



## **Request for Proposals**

### **Terms of Reference for Grant Management Organization for the administration of a Small Grants Mechanism / Facility**

**RFP No: KN002/2024**

**Date of Issuance: 5<sup>th</sup> of March 2024**

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#### **1. Background**

Since 1987, Conservation International (CI) has worked to spotlight and secure the critical benefits that nature provides to humanity. Combining fieldwork with innovations in science, policy and finance, Conservation International has helped protect more than 6 million square kilometers (2.3 million square miles) of land and sea across more than 70 countries. Today, with offices in more than two dozen countries and a worldwide network of thousands of partners, CI's reach is truly global.

Conservation International is one of the three executing partners of the Towards Ending Drought Emergencies (TWEDE): Ecosystem Based Adaptation in Kenya's Arid and Semi-Arid Rangelands. The 5-year TWEDE project is funded by the Green Climate Fund (GCF) with the International Union for Conservation of Nature (IUCN) as the accredited entity.

The objective of the TWEDE project is to reduce the cost of climate-induced drought on Kenya's national economy by increasing the resilience of the livestock and other land use in restored and effectively governed rangeland ecosystems. The project contributes towards Kenya's national policy of "Ending Drought Emergencies" as outlined in the Kenya Vision 2030. It strengthens climate change adaptation in Kenya's arid and semi-arid lands (ASALs).

The small grants facility amount is USD 740,000.00 for both the capital expenditure and management / administration fee which shall be utilized within a period of 1.5 years.

#### **2. Project Overview**

The TWEDE project is under implementation in three landscapes (Sabarwawa, Mid Tana and Chyulu Hills) spanning 11 counties. These target landscapes face a range of challenges including weak capacity for landscape planning, poor access to climate data and analysis, and limited access to markets and financial services. Implementation of the TWEDE project is through three components:

- Component 1: Climate change adapted planning for drought resilience – The component ensures coordinated transboundary rangeland management decisions are strengthened by enhanced climate change analysis and participatory community and county planning. The component contributes to addressing the barriers of weak capabilities and inadequate

governance institutions. National Drought Management Authority (NDMA) is the executing entity for this component.

■ Component 2: Restoration of rangeland landscapes for ecosystem-based adaptation – The components main output is to ensure prioritized rangeland resources (including water), are brought under restoration, safeguarded and sustainably managed for improved climate change resilience. Ministry of Agriculture, Livestock and Fisheries is the executing entity for this component.

■ Component 3: Climate change resilient ecosystem management for investments – Main focus is public, private and community investments in natural resources, addressing barriers related to insufficient investment in rangelands and poor access to markets and financial services.

*Conservation International is the executing entity for component 3.*

CI is implementing the TWENDE program component that covers climate change resilient ecosystem management for investments with a focus on public, private and community investments in natural resources. The project seeks to address barriers related to insufficient investments in rangelands and poor access to markets and financial services. This will be achieved through 4 main activities namely:

- a. Activity 3.1: Climate-resilient investment in priority value chains that have been validated by local communities;
- b. Activity 3.2: Provide grants to establish restoration enterprises led/ created by women groups.
- c. Activity 3.3: Establish financial incentive mechanisms for sustainable land management.
- d. Activity 3.4: Provide grants to community-based enterprises for ecosystem-based adaptation that could create opportunities for investments in the value chains.

Each of these activities is co-implemented with service providers including (but possibly not exclusive to): KEFRI (activity 3.1) Just Diggitt (activity 3.2), IUCN Kenya (activity 3.3) and CI Ventures for activity 3.4.

### **3. Terms of Reference, Deliverables and Deliverables Schedule (Also See Attachment 2))**

Conservation International seeks to procure the services of a grant management organization for a period of 1.5 years to support in the administration of a small grants facility to support a selected number of restoration business cases and community-based enterprises to enhance their restoration initiatives across 4 targeted value-chains namely (a) honey, (b) camel milk, (c) gums and resins and (d) Fodder/ grass seeds/ meat. The grant management organization will also administer the grant to additional potential enterprises operating nature based enterprises / climate solutions ventures.

The grants management organization will contribute to achieving high quality programming by ensuring effective TWENDE small grants management including compliance requirements, reporting and timely internal and external communication. The organization's teams will be fully informed of relevant CI compliance regulations and procedures, manage the donor and other external reporting, support donor communication by ensuring effective channels of internal and external communications relating to the small grants are established and respected.

It is envisaged that the eligible beneficiary enterprises will receive the benefits of the small grants facility in-kind through the procurement of the required assets on their behalf by the successful grant management organization. There will be NO cash disbursements to the beneficiaries under the small grants facility program. The successful grant management organization must therefore demonstrate a

strong procurement capacity to manage the purchase of the required assets across the different value chains while maintaining effective grant management mechanisms.

The specific tasks of the assignment include but are not limited to:

### **Due Diligence Assessments and Agreements**

- Lead the due diligence assessments of the eligible business cases and community-based enterprises prior to contracting for access to the small grants facility;
- Lead the organizational assessments of eligible business cases and community-based enterprises as per the provisions stipulated in the TWENDE small grants management framework;
- In coordination with CI, draft the small grants agreements with relevant annexes to be signed by the successful business cases and community-based enterprises and take through signing processes
- Contribute to partner capacity building as required and identified in partner assessment.

### **Small Grant Agreements**

- Flag any points that might challenge donor's procedures, and support grant agreements negotiations with the selected business cases and community-based enterprises.
- Development of internal budgeting tool and adherence to the allocated budgets for procurement of approved assets on behalf of the selected business cases and community-based enterprises.
- Document key reporting and compliance requirements (compliance checklist) including potential issues for Steering Committee meetings.
- Ensure that monthly PMs Steering Committee meetings are arranged and take place within 30 days and every month thereafter from the date of the small grants' facility being activated.

### **Reporting and Monitoring**

- Coordinate the finalization of reports ensuring consistency between narrative and financial reports and that they meet quality standards.
- Highlight critical financial issues such as under/overspends to the Steering Committee, and follow up in writing when discussed verbally.
- Ensure follow-up on monitoring issues and budget revisions, if required, resulting from the Steering Committee meetings.
- Monitor the small grants utilization schedules and replenishment requests to CI to ensure this is done in a timely manner.
- Contribute to the development of TWENDE project factsheets and other relevant information pieces for donor visits/meetings to the grant management organization or the beneficiary enterprises.

### **Compliance with all CI organizational and donor portfolio**

- Be familiar with all CI organizational and donor portfolio compliance requirements and ensure high quality management of small grants facility through meeting of key performance indicators (KPIs) and deadlines.
- Adhere to the TWENDE project Grants Award Manual.
- Support and advise the entire program team with queries related to donor compliance on grants within portfolio.
- Ensure all functions (i.e. procurement, finance, M&E, community liaison etc.) prepare all documentation required for audits (e.g. vouchers, distribution lists)
- Coordinate Close Out of small grants facility at the end of the project.

- Training and capacity building of all teams involved in the small grants management and donor compliance as required.

### **General Administration**

- Ensure all documentation required to be kept by CI is available by maintaining high standard information management/filing systems.
- Visit selected business cases and community-based enterprises to support with capacity building of their teams on effective utilization of assets procured under the TWENDE small grants facility, and monitoring purposes.
- Ensure correct and up-to-date maintenance of the TWENDE small grants management system/ software.

### **Deliverables/Outputs of the Assignment**

#### **Three main deliverables expected are:**

- (i). **Inception Report:** In the project inception phase, the consultant will undertake consultation with CI TWENDE project team and service providers to ensure a holistic assignment methodology and approach is developed. Within 14 days from the commencement of the assignment, the consultant will submit to CI an inception report that details the assignment methodology and delivery timelines.
- (ii). **Monthly small grants facility status, technical and financial reports – the reports will detail the** Procured goods and services schedules and reports; Implementation status of the in-kind support as detailed in the business plans of the prioritized value chains business enterprises; Due diligence review reports for the business enterprises and Monitoring status reports of the project sites.
- (iii). **Final report** on the administration of the small grant facility.

### **4. Submission Details**

- a. **Deadline.** Proposals must be received no later than 26 March 2024 at 5.00pm East African Time (EAT). Late submissions will not be accepted. Proposals must be submitted via email to [procurementkenyake@conservation.org](mailto:procurementkenyake@conservation.org) All proposals are to be submitted following the guidelines listed in this RFP.
- b. **Validity of bid.** 120 days from the submission deadline
- c. **Clarifications.** Questions may be submitted to [procurementkenyake@conservation.org](mailto:procurementkenyake@conservation.org) by the specified date and time in the timeline below. The subject of the email must contain the RFP number and title of the RFP. CI will respond in writing to submitted clarifications by the date specified in the timeline below. Responses to questions that may be of common interest to all bidders will be posted to the CI website and/or communicated via email.
- d. **Amendments.** At any time prior to the deadline for submission of proposals, CI may, for any reason, modify the RFP documents by amendment which will be posted to the CI website and/or communicated via email.

### **5. Minimum Requirements**

The grant management organization will meet the following key skills, experience and qualifications -

- At least 5 years of demonstrable relevant experience in managing and administering grants on behalf of multilateral donor organizations.
- Over 5 years' experience of donor relations and grants management especially in the administration of small grants facilities
- Over 5 years of experience working with micro, small and medium-sized enterprises (MSMEs) in the agricultural and climate change space.
- Over 5 years' experience of implementing programs in the arid and semi-arid environments in Kenya or similar geographies.
- Good understanding of donor compliance and reporting rules and regulations. Previous experience working on programs funded by similar organizations such as the United Nations will be an added advantage.
- Proven and demonstrable skills and experience of the team in report development and working with multiple donors.
- Good organizational skills especially ability to schedule meaningful monthly Steering Committee meetings and meet all relevant reporting deadlines.
- Ability to mobilize additional co-finance to support the target Micro, small and medium enterprises (MSMEs) beyond the TWENDE project period.
- Demonstrable capacity to provide support to the beneficiary organizations through provision of continuous technical assistance, incubation, and acceleration support.
- Mobilize, at a minimum, the following specialists, and personnel for implementation of the TWENDE small grants administration program:
  - Project lead who is a degree holder with minimum relevant experience of 6 years.
  - Technical lead who is degree holder with minimum relevant experience of 5 years.
  - Finance and operations officer who is a degree holder with minimum relevant experience of 3 years.
  - Program/ Administrative assistant who is a degree holder with minimum relevant experience of 2 years.
- The proposed personnel must demonstrate a willingness to travel to the premises of the eligible business cases and community-based enterprises and work in a difficult environment according to travel requirements.
- The proposed personnel must demonstrate fluency in English and Swahili, both written and verbal.
- More details regarding the specific qualifications of the expected personnel for the small grants facility administration program are enclosed to terms of reference (Attachment 2)

## **6. Proposal Documents to Include**

- a. Signed cover page on bidder's letterhead with the bidder's contact information.
- b. Signed Representation of Transparency, Integrity, Environmental and Social Responsibility (Attachment 1)
- c. Technical Proposal.
  - i. Corporate Capabilities, Experience, Past Performance, and 3 client references. Please include descriptions of similar projects or assignments and at least three client references.
  - ii. Qualifications of Key Personnel. Please attach CVs that demonstrate how the team proposed meets the minimum requirements listed in section 5 (Minimum Requirements).

- iii. Technical Approach, Methodology and Detailed Work Plan. The Technical Proposal should describe in detail how the bidder intends to carry out the requirements described in the Terms of Reference
- d. Financial Proposal. Offerors shall use the cost proposal template (Attachment 3).

- 7. Evaluation Criteria** In evaluating proposals, CI will seek the best value for money considering the merits of the technical and costs proposals. Proposals will be evaluated using the following criteria:

<b>Evaluation Criteria</b>	<b>Score (out of 100)</b>
Clarity and completeness of the Proposal	10
Approach and Methodology	10
Conceptual and methodological approach -Description of the conceptual and methodological approach	25
Operationalization of the approach and Methodology – Should be clear with logical sequence of activities and promise efficient implementation	25
Consultants’ Competencies - Should demonstrate proven experience doing similar work and the proposed personnel to demonstrate the required technical expertise	20
Cost Efficiency the proposed cost is competitive and best value for money.	10
	100

- 8. Proposal Timeline** (Please add other solicitation events to this timeline if applicable such as interviews or demos).

RFP Issued	5 March 2024
Clarifications submitted to CI	18 March 2024
Clarifications provided to known bidders	21 March 2024
Complete proposals due to CI	26 March 2024
Final selection	15 April 2024

- 9. Resulting Award** CI anticipates entering into an agreement with the selected bidder by 1 May 2024. Any resulting agreement will be subject to the terms and conditions of CI’s Services Agreement. A model form of agreement can be provided upon request.

This RFP does not obligate CI to execute a contract, nor does it commit CI to pay any costs incurred in the preparation or submission of the proposals. Furthermore, CI reserves the right to reject any and all offers, if such action is considered to be in the best interest of CI. CI will, in its sole discretion, select the winning proposal and is not obligated to share individual evaluation results.

- 10. Confidentiality** All proprietary information provided by the bidder shall be treated as confidential and will not be shared with potential or actual applicants during the solicitation process. This includes but is not limited to price quotations, cost proposals and technical proposals. CI may, but is not obliged to, post procurement awards on its public website after the

solicitation process has concluded, and the contract has been awarded. CI's evaluation results are confidential and applicant scoring will not be shared among bidders.

**11. Code of Ethics** All Offerors are expected to exercise the highest standards of conduct in preparing, submitting and if selected, eventually carrying out the specified work in accordance with CI's Code of Ethics [for GCF-funded projects only, add: "and the Green Climate Fund's Policy on Prohibited Practices"]. Conservation International's reputation derives from our commitment to our values: Integrity, Respect, Courage, Optimism, Passion and Teamwork. CI's Code of Ethics (the "Code") provides guidance to CI employees, service providers, experts, interns, and volunteers in living CI's core values, and outlines minimum standards for ethical conduct which all parties must adhere to. Any violation of the Code of Ethics, as well as concerns regarding the integrity of the procurement process and documents should be reported to CI via its Ethics Hotline at [www.ci.ethicspoint.com](http://www.ci.ethicspoint.com).

**12. Attachments:**

Attachment 1: Representation of Transparency, Integrity, Environmental and Social Responsibility  
Attachment 2: Terms of Reference  
Attachment 3: Cost Proposal Template  
[Attachment X: any other attachments]

## **Attachment 1: Representation of Transparency, Integrity, Environmental and Social Responsibility**

### **RFP No. KN002/2024**

UEI Number (if applicable): XXX-XXX-XXX

All Offerors are expected to exercise the highest standards of conduct in preparing, submitting and if selected, eventually carrying out the specified work in accordance with CI's Code of Ethics. CI's Code of Ethics provides guidance to CI employees, service providers, experts, interns, and volunteers in living CI's core values, and outlines minimum standards for ethical conduct which all parties must adhere to. Any violations of the Code of Ethics should be reported to CI via its Ethics Hotline at [www.ci.ethicspoint.com](http://www.ci.ethicspoint.com).

CI relies on the personal integrity, good judgment and common sense of all third parties acting on behalf, or providing services to the organization, to deal with issues not expressly addressed by the Code or as noted below.

#### **I. With respect to CI's Code of Ethics, we certify:**

- a. We understand and accept that CI, its contractual partners, grantees and other parties with whom we work are expected to commit to the highest standards of Transparency, Fairness, and Integrity in procurement.

#### **II. With respect to social and environmental standards, we certify:**

- a. We are committed to high standards of ethics and integrity and compliance with all applicable laws across our operations, including prohibition of actions that facilitate trafficking in persons, child labor, forced labor, sexual abuse, exploitation or harassment. We respect internationally proclaimed human rights and take no action that contributes to the infringement of human rights. We protect those who are most vulnerable to infringements of their rights and the ecosystems that sustain them.
- b. We fully respect and enforce the environmental and social standards recognized by the international community, including the fundamental conventions of International Labour Organization (ILO) and international conventions for the protection of the environment, in line with the laws and regulations applicable to the country where the contract is to be performed.

#### **III. With respect to our eligibility and professional conduct, we certify:**

- a. We are not and none of our affiliates [members, employees, contractors, subcontractors, and consultants] are in a state of bankruptcy, liquidation, legal settlement, termination of activity, or guilty of grave professional misconduct as determined by a regulatory body responsible for licensing and/or regulating the offeror's business
- b. We have not and will not engage in criminal or fraudulent acts. By a final judgment, we were not convicted in the last five years for offenses such as fraud or corruption, money laundering or professional misconduct.
- c. We are/were not involved in writing or recommending the terms of reference for this solicitation document.
- d. We have not engaged in any collusion or price fixing with other offerors.



- e.** We have not made promises, offers, or grants, directly or indirectly to any CI employees involved in this procurement, or to any government official in relation to the contract to be performed, with the intention of unduly influencing a decision or receiving an improper advantage.
- f.** We have taken no action nor will we take any action to limit or restrict access of other companies, organizations or individuals to participate in the competitive bidding process launched by CI.
- g.** We have fulfilled our obligations relating to the payment of social security contributions or taxes in accordance with the legal provisions of the country where the contract is to be performed.
- h.** We have not provided, and will take all reasonable steps to ensure that we do not and will not knowingly provide, material support or resources to any individual or entity that commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitate, or participated in terrorist acts, and we are compliant with all applicable Counter-Terrorist Financing and Anti-Money Laundering laws (including USA Patriot Act and U.S. Executive Order 13224).
- i.** We certify that neither we nor our directors, officers, key employees or beneficial owners are included in any list of financial or economic sanctions, debarment or suspension adopted by the United States, United Nations, the European Union, the World Bank, or General Services Administration's List of Parties Excluded from Federal Procurement or Non-procurement programs in accordance with E.O.s 12549 and 12689, "Debarment and Suspension". [Include additional sanctions lists of the country of a public donor, if required by the donor.]

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

## **Attachment 2: Terms of Reference** (should include Deliverables table and schedule)

### **Terms of Reference for Grant Management Organization for the administration of a small grants mechanism / facility**

#### **1.0 Introduction**

Since 1987, Conservation International (CI) has worked to spotlight and secure the critical benefits that nature provides to humanity. Combining fieldwork with innovations in science, policy and finance, CI has helped protect more than 6 million square kilometers (2.3 million square miles) of land and sea across more than 70 countries. Today, with offices in more than two dozen countries and a worldwide network of thousands of partners, CI's reach is truly global.

Conservation International is one of the three executing partners of the Towards Ending Drought Emergencies (TWEENDE): Ecosystem Based Adaptation in Kenya's Arid and Semi-Arid Rangelands. The 5-year TWEENDE project is funded by the Green Climate Fund (GCF) with the International Union for Conservation of Nature (IUCN) as the accredited entity.

The objective of the TWEENDE project is to reduce the cost of climate-induced drought on Kenya's national economy by increasing the resilience of the livestock and other land use in restored and effectively governed rangeland ecosystems. The project contributes towards Kenya's national policy of "Ending Drought Emergencies" as outlined in the Kenya Vision 2030. It strengthens climate change adaptation in Kenya's arid and semi-arid lands (ASALs).

The small grants facility amount is USD 740,000.00 for both the capital expenditure and management / administration fee which shall be utilized within a period of 1.5 years.

#### **2.0 TWEENDE project**

The TWEENDE project is implemented in three landscapes (Sabarwawa, Mid Tana and Chyulu Hills) spanning 11 counties. These target landscapes face a range of challenges including weak capacity for landscape planning, poor access to climate data and analysis, and limited access to markets and financial services. Implementation of the TWEENDE project is through three components:

- Component 1: Climate change adapted planning for drought resilience – The component ensures coordinated transboundary rangeland management decisions are strengthened by enhanced climate change analysis and participatory community and county planning. The component contributes to addressing the barriers of weak capabilities and inadequate governance institutions. National Drought Management Authority (NDMA) is the executing entity for this component.
- Component 2: Restoration of rangeland landscapes for ecosystem-based adaptation – The components main output is to ensure prioritized rangeland resources (including water), are brought under restoration, safeguarded and sustainably managed for improved climate change resilience. Ministry of Agriculture, Livestock and Fisheries is the executing entity for this component.
- Component 3: Climate change resilient ecosystem management for investments – Main focus is public, private and community investments in natural resources, addressing barriers related to insufficient investment in rangelands and poor access to markets and financial services. *Conservation International is the executing entity for component 3.*

Conservation International is implementing the TWEENDE program component that covers climate change resilient ecosystem management for investments with a focus on public, private and community

investments in natural resources. The project seeks to address barriers related to insufficient investments in rangelands and poor access to markets and financial services. This will be achieved through 4 main activities namely:

- Activity 3.1: Climate-resilient investment in priority value chains that have been validated by local communities;
- Activity 3.2: Provide grants to establish restoration enterprises led/ created by women groups;
- Activity 3.3: Establish financial incentive mechanisms for sustainable land management;
- Activity 3.4: Provide grants to community-based enterprises for ecosystem-based adaptation that could create opportunities for investments in the value chains.

### **3.0 Purpose**

Conservation International seeks to procure the services of a grant management organization for a period of 1.5 years to support in the administration of a small grants facility to support a selected number of restoration business cases and community-based enterprises to enhance their restoration initiatives across 4 targeted value-chains namely (a) honey, (b) camel milk, (c) gums and resins and (d) Fodder/ grass seeds/ meat. The grant management organization will also administer the grant to additional potential enterprises operating nature-based enterprises / climate solutions ventures.

The grants management organization will contribute to achieving high quality programming by ensuring effective TWENDE small grants management including compliance requirements, reporting and timely internal and external communication. The organization's teams will be fully informed of relevant CI compliance regulations and procedures, manage the donor and other external reporting, support donor communication by ensuring effective channels of internal and external communications relating to the small grants are established and respected.

It is envisaged that the eligible beneficiary enterprises will receive the benefits of the small grants' facility in-kind through the procurement of the required assets on their behalf by the successful grant management organization. There will be NO cash disbursements to the beneficiaries under the small grants' facility program. The successful grant management organization must therefore demonstrate a strong procurement capacity to manage the purchase of the required assets across the different value chains while maintaining effective grant management mechanisms.

### **4.0 Attributes of the grant management organization**

The key attributes are as follows:

1. At least 5 years of demonstrable relevant experience in managing and administering grants on behalf of multilateral donor organizations;
2. Over 5 years' experience of donor relations and grants management especially in the administration of small grants facilities
3. Over 5 years of experience working with micro, small and medium-sized enterprises (MSMEs) in the agricultural and climate change space;
4. Over 5 years' experience of implementing programs in the arid and semi-arid environments in Kenya or similar geographies;

5. Good understanding of donor compliance and reporting rules and regulations. Previous experience working on programs funded by similar organizations such as the United Nations will be an added advantage;
6. Proven and demonstrable skills and experience of the team in report development and working with multiple donors;
7. Good organizational skills especially ability to schedule meaningful monthly Steering Committee meetings and meet all relevant reporting deadlines;
8. Mobilize, at a minimum, the following specialists and personnel for implementation of the TWENDE small grants administration program:
  - a. Project lead who is a degree holder with minimum relevant experience of 6 years;
  - b. Technical lead who is degree holder with minimum relevant experience of 5 years;
  - c. Finance and operations officer who is a degree holder with minimum relevant experience of 3 years;
  - d. Program/ Administrative assistant who is a degree holder with minimum relevant experience of 2 years.

More details regarding the specific qualifications of the expected personnel for the small grants facility administration program are enclosed to these terms of reference.

9. Ability to mobilize additional co-finance to support the target MSMEs beyond the TWENDE project period;
10. Demonstrable capacity to provide support to the beneficiary organizations through provision of continuous technical assistance, incubation, and acceleration support;
11. The proposed personnel must demonstrate a willingness to travel to the premises of the eligible business cases and community-based enterprises and work in difficult environment according to travel requirements.
12. The proposed personnel must demonstrate fluency in English and Swahili, both written and verbal.

***The grant management organization will be expected to adhere to the following requirements:***

1. Adherence to CI policies, guidance, and procedures;
2. Adherence to the TWENDE project Grant Award Manual
3. Support and maintenance of the small grants facility, donor requirements, rules and regulations, and internal and external deadlines;
4. Support the development of donor applications and reports, as well as ensuring donor compliance and quality control;
5. Contribute to the development and revision of small grants requests from the business cases and the community-based enterprises and budgets, and donor reports;

6. Be updated on CI priorities and track small grants requests from the business cases and the community-based enterprises;
7. Contribute to continuously improve internal grant management systems. The successful grant management organization must demonstrate the ability to deploy a suitable grant management software which will facilitate the effective management of the TWENDE small grants facility;
8. Provide an internal help-desk on donor related issues, including donor rules and regulations,
9. Coordinate the development and distribution of internal reports;
10. Contribute to inclusion of cross-cutting program elements such as women and youth involvement and M&E structures throughout all stages of the small grants facility implementation;
11. Represent with relevant partners and donors, as delegated by the small grants Steering Committee comprising representatives from CI.

## **5.0 Specific responsibilities of the grant management organization**

### **Due Diligence Assessments and Agreements**

1. Lead the due diligence assessments of the eligible business cases and community-based enterprises prior to contracting for access to the small grants facility;
2. Lead the organizational assessments of eligible business cases and community-based enterprises as per the provisions stipulated in the TWENDE small grants management framework;
3. In coordination with CI, draft the small grants agreements with relevant annexes to be signed by the successful business cases and community-based enterprises and take through signing processes
4. Contribute to partner capacity building as required and identified in partner assessment.

### **Small Grant Agreements**

1. Flag any points that might challenge donor's procedures, and support grant agreements negotiations with the selected business cases and community-based enterprises;
2. Development of internal budgeting tool and adherence to the allocated budgets for procurement of approved assets on behalf of the selected business cases and community-based enterprises;
3. Document key reporting and compliance requirements (compliance checklist) including potential issues for Steering Committee meetings;
4. Ensure that monthly PMs Steering Committee meetings are arranged and take place within 30 days and every month thereafter from the date of the small grants facility being activated.

### **Reporting and Monitoring**

1. Coordinate the finalization of reports ensuring consistency between narrative and financial reports and that they meet quality standards;
2. Highlight critical financial issues such as under/over spends to the Steering Committee, and follow up in writing when discussed verbally;

3. Ensure follow-up on monitoring issues and budget revisions, if required, resulting from the Steering Committee meetings;
4. Monitor the small grants utilization schedules and replenishment requests to CI to ensure this is done in a timely manner;
5. Contribute to the development of TWENDE project factsheets and other relevant information pieces for donor visits/meetings to the grant management organization or the beneficiary enterprises.

### **Donor Compliance**

1. Be familiar with all CI organizational and donor portfolio compliance requirements and ensure high quality management of small grants facility through meeting of key performance indicators (KPIs) and deadlines;
2. Support and advise the entire program team with queries related to donor compliance on grants within portfolio;
3. Ensure all functions (i.e. procurement, finance, M&E, community liaison etc) prepare all documentation required for audits (e.g. vouchers, distribution lists)
4. Coordinate Close Out of small grants facility at the end of the project.
5. Training and capacity building of all teams involved in the small grants management and donor compliance as required.

### **General Administration**

1. Ensure all documentation required to be kept by CI is available by maintaining high standard information management/filing systems;
2. Visit selected business cases and community-based enterprises to support with capacity building of their teams on effective utilization of assets procured under the TWENDE small grants facility; and monitoring purposes;
3. Ensure correct and up-to-date maintenance of the TWENDE small grants management system/software.

## **6.0 Deliverables/Outputs of the Assignment**

Three main deliverables expected are:

1. Inception Report: In the project inception phase, the consultant will undertake consultation with CI TWENDE project team and service providers to ensure a holistic assignment methodology and approach is developed. Within 14 days from the commencement of the assignment, the consultant will submit to CI an inception report that details the assignment methodology and delivery timelines.
2. Monthly small grants facility status, technical and financial reports – the reports will detail the Procured goods and services schedules and reports; Implementation status of the in-kind support as detailed in the business plans of the prioritized value chains business enterprises; Due diligence review reports for the business enterprises and Monitoring status reports of the project sites.
3. Final report on the administration of the small grant facility.

## **7.0 Time frame**

The initial small grants facility will be expected to be utilized within a period of 1.5 years after which the performance of the grants management organization will be evaluated for consideration of renewal based on performance and availability of funds.

### Attachment 3: Cost Proposal Template

The cost proposal must be all-inclusive of profit, fees or taxes. Additional costs cannot be included after award, and revisions to proposed costs may not be made after submission unless expressly requested by CI should the offerors proposal be accepted. Nevertheless, for the purpose of the proposal, Offerors must provide a detailed budget showing major expense line items. Offers must show unit prices, quantities, and total price. All items, services, etc. must be clearly labeled and included in the total offered price. All cost information must be expressed in [Kenya Shillings].

If selected, Offeror shall use its best efforts to minimize the financing of any taxes on goods and services, or the importation, manufacture, procurement or supply thereof. If Offeror is eligible to apply for refunds on taxes paid, Offeror shall do so. Any tax savings should be reflected in the total cost.

Cost Breakdown by Cost Component (example only)

Description	Unit of measure (day, month etc)	Total period of engagement	Unit cost/rate	Total Cost for the Period
Consultant 1				
Consultant 2				
Sub-total Personnel				
Travel Costs (if applicable)				
Other related Costs (please specify)				
<b>Total Cost of Financial Proposal</b>				