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KNC/PROC/RFP/013/2026

Request for proposal for provision of consultancy services for KeNIC's ESG Baseline, Organizational Carbon Footprint, Climate Risk and IFRS S1/S2 Readiness Assessment, and Development of an ESG Strategy, Governance and Decarbonization Framework

KeNIC ambition

A model African Internet registry for environmental sustainability, responsible governance, climate action and measurable progress towards net-zero emissions.

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FOLLOW THE CONVERSATION KenicTLD

1. Introduction and Background

The Kenya Network Information Centre (KeNIC) is a not-for-profit company limited by guarantee responsible for the management and administration of Kenya's .KE country-code Top-Level Domain. KeNIC operates within Kenya's digital and Internet ecosystem, with the Communications Authority of Kenya serving as the statutory sector regulator.

KeNIC intends to procure a qualified multidisciplinary consulting firm to undertake its first comprehensive Environmental, Social and Governance (ESG) assessment, organisational greenhouse-gas (GHG) inventory and carbon footprint, climate risk and opportunity assessment, and IFRS S1/IFRS S2 readiness assessment. The Consultant shall also develop the governance, strategy, data, reporting and decarbonization tools required for KeNIC to manage ESG performance after the consultancy.

The assignment shall balance compliance readiness with leadership ambition. It shall be proportionate to KeNIC's scale, but technically rigorous in the areas of greatest consequence to an Internet registry: energy and digital infrastructure, cloud and data-centre services, ICT assets and e-waste, service resilience, privacy and cybersecurity governance, people and inclusion, supplier practices, transparent reporting and Board accountability.

2. Rationale

- KeNIC does not yet have an approved ESG baseline, materiality assessment or GHG inventory, and requires credible Scope 1/2/3 data, including outsourced cloud, data-centre and supplier emissions.
- Kenya's phased IFRS Sustainability Disclosure roadmap makes KeNIC's classification and reporting date urgent to confirm, and climate-related physical/transition risks may affect service continuity, infrastructure and costs.
- A sustainable internal system is required so KeNIC can collect data, monitor KPIs, report annually, prepare for future assurance, and pursue credible African leadership based on measurable performance.

3. Primary Objective

Primary Objective

To establish a credible baseline of KeNIC's ESG performance and greenhouse-gas emissions, assess material climate-related risks and opportunities and IFRS S1/S2 readiness, benchmark performance, and develop a practical ESG strategy, governance framework, decarbonization/net-zero-alignment roadmap, and reporting and performance-management system.

4. Specific Objectives

1. Establish KeNIC's environmental, social and governance baseline and conduct a formal financial- and impact-materiality assessment.
2. Determine the applicable Kenyan regulatory obligations and KeNIC's classification and reporting timeline under the national IFRS Sustainability adoption roadmap.
3. Develop a complete and transparent organizational GHG inventory, including Scope 1, Scope 2 and material Scope 3 categories, and recommend a defensible base year.
4. Identify emissions hotspots, data limitations, reduction measures, climate physical/transition risks and opportunities.
5. Assess readiness for IFRS S1 and IFRS S2 across governance, strategy, risk management, metrics and targets, financial effects, controls and assurance.
6. Assess ESG maturity and benchmark KeNIC against 5–10 relevant African and global organizations.
7. Develop an ESG strategy, governance/RACI structure, priority policy framework and integration with enterprise risk, budgeting and procurement.
8. Develop a practical, cost- and impact-informed decarbonization and long-term net-zero-alignment pathway that prioritizes real emissions reductions.
9. Develop ESG KPIs, dashboard requirements, reporting processes, data governance and assurance-readiness controls.
10. Build KeNIC's internal capacity and hand over all editable models, templates, datasets, evidence registers and working papers.

5. Regulatory and Standards Framework

The Consultant shall conduct and maintain a current applicability assessment, classifying each item as A — Mandatory/Applicable, B — Recommended/Good Practice, or C — Voluntary/Aspirational. Conditional legal requirements shall be confirmed with KeNIC Legal/Compliance and, where necessary, the relevant regulator or professional body.

Instrument / framework	Class	Required treatment
Climate Change Act, 2016 (amended 2023) & Carbon Markets Regulations, 2024	A / conditional	National climate framework applies; carbon-markets provisions apply only if KeNIC develops/trades in regulated carbon projects. Confirm any private-entity duty or Gazette notice specifically applicable to KeNIC.

Instrument / framework	Class	Required treatment
NCCAP III (2023-2027) & Kenya's Second NDC (2031-2035)	B	Use for national alignment and target context (NDC targets 35% reduction by 2035 vs BAU); not an automatic KeNIC target.
EMCA/NEMA requirements & Sustainable Waste Management Act	A / conditional	Assess EIA/audit, waste (incl. e-waste/EPR), air, noise, water, generator and facility licensing requirements based on KeNIC's actual activities and sites.
Energy Act & Energy (Energy Management) Regulations, 2025	A if threshold met	Verify energy use per facility and any EPRA audit, energy-manager or reporting requirements.
Employment, OHS/WIBA & Data Protection laws	A	Apply to workplace practices, contractor safety, and staff/stakeholder data collected during consultations.
ICPAK IFRS Sustainability adoption roadmap, IFRS S1 & IFRS S2	A per KeNIC category/date	PIEs from periods beginning 1 Jan 2027; large non-PIEs from 2028; SMEs from 2029. Full readiness assessment required under this TOR regardless of final classification.
GHG Protocol Corporate, Scope 2 & Scope 3 Standards	B - contractually mandatory	Primary methodology for this assignment unless an alternative is justified and accepted by KeNIC.
GRI, SASB, TCFD, ISO 14001/14064-1/14067/14068-1, SBTi, SDGs, Paris Agreement, AU climate strategy	B/C	Use selectively for impact materiality, management-system alignment or strategic context; certification/validation is not automatically required.

6. Scope of Work

Workstream	Minimum coverage
1. Mobilisation, ESG Baseline & Materiality	Confirm legal/GHG boundaries, facilities, value chain, base-year candidates, data owners and comparator set. Assess current E/S/G policies, controls and performance; conduct dual-lens materiality (investor/financial for IFRS S1/S2 and impact for broader reporting).

Workstream	Minimum coverage
2. Regulatory Compliance & IFRS S1/S2 Readiness	Develop a compliance register (obligation, applicability, evidence, status, gap, owner, due date). Confirm KeNIC's IFRS roadmap classification and assess governance, strategy, risk management, metrics/targets, data, controls and assurance readiness.
3. GHG Inventory & Carbon Footprint	Quantify Scope 1 and 2; screen all 15 Scope 3 categories and quantify material ones; recommend base year; assess data quality; identify hotspots and reduction opportunities; deliver an editable model.
4. Climate Risk & Opportunity	Assess physical and transition risks, opportunities, time horizons, financial effects and proportionate scenarios aligned with IFRS S2.
5. Maturity & Benchmarking	Apply a five-level maturity model and benchmark KeNIC against 5-10 justified comparator organizations using reliable, normalised data.
6. ESG Strategy, Governance & Decarbonization Roadmap	Develop a Board-endorsable strategy, governance/RACI, ERM/budget/procurement integration, priority policies, and a costed decarbonization/net-zero roadmap with quick, medium- and long-term initiatives.
7. Reporting, KPIs, Data, Assurance, Leadership & Capacity	Develop a KPI dictionary, dashboard specification, data-governance framework, annual reporting calendar, assurance-readiness plan, the KeNIC ESG Leadership Roadmap, and deliver training and full capability transfer.

7. Minimum ESG Assessment Coverage

Pillar	Critical assessment areas
Environmental	Electricity/energy; generators and fuels; vehicles; facilities; ICT, servers, network, cloud and data-centre infrastructure; capital equipment; refrigerants; travel/commuting; purchased goods/services; water; paper; waste/e-waste; renewable energy; environmental compliance; resource efficiency; sustainable procurement; supply chain; climate resilience; nature/biodiversity where material.
Social	Employee welfare/engagement; diversity, equity and inclusion; gender; training; OHS; human rights; supplier labour; community investment; stakeholder engagement; digital inclusion; accessibility; responsible technology; user/customer interests; privacy and cybersecurity; community impact.

Pillar	Critical assessment areas
Governance	Board oversight; management accountability; ethics, anti-bribery and whistleblowing; risk and compliance; procurement/supplier governance; data and reporting controls; policies; stakeholder engagement; sustainability decision rights and performance accountability.

8. Materiality Assessment

- Identify the full universe of potentially material topics (using law, IFRS/SASB, GRI and KeNIC's digital value chain) and consult appropriate internal and external stakeholders, subject to KeNIC approval and data-protection safeguards.
- Assess sustainability risks/opportunities that could reasonably affect KeNIC's prospects, cash flows, costs, access to resources, reputation or resilience, and significant actual/potential impacts on people, the environment and the economy.
- Document scoring criteria, stakeholder participation, assumptions and limitations; deliver a materiality matrix and recommended priority management/reporting topics.

9. GHG Inventory and Carbon Accounting Requirements

The Consultant shall use the GHG Protocol Corporate Standard, Scope 2 Guidance and Scope 3 Standard as the primary methodology. The organizational boundary shall be justified using an appropriate control or equity approach and reconciled to KeNIC's entities, facilities, leases, outsourced services and financial records.

Component	Minimum requirement
Scope 1	Stationary fuel used in generators/controlled equipment; company-controlled vehicles; refrigerants; fire suppression and any other direct sources.
Scope 2	Purchased electricity and other acquired energy. Report location-based emissions and market-based emissions where credible contractual instruments and appropriate factors exist.
Scope 3	Screen all 15 GHG Protocol categories; quantify material ones (expected priorities: purchased goods/services, capital goods/ICT equipment, fuel/energy-related activities, waste/e-waste, business travel, commuting, leased assets, cloud/data-centre services, network infrastructure); document exclusions.

Component	Minimum requirement
Documentation & quality controls	Document activity data, factor sources, calculations, assumptions, uncertainty and data-quality scores; reconcile to source/finance records; retain an evidence trail.
Base year	Recommend a complete, representative and reproducible year. Define data limitations and recalculation triggers for structural, methodological, factor or significant-error changes.

9.1 Carbon Accounting Model

KeNIC shall receive an unlocked Excel-compatible model containing separate activity-data, emission-factor, calculation, quality-control and output sections. It shall include visible formulas, unit conversions, source references, data-quality ratings, validation flags, evidence IDs, version control, inventory outputs and an annual update guide. It shall not depend on inaccessible proprietary software, undisclosed macros, hidden external links or subscriptions not approved by KeNIC.

10. Climate Risk and Opportunity Assessment

Area	Minimum assessment
Physical risks	Flooding, extreme rainfall, extreme heat, drought/water stress, power disruption, facility or data-centre interruption, telecommunications/supplier disruption and other relevant hazards.
Transition risks	Regulation/reporting, energy transition, technology, market and stakeholder expectations, reputation, carbon/claims exposure, supplier requirements and changing operating costs.
Opportunities	Renewable energy, efficiency, resilient architecture, green ICT, sustainable cloud/data-centre procurement, waste reduction, circularity, remote collaboration, responsible technology, employee action and innovation.
Scenarios & outputs	At least two proportionate scenarios (transition-intensive and higher-warming/physical-risk) with documented assumptions; outputs to include inherent/residual risk, opportunity value, controls, owner, timeline and monitoring KPI.

11. IFRS S1 and IFRS S2 Readiness

Core area	Readiness assessment
Governance	Board/committee oversight; management roles; competence; information flows; controls; approval and accountability.
Strategy	Material sustainability/climate risks and opportunities; business model/value chain; time horizons; strategic response; resilience; transition planning; current and anticipated financial effects.
Risk management	Identification, assessment, prioritization, monitoring and management; inputs/parameters; integration with enterprise risk management.
Metrics and targets	Scope 1/2/3; relevant cross-industry/industry metrics; target boundary, base year, milestones, performance, methods and changes.
Data, reporting & assurance readiness	Connectivity with financial reporting; completeness, controls, review, retention and annual timetable; evidence, audit trails and pathway toward limited/reasonable assurance.

The Consultant shall deliver a requirement-by-requirement matrix with evidence, readiness rating, severity, action, owner, dependency and due date. The Consultant shall apply standards and amendments effective for KeNIC's relevant reporting period and shall clearly distinguish mandatory requirements from transition reliefs and good practice.

12. ESG Maturity and Benchmarking

Level	Definition
1 — Initial	Ad hoc, reactive and person-dependent; limited ownership, evidence or measurement.
2 — Developing	Some policies and initiatives; incomplete coverage, data and controls.
3 — Defined	Documented strategy, governance, processes and KPIs across material topics.
4 — Managed	Targets, controls, performance management and assurance-ready data operate consistently.
5 — Leading	Transparent, evidence-based outcomes, innovation and credible sector leadership.

Score governance, strategy, environmental/carbon management, social performance, risk, compliance, data, reporting, stakeholder engagement and assurance. Provide overall/category scores, evidence, confidence, critical gaps, target level and roadmap.

Benchmark 5–10 organizations selected for functional, geographic, scale or leadership relevance. Benchmark emissions, energy, renewable electricity, waste/e-waste, targets, governance, reporting, social indicators, supplier practices, assurance and leadership initiatives. Cite every datapoint, align reporting years/boundaries where possible, normalize cautiously and disclose limitations.

13. ESG Strategy, Governance and Policy Framework

- Multi-year ESG vision, principles, material pillars, objectives, initiatives, KPIs, targets, resources, governance, reporting and stakeholder engagement.
- Board oversight and management accountability proportionate to KeNIC's structure; avoid creating unnecessary committees.
- RACI covering Board/designated committee, CEO, Executive/ESG Steering arrangement, ESG focal person, Finance, Risk/Compliance, ICT/Technical, Procurement, HR/Admin, Internal Audit and departmental champions.
- Integration into corporate strategy, enterprise risk, annual plans, budget/capital allocation, procurement, supplier management and performance reporting.
- Review and targeted drafting/redlining of priority policies: ESG/Sustainability; Environmental/Climate/Energy; Sustainable Procurement; Waste/E-Waste; Carbon Accounting; ESG Data; Supplier ESG; Climate Risk and related governance procedures.

14. Decarbonisation, Net-Zero Alignment and Leadership Roadmap

The roadmap shall follow the hierarchy: measure; avoid; reduce; improve efficiency; substitute with low-carbon/renewable solutions; engage suppliers and employees; and address residual emissions only through appropriately governed high-integrity removals/credits. Offsets shall not substitute for emissions reduction.

Roadmap period	Minimum content
Quick wins: 0–12 months	No/low-cost controls, data improvements, waste/e-waste, travel, behavior, supplier requests, efficiency and governance actions.
Medium term: 1–3 years	Energy and ICT projects, supplier requirements, resilient infrastructure, renewable electricity, reporting and control maturity.
Long term: 3–5+ years	Capital-intensive infrastructure, value-chain transformation, science-aligned target options and residual-emissions governance.

Each initiative shall state the issue addressed, priority, responsible owner, timing, dependencies, indicative cost category, benefit, estimated annual emissions reduction where supportable, KPI and target.

Prioritization shall consider regulatory importance, ESG impact, carbon potential, financial impact, reputation, stakeholder importance, cost, complexity and strategic value.

The KeNIC ESG Leadership Roadmap shall identify what is required to become a credible African benchmark, including green electricity and ICT, sustainable cloud/data-centre procurement, circular equipment/e-waste, supplier ESG, climate-resilient .KE services, responsible technology, accessibility/digital inclusion, Board capability, transparent reporting and regional knowledge sharing. Certifications or awards shall be proposed only where strategically useful and achievable.

15. ESG KPIs, Dashboard, Data Governance and Reporting

The Consultant shall develop a concise, management-usable KPI framework. At minimum consider:

Environmental	Social	Governance
Total tCO2e; Scope 1/2/3; emissions intensity; electricity; renewable electricity; fuel; waste/e-waste and diversion; water; paper; business travel.	Employee engagement; training; diversity/gender; health and safety; community investment; digital inclusion/accessibility.	Compliance; ethics/anti-corruption; whistleblowing; ESG oversight/training; risk treatment; supplier ESG screening; roadmap delivery.

For every KPI provide definition, formula, unit, boundary, source, frequency, evidence, owner, reviewer/approver, target, threshold and reporting level. The dashboard specification shall show performance against baseline and targets and describe integration options with KeNIC's existing reporting/data environment without making software procurement a hidden dependency.

The ESG data-governance framework shall specify data owner, source, frequency, evidence, validation, approval, storage, retention, calculation, change control, access, reporting and assurance. The reporting framework shall distinguish IFRS investor-focused disclosure from broader stakeholder/impact reporting and establish an annual calendar aligned with financial reporting.

16. Methodology

Bidders shall submit an integrated and proportionate methodology describing:

11. Mobilization, governance, boundaries, data request and quality/risk plan.
12. Document, policy, contract, invoice, meter, asset, procurement, travel, HR and risk review.
13. Stakeholder interviews/workshops/surveys and data-protection safeguards.

14. GHG factor hierarchy, calculations, estimation, uncertainty, reconciliation and internal technical review.
15. Climate-risk scoring, scenario sources, time horizons, financial-effects approach and ERM integration.
16. IFRS requirement mapping, control testing, financial-reporting connectivity and assurance-readiness assessment.
17. Maturity scoring, comparator selection, normalization and source-quality assessment.
18. Co-design and prioritization of governance, strategy, KPIs, policies and roadmaps.
19. Training, annual ESG/GHG close simulation, editable handover and post-handover support included in the price.

17. Deliverables and Timeline

ID	Deliverable	Minimum acceptance content	Due
D1	Inception and Boundary Report	Confirmed scope/boundaries, data plan, stakeholders, comparator set, methodology, QA, risk and workplan.	W2
D2	ESG, Materiality and Regulatory Baseline	ESG baseline, consultations, materiality matrix, legal/standards register and confirmed KeNIC IFRS roadmap classification.	W6
D3	GHG Inventory, Carbon Model, Climate Risk & IFRS Readiness	Scope 1/2/material Scope 3 inventory, base-year recommendation, editable model; climate risk register/scenarios; requirement-level IFRS S1/S2 gap and remediation matrix.	W10
D4	ESG Maturity, Benchmarking, Strategy & Governance	Five-level maturity scores, 5-10 comparator analysis, multi-year ESG strategy, governance/RACI and priority policy recommendations.	W13
D5	Decarbonization Roadmap & Performance Framework	Quick/medium/long-term initiatives with costs and tCO2e impacts, KeNIC Leadership Roadmap, KPI dictionary, dashboard specification and assurance-readiness plan.	W14
D6	Capacity Building and Final Handover	Board briefing, technical/data workshops, practical exercise, final consolidated report, executive presentation and all editable working papers/models/templates.	W15

KeNIC shall receive editable native files and PDF versions where appropriate. Deliverables are accepted only after written confirmation that scope, evidence, quality, functionality and handover requirements have been met.

18. Workplan and Project Governance

Week	Main activity	Output
1–2	Kick-off, boundaries, data diagnostic, legal/IFRS classification approach, stakeholder and comparator plan	D1
2–6	Regulatory review, ESG diagnostic, stakeholder consultation, materiality and GHG data collection	D2
4-10	Scope 1/2/3 screening and calculations, supplier/cloud/data-centre requests, climate risk/scenarios, IFRS S1/S2 readiness and model development	D3
8-13	Benchmarking, maturity assessment, strategy, governance, RACI and policy development	D4
10-14	Reduction/net-zero alignment, leadership roadmap, KPI, data and dashboard frameworks	D5
12-15	Training, validation, Board presentation, finalization and full handover	D6

- KeNIC shall appoint an Executive Sponsor, Project Manager and multidisciplinary Technical Working Group.
- Weekly working meetings and fortnightly written status reports shall track progress, data gaps, risks, decisions and actions.
- Material decisions on boundary, methodology, legal classification, base year, targets and public claims require documented KeNIC approval.
- KeNIC shall provide consolidated deliverable comments within the period stated in the RFP/contract.

19. Consultant Qualifications and Team

Requirement	Minimum expectation and evidence
Firm experience	At least five years' relevant experience and at least three comparable completed assignments; five strong assignments preferred for full marks.
Comparable assignment record	Client, scope, period, deliverables, team, completion evidence and contactable reference.

Requirement	Minimum expectation and evidence
Technical capability	ESG/materiality, GHG Protocol and Scope 3, IFRS S1/S2, climate risk/scenarios, Kenyan regulation, reporting/assurance, governance, decarbonization and data controls.
Sector/geographic relevance	Kenya/Africa delivery and technology, digital infrastructure, telecoms, Internet, cloud/data-centre or comparable service-sector experience.
Independence	Disclosure of conflicts and financial interests in KeNIC suppliers, software, certifications, carbon credits, assurance or proposed solutions.

The team shall include, as appropriate: Project Director; ESG Lead; Carbon/GHG Specialist; Climate Risk Specialist; IFRS/ISSB Specialist; Environmental/Energy Specialist; Social/HR/OHS Specialist; Governance/Risk/Legal Specialist; and Data/Analytics Specialist. Roles may be combined where competence, workload and availability are demonstrated. Signed CVs, responsibilities and level of effort are mandatory.

20. Procurement and Evaluation Framework

20.1 Proposal Submission Instructions

- The complete proposal shall be submitted electronically to procurement@kenic.or.ke no later than 18th September 2026 East Africa Time. Hard-copy or physical submissions will not be accepted.
- The technical and financial proposals shall be submitted as separate, clearly labelled electronic files; the technical proposal shall contain no price or financial information.
- Operational datasets, detailed facility and digital-infrastructure information, stakeholder access arrangements and other implementation details will be provided to the successful Consultant during onboarding, following execution of the contract and confidentiality undertaking.

20.2 Mandatory Eligibility and Responsiveness — Pass/Fail

Bidders shall submit the following mandatory documents and declarations:

- Legal and corporate standing: certificate of incorporation/registration; current CR12 or equivalent showing directors/shareholders; valid KRA PIN certificate; valid Tax Compliance Certificate; and valid business/trading permit or applicable license.
- Financial standing: audited financial statements for the last two to three financial years, or a bank reference letter where accepted by KeNIC; plus, a declaration of no pending litigation, insolvency or other proceeding that could materially affect delivery.

- Professional and technical standing: company profile; signed CVs of proposed key personnel; relevant professional certifications/memberships, including ICPAK membership or equivalent relevant standing for the IFRS S1/S2 specialist; relevant GHG/sustainability credentials; two to three reference letters or contactable references for comparable assignments; and valid professional indemnity insurance.
- Integrity and contractual undertakings: signed conflict-of-interest declaration; signed confidentiality/NDA undertaking or commitment to execute KeNIC's prescribed NDA; and a statement that the firm is not blacklisted, suspended or debarred by any client, regulator or professional body.
- Proposal compliance: separate technical and financial proposals; signed proposal/authorization; completed required forms; stated proposal validity; and disclosed consortium, subcontractor or joint-venture arrangements, if any.

A bidder that fails to submit a mandatory document, or submits information that is materially false, expired or unverifiable, may be found non-responsive. KeNIC may seek clarification where permitted, but clarification shall not be used to cure a material omission or alter the substance of the proposal.

20.3 Stage 1 — Technical Evaluation: 100 Marks

Technical criterion	Marks	What will be assessed
Methodology and understanding of KeNIC's context	20	Quality, completeness and practicality of the proposed approach; evidence that the bidder understands KeNIC as a ccTLD registry and digital-infrastructure organization rather than a generic corporate client; integration of ESG, GHG, climate, IFRS, data and governance workstreams.
Carbon accounting (GHG Protocol) and IFRS S1/S2 expertise	25	Depth of technical competence in organizational boundaries, Scope 1/2, all-category Scope 3 screening, cloud/data-centre/ICT emissions, emission factors, uncertainty, carbon model, IFRS four pillars, financial effects, scenario analysis, controls and assurance readiness.
Team qualifications and comparable experience	20	Quality and relevance of signed CVs, professional certifications/memberships, proposed roles and level of effort; strength of two to three or more comparable completed assignments and references; availability of senior technical oversight.
Kenyan regulatory and African-sector experience	15	Demonstrated familiarity with Kenya's climate, environment, energy, waste, labour, OHS, data protection, governance and ICPAK roadmap

Technical criterion	Marks	What will be assessed
		requirements; relevant African digital-infrastructure, Internet, telecoms or technology experience.
Workplan realism and capacity-building approach	20	Credibility of the 14–15-week sequence, dependencies and resourcing; stakeholder/data plan; risk and quality management; practical training, annual-close simulation, editable handover and ability to leave KeNIC self-sufficient.

Total technical score: 100 marks. The minimum qualifying technical score is 70/100. Only bidders attaining at least 70 marks shall proceed to financial evaluation. The technical score shall contribute 80% of the final combined score using: Weighted Technical Score = Technical Score × 0.80.

20.4 Stage 2 — Financial Evaluation: 20 Marks

Financial criterion	Marks	What will be assessed
Itemized cost breakdown	4	Completeness and transparency of professional fees, expert days/rates, taxes, travel/site visits, workshops, training, third-party data/software and all other expenses; consistency with the technical proposal.
Cost competitiveness	12	Evaluated using the formula: Lowest Evaluated Responsive Price ÷ Bidder's Evaluated Responsive Price × 12. Abnormally low, incomplete or conditional pricing may be clarified or rejected in accordance with KeNIC's procedures.
Terms of payment	4	Commercial reasonableness and alignment with output-based milestones; absence of excessive advance or front-loaded payment; clarity of invoicing, taxes, reimbursables and assumptions.

The financial score shall contribute 20% of the final combined score. Final Combined Score = Weighted Technical Score (maximum 80) + Financial Score (maximum 20). Award shall be made to the highest-ranked responsive bidder, subject to successful due diligence, reference checks, commercial clarification where permitted and contract agreement.

21. Financial Proposal and Payment Milestones

Bidders shall provide a firm, itemized, all-inclusive financial proposal in Kenya shillings, identifying professional fees by expert and number of days, daily rates, taxes, travel/site visits, workshops/training, report preparation, third-party data/software, other expenses, assumptions, exclusions, total cost and validity period. Any optional independent assurance, certification, software or target-validation cost shall be separately priced. The bidder shall state its proposed payment terms and any deviation from the indicative milestones below.

Milestone	Acceptance basis	Indicative payment
1	Approved D1	10%
2	Approved D2	15%
3	Approved D3	25%
4	Approved D4	20%
5	Approved D5	20%
6	Approved D6 and complete editable handover	10%

Payment shall be linked to written acceptance, not merely submission or elapsed time. KeNIC may withhold acceptance for unsupported findings, inaccessible models, material omissions or incomplete handover.

22. Key Contractual Requirements

- Confidentiality: protect all operational, security, supplier, employee, financial and governance information; no external use or case study without written approval.
- Intellectual property: upon payment KeNIC owns assignment-specific deliverables, datasets, models, templates and working papers. Any pre-existing consultant IP must be disclosed and licensed perpetually for KeNIC's continued use.
- Conflict of interest: disclose actual, potential and perceived conflicts and any commercial interest in recommended products, providers, credits, certifications or assurance services.
- Key personnel: replacements require prior approval and equal or superior competence.
- Verification claims: the consultancy is an assessment and readiness engagement. KeNIC's inventory or disclosures shall not be described as independently verified unless a separate independent verification engagement has been completed.

22.1 Data Protection and Privacy

The Consultant shall comply with the Kenya Data Protection Act, 2019, applicable regulations and KeNIC's privacy and information-security requirements when processing any personal data obtained during the assignment.

- Process personal data only for the agreed assignment, on KeNIC's documented instructions, collecting only what is necessary; apply appropriate access, confidentiality and security controls, and do not store KeNIC data on uncontrolled devices or share it with unauthorized parties.
- Do not transfer, host or remotely access KeNIC personal data outside Kenya, or upload it to public generative-AI tools or uncontrolled platforms, without KeNIC's prior written approval; any AI-enabled tool used on the assignment must be disclosed and approved by KeNIC.
- Notify KeNIC in writing within 24 hours of any actual or suspected data breach and cooperate with investigation/notification; assist with data-subject requests and regulatory enquiries; and return or securely delete KeNIC data on completion with written confirmation.

23. Acceptance and Success Criteria

Outcome	Minimum success and acceptance measure
ESG baseline, materiality & regulatory position	Approved evidence-based baseline across all three pillars; documented financial and impact materiality; confirmed KeNIC IFRS roadmap classification.
GHG inventory & carbon model	Scope 1/2 quantified; all Scope 3 categories screened, and material ones quantified or on an approved data plan; base year and editable model accepted.
Climate risk & IFRS S1/S2 readiness	Risk/opportunity register with scenarios and financial effects; requirement-level S1/S2 remediation plan.
Maturity, benchmarking, strategy & governance	Evidence-based maturity score, justified comparators, Board-endorsable ESG strategy, RACI and policy plan.
Decarbonization roadmap & performance framework	Prioritized roadmap with owners, costs, KPIs and estimated tCO_2e impact; KPI dictionary, dashboard specification and assurance-readiness plan.
Capacity & handover	Relevant staff trained; annual ESG/GHG process documented and tested; all editable source materials delivered and usable.

Submission of Proposals

Interested and qualified firms meeting the criteria set out in this RFP should submit their technical and financial proposals, together with all supporting documents listed in Section 8.3, via email to:

procurement@kenic.or.ke

by no later than **18th September 2026**.

The subject line of the submission email should reference the RFP number:

KNC/PROC/RFP/013/2026 — ESG/Carbon Footprint Assessment Consultancy

Chief Executive Officer

Kenya Network Information Centre (KeNIC)

CAK Complex, Waiyaki Way, Opp. Kianda School

P.O. Box 1461 – 00600, Nairobi, Kenya

Annex 1: Confidential Business Questionnaire

Firms are requested to provide the particulars in Part 1 and whichever of Part 2(a), 2(b), or 2(c) applies to their business structure. It is an offence to provide false information on this form.

Part 1 – General

Business Name: ______________________________

Location of Business Premises: ______________________________

Plot No.: ______________ Street/Road: ______________

Postal Address: __________ Tel No.: __________ Email: __________

Nature of Business: ______________________________

Registration Certificate No.: ______________________________

Maximum value of business handled at any one time (KES): ______________

Name of Bankers: ______________ Branch: ______________

Part 2(a) – Sole Proprietor

Name in full: ______________ Age: ________ Nationality: ________

Country of Origin: ______________ Citizenship Details: ______________

Part 2(b) – Partnership

Details of partners (Name / Nationality / Citizenship Details / Shares):

1. ______________________________
2. ______________________________
3. ______________________________

Part 2(c) – Registered Company

Private or Public: ________ Nominal Capital (KES): ________ Issued Capital (KES): ________

Details of directors (Name / Nationality / Citizenship Details / Shares):

1. ______________________________

2. ____

3. ____

Date: ____________________________ Signature of Authorised Representative: ____________________________

If a Kenyan citizen, indicate under "Citizenship Details" whether by Birth, Naturalisation, or Registration.

Annex 2: Self-Declaration — Not Debarred (PPRA Form SD1)

Republic of Kenya — Public Procurement Regulatory Authority (PPRA)

Self-declaration that the person/tenderer is not debarred under the Public Procurement and Asset Disposal Act, 2015.

I, ______________________________, of P.O. Box _______________, resident of ______________________ in the Republic of Kenya, do hereby state as follows:

a) That I am the Company Secretary / Chief Executive / Managing Director / Principal Officer / Director of _____________________ (insert company name), a bidder in respect of Tender No. _____________ for _____________________ (insert tender title) for Kenya Network Information Centre (KeNIC), and duly authorised and competent to make this statement.

b) That the aforesaid bidder, its directors, and subcontractors have not been debarred from participating in procurement proceedings under Part IV of the Act.

c) That what is deponed above is true to the best of my knowledge, information, and belief.

Title: _______________ Signature: _______________ Date: _______________

(Bidder's Official Stamp)

Annex 3: Self-Declaration — No Corrupt or Fraudulent Practice (PPRA Form SD2)

Republic of Kenya — Public Procurement Regulatory Authority (PPRA)

I, ______________________________, of P.O. Box _______________, resident of ______________________ in the Republic of Kenya, do hereby state as follows:

a) That I am the Chief Executive / Managing Director / Principal Officer / Director of ______________________ (insert company name), a bidder in respect of Tender No. _____________ for ______________________ (insert tender title) for Kenya Network Information Centre (KeNIC), and duly authorised and competent to make this statement.

b) That the aforesaid bidder, its servants, agents, and/or subcontractors will not engage in any corrupt or fraudulent practice and has not been requested to pay any inducement to any member of the Board, management, staff, and/or agents of KeNIC.

c) That the aforesaid bidder, its servants, agents, and/or subcontractors have not offered any inducement to any member of the Board, management, staff, and/or agents of KeNIC.

d) That the aforesaid bidder will not engage, and has not engaged, in any collusive practice with other bidders participating in this tender.

e) That what is deponed above is true to the best of my knowledge, information, and belief.

Title: _______________ Signature: _______________ Date: _______________

(Bidder's Official Stamp)

Annex 4: Bank Details Form

Name of Bidder: ____

Bank Name: ________________________ Bank Branch: ___________________________

Bank Code: _________________________ Bank Account No.: _____________________

Bank Signatory(ies): ____

PIN Number: _________________________ VAT Number: __________________________

Valid KRA Tax Compliance Certificate No.: ______________________________________

Signed: _________________________ Date: _______________________________________

Annex 5: References

Provide details of at least three (3) projects delivered to other clients in the last three (3) years, preferably including ICT/registry and not-for-profit organisations.

Reference 1

Company Name: ____

Email Address: ____

Mobile No: ______________________ Contact Person: ________________

Services Provided / Period of Engagement: _______________________________

Reference 2

Company Name: ____

Email Address: ____

Mobile No: ______________________ Contact Person: ________________

Services Provided / Period of Engagement: _______________________________

Reference 3

Company Name: ____

Email Address: ____

Mobile No: ______________________ Contact Person: ________________

Services Provided / Period of Engagement: _______________________________