried out in two stages: (1) quality and (2) cost.

The Financial proposals remain sealed until “minimum” qualifying mark of the technical proposal is established (70 % in this case).

Technical proposals will be opened first and evaluated. Those securing less than the minimum are rejected, and the financial envelopes of the rest are opened in public. Once the financial proposals are evaluated, a combined evaluation of the technical and Financial proposals is carried out by weighing and adding the quality and the cost scores, and the consultant obtaining the highest combined score, is invited for negotiations.

2.1.2 Technical and Financial Proposals are requested: **Yes**

The name, objectives and description of the assignment are as per the **Terms of Reference**

2.1.3 The name(s), address (es) and telephone numbers of the Client’s officials are:-

Prof. Jackson Too

Tel: 0722-672758

Ms. Phyllis Karimi

Tel:0733-872021

Email: pkarimi@cue.or.ke

2.1.4 The Client will provide the following inputs:

- I. Introductory letter to all public and private universities, industry and any other stakeholders explaining the nature and importance of the assignment and requesting for their support and cooperation.
- II. Any documents and data that the Consultant may request for the assignment including Ministries of education science and

Technology's policy documents, the commission working documents, reports, data sheets etc.

2.3.3 & 2.3.4

- i. The Team Leader **MUST** have:
 - (a) Ph.D. with a bias in education, business management, Science, Research Training, economics or other related field
 - (b) Undertaken research in tertiary education or related field
 - (c) Experience of related assignments in the last five years.
- ii. The technical team:
 - (a) **Must** have a minimum of Bachelor's degree
 - (b) Should have relevant skills and experience

NOTE: Their CVs and copies of academic testimonials MUST be attached.

(ii) Additional information in the Technical Proposal.

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Provide for attachment of apprentices

3.7 Taxes: Local Taxes Payable

2.5.2 Consultants must submit **an original** and **two** copies of each proposal.

The proposal submission address is: _

**Commission Secretary/Chief Executive Officer,
Commission for University Education
Red Hill Road, off Limuru Road
P. O. Box 54999 – 00200,
NAIROBI**

Information on the outer envelope should also include: - **RFP REF NO** and **the Consultancy to be undertaken.**

2.5.4: Proposals must be submitted not later than the following date and time:

3rd February 2016

2.7 Evaluation Criteria

The Proposals eligibility to bid shall be confirmed based on the following mandatory qualifications

- i. Submit copies of statutory documents
 - Certificate of Firm registration
 - Valid Certificate of Tax Compliance
 - Current trading license
 - VAT /PIN Certificate
- ii. Companies must have over **5 years'** experience in similar assignments
- iii. Filled up business questionnaire.

- iv. **Letters of reference/ recommendation from least 3 reputable clients** on similar assignments previously undertaken.
- v. Audited accounts for the last 2 years **(to be attached to the technical proposal)**
- vi. A profile of personnel that will carry out this study, their qualifications, experience and availability **(Attaching their CVs , copies of their academic certificates and any other relevant testimonials)**
- vii. Original and **1 copy** of each proposal- technical and financial)

Technical Evaluation Criteria

	CRITERION		POINTS
(i)	Specific Experience of the Consultants Relevant to the Assignment: (1 point for each related consultancy handled 2 points for each consultancy in the education sector to a maximum of 10 points)	10	10
(ii)	Adequacy of the Proposed Methodology and Work Plan in responding to the Terms of Reference:-		
(a)	Technical Approach and Methodology <ul style="list-style-type: none"> - Coverage of the scope of works/ Terms of Reference. (5Marks) - Coverage of the population (Percentage of the Sample) – 5 Marks - Adequacy of the data collection tool (5 Marks) - Adequacy of methodology to deliver on the desired study outcomes and fulfill the main objective. (5 Marks) (Attach all the relevant documents required as evidence in the proposal)	5 5 5 5	20
(b)	Work Plan <ul style="list-style-type: none"> - Timeliness of the required reports – 5 Marks - Completion of the Consultancy within the proposed timelines Less than 8 Weeks – 7 Marks 8-10 Weeks - 5 Marks Above 10 weeks -2 Marks	5 7	12
(c)	Organization and Staffing <ul style="list-style-type: none"> - Number of staff deployed other than the Team Leader) (One Mark per Staff Member to a maximum of 6 Marks) - At least two planned review meetings (2 Marks) 	6 2	8

(iii)	Key professional staff qualifications and competence for the assignment:-		
(a)	<p>Team Leader</p> <p>Years of relevant experience Above 10 years - 7 points 5-10 Years – 5 points</p> <p>Related assignments 2 points for each assignment to a maximum of 8 points)</p>	7 8	15
(b)	<p>Other Team members/Leaders to the various Regions.</p> <p>First two senior members</p> <p>Level of Education Masters in related field – 3 points</p> <p>Years of experience Above 10 years - 7 points 5-10 Years – 5 points</p>	3 14	20
(c)	<p>Additional observations to the TORs - 5 points</p> <p>Recommendation Letters from previous clients - 2 Points per client, Maximum 10 points</p>	5 10	15
	TOTAL		100

Total Points –Technical Scores 100

The **minimum technical score** required to pass is **70%**

5.9 Alternative formulae for determining the financial scores is the

Following: **N/A**

The weights given to the Technical and the financial proposals are

Technical 70%

Financial 30%

2.10.2: The assignment is expected to commence on 1st March 2016

2.13.7Taxes: The Client will pay for all the local taxes, duties, fees, levies and other charges applicable in Kenya. The **Financial Proposal** should therefore include any taxes payable in Kenya.

2.13.8 Consultants shall express the price of their services in **KENYA SHILLINGS (KSHS)**.

2.14 The proposal validity period shall be **90 days** from the date of opening of the tender.

2.15 Consultants must submit an **ORIGINAL** and **ONE (1) copy** of each proposal. A **SOFT COPY** of the proposal in a readily readable format and media must also be included.

2.15.1 The proposal submission address is:

**COMMISSION SECRETARY/CHIEF EXECUTIVE OFFICER
COMMISSION FOR HIGHER EDUCATION
P.O. BOX 54999 – 00200
NAIROBI, KENYA.
TEL: +254 20 7205000, FAX: +254 20 2021172
Email: csoffice@che.or.ke**

Information on the outer envelope should also include:

**TENDER NO: CUE/RFP/02/2015-2016
TENDER TITLE: CONSULTANCY SERVICES TO CONDUCT A
STUDY ON THE RELEVANCE AND IMPACT OF
UNIVERSITY EDUCATION ON NATIONAL
DEVELOPMENT GOALS.**

2.15.2 The **Original** and a copy of the **Technical Proposal** shall be placed in a sealed envelope clearly marked “**TECHNICAL PROPOSAL**”, and the **Original** and all **Copies** of the **Financial Proposal** in a sealed envelope duly marked “**FINANCIAL PROPOSAL**”. Both envelopes shall be placed in an outer envelope and sealed.

2.17 The minimum technical score required to pass is: **70%**

2.18 Alternative formulae for determining the financial scores is the following:

The weights given to the **Technical (T)** and **Financial (P) Proposals** are:

$$\mathbf{T = 0.70}$$

$$\mathbf{P = 0.30}$$

2.19 The assignment is expected to commence on: **within two(2) weeks after signing of the Contract**

SECTION III: - TECHNICAL PROPOSAL

Notes on the preparation of the Technical Proposals

- 3.1** In preparing the Technical Proposals, the consultant is expected to examine all terms and information included in the RFP. Failure to provide all requested information shall be at the consultants own risk and may result in rejection of the consultant's proposal.
- 3.2** The Technical Proposal shall provide all required information and any necessary additional information and shall be prepared using the Standard Forms provided in this Section.
- 3.3** The Technical Proposal shall not include any financial information unless it is allowed in the Appendix to information to the consultants or the Special Conditions of contract.
- 3.4** The Technical Proposal shall contain the following:-
 - i.** Submission letter
 - ii.** Particulars of the consultant firm or consultant including Curriculum vitae **(CV)**
 - iii.** Description of the methodology and work plan for performing the assignment
 - iv.** Any proposed staff to assist in the assignment
 - v.** Consultancy services activities times' schedule
 - vi.** Copies of all statutory documents requested
 - vii.** Duly Completed Confidential Commission for University Education Business Questionnaire

SECTION III – TECHNICAL PROPOSAL

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1. TECHNICAL PROPOSAL SUBMISSION FORM

_____ **[Date]**

To: The Commission Secretary/CEO,
Commission for University Education
Red Hill Road, off Limuru Road
P. O. Box 54999 – 00200,
NAIROBI

Ladies/Gentlemen:

We, the undersigned, offer to provide the consulting **to develop a guide on Thesis supervision and a code of conduct for carrying out research in Universities in Kenya** in accordance with your Request for Proposal dated _____ **[Date]** and our Proposal.

We are hereby submitting our Proposal, which includes this Technical Proposal and a Financial Proposal sealed under a separate envelope.

We understand you are not bound to accept any Proposal that you receive.

We remain,

Yours sincerely,

_____ **[Authorized Signature]:**

_____ **[Name and Title of Signatory]:**

_____ **[Name of Firm]:**

_____ **[Address and Stamp:]**

2. FIRM'S REFERENCES

Relevant Services Carried Out in the Last Five(5) Years that Best Illustrate Qualifications

Using the format below, provide information on each assignment for which your firm either individually, as a corporate entity or in association, was legally contracted.

Assignment Name:		Country:
Location within Country:		Professional Staff provided by Your Firm/Entity(profiles):
Name of Client:		Client's contact person for the Assignment (give name, telephone and email address):
Address:		No of Staff-Months; Duration of Assignment:
Start Date (Month/Year)	Completion Date (Month/Year)	Approx. Value of Services (Kshs.)
Name of Associated Consultants. If any:		No of Months of Professional
		Staff provided by Associated Consultants:
Name of Senior Staff (Project Director/Coordinator, Team Leader) Involved and Functions Performed:		
Narrative Description of project:		
Description of Actual Services Provided by Your Staff:		

Firm's Name: _____

Name of Signatory _____

Title _____

Signature: _____

3. COMMENTS AND SUGGESTIONS OF CONSULTANTS ON THE TERMS OF REFERENCE ON DATA, SERVICES AND FACILITIES TO BE PROVIDED BY THE CLIENT (See Section V)

Responses/Comments should be given in the same order as contained under Section V (**Terms of Reference**), using the same sub-headings and numbering:

5.1 Background Information

5.2 Objectives of the Assignment

5.3 Scope of the Services

5.3.1 Coverage

5.3.2 Required Services

5.3.3 Required Skills

5.4 Proposed Methodology

5.5 Reports and Time Schedules

5.6 Data Services, Personnel and Facilities to be Provided by the Client

5.7 Duration of the Project

5.8 Terms of Payment

4. DESCRIPTION OF THE METHODOLOGY AND WORK PLAN FOR PERFORMING THE ASSIGNMENT

5. TEAM COMPOSITION AND TASK ASSIGNMENTS

1. Technical/Managerial Staff

S/No.	Name	Position	Task
1.			
2.			
3.			
4.			
5.			

2. Support Staff

S/No.	Name	Position	Task
1.			
2.			
3.			
4.			
5.			

6. FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF

Proposed Position:

Name of Firm:

Name of Staff:

Profession:

Date of Birth:

Years with Firm: _____ Nationality: _____

Membership in Professional Societies:

Detailed Tasks Assigned:

Key Qualifications:

[Give an outline of staff member's experience and training most pertinent to tasks on assignment. Describe degree of responsibility held by staff member on relevant previous assignments and give dates and locations].

Education:

[Summarize college/university and other specialized education of staff member, giving names of schools, dates attended and degree(s) obtained.]

Employment Record:

[Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of assignments.]

Certification (by proposed staff member:

I, the undersigned, certify that these data correctly describe me, my qualifications, and my experience.

_____ Date: _____
[Signature of staff member]

_____ Date: _____
[Signature of authorized representative of the firm]

Full name of staff member:

Full name of authorized representative:

7. TIME SCHEDULE FOR PROFESSIONAL PERSONNEL

Name	Position	Reports Due/ Activities	Months (in the Form of a Bar Chart)			Number of months
			1	2	3	

Reports Due: _____

Activities Duration: _____

Signature: _____
(Authorized representative)

Full Name: _____

Title: _____

Address: _____

8. ACTIVITY (WORK) SCHEDULE

(a) Field Investigation and Study Items

S/No.	Activity (Work)	1st, 2nd, etc, are months from the start of assignment)		
		1 st	2 nd	3 rd
1.				
2.				
3.				
4.				
5.				
6.				
7.				

(b) Completion and Submission of Reports

Reports	Date
1. Inception Report	
2. Interim Progress Report: (a) First Status Report (b) Second Status Report	
3. Draft Report	
4. Final Report	

SECTION IV: - FINANCIAL PROPOSAL

Notes on preparation of Financial Proposal

- 4.1 The **Financial Proposal** prepared by the consultant should list the costs associated with the assignment. These costs normally cover remuneration for staff, subsistence, transportation, services and equipment, printing of documents, surveys etc., as may be applicable. The costs should be broken down so as to be clearly understood by the procuring entity.
- 4.2 The Financial Proposal shall be in Kenya Shillings and shall take into account the tax liability and cost of insurances specified in the request for proposal. The **Financial Proposal** should be prepared using the **Standard Forms** provided in this part.
- 4.3 The Financial Proposal should be prepared following the Standard Forms provided in this part (Section IV)

SECTION IV - FINANCIAL PROPOSAL STANDARD FORMS

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1. FINANCIAL PROPOSAL SUBMISSION FORM

To: The Commission Secretary/CEO,
Commission for University Education
Red Hill Road, off Limuru Road
P. O. Box 54999 – 00200,
NAIROBI

Ladies/Gentlemen:

We, the undersigned, offer to provide the consulting services **to develop a guide on Thesis supervision and a code of conduct for carrying out research in Universities in Kenya** in accordance with your Request for Proposal dated (_____) *[Date]* and our Proposal. Our attached Financial Proposal is for the sum of (_____)
(_____)
[Amount in words], [Kshs. _____] [Amount in figures]
inclusive of the taxes.

Yours sincerely,

_____ *[Authorized Signature]:*

_____ *[Name and Title of Signatory]:*

_____ *[Name of Firm]*

_____ *[Address]*

2. SUMMARY OF COSTS

Costs	Currency (Kshs.)	Amount(s) – KShs.
Subtotal		
Taxes		
Total Amount of Financial Proposal		

3. BREAKDOWN OF PRICE (KSHS) PER ACTIVITY

Activity No.	Activity Description	Remuneration	Reimbursables	Price Component
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				

4. BREAKDOWN OF REMUNERATION PER ACTIVITY

(Bidders to cost activities as outlined in the Terms of Reference (TORs))

Activity No. _____				
Activity Name: _____				
Names of Regular Staff	Position	Input (Staff months, days or hours as appropriate)	Remuneration Rate	Amount
(i)				
(ii)				
iii)				
iv)				
v)				
Names of Consultants				
(i)				
(ii)				
iii)				
iv)				
Grand Total				

5. REIMBURSABLES PER ACTIVITY

Activity No: _____

Activity Name: _____

No.	Description	Unit	Quantity	Unit Price	Total Amount
1.	Air travel	Trip			
2.	Road travel	Kms			
3.	Rail travel	Kms			
4.	Subsistence Allowance	Day			
Grand Total					

6. MISCELLANEOUS EXPENSES

Activity No. _____ Activity Name: _____

No.	Description	Unit	Quantity	Unit Price	Total Amount
1.	Communication costs (telephone, telegram, telex)				
2.	Drafting, reproduction of reports				
3.	Equipment: computers etc.				
4.	Software				
Grand Total					

SECTION V: - TERMS OF REFERENCE

TERMS OF REFERENCE FOR CONSULTANCY SERVICES TO DEVELOP A GUIDE ON THESIS SUPERVISION AND A CODE OF CONDUCT FOR CARRYING OUT RESEARCH IN UNIVERSITIES IN KENYA

A. Background

The role of the universities as engines of knowledge cannot be realized with low quality teaching and research output. The underlying general assumption is that universities are capable of providing adequate foundation for the complexities of the expected knowledge economy through quality degree programmes in which research is central.

The expected quality higher education with improved research dimension in universities presents a concern on how to improve the worth of supervision in the institutions of higher learning which is a major conduit for quality education.

The Kenya Government Sessional Paper No 14 stresses the importance of continuous improvement and relevance of university education. The delivery of this policy objective involves the appreciation that the focus of quality in education must of necessity be found not only in the students admitted, the learning environment created, the curriculum or programmes adopted but also in the critical role that supervisors play as mentors in molding the graduates.

The Commission for University Education, established following the enactment of the Universities Act No 42 of 2012 is mandated to regulate, coordinate and assure quality in higher education as a result of growth and expansion of the university sub sector in Kenya. Kenya has the largest university education system in East Africa, with a total of 70 private and public universities. The number of university students rose from 67,558 in 2003/2004 to about 769,550 in 2015 and these numbers are still expected to rise. In its focus to cultivate high-level post graduate research, the Commission wishes to engage services of a qualified consultant (s) to review the current state of postgraduate training and research in all the seventy (70) public and private universities in Kenya and draft a national guide and code of conduct to regulate research supervision in the universities. The guide and code of conduct must be clear, enforceable and address all issues pertaining to postgraduate training and research in the country's universities

B. Statement of the Problem

With the continued expansion of universities and the surge in student numbers though well intentioned, there is an outcry that the same has led to dilution of the quality of education. The universities are faced with numerous challenges and key among them is inadequacy of staff to supervise the students which then hampers the institutions ability to produce top notch graduates. While majority of universities have research policy and guidelines, it is also important to ensure that frequent reviews are done since the nature of supervision and support keeps changing. The significance of efficiency in research supervision cannot be gainsaid. There is therefore need for the commission to set a guidelines for quality university post graduate supervision for both public and private universities and to harmonize the efforts of the institutions in cultivating high level post graduate research.

C. Required services

In order to generate the necessary information, the study will be conducted under the following terms of reference:-

- i. Undertake situation analysis and compile a database of post graduate research undertaken in Universities in Kenya;
- ii. Identify key challenges facing post graduate students while conducting research in Universities in Kenya;
- iii. Analyze the post graduate research supervision system and identify challenges facing supervisors in Universities in Kenya;
- iv. Assess the research capacity of the universities in Kenya in terms of availability of qualified supervisors, among other relevant parameters;
- v. Assess the extent of optimization of the resources available in Universities in Kenya to enhance quality of post graduate research;
- vi. Identify good practices which can be replicated in conducting effective post graduate research;
- vii. propose reforms needed to improve the quality of post graduate training and research in Universities in Kenya;
- viii. Draft a national guide and make recommendations on how to improve postgraduate training and research and a code of conduct for both students and supervisors; and
- ix. Address any other issue that may enrich the study.
- x. Compile a detailed report on the current state of post graduate supervision in Universities in Kenya;
- xi. Produce a progress report within three weeks of commencing the study;
- xii. Present the draft report to a forum of stakeholders after 6 weeks and a final report after the study (within 8 weeks).

D. Plan of Operation

Stage 1

- i. Conduct Desk Survey on existing relevant information**
- ii. Design Data Collection Instruments administer them**

The Consultant is expected to design and develop data collection instruments suitable for collecting information related to the subject of inquiry. Data collection is expected to be carried out through administration of the instruments (questionnaires) and oral interviews.

iii. Data Analysis

The Consultant is expected to apply appropriate statistical methods in analyzing the data while presentation of the findings should be made using appropriate illustrations such as *bar graphs and pie charts*.

Stage 11

During stage 11, the Consultant will present a “0” draft report to stakeholders and staff of the Commission for University education (CUE) for their comments; within six weeks.

Stage 111

The Consultant will revise the drafts in light of the comments and suggestions made during stage 11 and present the draft final report and a draft policy on improving post graduate training and research in Universities in Kenya and a code of conduct for both staff and students.

Final Stage

The Consultant will then submit a final report and Standards and guidelines to the Commission.

E Duration of the Assignment

The study is anticipated to take (40) working days spread across a maximum of Eight (8) weeks.

F Expected Outputs

- i. A comprehensive report comprising of data collected, analysis of the data, discussion of the findings and conclusions made from the study.
- ii. A draft guide for improving post graduate training and research in Universities in Kenya and a code of conduct for both staff and students.

G Qualifications

The Consultant should have the following qualifications:-

The Team leader should have a Doctorate qualification in Business Management, Human Resources Development, Economics, Education, Science or related subject. He/She should also have qualifications/experience in research/survey methods in university education. Previous experience in similar assignments will be a requirement.

H Reporting Relationship

The Consultant will report to the Commission Secretary, Commission for University Education.

I Client's Obligations

The client will provide the following to the Consultant to enable him undertake the assignment smoothly:

- III. Introductory letter to the Ministry of Education, all public and private universities, industry and any other stakeholders explaining the nature and importance of the assignment and requesting for their support and cooperation.
- IV. Any documents and data that the Consultant may request for the assignment including Ministries of education science and Technology's policy documents, the commission working documents, reports, data sheets etc.

SECTION VI: STANDARD FORMS

BUSINESS QUESTIONNAIRE

I. BUSINESS DETAILS

A. Statutory Requirements and Contacts

1. Business Name: _____
2. Type of Business: _____
3. Certificate of Registration/Incorporation No. _____
4. VAT Registration No. _____
5. Tax Compliance Certificate No. _____
6. Current Business/Practice License No: _____
7. Physical Address: _____

8. Postal Address: _____
9. Telephone: Landline: _____ Mobile _____
10. Fax: _____
11. E-mail: _____ Website: _____

B. Sole Proprietor: Name-----
Nationality) _____

C. Partnership

Names and Details of Partners:

1. _____
2. _____
3. _____
4. _____
5. _____

D. Limited Companies

Names and Details of Directors:

1. _____
2. _____
3. _____
4. _____

Share Capital: Authorized - Kshs. _____

Issued and Paid: Kshs. _____

E. Financial Capability

1. Name of Banker _____
Address _____ Telephone: _____
2. Financial Information
 - i. Total Assets _____
 - ii. Current Assets _____
 - iii. Total liabilities _____
 - iv. Current liabilities _____
3. Attach Audited Accounts for the last 2 years
4. Terms of Payment (maximum credit period) _____

F. Contact Person (s)

	NAME	DESIGNATION
1.	_____	_____
2.	_____	_____
3.	_____	_____

G. Other Important pre-requisites

- i) State if the company is a subject of bankruptcy proceedings, in receivership, administrative receivership, or any other form of liquidation as defined by the applicable law

- ii) Do you have any contingent liabilities arising from tax, court decree or other sources?

YES/NO _____

If YES, give reason(s) and sources for the contingent liabilities

iii) Proof of attainment of ISO/Kenya Bureau of Standards certification/equivalent certificate will be an added advantage. *(Attach copy of proof).*

iv) Proof of professionalism and accreditation to professional bodies for the last three years.
(Attach copies of proof).

v) Must confirm that:

- The tenderer has not been is not debarred from offering services to public procuring entities _____
- its servants or agents have not offered and shall not offer inducements to the procuring entities _____

vi) Attach Company Profile and indicate qualification of key personnel *(Attach copies of their certificates).*

vii) Enumerate any past litigation and arbitration incidences encountered by the firms in the last three years

H. Attach **COPIES of the following documents when returning this questionnaire:**

- a) Certificate of Registration/Incorporation, b) VAT Registration c) Current Business Permit/Practice License d) Tax Compliance Certificate**

I. DECLARATION:-

I/We have completed this form(s) accurately at the time of reply and it is agreed that all responses can be substantiated, if requested to do so. Any inaccuracy in the information filled herein will be used as grounds for removal from or termination of the qualification process.

NAME _____ **DESIGNATION** _____

SIGNATURE _____

DATE AND STAMP _____