



*Empowered lives
Resilient nations*

PROCUREMENT NOTICE

Date: 23 March 2021

Country: Kenya

DESCRIPTION OF THE ASSIGNMENT: REVIEW OF AMKENI WAKENYA CSO FINANCIAL MANAGEMENT MANUAL

Period of assignment/services: 16 working days

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

1. BACKGROUND

Amkeni Wakenya is UNDP-Kenya flagship facility for supporting civil society organizations (CSOs) working in Kenya democratic governance sector. The facility was established in 2008 and rendered financial and technical support to over 370 civil society organizations until the expiry of the first phase in 2014. The facility commenced its second phase in 2015 following the signing of a new project document with the Government of Kenya. Amkeni Wakenya is currently implementing a human rights promotion programme with funding from the Embassy of the Kingdom of the Netherlands (EKN) and an access to justice project with funding from the European Union (EU). The two projects cover a combined 17 counties and its expected to run until 2020 and 2022 respectively.

Amkeni works to achieve the following objectives:

- To improve respect, enjoyment and promotion of access to justice, human rights and freedoms for Kenyans
- To entrench rights-responsive devolved system of governance
- To improve organizational performance, sustainability and enabling environment for CSOs in Kenya
- To enhance capacity of civil society to respond to contemporary governance issues.

Capacity building is one of the core functions of the Amkeni Wakenya facility. Financial Management for Amkeni Wakenya grantees remains a big challenge and needs continuously capacity building. A Financial Management Manual was developed by Amkeni in 2012. At the time Grantees were signing Project Corporation Agreements (PCA). Currently, Implementing Partners (Grantees) sign Low Value Grant Agreement (LVGA) for those who are getting grants and Responsible Party Agreements for those getting NEX Advances, hence the need to update the Manual to reflect the changes including changes reflected in the reporting tools.

Amkeni Wakenya also has guidelines for inducting grantees on the basics of the compliance with the UNDP grants/NEX Advance policies and procedures.

UNDP Amkeni Wakenya's updated Manual will not only compliment the induction for compliance but will also build the capacity of grantees in the overall Financial management beyond grants and NEX Advances, hence enhancing the integrity of Amkeni's grant making system.

Objective:

The Financial Management Consultant will provide support to the Capacity Building Unit of Amkeni Wakenya in reviewing the existing Financial Management Manual of Amkeni Wakenya and develop an updated manual to ensure relevance and also update the appropriate information and tools, both contractual and reporting with support of the Amkeni Wakenya Staff.

2. EXPECTED DELIVERABLES

The Consultant will be expected to produce the following outputs during the period of the Consultancy:

- a. Inception report detailing the methodology
- b. A Progress Report provided 7 days after commencement of the assignment
- c. Draft updated Financial Management manual for review of adequacy by Amkeni Wakenya staff
- d. Incorporation of feedback thereon and submission of the final Financial Management manual
- e. The assignment Completion Report

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Education

- Experience in the delivery of similar type of assignment (at least developed one financial management guideline) for CSOs

Experience

- Be a CPA-K holder or possess equivalent qualification
- Be registered and with certificate of good standing from ICPAK.
- Minimum - Masters University Degree in Financial Management, Business Administration or equivalent
- S/he should have 4 years' experience of institutional capacity development interventions targeting civil society organizations in Kenya, with due regard to policy, strategy and skills development in financial management
- Good knowledge of civil society organizations in the democratic governance sector in Kenya
- S/he shall have solid practical experience in carrying out capacity assessments and evaluation of training activities
- Excellent facilitation and training skills
- Excellent report writing skills
- Experience in undertaking similar assignments in Kenya

Language

Fluency in both written and spoken English.

4. TECHNICAL EVALUATION CRITERIA (Minimum 70 points)

Criteria:	Criteria Weight: 100%	Max Point: 100%
1. Minimum - Masters University Degree in Financial Management, Business Administration or equivalent	20%	20%
2. Be a CPA-K holder or possess equivalent qualification	15%	15%
3. Be registered and with certificate of good standing from ICPAK	15%	15%
4. S/he should have 4 years' experience of institutional capacity development interventions targeting civil society organizations in Kenya, with due regard to policy, strategy and skills development in financial management	30%	30%
5. Good knowledge of civil society organizations in the democratic governance sector in Kenya	10%	10%
6. S/he shall have solid practical experience in carrying out capacity assessments and evaluation of training activities	10%	10%
Total Maximum obtainable points	100%	100%

5. FINANCIAL PROPOSAL

Applicants are instructed to submit their financial proposals in KSH 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.

6. EVALUATION

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 70% of the total technical evaluation will be considered for the Financial Evaluation.

7.Application Process

Applications should be received through the UNDP e Tendering Portal on or before Tuesday, 07 April 2021 by 5.00 P.M (GMT+3.00)

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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:

<http://www.undp.org/content/undp/en/home/operations/procurement/business/procurementnotices/resources/>

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