REQUEST FOR PROPOSALS (RFP/HRADM/0020)

For

Consulting Firm To Facilitate Board Strategy Session

Submission Due 7th October 2020, 12:00pm

Family Homes Funds Limited,
3rd Floor Sinoki House, Opposite Ministry of Transportation,
Ademulegun Street CBD, Abuja.

DISCLAIMER

The information contained in this Request for Proposals document ("RFP") or subsequently provided to Applicants, whether verbally or in documentary or any other form by or on behalf of Family Homes Funds Limited (In Formation ("the Company")) , or (FHFL), or any of its employees or advisers, is provided to Applicants on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.

The Company (FHFL), its employees and advisers make no representation or warranty and shall have no liability to any person including any Applicant under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the RFP and any assessment, assumption, statement or information contained therein or deemed to form part of this RFP or arising in any way in this Selection Process.

The Company also accepts no liability of any nature whether resulting from negligence or otherwise, howsoever caused, arising from reliance of any Applicant upon the statements contained in this RFP.

The Company may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this RFP.

The issue of this RFP does not imply that FHFL is bound to select an Applicant or to appoint the Selected Applicant, as the case may be for the consultancy and that FHFL reserves the right to reject all or any of the proposals without assigning any reason whatsoever. The Applicants shall bear all costs associated with or relating to the preparation and submission of Proposals including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by FHFL or any other costs incurred in connection with or relating to its Proposal.

All such costs and expenses will remain with the Applicant and FHFL shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by an Applicant in preparation or submission of the Proposal, regardless of the conduct or outcome of the Selection Process.

INTRODUCTION

The Family Homes Funds Limited (FHFL) is a social housing initiative promoted by the Federal Government of Nigeria as part of its Social Intervention Programme. The Company was incorporated in September 2016 as a Limited Liability Company with initial shareholding by the Federal Ministry of Finance and the Nigeria Sovereign Investment Authority. The Company became operational in 2017 and began providing construction financing to support the development of housing for people on low income.

In September 2019, the Board of Directors was reconstituted. The Board would like to develop a 2021 – 2024 Strategy for the Company. FHFL is looking to engage a Strategy Consulting Firm to facilitate a Strategy Session for the Board of Directors. We seek a Firm that understands and is experienced in Board facilitation.

The bids should be submitted in accordance with the specifications, terms, and conditions shown in this Request for Proposals (RFP). This RFP is being released to identify an experienced Strategy Consulting Firm to carry out the services as detailed in this document. Prospective respondents are advised to read this information carefully prior to submitting a proposal.

OBJECTIVES

The objective of this Request for Proposal (RFP) is to seek a qualified Strategy Consulting Firm that is knowledgeable in supporting the Strategy Development Process through the facilitation of a Board Strategy Session. The primary objective is to guide the Board through a strategy thought process leading to the development of a clear vision for the company and the key things i.e. the goals it must do to achieve them within a specified time frame. The Consulting Firm will work with the Managing Director (MD) and the Strategy Manager to deliver on this work.

PROJECT DELIVERABLES

The Strategy Consulting Firm is expected to deliver the following:

1.1. The Planning, Content and Organization of an in-person Board Retreat.

1.2. Facilitation of the Strategy discussion sessions.

1.3. A report that captures the take-aways from the Board Retreat and de-briefing meeting with the MD and Strategy Manager.

CONTRACT PERIOD

The contract shall be for a period of two weeks.

COMPANY AND PERSONNEL REQUIREMENTS

- Extensive experience in conducting and facilitating Board Strategy Sessions.
- Experience in Strategy Development.
- Knowledge of the Nigerian Housing Sector, and particularly low-income housing is a plus.
- Excellent communication and influencing skills.
- Ability to travel to determined retreat site (within Nigeria) and facilitate strategic planning retreat in person.
- Evidence of high-level, mature, and seasoned facilitator(s) for the Strategy Sessions.

PROPOSAL GUIDELINES AND FORMAT

Prospective Consultants are required to submit their proposals in the following format:

A. Approach and Strategy (20%): Kindly provide a brief statement on the following.

- An understanding of the required services as detailed in this RFP (10%).
- Your competitive advantage and proposed methodology for carrying out the work including a draft agenda for a Board Strategy Retreat (10%).

B. Corporate Profile and Documentation This should include the following information:

- Corporate profile document of the firm including Certificate of Incorporation, Registration, Tax clearance certificate for 3 years, Audited account, Pencom cert, NSIT, ITF certificates (5%).
- Key personnel to execute the project – Names, disciplines, experience level and CV (12.5 %).
- Organizational structure (2.5%).

C. Similar experience in past projects (20%): Consultant shall demonstrate ability to render the required services by providing:

- Evidence of similar work done (20%).

D. Execution Plan (10%)

- Detailed workplan for execution of the tasks. Workplan shall include indicative dates of completion and implementation activities (10%).

E. Financials/Consultancy Fees (30%)

A schedule of proposed fees with indicative payment terms.

SUBMISSIONS

The following guidelines are provided for standardizing the preparation and submission of proposals. The intent is to assist respondents in the preparation of their submission and to assist FHFL by simplifying the review process providing standards for comparison of submissions. Statements submitted in response to this RFP shall include a complete response to the requirements in this section in the order presented.

Proposals shall be printed double-sided, submitted on standard A4 paper, with easy to read font size and style. Pages shall be numbered and bound (spiral/ three-ring binder). Tabbed dividers should separate and identify the response items described below.

Respondents must submit one signed original, two copies, and one electronic (USB flash drive preferred) copy of the proposals Family Homes Limited. Submission is due **7th October 2020, 12:00pm.**

Proposals shall contain the following information in the order listed:

1. Introductory Letter

The introductory letter should be addressed to:

The Managing Director.
Family Homes Funds Limited,
3rd Floor Sinoki House,
Ademulegun Street, CBD-
Abuja.

Attention – Head, Human Resources and Admin.

The letter should include contact name, mailing address and telephone number of the Consultant. The cover letter shall include a statement acknowledging the conditions stated in the RFP, referencing any exceptions contained in the response, and be signed by the Consultant.

2. The Proposal

The proposal shall include:

A. Approach and Strategy
B. Corporate Profile
C. Experience in past projects
D. Execution Plan
E. Financial (Consultancy) Fee

3. Conflict of Interest Statement

Submit a statement regarding any activities or relationships of the responder that might create a conflict of interest for the responder or FHFL, and, if such activities or relationships exist, a description of the facts, legal implications, and possible effects sufficient to permit FHFL to appreciate the significance of the conflict and react as appropriate.

4. Exceptions

Note any exceptions to the RFP requirements in their entirety.

5. Supportive Information

This section may include graphs, charts photos, maps, references, etc., in support of the respondent's qualifications and competence.

EVALUATION AND SELECTION CRITERIA

1. Project Selection Process

To be considered, a proposal consistent with the terms of this RFP must be submitted. The responses to this RFP shall be reviewed by a nominated committee for completeness and evaluated against the stated criteria. The committee will then select and recommend the most competent Consultant to carry out the work.

The selected Consultant will be invited to a kick-off meeting with the main objective of reviewing the work plan and expectations.

2. Evaluation of Proposals

Applications will be evaluated, and the Strategy Consulting Firm selected based on the following criteria:

A. Technical Proposal (70%)

B. Financial Proposal (30%)

Note: Only bidders that obtain 50 points and above from the technical evaluation will be considered for the stage of financial evaluation. All prices quoted must indicate if Tax has been included or not.

GENERAL POLICIES

1. Late Proposals

Proposals arriving after the specified date and time will not be considered, nor will late proposals be opened. Each respondent assumes responsibility for timely submission of its proposal.

2. Withdrawal or Modifications of Proposals

Any proposal may be withdrawn or modified by a written request signed by the respondents and received by FHFL prior to the final time and date for the receipt of proposals. Once the deadline is past, respondents are obligated to fulfill the terms of their proposal.

3. Proposal Acceptance and Rejection

FHFL reserves the right to accept any proposal, to reject any, and all proposals, and to call for new proposals, or dispense with the proposal process.

4. Proposal Evaluation and Award

Evaluation will be made on the basis of the weighted scoring as noted in the Evaluation and Selection Criteria section. The set committee shall evaluate proposals submitted by the Strategy Consulting Firm.

5. Request for Information

Respond completely, accurately, and succinctly to each of the items below:

- Provide the legal name of the entity submitting the proposal.
- Identify the number of years that the entity has been in existence and the number of years that the entity has been providing such services.
- Provide the addresses of the headquarters location of the entity and of the location, if different, that would be responsible for the day-to-day performance of the services.
- Identify the form of your business of the entity (corporation, partnership, limited liability company etc...). If a corporation, identify the state of incorporation and whether the corporation is public or private.
- Provide a summary of clients for which you or your team are currently providing services. Indicate the number of years for which your firm has provided such services to these clients.
- Of those identified in the response to the above item, provide a list of (2) references for a similar assignment. Include the name of the client, the contact person for that client site, the contact's titles, phone number and address.
- Describe your firm's approach to the assignment.
- Detail any of your firm's special or unique capabilities, technology or operating procedures that would be of direct benefit to FHFL.

- List any affiliates or joint venture partners your firm intends to utilize in the performance of this assignment. Describe the nature of that utilization and how your firm will coordinate and interact with that affiliate or joint venture partner.
- Provide a listing of individual and/or company accreditations, certifications, and memberships pertinent to this assignment.

ADDITIONAL INFORMATION

- Each bidder may have their submissions in such a format that the technical proposal must be submitted as a separate document from the financial proposal.
- Only proposals that fully address the mandatory services listed in the bidding requirement will be evaluated.
- Due date of submission: **07/10/2020 by 12noon**. Proposals submitted after the stated date and time will not be accepted.
- Short-listed bidders may be invited to make presentations to the evaluation team.

***** Nothing herein shall obligate FHFL to award a contract to any responding application.