



**THE JOMO KENYATTA FOUNDATION**

**REQUEST FOR PROPOSALS (RFP) No.**

**JKF/RFP/01/2018 – 2019 FOR**

**REVIEW OF CORPORATE AND**

**MARKETING STRATEGIC**

**PLANS (2018-2023)**

**NAME OF BIDDER:**

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**POSTAL ADDRESS:**

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**TELEPHONE No.:**

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**E-M AIL ADDRESS:**

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**PHYSICAL ADDRESS:**

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**AUGUST, 2018**

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### **INTRODUCTION**

1. This standard Request for Proposals for selection of individual professional consultants has been prepared for use by public entities in Kenya. It has been found necessary for selection of individual consultants who are also regulated by their professional institutions or associations as opposed to selection of consultants who could be either individuals or body corporate.
2. This Request for proposals will be used for open tendering, restricted tendering or request for proposals.
3. The general conditions of contract in the Standard contract Form should not be modified and instead the special conditions of the contract may where necessary be modified by the procuring entity, for use, to reflect the unique circumstances of the particular assignment.

## SECTION I - TENDER NOTICE

The Jomo Kenyatta Foundation (JKF) invites sealed tenders from eligible candidates for provision of consultancy services as follows: -

| No. | Tender No.                | Description                      | Closing Date & Time  | Tender Security |
|-----|---------------------------|----------------------------------|----------------------|-----------------|
| 1.  | JKF/RFP/01/2018<br>- 2019 | REVIEW of JKF<br>strategic plan. | 21st.<br>August 2018 | Ksh.100,000.00  |

Interested eligible candidates may obtain complete set of tender document by down loading from the JKF website [www.jkf.co.ke](http://www.jkf.co.ke) or the website [www.tenders.go.ke](http://www.tenders.go.ke)

Prices quoted should be net inclusive of all taxes and delivery costs, must be expressed in Kenya Shillings and shall remain valid for a period of 120 days from the closing date of the tender.

Completed Tender Documents enclosed in plain sealed envelopes, marked with the Tender Name and Number should be deposited in the Tender Box provided at The Jomo Kenyatta Foundation's Offices (No. 51) located in Industrial Area, along Enterprise Road, Nairobi addressed to:

The Managing Director,  
The Jomo Kenyatta Foundation,  
P.O. Box 30533 - 00100,  
**Nairobi.**

**Tel.** +254 020 557222, 531975, 0723 286993, 0723 969793, 0735 339135

Tenders will be opened at the conference room immediately after closing time shown on the table above in the presence of the tenderers and/or their representatives who choose to attend.

**MANAGING DIRECTOR**  
**THE JOMO KENYATTA FOUNDATION**

## **SECTION II - INFORMATION TO CONSULTANTS**

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## **SECTION II - INFORMATION TO CONSULTANTS**

### **2.1 Introduction**

- 2.1.1 The Jomo Kenyatta Foundation will select an individual consultant among those invited to submit proposals or those who respond to the invitation for proposals in accordance with the method of selection detailed under this section and consistent with the regulations.
- 2.1.2 The consultants are invited to submit a technical proposal and a financial proposal for consulting services required for the assignment stated in the letter of invitation (Section I)
- 2.1.3 In the assignment where the procuring entity intends to apply standard conditions of engagement and scales of fees for professional services, which scale of fees will have been approved by a relevant authority, a

technical proposal only may be invited and submitted by the consultants. In such a case the highest ranked individual consultant in the technical proposals shall be invited to negotiate a contract on the basis of the set scale of fees. The technical proposals will be the basis for contract negotiations and ultimately for a signed contract with the selected individual consultant.

- 2.1.4 The consultants must familiarize themselves with local conditions as regards the assignment and take them into account in preparing their proposals. To obtain adequate information on the assignment and on the local conditions, consultants are encouraged to liaise with the procuring entity regarding any information that they may require before submitting a proposal.
- 2.1.5 The client will provide the inputs and services specified in the special conditions of contract needed to assist the individual consultant to carry out the assignment.
- 2.1.6 The cost of preparing the proposal and negotiating the contract including any visit to the procuring entity are not reimbursable as a direct cost of the assignment. The procuring entity is not bound to accept any of the proposals submitted.
- 2.1.7 The procuring entity's employees, committee members, board members and their relative (spouse and children) are not eligible to participate in the tender.

## **2.2 Clarification and amendment to the RFP documents**

- 2.2.1 Individual consultant may request clarification of any of the RFP documents not later than Seven (7) days before the deadline for the submission of the proposals. Any request for clarification must be sent in writing by post, fax or email to the procuring entity's address indicated in the special conditions of contract. The procuring entity will respond by post, fax or email to such requests and will send written copies of the response (including an explanation of the query but without identifying the source of inquiry) to all individual consultants invited to submit proposals.
- 2.2.2 At any time before the deadline for submission of the proposals, the procuring entity may for any reason, either at its own initiative or in response to a clarification requested by an intended individual consultant amend the RFP. Any amendment shall be issued in writing, fax or email to all invited individual consultants and will be binding on them. The procuring entity may at its discretion extend the deadline for the submission of the proposals.

2.2.3 Clarification of tenders shall be requested by the tenderer to be received by the procuring entity not later than 7 days prior to the deadline for submission of tenders.

2.2.4 The procuring entity shall reply to and clarifications sought by the tenderer within 3 days of receiving the request to enable the tenderer to make timely submission of its tender.

### **2.3 Preparation of proposals**

2.3.1 The individual consultant's proposal shall be written in English language.

2.3.2 In preparing the Technical proposal, the individual consultants are expected to examine the documents consisting the RFP in detail. Material deficiencies in providing the information requested may result in rejection of a proposal.

2.3.3 While preparing the Technical proposal, the individual consultant must give particulars attention to the following:

- (a) If an individual consultant considers that he/she does not have all the expertise required for the assignment he/she may suggest in the proposals other individual(s) who will assist in the assignment but they will not be party to the contract for the purpose of the performance of the assignment. An individual consultant will not propose other individual consultants invited to submit proposals for the assignment. Any individual consultant in contravention of this requirement shall automatically be disqualified.
- (b) For all the staff who will be involved in the exercise of the proposals to consultant must indicate their responsibility in the assignment and also the staff time as necessary.
- (c) The curriculum vitae (CV) of the staff proposed must be submitted with the proposal.

2.3.4 The Technical proposal shall provide the following information;

- (a) the individual consultants CV and a brief of any recent experience of assignment of a similar nature. For each assignment the brief should indicate the profiles of staff involved, contract amount and the individual consultants involvement.
- (b) Any comments or suggestions on the Terms of Reference and a list of service and facilities requested to be provided by the procuring entity.
- (c) A description of the methodology and work plan for performing the proposed assignment.
- (d) Any additional information requested in the special conditions of contract.

2.3.5 The Technical proposal shall be separate from the Financial proposal and shall not include any Financial information.

## 2.4 **Financial proposal**

2.4.1 In preparing the financial proposal, the individual consultants are expected to take into account the time required in completing the assignment as outlined in the RFP documents. The financial proposal will therefore be quoted in fees per day or month. The financial proposal may also include other costs as necessary, which will be considered as reimbursables.

2.4.2 The Financial proposal should include the payable taxes.

2.4.3 Preference where allowed in the evaluation of tenders shall not exceed 15%

2.4.4 The fees shall be expressed in Kenya Shillings.

2.4.5 The Financial proposal must remain valid for 90 days after the submission date. During this period the individual consultant is expected to keep available at his own cost any staff proposed for the assignment. The procuring entity will make best efforts to complete negotiations within this period. If the procuring entity wishes to extend the validity period of the proposals, the consultants who do not agree, have the right not to extend the validity of their proposals.

2.4.6 The financial proposal must comply with the law governing the profession of the consultant.

## 2.5 **Submission, Receipt and opening of proposals**

2.5.1 The technical proposal and the financial proposal (if required) shall be prepared in indelible ink. It shall contain no interlineations or overwriting, except as necessary to correct errors made by the individual consultants. Any such corrections must be initialed by the individual consultant.

2.5.2 For each proposal the individual consultants shall prepare the proposals in the number of copies indicated in the special conditions of contract. Each Technical proposal and Financial proposal shall be marked "ORIGINAL" or "COPY" as appropriate. If there are any discrepancies between the original and the copies of the proposal, the original shall govern.

2.5.3 The original and all copies of the Technical proposal shall be placed in a sealed envelope clearly marked "TECHNICAL PROPOSAL", and the original and all copies of the financial proposal in a sealed envelope duly marked "FINANCIAL PROPOSAL". Both envelopes shall be placed in an outer envelope and sealed. This outer envelope shall bear the procuring entities address and other information indicated in the appendix to the instructions to consultants and clearly marked "DO NOT OPEN before **21st. August,2018 at 2.30 p.m.**

- 2.5.4 The completed Technical and Financial proposals must be delivered at the submission address on or before the time and date of the submission of the proposals indicated in the appendix to the instructions to consultants. Any proposals received later than the closing date for submission of proposals shall be rejected and returned to the individual consultant unopened. For this purpose the inner envelope containing the technical and financial proposals will bear the address of the individual consultant submitting the proposals.
- 2.5.5 After the deadline for submission of proposals the outer envelope and the technical proposals shall be opened immediately by the opening committee. The financial proposals shall be marked with the individual consultants number allocated at the time of opening the outer envelope and the technical proposals but shall remain sealed and in the custody of a responsible officer of the procuring entity up to the time set for opening them.

## 2.6 Evaluation of the Proposal (General)

- 2.6.1 From the time the proposals are opened to the time of the contract award, if any individual consultant wishes to contact the procuring entity on any matter relating to his/her proposal, he/ she should do so in writing at the address indicated in the appendix to the instructions to consultants. Any effort by an individual consultant to influence the procuring entity's staff in the evaluation of proposals companion proposals or awards of contract may result in the rejection of the individual consultant proposal.
- 2.6.2 The proposal evaluation committee shall have no access to the Financial Proposal, which in any case will remain sealed, until the technical evaluation is concluded or finalized.

## 2.7 Evaluation of Technical Proposals

- 2.7.1 The evaluation committed appointed by the procuring entity to evaluate the proposals shall carry out the evaluation of technical proposals following the criteria set out in the terms of reference based on the following points criteria

|       | <u>CRITERIA</u>   | <u>POINTS</u> |
|-------|---|---------------|
| (i)   | CV of the individual consultant   | 30            |
| (ii)  | specific experience of the individual consultant related to the assignment  | 30            |
| (iii) | adequacy of methodology and work plan in response to the Terms of reference | <u>40</u>     |
|       | Total points  | 100           |

- 2.7.2 Any proposal which will be examined and found not to comply with all the requirements for submission of the proposals will be declared non responsive. All the proposals found to have complied with all the requirements for submission of proposal shall be declared responsive by the evaluation committee
- 2.7.3 Each responsive proposal will be given a technical score (ST). any technical proposal which fails to achieve the total minimum score indicated in the appendix to the information to tenderers shall be rejected at this stage and will not proceed to the next stage of evaluation. The respective financial proposal will be returned to the individual consultant unopened.

## 2.8 Opening and Evaluation of Financial Proposals

- 2.8.1 After completion of the evaluation of Technical proposals the procuring entity shall notify the individual consultants whose proposal did not meet the minimum technical score or were declared non responsive to the RFP and terms of reference. The notification will indicate that their financial proposals shall not be opened and will be returned to them unopened after the completion of the selection process and contract award. At the same time, the procuring entity shall simultaneously notify the consultants who have secured the minimum technical score that they have passed the technical qualifications and inform them the date and time set by the procuring entity for opening their financial proposal. They will also be invited to attend the opening ceremony if they wish to do so.
- 2.8.2 The financial proposals shall be opened by the procuring entity in the presence of the individual consultants who choose to attend the opening. The name of the individual consultant, the technical score and the proposed fees shall be read out aloud and recorded. The evaluation committee shall prepare minutes of the opening of the financial proposals.
- 2.8.3 The formulae for determining the financial score (SF) unless an alternative formula is indicated in the appendix to the information to tenderers shall be as follows:

$$Sf = 100 \times fm/f$$

Where;

Sf is the financial score  
 Fm is the lowest fees quoted and  
 F is the fees of the proposal under consideration.

The lowest fees quoted will be allocated the maximum score of 100

- 2.8.4 The individual consultants proposals will be ranked according to their combined technical score (st) and financial score (sf) using the weights indicated in the appendix to the instructions to consultants. Unless otherwise stated in the appendix to the instructions to consultants the formulae for the combined scores shall be as follows;

$$S = ST * T\% + SF * P\%$$

Where;

S, is the total combined scores of technical and financial scores

St is the technical score

Sf is the financial score

T is the weight given to the technical proposal and

P is the weight given to the financial proposal

Note P + T will be equal to 100%

The individual consultant achieving the highest combined technical and financial score will be invited for negotiations.

## **2.9 Negotiations**

- 2.9.1 Negotiations will be held at the same address indicated in the appendix to the information to consultants. The purpose of the negotiations is for the procuring entity and the individual consultant to reach agreements on all points regarding the assignment and sign a contract.
- 2.9.2 The negotiations will include a discussion on the technical proposals, the proposed methodology and work plan, staff and any suggestions made by the individual consultant to improve the Terms of reference. The agreed work plan and Terms of reference will be incorporated in the description of the service or assignment and form part of the contract.
- 2.9.3 The negotiations will be concluded with a review of the draft contract. If negotiations fail, the procuring entity will invite the individual consultant whose proposal achieved the second highest score to negotiate a contract.

## **2.10 Award of Contract**

- 2.10.1 The contract will be awarded before commencement of negotiations. After negotiations are completed the procuring entity will promptly notify the other individual consultants that they were unsuccessful and return the financial proposals of the individual consultants who did not pass technical evaluation.

2.10.2 The selected individual consultant is expected to commence the assignment on the date indicated in the appendix to the information to consultants or any other date agreed with the procuring entity.

## **2.11 Confidentiality**

2.11.1 Information relating to evaluation of proposals and recommendations of contract award shall not be disclosed to the individual consultants who submitted the proposal or to other persons not officially concerned with the process, until the winning individual consultant has been notified that he/she has been awarded the contract.

## **Clause Reference**

2.1 The name of the Client is: **The Jomo Kenyatta Foundation (JKF).**

2.1.1 The method of selection:

Bids submitted by the consultants shall undergo a three stage evaluation process namely (i) Preliminary (ii) Technical and (iii) Financial evaluation stages. The evaluation criteria shall be based on requirements stated in this document. Bidders may be invited to make presentations before award of the contract.

2.1.2 Technical and Financial Proposals are requested.

The name, objectives, and description of the assignment are: -

- (i) Name: **REVIEW OF CORPORATE AND MARKETING STRATEGIC PLANS (2018-2023)**
- (ii) The selected firm will be required to guide a team from the client in formulating a strategic plan and generate report(s) that shall be the property of the JKF.

2.1.3 The Client will provide any necessary documents available to the firm on request to facilitate the process.

2.1.7 A no fees shall be charged for this proposal document.

Prices quoted must include all government levies and taxes.

2.5.2 Consultants must submit original and one additional copy of each proposal.

2.5.3 The proposal submission address is:

**The Managing Director,  
The Jomo Kenyatta Foundation,**

**No. 51 Enterprise Rd., Industrial Area,  
P. O. Box 30533 00100 Nairobi.  
Tel: (020) 557222, 31965, 536200/1/2, Fax (254 20) 531966  
Cell Phone: 0723-286993, 0723-969793, 0735-339135**

- 2.5.4 Proposals must be submitted no later than **21<sup>st</sup>. August, 2018 at 2.30 p.m.** Opening of the proposals shall follow immediately thereafter in the Main Board Room situated at our head office in the presence of bidders or their representatives who wish to witness.
- 2.6.1 The address to send information to the Client is the same as in 2.5.3 above.
- 2.6.3 The minimum technical score required to pass is 75%.
- 2.7.1 The formula for determining the financial scores is as given in the Information to Consultants.

### **Other Requirements**

Bidders must produce copies of the following: -

- a) PIN Certificate,
- b) VAT Certificate or an exemption certificate,
- c) A valid Tax Compliance Certificate from Kenya Revenue Authority,
- d) Certificate of Registration/Incorporation,
- e) Audited Accounts for the last one year,
- f) List of at least three current and/or past clients to whom similar services have been provided

## **SECTION III - TERMS OF REFERENCE (TOR)**

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### **REVIEW OF CORPORATE AND MARKETING STRATEGIC PLANS (2018-2023)**

#### **TERMS OF REFERENCE**

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#### **BACKGROUND**

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Education is the single most important element for the realisation of socio-economic and political development. Kenya is currently undertaking a comprehensive review of the education system to streamline it to the needs of the individual and society. The Government is fully committed to an efficient system that is able to create accessible, relevant, and quality knowledge and skills that are in line with the labour market demands.

Since independence, universal education access, retention and completion in Kenya has majorly been hampered by poor economic growth and increased poverty. In recognition of this fact, the Government has assigned The Jomo Kenyatta Foundation (JKF) a new role of managing, regulating and coordinating philanthropic groups in the area of scholarships in Basic Education. Hence, JKF will need to develop strategies to take into account this profound change.

The JKF's Corporate Strategic Plan (i.e. 2017-2022) was last reviewed in July 2017. Since then, however, there have occurred far-reaching changes that necessitated further review before expiry of the term. These include market dynamics like introduction of the one textbook policy, change of curriculum, and distribution of books by Government-appointed agencies.

Also, the review should take cognizance of the Government's development agenda that is pegged on the Third Medium Term Plan (MTP III) of Vision 2030, with priority on the "Big Four" initiatives, namely:

- i) Manufacturing Infrastructure
- ii) Food and Nutrition Security
- iii) Universal Health Care
- iv) Affordable Housing.

The 15th Cycle Performance Contracting Guidelines encompass improvements to incorporate the above agendas. In addition, through a circular dated 24<sup>th</sup> May, 2018, it is expected that the current JKF Corporate and Marketing Strategic Plans are reviewed and aligned with the "Big Four" initiatives, MTP III, SDGs and other national priorities by September 2018.

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## **OBJECTIVES OF THE REVIEW**

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1. Literature review by the Consultants, including the following:
  - Analyse the activities contained in the Plans against actual performance and amend the Plans as necessary.
  - Review the assumptions initially made in the Plans.
  - Align the Strategic Plans to National Policy documents. These include: Kenya Vision 2030, UN Sustainable Development Goals (SDGs), Republic of Kenya Medium Term Plan III, Ministry of Education Strategic Plan and the new role of JKF of managing, regulating and coordinating philanthropic efforts in Basic Education.
  - Review report of Key surveys conducted by The Jomo Kenyatta Foundation.
  - Review the Marketing Plan to incorporate changes in the market/industry.
  - Review value chain analysis of our business model and recommend areas of improvement.
2. Preparation and submission of an inception report by the consultant.
3. Pre-seminar interviews with Management and other process owners/leaders.
4. Facilitation of a seminar for JKF Management and Senior Staff.

5. Preparation of a preliminary Plans and Framework.
6. Holding of a Strategic Planning workshop for Management and Directors.
7. Reviewing and revision of the Draft Plan in response to client's comments and suggestions.
8. Preparation of draft Strategic Plans and presentation of the same at a stakeholder's meeting/workshop.
9. Preparation and submission of the second and final Strategic plans.
10. Presentation/discussion of the final Strategic plans with staff - dissemination of the Strategic Plans to staff through a workshop as part of the initial processes of implementing the new Strategic Plan.

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## **DELIVERABLES OF THE REVIEW**

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- Conducting/guiding of a seminar for JKF Senior Management.
- Preparing and submitting preliminary plans/framework for the reviewed Strategic Plans.
- Conducting of a two-day (2) Strategic Planning workshop for Senior Management and BOD.
- Conducting a stakeholder's workshop.
- Preparation and submission of draft and final versions of the Reviewed Strategic Plans.
- Facilitating a strategic plan Dissemination seminar for the JKF employees.

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## **TIMING**

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The Revised Strategic Plan is due for September 2018. The Review should, therefore, be completed by 10<sup>th</sup> September, 2018.

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## **SUBMISSION OF PROPOSALS**

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Interested Consultants should provide detailed proposals that cover the following:

- How they propose to carry out the Review.
- Proposed progress reporting.
- Costs of the Review.
- Profile of the organization and relevant experience including details of key staff who will be involved in the Review.
- References.

## **SECTION IV - TECHNICAL PROPOSAL (TP)**

### **Notes on the Preparation of Technical Proposal**

The technical proposal shall be prepared and submitted by the consultants.

It shall contain the following:-

- (a) Submission letter
- (b) Particulars of the consultant including Curriculum vitae (CV)
- (c) Comments and suggestions of the consultant on the terms of reference, personnel, facility and other requirements to be provided by the procuring entity.
- (d) Description of the methodology and work plan for performing the assignment
- (e) Any proposed staff to assist in the assignment
- (f) Consultancy services activities/timelines schedule.

***(to be prepared by the consultant as appropriate)***

**SECTION V- FINANCIAL PROPOSAL (FP)**

**Notes on the Preparation Financial Proposal**

The financial proposal shall be prepared and submitted by the consultants. It shall contain the following.

- (a) Submission letter indicating total fees
- (b) Summary of costs
- (c) Breakdown of fees per activity
- (d) Breakdown of reimbursable costs/expenses per activity
- (e) Miscellaneous expenses

*(to be prepared by the consultant as appropriate)*

**SECTION VI - STANDARD CONTRACT FORM**

**INDIVIDUAL PROFESSIONAL CONSULTANTS  
(lump-sum payments)**

This Agreement, [hereinafter called “the Contract”) is entered into this .  
[insert starting date of assignment], by and between.

- [insert Client’s name] of [or whose  
registered office is situated at] \_\_\_\_\_ [insert  
Client’s address] (hereinafter called “the Client”) of the one part AND

- [insert Consultant’s name] of [or  
whose registered office is situated at] \_\_\_\_\_  
- [insert Consultants address ] (hereinafter called “the Consultant”) of the  
other part.

WHEREAS the Client wishes to have the Consultant perform the services  
[hereinafter referred to as “the Services”, and

WHEREAS the Consultant is willing to perform the said Services,

NOW THEREFORE THE PARTIES hereby agree as follows:-

1. **Services**
  - (i) The Consultant shall perform the Services specified in Appendix A, "Terms of Reference and Scope of Service," which is made an integral part Of this Contract.
  - (ii) The Consultant shall provide the personnel listed Appendix B, "Consultant's Personnel," to perform the Services.
  - (iii) The Consultant shall submit to the Client the reports in the form and within the time periods specified in Appendix C, " Consultant's Reporting Obligations."

*(Appendices A, B, and C to be prepared as appropriate)*

2. **Term** The Consultant shall perform the Services during the period commencing on \_\_\_\_\_ [insert starting date] and through to \_\_\_\_\_ [insert completion date], or any other period(s) as may be subsequently agreed by the parties in writing.

3. **Payment**
  - A. **Ceiling**  
For Services rendered pursuant to Appendix A, the Client shall pay the Consultant an amount not to Exceed \_\_\_\_\_ [insert amount]. This amount has been established based on the understanding that it includes all the Consultant's costs and profits as well as any tax obligation that may be imposed on the Consultant.

- B. **Schedule of Payments**  
The schedule of payments is specified below (Modify in order to reflect the output required as described in Appendix C.)

Kshs. \_\_\_\_\_ upon the Client's receipt of the Draft report, acceptable to the Client; and

Kshs. \_\_\_\_\_ upon the Client's receipt of the Final report, acceptable to the Client.

Kshs. \_\_\_\_\_ Total

- C. **Payment Conditions**  
 Payment shall be made in Kenya Shillings unless otherwise specified not later than thirty (30) days following submission by the Consultant of invoices in duplicate to the Coordinator designated in Clause 4 here below. If the Client has delayed payments beyond thirty (30) days after the due date hereof, simple interest shall be paid to the Consultant for each day of delay at a rate three Percentage points above the prevailing Central Bank of Kenya's average rate for base lending.
4. **Project Administration**      A. **Coordinator**  
 The Client designates \_\_\_\_\_ [insert name] as Client's Coordinator; the Coordinator will be responsible for the Coordination of activities under this Contract, for acceptance and approval of the reports and of other deliverables, by the Client and for receiving and approving invoices for payment.
- B. **Reports**  
 The reports listed in Appendix C, "Consultant's Reporting Obligations," shall be submitted in the Course of the assignment and will constitute the basis for the payments to be made under paragraph 3.
5. **Performance Standards**      The Consultant undertakes to perform the Services with the highest standards of professional and ethical competence and integrity. The Consultant shall promptly replace any employees assigned under this Contract that the Client considers unsatisfactory.
6. **Confidentiality**      The Consultant shall not, during the term of this Contract and within two years after its expiration Disclose any proprietary or confidential Information relating to the Services, this Contract Or the Client's business or operations without the Prior written consent of the Client.
7. **Ownership of Material**      Any studies, reports or other material, graphic, software or otherwise prepared by the Consultant for the Client under the Contract shall belong to and remain the property of the Client. The

Consultant may retain a copy of such documents and software.

8. **Consultant Not to be Engaged in certain Activities** The Consultant agrees that during the term of this Contract and after its termination the Consultant and any entity affiliated with the Consultant shall be disqualified from providing goods, works or services (other than the Services and any continuation thereof) for any project resulting from or closely related to the Services.
9. **Insurance** The Consultant will be responsible for taking out any appropriate insurance coverage.
10. **Assignment** The Consultant shall not assign this Contract or sub-contract any portion of it without the Client's prior written consent.
11. **Law Governing Contract and Language** The Contract shall be governed by the laws of Kenya and the language of the Contract shall be English language
12. **Dispute Resolution** Any dispute arising out of the Contract which cannot be amicably settled between the parties shall be referred by either party to the arbitration and final decision of a person to be agreed between the parties. Failing agreement to concur in the appointment of an Arbitrator, the Arbitrator shall be appointed by the chairman of the Chartered Institute of Arbitrators, Kenya branch, On the request of the applying party.

For the Client

Full name \_\_\_\_\_

Title \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

For the Consultant

Full name \_\_\_\_\_

Title \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_