

SYNOPSIS OF THE REQUEST FOR PROPOSAL (CONSULTANT FIRMS)

Solicitation Reference No.	ACRE/RFP/001/2024
Title of Solicitation	Develop Employee Share Ownership Plan (ESOP)
Issued	ACRE Africa Adress: 1st Floor, ZEP-Re Place Longonot Road, Upper Hill P.O Box 45277 - 00100 Nairobi, Kenya. Phone: (254) 719 249 615
Amendments to RFP Documents	At any time prior to the deadline for submission of proposals, ACRE Africa may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective proposer, modify the RFP documents by amendment. The amendments will also be posted on the ACRE Africa and ZEP-RE websites and/or communicated via email.
Language of Proposals	The proposals prepared by the proposer and all correspondence and documents relating to the proposal exchanged by the proposer and ACRE Africa, shall be written in English.
Conflict of Interest	In their proposal, proposers must confirm that, based on their current best knowledge, there are no real or potential conflicts of interest involved in rendering Services for ACRE Africa.
Point of contact for clarifications, questions and ammendments	Procurement Desk Email: enquiries@acreafrica.com
Email Address for submission of Proposals/ Quotes	To: Procurement Desk Email: enquiries@acreafrica.com Copy: - Ewan Wheeler, Chief Executive Officer Email: ewheeler@acreafrica.com
Solicitation Issue Date	November 6 th 2024

Deadline for Submission of Proposals	November 14 th 2024, 1600 hours, East African Time Please include the subject line “ACRE/RFP/001/2024” of the email.
Late proposals	Any proposals received after the deadline shall be rejected
Selection Method	Quality and Cost Based Selection (QCBS)
Public opening of proposals	Not Applicable
Minimum Technical score required to qualify for financial evaluation	65 points
Type of consultant	ONLY CONSULTANT FIRMS ARE ELIGIBLE
Anticipated Award Type	CONSULTANCY AGREEMENT (LUMP SUM)
Submission and Evaluation Criteria	<p>Mandatory Eligibility Requirement</p> <ul style="list-style-type: none"> a) Operating license or valid certificate of incorporation b) Copy of ID/Passport of Company Director c) TAX clearance certificate (Applicable to firms originating from COMESA Member States) d) Shall not be sanctioned or blacklisted by any government or institution <p>Evaluation Criteria</p> <ul style="list-style-type: none"> a) Experience in similar assignments and Organizational capacity30% b) Proposed approach, methodology and work plan for carrying out the assignment35% c) Key personnel.....35% <p>Weightage</p> <ul style="list-style-type: none"> 1. Technical Proposal will be weighted out of 70% 2. Financial Proposal will be weighted out of 30%

Terms of Reference

Develop Employee Share Ownership Plan (ESOP)

1.0 Background

ACRE AFRICA is a fast-growing business using technology and innovation to provide services to farmers in Africa. ACRE is majority owned by the regional reinsurer, ZEP RE, with additional significant shareholdings from Grameen Credit Agricole and Syngenta Foundation. ACRE and its shareholders recognize the importance of a well-structured and effective incentive program to motivate and reward our employees. In line with our commitment to attracting, retaining, and motivating top talent, we are seeking a qualified and experienced consulting firm to design and recommend an Employee Share Ownership Program (ESOP) consisting of share options and share ownership for senior staff that will align them to the long-term performance of the business and to the realization of the long-term strategy of the business.

2.0 Objectives of the Assignment

The primary objective of this engagement is to have the consultant design and propose a share option/ ownership program for senior staff:

- i. Drive employee performance and engagement.
- ii. Support the achievement of company goals and objectives.
- iii. Promote fairness, transparency, and equity in the distribution of incentives.
- iv. Ensure that the program follows all relevant laws and regulations

3.0 Scope of Assignment

The consultant's scope of work will include, but not be limited to:

- i. **Develop Program Principles:** Agree the principles of the program. These should be guided towards furthering a high-performance environment, match outstanding performance with reward, promote strategic alignment with staff and encourage greater collaboration and better business performance.
- ii. **Program Definition:** The program details will need to be defined. This should include clearly defining the objectives, the funding, eligibility, compensation levels, determining mechanics and administration structure to implement performance management measures and metrics.
- iii. **Program Communication:** Communication of proposed scheme to relevant parties. This will include presentation to the ACRE Board but also to beneficiaries of the program. This should include the development of comprehensive policies for the program.
- iv. **Program Implementation:** Ensure that the business is adequately prepared for the implementation of the program including making recommendations as to structures, governance and staff required to oversee and administer the program according to international best practice.

4.0 Reporting and Deliverables

The consultant will be expected to deliver the following:

- v. A comprehensive report outlining the proposed ESOP, including all its components and a communication plan.
- vi. Policies for the implementation of the program including internal structures and governance.
- vii. A presentation to the ACRE Board and management team to discuss and finalize the incentives program design.

5.0 Timeline

The engagement will start in November 2024 for a duration of 28 days. A detailed timeline, including milestones and deadlines, will be agreed upon with the selected consultant.

6.0 Confidentiality:

The consultant shall maintain strict confidentiality regarding all sensitive information and data obtained during the project's execution.

7.0 Evaluation Criteria

Technical Evaluation

a) Experience in similar assignments and Organizational capacity.....35%

- i. Proven experience of not less than 7 years' in designing incentive programs for organizations of a similar size and industry (15%)
- ii. Strong knowledge of HR best practices, labor laws, and regulations. (5%)
- iii. Experience in change management and employee communication (5%)
- iv. The firm should be able to demonstrate and provide samples of similar work done in the financial sector, particularly in agriculture insurance, highlight their expertise and creativity (10%)

b) Proposed approach, methodology and work plan for carrying out the assignment.....30%

- i. Proposed approach and methodology (20%)
 - Detailed proposal outlining their comprehensive approach towards incentive designing including stakeholder engagement.
- ii. Workplan (10%): A timeline outlining key milestones and deliverables, including policy drafts and the final versions.

c) Key personnel - 35%

- i. Team leader (15%)
- ii. Key expert 1 (10%)
- iii. Key expert 2 (10%)

8.0 Application Submission Requirements

A. Mandatory Submittals

- a) Operating license or certificate of incorporation
- b) Copy of ID/Passport of Company Director
- c) TAX clearance certificates
- d) Shall not be sanctioned or blacklisted by any government or institution

B. Technical Proposal

- a) Company profile showcasing relevant experience and international exposure with a detailed track record of the scope and magnitude, contract amount, date, and client contacts for similar assignments carried out.
- b) Proposed approach, methodology and work plan
- c) References/testimonials from previous clients
- d) CVs of key personnel

C. Financial Proposal

- a) The consultant shall provide a daily rate and a total financial proposal for carrying out the assignment in the format indicated under annex A. Payment terms and conditions will be negotiated and agreed upon before the project commences.
- b) The financial proposal shall be inclusive of the applicable taxes. **If the financial proposal is silent on taxes, ACRE Africa shall assume that these are inclusive.**
- c) Reimbursable costs if applicable shall be quoted separately.
- d) Price must be quoted in Kenya Shillings (KES)

9.0 Guidelines for Preparations and Submission of Proposals

- a) The proposals SHALL be submitted to enquiries@acreafrica.com by **deadline indicated in the synopsis**
- b) VALIDITY of the proposal shall be for a period of **90 days** from the date of RFP closure.

ANNEX A:

FINANCIAL PROPOSAL FORM 1: SUMMARY OF COSTS

Item	COST		
	KES VALUE		
Cost of the Financial Proposal, including			
(1) Remuneration	0.00		
(2) Reimbursables	0.00		
Total Cost of the Financial Proposal Inclusive of Tax			

Note: Payments will be made in KENYA SHILLING

FINANCIAL PROPOSAL FORM 2: BREAKDOWN OF REMUNERATION

A. Remuneration ____						
No.	Name	Position	Man-days Remuneration Rate	Time Input in Man-days	{Currency-KES}	Total cost
Key Experts						
K-1			[Home]			
			[Field]			
K-2						
Non-Key Experts						
N-1			[Home]			
N-2			[Field]			

					Total Costs		

FINANCIAL PROPOSAL FORM 3: BREAKDOWN OF [REIMBURSABLE EXPENSES]

N°	Type of [Reimbursable Expenses]	Unit	Unit Cost	Quantity	Total Value in KES
	{e.g., <i>Communication costs</i> }				
	{e.g., <i>reproduction of reports</i> }				
	{e.g. <i>consumables</i> }				
Total Costs					