

**EGERTON**

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**UNIVERSITY**

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**TENDER NO. EU/EOI/16/2020-2021**

**INTERNATIONAL EXPRESSION OF INTEREST: PROVISION OF  
INTERNATIONAL ACCREDITATION OF TEACHING PROGRAMS  
NAMELY MASTER OF SCIENCE(M.SC.) IN ANIMAL NUTRITION  
AND MASTER OF SCIENCE(M.SC.) IN FOOD SCIENCE**

**TENDER CLOSING / OPENING DATE:  
THURSDAY 27<sup>TH</sup> MAY, 2021 AT 11.30 A.M. (EAT)**

**MAY, 2021**

## TABLE OF CONTENTS

	<b>Page</b>
1 BACKGROUND	1
2 CALL FOR CONSULTANTS	2
3 NATURE AND AIM AND SCOPE OF THE ASSIGNMENT	2
4 OBJECTIVES AND PURPOSE OF THE ASSIGNMENT	3
5 REPORTING ,TIME SCHEDULES AND DELIVERABLES	4
7 THE KEY PROPOSAL FOCUS AND EVALUATION CRITERIA	4
8 PREPARATION OF THE EOI	5
9 QUALIFICATION REQUIREMENTS OF THE KEY EXPERTS	6
10 CLARIFICATIONS	
11 TENDER CLOSING AND OPENING	8

## **1 BACKGROUND**

**Egerton University** is a Public University in Kenya. It is the oldest institution of higher education in Kenya. The school was founded in 1939, and was originally named Egerton Farm School. It was established by a large land grant of 740 acres (3 km<sup>2</sup>) by Maurice Egerton, 4th Baron Egerton of Tatton.

The school's original purpose was to prepare white European youth for careers in Agriculture. By 1955, the name had changed to Egerton Agricultural College. A one-year certificate course and a two-year diploma course in agriculture were offered. In 1958, Lord Egerton donated another 1,100 acres (4.5 km<sup>2</sup>) of land. Soon afterwards, the college opened its doors to people of all races from Kenya and other African countries.

In 1986, Egerton Agricultural College was gazette as a constituent college of the university of Nairobi. The following year, 1987, marked the establishment of Egerton University through an Act of Parliament and chartered in 2013 under the Universities Act No 42 of 2012 with its main campus in Njoro and a satellite Campus namely Nakuru Town Campus College.

Egerton University has established the *Africa Centre of Excellence in Sustainable Agriculture and Agribusiness Management (CESAAM)* as one of the 24 competitively selected Centers at Universities in Eastern and Southern Africa under the World Bank's *Eastern and Southern Africa Higher Education Centers of Excellence Project II (WB ACE II)*. The main goal of the centre is to contribute to sustainable agriculture and agribusiness management through capacity development, research, innovation and technology transfer for enhanced food security.

## **2 CALL FOR CONSULTANTS**

In light of the aforementioned and with a view to improve its capacity building activities, Egerton University wishes to submit two MSc programmes for international accreditation. These programmes namely MSc Animal Nutrition and MSc Food Science already have National accreditation in Kenya.

## **3 NATURE AND AIM AND SCOPE OF THE ASSIGNMENT**

To assure the quality of programmes offered in institutions, the programmes are accredited by the relevant accrediting bodies; for example, all programmes offered at Egerton University are accredited by the Commission for University Education (CUE). This is CUE offers National Accreditation for programmes offered at university level.

One of CESAAM's goal is to improve the quality of the graduates by supporting quality of programmes, quality of teaching and quality of research. As part of the World Bank ACE II Project, the centers of excellence (including CESAAM) are expect to run programmes that not only meet national standards, but exceed to regional and international standard. Thus one of the main activities in under achieving excellence in training and research is International accreditation. It is one of the deliverables of the CESAAM Project.

The Consultant is expected to carry out the following duties/steps or processes;

1. Peer review (International consulting team including one local expert)
  - Peer review process including a site visit
  - Constitution of a Peer Review Team of Consultants
  - Review of the self-evaluation report (SER) by the Peer Review Team
  - Site visit by the Peer Review Team
2. Report summarizing the results of the peer review
  - Peer review team writes report based on the SER review and Site visit findings

#### **4 OBJECTIVES AND PURPOSE OF THE ASSIGNMENT**

The Consultant will be required to offer all consultancy services necessary to achieve the stated objectives. The objective of this assignment are:

- a) Helps determine if an institution meets or exceeds minimum standards of quality
- b) Increase international acceptance of degrees and foster mobility of students, staff and research activities.
- c) As a quality enhancement tool
- d) Prepare and submit final Draft on International Accreditation.

#### **5 REPORTING, TIME SCHEDULES AND DELIVERABLES**

The Consultant is expected to enter into discussion and agreement with Egerton University on the approach and action plans to realize the basic objective of the appointment and submit all Reports timeously as agreed from the commencement date of the contract.

Such an arrangement shall take into account the consultant reporting to Egerton University's Vice Chancellor, while working in consultation with the Center leader CESAAM.

The Consultant will be responsible for the accuracy and timely delivery of the required outputs as well as preparing and presenting progress reports to the Center Leader CESAAM and final report to the VC.

The deliverables shall be;

1. Follow-up detailed description of areas of development
2. Decision by the Accrediting body which could be one of the following:
  - unconditional accreditation
  - conditional accreditation (valid accreditation; some shortcomings; time given to adapt the programme)
  - postponement of decision (adjustment of programme and documentation within given time period; new evaluation conducted by experts)
  - denial of accreditation (where the programme has severe shortcomings).

## 6. THE KEY PROPOSAL FOCUS AND EVALUATION CRITERIA

The selected Consultant will be expected to demonstrate how this will be achieved through a comprehensive work plan and methodology.

The proposals received shall be evaluated on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria as follows:

### **Evaluation Criteria**

#### **Part 1- Preliminary Evaluation Criteria.**

**These are mandatory requirements.**

- a) All pages of the bidder's document (including attachments) **MUST** be serialized sequentially.
- b) Certificate of Incorporation/ Registration from domicile country.
- c) Copy of Valid Tax Compliance Certificate from domiciled country
- d) Certificate of Confirmation of Directors and Shareholding (CR12) or equivalent from domicile country.
- e) Duly completed, signed and stamped self-declaration form SD1(attached)
- f) Duly completed, signed and stamped self-declaration form SD2(attached)
- g) Duly filled, signed and stamped Confidential Business Questionnaire (attached)

**NB: Only tenderers who satisfy ALL mandatory requirements will be proceed to Technical Evaluation Stage**

#### Part II-Technical

<b>Items</b>	<b>Points</b>
(i) Demonstrate track record in successfully obtaining unconditional accreditation or conditional accreditation.	45
(ii) Specific experience of the consultant related to the assignment ( <b>provide evidence</b> )	10
(iii) Qualifications and competence of the key staff for the assignment ( <b>provide evidence</b> ). a) <b>Lead Consultant-20 Marks</b> b) <b>Other 4 Consultants-Each 6.25 marks</b>	45
<b>Total Points</b>	<b>100</b>

Only firms with scores above 70%, shall be invited to make Technical and Financial proposals.

## **7. PREPARATION OF THE EOI**

The Expression of Interest shall not contain any financial proposals and shall be written in English language.

In preparing the EOI, consultants are expected to examine the documents constituting the TOR in detail. While preparing the document, consultants must give particular attention to the following:

- (i) If a firm considers that it does not have all the expertise for the assignment, it may obtain a full range of expertise by associating with individual consultant(s) and/or other firms or entities in a joint venture or sub-consultancy as appropriate. Consultants shall not associate with the other consultants who have registered themselves for this assignment. Any firms associating in contravention of this requirement shall automatically be disqualified.
- (ii) It is desirable that the majority of the key professional staff proposed be permanent employees of the firm or have an extended and stable working relationship with it.
- (iii) Proposed professional staff must as a minimum, have the experience indicated in the TOR preferably working under conditions similar to those prevailing in Kenya.

The EOI shall provide the following information:

- (i) A brief description of the firm's understanding of the exercise;
- (ii) A brief description of the firm's organization and an outline of experience on assignments of a similar nature.
- (iii) A list of the proposed staff team by specialty, the tasks that would be assigned to each staff team member and their timing.

## **8. QUALIFICATION REQUIREMENTS OF THE KEY EXPERTS**

The consultancy is envisaged to be an interdisciplinary one which requires resources from different fields to undertake as a team. The consultant is therefore expected to make a proposal giving his understanding of the requirements and propose the best way of deploying resources. The following is an indicative mix of skills that may be required for the assignment.

## **A) LEAD CONSULTANT**

The Team Leader shall have a ten (10) years experience in carrying out international accreditation of academic Programs. (provide evidence)

- i) Qualifications and competence of the key staff for the assignment (provide evidence) with at least 10 years' experience and demonstrate deep understanding in carrying out international accreditation of academic Programs. The Team Leader will seek and coordinate the inputs of all team members and ensure the quality and timely submission of reports is observed.

## **B) OTHER CONSULTANTS**

At least four (4) other Consultants including one local expert shall be proposed to work with the Lead Consultant and should each have at least 3 years in carrying out international accreditation of academic Programs. (provide evidence).

## **9. CLARIFICATIONS**

Any form of clarifications can be sent to Egerton University at least seven (7) days before the closing date of the expression of interest and must be sent in writing by paper mail, facsimile, or electronic mail to:

The Head of procurement department  
Egerton University  
Njoro Main Campus  
P.O. Box 536-20115 Egerton  
Email: **procurement@egerton.ac.ke**

Any updates on this EOI will be posted on the University Website [www.egerton.ac.ke](http://www.egerton.ac.ke) and on the public procurement information portal [www.tenders.ac.ke](http://www.tenders.ac.ke) free of charge.

## **10. TENDER CLOSING AND OPENING**

The submission of the prequalification documents made in English must be received in a sealed envelope and delivered or registered to the above address.

To be received **on or before 11.30 a.m. EAT Thursday 27<sup>th</sup> May,2021** and placed in the Tender Box at the Procurement Department, Njoro Campus and clearly marked with

**“TENDER NO. EGERTON UNIVERSITY /EOI/16/2020-2021: INTERNATIONAL EXPRESSION OF INTEREST (EOI): PROVISION OF INTERNATIONAL ACCREDITATION OF TEACHING PROGRAMS NAMELY MASTER OF SCIENCE(M.SC.) IN ANIMAL NUTRITION AND MASTER OF SCIENCE(M.SC.) IN FOOD SCIENCE”.**

The opening of bids will take place immediately thereafter at the Procurement Boardroom, Njoro Campus in the presence of bidders/their representatives who choose to attend.

Bidders must sequentially serialize all pages of the bid documents failure to which shall lead to disqualification



## CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM

You are requested to give the particulars indicated in Part 1 and either Part 2(a), 2(b) or 2 (c ) whichever applied to your type of business

You are advised that it is a serious offence to give false information on this form

### Part 2 (a) – Sole Proprietor

Your name in full ..... Age.....

Nationality ..... Country of origin.....

Citizenship details.....

### Part 2 (b) Partnership Given details of partners as follows:

Name	Nationality	Citizenship Details	Shares
1. ....			
2. ....			
3. ....			
4. ....			

### Part 2 (c) – Registered Company

Private or  
Public.....

State the nominal and issued capital of company-

Nominal Kshs. .... Issued Kshs. ....

### Given details of all directors as follows

Name	Nationality	Citizenship Details	Shares
1.....			
2.....			
3.....			
4.....			
5.....			

Date ..... Signature of Candidate.....

• If a Kenya Citizen, indicate under “Citizenship Details” whether by Birth, Naturalization or registration.

**SELF DECLARATION FORM SD1**

**SELF DECLARATION THAT THE PERSON/TENDERER IS NOT DEBARRED IN THE MATTER OF THE PUBLIC PROCUREMENT AND ASSET DISPOSAL ACT 2015**

I..... of Post Office  
Box.....being a resident of.....in the Republic  
of .....do hereby make a statement as follows:-

1. **THAT** I am the Company Secretary / Chief Executive / Managing Director / Principal Officer / Director of ..... (insert name of the Company) who is a Bidder in respect of **Tender No: EU /EOI/16/2020-2021: International Expression of Interest (EOI): Provision of International Accreditation of Teaching Programs Namely Master of Science(M.Sc.) In Animal Nutrition and Master of Science(M.Sc.) In Food Science for Egerton University** and duly authorized and competent to make this statement.

2. **THAT** the aforesaid Bidder, its Directors and subcontractors have not been debarred from participating in procurement proceeding under Part IV of the Act.

3. **THAT** what is deponed to hereinabove is true to the best of my knowledge, information and belief.

.....

Title

Signature

Date

**FORM SD2**

**SELF DECLARATION THAT THE PERSON/TENDERER WILL NOT ENGAGE IN ANY CORRUPT OF FRAUDULENT PRACTICE**

I..... of Post Office Box.....being a resident of.....in the Republic of .....do hereby make a statement as follows:-

1. THAT I am the Company Secretary / Chief Executive / Managing Director / Principal Officer

/ Director of ..... (insert name of the

Company) who is a Bidder in respect of **Tender No: Tender No: EU/EOI/16/2020-2021: International Expression of Interest (EOI): Provision of International Accreditation of Teaching Programs Namely Master of Science(M.Sc.) In Animal Nutrition and Master of Science(M.Sc.) In Food Science for Egerton University** and duly authorized and competent to make this statement.

2. THAT the aforesaid Bidder, its servants and / or agents / subcontractors will not engage in any corrupt or fraudulent practice and has not been requested to pay any inducement to any member of the Board, Management, Staff and/or employees and/or agents of Egerton University

which is the procuring entity.

3. THAT the aforesaid Bidder, its servants and / or agents / subcontractors have not offered any inducement to any member of the Board, Management, Staff and/or employees and/or agents of Egerton University

4. THAT the aforesaid Bidder will not engage/has not engaged in any corrosive practice with other bidders participating in the subject tender.

5. THAT what is deponed to hereinabove is true to the best of my knowledge information and belief.

.....

Title:

Signature:

Date: