



REPUBLIC OF KENYA
THE NATIONAL TREASURY AND PLANNING

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When Replying Please Quote

Ref: FLLoCA/PIU/NC/03/2021-2022

THE NATIONAL TREASURY

P.O. BOX 30007 – 00100

NAIROBI

16th March, 2022

TO ALL BIDDERS,

REF: PROVISION OF CONSULTANCY SERVICES FOR DEVELOPMENT OF A
COMMUNICATION AND MEDIA STRATEGY FOR THE FINANCING LOCALLY-LED
CLIMATE ACTION PROGRAM

TENDER NO. FLLoCA/PIU/NC/03/2021-2022: ADDENDUM II

The National Treasury has issued the following addendum to the Request for Proposal, Provision of Consultancy Services for Development of a Communication Strategy for the Financing Locally-Led Climate Action Program following a virtual pre – proposal meeting held on Wednesday 16th March, 2022 at 10.00a.m. Kenyan Time.

S/no	Reference in RFP document	Question/request for clarification	Client response
1.	Section V-TERMS OF REFERENCE 1.5 Scope of assignment 1. Development of the Communication Strategy and subsequent implementation:	Please expound on the requirement of institutional communication	The Program is a multi -level program whose stakeholders include; strategic partners, National level entities, the 47 Counties and community led organizations at ward level. The strategy must therefore be able to address all levels and include a multi-level implementation plan and M&E framework for the Program`s Communication Strategy.
2.	Section 2(B):Data Sheet	If the firm is youth owned should they submit a Tender Declaration or must the firm submit a Bid Bond	The tender is not classified for any Preference group. All bidders are expected to submit a Bid Bond.
3.	Section 2(B):Data Sheet	Clarify the tender reference and closing date.	Provision of Consultancy Services for Development of a Communication and Media Strategy for the Financing

			Locally-Led Climate Action Program Ref: FLLoCA/PIU/NC/03/2021-2022 Closing date 30 th March 2022 at 11:00AM.
4.	<p>On Page 67: Qualifications and competence of the key staff for the assignment</p> <p>Submit at least a copy of Communication Strategy produced for a climate change Programme within the last 3 years and provide a brief explanation on how it was successful in achieving the goals of that institution</p>	Should the firm submit a whole copy of a communication strategy or a case study on how the firm approached a communication strategy?	The bidder should submit a whole copy of a communication strategy
5.	<p>On Page 66: Schedule of reports:</p> <p>Draft communication strategy and M & E framework</p>	At what point will the Client provide the deliverables required for firms to come up with a communication strategy and M&E framework, will this be specified before or after?	The Client will not provide deliverables. The firm is expected to develop a communication strategy, an implementation plan and an accompanying M&E framework across various program levels. The M&E framework should enable monitoring of the strategy.
6.	<p>Page 22 & 67: General Qualifications of the consulting firm related to the assignment</p> <p>Provide experience in Communication and Public Relations development. The assignments must demonstrate that the firm has wide experience in development and implementation of communication strategies (Attach evidence through contracts or Local Service Order of at least Kenya Shillings Seven Million (Kshs. 7,000,000.00) each from at least Three (3) clients for the last Three (3) years</p>	Is this requirement a minimum value of a project or it can be done as cumulative experience?	Bidders to submit copies of Local Service Orders /Contracts with a minimum of Kenya shillings Four Million (Kshs 4,000,000) each from at least Three (3) clients for the last Three (3) years.
7.	Pre-Proposal Attendance Form	How do we submit the Pre-proposal attendance form	Firms that attended the pre-proposal meeting have 2 options :-

		for authentication by The National Treasury	Either scan and email the form to the National Treasury Procurement email procurement@treasury.go.ke given in the RFP document; or submit a physical copy at the Procurement Office on 6 th Floor of National Treasury building. The form Must be attached in the firm`s submission as a Mandatory document.
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All the other terms and conditions remain the same.


HEAD, SUPPLY CHAIN MANAGEMENT SERVICES
FOR: PRINCIPAL SECRETARY / NATIONAL TREASURY

