KENYA WOMEN PARLIAMENTARY ASSOCIATION (KEWOPA)

TENDER NOTICE

The Kenya Women Parliamentary Association (KEWOPA) invites Tenders from eligible bidders to supply goods and services for the biannual year 2018-2020 in the following categories for our office in Nairobi:

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<tr>
<th>Category Code</th>
<th>Item Description</th>
<th>Details</th>
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<tr>
<td>KEWOPA-18-001</td>
<td>Provision of promotional materials</td>
<td>(Caps, T-Shirts, Roll Up Banners, Publication Of Books, Brochures, Reports, Journals) Information, Education And Communication Materials</td>
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<td>KEWOPA-18-002</td>
<td>Provision of air travel, ticketing and related services</td>
<td>IATA Certified companies to provide domestic &amp; international travel</td>
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<td>KEWOPA-18-003</td>
<td>Provision of taxi and car hire services</td>
<td>Local running and travel to all the 47 counties</td>
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<td>KEWOPA-18-004</td>
<td>Provision of Events Management</td>
<td>Town-Hall, Social Hall meetings, provision of tents, public address systems</td>
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<td>KEWOPA-18-005</td>
<td>Provision of Hotel &amp; Conference Facilities</td>
<td>Accommodation and conference facilities in all counties</td>
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<tr>
<td>KEWOPA-18-006</td>
<td>Provision of Auditing And Accountancy Services</td>
<td>Periodic audits</td>
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<td>KEWOPA-18-007</td>
<td>Provision of Workshop Rapporteur Services</td>
<td>Report writing during workshops and community forums</td>
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<td>KEWOPA-18-008</td>
<td>Provision of Training/ Facilitation Services</td>
<td>Delivery of training during workshops, technical meetings and community forums</td>
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<td>KEWOPA-18-009</td>
<td>Provision of Monitoring and Evaluation Services</td>
<td>Programme Monitoring, Evaluation, Accountability and Learning</td>
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<td>KEWOPA-18-010</td>
<td>Provision of Photography, Video Editing</td>
<td>Photography during events</td>
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<td>KEWOPA-18-011</td>
<td>Provision of Outside Catering Services</td>
<td>Meals and refreshments during community forums in all counties</td>
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<td>KEWOPA-18-012</td>
<td>Supply of Office Equipment (Computers, Printers, Laptops, Cabinets)</td>
<td>Office equipment on a needs basis</td>
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<td>KEWOPA-18-013</td>
<td>Supply of General Office Stationery</td>
<td>Office stationery on a needs basis</td>
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<tr>
<td>KEWOPA-18-014</td>
<td>Provision of Consultancy to develop a mentorship curriculum</td>
<td>Development of a curriculum for a mentorship of women leaders</td>
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KEWOPA-18-006 Provision of Auditing and Accountancy Services, Terms of reference

- Establish KEWOPA’s adherence to the conditions specified in the legal agreements (proposals, contracts and approved budgets) and viability of resource utilization.
- Ascertain if the necessary supporting documents, records and accounts have been kept in respect of all the financial transactions reported during the period under review.
- Examine if project financial statements are in agreement with the books of accounts maintained as per the agreed accounting procedures and are in accordance with applicable accounting standards.
- Determine the extent to which KEWOPA has complied with existing internal policies.
- Provide comments and observations on the accounting records, systems and controls that were examined during the course of the independent audit.
- Identify specific deficiencies and areas of weakness in systems and controls and recommendation for improvement.
- Comment on the extent to which previous internal auditor’s recommendations has been implemented.
- Point out matters that have come to the auditor’s attention during the independent audit which might have significant impact on KEWOPA’s going concern.
- Indicate any other issue the independent auditor considers significant to report to the management.

KEWOPA-18-009 Provision of Monitoring and Evaluation Services, Terms of reference

- Assist the Program Coordinator to develop, improve quantitative and qualitative data collection to report on project output and outcome indicators.
- Assist the Program Coordinator to develop systematic, efficient and realistic monitoring plans that capture quantitative and qualitative data to report on project performance indicators.
- Coordinate the relations with donors when it comes to their M&E systems and their implementation by KEWOPA.
- Build capacity through training of KEWOPA staff on the links between the logical framework, data management, data analysis and results-based program strategies.
- Improve or develop program and reporting templates that facilitate the acquisition and aggregation of information in programs.
- Assist the Program Coordinator in the coordination of the compilation and dissemination of the quarterly reports.

KEWOPA-18-014 Consultancy to develop a mentorship curriculum, Terms of reference

- Review training needs in the area women and leadership to identify gaps and existing traits;
- Facilitate a half day briefing meeting to share findings and recommendations;
- Develop a mentorship curriculum and training materials which respond to the identified general needs of aspiring women political leaders.
- Make recommendations about how best to deliver the curricula including; recommendations about the most effective training strategies, methodologies and tools;
- Deliver trainers’ training on the mentorship process;
Capacity Development Trainers/Facilitators

**Key competencies**
- Ability to research and keep abreast with topical matters especially gender issues, budget processes, devolution and the reforms agenda.
- Excellent articulation, interpersonal, presentation and teaching aid skills.
- Ability to effectively articulate a topic to people from diverse backgrounds, including Members of Parliament and Members of County Assemblies.

**Required skills and experience**
- Degree in social sciences, Finance or a relevant field. A masters degree in a relevant field will be an added advantage.
- At least three years’ experience in training and capacity development.
- Experience in using MS Word, Excel and Power Point.

Workshop Rapporteurs (Hansard Reporters)
This appointment requires one to document proceedings during training sessions and capacity building workshops.

**Required skills and experience**
- A university degree in linguistics, communication or relevant field.
- At least three years’ experience in report writing.
- Experience in using MS Word, Excel and Power Point.

**Key competencies**
- Very good command of English and Kiswahili.
- Possess thorough listening, research, recording and editing skills.
- Excellent interpersonal skills and ability to meet tight deadlines.

**List of mandatory documents to be submitted online (PDF files only)**

1. Company profile including list of directors, contact person, telephone and registered office
2. Statutory documents including registration & tax compliance certificates
3. Proposal for specific services or goods to supply
4. Bank deposit slip for each proposal

Tender proposals should be submitted online to procurement@kewopa.org on payment of a non-refundable KShs. 3,000/- deposited at:

**Account Name: KEWOPA Bank Name: Cooperative Bank of Kenya**

**Account No: 01120007601703**

Deposit slip should accompany the proposals

All correspondences addressed to:

**The Tender Committee**
Kenya Women Parliamentary Association
E-mail: procurement@kewopa.org

**Deadline- 5.00pm on 24th August, 2018**