

# Request for Tender

## Regional implementing services for Program for Young Politicians in Africa (PYPA) in Uganda, Kenya and Tanzania for 2019 and 2020

### 1. INVITATION

This RFT refers to the provision of consultancy services for the regional implementation of KIC's program "Program for Young Politicians in Africa" for the period 1<sup>st</sup> of March 2019 to 31<sup>st</sup> of December 2020.

KIC is a party affiliated organization involved in democracy assistance on three continents, in countries such as Ukraine, Belarus, and Uganda. The aim of KIC's activities is to contribute to democracy and development in the countries KIC work.

PYPA is a multiparty, transnational African capacity-strengthening program aiming to contribute to a more democratic, representative, and non-discriminatory political system in the program countries. The main program activities include three consecutive trainings (23-28 days per year), mini-projects implemented by the participants of the program, alumni activities and activities involving the mother parties of the participants. The foundation of the program and its Theory of Change (ToC) is the Human Rights Based Approach (HRBA). However, PYPA puts a particular emphasis on two groups - women and youth.

KIC carries out the program in collaboration with the Olof Palme International Center (OPC), the Centre Party International Foundation (CIS) and Green Forum (GF). The program consists of four regional program components in East Africa, West Africa, Southern Africa, and Zambia and Malawi. KIC has, apart from the overall responsibility, also the responsibility for the program implementation in East Africa. CIS is responsible for the program implementation in West Africa, OPC for Southern Africa and GF for Southeast Africa. The program countries in East Africa are Tanzania, Uganda and Kenya.

KIC, are seeking an external contractor for the regional program management and implementation in East Africa.

### 2. DESCRIPTION OF SERVICES REQUESTED

Below follows a description of the services anticipated from the consultant. The consultant is expected to avail one full time Regional manager, who will have the overall responsibility for implementing the tasks assigned to the consultant as described below as well as the equivalent of one half time program officer. The Regional manager will report to and work closely with the PYPA Program manager at KIC to implement the program. It is anticipated that the consultant will spend approximately 3,100 hours yearly in fulfilling the obligations. The particular amount of hours may vary from day to day or week-to-week, however the consultants shall strive to maintain a normal working week of 40 hours/ week at full time.

#### **Task 1: Training sessions**

Ensure a successful organization of three training sessions. This includes but are not limited to:

#### **Selection of participants**

- Preparatory meetings with political parties
- Distribute application forms to participating political parties for circulation to candidates
- Assess applications from applicants nominated by the parties based on predefined criteria and ensure that the parties make a proactive assessment of the candidates
- Inform mother parties and applicants on (i) the decision and (ii) that PYPA team thereafter will communicate directly with the participants.
- Day to day communication with participants including letter of invitation, logistical information etc.

### **Logistics**

- Identify suitable conference hotels. This might include a visit to the venue ahead of the training to get familiar with the facilities.
- Be the contact person for communication with the conference hotel to make sure that all practical issues regarding meals, accommodation and technical equipment etc. run smoothly.
- Allocate rooms to participants and decide who will share with whom
- Arrange transport back and forth to the venue for participants and resource persons including external facilitators and others
- Arrange activities for the days off
- Organize social activities with the participants in the evenings
- Assist participants on practical matters

### **Training Delivery**

Throughout the training sessions the consultant is expected to have at least two staff persons physically present and is also expected to implement the following tasks in collaboration with the KIC managers:

- Draft and print the training agenda and develop the training materials
- Identify and contract facilitators
- Co-facilitate selected sessions and oversee group work and ensure a high quality training session
- Monitor group dynamics and, when needed, initiate energizers or changes in the agenda
- Prepare resource persons/external facilitators for their sessions and “de-brief” resource persons after their sessions
- Develop, distribute and collect training evaluations
- Develop attendance sheets and monitor attendance

### **Accounting**

- Payment of transport refunds
- Handle other payments

### **Task 2: Administration of mini-projects**

Mini-projects are implemented between the second and third training session. The purpose of the mini-projects is (i) to give PYPA-students an opportunity to practice and apply what they have learnt through the program (ii) to give PYPA-students opportunities to give something back to the mother party and to share their knowledge and experience with other youth (iii) to give PYPA-students an opportunity to collaborate in teams and maintain efficient networking. The consultant is therefore expected to contribute to a successful implementation of the mini-projects. This includes but are not limited to:

- Administer funds for the mini-projects (issue payments for approved mini-projects)  
Monitor the implementation on site and ensure that the mini-projects are implemented successfully and in line with the PYPA mini-project guidelines and the approved mini-project plan and budget

### **Task 3: Administration of alumni activities**

The alumni activities are divided into two categories of activities; advanced trainings and activities to sustain commitment. The activities in the last category can consist of annual national alumni meetings to check on the progress of alumni, exchanging experiences with each other and their mentors. Another example of activities is alumni being invited to training sessions to make presentations to current participants based on their own experiences. The activities can also consist of alumni projects.

The consultant is to ensure a successful organization of alumni activities. This includes but are not limited to the following:

#### **Training and alumni meetings**

- See the tasks under Task 1

#### **Alumni projects**

- See the tasks under Task 2

### **Task 4: Administration of mother party activities**

In order to achieve sustainable change, the involvement of mother parties is essential. There are two categories of activities directed towards the mother parties; capacity building of political parties and building a good working relationship with the political parties. The activities in the last category can consist of annual multi-party or single-party meetings with mother parties. The consultant is to ensure a successful organization of mother party activities. This includes but are not limited to the following:

#### **Capacity building**

- See the tasks under Task 1

### **Task 5: Handle and account program funds**

The consultant shall handle and account for the advance that will be used to cover some of the program activities according to budget. The consultant is to account according to KIC standards which will be regulated in a contract..

### **Task 6: Represent KIC in the international community.**

The consultant is to – upon authorisation by the KIC Program manager– represent KIC in the national and international donor community. This includes representation of KIC in donor coordination and harmonisation meetings in East Africa and program meetings in Sweden. The consultant should also be able to represent KIC in meetings with the program donors (Sida) when needed in Sweden or in East Africa.

The consultant is to – upon authorisation by the KIC Program manager– represent KIC in meetings, panels or conferences on topics related to KIC's work in the region.

The consultant is to submit a brief written report after each meeting/ panel/conference with the international community to the KIC Program manager.

### **Task 7: Closely follow, monitor and analyse political, social and economic developments in the program countries in East Africa.**

The consultant should closely follow, monitor and analyse political, social and economic developments with specific regard to human rights, elections, democratic governance, gender equality and youth rights in the program countries in East Africa. The consultant should be able to provide written analyses and updates to KIC when required.

#### **Throughout the contract period**

- Support and advice KIC on all aspects for the successful implementation of the program and KIC's developments in the region
- Monitor the implementation of the program against the implementation handbook, work plan, budget and expected results
- Provide necessary support for the external evaluators
- Attend program planning and evaluation meetings in Sweden and in East Africa
- Manage the PYPA-alumni network
- Administrate the PYPA EA Facebook page
- The main consultant is to include at least one other consultant in the assignment in such a way that the other person is capable of substituting the main consultant in case the consultant are unable to continue the assignment
- Etc.

### **3. EVALUATION OF TENDER**

The evaluation process will be undertaken with the aim of determining which Tender represents best value for money to the KIC. In determining value for money, Tenders will be assessed against the following evaluation criteria:

#### **Compliance Criteria:**

- Compliance with Conditions of Tender

#### **Qualitative Criteria:**

- Capability of the Tenderer to fulfil the KIC's requirements, including technical and management competence, relevant skills, experience and availability of personnel;
- The extent to which the Fees represent value for money
- The degree to which the services meet KIC requirements.

Following the receipt of Tenders, KIC, in its absolute discretion, may:

- (a) use any relevant information obtained in relation to a Tender (through this RFT or by independent inquiry) in the evaluation of Tenders;
- (b) enter into discussions or negotiations with any one or more Tenderers; and
- (c) seek clarification or additional information from any Tenderer.

Tenderers must comply with any requests to provide additional information or clarification in relation to their Tender within the timeframe specified.

KIC may exclude from consideration in the evaluation of Tenders additional information provided by Tenderers, whether received in response to a request or otherwise.

The tender shall include the following information which shall be used in the evaluation of the tender:

- Fee based on cost per hour, expressed in SEK
- Information on technical and management competences such as;  
Excellent knowledge about the political context in Africa  
Excellent cultural understanding from the program countries  
Excellent knowledge in the English language, spoken and written  
Good knowledge in Swahili and at least two more local languages  
Good knowledge in results based management, monitoring and evaluation
- Information on relevant skills and experience such as;  
Good working relationships with Political Parties and their Youth Wings/sections in the region (Uganda, Tanzania, Kenya)  
Extensive networks within the political sphere in the region (Uganda, Tanzania, Kenya)  
Experience in international development cooperation with specific focus on youth and democracy  
Experience in youth training  
Experience of working with human rights mainstreaming (special focus gender and youth)  
Experience from working with party affiliated organisations or foundations  
Experience from working with on-going and learning evaluation  
Ability to relate to youth in a compassionate and empowering fashion  
Cross cultural competence  
Cooperation skills  
Experience in facilitating trainings session in subjects relevant to the program
- Availability of personnel
- Registration certificate of consultant's company/entity

KIC expect the consultant to share KIC's fundamental values and belief in the multi party approach.

#### 4. PROCUREMENT TECHNICALITIES

Content and format of tender

- Tenders must include all the information requested in the RFT unless expressly specified otherwise.
- All items specified in the RFT are the minimum information requirements for a Tender unless expressly stated otherwise.
- Where a Tenderer intends to utilise a subcontractor, all of the information requested in the RFT must be provided in full for each subcontractor.

Price

The Tenderer shall indicate fees including VAT in the tender. All monetary amounts are to be expressed in SEK.

Tender constitutes binding offer

A Tender constitutes an irrevocable, unalterable offer by the Tenderer to KIC which must remain valid and open to be accepted for a period of no less than 60 days from the Closing Time

and may be extended by written agreement. Tenderers may state in their Tender a period of more than 40 days from the Closing Time for which their Tender remains valid for acceptance.

#### Documentation and information required

As part of the tender documentation the Consultant is to present a CV showing relevant experience and background for the assignment and the information requested in § 4. The full documentation – excluding CVs – is not to exceed three pages.

#### Final date of Submission

The tender, including all required information is to be submitted to KIC at the latest 15 of February 2019.

#### Submittal of tender

The tender including budget should be submitted in a sealed envelope by ordinary mail or by email to the address below.

Att; Annika Rigö  
KIC  
Box 2356  
103 18 Stockholm  
[annika@kicsweden.org](mailto:annika@kicsweden.org)

The envelope should be marked; “Tender – Services PYPA”

KIC will inform all interested parties as soon as possible after the allocation decision has been taken. The consultant shall indicate the postal address or e-mail address to which the decision can be sent.

Note that neither the process nor the allocation decision means that a binding agreement has been made. A binding agreement only exists when a written contract have been signed by both parties. KIC reserves the right not to accept any of the tenders submitted and is not obliged to accept the lowest priced or any other Tender.

#### 5. CONTACT

Questions concerning the tender can be posed to the contact person indicated below.. In addition KIC reserves the right to take references on the proposed candidates.

For further information, kindly contact;

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