



## **CONSULTANCY SERVICES**

**REQUEST FOR PROPOSAL: RFP 03/2026/01**

**GAP ANALYSIS ON INCLUSIVE PUBLIC PROCUREMENT (AGPO) AND DISABILITY-  
INCLUSIVE EMPLOYMENT POLICY COMPLIANCE**

**inABLE**

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**ISSUE DATE: 17<sup>th</sup> April 2026, 8:00 AM EAT**

**CLOSING DATE: 1<sup>st</sup> May 2026, 5:00 PM EAT**



## REQUEST FOR PROPOSALS (RFP)

1. **CONSULTANCY: GAP ANALYSIS ON INCLUSIVE PUBLIC PROCUREMENT (AGPO) AND DISABILITY-INCLUSIVE EMPLOYMENT POLICY COMPLIANCE**
2. **CLIENT / PROCURING ENTITY: inABLE (on behalf of the consortium)**
3. **RFP REFERENCE NO.: inABLE/RFP/03/2026/01**
4. **ISSUE DATE: 17<sup>th</sup> April 2026**
5. **LOCATION OF ASSIGNMENT: Kenya (national and county public sector institutions)**
6. **CONTRACT TYPE: Lump Sum (milestone-based)**
7. **ESTIMATED DURATION: 6–8 weeks (approximately 30–45 working days)**

### INVITATION TO SUBMIT PROPOSALS:

1. inABLE, on behalf of the consortium, invites qualified and experienced consultants or consulting firms to submit proposals for a Gap Analysis on Inclusive Public Procurement (AGPO) and Disability-Inclusive Employment Policy Compliance within selected national and county public sector institutions in Kenya.
2. **The assignment seeks to assess the extent of compliance, alignment, and implementation capacity of existing public sector procurement and human resource practices against:**
  - **the Access to Government Procurement Opportunities (AGPO) policy framework, and**
  - **the disability-inclusive employment policy and legal framework currently applicable in Kenya.**
3. The objective of the consultancy is to generate evidence-based, actionable recommendations and produce a prioritized Action and Implementation Roadmap that identifies practical short-term improvements, structural reforms, and longer-term actions to strengthen inclusive procurement and disability-inclusive employment systems.
4. The consultancy will be conducted using a mixed-methods approach, including policy and document review, key informant interviews, institutional assessments, evidence-based compliance scoring, and validation sessions, in accordance with the methodology and deliverables outlined in this Request for Proposals.
5. Proposals must be submitted electronically by email only, in accordance with the proposal's submission requirements and instructions set out in this RFP. Physical submissions will not be accepted.



6. Deadline for clarification questions: **23<sup>rd</sup> April 2026 at 5:00 PM (EAT)**. All clarification requests must be submitted in writing to: [vendors@inable.org](mailto:vendors@inable.org)
7. Proposal submission deadline: **1<sup>st</sup> May 2026 at 5:00 PM (EAT)**. Late submissions will be rejected.
8. The anticipated contract start date is **11 May 2026** (indicative), subject to completion of evaluation, due diligence, and contract negotiations.
9. inABLE reserves the right to accept or reject any proposal, to annul the procurement process at any stage, and to award the contract without incurring any liability to any bidder.

**Issued by:**

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_



## 1) Background and Purpose

inABLE invites qualified consultants/firms to conduct a Gap Analysis assessing the level of compliance and alignment of existing public sector practices with two anchor policy areas:

1. **AGPO Policy (Access to Government Procurement Opportunities)** focuses specifically on **public sector procurement processes**, access barriers, and inclusion outcomes.
2. **Disability-inclusive employment policy framework** — focusing on employment inclusion and opportunities for persons with disabilities within public sector HR systems and practices.

The objective is to identify gaps, barriers, and opportunities and produce a practical, implementable improvement plan for inclusive procurement and disability-inclusive employment.

**Important note on “policy anchors”:** The assessment must be based on AGPO policy instruments, guidelines, circulars, and implementing procedures as currently in force, and the disability-inclusive employment policy/legal framework as currently applicable in Kenya at the time of implementation. The consultant must confirm and cite the instruments used in the inception report.

## 2) Objectives

### Overall Objective

Generate evidence-based, actionable recommendations to strengthen inclusive public procurement and disability-inclusive employment compliance and implementation capacity.

### Specific Objectives

The consultant shall:

1. Map policy requirements and operational expectations under AGPO and disability-inclusive employment frameworks (current instruments).
2. Assess current procurement and HR practices within sampled public institutions against these requirements.
3. Identify gaps and root causes (policy/process/systems/budget/capacity/attitudes/accessibility/data).
4. Produce a prioritized **Action & Implementation Roadmap** (quick wins and structural reforms) with owners, sequencing, dependencies, and indicative cost bands.



### 3) Scope of Work

#### 3.1 Thematic Scope (must cover)

##### A) Inclusive Public Procurement (AGPO)

- Procurement lifecycle: planning, tendering, evaluation, award, contract management, and payment timelines
- Accessibility of tender notices and documents; communication channels and formats
- Supplier onboarding and eligibility barriers; documentation and compliance burdens
- Transparency and fairness: evaluation criteria clarity, feedback mechanisms, complaints/grievances
- Data capture and reporting on AGPO uptake, including PWD participation where applicable
- Institutional arrangements, controls, and accountability for AGPO compliance

##### B) Disability-Inclusive Employment

- Recruitment and selection: inclusive advertising, shortlisting practices, accommodation
- Reasonable accommodation systems and budgeting; assistive tech and workplace adjustments
- Workplace accessibility: physical, digital, and communication accessibility
- HR policies: anti-discrimination, retention, progression, performance management
- Disability-disaggregated HR data systems, privacy safeguards, reporting
- Staff capacity: disability inclusion awareness, leadership accountability, grievance mechanisms

#### 3.2 Unit of Analysis and Minimum Sample (to reduce ambiguity)

The consultant will propose the final sampling frame during inception, but proposals must be costed and designed to meet these minimums:

- **Minimum 12 public institutions** assessed in total (national and county level), including:
  - at least 6 procurement units (with procurement record review)
  - at least 6 HR units (with HR policy/process review)
- Coverage must include at least 1 public institution per target county if the Client specifies counties; otherwise, include at least 6 county-level entities nationally.
- **Minimum 30 KIIs** (procurement, HR, finance, leadership, oversight) and **2 validation sessions** (one procurement-focused, one employment-focused).

Client will confirm the list of institutions within the first week of contract signature and provide letters of introduction.



#### **4) Methodology Requirements (non-negotiable)**

Proposals must include a mixed-methods approach, at minimum:

- Desk review of policy instruments as currently applicable
- Document review (procurement: plans, tenders, evaluation summaries, contracts, payment evidence; HR: policies, recruitment materials, accommodation records where available, anonymized data extracts)
- Key informant interviews (KIIs) and process mapping of procurement and hiring workflows
- Structured Compliance/Alignment Scoring Tool applied consistently across institutions
- Triangulation and validation workshops.

##### **4.1 Evidence-Based Scoring Protocol (mandatory)**

All scores must be supported by traceable evidence using at least one of:

- (a) document review, (b) system extract, (c) interview triangulation, (d) direct observation. Each assessed institution must receive a scorecard with score justification notes.

#### **5) Deliverables and Acceptance Criteria**

##### **5.1 Mandatory Deliverables**

###### **D1. Inception Report (Week 1–2)**

- Confirmed policy instruments used (AGPO and disability employment)
- Sampling plan and finalized list of institutions
- Methodology and tools (including scoring tool and evidence rules)
- Workplan and risks/mitigation (including access-to-records plan)
- Ethics, safeguarding, accessibility approach, data protection plan

###### **D2. Gap Analysis Report (Draft and Final)**

Must include:

- Comparative findings across institutions (procurement and employment)
- Barrier/root cause analysis
- Good practice examples
- Cross-cutting recommendations and risk considerations
- Annexes: tools, dataset summaries, scorecards list



### **D3. Institution Scorecards Pack (mandatory)**

- One 2–4-page scorecard per institution covering procurement and/or employment components assessed
- Score justification notes and evidence type references.

### **D4. Action & Implementation Roadmap (mandatory)**

- Prioritized actions by theme with: owner, timeline, dependencies, and indicative cost bands
- Must include:
  - Top 10 Quick Wins (0–90 days)
  - Top 10 Structural Reforms (3–12 months)
  - Longer-term actions (12+ months)

### **D5. Two Practical Toolkits (mandatory)**

1. **Inclusive Procurement Improvement Toolkit** (editable templates)
  - supplier onboarding checklist (special groups/PWDs where applicable)
  - accessibility checklist for tender documents/notices
  - evaluation fairness checklist
  - contract management and payment timeline tracker template.
2. **Disability-Inclusive Employment Toolkit** (editable templates)
  - inclusive recruitment checklist and accommodation guide
  - reasonable accommodation SOP template and budgeting guidance
  - workplace accessibility action plan template
  - disability-disaggregated HR data template and privacy notes.

### **D6. Validation & Close-Out Pack**

- Two validation sessions (procurement and employment), slides and minutes
- Final data package (Excel/CSV datasets, scoring sheets, tools, clean templates)

### **5.2 Acceptance Criteria (applies to all deliverables)**

Deliverables will be accepted only upon written approval by the Client confirming:

- completeness against RFP requirements
- evidence-based scoring with traceable justification
- actionable prioritization with ownership and sequencing
- accessibility of formats (screen-reader friendly Word/PDF; editable templates)
- incorporation of up to two revision rounds (1 major and 1 minor) at no extra cost



## 6) Client Inputs

The Client will provide:

- Introduction letters to institutions
- initial institutional list and focal points
- program context and reporting templates (if any)
- review feedback within agreed timelines

## 7) Required Qualifications

### Minimum

- 7–10+ years in public sector diagnostics, procurement or HR systems reviews, compliance assessments
- Demonstrable understanding of inclusive procurement and disability inclusion
- Proven ability to deliver multi-institution assessments and high-quality analytical reports

### Desirable

- Experience supporting AGPO implementation and/or public procurement reforms
- Workplace inclusion audits or HR inclusion diagnostics
- Kenya public sector governance and county systems experience

## 8) Proposal Submission Requirements

### 8.1 Documents to Submit

#### (A) Technical Proposal (PDF)

- understanding of assignments
- methodology and scoring framework approach
- sampling strategy meeting minimums
- workplan/timeline and risk mitigation plans
- team composition and their CVs
- QA/data integrity plan
- accessibility, ethics, safeguarding approach
- 2 sample reports (or excerpts) demonstrating similar work

#### (B) Financial Proposal (separate PDF)

- itemized budget (fees and reimbursables)
- assumptions (taxes, travel)
- milestone payment plan
- validity (minimum 90 days)



### **(C) Administrative Pack (PDF)**

- registration/incorporation (firms)
- KRA PIN/tax compliance (where applicable)
- references (min 3)
- signed declarations (Annexes)

### **8.2 Submission Instructions**

Email to: [vendors@inable.org](mailto:vendors@inable.org)

Subject: RFP 03/2026/01 – Gap Analysis (AGPO & Disability Employment) – [Bidder Name]

File names:

- Technical\_RFP01\_[Bidder].pdf
- Financial\_RFP01\_[Bidder].pdf
- Admin\_RFP01\_[Bidder].pdf

### **9) Clarifications**

Questions must be emailed by **17 April 2026, 5:00 PM EAT** to

[vendors@inable.org](mailto:vendors@inable.org) Subject: Clarification – RFP 03/2026/01 – [Bidder Name]

### **10) Evaluation and Award**

- Stage 1: Compliance (Pass/Fail)
- Stage 2: Technical (80 points) – Pass mark 56/80 (70%)
- Plus, minimum threshold rule: bidders must score  $\geq 14/20$  on “Methodology & Scoring Framework”.
- Stage 3: Financial (20 points)
- Financial Score = (Lowest Price / Bid Price)  $\times$  20
- Award: Highest combined score (Technical + Financial), subject to due diligence.

### **11) Payment Milestones (indicative)**

- 20% on approval of inception report/tools
- 40% on approval of draft report and completion of validations
- 40% on approval of final report, toolkits and full data package



## **12) Data Protection, Confidentiality, and IP (mandatory)**

- All data collected is confidential; anonymize interview notes; store securely; no sharing without approval.
- All outputs (reports, tools, templates, datasets, scorecards) become the exclusive property of the Client.
- Consultant may not publish or reuse outputs without written consent.

## **13) Conflict of Interest and Non-Canvassing (mandatory)**

- Bidders must disclose any engagements with sampled institutions, suppliers, or related entities within the last 24 months, and propose mitigation. Canvassing will result in disqualification.

## **14) Safeguarding and Accessibility (mandatory)**

Consultant must sign safeguarding commitment, apply accessible engagement methods and formats, and uphold ethical standards including consent and privacy.

## **Annexes (RFP 03/2026/01)**

- **Annex RFP-A:** Bid Submission Form
- **Annex RFP-B:** Conflict of Interest Declaration
- **Annex RFP-C:** Anti-Fraud/Anti-Corruption Declaration
- **Annex RFP-D:** Safeguarding & Accessibility Commitment
- **Annex RFP-E:** Financial Proposal Template
- **Annex RFP-F:** Technical Scoring Matrix + Evaluator Score Sheet.



## ANNEX TEMPLATES

### Annex RFP-A: Bid Submission Form

<b>RFP Ref:</b>	inABLE/RFP/03/2026/01
<b>Bidder Name:</b>	
<b>Registration (if firm):</b>	
<b>Contact Person:</b>	
<b>Phone:</b>	
<b>Email:</b>	
<b>Physical Address:</b>	

We, the undersigned, submit our proposal for the consultancy described in this RFP and confirm:

- We have examined the RFP and understand the requirements.
- Our proposal is valid for **90 days** from the submission deadline.
- We accept data protection, IP, conflict-of-interest, safeguarding, and accessibility requirements.

<b>Authorized Name:</b>	
<b>Title:</b>	
<b>Signature:</b>	
<b>Date:</b>	



**Annex RFP-B / RFQ-B: Conflict of Interest Declaration**

I/We declare that:

- We have disclosed all actual/potential conflicts (including work with any sampled institutions/suppliers/OPDs in the last 24 months).
- We will immediately notify the Client if a conflict arises during execution.

**Disclosures (if any):**

**Authorized Name:** .....

**Signature:** .....

**Date:** .....

**Annex RFP-C / RFQ-C: Anti-Fraud/Anti-Corruption Declaration**

I/We declare that we will not engage in bribery, kickbacks, collusion, coercion, or fraudulent practices. We understand violations may lead to disqualification or termination.

**Authorized Name:** .....

**Signature:** .....

**Date:** .....

**Annex RFP-D / RFQ-D: Safeguarding & Accessibility Commitment**

I/We commit to:

- apply accessible engagement approaches and deliver accessible documents/tools,
- uphold confidentiality, informed consent, and respectful participation,
- maintain safeguarding standards and a code of conduct for staff/consultants.

**Authorized Name:** .....

**Signature:** .....

**Date:** .....



**Annex RFP-E: Financial Proposal Template (RFP)**

<b>Bidder:</b>	
<b>Currency:</b> KES / USD	
<b>Tax treatment:</b> (Inclusive/Exclusive; specify VAT/withholding assumptions)	

**A) Professional Fees**

<b>Role</b>	<b>Days</b>	<b>Daily Rate</b>	<b>Total</b>
Team Lead			
Procurement/Policy Expert			
HR/Employment Inclusion Expert			
Research/Analyst			
Other			
<b>Subtotal</b>			



**B) Reimbursables (if applicable)**

Item	Unit	Qty	Rate	Total
Travel				
Accommodation				
Workshops/validation				
Printing/materials				
<b>Subtotal</b>				
<b>Grand Total:</b>				
<b>Proposed Payment Milestones:</b> (align to RFP milestones)				

**Annex RFQ-E: Quotation Pricing Template (RFQ)**

<b>Bidder:</b>	
<b>Currency:</b> KES / USD	
<b>Fixed Price (all-inclusive):</b>	
<b>Tax treatment:</b>	



Deliverable	Amount	Notes
Inception notes		
Framework and maturity model		
Tool, rubric and user guide		
Pilot and change log		
Assessments and findings report		
Toolkit/resources pack		
Roadmap and indicators		
Validation presentation		
<b>Grand Total:</b>		
<b>Payment schedule:</b> (e.g., 30% / 30% / 40% on approvals)		

**Annex RFP-F: Technical Scoring Matrix + Evaluator Sheet (RFP)**

**Technical (80) / Financial (20) | Pass mark 56/80 | Minimum 14/20 on Methodology**

Criteria	Points
Understanding of assignment (AGPO + disability employment focus)	10
Methodology & evidence-based scoring framework	20
Sampling approach meets minimums and feasibility	10
Stakeholder engagement and validation approach	10
Relevant experience (procurement compliance and inclusion)	15
Team qualifications and role clarity	10
QA & data integrity plan	5
Samples/references quality	10
<b>Total</b>	<b>80</b>

**Evaluator Sheet fields:** Bidder / evaluator / raw score (0–5) / weighted score / comments / risks.



**Annex RFQ-F: Scoring Matrix + Evaluator Sheet (RFQ)**

**Technical 60 / Financial 40 | Pass mark 42/60**

<b>Criteria</b>	<b>Points</b>
Understanding of OPD strengthening and deliverables	10
Framework and maturity model quality (graduation criteria)	10
Tool design, scoring rubric and usability	15
Pilot plan + iteration approach	10
Toolkit scope meets minimum package and quality	10
Team experience and samples	5
<b>Total Technical</b>	<b>60</b>

**Financial:** (Lowest / Bid) × 40