



REQUEST FOR PROPOSALS

CONSULTANCY OPPORTUNITY FOR OFFICE REMODELING AND PODCAST STUDIO SETUP

Project Duration: 1 month with 1-year technical support

About TISA

The Institute for Social Accountability (TISA) was launched in Nairobi in 2008 to promote citizen empowerment and government accountability, at a moment of promise, when Kenya was charting a path to constitutional reform. Since the adoption of Kenya's 2010 Constitution, TISA has sought to advance the Constitution's central tenet: transforming the way power in Kenya is distributed and managed, chiefly through the devolution of government power from the national to the county (sub- national) level.

TISA's mission is to help Kenyans find their voice and agency to claim their rights to services; make the Kenyan government accountable for its duties and promises; and make the constitution a lived experience.

The Project Brief and Expectations

TISA invites expressions of interest from firms/individuals to provide consultancy services (design, sound & audio engineering, execution, and supervision) for setting up a podcast studio, including equipment sourcing. This assignment will include modifying part of the existing office structure to create the needed room for the podcast studio. The services will include supply, installation, testing and commissioning of the necessary podcast equipment and, furniture.

- Designing of a podcast studio by with necessary modification to the existing structure. Building partitions and refurbishing of the existing structure to fit the podcast studio, including provisions for ventilation fixing electrical wiring, networking, carpeting, and sound proofing etc.
- Supplying and installing equipment including quality microphones, stands, speakers, headphones, mixing console, monitoring system, headphones, and a computer system etc.
- Keeping the TISA office space fit for purpose by addressing attendant repairs from the setup of the studio and related access.
- Providing technical support for a period of one year and training the technical staff of TISA to utilize and maintain the facilities in a sustainable way.
- Prepare detailed design, drawings, cost estimates and bidding documents.
- Advice and ensure compliance with all statutory requirements for the assignment. Supervision/inspection of the works and maintenance of equipment during the warranty period within the 1-year technical support period.

Scope of the Consultancy Services:

1. Remodeling the office Garage to create room for a reception & and sitting area.
2. Remodel the office backroom and set up a functional and modern podcast studio fully equipped.

Eligibility of the Consultancy Organization/ Individual:

- a) A multidisciplinary Firm/ Individuals with experience in sound engineering (designing and installation), civil engineering, interior design and in similar service for the last 5 years.
- b) Proven experience conducting similar projects including remodeling spaces including podcast studios and offices.
- c) References from previous clients with a portfolio of the projects conducted.
- d) One Technical officer with sufficient knowledge of civil and sound engineering should be at the site during the project implementation period. Certificate of Registration of the firm as legal entity.
- e) Registration of the firm/ Individual with the relevant professional bodies.
- f) VAT registration certificate (if any).

How To Apply

Expressions of Interest shall be submitted with supporting documents to prove the eligibility of the firm/ individual for the Consultancy opportunity via email to hr@tisa.or.ke with the subject ***“Consultancy Opportunity – Office Remodeling and Podcast Studio Setup”*** by close of business **Tuesday, 22nd August 2023**.

The EOI should comprise the following:

- A technical proposal.
- A financial proposal.
- CVs of relevant staff within the multidisciplinary team including the technical support lead.
- An affidavit that the firm/ Individual has not been blacklisted or debarred by any government, private institution, or non-governmental institution.
- References to prove capacity to implement the action.

Interested applicants are encouraged to reach out to us via the TISA office line 0757 129700 for any clarification related to the RFP preparation, which may include a site visit.

TISA is committed to safeguarding and promoting the welfare of children and vulnerable adults. We expect all staff, volunteers, and partners to share this commitment.