

Request for Quotation (RFQ)

RFQ Number: RISA-RFQ-029

Issuance Date: Friday, January 21, 2022

Deadline for Offers: Friday, January 28, 2022

Description: Stakeholder identification in support of Applied Political Economy Analysis (APEA) and communications strategy planning to support development of RISA's Country Implementation Protocols

For: **Research and Innovation Systems for Africa (RISA)**

Funded By: **Foreign Commonwealth Development Office (FCDO),
Contract No. PO10070**

Implemented By: Chemonics International Inc.

Point of Contact: **Lilian Yamo, lyamo@chemonics.com Tel: (+254) 112 450 672 or 722 748 091**

******* ETHICAL AND BUSINESS CONDUCT REQUIREMENTS *******

Chemonics is committed to integrity in procurement, and only selects suppliers based on objective business criteria such as price and technical merit. Chemonics expects suppliers to comply with our Standards of Business Conduct, available at <https://www.chemonics.com/our-approach/standards-business-conduct/> and the Foreign, Commonwealth and Development Office (FCDO) Supply Partner Code of Conduct available at https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/926545/Supply-Partner-Code-of-Conduct-FCDO-oct20.pdf

Chemonics does not tolerate fraud, collusion among offerors, falsified proposals/bids, bribery, or kickbacks. Any firm or individual violating these standards will be disqualified from this procurement, barred from future procurement opportunities, and may be reported to both FCDO and the Counter Fraud and Whistleblowing Unit (CFWU) at FCDO.

Employees and agents of Chemonics are strictly prohibited from asking for or accepting any money, fee, commission, credit, gift, gratuity, object of value or compensation from current or potential vendors or suppliers in exchange for or as a reward for business. Employees and agents engaging in this conduct are subject to termination and will be reported to FCDO and the Counter Fraud and Whistleblowing Unit (CFWU) at FCDO. In addition, Chemonics will inform FCDO and the Counter Fraud and Whistleblowing Unit of any supplier offers of money, fee, commission, credit, gift, gratuity, object of value, or compensation to obtain business.

Offerors responding to this RFQ must include the following as part of the proposal submission:

- Disclose any close, familial, or financial relationships with Chemonics or project staff. For example, if an offeror's cousin is employed by the project, the offeror must state this.
- Disclose any family or financial relationship with other offerors submitting proposals. For example, if the offeror's father owns a company that is submitting another proposal, the offeror must state this.
- Certify that the prices in the offer have been arrived at independently, without any consultation, communication, or agreement with any other offeror or competitor for the purpose of restricting competition.
- Certify that all information in the proposal and all supporting documentation are authentic and accurate.
- Certify understanding and agreement to Chemonics' prohibitions against fraud, bribery, and kickbacks.

Please contact **Sarah Nugent** with any questions or concerns regarding the above information or to report any potential violations. Potential violations may also be reported directly to Chemonics' Washington office through the contact information listed on the website found at the hyperlink above.

Section 1: Instructions to Offerors

- 1. Introduction:** The RISA programme is a FCDO-funded program implemented by Chemonics International in Kenya. The goal of the Research and Innovation Systems for Africa (RISA) programme is to strengthen research and innovation systems by developing a portfolio of well-designed, evidence-based projects in multiple African Countries. As part of project activities, RISA requires the purchase of stakeholders' identification/analysis services to identify key stakeholders in each country that have an interest in being directly involved in RISA through funding calls for research and innovation ecosystem projects. These analyses will also be used to inform future and/or understanding the objectives and outcomes of RISA activities and interventions, including involvement in learning workshops and communications products.

The purpose of this RFQ is to solicit proposals from eligible suppliers for provision of stakeholders' identification/analysis services. As a result of this RFQ, the RISA programme anticipates establishing specific pricing levels and parameters for ordering these services. This will allow the RISA activity to issue specific purchase orders/subcontracts, for the procurement of these services. The Supplier shall furnish the services described in any purchase order/subcontract issued by Chemonics. Chemonics is only obligated to pay a Supplier in accordance with the terms/conditions of this purchase order/ subcontract.

Offerors are responsible for ensuring that their offers are received by Chemonics in accordance with the instructions, terms, and conditions described in this RFQ. Failure to adhere with instructions described in this RFQ may lead to disqualification of an offer from consideration.

- 2. Offer Deadline and Protocol:** Specific offers must be received no later than **5pm local Nairobi time on Friday, January 28, 2022** by email/electronically to ken-risa-procurement@chemonics.com with the subject clearly referenced: **RFQ-RISA-029-FY2022 – Stakeholders Identification/analysis services.**

Please reference the RFQ number in any response to this RFQ. Offers received after the specified time and date will be considered late and will be considered only at the discretion of Chemonics.

- 3. Questions:** Questions regarding the technical or administrative requirements of this RFQ may be submitted no later than **5pm local Nairobi time on Tuesday, January 25, 2022** by email to ken-risa-procurement@chemonics.com. Questions must be submitted in writing; phone calls will not be accepted. Questions and requests for clarification—and the responses thereto—that Chemonics believes may be of interest to other offerors will be circulated to all RFQ recipients who have indicated an interest in bidding.

Only the written answers issued by Chemonics will be considered official and carry weight in the RFQ process and subsequent evaluation. Any verbal information received from employees of Chemonics or any other entity should not be considered as an official response to any questions regarding this RFQ.

- 4. Specifications:** Section 3 contains the technical specifications of the required services to be delivered.
- 5. Quotations:** Quotations in response to this RFQ must be priced based on hours of Level of Engagement. Pricing must be presented in **USD**. Offers must remain **valid for not less than thirty (30) calendar days** after

the offer deadline. Offerors are requested to provide quotations on their official quotation format or letterhead; in the event this is not possible, offerors may complete the table in Section 3.

In addition, offerors responding to this RFQ are requested to submit the following:

- Organizations responding to this RFQ are requested to submit a copy of their official registration or business license.
- Individuals responding to this RFQ are requested to submit a copy of their identification card.

6. Delivery: Delivery to electronic address to be specified by Chemonics upon Award. As part of the response to this RFQ, each offeror is expected to provide an estimate (in calendar days) of the delivery timeframe (after receipt of order). The delivery estimate presented in an offer in response to this RFQ must be upheld in the performance of any resulting contract.

7. Source/Nationality/Manufacture: The cooperating country for this RFQ is **Kenya**.

Offerors may not offer or supply any commodities or services that are manufactured or assembled in, shipped from, transported through, or otherwise involving any of the following countries: Cuba, Iran, North Korea, Syria.

8. Warranty: Warranty service and repair within the cooperating country is required for all commodities under this RFQ. The warranty coverage must be valid on all commodities for a minimum of twelve (12) months after delivery and acceptance of the commodities, unless otherwise specified in the technical specifications. At the time that any commodity is transferred to the Government of **Kenya** the stakeholders' identification/analysis services, or another entity within the cooperating country, all rights to warranty support and service shall be transferred with the commodity to that entity's end-user.

9. Taxes and VAT: All prices quoted must include all applicable local taxes, VAT and duties. The agreement under which this blanket purchase agreement is financed does not permit the use of **FCDO** funds to finance any taxes, tariffs, duties, or other levies imposed by any laws in effect in the Cooperating Country. No such Cooperating Country taxes, charges, tariffs, duties, or levies shall be paid under this blanket purchase agreement.

10. Eligibility: By submitting an offer in response to this RFQ, the offeror certifies that it and its principal officers are not debarred, suspended, or otherwise considered ineligible for an award by the U.K. Government. Chemonics will not award a contract to any firm that is debarred, suspended, or considered to be ineligible by the U.K. Government.

11. Evaluation and Award: The award will be made to a responsible offeror whose offer follows the RFQ instructions, meets the eligibility requirements, meets or exceeds the minimum required technical specifications, and is determined via trade off analysis to be the best value based on application of the following evaluation criteria. The relative importance of each individual criterion is indicated by the number of options below:

Please note that if there are significant deficiencies regarding responsiveness to the requirements of this RFQ, an offer may be deemed “non-responsive” and thereby disqualified from consideration. Chemonics reserves the right to waive immaterial deficiencies at its discretion.

Evaluation Criteria

No	Criteria	%
1	Specification	20%
2	Costs	20%
3	Corporate Capabilities	20%
4	Terms of payment	5%
5	Certification	10%
6	References from similar organizations	20%
7	Offer Cover Letter	5%
Total		100%

Best-offer quotations are requested. It is anticipated that award will be made solely on the basis of these original quotations. However, Chemonics reserves the right to conduct any of the following:

- Chemonics may conduct negotiations with and/or request clarifications from any offeror prior to award.
- While preference will be given to offerors who can address the full technical requirements of this RFQ, Chemonics may issue a partial award or split the award among various suppliers, if in the best interest of the **RISA** Programme.
- Chemonics may cancel this RFQ at any time.

Please note that in submitting a response to this RFQ, the offeror understands that **FCDO** is not a party to this solicitation and the offeror agrees that any protest hereunder must be presented—in writing with full explanations—to the **RISA** Programme for consideration, as FCDO will not consider protests regarding procurements carried out by implementing partners. Chemonics, at its sole discretion, will make a final decision on the protest for this procurement.

12. Terms and Conditions: This is a Request for Quotations only. Issuance of this RFQ does not in any way obligate Chemonics, the **RISA** Programme, or **FCDO** to make an award or pay for costs incurred by potential offerors in the preparation and submission of an offer.

This solicitation is subject to Chemonics’ standard terms and conditions. Any resultant award will be governed by these terms and conditions; a copy of the full terms and conditions is available upon request. Please note the following terms and conditions will apply:

- (a) Chemonics’ standard payment terms are net 30 days after receipt and acceptance of any commodities or deliverables. Payment will only be issued to the entity submitting the offer in response to this RFQ and identified in the resulting award; payment will not be issued to a third party.
- (b) Any award resulting from this RFQ will be in the form of a purchase order/subcontract.
- (c) No commodities or services may be supplied that are manufactured or assembled in, shipped from, transported through, or otherwise involving any of the following countries: Cuba, Iran, North Korea, Syria.

- (d) United States and United Kingdom law prohibits transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. The supplier under any award resulting from this RFQ must ensure compliance with these laws.
- (e) The title to any goods supplied under any award resulting from this RFQ shall pass to Chemonics following delivery and acceptance of the goods by Chemonics. Risk of loss, injury, or destruction of the goods shall be borne by the offeror until title passes to Chemonics.

Section 2: Offer Checklist

To assist offerors in preparation of proposals, the following checklist summarizes the documentation to include an offer in response to this RFQ:

- Specification
- Official quotation/costs
- Corporate Capabilities
- Terms of Payment
- Copy of offeror's Certification: registration or business license (see Section 1.5 for more details)
- Reference from similar organisations
- Cover letter, signed by an authorized representative of the offeror (see Section 4 for template)
- Technical material that respond to what the RISA Programme is requesting in Section 3.

Section 3: Specifications and Technical Requirements

The table below contains the technical requirements of the commodities/services. Offerors are requested to provide quotations containing the information below on official letterhead or official quotation format. In the event this is not possible, offerors may complete this Section 3 and submit a signed/stamped version to Chemonics.

Programme Background

The Research and Innovation Systems for Africa (RISA) Fund programme is a multi-country FCDO-funded project that aims to support thriving national research and innovation systems in Africa to contribute to delivering development priorities in RISA target countries. RISA will work to strengthen research and innovation ecosystems by developing a portfolio of well-designed, evidence-based projects in Kenya, Ghana, South Africa, Tanzania, Nigeria, and Rwanda and supporting co-learning and dissemination of learning on ecosystem strengthening within and across RISA geographies.

The RISA Fund brings together two FCDO Research and Evidence Division (RED) programs under one programme: Strengthening Research Institutions in Africa (SRIA) and the African Technology and Innovation Partnerships (ATIP). The RISA Fund will enable the two programmes to more effectively realise the synergies between strengthening research and innovation ecosystems. To achieve its vision, the project has three objectives:

- **Research institution and system strengthening (SRIA).** To support research organisations to have the capabilities necessary to produce relevant, high-quality research and to create an enabling environment for researchers and research organisations.
- **Innovation system strengthening (ATIP).** To strengthen the enablers for the scaling of new and emerging technologies with the high potential for poverty reduction and inclusive growth.
- **Strengthening synergies between research and innovation systems (SRIA and ATIP).** To identify and support linkages between research and innovation systems that will improve their integration and coordination.

The objective of RISA's inception phase is to develop tailored country strategies and implementation protocol to design and deliver projects that will support research and/or innovation ecosystem strengthening priorities in focus countries for inception – Kenya, Ghana, and South Africa. The country strategies and implementation protocols will be developed by drawing on available country needs assessments, contextual evidence gathering, and consultation and engagement with national stakeholders and key actors in-country. RISA will then design a series of competitive calls to develop an investment portfolio of locally-owned and designed research and innovation system strengthening projects tailored to the context of target countries.

Activity Summary

To have a complete understanding of the country context related to research and innovation ecosystems in RISA countries, it will be important for RISA to identify key stakeholders in each country that have an interest in being directly involved in RISA through funding calls for research and innovation ecosystem projects to be issued in the future and/or understanding the objectives and outcomes of RISA activities and interventions, including involvement in learning workshops and communications products.

Stakeholder identification in each country also will support RISA's ability to conduct further stakeholder analysis for two main objectives:

- Understand the institutional, professional, and personal dynamics; and interests, motives, and incentives driving relationships between research and innovation institutions and actors, government entities, private sector, and civil society, and other key national stakeholders in each country
- Develop an effective communication strategy for individual and groups of actors who contribute to the program and who are affected by the implementation of the program to support effective implementation

Requirements for Deliverable Completion

To inform the initial stakeholder maps for RISA programme countries, the vendor will be expected to consult with RISA programme staff to understand RISA program objectives, parameters of organisation types to be identified and mapped, as well as gather existing programme information. The vendor will prioritise stakeholder mapping deliverables for RISA's priority countries for Inception (Kenya, Ghana, South Africa) with deliverables for the remaining countries (Nigeria, Tanzania, Rwanda) to follow shortly after, should additional time be required.

Stakeholder maps/contact lists should reflect key actors and partners identified as already working with RISA to implement priority projects in inception, as well as other key actors, institutions, government entities, private sector, and civil society in each country. Illustrative parameters of types of organisations/institutions and geographies related to research and innovation ecosystems include:

- FCDO country offices and regional advisors
- Donor agencies and development objectives
- Public sector agencies related to research and innovation policy, funding, and regulatory agencies, example sector ministries, departments and institutions
- Regional organisations involved in R&I
- Research and training institutions, public and private universities, research organizations
- Private sector firms, consultancies, research firms
- Think tanks
- Professional organizations, e.g. representing sector specialists and professionals
- Special interest groups
- Philanthropic organisations and foundations that are involved in funding research and innovation
- Civil society organizations
- Individual researchers and innovators
- Innovation hubs, incubators, and accelerator organizations and/or platforms
- Venture capitalist firms
- Transportation and energy companies and firms
- Legal practices specialized in intellectual property practice
- Gender equality and disability organisations

Stakeholder identification will inform the following elements of the RISA Inception Report and Implementation Protocol for each of RISA's three objectives due at the end of March 2022:

- Applied Political Economy Analysis (APEA)
- RISA communications strategy and planning, including communication tools, messages, and audience development for all planned RISA countries

- Country strategy notes for Kenya, Ghana, and South Africa with proposed funding calls, including recommendations on the range of projects to be procured in each country and why they will achieve the overall objectives
- Country-specific stakeholder engagement strategies
- Needs assessment synthesis report

Specific deliverables and associated desired timeframes are noted below. Offerors should review deliverable descriptions and the above scope of work closely to inform a reasonable LOE and cost proposal.

Line Item	Deliverable name and description	Desired timeframe	Proposed LOE for deliverable completion	Total fixed price
1	Stakeholder maps for Inception priority countries (Kenya, Ghana, South Africa): includes source lists of contact information, names, addresses, web presence of all identified stakeholders, organizations, and individuals via extractable Excel database or other accessible platform to be permanently accessible to RISA	Completed no later than February 25, 2022		
2	Stakeholder maps for remaining RISA countries (Nigeria, Tanzania, Rwanda): includes source lists of contact information, names, addresses, web presence of all identified stakeholders, organizations, and individuals via extractable Excel database or other accessible platform to be permanently accessible to RISA	Completed no later than March 4, 2022		
3	Revised stakeholder maps: Vendor will consult with RISA staff to review initial results of maps with identified organizations and actor to refine results, adapt to different or new parameters and add already identified RISA partners, and produce additional categorization to support stakeholder analysis and strategy development for 2 months (through March 2022)	Completed no later than March 31, 2022 (if requested)		

Section 4: Offer Cover Letter

The following cover letter must be placed on letterhead and completed/signed/stamped by a representative authorized to sign on behalf of the offeror:

To: **RISA**
Rivaan Centre, 1st Floor, Wing C, Muguga Drive, Westlands.

Reference: **RFQ-RISA-029-FY2022**

To Whom It May Concern:

We, the undersigned, hereby provide the attached offer to perform all work required to complete the activities and requirements as described in the above-referenced RFQ. Please find our offer attached.

We hereby acknowledge and agree to all terms, conditions, special provisions, and instructions included in the above-referenced RFQ. We further certify that the below-named firm—as well as the firm’s principal officers and all commodities and services offered in response to this RFQ—are eligible to participate in this procurement under the terms of this solicitation and under FCDO regulations.

Furthermore, we hereby certify that, to the best of our knowledge and belief:

- We have no close, familial, or financial relationships with any Chemonics or **RISA** programme staff members;
- We have no close, familial, or financial relationships with any other offerors submitting proposals in response to the above-referenced RFQ; and
- The prices in our offer have been arrived at independently, without any consultation, communication, or agreement with any other offeror or competitor for the purpose of restricting competition.
- All information in our proposal and all supporting documentation is authentic and accurate.
- We understand and agree to Chemonics’ prohibitions against fraud, bribery, and kickbacks.

We hereby certify that the enclosed representations, certifications, and other statements are accurate, current, and complete.

Authorized Signature: _____

Name and Title of Signatory: _____

Date: _____

Company Name: _____

Company Address: _____

Company Telephone and Website: _____

Company Registration or Taxpayer ID Number: _____

Company DUNS Number, if applicable: _____

Does the company have an active bank account (Yes/No)? _____

Official name associated with bank account (for payment): _____