



**REQUEST FOR QUOTATIONS (RFQ)
CONSULTANT TO PROVIDE SEXUAL HARASSMENT TRAINING AT *icipe*
REF: *icipe*/RFQ-3/HR/2018**

1. The International Centre of Insect Physiology and Ecology (*icipe*) is an intergovernmental organisation headquartered in Nairobi, Kenya that carries out research and training in sustainable management of insects (arthropods) for improving comprehensive health and agricultural productivity in the tropics (www.icipe.org).
2. *icipe* wishes to engage a consultant to provide sexual harassment training at *icipe*. See Terms of Reference (TOR) here: <http://www.icipe.org/sites/default/files/ICIPE-Sexual-Harassment-TORs.pdf>
3. *icipe* now invites interested parties who are able to demonstrate technical capability to provide the above-mentioned service.
4. Interested parties should:
 - a. Provide Consultant's/consulting firm's registration documents, PIN Certificate and addresses of physical location, website and contact persons.
 - b. Provide consultants' registration and licence documents with relevant statutory bodies.
 - c. Provide the organisation's profile detailing organisation chart, and CVs of key technical staff who will deliver the project, clearly indicating technical skills, academic qualifications and years of experience.
 - d. Proven track record of at least 5 years' consultancy experience in facilitation of sexual harassment counselling and/or training.
 - e. Excellent analytical, writing and communication skills.
 - f. Full computer literacy and fluency in English – both written and spoken – are essential.
 - g. Clearly demonstrate knowledge of the operations of international organisations, the firm's experience in providing similar service to reputable organisations by indicating organisations served, type of service and reference of three (3) Projects of similar nature completed within the last three years.
 - h. Provide a competitive fee quote to perform the assignment.
5. The Request for Quotations must be delivered to the address below on or before **11:00 hours East African Time on 12th October 2018**. The bids will be opened the same date and time, in the presence of those submitting. The submissions in hard copy should be clearly marked: '**Request for Quotations – Consultant to provide Sexual Harassment Training at *icipe*. REF: *icipe*/RFQ-3/HR/2018**'. Electronic submissions will not be permitted. Late submissions will be rejected.

Procurement Manager, Through Tender Box
icipe Duduville campus, Carroll Wilson Building, Off Thika Road, Kasarani
P.O. Box 30772-00100, **NAIROBI**