

PP5. RFP-Request for proposals

REQUEST FOR PROPOSALS

APPOINTMENT OF A SERVICE PROVIDER FOR THE DEVELOPMENT OF DIGITAL PFM REFORM STORIES IN AFRICA

BID NUMBER: (CABRI/2026/04)

Closing Date

16th June 2025 at 10H00

Delivery Address

Attention: Procurement Division

Southdowns Ridge Office Park
Block F Unit FF02B
Corner John Vorster and Nellmapius Drive
Irene
0062

Please note that we require an electronic copy of the proposal

Email softcopies to:

Ms : Winnie Kemunto Mageto

Tel: +254724453560

Email: procurementwm@cabri-sbo.org



SUBJECT: APPOINTMENT OF A SERVICE PROVIDER TO DEVELOP DIGITAL PFM REFORM STORIES IN AFRICA

1. INTRODUCTION

The Collaborative Africa Budget Reform Initiative (CABRI) is an intergovernmental organization that fosters peer learning and exchange among African ministries of finance, budget, and planning. Our focus areas include achieving value for money in public spending, promoting budget transparency, ensuring sustainable public debt management, and building institutional PFM capabilities.

CABRI has extensive experience supporting African countries in strengthening digital PFM systems to improve efficiency, transparency, and accountability. We facilitate knowledge exchange to promote practical, sustainable digital solutions that enhance the performance and resilience of public finance systems.

2. OBJECTIVE

CABRI seeks to engage a qualified service provider to document and develop case stories on Digital Public Financial Management (PFM) reforms in Africa. The objective is to:

- i. Document successes and challenges of digital PFM reforms, focusing on both technical and human aspects in video format.
- ii. Support the design and facilitation of a workshop that draws on PFM stories to guide peer learning, share experiences, and inform future reform initiatives.

3. BACKGROUND

Digital transformation in Africa's public finance landscape is enabling more transparent, efficient, and accountable financial management. Despite significant progress, challenges remain. Countries face integration issues with legacy systems, technical capacity gaps, and varying levels of digital literacy.

In November 2024, CABRI and ODI Global hosted a digital PFM conference that showcased reform experiences across the continent. The outcomes underscored the need to document real-world PFM stories to inform future reforms.

4. SCOPE OF WORK

The service provider will:

- Conduct desk research and assist in refining interview questions.
- Interview a minimum of 8 stakeholders across participating countries.
- Identify and develop two well-structured reform stories into engaging video narratives.
- Support and facilitate a peer learning workshop to present the stories.
- Highlight key lessons learned and produce a final report.

5. PERIOD OF ASSIGNMENT

The assignment will span 40 working days:

Task	Days	Deliverables
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Desk research & interviews	10	Country selection and interview outputs
Story development	15	Two documented reform stories with videos
Workshop & final report	15	Facilitated workshop and written report

6. QUALIFICATIONS AND EXPERIENCE

The ideal service provider should have:

- At least 5 years' experience in public finance, governance, or digital PFM reforms.
- Strong research, analytical, and storytelling skills.
- Fluency in English and French (Portuguese is an advantage).
- Demonstrated ability to develop multimedia outputs.

7. WORKING MODE

- Combination of remote and in-person work.
- Bi-weekly virtual meetings (1-hour) via Microsoft Teams.
- Physical travel to South Africa may be required.
- Regular updates via email, phone, and instant messaging.

8. EVALUATION CRITERIA

Criteria	Description	Weight
Relevant Experience & Qualifications	Minimum 5 years' experience; master's degree in PFM, Economics, or Public Policy	25%
Technical Proposal	Clarity, feasibility, and understanding of TOR	25%
Research & Storytelling Skills	Demonstrated skills; proficiency in English/French	20%
Samples of Similar Work	Quality and relevance of past work	15%
Financial Proposal	Clarity, cost-effectiveness, value for money	15%

9. SUBMISSION REQUIREMENTS

Applications must include:

- Cover letter
- Technical proposal and methodology
- Portfolio or samples of previous work
- Financial proposal (daily rate, inclusive of all taxes)
- Certificate of competence
- Supplier application form
- Ownership of business form

10. BID PROCESS

- This is a **Public Bidding** process.
- The Technical and Financial proposals will be opened on **18th June 2025 at 10:00 AM**.
- CABRI reserves the right to cancel the RFP and will notify all applicants accordingly.

Deadline for submission: 16th June 2025

Enquiries: Winnie Kemunto Mageto – procurementwm@cabri-sbo.org | +254 724 453 560



INSTRUCTIONS TO BIDDERS:

i. PARTICIPATION

Participation in bidding is open on equal terms to natural and legal persons either participating in a group or individually.

ii. CLARIFICATION MEETING / SITE VISIT

All relevant information in respect of the date and time for such a meeting/site visit will be communicated to the successful bidder (if applicable).

iii. OPENING OF TENDERS

The recording of bid submissions will be done on 18th June at 10: 00 am. Bids will be examined to determine if all the requisite information and guarantees have been furnished.

iv. EVALUATION OF BIDS

Bids will be evaluated on technical ability as well as price

v. FINANCIAL ARRANGEMENTS

Costs incurred in preparing the bid proposals will be the bidders' responsibility.

vi. SIGNATURE OF CONTRACT AND PERFORMANCE GUARANTEE

The successful bidder will be informed in writing that their bid has been accepted. In the pursuance of contracting service providers, CABRI adheres to professional, ethical, and transparent procurement processes with support for free enterprise and competition.

The bid process shall be in accordance with basic principles identified as international best practices in the field of procurement that are set out hereunder:

- Transparency;
- Non-discrimination;
- Absence of conflict of interest and
- Best value for money – adherence to this principle entails that the contract will be awarded to the bidder who, in terms of the specific evaluation criteria set forth in the bid, is most advantageous. This may not necessarily be the bidder with the lowest price for services rendered but the bidder with the best balance of quality and price.



vii. CANCELLATION OF TENDER

The Secretariat reserves the right to cancel the request for proposal and all bidders will be notified in writing of the cancellation.

PLEASE FIND ENCLOSED THE FOLLOWING DOCUMENTS:

1. Terms of Reference
2. Certificate of Competence
3. Proposed fee breakdown
4. Supplier application form
5. Ownership of business form