



## **PREQUALIFICATION DOCUMENT FOR INDIVIDUAL CONSULTANTS AND PROFESSIONAL SERVICES**

### **1. INTRODUCTION TO CBCC AFRICA**

CBCC Africa (<https://centreforbcc.com/>) is a Kenyan-based organization specializing in the design and delivery of locally led, evidence-based Social and Behaviour Change (SBC) interventions that address complex development and humanitarian challenges. We partner with governments, UN agencies, civil society and communities to translate global best practices into contextually relevant and scalable solutions. With demonstrated expertise across the full SBC lifecycle including programme design, strategic planning, implementation, monitoring and evaluation, capacity strengthening and applied research, CBCC Africa supports the achievement of measurable behavioural and social outcomes.

Our approaches integrate behavioural insights, community engagement and systems thinking to strengthen service uptake, improve social norms and enhance accountability to affected populations. CBCC Africa contributes to advancing national and regional SBC policy and practice by generating evidence, strengthening institutional capacity and supporting sustainable, locally owned change. Through strategic partnerships, we help donors achieve effective, equitable and sustainable impact across Kenya and the wider African region.

Please read through this document carefully and provide the requested information together with all supporting documents

### **2. IMPORTANT NOTES TO BIDDERS**

a) The purpose of this document is to assist CBCC Africa in the identification and evaluation of **individual consultants and professional services** in the below categories for a period of **two years (2026 and 2027)** who may subsequently be invited to bid, as and when required:

i. CBCC RCR 01 2026: MEAL and Research Consultants

MEAL and Research Consultants will provide technical support to generate high-quality evidence that informs effective SBC programming and messaging. They lead and support a range of studies, including formative research, human-centred design (HCD) research, baselines, evaluations, SBC impact assessments, rapid assessments and citizen-led research.

Consultants will apply mixed-methods approaches across diverse technical areas such as HIV prevention, care and treatment; FP/RMNCAH and nutrition; agri-nutrition; WASH; agriculture; climate change; civic education; seeds systems and financial inclusion working with varied population groups in Kenya and across sub-Saharan Africa. Their work will support evidence-informed decision-making, adaptive programming and measurable behavioural and social change outcomes.

ii. CBCC SBC 01 2026: Social and Behaviour Change (SBC) Consultants

SBC Consultants will provide technical and operational support across the Social and Behaviour Change programme cycle. They will support the design and implementation of evidence-based SBC strategies, including formative research, strategy development, message and material design and pre-testing and the facilitation of human-centred design (HCD) processes. Consultants will also contribute to capacity strengthening, community engagement and the implementation, monitoring and evaluation of SBC initiatives to support measurable behavioural and social change.



iii. CBCC\_CSR\_01\_2026: Creative Services

Creative Services Consultants will provide strategic and technical support to ensure that organisational visual communications are clear, compelling, and aligned with programme and corporate objectives. They will design and adapt creative assets that effectively communicate key messages, strengthen brand coherence, and enhance audience engagement across platforms.

Through their work, Creative Services Consultants will support visibility, advocacy and behaviour change efforts by translating complex information into accessible, high-quality visual products that meet donor, partner and community communication standards.

We invite applications for these categories:

- CBCC\_CSR\_01\_2026\_CAT1 Audio production
- CBCC\_CSR\_01\_2026\_CAT2 Broadcast specialist
- CBCC\_CSR\_01\_2026-CAT3 Cinematography and Editing
- CBCC\_CSR\_01\_2026\_CAT4 Copywriting
- CBCC\_CSR\_01\_2026\_CAT5 Creative direction
- CBCC\_CSR\_01\_2026\_CAT6 Digital and Social media specialist
- CBCC\_CSR\_01\_2026\_CAT7 Graphic design
- CBCC\_CSR\_01\_2026\_CAT8 Illustrations
- CBCC\_CSR\_01\_2026\_CAT9 Motion graphics (Animations)
- CBCC\_CSR\_01\_2026\_CAT10 Photography

- b) Please provide certified copies of all supporting documents requested under the questionnaire. You may be asked to clarify your answers or provide more details.
- c) Please answer every question. If the question does not apply to you, please write N/A; if you don't know the answer, please write N/K.
- d) Failure to complete this questionnaire and/or provide written answers to any further questions or requests for additional information or request for clarifications will result in the consultant's elimination from further consideration.
- e) Please note that by responding to this questionnaire you accept that all answers provided in this questionnaire are legally binding on the consultant and should need arise, may be used as evidence in any court of law which has jurisdiction. Further, CBCC Africa reserves the right without further recourse to verify at its own cost the accuracy of any answers provided herein.
- f) Where necessary, and if enough space has not been provided on the questionnaire for the answers, please provide the answers as supplements on separate sheets.
- g) Eligible individuals must meet all Government of Kenya requirements to engage in business. Those that are exempt from this requirement should provide the proof.
- h) We will only conduct business with those who have complied with the Kenya Revenue Authority regulations on the electronic tax invoice management system (eTIMS) for consultants registered in Kenya.
- i) Prospective consultants must have carried out successful undertakings and delivery of services to Government/Corporation/ NGOs/ institutions of similar size and complexity. Potential consultants must demonstrate the willingness and commitment to meet the prequalification criteria.
- j) The prequalification data on prospective consultants is to be used by CBCC Africa in determining, according to its sole judgment and discretion, the qualifications of prospective consultants to perform in respect to the Category as described by the client.
- k) Prospective consultants will not be considered qualified unless, in the judgment of CBCC Africa, they possess the capability and relevant experience.
- l) Prospective consultants shall have a minimum experience of at least 5 years in the delivery of services and the potential consultant should show competence, willingness and capacity to service the contract.



- m) Past performance will be given due consideration in prequalifying consultants. A letter of reference from at least 3 non CBCC Africa clients should be included in the provided form.
- n) Eligible individuals must declare any conflict of interest in relation to any member of staff within CBCC Africa. CBCC Africa will not seek services from individuals without declaration of a conflict of interest.
- o) The attached questionnaire with forms 1 to 5 is to be completed by prospective consultants who wish to be pre-qualified for submission of bids for the various categories:
  - Form 1: Consultant's information
  - Form 2: Consultant biographical data sheet
  - Form 3: Litigation history
  - Form 4: Conflict of interest disclosure form
  - Form 5: Applicant declaration statement

The forms can be accessed through this link [Prequalification Questionnaire for Individual Consultants \(2026 2027\)](#)

- p) CBCC Africa reserves the right to accept or reject any or all proposals and is not bound to give reasons for its decision.

The protection of your data is important to CBCC Africa and will be treated confidentially. By sharing your data, you consent to CBCC Africa using this information only for documentation and validation of this activity. CBCC Africa does not sell your data under any circumstances.

Eligible individuals willing to be considered for registration as CBCC Africa service providers are expected to furnish us with among others the following vital information, which will be treated in strict confidence.

- KRA PIN, VAT Registration certificate, Valid KRA Tax compliance certificate
- CV and/or portfolio of the Consultant
- Copies of LPOs, letter of award/signed contracts

### **3. SUBMISSION DETAILS**

Complete prequalification documents should be scanned and sent to [procurement@centreforbcc.com](mailto:procurement@centreforbcc.com) on or before February 13<sup>th</sup>, 2026 at 1700Hrs. Late submissions will not be accepted.