REQUEST FOR PROPOSALS

EMPLOYEE ENGAGEMENT SURVEY CONSULTANCY ASSIGNMENT

1.0 The AECF

The Africa Enterprise Challenge Fund (AECF) is a US$ 356 million private sector challenge fund that provides catalytic funding to enterprises in 26 countries in Sub-Saharan Africa. The fund supports innovative commercial businesses in the agribusiness, renewable energy and adaptation to climate change technology sectors with the aim of reducing rural poverty, promoting resilient rural communities and creating jobs through private sector development. AECF invests in businesses that are seen as "risky" and that struggle to meet traditional risk-return standards for commercial investors and which offer significant impact on poverty alleviation by creating jobs and sustainable incomes. Specifically, the AECF Limited supports businesses in agriculture, rural financial services, renewable energy and adaptation to climate change. The AECF provides catalytic funding in the form of grants and zero interest loans to businesses that would not otherwise have access to adequate financing.

The AECF was launched at the World Economic Forum as an initiative of the Alliance for a Green Revolution in Africa (AGRA). Since 2008, the Fund has been supported by donor governments namely Australia, Canada, Denmark, Netherlands, Sweden, United Kingdom, and international finance institutions such as the Consultative Group to Assist the Poor and International Fund for Agricultural Development (IFAD). In 2017, the AECF Ltd. entered a new phase as an independent entity with the objective of expanding its geographical reach, growing its funding base and increasing its transformative impact on inclusive growth. To achieve this, the Fund will deepen its focus on gender issues, youth and employment. The new strategy will build on the Fund's track record of creating sustainable rural livelihoods through private sector-led initiatives that change the way markets work for the poor.

2.0 Background

Time and again, results from employee feedback surveys show that staff who are involved in and enthusiastic about their work are also the most productive. They take a real interest in their job, the business and they go the extra mile. Organisations benefit greatly from understanding how employees feel about important topics such as their level of workload, management structures, their sense of achievement, fair treatment in the workplace, management communications, job security and career path. All of these issues have a direct impact on motivation and performance and over all employee engagement.

It is to this end that the AECF would like to engage a consultant to undertake an engagement survey in the organisation. This is to enable AECF take stock of what employees think and how they are feeling, and assess ways to help increase an employees' sense of inclusion and wellbeing to boost productivity. This Employee Engagement Survey is being undertaken to give employees an opportunity to engage with management as a way of contributing towards AECF people strategy as well as a feedback mechanism and increase management understanding of what is important to the AECF employee.

3.0 Scope

The consultant is expected to carry out an independent comprehensive employee engagement survey across The AECF covering all our offices. The survey will be conducted online and should, among other things, be designed in a manner so as to elicit the feedback of employees on the effectiveness of various HR practices / policies, people management and overall organisational leadership and culture.

The survey results should also provide some valuable analysis of responses by areas such as age, gender, ethnicity and disability. The consultant should package these results in a way which will enables management to pinpoint areas for priority development.

4.0 Deliverables

The AECF requires the following deliverables:

a) Survey design and administration, Creation of Survey Questionnaire Format;
b) Employee Engagement Survey Tool;
c) Designing of Communication Collateral;
d) Collating the resulting data in a way that maximises its efficacy and gives the most insight to management;
e) Survey Report with detailed analysis of the various area of survey. The consultant will arrange for analysis of the survey data and provide survey analysis on various parameters as required by The AECF.
f) Presentation to the leadership team on the results of the Survey;
g) Benchmarking on data and practices against results from similar organization;
h) Recommendations to the leadership team on areas of improvement based on the engagement survey results and potential areas of linkage of engagement to the broader talent and organization strategy;
i) Recommendation of employee engagement initiatives and ideas;
j) Based on the data analysis and survey results, the consultant will present a 6 -12 months' roadmap to working culture and employee engagement.

5.0 Duration of the Service

The task should not take more than thirty (30) days.

Proposal Submission

The Proposal should include:

a) an executive summary;
b) a summary of the Vendor's understanding of the requirements and strengths of their proposed approach;
c) a description of the relevant qualifications and experience of the vendor implementing similar assignment in other organizations;

d) references for three similar initiatives successfully implemented and managed with proven and measured success by the vendor within the last three years;
e) a description of the proposed overall approach and methodology including:
    i. engagement tool(s) – details on the tool(s) being recommended for use including such detail as optimal use, frequency of use, whether it can be customized, reviews from other users, precision in predicting workplace trends and method of evaluation, etc.;
    ii. evaluation of results and action planning – describe the evaluation methodology and approach to building a successful action plan for an organization to address results.
    iii. Overall project work plan outlining the proposed first cycle for the AECF's implementation of the tool(s) to accompany the Project Deliverables and Milestones;
f) A description of the proposed project team or individual who will manage the project with The AECF.
g) Names and resumes of the individual or proposed project team members;
h) Two references for each proposed individual demonstrating relevant experience for the proposed role within the last three years.
i) Financial proposal (presented separate from the technical proposal)

Failure to include any required components of the Proposal, as listed above may result in disqualification of the Proposal.

6.0 Reporting

The consultant will be accountable to AECF Head of HR and Admin.

7.0 Pricing

AECF is obliged by the Kenyan tax authorities to withhold taxes on service contract fees as well as ensure VAT, at 16%, is charged where applicable. Applicants are advised to ensure that they have a clear understanding of their tax position with regards to provisions of Kenya tax legislation when developing their proposals.

8.0 Evaluation Criteria

An evaluation committee will be formed by the AECF and shall include employees. All members will be bound by the same standards of confidentiality. Vendor should ensure that they fully respond to all criteria in order to be comprehensively evaluated.

The AECF may request and receive clarification from any Vendor when evaluating a proposal. The evaluation committee may invite some or all of the Vendors to appear before the committee in order to clarify their proposals. In such event, the evaluation committee may consider such clarifications in evaluating proposals

In deciding the final selection of qualified bidder, the technical quality of the proposal will be given a weighting of 70% on the basis of the evaluation criteria. Only the financial proposal of those bidders who

qualify technically will be opened. The financial proposal will be allocated a weighting of 30% and the proposals will be ranked in terms of total points scored.

The mandatory and desirable criteria against which proposals will be evaluated are identified in the table below.

Evaluation Criteria	Description	Weight
Technical	**Qualification and Experience of Organization and Team**	**25**
	. Qualifications and experience working with organizations to design custom employee engagement strategies to assess and build a positive employee engagement culture. . Experience includes developing, implementing and evaluate engagement tool(s) for organizations that successfully meet the needs of the client organization. . Qualifications and experience of lead individual or proposed project team working on projects of a similar nature	5 10 10
Technical	**Proposed Approach and Engagement Tools and Plan**	**35**
	. Assessment of the engagement tool(s) and employee engagement survey approach. . Completeness and quality of the proposed approach, work plan and schedule to complete the work including the preparation and launch of the program and the framework for evaluating results and creating appropriate report. . Plan to validate and evaluate the employee engagement program	10 15 10
Value Adds	**New/innovative and value added approaches to service delivery**	**10**
Financial	Vendors are to provide the solution that provides the best value for AECF's investment, and provides the required services and functionality for the lowest total cost of ownership.	**30**
Total		**100**

AECF invites all qualified consultants to send a proposal to **procurement@aecfafrica.org**, clearly marked "**RFP Employee Engagement Survey**" to be received no later than **27th February 2019 by 5.00 pm East Africa Time (GMT+3)** addressed to: **The AECF, Procurement Department**

All clarifications and or questions should be sent to procurement@aecfafrica.org

9.0 Disclaimer

AECF reserves the right to determine the structure of the process, number of short-listed participants, the right to withdraw from the proposal process, the right to change this timetable at any time without notice and reserves the right to withdraw this tender at any time, without prior notice and without liability to compensate and/or reimburse any party.