



**BID DOCUMENT FOR CONSULTANTS FOR THE
CHAMPIONS OF GOVERNANCE (COG) AWARD, YEAR
2018**

DATE OF ISSUANCE: JUNE 26, 2018

CLOSURE DATE: FRIDAY, JULY 6, 2018 AT 11.00 AM

I. INTRODUCTION

The Institute of Certified Secretaries (ICS) is a professional membership association established by an Act of Parliament, Cap 534 of the Laws of Kenya. The vision of the Institute is “To be the premier centre of excellence in governance promotion and development in Africa.” while the Mission is “To embed good governance practices that transform institutions and inspire professionals in order to be the premier centre of excellence in governance promotion and development in Africa.”

In the year 2010, the Institute, in partnership with other Institutions, inaugurated an annual Award in Governance to recognize organizations and individuals that exhibit the highest standards of practice of Good Governance. This Award is titled the “Champions of Governance (COG) Award.” The Institute has successfully held Eight (8) Editions of the Award.

The Award aims at promoting practices in good Governance in the following ways:

1. Recognition of practice and application of good governance in the both the public and private sector entities.
2. Recognition of innovations in organizations that support good governance.
3. Encouraging organizations to focus on enhancement of good governance.

The Award winners will be announced at a Gala Night scheduled for Friday, November 2, 2018.

II. THE AWARD CATEGORIES

The Award will have the following categories and in each category there will be three awards, best in the category, first and second runners up. These categories are:

1. Agriculture Sector Award
2. Finance and Investment Sector Award
3. Commercial and Services Sector Award
4. Industrial and Allied Sector Award
5. Insurance Sector Award
6. Statutory Bodies Award
7. Small and Medium Enterprises Award
8. Co-operative Sector Award
9. Retirement Benefits Sector Award

10. Water Services Sector Award
11. NGO/Humanitarian Sector Award
12. Education Sector Award
13. Faith Based Organizations Award
14. Commission Award
15. County Public Service Board Award
16. Chairman, County Public Service Board Award
17. Secretary, County Public Service Board Award
18. Chairman of the year Award
19. COG CEO of the year Award
20. Company Secretary of the year Award
21. Champion of Governance Award
22. Most improved Organization Award

III. THE PARAMETERS TO BE EVALUATED

The following Parameters will be evaluated:

1. The Board of Directors.
2. Ethical Leadership and Corporate Citizenship.
3. Accountability, Risk Management and Internal Control.
4. Transparency and Disclosure.
5. Shareholder Rights and Obligations.
6. Stakeholder Relationship.
7. Compliance with Laws and Regulations.
8. Sustainability and Performance Management.

IV. TERMS OF REFERENCE (TOR) FOR THE CONSULTANTS

The Consultants in collaboration with the COG Award Taskforce will be expected to do the following:

1. To review the available Concept Paper on the awards covering, inter alia, the awards' architecture / structure, niche positioning and sustainability;
2. To develop specific assessment tools for each category, where necessary;
3. To advise on publicity strategies for the Award Scheme;
4. To offer professional guidance to the Jury during selection of nominated institutional and individual candidates;
5. To advise on audit mechanisms required to secure objectivity and integrity of the Award;
6. To review the assessment tools for evaluating the participating organizations and individuals;
7. To analyze the data collected by Assessment Consultants and facilitate ranking;
8. To prepare a report on the findings for assessment by the Jury;
9. To review the reports by the Assessment Consultants on the organizations that will have been assessed;
10. To prepare and submit to the Taskforce the final report on the Award;
11. To develop the Champion of Governance Index;
12. To perform any other appropriate tasks as may be directed by the COG Award Taskforce, to secure the implementation of the foregoing Terms of Reference.

V. QUALIFICATIONS AND EXPERIENCE REQUIREMENTS

The Lead Consultant must have the following minimum qualifications and experience:

1. A Masters Degree. A PhD will be an added advantage.
2. 5 years practical experience on matters of Corporate Governance. Governance Audit training and/or experience will be an added advantage;
3. 3 years practical experience in development and implementation of Award Schemes.
4. Expertise in carrying out research, training and development.
5. Excellent verbal and written communication skills.

Other Consultants must have a Bachelors Degree in a relevant field, 3 years practical experience on Corporate Governance. Governance Audit training will be an added advantage.

VI. REQUIREMENTS

The Technical Proposal shall provide the following information using the attached Standard Forms:

1. A brief synopsis demonstrating how the Consultants' qualifications and experience match the competence and expertise requirements as listed above.
2. List of previous clients worked for on similar jobs.
3. Any comments or suggestions on the Terms of Reference and a list of services and facilities to be provided by the Institute.
4. A description of the methodology and work plan for performing the assignment.
5. The list of the proposed staff team by specialty, the tasks that would be assigned to each staff team member and their timing.
6. Detailed CVs of all the Consultants. Key information should include the degree of responsibility held in various assignments during the last five (5) years.
7. Estimates of the total Consultants' input needed to carry out the assignment supported by bar chart diagrams showing the time proposed for each Consultant.
8. Any additional information requested.

VII. CONFIDENTIALITY

The copyright of this document rests with ICS. The contents of this document should not be used for any purpose other than furtherance of the obligations under this Bid Document, nor should they be disclosed to third parties without the prior written consent of ICS. All information and data supplied by those responding to this document will be treated in the strictest confidence.

VIII. COMPLETION AND SUBMISSION OF THE BID DOCUMENT

1. A Technical proposal document should be prepared, as the bid response, consisting of 1 original and 1 copy, in a sealed envelope clearly marked "The Technical Proposal."
2. Another envelope containing the financial quotation, clearly marked "The Financial proposal" should also be submitted. The Financial quotation should be in Kenya Shillings, including all applicable taxes.

The Technical Proposal envelope (sealed) and the Financial Quotation envelope (sealed), should both be inserted in one sealed envelope and marked “Proposal for Consultancy work on the COG Award” addressed and delivered to reach on or before Friday July 6, 2018 at 11.00 am to:

THE CHIEF EXECUTIVE OFFICER

Institute of Certified Secretaries

CPS Governance Centre | Kilimanjaro Road | Upper Hill

P. O. Box 46935-00100 | Nairobi | Kenya

Tel: +254 20-3597840/2, +254 734603173, +254 770159631

E-mail: cog@ics.ke ; Website: www.ics.ke

All bidders should attach the following documents:-

- (i) A copy of certificate of incorporation/registration.
- (ii) A copy of valid tax compliance certificate.

IX. EVALUATION CRITERIA

Technical evaluation -70 %

The Nominating Taskforce shall evaluate the proposals on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria as follows:

Criteria	Marks (out of 100%)
1. Copy of certificate of incorporation/registration and copy of valid tax compliance certificate.	5
2. Academic and Professional qualifications of all the Consultants.	20
3. Qualifications and experience in Corporate Governance.	20 Lead Consultant - 10 Other Consultants - 10
4. Practical experience in development and implementation of Award schemes.	20
5. Expertise in carrying out research, training and development.	10
6. Adequacy of proposed methodology for performing the assignment.	10
7. Adequacy of proposed work plan for performing the assignment.	5
8. Understanding of Terms of reference.	5
9. Time schedule for the Consultants	5
TOTAL	100

Award of the Bid

Financial evaluation -30 %

Financial Evaluation will be based on competitive scores with the lowest being 30%. The others will be awarded scores based on their percentage in relation to the lowest score.

The evaluation of the bids will be done using the criteria set out above. The pass mark will be 75%. Bidders who score less than 75% will be disqualified. Bidders who score 75% and above will proceed to the financial evaluation.

X. CONTRACT DURATION

Prices must be valid for a minimum of 90 days from the date of submission of the bid, and will remain valid throughout the period of the assignment. ICS may terminate the tender without notice.

APPENDICES

1. REFERENCES

Relevant services carried out in the last five years that best illustrate qualifications.

Using the format below, provide information on each assignment for which you, either individually, or in association, was legally contracted.

Assignment Name:	Country:
Location within Country:	Professional Staff provided by You/your Firm/Entity(profiles):
Name of client:	Client's contact person for the assignment:
Address:	Duration of Assignment:
Start Date(Month/Year):Completion Date (Month/Year):	Approx. Value of Services (Kshs):
Name of Associate Consultants. If any:	No of Months of Professional Staff provided by Associated Consultants:
Name of Senior Staff (Project Director/Coordinator, Team Leader) Involved and Functions Performed:	
Narrative Description of project:	
Description of Actual Services Provided:	

Firm's Name: _____

Name and title of signatory; _____

(May be amended as necessary)

2. COMMENTS AND SUGGESTIONS OF CONSULTANTS ON THE TERMS OF REFERENCE AND ON DATA, SERVICES AND FACILITIES TO BE PROVIDED BY ICS.

On the Terms of reference:

- 1.
- 2.
- 3.

On the data, services and facilities to be provided by the ICS:

- 1.
- 2.
- 3.

3. DESCRIPTION OF THE METHODOLOGY AND WORK PLAN FOR CONDUCTING THE ASSIGNMENT (Provide Gantt Chart)

4. TEAM COMPOSITION AND TASK ASSIGNMENTS

1. Technical/Managerial Staff

Name	Position	Task

2. Support Staff

Name	Position	Task

5. FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF

Proposed Position: _____

Name of Firm: _____

Name of Staff: _____

Profession: _____

Years with Firm: _____ Nationality: _____

Membership in Professional Societies: _____

Detailed Tasks Assigned: _____

Key qualifications

[Give an outline of Consultants experience and training most pertinent to tasks on assignment. Describe degree of responsibility held by Consultant on relevant previous assignments and give dates and locations].

Education:

[Summarize college/university and other specialized education of Consultant, giving names of schools, dates attended and degree[s] obtained.]

Employment Record:

[Starting with present position, list in detail every employment held.]

Certification:

I, the undersigned, certify that this data correctly describe me, my qualifications and my experience.

Full name of Consultant: _____

Date: _____ Signature of Consultant _____

Full name of authorized representative: _____

Date: _____ Signature of Authorized representative _____

6. TIME SCHEDULE FOR CONSULTANTS

Weeks (in the Form of a Bar Chart)

Name	Position	Reports Due/ Activities	1	2	3	4	5	6	7	8	9	10	11	12	Number of months

Signature: _____
(Authorized representative)

Full Name: _____

Title: _____

Address: _____

7. COMPLETION AND SUBMISSION OF REPORTS

Reports	Date
1. Inception Report	
2. Progress Report	
3. Draft Final Report	
4. Final Report	