



**PREQUALIFICATION OF SUPPLIERS FOR THE SUPPLY OF GOODS AND
SERVICES FOR**

THE FINANCIAL YEAR 2026-2028

APRIL 2026

ENAF/PRE-01/2026/2028

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1. PREQUALIFICATION INSTRUCTIONS

1.1 Introduction

ECHO NETWORK AFRICA FOUNDATION intends to undertake an update of its register of suppliers for various goods and services for the Financial Years 2026-2028. Interested and eligible suppliers are invited to apply for pre-qualification, indicating the category of goods and services they wish to supply and submit respective proposals/bids for them. **Existing suppliers who wish to be retained MUST apply and submit up-to-date information as requested in the pre-qualification document.**

1.2 Pre-qualification Objective

The main objective of prequalification is to maintain a register of suppliers and service providers for Echo Network Africa on and when required basis through quotations for the Financial Year 2026 to 2028.

1.3 Qualifying bidders/applicants

Pre-qualification and bidding is open to all eligible suppliers with proven experience and capacity to offer the required services. The Youth, Women, and Persons with Disabilities (PWDs) are encouraged to apply.

1.4 Submission of Applications

Pre-qualification and Bid submissions of interest will be evaluated in accordance with Echo Network Africa foundation procurement guidelines. Applications for prequalification shall be submitted in sealed envelopes marked with the prequalification category, title and tender number and sent to procurement@enafrica.org or deposited in the tender box at the address and location indicated or be addressed to the respective addresses provided in the tender notice to be received on or before **30th April 2026**.

1.4.1 All the information requested for prequalification shall be provided in the English language.

1.4.2 All Bid Documents must be serialized where applicable, paginated, and signed.

The pre-qualification and Bid documents can be downloaded by the interested and eligible candidates from the ENAF website www.enafrica.org. Those who will download the document from the website must **forward their particulars immediately for recording and any further clarifications and addenda forwarded to procurement@enafrica.org.**

Bids must be delivered in clear sealed envelopes clearly labelled' **'Echo Network Africa FOUNDATION PRE-QUALIFICATION FOR PROVISION OF SERVICES, CATEGORY to:**

THE PROCUREMENT ANCHOR CENTRE
ECHO NETWORK AFRICA FOUNDATION
P.O BOX 55919 NAIROBI
MUCHAI DRIVE, OFF NGONG ROAD

Note: Late submissions will not be considered, after the closing date and time. They shall be rejected and returned to the applicant unopened.

2. PRE QUALIFICATION AND DATA INSTRUCTIONS

2.1 Qualification Criteria

- 2.1.1 This document includes questionnaire forms and documents required of prospective suppliers/service providers. In order to qualify for pre-qualification, suppliers/service providers must provide all information herein requested.
- 2.1.2 The pre-qualified application forms which are not filled out completely and submitted in the prescribed manner will not be considered. All the documents that form part of the proposal must be written in English.

2.2 Qualification

- 2.2.1 It is understood and agreed that the pre-qualification data on prospective bidders is used by ENAF in determining, according to its sole judgement and discretion, the qualifications of prospective bidders to perform in respect to the Tender Category as described in the Tender documents.
- 2.2.2 Prospective bidders will not be considered qualified unless, in the judgement of ENAF, they possess the capability, experience, suitability and working capital to satisfactorily execute the contract for the supply of goods and service
- 2.2.3 Request for Proposals/Quotations will be made available only to those bidders whose qualifications are accepted by ENAF after meeting the score required for the set criteria on completion of the pre-qualification evaluation process

2.3 Experience

Prospective suppliers/service providers must have undertaken successful supply and delivery of similar items/services and should have at least three (3) years' experience in the supply of goods and services they are tendering for. Past performance will be given due consideration in pre-qualifying bidders. Letter of reference from past customers should be included in Form PQ-6

2.4 Personnel

The names and pertinent information (Including their CV) of the key personnel to execute the contract must be indicated in the form provided.

2.5 Financial Condition

- 2.5.1 The Supplier's financial position will be determined by the latest financial statements submitted with the prequalification documents as well as letters of reference and Bank statements from their bankers. Potential suppliers will be pre-qualified on the satisfactory information given.
- 2.5.2 Special consideration will be given to the available working capital. However, potential bidders should provide evidence of financial capability to execute the contract.
- 2.5.3 The firm must show proof that it has met all its statutory obligations and has current Tax Compliance Certificate.

2.6 Other Information

ENA reserves the right to request the submission of additional information from prospective bidders.

2.7 Litigation History and Sworn Statement

Application includes information on any litigation or arbitration resulting from contracts executed in the last one year or currently under execution and a sworn statement by the Tenderer ensuring the accuracy of the information given.

2.8 Cost of bid application.

Sealed applications and Bids must be submitted not later than after payment in cash, of a non-re-fundable Bid application fee currently KSH2, 000.00(Two Thousand Shillings) per application, to the ENA Fbank Account whose details will be given during payment.

2.9 Clarification of Prequalification Documents

The prospective applicant requiring any clarification of the prequalification documents may notify ECHO NETWORK AFRICA FOUNDATION in writing or by email through procurement@enafrika.org. ECHO NETWORK AFRICA FOUNDATION will respond in writing through email to any request for clarification that is received earlier than 3 days prior to the deadline for the submission of applications. Copies of ENAF'S response to queries raised by applicants (including an explanation of the query but without identifying the sources of the inquiry) will be sent to all prospective applicants who will have picked the prequalification documents

3.0 Amendment of Prequalification Documents

At any time prior to the deadline for submission of applications, ECHO NETWORK AFRICA FOUNDATION may, for any reason, whether at her own initiative or in response to a clarification requested by a tender applicant, modify the prequalification documents by issuing subsequent Addenda.

- 3.1.1 The Addendum thus issued shall be part of the prequalification documents pursuant and shall be communicated in writing to all who shall have picked the prequalification documents. The applicants shall promptly acknowledge receipt of each Addendum by email to ECHO NETWORK AFRICA FOUNDATION .
- 3.1.2 In order to afford applicants reasonable time in which to take an Addendum into account in preparing their applications, ECHO NETWORK AFRICA FOUNDATION may, at her discretion, extend the deadline for the submission of applications.

4.0 Opening of Prequalification Documents

Echo Network Africa Foundation will open the applications and all the applicants will be notified of the results once the internal evaluation processes are concluded.

5. PROCEDURES FOR EVALUATION OF TENDERS

5.1 Confidentiality

- 5.1.1 Information relating to the Tenders, their evaluation and results of the prequalification shall not be disclosed to Tenderers or any other persons not officially concerned with the pre-qualification process.
- 5.1.2 From the deadline of submission of Tenders to the time of notification of the results of the prequalification in accordance with ENAF'S procurement policy, any tenderer wishing to contact the Procuring Entity on any matter related to the prequalification process may do so only in writing.

5.2 Clarification of Tenders (Bid clarification)

To assist in the evaluation of Tenders, ENAF may, at its discretion, contact a bidder(s) purely for clarifying aspects of the tender, which are perhaps ambiguous, inconsistent or unusual. ENAF may also seek clarification on matters of quality performance or particular terms and conditions of contracts.

If a clarification is required, ENAF will contact the bidder directly in writing with the clarification question(s), confirming the deadline date and time by which you need to respond. During the clarification process, ENAF will respect bid confidentiality and will avoid unfairness to potential suppliers.

5.3 Notification of Qualified Applicants

Applicants whose applications are determined to be successful will be notified by ECHO NETWORK AFRICA FOUNDATION within Thirty (30) days from the date of opening of prequalification documents.

- 5.3.1 At the same time ECHO NETWORK AFRICA FOUNDATION notifies qualified Applicants that their applications are responsive, ECHO NETWORK AFRICA FOUNDATION shall notify the other applicants whose applications are not responsive.

5.4 Evaluation and Comparison of Applications

Echo Network Africa Foundation will evaluate and compare only the applications determined to be substantially responsive. Prequalification will be based on meeting the minimum requirements to pass the criteria set.

5.5 ENAF'S Right to accept any Application and to reject any or all Applications

ENAF has the right to accept or reject any application, and to annul the prequalification process and reject all applications, at any time prior to approval of contact without thereby incurring any liability to the affected applicant.

5.6 Notification of Approval

Prior to expiration of the period of prequalification validity prescribed by ENAF, successful applicants will be notified.

5.7 Acceptance of the Approval

The successful tenderer(s) will be notified in writing. The successful candidates shall be required to acknowledge in writing the acceptance of their prequalification award. This will include Formal Agreement and Contract Documents as necessary.

6.0 PREQUALIFICATION DOCUMENTATION

All firms must provide:

1. Copy of Certificate of Registration or Incorporation
2. Copy of VAT Registration Certificate
3. Current/Valid Tax Compliance Certificate from Kenya Revenue Authority
4. Copy of PIN Certificate of Firm/Company/Individual
5. Letters of recommendation from three of your major customers indicating contact person(s) and their telephone number.
6. Bank references.
7. Company profile that shall include details of the management team.
8. Transport firms must attach evidence of having taken all the insurance covers.
9. Where mandatory for service provision, each firm must provide evidence of Registration with Professional bodies/Authorities.
10. Air Ticketing firms must be IATA registered
N/B: Prospective suppliers must have premises, a valid trading license, and meet all other Government of Kenya requirements to engage in business. Those that are exempt from this requirement should provide proof.
11. Audited financial statements.

6.1 INVITATION TO PREQUALIFICATION

PREQUALIFICATION OF SUPPLIERS FOR SUPPLY OF GOODS AND PROVISION OF SERVICES

TENDER NO: ENAF/PRE-01/2026/2028

Date:09th April 2026

Tenders are invited for prequalification of suppliers from interested and eligible bidders for the supply/provision of the under listed goods / services for the Financial Year 2026-2028

S/No	Category No.	Item Description
		Supply of Goods
1.	ENAF/PQS/2026-2028/001	Prequalification for Supply and Delivery of Office Furniture and Fittings
2.	ENAF/PQS/2026-2028/002	Prequalification for Cleaning Materials
3.	ENAF/PQS/2026-2028/003	Prequalification for Supply of computers, laptops, computer software, printers and hardware equipment
4.	ENAF/PQS/2026-2028/004	Prequalification for Supply of Telecommunication Equipment
5.	ENAF/PQS/2026-2028/005	Prequalification for Supply of Vehicle Tyres ,Tubes and Batteries
6.	ENAF/PQS/2026-2028/006	Prequalification for Supply of Electrical items and fittings
7.	ENAF/PQS/2026-2028/007	Prequalification for Supply and Delivery of General Office Stationery e.g. printing paper
8.	ENAF/PQS/2026-2028/008	Prequalification for supply of Acquaculture Equipment e.g Cages,solar water pumps ,freezers,fishing nets,construction of ponds,weighing scales,construction of boats,scoop nets.
9.	ENAF/PQS/2026-2028/009	Prequalification for Supply and Delivery of Computer Consumables e.g. toners, cartridges, etc.
10.	ENAF/PQS/2026-2028/010	Prequalification for supply of Sanitary products and Toiletries,toilet disinfectants
11.	ENAF/PQS/2026-2028/011	Supply of farm products e.g Seeds,fertilizer,agrochemicals,farm tools.
		Provision of Services
12.	ENAF/PQS/2026-2028/012	Prequalification for Design and production of materials e.g. printed stationery, notebooks, folders, banners, promotional materials etc. and Provision of Printing Services
13.	ENAF/PQS/2026-2028/013	Prequalification for Provision of Travel and Air Ticketing Services – (IATA/ KATA registered firms only)
14.	ENAF/PQS/2026-2028/014	Prequalification for Printers leasing
15.	ENAF/PQS/2026-2028/015	Prequalification for Repair ,Service and Maintenance of Computers,Printers and UPS
16.	ENAF/PQS/2026-2028/016	Prequalification for office Cleaning service,pest control, and sanitary services
17.	ENAF/PQS/2026-2028/017	Prequalification for Consultancy Services (Firms and Individuals) NOTE:An annex outlining the institutional consultancy needs is attached for reference(Annex 1)
18.	ENAF/PQS/2026-2028/018	Prequalification for Provision of Conference Facilities and Accommodation services in all the 47counties

19.	ENAF/PQS/2026-2028/019	Prequalification for provision of event management services e.g. PA system, plasma screens, décor, entertainment, etc.
20.	ENAF/PQS/2026-2028/020	Prequalification for provision of photography and videography services
21.	ENAF/PQS/2026-2028/021	Prequalification for provision of fingerlings and fries supply to Kisumu, Homabay, Kakamega, Homabay, Siaya, Busia counties
22.	ENAF/PQS/2026-2028/022	Prequalification for provision of fish feeds supply to Kisumu, Homabay, Kakamega, Homabay, Siaya, Busia counties
23.	ENAF/PQS/2026-28/023	Prequalification for provision of car maintenance services.
24.	ENAF/PQS/2026-28/024	Prequalification for provision of security and Alarm system services.
25.	ENAF/PQS/2026-28/025	Prequalification for CCTV maintenance services
26.	ENAF/PQS/2026-28/026	Prequalification for property repairs and Maintenance , constructions, paintings and supply of paint works.
27.	ENAF/PQS/2026-28/027	Prequalification for provision of lift maintenance
28.	ENAF/PQS/2026-28/028	Provision of car hire services.
29.	ENAF/PQS/2026-28/029	Prequalification for provision of fire system Maintenance services, fire trainings, fire protection and supply of fire equipment.

6.2 Mandatory Requirements

- Certified copy of Certificate of Confirmation of Directors and Shareholding (CR12) (Issued within the last 12 Months to Tender Opening Date, for Limited Companies or copy of Identification Card (ID) for Sole Proprietors
- Certified copy of the County Government Business Permit
- The bid document “Original” must be sequentially paginated / serialized.
- Duly filled, signed and stamped Self-Declaration Form that the Tenderer is Not Debarred
- Dully filled, signed and Stamped Self Declaration form that the Tenderer will not engage in any Corrupt or Fraudulent Practice.
- Must fill the Tender forms/documents in the format provided including all the forms
 - Tender Submission Letter
 - Tenderer Information Form
 - Historical Contract Non Performance and Pending Litigation and Litigation History
 - Financial Situation and Performance
 - General Experience
 - Specific Experience
 - Proof of Pest control compliance certificate for the supply of Agrochemicals and Kenya

Plant Health Inspectorate Services certificate (**KEPHIS**) for supply of seeds.

6.3 PRE-QUALIFICATION DATA

1/ We.....hereby apply for registration as
supplier(s) (**Name of Company/Firm**)

of Category No..... (Item Description)

Address.....

Name of building..... Room/Office No Floor No.

Telephone No.....

Full Name of applicant..... Contact Person Title

Other branches location.....

Organization & Business Information (attach company profile)

Partnership (if applicable)

Names of Partners:

1.

2.

3. Business founded or incorporated under present management since

5. Net worth equivalent (Kshs).....

6. Bank reference and address.....

7. Bonding company reference address.....

8. Indicate terms of trade/sale.....

6.4 FINANCIAL POSITION AND TERMS OF TRADE

- (1) Attach a copy of firm’s audited accounts/Bank Statements for previous one year
- (2) Attach letters of reference from your bankers regarding supplier’s credit position.
- (3) State Credit period

6.5 CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM

You are requested to give the particulars indicated here below in whatever applies to your type of business.

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

Part 1 – General:			
Business Name			
Location of business premises.			
Plot No..... 209/11834..... Street/Road			
Postal Address Tel No.			
E mail			
Nature of Business			
Registration Certificate No.			
Maximum value of business which you can handle at any one time			
(Kes)			
Contact Person..... Tel No.....			
Name of your bankers..... Branch			
Part 2 (a) – Sole Proprietor			
Your name in full			
Nationality Country of origin			
ID/Passport No			
Part 2 (b) Partnership			
Given details of partners as follows:			
Name	Nationality	Citizenship Details	Shares

.....
.....

Part 2 (c) – Registered Company

Private / Public (Tick Appropriately)

Given details of all directors as follows

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

Date Signature of Supplier

6.6 PAST EXPERIENCE NAME OF AT LEAST THREE CLIENTS/REFEREES

1. **Name of 1st Client (organization)**

- i) Name of Client (organization).....
- ii) Address of Client (organization).....
- iii) Name of Contact Person at the client(organization).....
- iv) Telephone No. of Client.....
- v) Value of Contract.....
- vi) Duration of Contract (date)

(Attach documental evidence of existence of contract)

2. **Name of 2nd Client (organization)**

- i) Name of Client (organization).....
- ii) Address of Client (organization).....
- iii) Name of Contact Person at the client(organization).....
- iv) Telephone No. of Client.....
- v) Value of Contract.....
- vi) Duration of Contract (date)

(Attach documental evidence of existence of contract)

3. **Name of 3rd Client (organization)**

- i) Name of Client (organization).....
- ii) Address of Client (organization).....
- iii) Name of Contact Person at the client (organization).....
- iv) Telephone No. of Client.....
- v) Value of Contract.....
- vi) Duration of Contract (date).....

(Attach documental evidence of existence of contract)

3. Other clients.....

6.7 LITIGATION HISTORY

Name of Contractor/ Supplier.....

Contractors/Suppliers should provide information on any history of litigation or arbitration resulting from contracts executed in the last two years or currently under execution.

YEAR	AWARD FOR OR AGAINST	NAME OF CLIENT CAUSE OF LITIGATION AND MATTER IN DISPUTE	DISPUTED AMOUNT (CURRENT VALUE, KSHS. EQUIVALENT

6.8 SELF-DECLARATION FORMS - CORRUPT OR FRAUDULENT PRACTICE
SELF-DECLARATION THAT THE PERSON/ TENDERER WILL NOT ENGAGE IN ANY
CORRUPT OR FRAUDULENT PRACTICE

I, of P. O. Boxbeing a resident of in the Republic of.....do hereby make a statement as follows: -

1. THAT I am the Chief Executive/Managing Director//Director of (insert name of the Company) who is a Bidder in respect of Tender No. for..... (insert tender title/description) for (insert name of the Procuring entity) and duly authorized and competent to make this statement, Kenya Subsidiary Legislation, 2020
2. THAT the aforesaid Bidder, its employees and/or agents 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 of ECHO NETWORK AFRICA FOUNDATION which is the procuring entity.
3. THAT the aforesaid Bidder, its employees or agents have not offered any inducement to any member of the Board, Management, Staff and/or employees of ECHO NETWORK AFRICA FOUNDATION.
4. THAT the aforesaid Bidder will not engage /has not engaged in any corrosive practice with otherbidders participating in the subject tender
5. THAT what is stated to hereinabove is true to the best of my knowledge informationand belief

- i) **Company's Name**.....
- ii) **Represented by**
- iii) **Designation**.....
- iv) **Signature** (stamp or seal)
- v) **Date**

ANNEX 1

PRE-QUALIFICATION OF CONSULTANTS.

INSTITUTIONAL CONSULTANCY SERVICES – 2026.

INTRODUCTION.

Echo Network Africa Foundation (ENAF) is a Pan-African philanthropic institution that works collaboratively with like-minded stakeholders to empower, position, and advocate for girls and women across Africa. Founded in 1982 as Kenya Women Holdings (KWH), the organization was rebranded to Echo Network Africa (ENA) in 2018, and later to Echo Network Africa Foundation (ENAF) in 2025, reflecting its expanded vision and continental footprint.

ENAF envisions an inclusive society where girls and women fully enjoy their rights and actively participate in all spheres of life. The Foundation intentionally focuses its interventions on girls and women, with particular emphasis on young women, women with disabilities, and those from marginalized communities.

Under its 2023 to 2027 Strategic Plan, ENAF has adopted a retention, growth, and expansion strategy aimed at strengthening existing programmes while scaling proven models beyond Kenya to other countries across Africa.

Over the years, ENAF has successfully implemented impactful programmes that advance the political, social, and economic empowerment of women and girls both in Kenya and across the continent. These interventions are anchored in five key Programme Centres:

1. Women's Leadership, Political Participation and Governance
2. Blue Economy and Climate Action
3. Financial Inclusion
4. Girls Excel Initiative
5. Peace and Conflict Resolution

CONSULTANCY SUPPORT REQUIREMENTS.

To support the implementation of the above interventions, ENAF will periodically engage qualified consultants on a needs basis across the following thematic areas:

1. Women's Leadership Development, Capacity Building and Training.

a) Refresher Training of Trainers (ToT).

Nature of Consultancy: Engagement of a consultant to design and facilitate a two-day Refresher Training of Trainers for fifteen (15) previously trained ToTs using the *Running to Win: Women's Pathway to a Successful Campaign Facilitator's Guide*.

Objective: To strengthen the capacity of Trainers of Trainers to effectively deliver women's political leadership and campaign trainings within the 2026 pre-election context in preparation for the 2027 General Elections.

Required Competencies:

Gender, Governance and Democracy

Social Sciences or related field
Research, documentation, and communications

b) National Gender Champions Training.

Nature of Consultancy: Engagement of consultants to facilitate a national training workshop for forty-seven (47) Gender Champions (one per county).

Objective: To equip Gender Champions with knowledge, skills, and tools to apply the *Running to Win* curriculum in identifying, mentoring, and supporting potential women aspirants with the capacity to run and win elective office.

c) Women Aspirants Database Development and Management.

Nature of Consultancy: Engagement of a Communications/Database Consultant to develop, operationalize, and maintain a comprehensive national database of women aspirants.

Objective: To establish and sustain a centralized, credible, and regularly updated database capturing key information including positions sought, political party affiliation, and county, to strengthen data-driven programming, mentorship, and visibility.

Key Focus Areas:

Addressing the historical gap in consolidated data on women aspirants by creating a structured and institutionalized repository

Providing a verified reference platform for political parties, civil society, media, development partners, and researchers

Enhancing targeted support, resource mobilization, and mentorship matching

Strengthening rapid response mechanisms against electoral violence and online harassment

Improving media visibility and shifting narratives from personality-based to competency-based profiling

Required Competencies:

- Gender, Governance and Democracy
- Social Sciences or related field
- Research, documentation, and communications
- Experience in database development and management (added advantage).

d) Regional Running to Win Trainings for Women Aspirants.

Nature of Consultancy: Engagement of qualified facilitators (Gender Champions/Consultants) to design and deliver eleven (11) regional or county-level *Running to Win: Women's Pathway to a Successful Campaign* trainings targeting women aspirants across the mapped regions.

Objective: The overall objective of this consultancy is to strengthen the capacity of women aspirants to effectively prepare, position, and run competitive political campaigns ahead of the 2027 General Elections. The trainings will focus on building practical skills in campaign strategy, messaging, resource mobilization, voter engagement, and navigating political party processes within the 2026 pre-election context.

Scope of Work:

- Facilitate one-day or two-day regional trainings using the *Running to Win* curriculum.
- Identify and support potential women aspirants, including young women, women with disabilities, and those from marginalized communities.

- Provide practical tools and guidance on campaign planning, personal branding, and political positioning.
- Support mentorship linkages between aspirants and experienced leaders.
- Document training outcomes and provide post-training reports.

Required Competencies:

- Demonstrated expertise in Gender, Governance, and Political Processes.
- Experience in facilitation of leadership and political training programmes.
- Strong understanding of Kenya’s electoral environment and political party systems.
- Skills in training, mentorship, and stakeholder engagement.
- Experience in research, documentation, and reporting.

2. Gender Mainstreaming and Political Engagement.

Engagement of governance and political party experts to facilitate a national convening between Gender Champions and political party leadership to enhance women’s positioning within party structures

Recruitment and onboarding of twenty-two (22) Gender Champions to support implementation of eleven (11) regional or county-level *Running to Win* trainings targeting women aspirants, including young women, women with disabilities, and those from marginalized communities

3. Policy Advocacy and Analysis.

a) Chagua Mama / Why Electing Women Matters Booklet.

Nature of Consultancy: Engagement of a Communications and Governance Expert to update and enhance the advocacy booklet.

Objectives:

Update the ten key reasons for electing women using current data and evidence.

Develop ten advocacy messages to support public engagement.

Integrate profiles, lessons, and quotes from women leaders across different contexts.

Align content with ENAF’s advocacy and civic education approach.

b) Policy and Advocacy Forums.

Nature of Consultancy: Engagement of Gender, Governance, and Leadership experts to facilitate four policy and advocacy forums (two national and two county-level).

Objective: To deepen understanding of the electoral environment and strengthen women’s participation in governance processes.

c) Media and Visibility Interventions.

Partnership with regional radio stations to amplify women aspirants across eleven mapped regions.

Engagement of social media influencers to support public campaigns on the importance of electing women.

Required Competencies:

- Gender, Governance and Democracy
- Research, documentation, and communications.
- Media engagement and digital campaign experience.

4. Research and Evaluation

Nature of Consultancy: To provide research and evaluation services, including baseline studies, monitoring and evaluation (M&E), data analysis, impact assessments, and reporting to support evidence-based decision-making

Objective: To conduct rigorous research and evaluation that produces credible evidence on outcomes and impact mapping, results harvesting, and informs strategic planning, accountability, and continuous improvement.

Required Competencies:

- Degree in development studies, Community development, gender studies, international relations, Monitoring & Evaluations & Anthropology
- Over 3 years' of experience in conducting qualitative and quantitative studies, Outcome mapping and impact research

5. Loan Monitoring System

Nature of consultancy: The consultancy will involve assessing existing loan monitoring processes, designing or upgrading systems, and developing tools for tracking loan performance, repayment, risk, and compliance.

Objective: To track loan performance and ensure timely repayment

Required Competencies:

- Expertise in developing and deploying bulk sms and USSD solution
- Strong reference from previous projects of similar scope of complexity

6. Development of Board of Trustees Charter

Nature of Consultancy: The consultancy will focus on reviewing existing governance frameworks and developing a Board of Trustees Charter that defines the roles, responsibilities, powers, and procedures of the Board, in line with legal and organizational requirement.

Objective: To develop a comprehensive Board of Trustees Charter that defines governance structures, roles, responsibilities, and operational procedures

Required Competencies:

- The consultant should demonstrate expertise in corporate governance, board charter development, policy drafting, and stakeholder engagement, with strong analytical, communication, and facilitation skills, and a sound understanding of legal and regulatory frameworks governing boards
- Ability to design governance framework
- Experience in policy and charter development.

7. Documentation and Editing of Stories

Nature of consultancy: The consultancy will focus on documenting stories through interviews and fieldwork, and editing content to produce clear, engaging, and well-structured narratives.

Objective: Documentation and production of comprehensive, accurate and compelled manual script.

Required Competencies:

- Advanced degree in Gender Studies, Public Policy, Journalism, Governance, or related fields.
- Degree in Communication, Journalism, or Development Studies. Master's degree is preferred.
- At least 10 years of work experience related to journalism, editing, communication, print media, storytelling, research documentation, and report writing.
- Strong understanding of Kenya's governance landscape, gender equality frameworks, and civil society sector.

- Excellent interviewing and narrative writing skills.
- Ability to synthesize complex political and policy issues into human-centered stories.
- Demonstrated ability to work sensitively with high-ranking public officials.
- Strong editorial discipline, accuracy, and attention to detail.

8. Gender Expert

Nature of Consultancy: To provide expert guidance on gender-related issues, including conducting gender analyses, developing gender-responsive strategies and policies, integrating gender perspectives into organizational programs, training staff on gender equality, and ensuring compliance with national and international gender standards and best practices.

Objective: To strengthen gender-responsive programming and governance by providing expert guidance on gender equity, inclusion, and mainstreaming across organizational policies, programs, and operational practices.

Required Competencies:

- Degree in gender studies, Social Science, Development Studies
- Experience in gender analysis, gender policy advocacy, policy research
- Knowledge of gender mainstreaming in development programs & policies.
- Related experience in field of research in Gals/Gesi

9. Enterprise Risk Management

Nature of Consultancy: To provide in-depth approach to the entire organization risk management and assessment

Objective: To ensure that ENAF is updated on any new and emerging risks matters.

Required Competencies

- An expert in risk management
- Degree in Finance with over 5 years of experience in Risk management and affiliated with ICPAK.

10. Media Monitoring Agency

Key Deliverables & Reporting

1. Real-Time Alerts: Immediate notifications for any media mentions to allow for timely engagement or crisis management.
2. Monthly Analytics Reports: High-level reports including:
 1. Share of Voice (SoV): Analysis of ENAF's visibility within the NGO sector.
 2. Sentiment Analysis: Qualitative categorization of mentions (Positive, Neutral, Negative).
 3. Reach Data: Quantitative data on impressions and audience size.
 4. Geographic Breakdown: Mapping mentions to specific regions (e.g., coverage in specific counties or countries).
3. Quarterly Review: A strategic summary of media trends and recommendations for future PR efforts.

Technical Requirements

- **Cloud-Based Dashboard:** 24/7 access to a digital platform for the ENAF Team to view data and export reports.
- **Keyword Customization:** Ability to update and add keywords/hashtags as projects evolve.
- **Historical Data:** Access to an archive of all recorded mentions for the duration of the contract.

Qualification Criteria

- Proven experience working with Pan-African NGOs or international organizations.
- Demonstrated ability to monitor traditional media in remote regions (specifically for documenting field activities).
- Robust digital tools for social listening and sentiment analysis.

Qualifications of the Key Personnel

The lead consultant or account manager assigned to ENAF must possess:

- A Bachelor's degree in Communications, Public Relations, Data Science, or a related field.
- At least five years of professional experience in media analytics or digital monitoring.
- Proficiency in using AI-driven social listening tools and traditional media tracking software.

11. Photography & Videography Consultancy

Key Deliverables & Reporting

- **High-Resolution Photo Library:** A curated and professionally edited collection of images covering institutional events, field activities, and portraits.
- **Narrative-Driven Video Content:** Production of high-quality video assets, including:
 - **Short-Form Content:** 60-90 second clips optimized for social media and digital platforms.
 - **Impact Documentaries:** 5-10 minute videos highlighting organizational milestones and success stories.
 - **B-Roll Archive:** Raw, high-quality footage for future internal use and media kits.
- **Human Interest Stories (HIS):** Integrated multimedia packages (photo + video) focusing on individual beneficiaries or specific case studies.
- **Metadata & Organization:** All assets delivered with descriptive captions, keywords, and proper filing for easy retrieval.

Technical Requirements

- **Professional Grade Equipment:** Use of 4K-capable cameras, professional audio recording gear, and drone technology (where applicable/permitted).
- **Post-Production Suite:** Access to industry-standard editing software for colour grading, sound design, and motion graphics.
- **Secure Digital Delivery:** Provision of a cloud-based transfer or storage solution for large file delivery and archiving.

Qualification Criteria

- **Sector Experience:** Minimum of five years of experience in development photography and videography for NGOs or international agencies.
- **Field Capability:** Demonstrated ability to travel and operate in diverse or remote environments to document field-based activities.
- **Portfolio Quality:** A proven track record of producing high-impact visual storytelling that adheres to ethical photography guidelines.

Qualifications of the Key Personnel

The Lead Consultant/Creative Director must possess:

- **Education:** A degree or professional certification in Film Production, Photography, Journalism, or a related creative field.
- **Experience:** At least seven years of professional experience in multimedia production, with a focus on social impact storytelling.

- **Technical Skills:** Advanced proficiency in Adobe Creative Cloud (Premiere Pro, After Effects, Lightroom) and digital asset management.

12. Website Maintenance & Optimization Consultancy

Key Deliverables & Reporting

- **Site Audit & Remediation:** A comprehensive review of the current site to identify and fix broken links, missing media, and outdated content structures.
- **Plugin & Core Management:** Regular updates and "cleanup" of the plugin environment to remove redundant tools and replace poorly performing ones.
- **Content Restructuring:** Reworking existing pages to improve navigation and user experience, ensuring that the "broken" content is replanned and properly archived or updated.
- **Monthly Health Reports:** Detailed summaries of site uptime, security scans, database health, and any updates performed during the period.
- **Performance Optimization:** Monthly speed audits to ensure fast loading times across both desktop and mobile devices.

Technical Requirements

- **WordPress Specialisation:** Expertise in the WordPress CMS, including theme customisation (child themes) and database optimization.
- **Security & Backups:** Implementation of automated daily backups and a robust security protocol to prevent malware or hacking attempts.
- **Responsive Testing:** Continuous monitoring to ensure all "reworked" content displays correctly across all screen sizes and browsers.
- **Staging Environment:** Use of a staging site for all major updates or content replanning to ensure zero downtime for the live site.

Qualification Criteria

- **Proven Track Record:** At least five years of experience specifically managing and troubleshooting WordPress sites for corporate or NGO clients.
- **Troubleshooting Expertise:** Demonstrated ability to "rescue" and repair broken websites without losing historical data or SEO rankings.
- **Portfolio:** Evidence of previous WordPress optimization projects that show improved site speed and user engagement.

Qualifications of the Key Personnel

The Lead Web Consultant must possess:

- **Education:** A Bachelor's degree in Information Technology, Computer Science, Web Development, or a related technical field.
- **Experience:** A minimum of five years of professional experience as a WordPress Developer or Webmaster.
- **Technical Skills:** Mastery of WordPress core, PHP, HTML5/CSS3, and familiarity with popular page builders and SEO plugins (e.g., Yoast, Elementor, or WP Rocket).

APPLICATION PROCESS

Consultants interested in these opportunities are requested to submit their capability statement, CV, records of previous relevant work, and referees or recommendation letters, along with the complete tender document, by 30th April 2026.