



**REQUEST FOR PROPOSAL (RFP) FOR CONSULTANCY SERVICES**

**TO UNDERTAKE A MARKET SURVEY FOR HEALTH PRODUCTS AND  
TECHNOLOGIES AMONG THE FAITH BASED HEALTH FACILITIES IN KENYA**

**RFP #: MEDS/RFP/MS/001/2024**

**Release Date: 8/05/2024.**

**Closing Date: 5/06/ 2024, AT 4.00PM EAT.**

## Terms of Reference

### MEDS MARKET SURVEY

#### Preamble

MEDS is a Faith Based Organization owned by ecumenical partnership between KCCB & CHAK dealing with procurement, warehousing and distribution of Health Products and Technologies (HPTs) in addition to supply of Medical equipment and offering Health Advisory Services and Quality Assurance Services. MEDS is accredited to various international and local regulatory bodies namely: WHO Prequalified -QC lab, USAID-BHA, DG-ECHO and ISO 9001:2015. MEDS services clients from various market segment and serves various market segments including the Faith Based Health facilities (FBOs), Public Health Facilities, Local and International Non-Governmental Organizations, County governments and Community based Organization involved in health programs.

MEDS plays a critical role in strengthening the Health Products and Technologies pillar of the Health Systems Strengthening and contributes immensely in the furtherance of the national Universal Health Coverage agenda and global sustainable development goals related to health through provision of quality and affordable medicines, vaccines, medical consumables, equipment and devices. MEDS vision is to be a *A faith-based organization providing transformative health solutions globally* and mission of *providing reliable and affordable Health Products and Technologies, Quality Assurance and Health Systems Strengthening Services.*

#### Objectives of the Assignment

The purpose of the consultancy is to conduct a market survey and comprehensive operational research on the factors affecting business engagement between MEDS and Faith Based Health Facilities in Kenya.

- **Specific Objectives.**
  1. To conduct operational research on the issues affecting Faith Based Health facilities procuring HPTs from MEDS.
  2. To document barriers affecting business engagements between MEDS and Faith Based health facilities.

3. To conduct a market survey on the market prices for the HPTs and most preferred brands for key select HPTs among the Faith Based health facilities.
4. To establish preferred brands and country of origin for the medicines, medical devices and medical equipment among the Faith Based health facilities.
5. To establish the preferred and business model for medical equipment and clinical laboratory equipment and consumables among the Faith Based health facilities.
6. To establish the reasons why there is low uptake of Facility Based Trainings and consultancy Services by the Faith Based Health Facilities

### **Scope of work**

The study will involve establishing the market prices for selected HPTs, medical equipment and devices, most preferred brands and competitor activities from the clients currently procuring from MEDS.

### **Expected Deliverables and Reporting Requirements**

Noting that flexible and adaptive support will be built into this work, the major deliverables envisioned are listed below:

1. An inception report outlining the scope of work and timelines. The first inception report to be presented on the inception meeting and the reviewed report after inception meeting. The inception report and meeting will provide MEDS with opportunity confirm if the consultant share same understanding and interpretation of the TOR and implementation schedule.
2. Draft comprehensive report, addressing the TOR should be produced in English for MEDS to provide feedback after conclusion of data collection.
3. Report validation where the consultant is expected to present the Market Survey report at a validation meeting organized by MEDS after receiving report review input form MEDS.
4. The final report will be produced after the validation meeting, incorporating feedback from stakeholders.

### **Duration of the Contract**

The duration of this assignment is 21 days

## **Responsibility of the Consultant and MEDS**

### **Responsibility of –Consultant**

- Prepare and present in power point (PPT) the inception report to MEDS. The report should demonstrate the consultants' understanding of the assignment, the detailed breakdown of activities.
- Undertake review of all relevant documents and prepare comprehensive survey tools.
- Recruit and train enumerators/Research assistants.
- Prepare a market survey report for input by MEDS team.
- Present the report at a validation workshop of stakeholders.
- To incorporate input from the validation workshop and share the final report with MEDS.
- Provide detailed budget, work plan, outlining relevant documents required from MEDS.
- Prepare share soft copies of the final survey report and associated tools with MEDS.

### **Responsibility of - MEDS**

- Provide any information that may be required by the consultant during implementation of the assignment.
- Participate in decision making according to consultant tasks above and be available for consultation as needed.
- Review draft report and provide feedback.
- Provide logistical support during the engagement period on need basis.
- Facilitate payment as specified in the contract document.

### **Qualifications and team profile**

We anticipate that the individual Lead Consultants(s) or Firm will have a team who possess the following academic qualifications, skills and experience:

- At least a Master's degree in Business Administration. Marketing, Project Planning and Management, Economics or related field. Additional academic qualification in statistics, monitoring and evaluation is desirable.
- Proven experience of working with High Level FBOs, National and International NGOs, County government and Community Based Organizations.
- Theoretical and Practical Knowledge of qualitative and quantitative research tool development and data collection methods
- A strong presentation skills and good management track record
- Extensive data collection and analysis expertise with Enterprise resource Planning (ERP) knowledge
- A strong commitment to delivering timely and high-quality results within strict timelines.
- Good communication and people skills, ability to communicate with various stakeholders and to express concisely and clearly ideas and concepts in written and oral form.
- Excellent English language Skills.

### **Evaluation Criteria**

The technical and evaluation committee will evaluate all the bids competitively based on the set criteria and shall include the user department (Commercial Services).

All members will adhere to the same standards of confidentiality after declaration of conflict of interest. The consultant should ensure that they fully respond to all criteria to be comprehensively evaluated.

MEDS may request and receive clarification from any consultant when evaluating a proposal. In such event, the technical and evaluation committee may consider such clarifications in evaluating proposals.

In deciding the final selection of qualified bidder, the technical quality of the proposal will be given a weighting of 80% based on the evaluation criteria.

The bidders who qualify technical proposal will have the financial proposal considered. The financial proposal will be allocated a weighting of 20% and the proposals will be ranked in terms of total points scored.

The mandatory and desirable criteria against which proposals will be evaluated are depicted in the table below:

Key areas for Evaluation/ Assessment	Weighted Award
<p><b><u>Technical Evaluation:</u></b></p> <p><b>Introduction:</b> A description of the consultant(s) qualifications</p> <p><b>Background:</b> Understanding of the subject, context and requirements of the assignment/tasks</p> <p><b>Proposed Methodology:</b> Effective methodology</p> <p><b>Work plan:</b> A detailed logical Gantt chart, number of days for each activity.</p>	80
<p><b><u>Financial Evaluation</u></b></p>	20
<p><b>Total Score</b></p>	<b>100</b>

### Pricing

MEDS is obliged by the Kenyan tax authorities to withhold taxes on service contract fees as well as ensure VAT, is charged where applicable. Applicants are advised to ensure that they have a clear understanding of their tax position with regards to provisions of Kenya tax legislation when developing their proposals.

### Application Process

Interested and qualified individual consultant(s) or firms are invited to submit their interest and provide the following:

1. A technical proposal with an outline of the proposed methodology the consultant will use to carry out this assignment.
2. Financial proposal showing clearly the budgeted cost for the work to be conducted.

3. Professional CV / Resume of the consultant(s) who will undertake the market survey
4. Interested candidates to indicate availability from start to completion of the assignment
5. Three (3) Referees
6. Statutory compliance documents
  - Valid Registration
  - Pin Certificate
  - Valid Tax Compliance
  - Business permit/Trade License

NB: Technical and Financial proposals will need to be submitted as separate documents.

### **Application details**

MEDS is an Equal Opportunity Employer. We shall consider all interested candidates based on merit without regard to race, sex, color, national origin, religion, age, marital status, disability or any other characteristic protected by applicable law.

### **Payment Schedule post-award.**

MEDS preferable terms of payment is down payment of 30% mobilization fee upon submission of the inception report, then 40% payment after submission of the first draft of the Market Survey Report and 30% final payment after submission of final polished document. All the above payments will be done based on the local Kenyan currency.

### **Modification or Withdrawal of Bids**

Bidders can only be allowed modification of bids if awarded the tender and if extra works have been introduced, of which were not earlier factored. Withdrawal of bids can only apply at the award stage but afterwards, the bidder will be surcharged/penalized for the remaining scope of work through independent arbitration panel to enable completion of the remaining tasks by any other consultant(s) or firm.

### **Disclaimer**

MEDS reserves the right to determine the structure of the process, number of short-listed participants, the right to withdraw from the proposal process, the right to change this timetable

at any time without notice and reserves the right to withdraw this tender at any time, without prior notice and without liability to compensate and/or reimburse any party.

### **Deadline for Submission**

Interested eligible candidates may obtain further information from MEDS Office through the email [info@meds.or.ke](mailto:info@meds.or.ke). The tender document can be downloaded from the website [www.meds.or.ke](http://www.meds.or.ke). The bids and relevant hard copies of testimonials should be submitted to Mission for Essential Drugs and Supplies in enclosed envelopes and in soft copy to [info@meds.or.ke](mailto:info@meds.or.ke) clearly marked: Request for proposal (RFP) for consultancy services to undertake a market survey for health products and technologies among the Faith Based health facilities in Kenya-Ref. **MEDS/RFP/MS/001/2024** to MEDS by **1600 Hrs on Friday, 5<sup>th</sup> June 2024**.

Completed Tender Documents should be addressed to:

**The Managing Director**  
**Mission for Essential Drugs & Supplies (MEDS)**  
**MEDS Centre, Mombasa Road**  
**P.O Box 78040-00507**  
**Viwandani, Nairobi**