



## 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:

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

### **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](mailto: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](mailto:procurement@kewopa.org)

**Deadline- 5.00pm on 24<sup>th</sup> August, 2018**