

## Call for Consultancy – IT Project Management at Medecins Sans Frontieres (MSF)

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Company: JobWebKenya

Location: Kenya

Category: business-and-financial-operations

### Job Description

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MÃ©decins sans frontiÃ©res (MSF) or Doctors Without Borders, is an international humanitarian-aid non-governmental organization (NGO) and Nobel Peace Prize laureate, best known for its projects in war-torn regions and developing countries facing endemic diseases.

### Call for Consultancy – IT Project Management

#### Type of Contract

Short Term consultancy

**Duration :** 3 – 5 months (up to 3 days onsite per week whenever engaged)

#### Objectives:

Provide professional project management services for IT projects, including planning, scheduling, resource allocation, and risk management.

Ensure projects are delivered within scope, timeline, and budget.

Coordinate and communicate effectively with stakeholders and project teams.

#### Consultant profile requirements

Project Management Expertise: Proven experience in successfully managing complex IT projects, specifically related to infrastructure and Active Directory setup. Knowledge of project management methodologies, tools, and best practices.

**Technical Understanding:** Strong technical background and understanding of infrastructure components, networking, and Active Directory concepts. Ability to comprehend technical requirements, communicate effectively with technical teams, and make informed decisions.

**Infrastructure and Active Directory Knowledge:** In-depth knowledge of infrastructure technologies, including servers, storage systems, networking, and virtualization. Proficiency in Active Directory design, deployment, and management, as well as integration with cloud platforms.

**Resource and Schedule Management:** Ability to effectively manage project resources, including human resources, budget, and timelines. Experience in resource allocation, task prioritization, and risk management to ensure project deliverables are met on time and within budget.

**Stakeholder Management:** Strong interpersonal and communication skills to collaborate with stakeholders, including technical teams, senior management, and end-users. Ability to manage stakeholder expectations, provide regular project updates, and resolve conflicts or issues that may arise.

**Risk and Change Management:** Experience in identifying, assessing, and managing project risks. Proficiency in change management processes to handle project scope changes, scope creep, and effectively communicate the impacts to stakeholders.

**Quality Assurance:** Understanding of quality management principles and the ability to ensure project deliverables meet quality standards. Knowledge of testing methodologies, quality assurance processes, and the ability to conduct quality reviews.

**Vendor Management:** Experience in managing relationships with external vendors, including vendor selection, contract negotiation, and monitoring vendor performance. Ability to coordinate and integrate vendor deliverables into the project plan.

**Documentation and Reporting:** Proficiency in project documentation, including project plans, status reports, change requests, and other project-related documentation. Strong reporting skills to provide regular updates to stakeholders and senior management.

**Certifications:** Project management certifications such as Project Management Professional (PMP), PRINCE2 Practitioner, or Agile certifications are advantageous and demonstrate a

solid foundation in project management principles.

A minimum of 3 organizations worked for with proof indicating the sectors (attach contracts first page and the signature page

Proof of Tax Compliance

### **3.0 Proposal Format**

The proposal should include the following information:

Executive Summary: A brief summary of your proposal demonstrating a clear understanding of the scope of work and how the consultant intends to meet the deliverables with timelines.

Consultant profile & certificates – experience details should be sufficiently provided including reference letters where possible. MSF EA shall conduct a due diligence on all the information provided.

Consultant Rate Card

### **4.0 Evaluation of Proposal and Evaluation Criteria**

Responses will be evaluated based on the following criteria:

#### **Criteria**

#### **Score(%)**

Suitability of the consultant profile requirements 40%

Experience in Similar Assignments 40%

Rate Card 20%

### **5.0 Terms and Conditions**

This document contains proprietary and confidential information. Recipients may use or reproduce the information detailed within this document and any other supporting information only to provide a response to this RFP. No commitment will be made to any agency/consultant unless a contract has been awarded and signed by both parties. We reserve the right to cease this exercise at any time. During the period of this activity, no contact should occur between any members of the supplier's staff and organizational staff in relation to this exercise other than through the designated contact points as detailed within this RFP

## **6.0 Ethics**

Applicants are required to observe our procurement ethical code of conduct which includes but is not limited to observing the highest standard of ethics regarding corruption, collusion, conflict of interest and fraud. If the agency does not observe confidentiality or ethical practices, they shall be disqualified from any future work.

## **7.0 Non-Disclosure and Confidentiality**

The information contained within this document or subsequently made available to the consultant is deemed confidential and must not be disclosed without the prior written consent unless required by law.

## **8.0 Independent Proposal**

By submitting a financial proposal, the consultant warrants that the prices in the proposal have been arrived at independently, without consultation, communication, agreement or understanding for the purpose of restricting competition, as to any matter relating to such prices, with any other potential consultant or with any competitor.

## **9.0 Proposal Submission Process**

It should be noted that this document relates to RFP only and not a firm commitment to enter into a contractual agreement. In addition, MSF EA will not be held responsible for any costs associated with the production of a response to this RFP

### **Submission of the Proposal**

The proposal should be no more than 15 pages in length, including all appendices and attachments.

The proposal should be submitted to on or before 18th July at hrs (East African Time) and marked as follows on the subject line:

### **CALL FOR CALL FOR CONSULTANCY-IT PROJECT MANAGEMENT**

All quotes should be in USD

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