



PROCUREMENT NOTICE

Date: 24 July 2020

Country: Kenya

DESCRIPTION OF THE ASSIGNMENT: NATIONAL INDIVIDUAL CONSULTANT – DEVELOPMENT OF INSTITUTIONAL STRATEGIC PLAN FOR THE HIV & AIDS TRIBUNAL (HAT)

Ref: KEN-IC-2020-043 - Development of Institutional Strategic Plan for the HIV & AIDS Tribunal (HAT)

Period of assignment/services: 30 days (over a period of 3 months)

Firms are not eligible for this consultancy assignment. Open to national individual consultants only.

DO NOT COPY ANY OTHER RECIPIENT

1. BACKGROUND

The legislative framework for the prevention, management and control of HIV and AIDS in Kenya is anchored within the HIV and AIDS Prevention and Control Act (HAPCA), 2006. Established in 2009 under Section 25 of the aforementioned Act, the HIV and AIDS Tribunal (HAT) of Kenya is the only HIV-specific statutory body in the world with the mandate to adjudicate cases relating to violations of HIV-related human rights arising. It addresses all forms of violations arising from any breach of the provisions of the HIV Prevention and Control Act (HAPCA Act, excluding criminal jurisdiction. In addition to its mandate to adjudicate complaints, the tribunal is also mandated to “perform any other such functions as may be conferred upon it by [HAPCA] or by any other written law being in force.” The creation of this Tribunal and its operationalisation is an innovative local solution to the issue of rights, of people living with, at risk of, and affected by HIV. Since its establishment, the Tribunal has heard and determined cases of people discriminated upon on account of their HIV positive status, breach of confidentiality, unsafe practices and procedures, compulsory testing, among other issues covered under HAPCA.

UNDP through its HIV ,Health and Development Portfolio has supported the HAT and contributed towards its revitalization from 2012 through a number of interventions amongst them; Establishment of the HAT Secretariat; Capacity building of its members ; Development of the HAT Strategic Plan 2013-2017 and; Documentation of a compendium of selected cases delivered by the HAT. It is therefore critical that the HAT is supported to enhance its capacity to enable it competently to adjudicate on HIV-related discrimination cases. Against this background UNDP is supporting the process of the development of next HIV & AIDS Tribunal Strategic Plan.

Objective:

The overall objective of this consultancy is to develop a five-year Strategic Plan for the HIV & AIDS Tribunal to enable fulfilment of its mandate in an efficient and effective manner.

2. EXPECTED DELIVERABLES

- An inception report detailing proposed plan of action, proposed methodology, proposed persons to be consulted and timelines. This shall be accompanied by the proposed outline of the Strategic Plan.
- Preparation of workshops and facilitation of the various consultative workshops as per agreed final schedule of activities.
- Report on the process including stakeholder consultations and workshops.
- A five-year strategic plan including results and resources framework

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Education
Master's degree or equivalent in Law, Development, Public Policy, Communications, and/or relevant field required;
Experience
<ul style="list-style-type: none">• At least 10 years of relevant work experience, with strategic planning development for governmental, international or bilateral organizations, with demonstrable experience of working with institutions in the legal sector;• Experience working on organizational behaviour and organization development;• Excellent skills in facilitation of stakeholder engagements/workshops;• Excellent command of written and spoken English.

4. TECHNICAL EVALUATION CRITERIA

Only candidates obtaining a minimum (70%) on technical evaluation will be considered for the Financial Evaluation.		
Criteria	Weight	Max. Point
	100%	100 points
Master's degree or equivalent in Law, Development, Public Policy, Communications, and/or relevant field required;	20%	20
At least 10 years of relevant work experience, with strategic planning development for governmental, international or bilateral organizations, with demonstrable experience of working with institutions in the legal sector;	25%	25
Experience working on organizational behaviour and organization development;	25%	25
Excellent skills in facilitation of stakeholder engagements/workshops;	20%	20
Excellent analytical, research, writing and communication skills;	10%	10
Total (Maximum obtainable points)	100%	100

5. SUBMISSION OF THE FINANCIAL PROPOSAL

Applicants are instructed to submit their all-inclusive fee proposal in Kenya Shillings using the financial proposal template provided (Offerors letter to UNDP).

The financial proposal should be all-inclusive and include a breakdown. The term 'all-inclusive' implies that all costs (professional fees, travel related expenses, communications, utilities, consumables, insurance, etc.) that could possibly be incurred by the Contractor are already factored into the financial proposal.

Financial evaluation (maximum 30 points):

The following formula will be used to evaluate financial proposal:

$p = y (\mu/z)$, where

p = points for the financial proposal being evaluated

y = maximum number of points for the financial proposal

μ = price of the lowest priced proposal

z = price of the proposal being evaluated

Cumulative analysis

The award of the contract will be made to the individual consultant whose offer has been evaluated and determined as:

a) responsive/compliant/acceptable, and

b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

** Technical Criteria weight; [70%]*

** Financial Criteria weight; [30%]*

Only candidates obtaining a minimum of 49 points (70% of the total technical points) will be considered for the Financial Evaluation.

6. APPLICATION PROCESS.

Interested and qualified candidates should submit their applications which should include the following:

1. Detailed Curriculum Vitae
2. Proposal for implementing the assignment – template provided
3. Offerors letter to UNDP – template provided

Note: The successful applicant will be required to complete a UNDP Personal History Form (P11) form prior to contracting.

Applications should be received through the UNDP e Tendering Portal on or before Wednesday, 05 August 2020 by 11:59 PM

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Incomplete applications will be disqualified automatically.

All applications should be submitted through the UNDP eTendering portal.

- If already registered, please go to <https://etendering.partneragencies.org> and sign in using your username and password, and search for the **event**:

Business Unit: **UNDP1**

Event ID:

- If you do not remember your password, please use the “Forgotten password” link. Do not create a new profile.
- If you have never registered in the system before, please complete a one-time registration process first by visiting <https://etendering.partneragencies.org> and using the below generic credentials:

Username: **event.guest**

Password: **why2change**

Detailed user guide on how to register in the system and submit the proposal can be found at:

<https://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notice/resources/>

Email submission of applications will not be accepted. Queries about the position can be directed to undp.kenya.procurement@undp.org