

PROVISION OF CONSULTING SERVICES FOR AN OVERSIGHT TECHNICAL SERVICES PROVIDER (TSP) FOR VALUE CHAIN FINANCING GRANTS SCHEME: MOALF/SDA/KCEP-CRAL/RFP/006/2017-2018.

KCEP-CRAL wishes to make the following changes to the tender above through

Addendum 1.

ISSUE OF CLARIFICATION	KCEP-CRAL RESPONSE
<p>1. Submission Date: On page 4, section 1.4:</p> <p>2. Section V: Terms of Reference_ Section 7: Expected Deliverables</p>	<p>Closing Date is 28th February 2018 at 10.00am</p> <p>The quarterly, semi-annual and annual reports are aligned to the M&E reporting requirements and contain detailed progress of implementation. The following are the main deliverables/outputs for the TSP in the implementation of the grant scheme.</p> <ol style="list-style-type: none"> 1) On commencement of the contract, the TSP will produce and present to PCU an Inception Report within 2 weeks. The report to give details of the following: <ul style="list-style-type: none"> ✓ The TSP’s understanding of the tasks and each specific objective; ✓ An outline of the methodologies/approaches to be used in performing the tasks; and ✓ A clear work schedule/plan with time lines based on the Grant manual. 2) Consolidated Report of the proposals after evaluation of each grants’ round of call for proposals. The report will contain the summary of the overall status and detailed report by region and county. The content of the report will include the following: <ul style="list-style-type: none"> ✓ Summary section (executive summary); ✓ Number of proposals received and processed; ✓ Quality of the proposals in terms of completeness of the information provided, coherence of the proposal write-up, proposed timelines for grants’ implementation, contact persons/lead persons, etc.; ✓ Compliance of the proposals to the set policies and procedures of the grant management; ✓ Compliance of technical evaluation with the set policies and procedures;

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	<ul style="list-style-type: none"> ✓ Verification report of site visits conducted on the proposed project. During the site visit, the TSP will also verify beneficiary's contribution; ✓ The designed and operationalized database of all the proposals received with clear indication of the successful and rejected proposals and the reasons for rejection; and ✓ Recommendation for proposals to be financed with clear disbursement phasing in line with an implementation plan. <p>The report will be presented to the PCU for approval and adoption before funds are disbursed for any proposal. The TSP will present the report one week after completion of the evaluation of each round of call for proposals.</p> <p>3) Implementation Report - for each round of call for proposals. The TSP will participate in monitoring implementation of the projects financed through the grants. The first monitoring visit will be conducted four weeks after funds disbursement in accordance to a monitoring schedule agreed upon with the grantees. At least three monitoring visits will be conducted during the implementation phase.</p> <p>The monitoring reports will outline the following:</p> <ul style="list-style-type: none"> ✓ Status of progress of implementation (based on an M&E framework set up by PCU); ✓ The technical advice and recommendations made to groups and/or private investors during monitoring visits; ✓ Compliance with the set timelines of implementation and guidelines for grant financing and management by all parties including stakeholders; and ✓ The proposed interventions and strategies for the way forward i.e. action plan(s) developed by the TSP in consultation with the groups or private investors and other stakeholders involved in the Grant management. <p>4) Completion Report – the completion report of grant implementation will be submitted two weeks after completing implementation of the funded project upon verification by the stakeholders (county field staff, PCU, grant project management committee in case of groups or the private investor). The PCU will review and approve the final report for adoption and dissemination to the relevant stakeholders.</p>

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<p>3. Section V: Terms of Reference _ Section 8: Terms of Payment to the TSP</p>	<p>Payment of the TSP will be done for each round of call for proposals. The payments will be done in tranches depending on the agreed deliverables/ outputs as follows:</p> <ul style="list-style-type: none"> ✓ Upon submission of the Inception Report which will provide details on the TSP’s understanding of the task; the approaches/methodologies to be used in carrying out the task; and clearly outlined timelines/work schedule; ✓ Upon submission of a Consolidated Evaluation Report whose content is outlined above; ✓ Upon submission of the Grant’s Implementation and Monitoring Report (the TSP to be paid after each round of monitoring grants implementation). The contents of the report are outlined above; and ✓ Upon submission and approval of the Grants Projects Completion Report for each round of call for proposals. The report will be submitted in soft and hard copies. <p>The TSP will be paid in line with the laid down GoK procedures of payments. The terms of payments will be as follows:</p> <ol style="list-style-type: none"> 1) Ten (10) percent of the lump-sum amount shall be paid upon approval of the Inception Report by the PCU; 2) Fifteen (15%) percent of the lumpsum amount shall be paid upon approval of the Consolidated Evaluation Report for each round of call for proposals; 3) Sixty (60) percent of the lump-sum amount shall be paid in three tranches upon approval of the Grant Implementation and Monitoring Reports by the PCU as follows: 4) Twenty (20%) percent upon completion of the first Implementation and Monitoring Report; 5) Twenty (20%) percent upon completion of the second Implementation and Monitoring Report; and 6) Twenty (20%) percent upon completion of the third Implementation and Monitoring Report; 7) Fifteen (15%) percent of the lump-sum amount shall be paid upon approval of the Grants’ Projects Completion Report; <p>However, to access all the percentage of payments, the TSP will have to achieve minimum performance indicators, failure to which, part of the payment will be retained until the performance indicators are effectively achieved.</p>

All other terms and conditions remain as per the tender document

ACKNOWLEDGEMENT OF ADDENDUM NO.1

We/I, the undersigned hereby certify that the addendum is an integral part of the document and the alterations set out in the Addendum have been incorporated in the tender proposal.

Signed.....

Tenderer.....