



REQUEST FOR PROPOSAL

Reference No: AICHM/CBM VIPM/CONSL/210926

**Consultancy for Baseline Evaluation of the Vision Impact Project (VIP)
Scale-Up in Mombasa County**

AIC Health Ministries (AICHM) in Partnership with CBM

Document Release Date: September 21, 2026

Deadline for Submission of Bids: October 2, 2026

Time: 5:00 PM EAT Submission

Method: Email:

procurement@aichm.org



Disclaimer: AICHM reserves the right to determine the structure of the process, number of short-listed participants, the right to withdraw from the proposal process, the right to change this timetable at any time without notice and reserves the right to withdraw this tender at any time, without prior notice and without liability to compensate and/or reimburse any party

TERMS OF REFERENCE

Ear and Hearing Care Situation Analysis Tool (EHCSAT) Survey

Vision Impact Project (VIP) Scale-Up – Mombasa County, Kenya

1. Background

Africa Inland Church Health Ministries (AICHM), with funding from CBM International and in partnership with Ministry of Health and County government of Mombasa, is implementing the Vision Impact Project (VIP) Scale-Up in Mombasa County. The project aims to contribute to the reduction of the prevalence of visual impairment and avoidable blindness, while increasing access to quality ear and hearing care services. The project is implemented in three priority sub-counties, Changamwe, Jomvu and Likoni. However, to generate a robust and county-wide evidence base that can inform both project interventions and broader County planning for ear and hearing care, the project plans to use the Ear and Hearing Care Situation Analysis Tool (EHCSAT) to conduct a baseline analysis in Mombasa County.

The EHCSAT is a standardized tool (aligned with WHO ear and hearing care assessment frameworks) designed to assess the status of ear and hearing care systems, service availability, human resources, equipment, community needs, referral pathways, and health system readiness. Its findings will complement the Rapid Assessment of Avoidable Blindness (RAAB) survey and provide critical baseline data for planning integrated eye and ear health services, capacity building, infrastructure investments, and policy advocacy.

The available information about Mombasa County's Ear and Hearing Care services indicates very limited specialized capacity (including only a small number of ENT clinicians and audiologists county-wide, with even fewer present in the project target sub-counties) and no dedicated comprehensive ear and hearing care infrastructure in several facilities. These realities make a systematic situation analysis necessary to provide a comprehensive understanding of the situation which is essential for prioritizing investments and shaping realistic service-delivery models.

AICHM therefore seeks to engage a registered consultancy firm or qualified individual consultant to lead the planning, coordination and implementation of a comprehensive EHCSAT survey in Mombasa County.

2. Purpose of the Assignment

The overall purpose of this consultancy is to generate high-quality, county-specific baseline information to provide evidence on ear and hearing care needs, service gaps, system readiness and opportunities in Mombasa County using the Ear and Hearing Care Situation Analysis Tool (EHCSAT). The evidence will guide project implementation, County Health Management Team (CHMT) planning, Technical Working Group (TWG) priorities, and longer-term health system strengthening.

3. Specific Objectives

- a. Assess the current availability, accessibility, quality and utilization of ear and hearing care services at primary, secondary and tertiary levels across all sub-counties of Mombasa County.
- b. Map existing human resources for ear and hearing care (ENT clinicians, audiologists, speech and language therapists, nurses, CHWs/CHPs, educators of deaf and hard of hearing learners, sign language interpreters, etc.), including distribution, capacity and gaps.
- c. Evaluate the status of diagnostic and treatment equipment, consumables, infrastructure and facility readiness for ear and hearing care.
- d. Identify community-level needs, awareness, health-seeking behaviors, barriers and opportunities related to ear and hearing conditions.
- e. Analyze existing referral pathways, data systems, governance structures (including TWGs) and integration with primary health care and disability services (including linkages with NCPWD).
- f. Provide clear, actionable, county-specific recommendations to inform annual work plans, outreach strategies, capacity building, equipment planning, policy development and monitoring priorities for ear and hearing care.
- g. Facilitate validation and dissemination of findings with key stakeholders to promote County ownership and use of the evidence.

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- h. Ensure data collection and analysis are disability-inclusive and gender-sensitive, incorporating the Washington Group Short Set of Questions (WGSSQ) where appropriate and presenting key findings disaggregated by sex and, where feasible, by disability status and age group.

4. Scope of Work

The selected consultancy firm or qualified consultant will be responsible for the full cycle of the EHCSAT evaluation. The assignment will cover **all sub-counties of Mombasa County** and will be implemented in close collaboration with the Mombasa County Health Management Team (CHMT), the County Ear Technical Working Group (TWG), CBM, AICHM project team, and other relevant stakeholders.

Key tasks include (but are not limited to):

4.1 Inception and Preparation

Hold an inception meeting with AICHM, CHMT and TWG representatives to agree on methodology, sampling, tools, timeline, roles and risk mitigation; Review and adapt the standard EHCSAT tools and protocols to the Mombasa context (including integration with disability inclusion considerations and Washington Group Short Set of Questions where relevant); Develop a detailed inception report, work plan, data collection tools, training materials and quality assurance plan; Prepare a simple risk matrix and mitigation plan for fieldwork (including access, safeguarding risks).

4.2 Desk Review and Secondary Data

Conduct a comprehensive desk review of existing ear and hearing care data, policies, strategic plans, previous assessments, HMIS reports, and relevant County and national documents; Synthesize secondary data to inform primary data collection focus areas.

4.3 Primary Data Collection

Train enumerators and field supervisors on the adapted tools, ethical standards, safeguarding, data quality and disability-inclusive approaches; Conduct health facility assessments across the County (covering different levels of care); Undertake key informant interviews and stakeholder consultations with CHMT, facility managers, ENT/audiology staff, CHWs/CHPs, NCPWD, Organizations of Persons with Disabilities (OPDs), education stakeholders and community representatives; Collect community-level information on needs, awareness and barriers as guided by the EHCSAT framework; Ensure informed consent,

confidentiality, and referral of any individuals identified with urgent ear/hearing or other health needs to appropriate services.

4.4 Analysis, Reporting and Validation

Clean, analyse and interpret quantitative and qualitative data; Present key findings disaggregated by sex and, where sample size allows, by age group and disability status; Prepare a comprehensive draft EHCSAT report with clear findings, gaps, opportunities and prioritized recommendations; Facilitate a validation workshop with AICHM, CHMT, TWG, NCPWD and other key stakeholders; Finalize the report incorporating feedback and support dissemination of key findings.

5. Deliverables

- I. **Inception Report** – detailed methodology, adapted tools, work plan, team composition, risk matrix and timeline (within 5 days of contract signing).
- II. **Draft EHCSAT Report** – full analysis, findings, recommendations and annexes.
- III. **Validation Workshop** – facilitation and workshop report.
- IV. **Final EHCSAT Report** – high-quality, publication-ready report incorporating stakeholder feedback, with executive summary, main report and technical annexes. **The report must include an executive summary of maximum 4 pages and clearly prioritized recommendations.**
- V. **PowerPoint presentation** of key findings and recommendations for dissemination to CHMT, TWG and partners.

6. Duration and Timeline

The assignment is expected to be completed within approximately **25 working days** (spread over a realistic calendar period to allow for approvals, fieldwork and validation). A detailed timeline will be agreed during the inception phase. The survey is planned to commence in the last quarter of project Year 1 (from October 2026 onwards) so that findings can inform subsequent implementation.

7. Required Qualifications of the Consultancy Firm/Individual Consultant

Both registered consultancy firms and qualified individual consultants are eligible to apply. ***The firm must demonstrate:***

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- Valid registration in Kenya (Certificate of Incorporation / Business Registration, Tax Compliance Certificate, and relevant professional body registration where applicable).
 - Proven track record in conducting health systems assessments, situation analyses, or surveys in ear and hearing care, eye health, disability, or related public health fields in Kenya or the East African region.
 - Demonstrated experience with standardized tools such as EHCSAT/ECSAT, RAAB, or similar WHO/ national assessment frameworks.
 - Strong capacity in mixed-methods research (quantitative and qualitative), data management, analysis and high-quality report writing.
 - Experience working with County Governments, CHMTs, and multi-stakeholder processes in Kenya.
 - Commitment to safeguarding, disability inclusion, gender sensitivity and ethical research standards.
 - Ability to deploy a qualified team within the required timeline.
 - Preference will be given to firms that demonstrate prior work in coastal Kenya or similar urban/peri-urban settings and that include at least one team member with strong local knowledge of Mombasa County health systems.

For Individual Consultants, ***the applicant must demonstrate:***

- A minimum of a Master's degree in Public Health, Audiology, ENT-related field, Health Systems, Epidemiology or equivalent.
- At least 5 years of relevant experience leading or co-leading health systems assessments, situation analyses or surveys in ear and hearing care, eye health, disability or related public health fields in Kenya or the East African region.
- Demonstrated experience with EHCSAT/ECSAT, RAAB or similar WHO/national assessment frameworks.
- Strong mixed-methods research, data analysis and high-quality report-writing skills.
- Experience working with County Governments / CHMTs.
- Commitment to safeguarding, disability inclusion, gender sensitivity and ethical research standards.
- Ability to mobilise short-term enumerators/field support as needed and complete the assignment within the required timeline.

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- Preference will be given to individuals with prior work in coastal Kenya or strong local knowledge of Mombasa County health systems.”

8. Management and Reporting

The consultancy firm will report to the AICHM Project Manager (VIP Mombasa) and will work under the overall technical oversight of the County Eye and Ear Technical Working Group and CHMT. Regular progress updates will be required. All data, tools and reports generated under this assignment remain the property of AICHM and the County Government of Mombasa.

AICHM and the County will facilitate introductions to key stakeholders, provide relevant existing documents where available. The firm remains responsible for all fieldwork arrangements, enumerator recruitment and primary data collection logistics and validation meeting.

9. Budget and Payment

Firms are required to submit a detailed financial proposal (in Kenya Shillings) covering professional fees, team subsistence and accommodation, local travel, stakeholder consultation and validation meetings, communication, printing, contingency and any other related costs. The financial proposal should be submitted separately from the technical proposal.

Indicative payment schedule (to be finalised in the contract):

1. 20% upon submission of an approved inception report to AICHM
2. 50% upon submission of the draft baseline evaluation report and presentation of preliminary findings to AICHM and relevant partners.
3. 30% upon submission and approval of the final baseline evaluation report incorporating feedback from AICHM and relevant partners.

10. Application Process and Submission Requirements

Interested registered consultancy firms and qualified individual consultants are invited to submit a comprehensive proposal comprising:

1. Technical Proposal

For Consultancy Firms:

- a) Understanding of the assignment and comments on the ToR
- b) Detailed methodology and work plan
- c) Firm profile, relevant experience and at least three references for similar assignments
- d) CVs of the proposed Team Leader and key experts
- e) Team composition and roles
- f) Any ethical or safeguarding considerations

For Individual Consultants: All of the above except the Firm profile

2. Financial Proposal: (submitted separately)

3. Statutory Documents

- a) Certificate of Registration / Incorporation for Firms
- b) Valid Tax Compliance Certificate for firms and individuals
- c) Any other relevant professional certifications

Submission deadline and method: Proposals must be submitted **October 2, 2026, Time: 5:00 PM EAT** electronically to procurement@aichm.org with the Reference No:

AICHM/CBMVIPM/CONSL/210926. Late submissions will not be considered.

Only shortlisted firms will be contacted. AICHM reserves the right to generically accept or reject any proposal without assigning reasons.

11. Evaluation Criteria (indicative)

The proposal evaluation criteria shall be based on below Requirements: I.

- I. Mandatory requirements
- II. Technical Requirements
- III. Financial requirements

11.1 Mandatory Evaluation

The mandatory evaluation shall be conducted based on the criteria below. Any bidder who does not meet the mandatory requirements will be disqualified from proceeding to technical evaluation.

Mandatory Criteria

Mandatory Requirements of the Bidder

- a) Tax compliance certificate and PIN Certificate (if Kenyan) where applicable.
- b) Evidence of having conducted similar assignments. (list and provide recommendation letters, stating the similar assignment done)
- c) Registration with relevant bodies (where applicable)

11.2 Technical Evaluation

Only bidders who meet all mandatory requirements will proceed to the technical evaluation, which will be based on the criteria below.

Table 1: Technical Evaluation Criteria

Criteria (indicative)	Weighted Percentage	Bid Score
Technical Proposal & Methodology: Clarity, relevance, and soundness of the proposed approach, including the proposed evaluation design, tools, analysis plan, value proposition and ethical considerations.	30%	
Understanding of Assignment & Context: Demonstrated understanding of the goal and objectives, operational context, and purpose of the baseline evaluation.	30%	
Relevant Experience: Proven track record of similar baseline/evaluation assignments	15%	

Relevant Expertise: Key qualifications and roles of the key personnel and team members tasked to deliver this assignment.	15%	
Work Plan & Deliverability: Realistic timeline, logical sequencing, clear deliverables, and quality assurance mechanisms.	10%	
<u>Total Score</u>	100	

Bidders must attain a pass mark of 75% to be considered for the next steps. Only bidders who will attain the minimum technical scores requirement will be considered for Financial Analysis.

11.3 Financial Scores

A Financial Proposal detailing the costs that the consultant expects to be required to complete the assignment. The consultant is expected to account for all logistics and travel costs associated with the assignment, supported with a breakdown analysis and will provide the following information, but is not limited to:

- ✓ Professional fees chargeable.
- ✓ Breakdown of fees and disbursements.

Price must be quoted in Kenyan Shillings (KSH).

- ✓ All applicable taxes (VAT and withholding taxes) shall be included. If the financial proposal is silent on taxes, AICHM shall assume that these are inclusive;

Financial proposal shall be valid for a period of 90 days from the date of bid closure

12. Safeguarding and Ethical Standards

The selected firm and all team members must adhere to AICHM and CBM safeguarding policies, including Protection from Sexual Exploitation, Abuse and Harassment (PSEAH), child safeguarding, and data protection standards. Informed consent must be obtained for all data collection. Disability-inclusive and gender-sensitive approaches are mandatory throughout the assignment.