

REQUEST FOR PROPOSAL FOR RESEARCH PARTNER

Teacher incentive and support project

Issued by: Ed Partners Africa Limited (EPAL)

Project Duration: February 2026 – May 2028

Research Phase: May – July 2026

Geographic Scope: Nairobi, Kisumu, Nakuru, Nyeri, and Meru, Kenya

Submission Deadline: 13/03/2026

1.0 Introduction

Ed Partners Africa (EPAL), a licensed Digital Credit Provider (DCP) by CBK, is a non-banking financial institution committed to revolutionizing the education sector, we work with affordable private schools by providing both financial and non-financial solution that enable them to grow, innovate and deliver better outcomes for learners. Through its business model, EPAL has supported over 700 schools, enabling school leaders to invest in infrastructure, technology, and teacher development.

To further improve education outcomes, EPAL is implementing a research-driven teacher motivation programme aimed at identifying practical and scalable incentive models for teachers in Affordable Private Schools

2.0 Project Background

Teachers in Affordable Private Schools face persistent challenges: - low pay, limited career growth, delayed salaries, and inadequate recognition, which undermine morale and negatively impact student learning. Existing incentive approaches are often inconsistent or punitive, offering little sustainable improvement.

This project introduces a structured, research-driven initiative to design and test effective teacher motivation strategies in 50 schools across five regions, 25 schools who with ad hoc incentive models and 25 with no incentive model. Using participatory research, co-design with teachers and school leaders, and a pilot-and-evaluation model to 20 schools. The project will identify practical, low-cost incentives that strengthen teacher motivation, improve retention, and enhance learning outcomes. The insights generated will guide scalable solutions and equip education stakeholders with evidence-based tools for long-term impact.

3.0 Purpose of the Assignment

EPAL seeks to engage a qualified education research organisation to serve as the Research Partner for the project.

The research partner will lead the design, implementation, and analysis of the research phase, ensuring that the project generates credible, actionable evidence to inform incentive models and future scaling.

4.0 Scope of Work

The Research Partner will be responsible for the following:

4.1 Research Design

- 4.1.1 Develop a detailed research methodology and evaluation framework
- 4.1.2 Design mixed-methods research tools including: Teacher motivation surveys, Classroom observation tools, Student STEM assessment tools, Focus group discussion guides, Key informant interview protocols.

4.2 Tool Development

Develop and validate the following instruments: Teacher Motivation Survey, Classroom Observation Checklist, Student STEM Baseline Assessment, Teacher Attendance and Retention Tracker, Focus Group Discussion Guides and Director Interview Guides.

4.3 Fieldwork Support

- 4.3.1 Support recruitment and training of research interns and enumerators
- 4.3.2 Ensure ethical research practices and data quality protocols
- 4.3.3 Guide implementation of field data collection across 50 schools

4.4 Qualitative Research Facilitation

- 4.4.1 Facilitate focus group discussions in five regions
- 4.4.2 Conduct key informant interviews with school leaders and stakeholders

4.5 Data Analysis

- 4.5.1 Conduct quantitative and qualitative data analysis
- 4.5.2 Identify key drivers of teacher motivation
- 4.5.3 Generate insights on instructional practice and school culture

4.6 Reporting

Prepare: Research methodology and inception report, Baseline diagnostic report, Analytical briefs for co-design workshops and Final research report with recommendations.

5.0 Deliverables

Deliverable	Timeline
Inception report and research design	Within 2 weeks of contract
Research tools and data collection framework	Month 1
Enumerator training support	Month 1
Baseline research report	End of Month 3
Analytical brief for incentive model design	Month 4
Final research report	End of research phase

6.0 Required Qualifications

Eligible organisations should demonstrate:

6.1 Institutional Experience

- 6.1.1 At least 5 years of experience in education research
- 6.1.2 Experience conducting mixed-methods impact evaluation
- 6.1.3 Previous work in schools or education systems in Africa

6.2 Technical Expertise

- 6.2.1 Expertise in teacher motivation, education systems, or school leadership
- 6.2.2 Strong quantitative and qualitative research capability
- 6.2.3 Experience using data analysis tools and education metrics

6.3 Team Composition

The proposal should include: Lead Researcher, Education Research Specialist, and Field Research Coordinator

7.0 Proposal Submission Requirements

Interested organizations should submit:

7.1 Technical Proposal Including: Organization profile, Relevant experience, Understanding of the assignment, Proposed methodology, Work plan and timeline and Team composition

7.2 Financial Proposal Detailed budget including: Professional fees, Data collection costs, Travel costs, Workshops and facilitation costs and Reporting and analysis. Currency must be Kenya Shillings inclusive of all applicable taxes.

7.3 Supporting Documents: CVs of key personnel, Examples of previous research work and References from previous clients (Refer to Appendix 1 for Detailed preliminary Requirements)

8.0 Evaluation Criteria

Criteria	Weight
Relevant experience in education research	25%
Strength of research methodology	25%
Qualifications of proposed team	20%
Understanding of assignment	15%
Cost effectiveness	15%

9.0 Budget Template for Applicants

Applicants should submit budgets in the following format:

Cost Category	Description	Unit	Quantity	Unit Cost	Total
Personnel	Lead researcher	Days			
Personnel	Data analyst	Days			
Fieldwork	Enumerators	Days			
Travel	Regional travel	Trips			
Workshops	Focus group facilitation	Sessions			
Data	Data management and analysis	Lump sum			
Reporting	Final report preparation	Lump sum			

10.0 Submission Instructions

Proposals should be submitted electronically to: **Ed Partners Africa Limited (EPAL)**
Email: freda.mburunga@edpartnersafrica.com **Must CC:**
procurementcommittee@edpartnersafrica.com Subject Line: **RFP – Research Partner for Teacher Motivation Project**

Appendix 1 (To be weighted to 20%)

No	Requirement	Marks
1.	Valid Certificate of Incorporation / Registration	1
2.	Valid Tax Compliance Certificate (PIN & VAT)	1
3.	Valid CR12 if a company	1
4.	Audited financial statements 2024 and 2025	2
5.	Memorandum and articles of association/Partnership deed	1
6.	Professional indemnity cover for protection against negligence, errors or omissions in providing technical service.	1
7.	Valid Business Permit 2026	1
8.	Data controller/processor certificate/GDPR Compliance	1
9.	Consumer protection certificate, if any	1
10.	Membership certificates, to professional bodies.	1
11.	Business continuity Plan (for personal involved in project)	1
12.	Reference letters, at least 3 letters not older than 1 year.	3
13.	Updated Company Profile, Business structure and Physical Address	2
14.	Letter of Expression of Interest with Self-declarations against debarment from participation in procurement and engagement in fraudulent practices.	2
15.	Duly filled Ed Partners Supplier Registration Form. Form accessible via the link https://forms.office.com/r/eTjLs2p5dV .	1
16.	Duly filled Ed Partners Data Consent Form	1
17.	Acceptance of Ed Partners Supplier Code of Conduct	1
18.	ID of Company Directors in CR12 or registration certificate	1
19.	KRA PIN Certificates of Directors in CR12 or registration certificate	1
20.	A statement of disclosure (Ultimate Beneficial Owners)	1
21.	Practicing certificates and Academic Certificates of the Project Team to be serving Ed Partners	1
	Total	25



DATA CONSENT FORM
FOR SUPPLIERS OF ED PARTNERS AFRICA LIMITED

1. INTRODUCTION

This Data Consent Form is intended to inform you, as a supplier of Ed Partners Africa Limited, about the collection, use, and storage of your personal data in accordance with the Data Protection Act, 2019 (Kenya). Your privacy and the security of your personal data are important to us. Please read this form carefully before giving your consent.

2. PERSONAL DATA TO BE COLLECTED

The following personal data will be collected through the (documents submitted) and processed:

- Registered name
- Registration number
- KRA Pins
- National ID/Passport Number
- Contact Information (Phone Number, Email Address)
- Physical Address
- Educational Qualifications for managers
- Bank Account Information
- Emergency Contact Information
- Reference data
- Financial data
- Employee data
- And any other information submitted

3. PURPOSE OF DATA COLLECTION

Your personal data will be collected and processed for the following purposes:

- Pre-qualification
- Administration of payments

- Contracting
- Compliance with Legal and Regulatory Requirements
- Health and Safety Management
- Communication
- Emergency Contact

4. DATA SHARING AND DISCLOSURE

Your personal data may be shared with the following parties:

- Government Authorities and Regulatory Bodies
- Service Providers (e.g., Supplier screening firms)
- Third-party Vendors (e.g., Insurance Firms)
- Legal Advisors and Auditors

5. DATA SECURITY

Ed Partners Africa Limited is committed to ensuring the security of your personal data. Appropriate technical and organizational measures will be implemented to protect your data against unauthorized access, alteration, disclosure, or destruction.

6. YOUR RIGHTS

Under the Data Protection Act, 2019, you have the following rights regarding your personal data:

- The right to be informed about the collection and use of your data
- The right to access your personal data
- The right to correct inaccurate or incomplete data
- The right to request the deletion of your personal data
- The right to restrict the processing of your data
- The right to data portability
- The right to object to the processing of your data
- The right to withdraw your consent at any time

7. EXISTING SUPPLIER DATA

For existing suppliers whose personal data has been previously collected without prior consent, Ed Partners Africa Limited seeks to regularize this process in compliance with the Data Protection Act, 2019. By signing this form, you acknowledge and provide consent for the continued use and processing of your previously collected data in accordance with the purposes outlined in this document.

8. CONSENT

By signing this form, you consent to the collection, use, and processing of your personal data as described above. You understand that you have the right to withdraw your consent at any time by contacting the Procurement Officer.

9. Contact Information

If you have any questions or concerns about this consent form or how your personal data is being handled, please contact the Procurement Officer.

SUPPLIER CONSENT

I, _____, on behalf of _____ hereby give consent to the collection, use, and processing of personal data by Ed Partners Africa Limited as outlined in this Data Consent Form. I also acknowledge and consent to the use and processing of personal data previously collected without prior consent.

Signature and stamp:

Date: _____

10. AMENDMENTS

This consent form may be amended from time to time to reflect changes in our practices or applicable laws. You will be notified of any significant changes and asked to provide renewed consent if necessary.



SUPPLIER CODE OF ETHICS

2025

1. Introduction

- Ed Partners Africa Limited is committed to achieving Environmental, Social & Governance initiatives. To support us in this quest, our suppliers are requested to demonstrate commitment to sustainability initiatives by agreeing to the following supplier code of conduct.

2. Ethics & integrity

- Suppliers must fully comply with all applicable anti-bribery and anti-corruption laws in Kenya.
- Suppliers must not offer or accept any gift or inducements to or from Ed Partners Africa Limited employees.
- Suppliers must comply with all applicable trade and sanctions laws and regulations.

3. Data privacy & security

- Suppliers must protect Ed Partners Africa Limited confidential assets and information. Suppliers must design and maintain processes to provide appropriate protections for this information.
- Ed Partners Africa Ltd requires Suppliers to protect personal information in compliance with all applicable laws and regulations. Personal information provided by or on behalf of Ed Partners must only be used, accessed, and disclosed as permitted by the Supplier agreement and in compliance with all applicable laws and regulations.

4. Inclusion & diversity

- Suppliers must comply with all applicable laws and regulations relating to discrimination in hiring, employment practices, and harassment and retaliation.
- Suppliers must operate workplaces free of unequal treatment in employment, discrimination, harassment, victimization, and any other abuse on any grounds including but not limited to age, health status, disability, ethnic or social origin, gender, gender identity, nationality, race, sexual orientation, marital status, parental status, pregnancy, political convictions, religion or beliefs, union affiliation, or veteran status. Unequal treatment includes the payment of unequal remuneration for work of equal value.

5. Employment practices

- Ed Partners Africa Limited does not tolerate slavery, forced labor, or human trafficking in any form at any stage of its supply chain.
- Suppliers must comply with all applicable wage and labor laws and regulations.
- Suppliers must similarly prohibit all forms of forced labor, child labor, and human trafficking.

- Ed Partners Africa Limited requires Suppliers to fully comply with the applicable legal requirements of human rights, slavery, forced labor and human trafficking laws and regulations
- Ed Partners Africa Limited does not tolerate child labor in any form at any stage of its supply chain. The term “child,” unless otherwise specified by applicable laws regarding minimum working age, refers to any person employed below the age of 18. Workers under the age of 18 should also not be engaged to perform hazardous work.

6. Health & Safety

- Ed Partners requires Suppliers to adopt practices to minimize health and safety risks, support accident prevention, and ensure a safe workplace for all workers.

7. Human Rights

- Ed Partners Africa Limited is committed to respecting human rights in Ed Partners internal operations and requires the same from Suppliers.
- Ed Partners does not tolerate human rights violations in any form at any stage of its supply chain. Ed Partners requires Suppliers to enact practices to maintain a respectful and safe workplace.
- Ed Partners requires Suppliers to not tolerate physical violence, threats, corporal punishment, mental coercion, verbal abuse, disrespectful behavior, bullying, or harassment of any kind.

8. Environmental Sustainability

- Suppliers must comply with all applicable environmental laws and regulations.
- Ed Partners requires suppliers to address Suppliers' environmental risks and impacts. Ed Partners expects suppliers to measure, manage, and address energy usage, greenhouse gas (GHG) emissions, water use or other natural resources and reduce waste in its operations.

9. Ed Partners Rights

- Ed Partners reserves the right to amend the supplier code of conduct from time to time so as to amend and make corrections or reflect changes in law.

10. Acknowledgement and Acceptance

- Confirm in writing your agreement and acceptance of the contents of supplier code of conduct by signing, stamping and returning a scan copy to us.

The terms of this code of conduct are accepted by _____ who represents and is authorized to accept these terms on behalf of the supplier entity.

Signature & Stamp:

Position:

For and on behalf of (Name of company)