



**WILDLIFE CONSERVANCIES**

## **REQUEST FOR PROPOSALS**

**TIMESHEET MANAGEMENT SYSTEM SERVICES**

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# PART 1: INSTRUCTIONS AND CONDITIONS TO BIDDERS

## 1.1. INTRODUCTION

The Maasai Mara Wildlife Conservancies Association (MMWCA) is a membership organization of all the Mara conservancies, open to any existing or upcoming wildlife conservancy whose land is part of or integral to the greater Maasai Mara ecosystem. The MMWCA is one of the 12 regional associations forming the Kenya Wildlife Conservancies Association (KWCA) as envisaged in the Wildlife Conservation and Management Act 2013.

MMWCA's Mission is: 'conserving the greater Maasai Mara ecosystem for the prosperity of all: biodiversity and wildlife, the regional Maasai population, recreation and tourism for the nation of Kenya'.

The MMWCA has three key objectives:

1. Provide a space for open discussions, a hub for knowledge sharing and coordination across conservancies, a voice for advocacy, lobbying county and national government and driving policy in the interest of conservancies and conservation related issues.
2. Support the creation and development of conservancies and their neighboring areas across the greater Mara ecosystem, as a sustainable form of land-use and to provide mechanisms for equitable and value-based benefit sharing to sustain land under conservation.
3. Lead or/and implement development and conservation programs across member conservancies to facilitate coordination, collaboration and synergetic action.

## 1.2. SUMMARY

MMWCA invites your organisation to submit a **financial and technical proposal** for development of timesheet Management system. The detailed description of the requirement can be found in Part 2 of this Request for Proposal (RFP).

## 1.3. PROCUREMENT PROCESS

The following key dates apply to this procurement process:

- RFP issue date: 8<sup>th</sup> February 2025
- RFP closing date and time: 16<sup>th</sup> February 2025, 17:00 EAT
- Estimated contract award date: 18<sup>th</sup> February 2025

## 1.4. CONDITIONS

MMWCA is not bound in any way to enter into any contractual or other arrangement with any proposer as a result of issuing this RFP. MMWCA is under no obligation to accept the lowest financials proposal or any proposal. MMWCA reserves the right to terminate the procurement process at any time prior to contract award. By participating in this RFP, proposers accept the conditions set out in this RFP.

## **1.5. QUERIES AND QUESTIONS DURING THE RFP PERIOD**

Proposers are to direct any questions regarding the RFP to the MMWCA contact: [procurement@maraconservancies.org](mailto:procurement@maraconservancies.org) No other MMWCA personnel are to be contacted in relation to this RFP. Proposers must submit questions no later than **16<sup>th</sup> February 2025, 17:00 EAT.**

As far as possible, MMWCA will share the responses to any questions, suitably anonymized, with all invited proposers. If you consider the content of your question confidential, you must state this at the time the question is posed.

## **1.6. AMENDMENTS TO RFP DOCUMENTS**

MMWCA may amend the RFP document by issuing notices to that effect to all invited proposers and may extend the RFP closing date and time if deemed necessary.

## **1.7. PROPOSAL LODGEMENT METHODS AND REQUIREMENTS**

Proposers must submit their proposal to MMWCA no later than **16<sup>th</sup> February 2025, 17:00 EAT** by email to: [procurement@maraconservancies.org](mailto:procurement@maraconservancies.org) . The subject heading of the email should be '**RFP for Timesheet Management System by [organizational name].**' Electronic copies are to be submitted in PDF, or MS Word, formats. Proposals must be in English.

## **1.8. LATE AND INCOMPLETE PROPOSALS**

Any proposal received by MMWCA later than the stipulated RFP closing date and time, and any proposal that is incomplete, will not be considered. There will be no allowance made by MMWCA for any delays in transmission of the proposal from proposer to MMWCA.

## **1.9. WITHDRAWALS AND CHANGES TO THE PROPOSAL**

Proposals may be withdrawn or changed at any time prior to the RFP closing date and time by written notice to the MMWCA contact. No changes or withdrawals will be accepted after the RFP closing date and time.

## **1.10. VALIDITY OF PROPOSALS**

Proposals submitted in response to this RFP are to remain valid for a period of 30 calendar days from the RFP closing date.

## **1.11. EVALUATION OF PROPOSALS**

The evaluation of proposals shall be carried out exclusively with regards to the evaluation criteria and their relative weights specified in Part 3 of this RFP.

## **1.12. CONFIDENTIALITY**

Any data, documentation or other business information furnished by or disclosed to the contractor shall be deemed the property of MMWCA and must be returned to MMWCA upon request.

### **1.13. SUBMISSION REQUIREMENTS**

All interested person(s)/firm should submit technical and price proposals by the deadline.

Deadline: 17:00 EAT, February 16<sup>th</sup> 2025

Proposals should be emailed to: [procurement@maraconservancies.org](mailto:procurement@maraconservancies.org) and copy to [contact@maraconservancies.org](mailto:contact@maraconservancies.org)

## **PART 2: REQUIREMENTS**

### **1. OBJECTIVES**

MMWCA is seeking issuing a request for proposals (RFP) to firms or individuals interested in the provision of a Timesheet Management System.

### **2. SCOPE OF THE WORK**

MMWCA seeks to procure a Timesheet Management System that will effectively track and manage employee work hours, streamline approvals, and integrate with relevant organizational systems. The solution should be user-friendly, secure, and scalable to accommodate approximately 40 users.

#### **I. System Requirements**

The proposed timesheet system should include the following key functionalities:

##### **a) Employee Information Management**

- Maintain employee records, including name, employee ID, department, and position.
- Configure work schedules, including standard hours, shifts, and holidays.

##### **b) Time Entry & Tracking**

- Enable employees to manually or automatically log working hours.
- Support real-time tracking of hours worked per day, week, or month.

##### **c) Project & Task Allocation**

- Assign time entries to specific projects, teams, or clients using unique project codes.
- Capture task descriptions for clear identification of duties performed.
- Differentiate between billable and non-billable hours for financial tracking.

##### **d) Approval Workflow**

- Implement a supervisor approval process for reviewing and approving timesheets before final submission.
- Include automated reminders for employees and managers to ensure timely submission and approval.

##### **e) Reporting & Analytics**

- Generate customizable reports on timesheet data, including time summaries by employee, department, and project.
- Support payroll integration for automated wage calculations based on approved hours.
- Provide budget tracking to compare actual hours worked against project budgets.

#### **f) User friendly Interface & Accessibility**

- Develop an employee dashboard for time entry, viewing past submissions, and tracking hours.
- Provide an admin dashboard for managers to monitor time data, approve timesheets, and generate reports.
- Ensure mobile and desktop accessibility for seamless user experience.

#### **g) Security & Compliance**

- Implement data security measures to protect sensitive timesheet records.
- Ensure compliance with labor laws (e.g., overtime regulations) and organizational policies.
- System Integrations
- The system should integrate with:
  - Payroll software for automated salary processing.
  - HR management tools for seamless employee data synchronization.
  - Project management platforms to align task tracking with time logs.

#### **h) Deliverables**

- The vendor will be expected to provide:
  - A fully functional timesheet management system with the above capabilities.
  - System deployment, testing, and configuration.
  - User training and support documentation.
  - Ongoing maintenance and technical support post-implementation.

#### **i) Expected Timeline**

- The system should be deployed within [insert timeframe] from the contract signing date.

#### **j) 4. Evaluation Criteria**

- Vendors will be assessed based on:
  - Technical capabilities and compliance with requirements.
  - User-friendliness and system scalability.
  - Integration capabilities with existing MMWCA systems.
  - Security features and data protection measures.
  - Cost-effectiveness and licensing structure.
  - Vendor experience and past performance in similar projects.

## **2.1. DURATION**

The successful bidder shall be engaged by MMWCA for a period of **12 months (1 Year)**.

## **2.2. PAYMENT TERMS**

A contract of agreement will be issued between MMWCA and the supplier prior to commencing any job.

## **2.3. APPLICATION REQUIREMENTS**

Based on these Terms of Reference, the consultant is expected to submit:

1. Technical proposal detailing:
  - Company profile
  - Experience
  - Technical expertise of staff members
  - Written referrals from 5 clients (preferably from conservation/environment sectors or NGOs)
  - Methodology: A detailed and consolidated description of how your organization plans to design and manage the proposed timesheet Management System.
2. Financial proposal detailing fees, and all relevant costs to undertake the TOR



## PART 3: EVALUATION OF PROPOSALS

Evaluation of submitted proposals will use a merit-point scoring system and be selected based on technical expertise. The evaluation will be carried out exclusively based on the weights specified in the table below:

The primary and sub-criteria for the technical evaluation are:

Criteria	Points
<b>Company Profile:</b> <ol style="list-style-type: none"> <li>i. Organizational structure/Organogram/Organizational Chart (2 Points)</li> <li>ii. Copy of Utility Bill or Lease to confirm existence of business premises (2 Points)</li> <li>iii. CR12, Certificate of Incorporation &amp; Business Registration Cert. (3 Points)</li> <li>iv. KRA Pin &amp; Valid Tax Compliance Certificate (2 Points)</li> <li>v. Describe any conflicts of interest that your company may have in entering into a relationship with MMWCA (1 Point)</li> </ol>	10 Points
<b>Firm's Experience</b> <ol style="list-style-type: none"> <li>i. Firm Experience/Number of years in similar assignments (10 Points) <ul style="list-style-type: none"> <li>• (5 Years and Above = 7 Points)</li> <li>• (Below 5 Years = 3 Points)</li> </ul> </li> <li>ii. <b>Detailed Plan:</b> Proposed work plan and approach List (10 Points)</li> <li>iii. Provide reference letters from 5 major /current references with their contacts within the last two years. (Higher marks will be awarded to clients from conservation/environment sectors as well as not-for-profit organisations) (10 Points)</li> </ol>	30 Points
<b>Team Qualification - Please attach certificates and CVs</b> <ol style="list-style-type: none"> <li>i. <b>Team leader -(15 Points)</b> <ul style="list-style-type: none"> <li>• Academic and Professional qualifications of the Team Leader</li> <li>• Team leader's experience – depth and relevance</li> </ul> </li> <li>iii. <b>Team members – (15 Points)</b> <ul style="list-style-type: none"> <li>• Academic and Professional qualifications of the Team Members</li> <li>• Team Member's experience – depth and relevance</li> <li>• Team's diversity of profession &amp; skills</li> </ul> </li> </ol>	30 Points
<b>Financial Proposal</b>	30 Points
<ol style="list-style-type: none"> <li>i. Detailed financial proposal in Kenya Shillings with itemized expenses. The lowest cost proposal will be awarded 30 points. Other cost proposals will be awarded proportionate points as per formula:  <math>S_f = 100 \times F_m / F</math>  Where;  “Sf” is the Financial Score,  “Fm” is the lowest price, and  “F” the price of the proposal under consideration</li> </ol>	
<b>Total</b>	<b>100 points</b>

The contract will be awarded to the proposal with the highest score.