

**MANSIGUDA WATER PROJECT**

**REQUEST FOR PROPOSALS (RFP)**

**NAME OF THE ASSIGNMENT:**

**CONSULTANCY SERVICES FOR FEASIBILITY STUDY, DETAILED DESIGN,  
PREPARATION OF TENDER DOCUMENTS AND CONSTRUCTION SUPERVISION  
FOR THE EXTENSION OF THE MANSIGUDA WATER SUPPLY PROJECT**

**DATE OF ISSUE: 25<sup>TH</sup> AUGUST 2021**

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## SECTION I: LETTER OF INVITATION

**To:**

**Date:**

1. The International Union for Conservation of Nature; Eastern and Southern Africa Regional Office (IUCN ESARO) (hereinafter the “Client) through funding support from the Austrian Development Agency and the Boeing Community Investment Fund is implementing the Resilience for People and Landscapes Programme (REPLAP) in Tana River County, Kenya. IUCN ESARO intends to apply part of the allocated funds for the project to undertake a feasibility study, detailed design, preparation of tender documents and construction supervision for the extension of the Mansiguda water supply project.
2. The Client now invites proposals from individual consultants to provide the following consulting services (hereinafter called “Services”): **Consultancy Services for Feasibility Study, Detailed Design, Preparation of Tender Documents and Construction Supervision for the extension of the Mansiguda Water Supply Project.**
3. The Request for Proposals (RFP) includes the following documents:

Section I:	Letter of Invitation
Section II:	Information to Consultants
Section III:	Terms of Reference
Section IV:	Technical proposal Forms
Section V:	Financial Proposal Forms
Section VI:	Standard Contract Form
4. An individual consultant will be selected under Quality Cost-Based selection (QCBS) procedures and in a Full Technical Proposal (FTP) format as described in this RFP, and in accordance with the requirements of IUCN procurement procedures.
5. The proposals should be sent electronically (email) to [info.esaro@iucn.org](mailto:info.esaro@iucn.org) no later than 11:59pm, 30<sup>th</sup> September 2021.
6. The Client reserves the right to:
  - a) Reject any Tender and any late Tender, and
  - b) Cancel the Tender process and reject all Tenderers.
7. The Client shall not be liable for any such actions and shall not be under any obligation to inform the Tenderer (s) of the grounds therefore.

## SECTION II: INFORMATION TO CONSULTANTS

### 2.1: Introduction

- 2.1.1 The IUCN Eastern and Southern Regional Office will select an individual consultant among those invited to submit proposals or those who respond to the invitation for proposals in accordance with the method of selection detailed under this section and consistent with the regulations.
- 2.1.2 The consultants are invited to submit a Technical and a Financial proposal for consulting services required for the assignment stated in the Letter of Invitation (Section I).
- 2.1.3 The consultants must familiarize themselves with local conditions and take them into account in preparing their proposals. To obtain first-hand and adequate 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 **mandatory pre-proposal site visit** to be held on **14<sup>th</sup> September 2021**. Consultants should contact the officials named as the Client's contact persons 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. All inquiries and request for more information related to the pre-proposal site visit should be addressed to [info.esaro@iucn.org](mailto:info.esaro@iucn.org) with the subject heading **"Inquiry on Mansiguda Pre-proposal site visit"**
- 2.1.5 The Client will provide the inputs specified in the special conditions of contract needed to assist the individual consultant to carry out the assignment.
- 2.1.6 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.
- 2.1.7 The Client's employees, committee members, board members and their relatives (spouses and children) are not eligible to participate.
- 2.1.8 The RFP can be downloaded for free online on the IUCN website at <https://hrms.iucn.org/iresy/index.cfm?event=vac.showOpenList>

### 2.2: Clarification and Amendment of RFP Documents

- 2.2.1 The consultant 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 email to the Client's contact person and address as presented on the RFP. The Client will respond by email 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 individual consultant, amend the RFP. Any amendment shall be issued in writing and email to all invited individual 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 Proposals**

**2.3.1** The individual 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, the individual consultant must give particular attention to the following:

- a) If an individual consultant considers that he/she does not have all the expertise required for the assignment he/she may suggest in the proposals other individual(s) who will assist in the assignment but they will not be party to the contract for the purpose of the performance of the assignment. An individual consultant will not propose other individual consultants invited to submit proposals for the assignment. Any individual consultant in contravention of this requirement shall automatically be disqualified.
- b) The consultant must indicate the responsibility of all the staff who will be involved in the exercise of the assignment and also the staff time as necessary.
- c) The curriculum vitae (CV) of the staff proposed must be submitted with the proposal.

**2.3.4** The Technical proposal shall provide the following information

- a) The individual consultants CV and a brief of any recent experience of assignment of a similar nature. For each assignment the brief should indicate the profiles of staff involved, contract amount and the individual consultant's involvement.
- b) Any comments or suggestions on the Terms of Reference and a list of service and facilities requested to be provided by the procuring entity.
- c) A description of the methodology and work plan for performing the proposed assignment.
- d) Any additional information requested in the special conditions of contract.

**2.3.5** The Technical Proposal shall be separate from the Financial Proposal and shall not include any financial information.

## **2.4 Financial Proposal**

**2.4.1** In preparing the financial proposal, the individual consultants are expected to take into account the time required in completing the assignment as outlined in the RFP documents. The financial proposal will therefore be quoted in fees per day or month. The financial proposal may also include other costs as necessary, which will be considered as reimbursable.

**2.4.2** The Financial proposal should include the payable taxes.

**2.4.3** The fees shall be expressed in Kenya Shillings.

2.4.4 The Financial proposal must remain valid for 90 days after the submission date. During this period the individual consultant is expected to keep available at his own cost any staff proposed for the assignment. The procuring entity will make best efforts to complete negotiations within this period. If the procuring entity wishes to extend the validity period of the proposals, the consultants who do not agree, have the right not to extend the validity of their proposals.

2.4.5 The financial proposal must comply with the law governing the profession of the consultant.

## 2.5 Evaluation of the Proposal

2.5.1 From the time the proposals are opened to the time of the contract award, if any individual consultant wishes to contact the procuring entity on any matter relating to his/her proposal, he/ she should do so in writing at the address indicated in the appendix to the instructions to consultants. Any effort by an individual consultant to influence the procuring entity's staff in the evaluation of proposals companion proposals or awards of contract may result in the rejection of the individual consultant proposal.

2.5.2 The proposal evaluation committee shall have no access to the Financial Proposal, which in any case will remain sealed, until the technical evaluation is concluded or finalized.

## 2.6 Evaluation of Technical Proposals

2.6.1 The evaluation committee appointed by the procuring entity to evaluate the proposals shall carry out the evaluation of technical proposals following the criteria set out in the terms of reference based on the following points criteria

<b><u>CRITERIA</u></b>	<b><u>POINTS</u></b>
i. Specific experience of the individual consultant related to the assignment including a detailed CV of the individual consultant	40
ii. Specific experience of key staff related to the assignment including a detailed CV of the environmental and social expert	15
iii. Specific experience of key staff related to the assignment including a detailed CV of the surveyor	15
iv. Adequacy of methodology and work plan in response to the Terms of reference	30
<b>Total points</b>	<b>100</b>

2.6.2 Any proposal which will be examined and found not to comply with all the requirements for submission of the proposals will be declared non responsive. All the proposals found to have complied with all the requirements for submission of proposal shall be declared responsive by the evaluation committee

2.6.3 Each responsive proposal will be given a technical score (ST). Any technical proposal which fails to achieve the total minimum score indicated in the appendix to the information to tenderers shall be rejected at this stage and will not proceed to the next stage of evaluation. The respective financial proposal will be returned to the individual consultant unopened.

## 2.7 Opening and Evaluation of Financial Proposals

2.7.1 After completion of the evaluation of Technical proposals the Client shall notify the individual consultants whose proposal did not meet the minimum technical score or were declared non

responsive to the RFP and terms of reference. The notification will indicate that their financial proposals shall not be reviewed.

**2.7.2** The financial proposals shall be reviewed by the Client and the evaluation committee shall prepare minutes of the review of the financial proposals

**2.7.3** The formulae for determining the financial score (SF) unless an alternative formula is indicated in the appendix to the information to tenderers shall be as follows:

$Sf = 100 \times fm/f$  where  
Sf is the financial score  
Fm is the lowest fees quoted and  
F is the fees of the proposal under consideration.

The lowest fees quoted will be allocated the maximum score of 100

**2.7.4** The individual consultants proposals will be ranked according to their combined technical score (st) and financial score (sf) using the weights indicated in the appendix to the instructions to consultants.

Unless otherwise stated in the appendix to the instructions to consultants the formula for the combined scores shall be as follows;

$$S = ST \times T\% + SF \times P\%$$

Where

S, is the total combined scores of technical and financial scores

St is the technical score

Sf is the financial score

T is the weight given to the technical proposal and

P is the weight given to the financial proposal

Note P + T will be equal to 100%

The individual consultant achieving the highest combined technical and financial score will be invited for negotiations.

## **2.8 Negotiations**

**2.8.1** Details of the negotiation meetings will be shared by the Client accordingly. The purpose of the negotiations is for the Client and the individual consultant to reach agreement on all points regarding the assignment and sign a contract.

**2.8.2** The negotiations will include a discussion on the technical proposals, the proposed methodology and work plan, staff and any suggestions made by the individual consultant to improve the Terms of reference.

The agreed work plan and Terms of reference will be incorporated in the description of the service or assignment and form part of the contract.

**2.8.3** The negotiations will be concluded with a review of the draft contract. If negotiations fail, the Client will invite the individual consultant whose proposal achieved the second highest score to negotiate a contract.

## **2.9 Award of Contract**

**2.9.1** The contract will be awarded upon completion of negotiations. After negotiations are completed the Client will promptly notify the other individual consultants that they were unsuccessful.

**2.9.2** The selected individual consultant is expected to commence the assignment on the date indicated in this RFP as the start date or any other date agreed with the Client.

**2.10 Confidentiality**

**2.10.1** Information relating to evaluation of proposals and recommendations of contract award shall not be disclosed to the individual consultants who submitted the proposal or to other persons not officially concerned with the process, until the winning individual consultant has been notified that he/she has been awarded the contract.



## **SECTION III: TERMS OF REFERENCE (TOR)**

### **3.1 Introduction and Background Information**

The International Union for Conservation of Nature, IUCN, is the world's oldest and largest global environmental organization that focuses on finding pragmatic solutions to our most pressing environment and development challenges. IUCN has three programme areas: (1) Valuing and conserving nature; (2) Effective and equitable governance of nature's use and (3) Deploying nature-based solutions to global challenges in climate, food and development.

IUCN's mandate is achieved by supporting scientific research, managing field projects all over the world, and creating a platform for governments, NGOs, the UN and companies to work together to develop policy, laws and best practice. IUCN's Eastern and Southern African Regional Office (ESARO) has thematic programmes with various projects and programmes in the region. One such programme is the Resilience for People and Landscapes Programme (REPLAP) funded by the Austrian Development Agency (ADA) as the prime donor.

The REPLAP is being implemented within the Lower Tana Basin in Tana River and Garissa Counties and the overall objective of the project is to strengthen the resilience of communities to the impacts of increasingly severe and frequent climate disasters within well-managed and functioning river catchments and ecosystems over a 3-year period. REPLAP is directly supporting the implementation of Sustainable Development Goals 6,12,13,15 and 16 through addressing challenges of access to safe and clean drinking water for human and production systems that support livelihoods. This is through investing in both natural infrastructure such as river catchments and engineered or built infrastructure in order to secure water resources in climate disaster affected areas.

The project area is located in the drylands of Northern Kenya which are characterised by high temperatures, and low and unreliable rainfall. The project area is inhabited by pastoral communities who depend on livestock keeping as a means of livelihood. Water resources and pasture in the area are limited and potable water supply is a challenge.

In order to bridge the existing water access gaps and develop sustainable water sources for the project area and specifically within the Mansiguda sub-catchment located in Tana River County, Tana North sub-county, IUCN intends to contract an individual consultant to carry out a detailed assessment in the project area to provide information on the viability of the extension of the Mansiguda Water Supply Project. The project was initially developed by the Catholic Relief Services and recently rehabilitated by World Vision Kenya. The project draws water from a shallow well located approximately 200m from the bank of the River Tana in Mansiguda.

The Mansiguda sub-catchment covers an area of about 469 km<sup>2</sup>. It is located in the lower Tana basin. It lies between Longitude 38.820 – 39.120E and latitude -0.480 – 1.110N. Administratively, the sub-catchment is wholly located in Tana River County and Tana River Constituency. Two wards fall partly within the sub-catchment, these include; Bangale and Madogo. Seven sub-locations overlap the sub-catchment, these include; Bangale, Asako, Buwa, Pamba, Kasha, Balambala, and Jara. The major locality is Balambala.

The rainfall pattern in Mansiguda Sub-Catchment has changed in the recent past with years recording less than the mean annual rainfall becoming more frequent. The rainfall is bimodal in nature with the long rains occurring in the months of; March to May and short rains from October to December. The temporal rainfall variability over the years in the Sub-Catchment varies between 108 - 915mm. The spatial rainfall variability within the Sub-Catchment shows that the Southern side receives most of the rainfall of up-to above 435 mm while the central region receives the least rainfall of 266 mm and below.

The mean annual temperature for the sub-catchment ranges from 30.2 – 31.4°C and shows an increasing trend in the recent years.

## **3.2 Objectives and Scope of the Assignment**

### **3.2.1 Objectives**

The overall objective of the assignment is to conduct an assessment for the proposed extension of the Mansiguda Water Supply Project, carryout feasibility study, detailed design of water infrastructure, prepare tender documents and carryout construction supervision for the proposed extension of the Mansiguda Water Supply Project.

The following are the specific objectives of the assignment:

- a) Review and advise on existing designs of the Mansiguda Water Supply Project
- b) To prepare feasibility study, detailed designs for the extension of the Mansiguda Water Supply project to ensure an efficient, cost-effective and sustainable water system covering water sources, storage facilities and communal water points to ensure access to improved quality of water services by Mansiguda residents
- c) To prepare Tender documents
- d) Participate in tender evaluation to select qualified contractors for the construction works
- e) To carryout construction supervision during the construction phase of project extension
- f) Build the capacity of the relevant community water management committee on the required operation and maintenance (O&M) practice by providing guidelines that demonstrate and clearly articulate the O&M requirements for the designed systems and show the projected lifetime costs associated to the facilities.

### **3.2.2 Scope of the Assignment**

The specific tasks to be executed by the Consultant will include the following:

- a) Review existing documents on the current design/service parameters, suggest any changes he/she considers appropriate and conduct necessary
- b) Carry out feasibility studies of various options that can be adopted to supply water to the area. Feasibility study activities shall include but not limited to
  - i. Assessing at least 3 project options
  - ii. Carrying out financial and economic analysis of the options
  - iii. Technical analysis of the options
  - iv. Water quantity assessment through appropriate options such as hydrological studies, test pumping etc.
- c) Consult with the relevant institutions and stakeholders to acquire and study relevant documents to gather information to facilitate execution of the assignment
- d) Undertake demand modelling (detailed population projections and consumption requirements estimation in line with the codes and industry practices).
- e) Carry out topographical surveys
- f) Prepare detailed designs and construction drawings of various components including; the water source, transmission mains, distribution network ,storage facilities and communal water points and all other facilities that will be required for the optimal performance of the proposed water supply system.
- g) Prepare the required technical specifications, bills of quantities, cost estimates and tender documents;
- h) Provide technical support through construction supervision;

- i) Build the capacity of the community water management committee for management and operation and maintenance of the system;
- j) Detailed design of the proposed extension of the water supply system in Mansiguda, detailed drawings and reports to be submitted in hard copies and soft copies as per the reporting schedule.

### **3.3 Methodology**

The consultant shall provide a detailed methodology on how they intend to execute the works including the work plan. The methodology should also include any comments if necessary of proposed changes/improvement to the TOR.

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

- a) Feasibility study report
- b) Draft design report
- c) Detailed design report with book of drawings showing layout and structural details
- d) Tender document including specifications and drawings
- e) Confidential engineer's estimate
- f) Detailed monthly supervision reports indicating key milestones

### **3.5 Payment terms**

The consultancy services is projected to take; two months for Phase I (feasibility studies, detailed designs and tender documentation and four months for Phase 2 (construction supervisions).

**The fee payable under Phase I will be in installments as follows:**

- a) Upon signing of contract 10%
- b) Feasibility study report 20%
- c) Draft design report 20%
- d) Detailed design report 30%
- e) Tender document including specifications and drawings 20%

**The fee payable under Phase 2 will be in installments as follows:**

- a) Month 1 Progress report 25%
- b) Month 2 Progress report 25%
- c) Month 3 Progress report 25%
- d) Month 4 Progress report/ Project completion report 25%

### **3.6 Required qualifications and experience of the consultant**

#### **3.6.1 Lead consultant**

- a) A Bachelor or higher-level degree in civil/water engineering or relevant engineering field
- b) Registration with the Engineers Board of Kenya as a Professional Engineer
- c) Have a current practicing certificate/license issued by EBK
- d) Have at least 7 years' experience in design and construction supervision of water supply systems

### **3.6.2 Key Staff**

Environmental and social expert:

- a) Possess a university degree in environmental sciences with 7 years' experience in Environmental Sciences.
- b) Registered Lead Expert by the National Environmental Management Authority.
- c) Should have successfully carried out Environmental & Social Impact Assessment Study for at least 3 previous assignments of similar nature and magnitude.
- d) NEMA should have accepted CV of Lead expert for at least two assignments in the last 5 years.

Surveyor:

- a) Bachelor's degree is geospatial engineering/land survey or similar degree
- b) At least 7 years' experience in topographical survey of water infrastructure projects of similar nature

#### **SECTION IV: TECHNICAL PROPOSAL**

The Technical Proposal shall be prepared and submitted by the consultants.

It shall contain the following:

- a) Submission letter
- b) Particulars of the consultant including a curriculum vitae
- c) Comments and suggestions of the consultant on the terms of reference, personnel, facility and other requirements to be provided by the Client
- d) Description of the methodology and work plan for performing the assignment
- e) Any proposed staff to assist in the assignment
- f) Consultancy services activities time schedule

#### **SECTION V: FINANCIAL PROPOSAL**

The financial proposal shall be prepared and submitted by the consultants. It shall contain the following.

- a) Submission letter indicating the total fees
- b) Summary of costs
- c) Breakdown of fees per activity
- d) Breakdown of reimbursable costs/expenses per activity
- e) Miscellaneous expenses

## **SECTION VI: STANDARD CONTRACT FORM**

The IUCN ESARO standard contract template for individual consultancy will be used to draw the Contract with the successful consultant.