

UNITED STATES INTERNATIONAL UNIVERSITY - AFRICA



REQUEST FOR PROPOSAL DOCUMENT

PROVISION OF ADVISORY CONSULTANCY SERVICES FOR ESTABLISHMENT OF E-LEARNING RESOURCE CENTER (ERC)

Ref No: USIU-AFRICA/RFP/ERC/1/8/2024

RFP Submission Deadline: Monday, August 26, 2024

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REQUEST FOR PROPOSAL ON PROVISION OF ADVISORY CONSULTANCY SERVICES FOR ESTABLISHMENT OF E-LEARNING RESOURCE CENTER

1.0 Introduction

United States International University – Africa (hereinafter ‘USIU-Africa’ or ‘the University’) is a private not for profit institution of higher learning that is dually accredited by the Commission for University Education in Kenya, and by the WASC Senior College and University Commission (WSCUC) in the USA.

The University provides bachelors, masters and doctoral degrees across its five schools and is Kenya’s oldest private and secular university. The University has over 400 employees, who serve over 6,000 undergraduate and graduate students.

The United States International University-Africa eLearning Initiative project is designed to help strengthen the university’s capacity to develop and deliver high quality and inclusive Online content. The university is in the process of setting up a model e-Learning resource center with an integrated infrastructure of studios for Online Pedagogy (OP) and Instructional Design (ID) training and production, Learning Management System, equipment and software, electronic learning system and support services for students, staff and faculty.

We are therefore seeking project consultancy services to implement cutting edge technological solutions and innovations in the proposed e-Learning Resource Center. The Consultant will provide an objective and independent viewpoint, offer technical expertise and feedback to the project Advisory Committee.

2.0 Terms of Reference and Scope of work

The Consultancy will entail the following activities:

- Provide oversight for the establishment of the eLearning Resource Center conceptualization and design
- Benchmark on best practices with other existing model eLearning Resource Centers in Africa and beyond leveraging on the Mastercard Foundation’s e-Learning Initiative university partners.
- Provide technical advice and oversee the setup of studio facilities for Instructional Design and Online Pedagogy training, recording and production functions.
- Advise on the selection of appropriate contractors or vendors.
- Evaluate the quality and performance of products and services offered at every milestone including supply, installation, training and maintenance of the e-Learning Resource Center functions
- Continuously conduct technical audit of the e-Learning Resource Center project.
- Regularly update the e-Learning Advisory Committee on the status of the project implementation.
- Generate an eLearning Resource Center completion and handover report and submit to the project Advisory Committee.
- Perform any other relevant duties as may be requested from time to time

3.0 Specific Duties:

- Provide end-to-end technical consultancy for various e-Learning Resource Center services including media technology, broadcast Information Technology, recording studio set up for both audio and video solutions, sound setup systems, e-classrooms (Hyflex), training and technical support center for Instruction Design and Online Pedagogy, and indoor and outdoor media production.
- Advice on the physical structure design, layout and finishes of the eLearning Resource Center including support systems, the acoustic treatment and broadcast technical systems.
- Monitor the project progress and ensure the work is completed on time, within budget and fully coordinated with the physical structure and services.

- Test the functionality of the completed eLearning Resource Center including a review of the operational manuals developed by the vendors.

4.0 Consultant's qualifications and experience

- Technical experience of at least five years in establishing and implementing a model eLearning Resource Center at institutions of higher learning
- Technical experience in implementing ICT and related projects of above 1 million USD
- A minimum of five-years technical experience in digital content and educational materials production and acquisition.
- Technical experience in both local and international procurement processes of ICT/learning equipment
- Experience working/collaborating with international partners and stakeholders.

Essential

The consultant must provide comprehensive profile indicating experience in the provision of similar services, submit relevant statutory documents and demonstration of technical capacity to undertake the assignment in addition to high level of work ethics and commitment to excellence.

5.0 Proposal Submission

- 1) This RFP follows USIU-Africa's competitive selection process. All costs must be itemized to include an explanation of all fees and costs. Contract terms and conditions will be negotiated upon selection of the successful consultant for this RFP. All contractual terms and conditions will be subject to review by the University Legal Services and those terms and conditions will include scope, budget, schedule and other necessary items pertaining to the service.

The technical proposal and financial proposal shall be submitted electronically, with the financial proposal password protected. We will request for the password if your proposal is deemed technically compliant. Any submission of the financial proposal that is not password protected will be disqualified. Also, any submission of the financial proposal together with the password will be disqualified.

The subject line of the email should be clearly marked **REQUEST FOR PROPOSAL ON THE PROVISION OF CONSULTANCY SERVICES FOR E-LEARNING RESOURCE CENTER, REF Ref No: USIU-AFRICA/RFP/ERC/1/8/2024** and sent to the email address below;

Email address: procurement@usiu.ac.ke

so as to be received on or before **Friday, 16th August 2024 at 12.00 P.M EAT.**

6.0 Preparation of Technical Proposal

- 1) The proposal shall be written in English language and consultants are expected to examine the terms of reference and scope of work as indicated in this RFP in detail. Material deficiencies in providing the information requested will result in rejection of a proposal.
- 2) The technical proposal shall provide the following information;
 - i) Comprehensive profile of the consultancy firm, relevant experience and references on assignments of similar nature and the values in USD.
 - ii) Proposed individual consultants' profiles outlining their relevant experience in assignments of similar nature.
 - iii) An understanding of the assignment at hand.

- iv) List of services and facilities to be provided by the client.
- v) A description of the approach for performing the assignment.
- vi) Detailed project workplan
- vii) Any additional information

7.0 Preparation of Financial Proposal

- a. In preparing the financial proposal, consultants are expected to take into account the requirements and conditions outlined in the RFP documents. It lists all costs associated with the assignment including;
 - (i) remuneration, and;
 - (ii) Reimbursable expenses such as subsistence, transportation, services and insurance if any and as appropriate these costs should be broken down by activity.
- b. The financial proposal should clearly identify as a separate amount, the applicable taxes, fees, levies and other charges imposed under the law on the consultant
- c. Consultant shall express the price of their services in USD and the proposal must remain valid for 90 days after the submission date.

8.0 Evaluation of the Technical Proposal

The submitted technical proposal shall be evaluated on the basis of their responsiveness to terms of reference, description of service and scope of work. The proposals shall be evaluated, applying the evaluation criteria indicated in the table below-

SELECTION CRITERIA FOR THE CONSULTANCY FIRM

CRITERIA			
PHASE ONE – PRELIMINARY EXAMINATION			
Mandatory/ Statutory Requirements			
	i. Attach the profile of the firm ii. Attach certified copy of the Certificate of Incorporation/Certificate of Registration iii. Attach a certified copy of PIN & VAT Certificates iv. Attach a certified copy of valid Tax Compliance Certificate v. Attach copy of CR 12 form (<i>legal document with details of firm's shareholding, directorship & registration</i>)	Failure to submit all the documents required shall lead to rejection of the proposal	
PHASE TWO – TECHNICAL EVALUATION			
1.	RELEVANT EXPERIENCE OF THE FIRM AND TECHNICAL CAPABILITIES TO CARRY OUT THE ASSIGNMENT		Maximum Score
a.	Brief description of the following: Description of consultancy/ organization profile indicating their suitability to carry out this specific assignment – 1 mark Description of technical capabilities and resources to carry out this specific assignment – 3 mark Experience to carry out this specific assignment – 1 mark		5
b.	Number of similar assignments undertaken in the last five years. List the names of the Institutions (preferably Tertiary institutions) where the relevant assignment(s) were carried out and provide dates and contact persons.		
	6 projects and above – 10 Marks		
	5 projects – 8 marks		

	4 projects – 6 marks		10
	3 projects – 4 marks		
	2 projects – 2 marks		
	1 project – 1 mark		
	0 projects – 0 marks		
	Evidence of actual work carried out is required		
	Sub total		15
2.	APPROACH AND METHODOLOGY		
a.	Understanding of and conformity to the task/assignment/objective	10 marks	15
	Consultant’s additional suggestions and proposals on the objectives	5 marks	
b.	Appropriateness of the methodology, and the completeness of the description of the same particularly with respect to the outlined objectives		25
c.	Equipment and physical resources to carry out assignment		10
	Sub total		50
3.	HUMAN RESOURCE CAPACITY		
a.	Lead Consultant: The Lead consultant shall have <ul style="list-style-type: none"> At least 5 years of experience establishing and implementing a model eLearning Resource Center at institutions of higher learning A minimum of five-years technical experience in digital content and educational materials production and acquisition. Technical experience in both local and international procurement processes of ICT/learning equipment ability to manage assignments effectively – consistently ensuring timeliness and quality of work with minimum supervision Excellent communication and representation skills Relevant professional certification 	Qualifications – 5 marks	20
		Experience – 15 marks	
b.	Key management staff At least two other key staff should possess relevant Bachelor’s degree, and should have handled at least three assignments related to the assignment	Qualifications – 5 marks	15
		Experience – 10 marks	
	Sub total		35
	GRAND TOTAL		100

Only firms that shall attain a score of 70 and above shall be considered further for financial evaluation stage.

9.0 Evaluation of Financial Proposal

The University will request for the password of proposal deemed technically compliant after technical evaluation. Any submission of the financial proposal that is not password protected will

be disqualified. Also, any submission of the financial proposal together with the password will be disqualified

The University will determine whether the Financial Proposals are complete (i.e. whether the bidding firm has costed all the items of the corresponding Technical Proposal and correct any computational errors). The cost of any unpriced items shall be assumed to be included in other costs in the proposal. In all cases, the total price of the Financial Proposal as submitted shall prevail

10.0 Combined Quality and Cost Evaluation

The Selection will be on the basis of Least-Cost Selection (LCS) Procedure and the University will select the Consultant with the lowest evaluated total price among those consultants that achieved the minimum technical score, and invite such Consultant to negotiate the Contract.

11.0 Negotiations

The negotiations shall include discussions of the Terms of Reference (TORs), the proposed methodology, the University's inputs, the special conditions of the Contract, and consideration of the scope of Services and expected output/deliverables. These discussions shall not substantially alter the original scope of services under the TOR or the terms of the contract.

12.0 Award of Contract

University will award the contract to the successful Consultancy firm whose proposal has been determined to be substantially responsive to the technical requirements/terms of reference and has been determined to be the lowest evaluated financial proposal, provided further that the tenderer is determined to be qualified to perform the contract satisfactorily.

13.0 Corrupt or Fraudulent Practices

The University requires that the consultancy firms observe the highest standards of ethics during the selection and award of the contract, and during the performance of the assignment.

The University will reject a proposal or withdraw an award if it determines that the firm recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.