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Request for Proposal No: 2026-02-17

Provision of Reusable Menstrual Kits for Girls and Hygiene Kits for Boys in select Schools in Elgeyo Marakwet County.

Issued by Nutrition International
Location of consultancy: Kenya

Date of Issue: February 23, 2026

Deadline for receipt of proposals:

DATE: 2026-03-06

TIME: 5:00 PM EAT (Eastern Africa Time)

Correspondence via e-mail sent to:

program.bidske@nutritionintl.org



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Section 1.0 – Overview and Procedures

1.1. Request for Proposals – Service Notice

- 1.1.1. Nutrition International (NI), a non-profit agency dedicated to delivering proven nutrition interventions to those who need them most, invites proposals from competent agencies to support provision of Reusable Menstrual Kits for girls and Hygiene Kits for Boys in selected Schools in Elgeyo Marakwet County.

1.2. Background

- 1.2.1. Nutrition International (NI) is an international not-for-profit organization dedicated to transforming the lives of vulnerable people, especially women, adolescent girls, and children, by improving their nutritional status.
- 1.2.2. NI is in a consortium implementing the Realizing Gender Equality, Attitudinal Change & Transformative Systems in Nutrition (REACTS-IN) project in Kenya, Tanzania and Kenya.
- 1.2.3. This Request for Proposals (RFP) and particularly the Guidelines for Preparing Proposals that follow, are designed to help respondents to produce quality proposals . The respondents should provide full information requested by the client, and in formats specified in this RFP.

1.3. RFP Timetable

- 1.3.1. The estimated schedule for the RFP and contract approval is as follows, except for the Closing Date and Time, which is a Mandatory Requirement.

Activity	Date Required
<i>RFP available for distribution</i>	2026-02-23
<i>Deadline for Receipt of Questions</i>	2026-02-27
<i>Closing Date and Time</i>	2026-03-06 5:00 PM EAT
<i>Evaluation Process Completion</i>	2026-03-15
<i>Recommendation and Selection</i>	2026-03-20
<i>Projected Contract Award Date</i>	2026-04-03

1.4. Proposal Communications

- 1.4.1. For the purpose of requesting information and clarification or for any other purpose relating to this RFP including the RFP process, proponents only contact the Contracting Authority for this RFP.

Correspondence via e-mail sent to: program.bidske@nutritionintl.org
Subject: RFP: 2026-02-17 Information/clarification

- 1.4.2. All communication concerning this RFP should be in writing, clearly marked with the name and title of the Contracting Authority and the number of this RFP. The request will specify the RFP section and page number as applicable.

- 1.4.3.** All communication concerning this RFP should be sent to the Contracting Authority by e-mail at the above noted e-mail address. NI will not be responsible for delivery of any communication. NI recommends the Proponent confirm receipt of all communications with the Contracting Authority.

1.5. Proposal Preparation and Submission Process

1.5.1. Questions from proponents

- a)** All inquiries regarding this RFP must be submitted in writing by the date specified in Section 1.3.1
- b)** All questions posed and answers provided will be shared by email with all proponents

1.5.2. Submission of Proposal

- a)** Complete Technical and Commercial/financial Proposals must be received no later than the date and time specified in section 1.3.1.
- b)** Submissions must be sent electronically via email as per section 1.4.1.
- c)** All the attachments must be labelled and referenced corresponding to the document type and Annexes accordingly
- d)** Proposals must be clearly labelled as follows:
 - PROPONENT'S NAME: TECHNICAL PROPOSAL (RFP: 2026-02-17)
 - PROPONENT'S NAME: COMMERCIAL/FINANCIAL PROPOSAL (RFP : 2026-02-17)
- e)** The email subject line should be as follows:
 - PROPONENT'S NAME: TECHNICAL AND COMMERCIAL/FINANCIAL PROPOSAL (RFP: 2026-02-17)
- f)** Late proposals will not be accepted under any circumstances. Proposal submissions received after the deadline stated above will be disqualified.

1.5.3. Modifications and withdrawals

- a)** All modifications to proposals must be received by NI prior to the submission deadline. The proponent must clearly state the changes from the original proposal and indicate that the revised proposal supersedes the earlier version.
- b)** A proposal may be withdrawn by email by the proponent prior to the submission deadline.
- c)** Negligence on the part of the proponent confers no right for the withdrawal of the proposal after it has been opened.
- d)** Modifications and/or withdrawals of proposals must be sent by email as per section 1.4.1.

Section 2.0 – Evaluation and Selection

2.1 The following criteria will be adopted to shortlist the proposals and identify suitable agencies to support the provision of Reusable Menstrual Kits for Girls and Hygiene Kits for Boys in select Schools in Elgeyo Marakwet County. Out of the total scores, 70% of weighting will be assigned to technical and 30% to the commercial proposal.

Scoring of Proposals		
SL No.	Assessment Category: Technical Proposal	Relative scores
1	Qualification of Firm	
1.a.	Agency's/consultant's previous experience on undertaking similar assignments	30
1.b.	Availability of adequate and skilled (education and work experience) team members for carrying out the assignment, including reasonable timelines	30
1.c.	Demonstrated ability, through proposal, to fulfill the technical components of the proposal	40
2	Total Score - Technical Proposal	100
3	Overall weight – Technical:	70%
4	Assessment Category: Financial Proposal	
4.a.	Demonstrated consideration of all potential expenses (i.e., no major omissions)	40
4.b.	Reasonable estimate for each of the activities	40
4.c.	Reasonable estimate for firm's administrative & indirect costs	20
5	Total Score - Commercial/Financial Proposal	100
6	Overall weight – Commercial/Financial:	30%
7	Total Weighted Score (Technical & Commercial/Financial)-maximum possible:	100

2.2 Evaluation and Selection Process

2.2.1 The objective of the Evaluation and Selection Process is to identify the Proposal that effectively meets the requirements of this RFP, and provides the best value to NI. A Proposal may be deemed non-compliant if it is not submitted in the requested format or if requested information is not submitted. All decisions are made at the sole discretion of NI.

2.3. The Evaluation Stages

- Stage 1: Review of Mandatory Requirements
- Stage 2: Review of Technical Proposal
- Stage 3: Review of Commercial/Financial Proposal
- Stage 4: Overall Ranking and Final Selection

- 2.3.1. Review of Mandatory Requirements, in section 3 - Each proposal first will be evaluated for completeness of the submission. Failure to comply with any of the terms and conditions contained in the RFP including, but not limited to, failure to provide all the required information or documentation, may result in disqualification.
- 2.3.2. Once confirmed that the proponent has met the mandatory submission requirements of the RFP, Technical Proposal will be evaluated by NI based on their compliance with the requirements set out in Section 4.1 of this RFP.
- 2.3.3. Commercial/Financial Proposals will be evaluated based on their compliance with the requirements as set out in Section 4.2 of this RFP. Evaluation considerations include but are not limited to:
 - a) competitiveness of pricing;
 - b) compatibility of delivery capacity, schedule and timelines
 - c) managerial and financial ability to complete the tasks set out in the RFP.
 - d) Product quality and appropriateness
 - e) Vendor experience and references
- 2.3.4. Proponents may be requested to correct errors or inconsistencies identified by NI during the proposal evaluation process. Proponents who do not comply with such requests within the timeframe communicated will be disqualified.
- 2.3.5. All the terms and conditions of this RFP and its Annex, including the proponent's response to this RFP will form a part of the award unless otherwise negotiated. The proponent understands that if it proposes an amendment or additional terms to the award, these must be clearly detailed in the proposal and may affect the evaluation of the proposal.
- 2.3.6. Notification: All proponents will be notified of the outcomes of the tender process via email by the date specified in section 1.3.1.

Section 3.0 – Mandatory Submission Requirements

3.3. Mandatory Requirements

- 3.3.1. Mandatory Requirements must be met by all Proponents, failing which their Proposals will be disqualified. Where requested, the Proponent must demonstrate compliance to the Mandatory Requirement or submit the substantiating information requested.

3.4. Preparation of Proposals

- 3.4.1. In response to this RFP, proponents will prepare proposals composed of two proposals: a) a Technical Proposal in accordance with the requirements as stated in Section 4.1 of this RFP; a Commercial//Financial proposal, in accordance with the requirements as stated in Section 4.2 of this RFP.
- 3.4.2. All proposals and required documentation must be provided in English.
- 3.4.3. Proponents must indicate the validity period of their proposals. Proposal must be valid at least 60 days from the submission deadline.
- 3.4.4. Proponents are responsible for all costs associated with proposal preparation and submission.

- 3.4.5. Where any certifications submitted as part of this RFP expire before or during the period of the award, the proponent will be required to submit renewed certificates. Any costs associated with this will be borne by the proponent.
- 3.4.6. Proponents must disclose any circumstances, including personal, financial, and business activities that will or might give rise to a conflict of interest. This disclosure must extend to all personnel proposed to undertake the work should the proponent receive an award. Where proponents identify any potential conflicts, they must state how they intend to avoid any impact arising from such conflicts.
- 3.4.7. Proponents must disclose if they are or have been the subject of any proceedings or other arrangements relating to bankruptcy, insolvency, or the financial standing of the proponent including, but not limited to, the appointment of any officer such as a receiver in relation to the proponent's personal or business matters or an arrangement with creditors or of any other similar proceedings.
- 3.4.8. Proponents must disclose if the company or key management have been convicted of, or are the subject of any proceedings relating to a criminal offence or other offence, a serious offence involving the activities of a criminal organization, found by any regulator or professional body to have committed professional misconduct; corruption including the offer or receipt of any inducement of any kind in relation to obtaining any contract with NI, or any other contracting body or authority; failure to fulfil any obligations in any jurisdiction relating to the payment of taxes.
- 3.4.9. Proponents must submit a 2-page curriculum vitae (CV) of the proposed agency(s) as part of the Technical Proposal. Each CV should clearly outline the agency's educational qualifications, relevant professional experience, analytical and technical skills, and previous work related to this RFP. Nutrition International reserves the right to request additional information or references to verify qualifications and experience.
- 3.4.10. The Mandatory documents submitted for this RFP are:
 - Complete Technical Proposal as per section 4.1.
 - Complete Commercial/Financial Proposal as per section 4.2.

Section 4.0 – Technical and Commercial/Financial Requirements

4.3. Technical Proposal Requirements

- 4.3.1. Letter of offer

Proponents are required to submit a letter of offer (using the template in Annex C) expressing:

 - a) Interest in participating in the RFP
 - b) Confirming that all information submitted is true and correct,
 - c) The proponent meets the technical requirements for this RFP, and can adhere to the timeline of the Work Plan.

- d) The proposal (Technical and Commercial/Financial) has been arrived at independently and without consultation, communication, agreement or understanding (for the purpose of restricting competition) with any other Respondent to or recipient of this RFP from the NI.
- e) All the financial information submitted in the proposal is true and correct
- f) Any required disclosures or conflicting interests have been fully described in the proposal
- g) Personnel named in the proposal are aware of this proposal and will be available to undertake the services during the proposed time period.
- h) The person submitting has authority for the agency to submit this proposal and to clarify any details on its behalf.

4.1.2 Technical concept note (maximum 1 page)

Based on the required activities and deliverables outlined in Annex A – Project Description

4.1.3 Work Plan with all required activities (assume contract will commence 2-3 weeks after selection).

4.1.4 Team qualifications (maximum 2-3 pages)

- a) Related experience in implementing similar projects.
- b) Details of existing staff in a matrix format.
- c) Proposed oversight for field staff training, hiring and supervision.

4.1.5 Required Qualifications of the Agency:

- Nutrition International seeks to contract an agency with expertise in the supplying reusable menstrual kits for girls and hygiene kits for boys. The agency selected for this service must have the following mix of qualifications/expertise:

- Be legally registered and compliant with local procurement laws.
- Demonstrate experience in supplying similar hygiene products/kits.
- Provide references from previous clients.
- Submit detailed quotes including unit costs, total costs, and delivery timelines.
- Prepare a 15 minutes presentation on the reusable sanitary towel and delivery model

4.2 Commercial/Financial Proposal Requirements

4.1.1 Required Documents

The following documents must be submitted along with the proposal documents. Failure to do so may result in proposal disqualification.

- a) Audited financial Statements for the previous Fiscal year.
- b) Legal corporate registration or any similar official documentation that shows the full corporate name, corporate status, jurisdiction, and date of registration.

- c) References - Provide 3 client references, listing the client phone number, contact person, contact's e-mail and a description of the service provided.
- d) The Nutrition International Vendor Registration Form ([available here](#)), filled out and signed by an authorized representative.

4.1.2 Pricing

- a) Expected budget for accomplishing the complete work with sufficient details including delivery costs, travel expenses, taxes etc. (if applicable) and justifications, in spreadsheet format (see format in Annex B.).
- b) All amounts quoted must be in local currency.

Section 5.0 – Contract Award

5.1 Contract Award

- 5.1.1 Any contract award made pursuant to this RFP is conditional upon the Selected Proponent entering into a contract with NI and conditional upon formal approval by NI in accordance with NI's Decision Making Practices. The contract terms will be as per the contract template in Annex D. The Proponent must clarify any concerns with the contract terms before the Deadline for Receipt of Questions.
- 5.1.2 NI shall advise the Selected Proponent once NI is ready to commence negotiations. The negotiations shall be concluded within a timeframe mandated by NI, acting reasonably. At the conclusion of negotiations, NI shall endeavour as expeditiously as possible to prepare and provide to the Selected Proponent the execution copy of the contract, signed by NI, in PDF format. The Selected Proponent shall sign the contract within a reasonable time frame.
- 5.1.3 In the event that one or more of the following situations occur, NI shall invoke one of the options stated in Section 6.1.4.
 - a) The negotiations with the Selected Proponent are not successful and NI, in its sole discretion, does not think that a contract on terms satisfactory to NI can be reached; or
 - b) The Selected Proponent fails to employ best efforts to finalize the contract during the timeframe mandated by NI; or
 - c) The Selected Proponent fails or refuses to enter into the contract within the timeframe mandated by NI.
- 5.1.4 NI without liability, cost or penalty, may, in its sole discretion:
 - a) Extend the period for negotiation or execution; or
 - b) Cease negotiations with the Selected Proponent; or
 - c) Exercise NI's rights pursuant to Section 6.1.1 to cancel the RFP; or
 - d) Enter into negotiations with another Proponent.

Section 6.0 – Rights of Nutrition International and Additional Information

6.1 Nutrition International's Rights

- 6.1.1 NI's Right to Amend, Supplement or Cancel the RFP without liability, cost or penalty, may in its sole discretion:
- a) Alter any dates in the RFP, as they relate to the RFP Process, at any time prior to or after the Closing Date and Time;
 - b) Cancel this RFP at any time, whether prior to or after the Closing Date and Time, and NI may, but need not, in its sole discretion, issue a new RFP;
 - c) Amend or supplement this RFP at any time prior to the Closing Date and Time.
- 6.1.2 This is a request for Proposal to supply NI's needs for the requirements described in this RFP. NI is not bound to accept the lowest priced proposal, or any, proposal. While price is an important element in the selection process, Proponents should recognize that there are other criteria in this RFP that NI will consider in evaluating Proposals and in making its decision as to contract award(s).
- 6.1.3 NI, without liability, cost or penalty, may, in its sole discretion, waive irregularities in Proposals or in the submission of Proposals.
- 6.1.4 NI, through the Contracting Authority, without liability, cost or penalty, may, in its sole discretion and at any time after Proposal submission, seek clarification from any Proponent, either in writing or during the Oral Presentation, Demonstration or Site Visits as applicable, with respect to its Proposal. Without limiting the generality of the foregoing, NI may, in its sole discretion, request a Proponent to confirm in writing any statement made by the Proponent during the Oral Presentation, Demonstration or Site Visits in which case the Proponent will promptly provide such written confirmation to NI, within the time specified by the Contracting Authority.
- 6.1.5 Any written information received by NI from a Proponent in response to a request for clarification from NI will be considered as an integral part of the Proponent's Proposal.
- 6.1.6 Without prejudice to this right, NI may request clarification where any Proponent's intent is unclear, or may waive or request amendments where, in the opinion of NI, there is an irregularity or omission in the information that has been submitted in the Proposal. NI reserves the right to conduct negotiations on any portion of the Proponent's Proposal.
- 6.1.7 NI may verify any Proponents statement or claim by whatever means NI deems appropriate, including contacting references other than those offered by the Proponent, and may reject any Proponent statement or claim if, in the judgment of NI, the statement or claim is unwarranted or not credible. The Proponent will co-operate with NI in its attempts to verify any such statement or claim.

- 6.1.8 NI may, in its sole discretion, visit the proponents' existing place or places of business for purposes of clarification or verification. Such a visit will take place at a date mandated by NI, acting reasonably.
- 6.1.9 NI reserves the right to accept a Proposal in whole or in part, and to split or divide the total requirement among proponents at the sole discretion of NI.
- 6.1.10 NI may negotiate with one or more technically compliant Proponents and seek a best and final offer from technically compliant proponents on any part the technical or price/cost proposals submitted, as part of this RFP process.
- 6.1.11 NI may reject any proposal received from a proponent that, in the sole opinion of NI, has previously failed to perform satisfactorily or complete contracts or purchase orders on time, or that NI believe is not in a position to meet the requirements of the RFP.
- 6.1.12 NI may reject any proposal that, in the sole opinion of NI fails to meet the requirements and instructions stated in this RFP.
- 6.1.13 NI may suspend negotiations or withdraw an award to a proponent at any time up. NI is not required to provide any justification, but will give notice prior to any such suspension of negotiations or withdrawal of award
- 6.1.14 NI will exercise its discretionary rights under this RFP in a reasonable manner.

6.2 Disqualification of Proposals on Grounds of Faulty Submission

- 6.2.1 NI, without liability, cost or penalty, in its sole discretion, may disqualify any Proposal at any time during the RFP process if, in the opinion of NI, one or more of the following events occur:
 - a) it contains incorrect information.
 - b) it is unresponsive to this RFP;
 - c) the Proponent fails to cooperate with NI in its attempts to clarify information or evaluate the Proposal;
 - d) the Proponent misrepresents any information provided in its Proposal;
 - e) it is incomplete;
 - f) the Proposal, on its face, reveals a conflict of interest or unfair advantage; or
 - g) a change has occurred in the management or ownership structure of the Selected Proponent.

6.3 Costs Incurred by Proponents

- 6.3.1 Nothing in this RFP, receipt by NI of a response to this RFP, or subsequent negotiations by NI of terms of a contract to supply, shall in any way impose an obligation on NI to reimburse any Proponent or to pay any compensation for costs incurred in the preparation of a response to this RFP, presentations, or the negotiation of a proposed contract except to the extent that such obligation is contained in the formal written contract containing terms and conditions satisfactory to NI and executed by the Proponent and NI.

6.4 No Obligation to Purchase

- 6.4.1 Nothing in this RFP, receipt by NI of a response to this RFP, or subsequent negotiations by NI of terms of a contract to supply, shall in any way impose a legal obligation on NI to make any purchases from any Proponent.

6.5 Additional Information, Clarification and Addenda

- 6.5.1 It is the responsibility of the proponent to seek clarification on any matter it considers to be unclear in this RFP, including any attachments. NI will not be responsible for any misunderstanding on the part of the Proponent concerning this RFP, the RFP process or the attachments.
- 6.5.2 Proponents who wish to obtain further information and clarification about the RFP, the RFP attachments or the RFP process are to submit their questions in writing to the Contracting Authority at the e-mail address set out in section 1.4.1. of this RFP.
- 6.5.3 The Contracting Authority will accept written questions no later than the date and time indicated in the RFP Timetable in Section 1.3.1. (the "Deadline for Receipt of Questions"). The request will specify the RFP Section attachment and page number as applicable.
- 6.5.4 NI's responses to the questions will be provided or made available to all who requested or received the RFP, without identifying the source of the question.
- 6.5.5 Proponents are advised that the deadline for receipt of questions from potential Proponents is the final opportunity for Proponents to seek clarification with respect to this RFP.
- 6.5.6 If an addendum to the RFP is issued, the Proposal due date may be changed to allow additional time for Proponents to complete their Proposals. Proponents shall be advised of any new Proposal due date by addendum.
- 6.5.7 Communications - Contract Authority
The Proponent is put on notice that:
- a) Only the Contracting Authority is authorized by and on behalf of NI to amend the requirements of this RFP, and that the Proponent is to rely only upon the information provided in writing by the Contracting Authority;
 - b) Any communication pertaining to this RFP with any employee of NI, other than the Contract Authority will constitute a breach of NI's procedures and may result in the disqualification of the Proponent as a potential supplier.
- 6.5.8 Any amendments or supplements to this RFP shall be made only by way of addenda issued by the Contracting Authority in the same manner in which this RFP was issued, and any amendments or supplements to this RFP made in any other manner, including any oral or written statement made by NI, the Contracting Authority, or their respective employees, agents, consultants or advisors, shall not constitute an addendum to this RFP. Where there appears to be a conflict between the RFP and any addendum, the last addendum will prevail. Addenda will not be used to answer

Proponent's questions. Answers to questions will follow the process outlined in Sections 6.5.2. to 6.5.4.

- 6.5.9 The addenda shall be binding on each Proponent, and NI has the right to assume that the Proponent in its Proposal has taken the information contained in the addenda into account.
- 6.5.10 The Proponent is solely responsible to ensure that it has received all addendums, if any, issued pursuant to this sub-section.

6.6 Litigation

- 6.6.1 If NI or any of its officers, employees, assigns, independent contractors, subcontractors, agents or representatives is made a party to any litigation arising out of or by reason of or attributable to this RFP, then the applicable Proponent(s) shall indemnify and save harmless NI and its officers, employees, assigns, independent contractors, subcontractors, agents or representatives in connection with such litigation, except to the extent that such litigation arose from the negligence or wilful act of NI, or any of its officers, employees, assigns, independent contractors, subcontractors, agents or representatives while acting within the scope of his, her or its employment or engagement. NI may, at its option, and at the expense of the Proponent, participate in or assume carriage of any litigation or settlement discussions relating to the foregoing, or any other matter for which the Proponent is required to indemnify NI and its officers, employees, assigns, independent contractors, subcontractors, agents or representatives. Alternatively, NI may require the Proponent to assume or maintain carriage of and responsibility for all or any part of such litigation or discussion, at the Proponent's expense.
- 6.6.2 This RFP, all referenced materials and all addenda constitute the entire RFP.

Annex A – Project Description

CONSULTANCY TO SUPPORT PROVISION OF REUSABLE MENSTRUAL KITS FOR GIRLS AND HYGIENE KITS FOR BOYS IN SELECT SCHOOLS IN EMC.

1. About Nutrition International

Nutrition International is a global organization, which aims to transform the lives of people, especially women, adolescent girls, and children, by improving their nutritional status and health, as these groups often have the greatest unmet needs. Nutrition International envisions a world where everyone, everywhere, is free from malnutrition and able to reach their full potential. Nutrition International believes that good nutrition and gender equity are mutually reinforcing; improving nutrition is critical to achieving gender equity, and in turn improving gender equity leads to improved nutrition. Access to good nutrition is a universal human right and the potential to transform is closely linked to overcoming gender inequalities.

2. Background

Research shows that girls in low-income settings often miss school or struggle to participate during menstruation due to inadequate access to menstrual health products. In many low and middle-income countries, girls have limited access to accurate information, resources and appropriate facilities for safe and effective Menstrual Health Management. As a result, they are likely to miss school or to struggle to concentrate and participate in lessons when they are menstruating. Girls who are unable to manage their menstrual health and hygiene at school risk missing a substantial proportion of their education and falling behind, which could lead to them dropping out of school altogether, preventing them from reaching their potential at school and beyond.

Menstrual Health Management (MHM) refers to the process of ensuring that individuals who menstruate can manage their periods safely, hygienically, and with dignity. It encompasses several key aspects: Access to Menstrual Products, Hygiene and Sanitation Facilities, Knowledge and Education, Health and Well-being and Social and Policy Support. Essentially, MHM is about empowering people to manage menstruation in a way that supports health, dignity, and participation in daily life. Menarche is an important milestone in a girl's transition to womanhood. However, menstruation can place significant obstacles in the way of girls' access to health, education and future prospects if they lack access to effective MHM.

Nutrition International is part of a consortium implementing Realizing Gender Equality, Attitudinal Change & Transformative Systems in Nutrition (REACTS-IN) in EMC, which consists of integrated, multisectoral, evidence-based interventions to address the key determinants of nutrition, gender inequalities and sexual reproductive health in underserved and target areas.

3. Justification

Menstruation is a natural process experienced by adolescent girls and women, yet the lack of proper facilities, information, and resources often leads to negative consequences, including health risks, educational disruption, and social stigmatization. This project seeks to improve menstrual hygiene management by implementing comprehensive interventions, including provision of menstrual health products, awareness campaigns, infrastructure development, and capacity building programs. By promoting menstrual health and hygiene, we aim to empower girls, ensure their overall health and well-being, and enable them to participate fully in education and society.

In line with our commitment to promoting health, dignity, and education among school-going adolescents, we seek to support schools with essential hygiene products. This initiative aims to improve menstrual hygiene management for girls and promote general hygiene among boys, thereby reducing absenteeism and enhancing overall well-being.

Many adolescents, particularly girls, still struggle with economic and social challenges that hinder their ability to prioritize health and education. Additionally, the inconsistent availability of nutrition commodities and menstrual health products remains a pressing issue that requires policy-level interventions and sustainable solutions. From the SGBA conducted in EMC in 2024, Adolescent girls in Elgeyo Marakwet County primarily learn about menstruation through school lessons, mothers, and older sisters, with science teachers and guiding and counseling sessions playing a key role in educating them about menstrual health. However, many girls still receive limited or unclear information, especially regarding proper menstrual health management and reproductive health. Most girls manage their menstruation using sanitary pads, which are sometimes issued in schools or purchased by mothers, sisters, or even fathers upon request. However, some report discomfort with certain brands, citing issues such as itchiness, leaking, or lack of absorbency. A few girls expressed interest in trying alternative menstrual materials such as reusable kits but access remains a challenge.

4. Objective

To procure and distribute high-quality reusable menstrual kits for girls and hygiene kits for boys in selected schools, ensuring that the products are age-appropriate, culturally sensitive and acceptable, and improve women & girls menstrual health hygiene.

- Provide/Support procurement of washable sanitary pad kits that are environmentally safe
- To provide training on care of the sanitary kits and soap making to support hygiene in schools
- To create Awareness on Menstrual Health and Hygiene among both adolescent boys and girls in targeted schools

5. Scope of Work

The selected vendor(s) will be expected to:

- Supply reusable menstrual kits for girls, each kit containing:
 - Reusable sanitary pads (minimum of 4 per kit)
 - Waterproof carry pouch
 - Underwear (2 pieces)
 - Soap and small towel
 - Instruction leaflet on use and care
- Supply hygiene kits for boys, each kit containing:
 - Underwear (2 pieces)
 - Soap and small towel
 - Toothbrush and toothpaste
 - Instruction leaflet on hygiene practices
- Supply of soap making ingredients to support 100 schools for one school year
- Ensure all items are of high quality, durable, and safe for use by adolescents aged 10–19 years.
- Package kits in a discreet and adolescent-friendly manner.
- Deliver kits to designated schools across Elgeyo Marakwet County
- The delivery will include a sensitization on Menstrual Health and demonstration on soap making.
- Target will be 100 schools in the neediest locations with a target of 1000 girls and 1000 boys

6. Deliverables

- Mapping of target schools and targeted adolescent girls and boys
- Timely delivery of the specified number of kits to each school.
- A delivery report including quantities, dates, and recipient schools.
- Samples of kits for quality verification prior to full delivery.
- Teaching aids/materials to be used in educational sessions, sensitizations and soap-making sessions

Annex B- Pricing Template in Kenya Shillings

Sl. No.	Cost Centers	Unit / days	Per Unit Cost	Total
A	Supply of reusable menstrual kits for girls			
A1				
A2				
A3				
A4				
	Total			
B	Supply of Hygiene Kits			
B1				
B2				
B3				
B4				
B5				
	Total			
C	Soap making at school level			
C1	Supply of soap making ingredients to support 100 schools for one school year			
C2	Training on soap making			
C3				
D	Delivery and sensitization at school level			
E				
	Total			
F	Total pure program (A+B+C+D+E)			
G	Overhead (%)*			
H	Applicable tax, if any			
I	Grand Total (F+G+H)			

* NOTE: overhead can only be calculated on expenses.

Annex C - Letter of offer

To: NUTRITION INTERNATIONAL
180 Elgin Street, Suite 1000, Ottawa,
Ontario, K2P 2K3, Canada

Re: Letter of Offer - Provision of Reusable Menstrual Kits for Girls and Hygiene Kits for Boys in select Schools in Elgeyo Marakwet County – 2026-02-18.

We are submitting a Proposal in response to the referenced RFP, and hereby offer to provide the goods and/or services as indicated in the RFP in consideration of payment by Nutrition International (NI).

The Proponent acknowledges that responses to the RFP must be stand-alone documents, complete and integral in their own right, containing everything necessary to allow NI to evaluate them fully, subject to any need NI may have for clarification in respect of any given response. Previously submitted information cannot be considered.

We have carefully examined the RFP documents and have a clear understanding of the requirements of the RFP and the RFP Process. By submitting the Proposal, we acknowledge that we have read and understood and will comply with Sections 1, 2 and 3 of the RFP and with all the Mandatory Requirements as stated in Section 4.0 of the RFP and have submitted all substantiating information as requested. Failure to submit requested substantiating information or if the substantiating information does not meet the Mandatory Requirements will result in disqualification of the Proposal.

We, or any of our sub-contractors, or any of our employees or any of our sub-contractor's employees do not and will not have any conflict of interest (actual or potential) in submitting this Proposal or, if selected, with our contractual obligations as the vendor under contract.

We are not aware of any potential conflict of interest where an employee or family member of an employee of Nutrition International has an interest in our organization (the Proponent), or in any of our sub-contractors or any Proponent that may be included in the RFP submission.

If we are in a Conflict of Interest (Actual or Potential) we have completed the Declaration of (Actual or Potential) Conflict of Interest document located in this Annex C.

We have no knowledge of or ability to avail ourselves of Confidential Information of NI other than the Confidential Information, which may have been disclosed by NI to the Proponents in the normal course of this RFP.

We are not involved in collusion or arrangement with any other Proponents in connection with this RFP. We have no knowledge of and have made no comparison of the information in our Proposal with the information contained in any other Proposal.

We certify that the submitted financial information is true and correct.

We understand that our submitted Proposal may be accepted by Nutrition International in whole or in part, within the Validity Period, and is irrevocable during that period.

In the event NI selects our Proposal, in whole or in part, we agree to finalize and execute the Agreement in accordance with procedures stated in the RFP. We understand that the Proposal must be a standalone document complete in its own right containing everything necessary to allow NI to evaluate us fully.

We hereby consent to NI performing checks with the references listed in the Proposal.

We acknowledge and understand that NI may disqualify the Proposal of any Proponent where the Proponent fails to provide information or makes misrepresentations regarding any of the information included in the Letter of Offer. Further, we acknowledge and understand that NI will have the right to rescind any contract resulting from this RFP with the Selected Proponent in the event that NI, in its sole discretion, determines that the Selected Proponent has failed to provide information or made misrepresentations regarding any of the information in the Letter of Offer or the Proponent, in addition to or in lieu of any other remedies that NI has in law or in equity.

SIGNED

Agency / Organization Name

Print Name and Title

Signature

Date

I have authority to bind the Proponent

