

**5<sup>th</sup> April, 2023**

Dear Sir/Madam,

**RE: REQUEST FOR PROPOSAL (RFP) - FOR CONSULTANCY TO DEVELOP EARB TRAINING CURRICULLUM**

Estate Agents Registration Board (EARB) is the regulatory body for real estate agency practice in Kenya. EARB derives its mandate from Estate Agents Act, 1984 Cap 533 which was operationalized in 1987. The mandate of the Board is to register estate agents and ensure that the competence and conduct of the practicing agents are of a standard sufficiently high for the protection of the public.

EARB invites sealed Proposals from eligible and competent registered firms/individuals for the PROVISION OF EARB TRAINING CURRICULLUM. More details on the services are provided in the attached Terms of Reference (TOR).

A firm will be selected under Quality and Cost Based Selection (QCBS).

Bidders submitting the RFP should be able to demonstrate and substantiate through their references and profiles that they have the requisite experience, capability and capacity both technically and financially to execute the assignment.

The Technical and Financial proposals should be submitted separately as two separate documents, each as an individual e-mail attachment submission; and must also be password protected documents in PDF format. The password for each of the two respective documents will be formally requested for once the evaluation committee convenes.

The Technical Proposal subject e-mail shall be clearly marked “TECHNICAL PROPOSAL FOR EARB TRAINING CURRICULLUM– [NAME OF FIRM/INDIVIDUAL BIDDER]” and the Financial Proposal clearly marked “FINANCIAL PROPOSAL FOR EARB TRAINING CURRICULLUM – [NAME OF FIRM/INDIVIDUAL BIDDER]”.


**Late bids will not be accepted.**

Technical proposals will be evaluated, thereafter and only firms/individuals who meet the minimum technical score will be formally invited for financial proposals opening in accordance with the RFP Criteria.

RFP Documents addressed as indicated below should be Addressed to the Registrar, Estate Agents Registration Board and submitted by email to: [info@estateagentsboard.or.ke](mailto:info@estateagentsboard.or.ke), [estateagentsrb@gmail.com](mailto:estateagentsrb@gmail.com) and a hard copy must be submitted to the board by Friday 21<sup>st</sup> April, 2023, 4.00pm Kenyan time.

The Board reserves the right to terminate this process at any stage without explanation and to accept or reject any bid. Only successful bidder/s will be notified.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'Rose Nabiswa', is written over a light gray grid background.

**ROSE NABISWA**

**REGISTRAR**

**ESTATE AGENT REGISTRATION BOARD.**

### **IMPORTANT NOTICE AND INFORMATION TO BIDDERS**

The information contained in this RFP, except where the context requires otherwise, has been based on the assumption that the proposed assignment is implemented as described herein. Whilst EARB considers that the assumptions on which this document is based are reasonable, it must be recognized that the reliance that you place on them is a matter of commercial judgment for the bidders alone.

1. This RFP is confidential and personal to you. It is provided to you on the understanding that it is not to be duplicated or distributed to any other person (s) or institution (s).
2. The Bidder shall be deemed to have carefully examined all of the terms, conditions and requirements of this RFP, and also to have fully informed itself as to all conditions affecting this assignment. Failure to do so is at the Bidder's risk, and no claim will be considered at any time for reimbursement of any expenses incurred as a result of any misunderstanding with regard to the conditions imposed by this RFP.
3. Unless the context otherwise requires, words importing one gender include all other genders and words importing the singular include the plural and vice versa.
4. Bidders are advised to submit a declaration statement of not engaging in corrupt activities.
5. Bidders are advised that they are required to serialize the pages of their RFP document and submit the number of copies stated under instructions to bidders' section.

### **NOTES:**

- 1.0 Any reference to a statutory provision shall be deemed to include a reference to any statutory modification or re-enactment of it.
- 2.0 The Word Proposer/Consultant/ Tenderer/ Bidder/ Service Provider in this RFP means the same—The consultant.

## **TERMS OF REFERENCE FOR CONSULTANCY TO DEVELOP EARB TRAINING CURRICULLUM**

### **1. Context and Background**

The Estate Agents Registration Board (EARB), the regulatory body for estate agency practice in Kenya and it derives its mandate from Estate Agents Act, 1984 Cap 533 which was operationalized in 1987.

### **2. Functions of the Board**

- a) Registration and licensing of estate agents
- b) Discipline practicing estate agents
- c) Remove from the register practicing estate agents
- d) Reinstate into the register practicing estate agents
- e) Set prescribed rules and regulations
- f) Exercise the powers conferred, and perform the duties imposed, upon the Board by the provisions of the Act.
- g) Ensuring that competence and conduct of practising Estate Agency is of high standards
- h) Ensuring professionalism and control of the Real Estate sector

### **1. Objective**

The objective of this Training Curriculum is to promote training in Estate Agency Industry by outlining the Board's training requirements and to reinforce the importance of training activities.

## **2. The Curriculum Specifically Aims:**

- a) To establish clear guidance to Estate Agents to meet the Board's training requirements
- b) To confirm the Board's process for seeking approval for training activities
- c) To enhance capacity building through formal and structured training for professional proficiency.

## **3. Academic and Professional Requirements of the Consultant**

- a) Registered by EARB.
- b) Degree in Land Economics/Real Estate
- c) Full Membership in ISK (Institute of Surveyors, Kenya)
- d) A minimum of 8-year experience in Real Estate
- e) Ability to get relevant information from identified sources
- f) A minimum of three years of teaching experience
- g) Experience in curriculum development

## **4. Technical and Financial Proposal**

<b>Program Name</b>	<b>Admission Requirements</b>	<b>Course Content, Objectives, Outline, Training Hours &amp; Reference</b>	<b>Teaching Personnel Requirements</b>	<b>Process for seeking approval from EARB for training activities</b>	<b>Financial Proposal/Quotation (Kshs)</b>
<b>Certificate in Estate Agency &amp; Property Management</b>					

<b>Certificate in Caretaking</b>					
<b>Diploma in Estate Agency &amp; Property Management</b>					
<b>Degree in Real Estate Agency &amp; Property Management</b>					
<b>Total Quotation</b>					