



Date: 17th March 2025

TENDER ADVERTISEMENT

Habitat for Humanity Kenya invites bids from interested, eligible, reputable, and competent suppliers and contractors:

TENDER REF NO	ITEM DESCRIPTION	LOCATION
HFHK/BMZ/LIONS/0006/03/2025	Specialist Trainer in Briquette making using manual machines	Laikipia County

Detailed tender documents including Drawings, Bill of Quantities, ToR and evaluation criteria may be obtained (**Free of charge**) from the Habitat for Humanity Kenya website:

<https://hfhkenya.org/tender-advertisements/> or requested through procurement@hfhkenya.org

Duly completed and sealed tender documents in plain envelope with the **TENDER REF NO.** and **TENDER DESCRIPTION** title clearly indicated on the envelope should be deposited in the tender box placed at the Habitat for Humanity Kenya on or before Close of Business on **31st March 2025** addressed to;

The Chairperson, Procurement Committee,

Habitat for Humanity Kenya
Kasuku Lane-off Lenana Road,
CVS Plaza 3rd Floor
P.O Box 38948 – 00623, Nairobi Kenya.

Habitat for Humanity Kenya reserve the right to accept or reject any tender in part or wholly and does not bind itself to accept the lowest bidder. Only successful bidders will receive communication from HFHK office. Any form of canvassing either directly or indirectly shall lead to disqualification of the tender

TERMS OF REFERENCE

Assignment: Request for a trainer(s) to train 30 youth artisans in smokeless briquette making & development of a business plan for a social enterprise in Solio settlement scheme, Laikipia county.

1. Background

Habitat for Humanity Kenya (HFHK) is among the 70 country affiliates of HFH International. In Kenya, we were registered in 1982 as Non-Governmental Organization, with the goal of enabling low-income families access decent and affordable shelter. In the last 40 years, HFHK has supported more than 500,000 families across 9 counties in Kenya through housing micro-finance and direct construction. Our Business Plan (2020-2025) has outlined four Programmatic Areas namely: Financing for owner-led construction; Settlement-Based Practice; Secure Land Tenure; Disaster Risk Reduction & Response (DR3). We are currently operating in Nairobi, Laikipia, Homabay, Kajiado, Kisumu, Tana River and Machakos.

HFHK has had a longstanding presence in Laikipia since 2015 and collaborates with the county government to address the community's needs. The existence of a working MOU that outlines key strategic approaches and rules of engagement reflects a commitment to transparent and effective partnerships. Joint planning demonstrates a thoughtful and impactful approach. This collaborative model is crucial for the success of community development projects.

To complement county government initiatives in climate action, HFHK is implementing climate change adaptation and mitigation interventions in Solio under the BMZ-lions funded grant aimed at improving the resilience of rural communities to climate change. The grant supports development of water supply infrastructure, sanitation and hygiene, agroforestry and climate smart agriculture.

In the sanitation component, HFHK has facilitated the training of 30 youth artisans in the SAFI latrine construction model. The artisans were equipped with practical skills and knowledge to support latrine construction efforts in their community. The SAFI latrine is an affordable and environmentally friendly latrine option that allows for desludging of the fecal matter. The project supports value addition of the fecal sludge to produce briquettes. As a matter of fact, briquette making machines have been procured to support this effort.

Briquette making machines are part of the project effort to encourage the community to adopt **income-generating measures in the sanitation sector. The 30 youth artisans will be trained to** reuse the feces from the latrines by producing briquettes. **Briquettes** are an environmentally friendly source of energy for cooking in the household. These briquettes will be offered for sale to households at a lower price than firewood. Briquettes produce a smokeless fire and burn longer than firewood.

Most people in Solio depend on wood for cooking and heating energy due to its affordability, accessibility and versatility for meeting people's needs. But while it offers a low cost means for cooking and heating homes, a sizable proportion of it is obtained unsustainably, leading to deforestation and land degradation. Moreover, wood is often burned in inefficient appliances, causing emissions that have negative health and environmental impacts.

Fuel briquettes could help alleviate these challenges. Briquettes offer a practical solution to supplement the use of wood as fuel. They are produced by compressing biomass residues like fecal sludge, charcoal dust, sawdust, other wood remnants or agricultural byproducts into a solid unit that is used like charcoal or firewood. HFHK hopes to use briquetting to diversify sources of income through sale of briquettes, and employment creation especially for the youth.

HFHK, therefore seeks a trainer to equip the 30 youth with knowledge and practical skills in briquette making to offer the community an environmentally friendly source of energy for cooking in their households. Ultimately, HFHK hopes to create a social enterprise in the community that generates income for the youth through production and sale of briquettes and contributes to improved sanitation.

2. Purpose and Scope

The purpose of this training is to equip the 30 youth with knowledge and practical skills in smokeless briquette making to offer the community an environmentally friendly source of energy for cooking in their households and to create a social enterprise in the community that generates income for the youth through production and sale of briquettes and contributes to improved sanitation.

3. Methodology- Workshop

HFHK is seeking to hire a facilitator to lead a 3-day practical training workshop for 30 youth artisans on briquette making using biomass residues like fecal sludge, charcoal dust, sawdust, other wood remnants or agricultural byproducts

4. Scope of work (tasks and timeframe)

Task	Timeframe
<ul style="list-style-type: none"> • Introduction to briquetting <ul style="list-style-type: none"> - Merits of smokeless briquettes over other sources of energy for kitchen fuel - Contextual analysis and mapping of locally available materials - Raw material (readily decomposed) collection and preparation - Types of biomass. - Material quality - Crushing/ Grinding process - The drying process - Binding agents & binder preparation - Mixing/blending materials - Conduct three hands test (Ooze test, Spring back test and Shake test) • Briquetting process & equipment <ul style="list-style-type: none"> -Briquetting presses - Compaction - Moisture content control - Carbonation processing - Cooling 	<p>1day</p>
<ul style="list-style-type: none"> • Quality control and testing <ul style="list-style-type: none"> - Density & durability - Moisture content - Ash content - Calorific value(Heat output) - Testing • Packaging for sale <ul style="list-style-type: none"> - Development of business plan for establishment of a briquette making social enterprise Market scoping and analysis 	<p>1 day</p>
<ul style="list-style-type: none"> • Operation and maintenance of manual briquette making machines • Occupational health and safety in briquetting • Field work 	<p>1 Day</p>

5. Deliverables

- Work plan/ Training schedule with topics to be covered per session.
- An easy-to-read briquette making training manual
- A detailed business plan for establishment of a briquetting social enterprise
- A detailed training report - must be in English, concisely addressing the topics covered.

6. Qualification and Experience

HFHK is seeking for a facilitator/trainer with the following skills and qualifications:

- Minimum of a bachelors' degree from a recognized university in environmental science, appropriate technology, business management and project management
- Practical experience in fecal sludge handling, charcoal and/or briquette manufacturing, knowledge of safety procedures, and the ability to teach and motivate the youth.
- Technical skills and knowledge in raw material handling and familiarity with briquette making methods and production techniques
- Technical skills and experience in development of business plans for social enterprises
- A minimum of 7 years' experience in training of rural community groups (Preferably in the ASAL areas)
- A good grasp of the Solio context and Laikipia County stakeholders.
- Proof of prior experience in facilitating workshops of similar nature.

The application is open to individual consultants. Applicants must provide:

1. A proposal clearly showing the following:
 - a) Approach and methodology for meeting the objectives of this assignment.
 - b) Number of days it would take to complete this assignment.
 - c) Methodology and detailed work-plan based on the scope of the Consultancy.
2. Financial proposition
3. A detailed CV showing professional background relevant to the assignment.
4. All applications MUST be sealed in an envelope and must be signed indicating the date and time the bid was submitted.

EVALUATION CRITERIA

TENDER EVALUATION CRITERIA

The tenders submitted by tenderers shall be evaluated in the following three (3) stages:

- 1) Mandatory Requirements Check; 2) Technical Evaluation; and
- 3) Financial Evaluation.

1) Mandatory Requirements Check

These are mandatory documents to be attached to the tender document. Absence of any of these documents will lead to the bidder being disqualified and will not be considered proceed to the next stage of evaluation.

Schedule-1: Mandatory Requirements

Item	Requirement	Yes / No	Comments
1.	Certificate of Incorporation (Applicable only to firms)		
2	Tax Compliance Certificate		
3	CR12 – Applicable to firms only		

2) Technical Evaluation Criteria

The technical evaluation is weighted out of 100 points with a pass mark of 70 points. Any bidder scoring 70 points and above in the technical evaluation will be considered for financial evaluation stage. Any bidder scoring below 70 Points in the Technical Evaluation will be disqualified from further evaluation.

Schedule-2: Technical Evaluation Summary

	Scoring Criteria			
Item	Requirements	Maximum Possible Points	Bidder's Score	Comments
1.	Lead Consultant: Must have a Minimum of a bachelors' degree from a recognized university in environmental science, appropriate technology, business management and project management 10 Points for attaching academic certificate	10		
2.	The lead consultant must have minimum of 7 years' experience in Practical experience in fecal sludge handling, charcoal and/or briquette manufacturing, knowledge of safety procedures, and the ability to teach and motivate the youth.	20		

	<p>Technical skills and knowledge in raw material handling and familiarity with briquette making methods and production techniques</p> <p>Technical skills and experience in development of business plans for social enterprises</p> <p>Experience in training of rural community groups (Preferably in the ASAL areas)</p> <p>A good grasp of the Solio context and Laikipia County stakeholders.</p> <p>(Attach CV) (20 points if the required experience is clearly demonstrated in the CV)</p>			
3	<p>Attach at least three reference letters or contracts demonstrating Practical experience in fecal sludge handling, charcoal and/or briquette manufacturing, knowledge of safety procedures, and the ability to teach and motivate the youth and Experienced in smokeless briquette making & development of a business plan for a social enterprises. (10 Points for each reference letter/contract attached)</p>	30		
3.	<p>Methodology-(Max 40 points) Understanding the objectives and scope of assignment (15 points) Demonstrate understanding on how to execute all the tasks (15 points) Workplan-(Max 10 points); Logical flow of tasks (5 points) Adequate time allocated for all tasks and Consistency with project timelines (5 points)</p>	40		
	Total	100		

NOTES on Works Plan and Method Statement

- Scores will be awarded based on the adequacy of the submitted documents in reference to the scope and works requirements.

3) Financial Evaluation Criteria

The bidders who pass the technical evaluation will be subjected to tender price comparison.

HFHK will award the Contract to the tenderer whose tender is determined to be substantially responsive to the tender documents and who has offered the lowest evaluated tender price.