

TERMS OF REFERENCE (TOR) FOR PROVISION OF STAFF TEAM BUILDING RETREAT WORKSHOP

DOCUMENT RELEASE DATE: 15th September 2022

**LAST DATE OF RECEIPT
OF PROPOSALS:** 30TH SEPTEMBER 2022

TIME: 11:00 HOURS

PROPOSAL NO. EMS-001233

SUBMISSION METHOD: Mail: tenders@eplus.co.ke

TENDER OPENING VENUE: EMERGENCY PLUS MEDICAL
SERVICES LOGISTICS BOARDROOM,
SOUTH C

(zoom link to be shared) (online)

TIME: 12:00 HOURS

15TH SEPTEMBER 2022

1. Introduction

Emergency Plus Medical Services (E-Plus) is a private company, fully owned by the Kenya Red Cross Society, whose core business is the provision of professional advanced pre-hospital medical care and ambulance services on both on commercial and Corporate Social Responsibility basis.

2. Background of the Project and Problem Statement

E-plus holds a team building for staff in the start of every i.e. January to congratulate them for their devotion and perseverance during the previous year, as well as to bond, reflect, and rejuvenate for the future year's activities.

3. Objective of the assignment

- Teamwork for purpose of boosting team performance
- Communication and socialization with the teams
- Collaboration and socialization within the teams
- Become acquainted with the corporate strategy and basic principles of the organization.

4. Scope of work

To facilitate and moderate a team building exercise that will improve communication for the E-Plus team. The team building exercise should be organized to include sessions aimed at identifying interrelationships within different teams, corporate and individuals work plans.

The consultant / moderator should be able to design the process and workable plan for the exercise.

5. Expected Outputs

- a. Planning of the team building retreat workshop
 - Customized team building plan with clear objectives
 - Facilitation tools and material aids for the retreat
- b. Facilitation of the team building
 - Interactive team building sessions, harmonized activities
- c. A brief report on the training
 - Key Outcomes
 - Recommendations on deliveries for the team
 - Feedback on various aspects of the retreat

E-Plus is looking for the following;-

Option 1

A firm that will provide all of the following;-

- i) Venue with grounds
- ii) Accommodation (fullboard)
 - a. Single
 - b. Sharing
- iii) Conference room
- iv) Facilitator(s)
- v) Transport

Option II

Submission of proposal as a stand alone on the following:-

- i) Venue with grounds
- ii) Accommodation (fullboard)
 - a. Single
 - b. Sharing
- iii) Conference room
- iv) Facilitator(s)
- v) Transport

Preferred Locations

- i) Mount Kenya region
- ii) Lower Eastern region
- iii) Upper Eastern region
- iv) Nyanza / Western region
- v) Rift Valley region

6. Expected Outcomes

- i. A team that understands individual roles and objectives for the company
- ii. Improved communication between various units and individuals
- iii. Identifying teams strengths and gaps for the various teams

7. Consultant/firm should have the following

- i. Track record in facilitation of teams and conducting suitable team building exercise
- ii. Excellent analytical, and communication skills
- iii. Knowledge of organizations operations

8. Proposal Application

a) Technical Proposal

- i. Specific experience of the Lead Consultant and Associate(s) relevant to the assignment. Please provide details of similar assignments undertaken.
- ii. Technical capacity of consultants in terms of their qualifications and competencies for the assignment. Please attach detailed CVs.
- iii. Clear understanding of the assignment/interpretation of the TORs.
- iv. A customized training and team building plan clearly articulating the objectives of the team building exercise.
- v. Methodology to be used during the assignment.
- vi. Work plan clearly indicating the maximum time/duration required for the assignment.

b) Financial proposal

- i. Clear breakdown of Financial inclusive of taxes
- ii. Terms of payment
- iii. Total quote for assignment

c). Duration

Notes: -

1. Days (three days two nights)
2. Travel mode from Nairobi to the venue
3. Estimated no. of staff 290 pax
4. The event to be distributed in two phases different weeks i.e.
 - a. 19th January 2023 to 21st January 2023 (Group A)
 - b. 26th January 2023 to 28th January 2023 (Group B)

9. Submission of Proposal

Proposals from bidders should be submitted in as per the instructions below:-

PROPOSAL NO. EMS-001233

PROVISION OF STAFF TEAM BUILDING RETREAT WORKSHOP

Soft copies of the proposal documents should be submitted through Email at tenders@eplus.co.ke

Interested parties are invited to submit proposal by **30th September 2022 at 11.00 am** to the undersigned;

**Chairperson-Tender Committee
Emergency Plus Medical Services
P.O. Box 40712-00100 GPO
Nairobi.**

Please read carefully the method of tender submission and comply accordingly.

STAGE 1 – COMPLIANCE WITH MANDATORY REQUIREMENTS

- i. Company Profile
- ii. Certificate of Incorporation
- iii. Certificate from relevant regulatory authority / professional body (where applicable)
- iv. Valid Tax Compliance Certificate
- v. PIN Certificate
- vi. Company's Current CR12
- vii. Listing of organisation where similar services has been offered
- viii. CV's of key personnel in the firm

5. Deadline for Submission of Bids

Bids sent by post must be addressed to the address below on or before **30th September 2022 at 11:00 am.**

**The Chair Tender Committee
Emergency Plus Medical services
P.O. Box 40712-00100 GPO
Nairobi.**

Bids sent by mail should reach by the same deadline. Bids received after the above-specified date and time shall not be considered.

Any bid received by EPLUS after this deadline will be rejected.

The Proposal should be addressed as indicated above to reach the under signed by 30th September 2022 at 11.00 a.m. for the proposals to be opened at 12.00 Noon.