

To

Whom It May Concern

From

German Kenyan Cooperative Development
DGRV Kenya
Hardy Post Mall- Ushirika Road
P.O. Box 15658 - 00509
Nairobi - Karen

January 10, 2025

- Call for Proposals-

Here: Freelance Consultancy Services in the Field of Healthcare Workers Co-operative

We are herewith kindly calling for your proposal for freelance consultancy services to GKCD, for the purpose of promoting the establishment of a newly to be registered healthcare worker cooperative in Nyeri County to a successful completion. The assignment will take place **virtually and/or physically** for a fixed retention period (February 2025 – December 2025) **on need basis**.

Please see details below.

Context of the assignment

One of the core objects of DGRV's project in Kenya is to introduce innovations to the co-operative sector. One of such innovation is the inception of a "Healthcare Workers Co-operative" in 2025 Kenya.

The newly to be registered Healthcare Worker Co-operative (HWC) will complement the existing healthcare structures in the Country and contribute to universal health coverage. The new Healthcare Workers Co-operative will focus on:

- Quality healthcare services provision (preventive, basic curative, nursing care, and education)
- Quality and accessible Health services at competitive, and reasonable cost (Out-Of-Pocket or/and Health Insurance).
- Level 2 clinic or dispensary shall be established in urban part of Nyeri County.

In this worker cooperative model, the members are healthcare professionals who will be offering health services in a level 2 facility (Clinic/Dispensary).

The retained Consultant (individual or firm) will work under the guidance of German Kenyan Cooperative Development to pursue the opening of the 1st Health Care Co-operative in Kenya according to the set milestones of the client.

The consultant will be part of an international team of advisors which are coordinated by the client.

Terms of Reference (Subject for Bidding)

The consultant (individual or firm) shall provide the following service:

- 1. Assistance in capacity development and member education for founding members, the Board and the Supervisory Board of the prototype HWC**
 - Jointly with DGRV Kenya, plan for and facilitate tailored trainings and education sessions on healthcare workers co-operatives for co-operative members, authorities or supporting partners surrounding the specific value chain.
 - Develop and submit an activity report after the trainings.

- 2. Assistance in Strategic Plan and Business Plan development for the Pilot HWC**
 - Jointly with DGRV Kenya, plan, prepare, participate and moderate the Strategic Plan and Business Plan Development workshops. if requested by the client.
 - Offer technical advice to GKCD during the development of Strategic and Business plans.
 - Develop and submit an activity report after the workshop.
 - Ensure the Strategic and Business plans will support the registration and operations of the pilot healthcare worker cooperatives in the County.

- 3. Assistance in By-laws development for the Pilot HWC**
 - Jointly with DGRV Kenya and local authorities, assist the founding members to develop the by-laws and economic reports required to successfully register the new Co-operative in a participatory way.
 - Actively follow up the registration of the new co-operative and assist in managing enquiries from authorities, coordinate requests and correspondences.
 - Consult with concerned Authorities on the completion documents for registration before submission to ensure a smooth process.
 - Submit the draft registration documents to the client for review and further expert advice before submission to Authorities.
 - Develop and submit an activity report after the completion of the by-law's development activity.

- 4. Registration of the Pilot HWC**
 - Support and ensure registration of the Co-operative is done tentatively by 31st July 2025.
 - Responsible for handling technical questions from the members or from the registering authorities during the registration process.
 - Develop and submit an activity report after the completion of the registration activities.

- 5. Assistance in Recruitment, induction, and training of a manager**
 - Jointly with DGRV Kenya and the Co-operative, induct the manager on "Co-operative Business Model", the "Healthcare Workers Co-operative Business Model", and any other relevant topic.
 - Develop performance management systems/ appraisal tools for the Manager.

- 6. Assistance in Acquisition of permits and other registrations**
 - Advice on compliance requirements for the new health co-operative to ensure that the cooperative complies with all legal and regulatory requirements governing healthcare cooperatives.
 - Support and ensure the acquisition of other registrations (Health operation certificates, taxes and so on) tentatively between August-September 2025.
 - Develop and submit an activity report after the completion of the registration activities.

Expected outputs/ Deliverables

- Developed Strategic Plan Document for the newly to be registered health worker co-op.
- Developed Business Plan Document for the newly to-be-registered health worker co-op.
- Developed By-laws, and Economic Report for the newly to be registered health worker co-op.
- Certificate of Registration for the Health Worker Cooperative.
- Manager for the health worker co-op recruited and inducted.
- A consultancy activity report and time sheet for the tasks conducted up to the point of invoicing.

Application Requirements

Each application should include the following:

- Comprehensive application letter
- Copies of qualification certificates
- CVs of all proposed consultants entrusted with this assignment.
- A technical proposal clearly demonstrating the consultant's capacities to deliver this assignment to the full satisfaction of the client
- Practical experience in forming health co-operatives is an added advantage
- Practical experience in establishing health facilities is an added advantage
- Practical experience in working in a consortium with international advisors
- Profound understanding of the legal environment of worker co-operatives
- Demonstrate your profound practical knowledge and network in the Kenyan Co-operative sector
- Demonstrate your experience in registering innovative forms of Co-operatives.
- Proven work experience in the Co-operative sector will be an added advantage
- Submit your tax number, copy of your ID or passport, copy of your registration certificate as part of your application.
- Your proposed rates must cover the following categories:
 - Hourly rate (60 min of working time) physical and virtual collaboration
 - Full day rate (8 hours) physical and virtual collaboration.
 - The proposed fees must be all inclusive (e.g. inclusive of communication cost and travel cost).
- Your financial proposal must be submitted in Kenya Shillings, including all cost but exclusive of VAT and WHT. Your offer must be complete and comprehensive considering all Terms of Reference above.
- The consultancy is conducted on **need basis only**. The client retains the services but decides on need basis when and how the services shall be rendered by the service provider.
- Every work package will be described separately with specific deliverables and timelines for the individual work package. Invoicing shall be done based on the work package and hours / days worked.

Submission date

Please submit your written quotations (Tariffs and Terms and Conditions) and summarised technical proposal latest by **30th January 2025 COB**, via email to procurement_kenya@dgrv.coop.

Thank you.