



**MINISTRY OF HEALTH  
STATE DEPARTMENT FOR MEDICAL SERVICES**

**KENYA COORDINATING MECHANISM**

**EXPRESSION OF INTEREST FOR NON-STATE PRINCIPAL  
RECIPIENTS: GLOBAL FUND GRANTS; JULY 2024-JUNE 2027**

**TENDER NO:  
EOI/KCM/001/2022 -2023**

**TENDER INVITATION DATE: 11<sup>th</sup> MAY 2023**

**TENDER CLOSING/OPENING: 25<sup>th</sup> MAY 2023 AT 11.00AM**

## SECTION 1: LETTER OF INVITATION: TENDER NO: EOI/KCM/001/2022- 2023

For the past 21 years the Global Fund has worked with partners around the world to fight HIV and AIDS, Tuberculosis, Malaria and in Strengthening Health and community Systems. Based on the Global Fund Board's decision in November 2022 on the funding available for the 2023-2025 allocation period, Kenya has been allocated **US\$ 392,989,068** for HIV, Tuberculosis, Malaria and Building Resilient and Sustainable Systems for Health (RSSH). Kenya is also eligible for additional catalytic matching funds totaling to **USD\$ 15 million**.

### Summary of allocation:

Eligible disease component	Allocation (US\$)	Allocation Utilization Period
HIV	252,843,015	1 July 2024 to 30 June 2027
Tuberculosis	61,567,466	1 July 2024 to 30 June 2027
Malaria	86,966,676	1 July 2024 to 30 June 2027
<b>Total</b>	<b>USD \$ 392,989,068</b>	

The Kenya Coordinating Mechanism (KCM) invites prospective institutions to apply as Principal Recipients (PR) to manage Global Fund Grants for HIV and AIDS, Tuberculosis, Malaria and Building Resilient and Sustainable Systems for Health (RSSH) for the period 1st July 2024-30th June 2027. This invitation is for non-state Principal Recipients and the amount for each will be determined through the GC7 Funding request proposal.

### **Applicants can express interest for one or a maximum of two disease components.**

The EOI Document includes the following documents:

- Section 1 - Letter of invitation
- Section 2 - Instructions to bidders
- Section 3 - Tender opening and administrative check
- Section 4 - Evaluations
- Section 5 - Onsite Verification
- Section 6 - Final Ranking and recommendations
- Section 7 - Evolution report/Disclosure of outcome
- Section 8 - Code of Ethical Conduct
- Section 9 - Template for Technical and Financial Proposal
- Section 10 –Scope of Work for Principal Recipient

Please respond within 14 calendar days from the date of the advert by submitting a hard and soft copy of your bid. Both hard and soft copies of bids must contain the same information.

**Addresses:** The Chair,  
Kenya Coordinating Mechanism, Afya House-Community  
P.O. BOX 30016-00100 NAIROBI/ KENYA. Tel. **020 2717077/8/9 Ext 45001**

### **Submit Hard Copy Bids into the Tender Box on the 1<sup>st</sup> floor, Afya House, NAIROBI, KENYA**

*SOFT COPIES to be sent to email address: [pr\\_rfp@globalfundkcm.or.ke](mailto:pr_rfp@globalfundkcm.or.ke)  
and copied to [prfp@globalfundkcm.or.ke](mailto:prfp@globalfundkcm.or.ke) Interested Bidders must register through email  
address [info@globalfundkcm.or.ke](mailto:info@globalfundkcm.or.ke).*

Yours sincerely,

**Chair-Kenya Coordinating Mechanism**

## **SECTION II: - INFORMATION TO BIDDERS (ITB)**

### **Introduction**

The Client will select Bidders who meet the required qualifications in accordance with the Scope of Work for Principal Recipients. The Bidders are invited to submit a Proposal as Outlined in the EOI

The Bidders must familiarize themselves with local conditions and take them into account while preparing their proposals. To obtain first-hand information on the assignment and on the local conditions, Bidders are encouraged to liaise with the Client regarding any information that they may require before submitting a proposal. Bidders should contact the officials named in the Section II: "Information to Bidders (ITB)."

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. The Client's employees, committee members and their relatives (spouse and children) are not eligible to participate.

### **Clarification and Amendment of EOI Documents**

Bidders may request a clarification of any of the EOI documents only up to seven [7] days before the proposal submission date. Any request for clarification must be sent in writing to the Client through email address: [info@globalfundkcm.or.ke](mailto:info@globalfundkcm.or.ke) indicated in the section "ITB". The Client will respond by electronic mail without identifying the source of inquiry by blind copying all Registered Bidders.

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 a Registered Bidder, amend the EOI. Any amendment shall be issued in writing through addenda. The Addenda shall be sent by electronic mail to all Registered Bidders and will be binding on them. The Client may at his discretion extend the deadline for the submission of proposals.

### **Preparation of Technical and Financial Proposal**

The EOI shall be written in English language, Size-12 Times New Roman Font, line spacing of 1.5 and should not exceed 21 pages. Bidders are expected to examine the documents constituting this EOI in detail. Material deficiencies in providing the information requested may result in rejection of a proposal. A Tender Opening Committee will open the bids and an Independent Evaluation Committee will evaluate /assess the bids.

While preparing the Proposal, Bidders must give particular attention to the following

## Mandatory Requirements

Duly signed Letter addressed to the KCM Chair Expressing interest for the tender. Contact details i.e. email address and telephone number indicated
Valid Kenyan Registration Certificate of Applicant/Bidder
Identity of office bearers (Board and Senior Management)
Tax Compliance Certificate
Audited accounts for previous two (2) years
10-page proposal providing evidence of appropriate experience
Organogram of staff with proposed PR team (and CVs)

Please note that any bid not meeting all the mandatory requirements will not proceed to technical evaluation.

## Technical and Financial Approach: The following will be required (Max 10 pages)

1. A brief description of the Organization, Management and capacity (planning, human resources, profiles of the staff, information and data management, procurement, risk management including prevention of sexual exploitation, abuse and harassment (PSEAH) capacities).
2. Describe experience in Programming and recent relevant experience in HIV/TB/ Malaria disease management, experience in Resilient and Sustainable Systems for Health including Community Systems Strengthening, Pandemic preparedness and response, oversight, M&E, human resource management, project management, Grant Sub-Recipient (SR) performance management, Government (national and county) and community relations and capacity building.
3. Finance /Cost section that describes financial resources, internal control systems, and management systems and value for money management, ability to pre-finance, strength accounting systems, and the capacity to disburse and report. An outline of recent experience on assignments of a similar nature. For each assignment the outline should indicate *inter alia*, the duration of the assignment, contract amount and firm's involvement. Applicants are encouraged to be as concise as possible, but still provide the necessary details.

Applicants are required to demonstrate how they intend to manage the grants if successful by populating the budget lines/ cost grouping indicated below in US Dollars

By Cost Grouping	Year 1	Year 2	Year 3	Total
1.0 Human Resources (HR)				
2.0 Travel related costs (TRC)				
3.0 External Professional services (EPS)				
4.0 Health Products - Non-Pharmaceuticals (HPNP)				
5.0 non-health equipment (NHP)				
6.0 Communication Material and Publications (CMP)				

7.0 Programme Administration Costs (PA)*				
8.0 Living support to client/ target population(LSCTP)				
Total				

\*Price = Programme Administration costs (PA). The Bidder is encouraged to show the working to support the figures provided in the above template.

The financial evaluation is not necessarily intended to determine the applicant with the lowest grant management costs but rather to demonstrate knowledge and understanding of Global Fund budgeting guidelines and operations and the ability to deliver impact at locally sustainable costs and demonstrate value for money. Therefore, the evaluation criteria are clearly identified in the EOI and the maximum mark under each area disclosed.

The Independent Evaluation Committee (IEC) will evaluate all bids that meet all the Mandatory Requirements in three Phases: Phase 1 – Technical Evaluation; Phase 2 - On-Site Verification and Phase 3 – Final Scoring and Ranking.

**Technical Evaluation (Phase 1)**

The Independent Evaluation Committee (IEC) will conduct technical evaluation as per the Technical Evaluation Criteria below. The Minimum Technical Score in Phase 1 for bids to proceed to the next evaluation stages (Phase 2: On-site Verification and Phase 3: Final Scoring and Ranking) is 80%.

**On-Site Verification (Phase 2)**

The Independent Evaluation Committee (IEC) will conduct on site visits as per the criteria described below to ensure that the data provided in the formal application is accurate and that the applicant has the capacity and the intent to comply with the selection criteria and requirements.

**Final scoring, ranking and reporting of results and recommendations (Phase 3)**

The IEC will meet to deliberate on each applicant (Applicants attaining the Minimum Technical Score of 80%) taking into account their on-site verification score resulting in ranking. Ranks, rationale and key risks to be mitigated, if chosen as the PR, will be assessed and recorded for each applicant. The IEC will then make a recommendation for award to the KCM, based on final scoring and ranking.

**Technical Evaluation Criteria**

The Independent Evaluation Committee (IEC) recommended by the Client shall evaluate the proposals on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria as follows:

Competence	Indicators	Points	Score	Rationale for Score Given
Management	<ul style="list-style-type: none"> <li>● Planning Capacity</li> <li>● Human resource capacity</li> <li>● Reporting Capacity</li> <li>● Procurement capacity</li> <li>● Risk (including SEAH) management</li> </ul>	30		
Finance	<ul style="list-style-type: none"> <li>● Ability to pre-finance</li> <li>● Strong accounting systems</li> <li>● knowledge and understanding of Global Fund budgeting guidelines</li> <li>● Capacity to disburse and report</li> </ul>	30		
Program	<ul style="list-style-type: none"> <li>● Grant management experience (including evidence of past performance, RSSH, CSS &amp; pandemic preparedness)</li> <li>● Programme Implementation Planning</li> <li>● Monitoring &amp; evaluation capacity</li> <li>● SR or grantee performance management and capacity building</li> <li>● Capacity to ensure services are safe for beneficiaries.<sup>1</sup></li> <li>● Manage government and community relations</li> </ul>	40		
Total Score				
Overall Comments (max 3 Bullet points):				
<ul style="list-style-type: none"> <li>● Xx</li> <li>● Xx</li> <li>● xx</li> </ul>				

**Each responsive proposal will be given a technical score. The next stage is Onsite Verification. A proposal shall be rejected at this stage if it does not achieve a score of 80%.**

### **Onsite Verification**

The purpose of the onsite visit is to allow the IEC panel to verify the information that has been provided in the Technical Evaluation stage, and to establish **capacity, readiness and**

<sup>1</sup> Experience with implementing policies and procedures to prevent and respond to safeguarding against Sexual Exploitation and Abuse and Sexual Harassment (SEAH) and also ensuring child protection

**evidence of past performance.** Visits are expected to take three (3) hours and will attempt to cover some of the most essential elements discussed below (within reason). Six (6) dimensions will be considered as listed below:

**Onsite Verification Visit Criteria**

#	Dimension	Points	Score	Rationale for Score Given
1	Respect for health rights, equity, and gender	20		
2	Program Reporting and Evaluation	20		
3	Sub-recipient Management Capacity <sup>2</sup>	20		
4	Financial and PSM management system	20		
5	Risk (including SEAH) Management capacity	10		
6	Stakeholder (Government – national and county, Donor and Community) relations	10		
Total Score				
Overall Comments (max 3 Bullet points):				
<ul style="list-style-type: none"> <li>● Xx</li> <li>● Xx</li> <li>● xx</li> </ul>				

**Final ranking and recommendations**

After completion of the Onsite Verification, qualified applicants (who attained a minimum Technical Evaluation Score of 80%) will be ranked based on their Overall Score, taking into account the Phase 2 (Onsite Verification) Score. The IEC will meet in person and deliberate on each applicant before ranking. All IEC members will be provided with all applicants’ documents and their corresponding Phase 2 (technical) score and Phase 3 (on-site verification) sheets prior and during the meeting. The IEC will use the following tool to document its recommended rankings for applicants:

**Final Ranking and Recommendations (Phase 4 – to be completed by KCM Secretariat and approved by all IEC members)**

Applicant	Phase 2 score (technical)	Phase 3 score (on-site verification)	Recommended Rank	Rationale for Rank Given	Critical Risks that Need to be Mitigated if Chosen at the PR

**The outcome of the evaluation process shall be communicated formally by the Kenya Coordinating Mechanism Chair. Any interference with the process or premature disclosure shall lead to disqualification or expulsion of the concerned party.**

<sup>2</sup> Assessment dimensions that are not geared to specific organizations but towards specific capacities needed in GC7.

## **SECTION 10: SCOPE OF WORK FOR PRINCIPAL RECIPIENT (PR)**

Glossary

PR-Principal Recipient

GFATM-Global Fund AIDS, TB and Malaria KCM-Kenya Coordination Mechanism

LFA-Local Funding Agent

### **Problem Statement**

Kenya recognizes the GFATM as a very crucial partner in her continuing fight against HIV, TB and Malaria. Since inception in 2002, the Global Fund has signed 31 grants with Kenya, worth USD 1.8 billion. Through this support, in conjunction with many other efforts, great progress has been made and the disease burdens have significantly been reduced. The Global Fund has allocated Kenya **US\$ 392,989,068** for HIV, tuberculosis, malaria and building resilient and sustainable systems for health (RSSH). Kenya is also eligible for additional catalytic matching funds totaling to **USD\$ 15 million** to support programmes on HIV, Tuberculosis, and Malaria and support health and community systems during the period July 2024 to June 2027.

Management of the GFATM resources is done through a Principal Recipient (PR), a legal entity that enters into a contract with the funder to deliver and manage the resources available to the county. In Kenya equity is used to manage the GF fund through the principle of dual-track financing mechanism.

Through the process of country dialogue, responsibility for implementation of prioritized activities will be agreed and allocated in the GC7 Funding request proposal to be submitted to the Global Fund on 21<sup>st</sup> August, 2023.

The final agreed country deliverables will be signed between the Funder (the Global Fund) and the Country Implementer (PR)

### **Goals of the Assignment**

The goal for this Assignment is to support Kenya in reducing and reversing the effects of HIV and AIDS, TB and Malaria, strengthening Pandemic preparedness and response and strengthening Health and community systems. To achieve the above, KCM is looking for organizations that have the following systems and expertise in place;

- Financial Management and Systems that can correctly record all financial transactions and balances, including those supported by the Global Fund; disburse funds to sub-recipients and suppliers in a timely, transparent and accountable manner; support the preparation of regular reliable financial statements; Fiduciary Arrangements for Grant Recipients, can safeguard the PR's assets; and are subject to acceptable auditing arrangements.
- Institutional and Programmatic arrangements that include: Legal status to enter into the grant agreement with the Global Fund, Effective organizational leadership, management, transparent decision making and accountability systems.



- Adequate infrastructure and information systems to support grant implementation, accountability and reporting, including the monitoring of performance of sub-recipients and outsourced entities in a timely and accountable manner.
- Adequate capacity, expertise and experience in Procurement and Supply Management Systems that can: Provide a basic procurement supply and management plan which outlines how the PR will adhere to the Global Fund's procurement principles, which include, among others, competitive and transparent purchasing, adequate quality assurance, compliance with national laws and international agreements, appropriate use of health products, mechanisms for the monitoring the development of drug resistance where necessary, and accountability safeguards; Deliver to the end-user adequate quantities of quality products in a timely fashion (especially in the area of health products) that have been procured through a transparent and competitive process; and provide adequate accountability for all procurement conducted.
- Monitoring and Evaluation arrangements that can: Collect and record programmatic data with appropriate quality control measures; Support the preparation of regular reliable programmatic reports; and Make data available for the purpose of evaluations and other studies.

### **Objectives of the Agreement/Deliverables**

During the country dialogue process the country will prioritize, agree and develop a framework of agreement which will be used for implementation. For the purpose of this EOI, this section can be obtained in the relevant Country Disease M&E Framework

### **Administration**

The PR will work with the Global Fund secretariat in consultation with Country Team and Local Fund Agent, additionally; Office of the Inspector General will consult the PR from time to time. In Kenya, the PR will work with Kenya Coordinating Mechanism (KCM), Health Sector Working Groups (HSWGs), the National Disease Program and other stakeholders who will ensure success in the implementation of the grant.

The Global Fund provides various guidelines for successful implementation of the grants such as

- 2023-2028 Global Fund Strategy
- Applicant Handbook
- Global Fund Information Notes on: HIV; TB; Malaria; Building Resilient and Sustainable Systems for Health
- Global Fund Modular Framework Handbook
- Global Fund Technical Briefs
- Guidelines for Grant Budgeting
- Review Criteria of the Technical Review Panel
- TRP Observations on the 2020-2022 Allocation Period
- Operational Policy Note on the Design and Review of Funding Requests
- Code of Conduct for Recipients of Global Fund Resources
- Fiduciary Arrangements for Grant Recipients

- Grant Regulations
- Guide to Global Fund Policies on Procurement and Supply Management of Health Products
- Guidelines on Implementers of Global Fund Grants
- Standard Terms and Conditions for Grants
- Operational Policy Manual

Further documentation on how GF funds are managed by PR is available online on Global Fund website <https://www.theglobalfund.org/en/funding-model/implementation/>

**Timeline.**

The assignment will take place between 1 July 2024 to 30 June 2027. Prior preparation through country dialogue is currently ongoing.