

Waitrose & Partners Foundation Programme

Terms of Reference For

**Construction and Commissioning of a proposed Eldama Ravine sub-county
Kapdening dispensary supported by Karen Roses.**

Eldama Ravine- Baringo County

1.0 BACKGROUND

The Waitrose & Partners Foundation is delivering a programme of activities in Kenya aimed at improving the livelihoods of employees and their families within the Waitrose & Partners supply chain. Farm Africa, a non-profit organization with over 30 years of experience supporting smallholder farmers, the private sector, and governments to develop pro-poor market solutions implements this initiative.

Currently, the programme directly benefits more than **12,000 individuals**—workers on supplier farms and their immediate households—across Waitrose & Partners' supply chain in Kenya.

Among the projects proposed under this programme is the **construction and commissioning of the Kapdening Dispensary**, supported by **Karen Roses** in Eldama Ravine, Baringo County. Once completed, this health facility is expected to benefit approximately **300,000 community members** in Baringo County and neighboring areas.

Farm Africa, the implementing partner, is a registered NGO under Kenyan law through the NGO Co-ordination Board. The organization brings specialist expertise in fund management, as well as technical and business quality assurance, ensuring that projects are delivered efficiently and effectively.

1.1 Kapdening Dispensary

The majority of **Karen Roses employees reside in Kapdening**, an area within Eldama Ravine Constituency. Although land has been earmarked for the establishment of a government dispensary, construction has yet to commence.

With the government's recent rollout of the **Social Health Authority (SHA)** for the provision of health services, there is an urgent need to establish both a dispensary and a health centre in Kapdening to provide accessible healthcare and enable referrals to higher-level medical facilities.

Kapdening is closely affiliated with **Karen Roses–Ravine**, located near the Eldama Ravine town centre. Currently, there are **no existing service rooms or medical infrastructure** in place. However, in support of this initiative, the **Baringo County Government has already recruited medical personnel**, who will be deployed to the facility upon its completion.

The **Terms of Reference (ToR)** outlined in this document seek to **recruit qualified contractors** to undertake the construction of the **Kapdening Dispensary**, thereby enabling access to essential health services for the local community.

2.0 SCOPE OF WORK

These Terms of Reference (TOR) serve as a Request for Proposals from firms/consortiums, contractors who would be interested in undertaking the construction works to Waitrose & Partners Foundation for Karen Roses-Ravine as shall be agreed with the client. Details regarding contents of proposals and submission procedures are explained herein.

2.1 Objectives

The overall objective is to offer Construction works and Commissioning of proposed Kapdening dispensary for Karen Roses-Ravine supported health facilities.

3.0 OUTPUT/ DELIVERABLES

- i. Fill in detailed Bills of Quantities for the proposed dispensary construction at the Karen Roses- Ravine supported facilities.
- ii. Present the filled BOQs for evaluation jointly by Farm Africa and Karen Roses submitted both in soft copy to Farm Africa procurement on or before closure of the bidding and hard copy during tender opening at Karen Roses- Ravine.
- iii. Provide a Work breakdown structure detailing schedules of works suggesting the duration of the project with specific timelines being specified in the contract.
- iv. Liaise with relevant government departments and project stakeholders in ensuring adherence to construction requirements compliance.
- v. Provide construction administration services.

4.0 DURATION OF THE ASSIGNMENT

The assignment is expected to cover the duration of the project and the specific timeline shall be defined in the signed contract. Nevertheless, the firms will be expected to indicate their timelines.

5.0 OWNERSHIP/INTELLECTUAL PROPERTY

All design works for this assignment shall be the joint property of Karen Roses and Waitrose & Partners Foundation.

6.0 SUPPORT AND FACILITATION

The successful firm will be expected to work in close collaboration with all the stakeholders for the success of the project. Karen Roses and the supported schools shall provide necessary support to the Construction firm in order to execute the assignment during the duration of the assignment. The support shall include:-

- a. Access to all relevant information;
- b. General introductory letters to the relevant stakeholders;

7.0 REMUNERATION

Payments to the Construction firm shall be based on the agreed financial proposal in the BOQs for this assignment but in adherence to budgetary allocations for this project. The same shall be indicated in the signed contract once a suitable contractor has been identified. It is expected that the financial proposal shall therefore include a breakdown of remuneration per specific work plan activity to be performed as well as the total construction cost.

8.0 QUALIFICATIONS AND COMPETENCIES

The firm should have the following qualifications and competencies as a minimum;

1. Proven and extensive experience in similar projects in both for public and private sector space
2. Experience in working with public institutions and agencies;
3. Excellent communication skills: verbal, written, and illustrative
4. Fluent in English/Kiswahili.
5. Ability to work in a fast-paced, collaborative environment.
6. Proven experience in multiple phases of the project management process, including conceptualization, design development and construction administration.

9.0 SUBMISSION OF APPLICATIONS

Interested firms should submit their proposals that include:

- i. A Technical Proposal in form of a letter stating why you consider your firm suitable for the assignment.
- ii. Brief methodology on the approach and implementation of the assignment.
- iii. Personal CVs of key technical personnel that must include Registered Architects, Quantity Surveyors, Engineers, Project Managers amongst others proposed for this project highlighting qualifications and experience in similar projects and attaching evidence of registration with relevant professional bodies.
- iv. Work references – contact details (email addresses) of referees (firms for whom you have produced similar assignments).
- v. Letters of Commendation from reputable institutions for similar assignments undertaken and concluded (with them). Attach award letters and completion certificates.
- vi. Financial Proposal indicating construction fee and a breakdown of expenses per work plan activity (*unit price in Kenya shillings*) together with any other expenses related to the assignment.
- vii. Kenya Revenue Authority Tax Compliance Certificate and PIN.
- viii. Bank statement of six (6) months covering the month of April 2025 or letter of credit from your bank.
- ix. Valid NCA registration and licenses under.
- x. Valid Business permits
- xi. Current CR12
- xii. AGPO if applicable
- xiii. Incorporation certificates and other statutory documentations
- xiv. Duly filled and serialized tender documents