



# **CONSULTANCY TO UNDERTAKE MARKET SCOPING ON DEMAND, SUPPLY, DISTRIBUTION, OPPORTUNITIES, BARRIERS AND COMPETITIVENESS OF IMPROVED COOKSTOVES IN NYERI AND LAIKIPIA COUNTIES**

## **SECTION 1**

9 June 2022

### **Article I: Letter of Invitation to Submit Technical and Financial Proposals**

The Green Belt Movement (hereinafter called “Client”) has received funding from the Deutsche Gesellschaft Für Internationale Zusammenarbeit (GIZ) toward the cost of Catalyzing Uptake of Improved Cook-Stoves (ICS) within Kenya’s Critical Water-Towers sub project.

The Client intends to apply a portion of the funds to eligible payments under the contract for which this Request for Proposals (RFP) is issued.

The Green Belt Movement (GBM) now invites proposals from reputable consulting firms to provide the following consulting Services: **To Undertake Market Scoping on Demand, Supply, Distribution, Opportunities, Barriers and Competitiveness of Improved Cookstoves in Nyeri and Laikipia Counties.** More details on the assignment are provided in the Terms of Reference (TOR).

The selection process will be guided by the GBM policies, in compliance with the Donor’s rules and regulations and under the Quality and Cost-Based Selection method.

Your proposal shall be in accordance with the documents attached to this letter. The hard copies of the Technical and Financial Proposals must be received by **27th June 2022 at 15:00 hours EAT.**

Any request for clarifications may be shared by sending an email to [tenders@greenbeltmovement.org](mailto:tenders@greenbeltmovement.org), no later than 17 June 2022. The Client shall provide responses by the deadline.

Thanks in advance for your time and collaboration.

## SECTION 2

### INSTRUCTION TO CONSULTANTS

**Title of the consultancy: Consultancy to Undertake Market Scoping on Demand, Supply, Distribution, Opportunities, Barriers and Competitiveness of Improved Cookstoves in Nyeri and Laikipia Counties**

#### 1. General Information

- 1.1 Participation in this tender procedure is open to those qualifying as per this RFP.
- 1.2 Bidders shall be consultancy firms only.
- 1.3 Objective and description of the assignment are detailed in the Terms of Reference attached hereto.
- 1.4 The estimated duration of the assignment shall be of 60 days and the expected date of commencement shall be agreed before signing of the Contract. The assignment shall be completed by 31 August 2022.
- 1.5 The bidder shall familiarize themselves with local conditions and take them into account in preparing their proposals.
- 1.6 The bidder shall bear all costs associated with the preparation and submission of their tender and with the negotiation of the Contract, including any visit to the Client, and the Client will in no case be responsible or liable for those costs.
- 1.7 The Client's employees, board members and their relatives are not eligible to participate in the tender.
- 1.8 Both Technical and Financial Proposal shall be delivered hereto by the 27th day of June 2021 as per Letter of Invitation

#### 2. Request of Clarification

- 2.1 Bidders shall request for clarification on the request for proposal via e-mail, no later than 17 June 2022, which is 7 days prior to the deadline for submission of tenders. The Client shall provide responses by the deadline.

#### 3. Preparing of the Tender Documents

- 3.1 All documents relating to the tender and any correspondence shall be in English Language.
- 3.2 The tender submitted by the bidder shall comprise the following: -
  - The Technical Proposal and required documents;
  - The Financial Proposal (as per Standard Form) and required documents;
  - Any other material required to be completed and submitted by bidders.

#### Preparation of Technical Proposal

- 3.3 In preparing the Technical Proposal, consultants are expected to examine the tender documents and this RFP. Material deficiencies in providing the required information may result in rejection of a proposal.
- 3.4 The Technical Proposal shall not include any financial information. A Technical Proposal containing material financial information shall be declared non-responsive.
- 3.5 The Technical Proposal shall include the following sections:
  - a) The Technical Proposal shall have a Submission Letter (**Article II**)

- b) **Consultant's Organization and Experience.** Provide a brief description of the background and organization of your firm and an outline of the recent experience and a list of previous similar assignments successfully completed in the last four years.
- c) **Methodology.** Explain your understanding of the objectives of the assignment as outlined in the Terms of Reference (TORs), the technical approach and the methodology you would adopt for carrying out the activities, and meeting the expected outputs that shall be detailed. Issues to be addressed and their consequences shall be highlighted, and the methodology to tackle them shall be provided.
- d) **Work Plan.** Specify the nature and duration of each activity of the assignment, phasing and interrelations, milestones (including interim approvals by the Client), and delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, with clear evidence of understanding of the TORs and the ability to translate them into a realistic working plan. A list of the final documents, including reports to be delivered as final output, should be included here.
- e) **Consultant's Organization and Staffing:** Please describe the structure and composition of your team, including a list of the Key Experts, Non-Key Experts and relevant technical and administrative support staff, and staffing for training or curriculum development, if the Terms of Reference specify training or curriculum development as a specific component of the assignment. Experts' inputs should be specified and should be consistent with the proposed methodology and the TORs requirements. For Key Experts, the input should be indicated individually for the same positions.
- f) **Expert's Curriculum Vitae (CV):** A detailed and up-to-date CV(s) shall be provided. The consultant shall specify the names and functions of the persons who make up the proposed team and include their detailed CVs.
- g) Any information not reported in the required format will not be considered in the evaluation.

### **Supporting Document for the Technical Proposal**

3.6 The bidder shall attach to the Technical Proposal the following documents:

- a) Valid certificate of registration/incorporation;
- b) Valid CR12 certificate;
- c) KRA online PIN Certificate;
- d) Tax Compliance Certificate;
- e) Physical location including town, building, room number and postal address;
- f) Three letters of references from past customers for the lead consultant or the consulting firm; and
- g) Statement of Integrity (**Article V**).

3.7 Failure to attach such documents might result in the rejection of the application.

### **Financial Proposal**

3.8 The Financial Proposal shall have a Submission Letter (Article III)

- 3.9 The unit rates and prices shall be in Kenya Shillings.
- 3.10 The Financial Proposal should be expressed by filling the attached Standard Submission Forms (Article IV).
- 3.11 Material deficiencies in providing the required information may result in rejection of a proposal.
- 3.12 The rates and prices quoted by the bidder shall not be subject to any adjustment during the performance of the Contract.
- 3.13 All costs associated with the consultancy shall be included in the Standard Submission Form (remuneration for staff; services, activities costs, administrative costs and taxes).
- 3.14 The financial proposal shall remain valid for a period of sixty (60) days from the date of submission. However, in exceptional circumstances, the Client may request that the bidders extend the period of validity for a specified additional period.

#### **4. Submission of Proposals**

- 4.1 One original hard copy (accompanied by a soft copy in a flash disk) of the Technical Proposal shall be placed inside a sealed envelope clearly marked “**Technical Proposal**”, “[Name of the Assignment]”, [Name and address of the Consultant].
- 4.2 Similarly, one original hard copy (accompanied by a soft copy in a flash disk) of the Financial Proposal shall be placed inside a sealed envelope clearly marked “**Financial Proposal**”, “[Name of the Assignment]” and [Name and address of the Consultant].
- 4.3 The sealed envelopes containing the Technical and Financial Proposals shall be placed into one outer envelope and sealed. This outer envelope shall be addressed to the Client bearing the name and address of the bidder and should be clearly marked: *“Proposal for Consultancy to Undertake Market Scoping on Demand, Supply, Distribution, Opportunities, Barriers and Competitiveness of Improved Cook Stoves in Nyeri and Laikipia Counties.”*
- 4.4 The proposal should be addressed to:  
**The Procurement Committee,  
The Green Belt Movement,  
Adams Arcade, Kilimani Road, Off Elgeyo Marakwet Road  
Nairobi, Kenya**
- 4.5 If the envelopes and packages with the Proposal are not sealed and marked as required, the Client will assume no responsibility for the misplacement, loss or premature opening of the Proposal.
- 4.6 Your proposal must be received at the above address by 27th June 2022 by 15:00 hours EAT.**
- 4.7 Any proposal received after the closing time and date for submission of proposals shall be rejected.

#### **5. Evaluation and Selection**

- 5.1 An Evaluation Committee nominated by the Client will evaluate the proposals using the Quality and Cost-Based Selection method.

## **6. Negotiations and Award of Contract**

- 6.1 Negotiations aiming at reaching an agreement will be held at the premises of the Client.
- 6.2 Negotiations will include a discussion of the Technical Proposal, the proposed methodology, work plan, staffing, payment schedule and any suggestions made by the firm to improve the Terms of Reference.
- 6.3 Having selected the consultant on the basis of professional experience and capacity of the Consultant, relevance of the proposed activities, methodologies and work plan and an evaluation of proposed key professional staff, the Client expects to negotiate a contract on the basis of the experts named in the proposal. Before contract negotiations, the Client will require assurances that the experts will be actually available. The Client will not consider substitutions during contract negotiations unless both parties agree that undue delay in the selection process makes such substitution unavoidable or that such changes are critical to meet the objectives of the assignment. If this is not the case and if it is established that key staff were offered in the proposal without confirming their availability, the bidder may be disqualified.
- 6.4 The negotiations will conclude with a review of the draft form of the Contract. To complete negotiations the Client and the selected firm will sign the agreed Contract.
- 6.5 If negotiations fail, the Client will invite the firm whose proposal received the second highest score to negotiate a contract.
- 6.6 The Contract Agreement will incorporate all agreements between the Client and the successful bidder.
- 6.7 The Client may at any time terminate procurement proceedings before contract award and shall not be liable to any person for the termination.

## **7. Confidentiality**

Information relating to evaluation of proposals and recommendations concerning awards shall not be disclosed to the consultants who submitted the proposals or to other persons not officially concerned with the process, until the winning firm has been notified that it has been awarded the Contract.

## **8. Ethics clauses / Corruptive Practices Absence of Conflict of Interest**

- 8.1 The Client's employees, board members and their relatives are not eligible to participate in the tender.
- 8.2 The bidder must not be affected by any conflict of interest and must have no equivalent relation in that respect with other bidders or parties involved in the project. Any attempt by a bidder to obtain confidential information, enter into unlawful agreements with competitors or influence the evaluation committee or the contracting authority during the process of examining, clarifying, evaluating and comparing tenders will lead to the rejection of its tender and may result in administrative penalties according to the Financial Regulation in force.

**9. Corrupt or Fraudulent Practices**

8.3 The Client requires that the consultants observe the highest standards of ethics during the selection and award of the consultancy contract and also during the performance of the assignment. The bidder may be required to sign a declaration that they have not and will not be involved in corrupt or fraudulent practices.

8.4 The Client will reject a proposal for award if it determines that the consultant recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.

8.5 Further a consultant who is found to have indulged in corrupt or fraudulent practices risks being barred from participating in future procurement with the Client.

**10. Zero Tolerance for Sexual Exploitation, Abuse and Harassment:**

10.1 The Client applies a policy of 'zero tolerance' in relation to all wrongful conduct which has an impact on the professional credibility of the bidder.

10.2 Physical abuse or punishment, or threats of physical abuse, sexual abuse or exploitation, harassment and verbal abuse, as well as other forms of intimidation shall be prohibited.

## SECTION 3

### ANNEX 1- TERMS OF REFERENCE

#### 1. Background

The Green Belt Movement (GBM) is a non-governmental environmental organization that empowers communities, particularly women, to conserve the environment and improve livelihoods. GBM was founded by the late Professor Wangari Maathai in 1977 under the auspices of the National Council of Women of Kenya (NCWK) to respond to the needs of rural Kenyan women who reported that their streams were drying up, their food supply was less secure, and they had to walk further and further to get firewood for fuel and fencing. GBM uses an award-winning watershed-based approach to conservation and community engagement. To date, over 55 million trees have been planted and hundreds of thousands of women have been empowered, and with improved family incomes.

The GBM with the financial support of Deutsche Gesellschaft Für Internationale Zusammenarbeit (GIZ) is one of the implementing partners for the project: *Under The Gcf/Endev Project: 'Promotion Of Climate-Friendly Cooking in Kenya and Senegal.'*

The GCF/EnDev Kenya Project 'Promotion of Climate-Friendly Cooking in Kenya' is designed to tackle greenhouse gases (GHG) emissions from the unsustainable consumption of wood-based fuels in the household cooking sector, which is the largest single contributor to the GHG emissions in the energy sector in Kenya (70%). To do so the project will address the underlying root cause of the problem, i.e., slow, and largely official development assistance (ODA) dependent growth of the improved cookstove (ICS) sector. The current sector dynamic will not be sufficient to enable the long-term growth rates required to meet the Nationally Determined Contribution (NDC) targets in the cooking energy sector. Therefore, the project's paradigm shift objective is to accelerate the growth of the ICS sector with an irreversible market transformation that will significantly increase the level of ICS production, improve the quality of the products and increase sales. To enable such a paradigm shift, two main barriers will have to be addressed. On the supply side, the ICS sector is not capable of securing the investment required to scale up ICS production and sales, whereas the demand for ICS remains concentrated in a limited geographic location and among more affluent and better-informed consumer groups. The Theory of Change (TOC) diagram illustrates the project approach.

The GBM –Sub-Project, aims to catalyze the adoption and usage of ICS and enhance sustainable access to clean energy solutions, promote entrepreneurship in clean energy as well as mitigate local climate change effects in the Central region of Kenya. Specifically, the sub-project targets Nyeri and Laikipia Counties as the geographical focus. The central region is home to the pristine water towers of Mount Kenya and the Aberdare ranges that are major carbon sinks and sources of Kenya's permanent rivers. However, the rural communities living within the forest buffers are overexploiting and degrading the forest resources for fuelwood. The GBM under this sub-project, seeks to foster the adoption and uptake of improved cookstoves as a valid alternative to reduce pressure on the standing forest and promote sustainable conservation of natural resources. This sub-project will contribute towards the development of the ICS value chain in the two counties of the central region by focusing its efforts on developing and/or enhancing last-mile distribution of ICS solutions, support access to finance efforts by the sub-project beneficiaries, besides supporting grassroots level awareness, and improve consumer education campaigns on ICS.

Specifically, the objectives of the sub-project are:

- a) To support ICS retailers to expand their businesses into new markets and regions and facilitate linkages to ICS producers, wholesalers, market traders, last-mile entrepreneurs (LMEs), women groups, NGOs, and other institutional buyers;
- b) To identify and support new ICS producers within the two counties; and
- c) To support awareness campaigns in the two counties with the overall aim of sensitizing communities towards changes in perception towards ICS.

## **2. Purpose and Scope of Assignment**

**The main objectives of the consultancy are:**

1. To analyze the ICS business landscape by determining its Producers, Distributors, Retailers and Last Mile Entrepreneurs (LMEs), financial market size, access to financial services and business development services and opportunities in the two counties of Nyeri and Laikipia;
2. To assess the training needs of the ICS Producers, Retailers and Last Mile Entrepreneurs to determine on the specific contents and develop a training curriculum that addresses their priority needs in the different ICS business levels; and
3. To provide practical recommendations on innovative ICS business models and potential entry points that can be adopted in supporting productivity and employment creation opportunities in the two counties of Nyeri and Laikipia.

**The consultancy's scope of work**

1. Evaluate the ICS business landscape within the area of coverage and profile sector players activities:
  - i. Analyze current market trends in terms of market demand and supply, market determinants and supply chains.
  - ii. Assess the extent of other interventions and any other projects with potential synergies in the Counties.
  - iii. Examine the legal status, structure, and capabilities of sampled ICS Producers, Distributors, Retailers and LMEs.
  - iv. Examine and identify potential local market opportunities for ICS products in the Counties.
  - v. Investigate the availability and potential of ICS Business Associations and the level of participation of ICS Producers, Distributors, Retailers and LMEs.
  - vi. Analyze potential project beneficiaries in terms of type and formations, and possible potential risks that the project may face in the implementation, as well as mitigation factors.
  - vii. Determine and analyze existing ICS gaps and identify immediate mitigating factors and an outline of potential employment creation opportunities.
  - viii. Assess digital savvy of ICS Producers, Distributors, Retailers and LMEs within the area of coverage i.e., online presence (social media, online directories, email and websites), participation in digital online markets, adoption of digital payment services for clients and suppliers.
2. Define the ICS Producers, Distributors, Retailers and LMEs financing market size in the project area:
  - i. Research the economically feasible sectors and sub-sectors within the Project area e.g., ICS Production, Distribution, Retailing and identify those sectors and sub-sectors with higher growth potential.



- ii. Map out the current geographic and sectoral distribution of ICS Producers, Distributors, Retailers and LMEs within the project area.
  - iii. Define and quantify the overall market financing needs of ICS Producers, Distributors, Retailers and LMEs within the Project area.
  - iv. Understand and document the existing market situation, and nature of trade relations (relationships, attitudes and behaviors) between the market players and provide recommendations on how to improve them.
3. Determine the level of access to financial services for ICS Producers, Distributors, Retailers and LMEs in the Project area:
- i. Assess the standard procedures financial institutions apply to identify ICS Producers, Distributors, Retailers and LME clients, profile and classify these clients, and identify risks in these enterprises.
  - ii. Assess the availability of financial products (savings, lending, transaction banking, risk management solutions) and how aligned these are to the financial needs of ICS, Producers, Distributors, Retailers and LMEs within the project area.
  - iii. Evaluate the level of penetration or uptake of financial services by ICS Producers, Distributors, Retailers and LMEs in the Project area.
  - iv. Assess barriers faced by ICS Producers, Distributors, Retailers and LMEs to access any financial services from financial institutions within the Project area, under what circumstances such barriers are placed and whether these differ by sector, service or client type.
  - v. Examine the adequacy and transparency of information provided by financial institutions to clients to enable comparability of services, processes and charges across financial institutions to support decisions with outcomes that are best suited to the client needs.
  - vi. Recommend strategies to address Producers, Distributors, Retailers and LME's financial needs and financing risks.
  - vii. Investigate competing financial products and services for ICS Producers, Distributors, Retailers and LMEs from commercial banks, microfinance institutions and other SACCOs in the Project area. This includes but is not limited to profiling competing institutions, product offerings, product marketing strategies, entry requirements, product terms and conditions, processes, applied tools and techniques.
4. Evaluate the business development services environment for ICS Producers, Distributors, Retailers and LMEs within the Project area:
- i. Profile business development services tailored for ICS Producers, Distributors, Retailers and LMEs, their location, coverage, structure, service offering, processes, capacity and charges.
  - ii. Identify any business networking events and opportunities for ICS Producers, Distributors, Retailers and LMEs within the Project area such as trade fairs, exhibitions, workshops etc. This includes describing the target sectors, event frequency, event coverage, participation requirements etc.
  - iii. Recommend sustainable improvements to ensure a viable business development services environment to increase ICS productivity, employment and incomes to the beneficiaries.
5. Assess the training needs and develop a training curriculum/manual for ICS Producers, Retailers and Last Mile Entrepreneurs:

- i. Assess the training needs of the ICS Producers, Retailers and Last Mile Entrepreneurs to recommend on the specific contents of the training curriculum ensuring that the training is tailored to address the priority needs in the different ICS business levels.
  - ii. Assess the specific needs of the ICS Producers, Retailers and LMES that limit their participation in the trainings in order to identify and recommend suitable means through which the trainings will be delivered.
  - iii. Using the needs assessment results, develop an appropriate training curriculum for the ICS Producers, Retailers and LMEs, and incorporate the identified capacity gaps. The integrated training curriculum shall focus on:
    - a. Enterprise development, marketing and gender mainstreaming, among others; and
    - b. ICS technologies, specifically, stoves fabrication and installation for technical trainings of existing and new installers, and fabricators.
6. Provide practical recommendations on innovative ICS business models and potential entry points that can be adopted to catalyze the uptake of ICS, its productivity and employment creation opportunities in the two counties of Nyeri and Laikipia.

### 3. Expected Deliverables

- a) An inception report with detailed methodology and work plan within one week of commencement of the assignment;
- b) A draft report. Key areas of the report would include, but not limited to, description of current state, assessment based on industry best practices and benchmarks, and identification of training needs and practical recommendations to catalyze the uptake of ICS, its productivity and employment creation opportunities in the two counties of Nyeri and Laikipia;
- c) A final report with comments incorporated; and
- d) A training manual covering enterprise development, marketing and gender mainstreaming, among others for ICS Producers, Retailers and Last Mile Entrepreneurs, and ICS technologies, specifically, stoves fabrication and installation for technical trainings of existing and new installers, and fabricators, with comments incorporated.

### 4. Commitment to the Client Mission and Vision and Competencies

- **Inclusion and respect for diversity:** respects and promotes individual and cultural differences; encourages diversity and inclusion whenever possible; delivers his/her services in a way that is culturally appropriate, gender sensitive and adequate to the beneficiaries' needs and vulnerabilities.
- **Integrity and transparency:** maintains high ethical standards and acts in a manner consistent with the organization principles and standards and in a way to prevent and avoid corrupt or fraudulent conducts.
- **Professionalism:** demonstrates ability to work in a composed, competent, and committed manner and exercises careful judgement in meeting day-to-day challenges.

### 5. Qualifications and Required Expertise

- We are seeking consultants with experience in business development and clean energy.

- A track record of using a clear, comprehensive and relevant business analysis and development framework.
- A deep set of methods, tools and resources to effectively and collaboratively discover, assess, and document the ICS market scope.
- Use approaches and methods that increase readiness and willingness for key actors to collaborate in the Project.
- Demonstrated experience in conducting market research, socio-economic studies and field /on-site studies of similar nature and magnitude.
- Extensive experience in training curriculum development in business development and clean energy.
- Familiarity with household energy surveys will be an added advantage.
- Familiarity with the cooking energy sector will be an added advantage.

## TECHNICAL PROPOSAL SUBMISSION LETTER

### Article II: Technical Proposal Submission Letter

[Date]

To: [Name and address of Client]

Dear Sir/ Madam:

We, the undersigned, offer to provide the Services for [Insert title of Services] in accordance with your Request for Proposals dated [Insert Date] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and a Financial Proposal sealed in a separate envelope.

We hereby declare that:

- a) All the information and statements made in this Proposal are true and we accept that any misrepresentation contained in this Proposal may lead to the rejection of our Proposal by the Client;
- b) Our Proposal shall be valid and remain binding upon us for the period of time specified in this Request for Proposals;
- c) We undertake to negotiate a Contract on the basis of the proposed Key Experts. We accept that the substitution of Key Experts as indicated in this Request for Proposals shall end Contract negotiations; and
- d) Our Proposal is binding upon us and subject to any modifications resulting from the Contract negotiations.

We undertake, if our Proposal is accepted and the Contract is signed, to initiate the Services related to the assignment as agreed before signing the contract.

We acknowledge and agree that the Client reserves the right to annul the selection process and reject all Proposals at any time prior to Contract award, without thereby incurring any liability to us.

Yours sincerely,

Authorized Signature [in full and initials]:

Name and Title of Signatory:

Name of Consultant (company's name):

In the capacity of:

Address:

Contact information (phone and email):

## FINANCIAL PROPOSAL SUBMISSION DOCUMENTS

### Article III: Financial Proposal Submission Letter

[Date]

To: [Name and address of Client]

Dear Sir/Madam,

We, the undersigned, offer to provide the Services for [Insert title of Services] in accordance with your Request for Proposal dated [Insert Date] and our technical Proposal.

Our attached financial Proposal is for the amount of [Indicate amount(s) in words and figures in local currencies, excluding taxes, duties and fees. The estimated amount of these applicable taxes, duties and fees in the Client's country is [Insert amount in words and figures and in local currency] which shall be confirmed or adjusted, if needed, during negotiations.

Our financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal, i.e., before the date indicated in this Request for Proposals.

We understand you reserve the right to annul the process and reject all Proposals at any time prior to Contract award.

Yours sincerely,

Authorized Signature [in full and initials]:

Name and Title of Signatory:

Name of Consultant (company's name):

In the capacity of:

Address:

Contact information (phone and email):

**Article IV: Financial Proposal Standard Forms**

- a) The Financial Proposal shall be prepared using the standard forms below and shall include all costs associated to carry out the assignment.
- b) The Consultant will be responsible for meeting all tax liabilities arising out of the Contract and where applicable the Client will deduct and submit such tax liabilities to authorities at the source.
- c) The proposal currency and payment currency shall all be in local currency (Kenya Shillings).
- d) Please feel free to add rows to the Breakdown of Costs Table here below as you find it necessary.

**i. Breakdown of Costs Table:**

<b>BREAKDOWN OF COSTS TABLE</b>						
<b>Date:</b>		<b>Applicant:</b>				
<b>#</b>	<b>Description</b>	<b>Unity</b>	<b>Unit cost</b>	<b>Quantity</b>	<b>No. of Days</b>	<b>Total (tax excluded)</b>
<b>1</b>	<b>Human Resources (inclusive of all expenses)</b>					
1.1	Key Experts					
1.1.1		day				
1.2	Non-Key Experts					
1.2.1		day				
1.3	Field Data Enumerator (if any)					
1.3.1		day				
	Subtotal Human Resources					
<b>2</b>	<b>Logistics</b> (if you are planning trainings, workshops, field trips etc., please indicate and include their logistics costs here )					
2.1	Transport					
2.2	Per diem	day				
2.3	Accomodation	day				
2.4	Meals	day				
2.5						
	Subtotal Logistics					
<b>3</b>	<b>Documentation and Materials</b>					

3.1	Printing	qty				
3.2	Reports	qty				
3.3	Training manual	qty				
3.4						
4	Subtotal Documentation and Materials					
4	<b>Administrative Costs &amp; Other Expenses</b>					
4.1						
4.2						
	Subtotal Administrative Costs & Other Expenses					
5	<b>Taxes to be negotiated upon the award</b>					
5.1	Value Added Tax (VAT) %					
5.2	Withholding Tax (WHT) %					
5.3						
	Subtotal estimated Taxes to be negotiated if the Contract is awarded					
	<b>Total Cost of the Financial Proposal</b>					

ii. Summary of Costs Table:

SUMMARY OF COSTS TABLE		
	Item	Cost in Kenya Shillings
1	Human Resources	
2	Logistics	
3	Documentation and Materials	
4	Administrative Costs & Other Expenses	
5	Estimated Taxes to be negotiated if the Contract is awarded	
	<b>Total Cost of Financial Proposal</b>	

## STATEMENT OF INTEGRITY, ELIGIBILITY AND SOCIAL AND ENVIRONMENTAL RESPONSIBILITY

### Article V: Statement of Integrity, Eligibility and Social and Environmental Responsibility

**Reference name of the bid or proposal:** Consultancy to Undertake Market Scoping on Demand, Supply, Distribution, Opportunities, Barriers and Competitiveness of Improved Cookstoves in Nyeri and Laikipia Counties

To: **The Green Belt Movement** \_\_\_\_\_(The “**Contracting Authority**”)

1. The Contracting Authority retains exclusive responsibility for the preparation and implementation of the procurement process and performance of the contract. The Contracting Authority means the Purchaser, the Client, as the case may be, for the procurement of goods, works, plants, consulting services or non-consulting services.
2. We hereby certify that neither we nor any other member of our joint venture or any of our suppliers, contractors, subcontractors, consultants or subconsultants are in any of the following situations:
  - 2.1 Being bankrupt, wound up or ceasing our activities, having our activities administered by the courts, having entered into receivership, reorganization or being in any analogous situation arising from any similar procedure;
  - 2.2 Having been:
    - a) convicted within the past five years by a court decision, which has the force of *res judicata* in the country where the Contract is implemented, of fraud, corruption or of any other offense committed during a procurement process or performance of a contract (in the event of such conviction, you may attach to this Statement of Integrity supporting information showing that this conviction is not relevant in the context of this Contract);
    - b) subject to an administrative sanction within the past five years by the European Union or by the competent authorities of the country where we are constituted, for fraud, corruption or for any other offense committed during a procurement process or performance of a contract (in the event of such sanction, you may attach to this Statement of Integrity supporting information showing that this sanction is not relevant in the context of this Contract);
    - c) convicted within the past five years by a court decision, which has the force of *res judicata*, of fraud, corruption or of any other offense committed during the procurement process;
  - 2.3 Being listed for financial sanctions by the United Nations, the European Union and/or France for the purposes of fight-against-terrorist financing or threat to international peace and security;
  - 2.4 Having been subject within the past five years to a contract termination fully settled against us for significant or persistent failure to comply with our contractual obligations during contract performance, unless this termination was challenged and dispute resolution is still pending or has not confirmed a full settlement against us;
  - 2.5 Not having fulfilled our fiscal obligations regarding payments of taxes in accordance with the legal provisions of either the country where we are constituted or the Contracting Authority's country;



- 2.6 Being subject to an exclusion decision of the key funding agencies and being listed on their websites (in the event of such exclusion, you may attach to this Statement of Integrity supporting information showing that this exclusion is not relevant in the context of this Contract);
- 2.7 Having created false documents or committed misrepresentation in documentation requested by the Contracting Authority as part of the procurement process of this Contract. We hereby certify that neither we, nor any of the members of our joint venture or any of our suppliers, contractors, subcontractors, consultants or sub-consultants are in any of the following situations of conflict of interest:
- 3.1 Being an affiliate controlled by the Contracting Authority or a shareholder controlling the Contracting Authority, unless the stemming conflict of interest has been brought to the attention of Client management and resolved to its satisfaction;
- 3.2 Having a business or family relationship with a Contracting Authority's staff involved in the procurement process or the supervision of the resulting Contract, unless the stemming conflict of interest has been brought to the attention of Client's management and resolved to its satisfaction;
- 3.3 Being controlled by or controlling another bidder or consultant, or being under common control with another bidder or consultant, or receiving from or granting subsidies directly or indirectly to another bidder or consultant, having the same legal representative as another bidder or consultant, maintaining direct or indirect contacts with another bidder or consultant which allows us to have or give access to information contained in the respective applications, bids or proposals, influencing them or influencing decisions of the Contracting Authority; and
- 3.4 Being engaged in a consulting services activity, which, by its nature, may be in conflict with the assignments that we would carry out for the Contracting Authority.

Name: \_\_\_\_\_ In the capacity of: \_\_\_\_\_

Duly empowered to sign in the name and on behalf of: \_\_\_\_\_

Signature: \_\_\_\_\_ Dated: \_\_\_\_\_