



ACTIVITY TERMS OF REFERENCE - COSME

ACTIVITY DETAILS

Activity Name: Supply and distribution of fuel-efficient cooking Stoves

ACTIVITY INTRODUCTION

BACK GROUND

In Kilifi County, 65% of households rely on firewood as their primary cooking fuel, with 47% depending exclusively on firewood without any secondary fuel option. On the other hand, Charcoal is the main cooking fuel for 30% of households and serves as the primary secondary fuel, particularly in urban. Notably, the adoption of improved charcoal cookstoves is significantly high, with an impressive 80% adoption rate in urban areas. However, the presence of improved firewood cookstoves is virtually non-existent, leaving a critical gap in the adoption of cleaner cooking technologies across many parts of the county. In urban areas, the primary cooking fuel is charcoal, used by 69% of households, followed by firewood at 20%, liquefied petroleum gas (LPG) at 10%, and electricity, which accounts for only 1%. In peri-urban areas, charcoal remains the most commonly used cooking fuel, relied upon by 60% of households, while firewood serves as the primary fuel for the remaining 40%. In rural areas, the overwhelming majority of households—93%—depend on firewood as their main source of cooking fuel, with only 6% and 1% relying on charcoal and biogas respectively (Kilifi County Energy Plan, 2024). Generally, over 90% of rural households across coastal regions including Kwale and Kilifi counties rely on biomass – firewood and charcoal for cooking, with adoption of clean cooking technologies remaining a challenge.

THE COSME PROJECT

Under Output 1223, the COSME project seeks to enhance women's access to resilience-building assets and opportunities by facilitating the adoption of clean cooking technologies. This initiative is designed to reduce fuelwood consumption, improve indoor air quality, and alleviate time poverty among women. The intervention will involve installation of fuel-efficient cookstoves to women affiliated with conservation groups supported by the project. A qualified service provider specializing in clean cooking solutions will be engaged to manage the installation. In addition to installation, the service provider will be responsible for delivering comprehensive training to beneficiaries. This training will cover operation and maintenance of the improved cookstoves, as well as their environmental and health benefits, with a strong emphasis on their role in promoting environmental conservation and reducing the time poverty on women. To accommodate the diverse cooking needs of women who use both charcoal and firewood, composite stoves capable of utilizing both fuel types are preferred.

DELIVERABLES

The deliverables of this output include:

- Installation of **2,100** fuel-efficient cook stoves for women members of conservation groups with a capacity to cook for seven family members.
- Training of recipients on operation, maintenance and contribution of the fuel-efficient cook stoves in environmental conservation and reducing time poverty.

DELIVERY METHODOLOGY

Installation of the Cook stoves – Fixed stoves

- The intervention will be delivered by a vendor specializing in high-quality clean cooking technologies, preferably with experience in implementing similar services in the coastal region, particularly in Kwale and Kilifi. The selected service provider will be required to collaborate with interested youth from the youth led organizations partnering with the project, involving them in the installation of the cookstoves.
- The vendor will be responsible for equipping these youth with the necessary skills for stove installation and subsequently engaging them as local technicians/artisans throughout the assignment. The service provider will also be responsible for covering their daily wages and transport costs during the implementation period.
- To reduce production costs and promote the use of locally available resources, the vendor will be expected to utilize materials such as anthills and bricks where feasible. This approach also encourages the adoption of sustainable practices in the construction of fuel-efficient cookstoves.
- Additionally, the vendor will be responsible for sourcing all required materials—including liners—and ensuring their transportation to the designated sites or households.

Training delivery

- In addition to the installation of cookstoves, the vendor—supported by local technicians—will train all beneficiaries on the operation and maintenance of the stoves. The training will also cover the benefits of fuel-efficient cookstoves, including cost savings, mitigation of deforestation and climate change, and reduction of time poverty for women.
- The training will be conducted in group settings across Kwale (Lungalunga and Msambweni sub-counties) and Kilifi (Mwangea in Ganze, Takaungu, and Chonyi) at the groups' regular meeting points.
- Plan International will support the mobilization of targeted women through the ToTs and facilitators currently working with the groups under various outcomes.

Key considerations during design and installation of the Fuel-efficient cook stoves

1. Efficiency

- **Thermal Efficiency:** Minimum of 30-50% efficiency to reduce fuel consumption.
- **Heat Retention:** Insulated design to retain heat and reduce cooking time.

2. Emissions Control

- **Smoke Reduction:** Features to minimize smoke emissions (e.g., improved combustion chamber)

3. Safety Features

- **Stable Design:** Low centre of gravity to prevent tipping.
- **Heat Shielding:** Insulation to prevent burns on the exterior.
- **Ventilation:** Adequate chimney/flue to direct smoke outside.

4. Capacity

- **Cooking Capacity:** Sufficient size to accommodate meals for a household of 5 to 8 members and 100-200 students at a time for schools.
- Two Cooking Zones for schools and one for households.

5. Durability

- **Materials:** Made from heat-resistant, corrosion-resistant materials
- **Weather Resistance:** Suitable for outdoor use with a design that withstands the elements.

6. Ease of Use

- **User-Friendly Design:** Simple controls and loading mechanisms, not too high for easy offloading of sauce pans.
- **Maintenance Access:** Easy access for cleaning and repairs.

7. Cost-Effectiveness

- **Affordability:** Designed to be economically feasible for low-income households for replicability.
- **Low Operating Costs:** Minimize fuel requirements and maintenance costs.
- **Low Operating Costs:** Minimize cost of production by use of locally available materials such as household made bricks, ant hills etc.

8. Training and Community Involvement

- Training youths and young women as ToTs on installation for sustainability beyond the project.

9. Environmental Considerations

- **Sustainable Sourcing:** The stoves should be made use locally available materials and be usable using the locally available fuels.
- **Life Cycle Assessment:** The overall life cycle of the cook stoves should not impact the environment negatively.

Below are the mandatory tender instructions:

Eligible bidders should attach valid documentations, and be able to meet the following minimum requirements: -

1. Attach complete company profile
2. Must be a registered company (Attach certificate of Incorporation/registration)
3. KRA VAT, PIN registered and current/valid Tax Compliance Certificates (Attach documentations)
4. Attach details of similar or relevant works completed within the last two years
5. Indicate **delivery lead time** on your quotation.
6. Indicate whether prices are inclusive or exclusive of VAT where applicable. Grand total should be inclusive of all government taxes.
7. Indicate if you accept to supply as per our credit policy of payment within 30 days after delivery.
8. Fill attached document (confidential business questionnaire).

Submission Instructions:

Quotations should be received by **18th September 2025** through the below email: - Kenya.Bids@plan-international.org

Tender prices must remain valid for 60 days from the date of tender closing.

For any enquiries related to this tender, kindly email Kenya.procurement.kilifi@plan-international.org

The subject of your email should be: **Tender No. KCO/04/09/FY26: Supply and distribution of fuel-efficient cooking Stoves**

We thereby request for your best competitive rates.

Safeguarding Children and Young People policy

As a child centered community development organization, Plan ascribes to the Convention on the Rights of the Child and the Children's Act, Act 8 of 2001. Accordingly, Plan has a policy on Safeguarding Children and Young People, which provides guidance on how individuals should conduct themselves while working with and otherwise relating to children, either directly or indirectly, in the course of project implementation. All individuals and organisations, who work in partnership with Plan International shall at all levels, subscribe to and uphold the principles and practices outlined in the Policy which will be provided to the successful bidder.

“Plan International Kenya reserves the right to accept or reject any bid and is not bound to give reasons for its decision”.

Regards,
Procurement Department.

APPENDIX I

(CONFIDENTIAL BUSINESS QUESTIONNAIRE).

PART 1-GENERAL INFORMATION (To be filled by the bidder)

a) Business Name.....

b) Location of business premises

Country/Town.....

Plot No.

Street/Road.....

Name of building.....

Floor.....Room No.....

c) Postal Address.....

Code.....Town.....

Tel No.....

Fax No.....

Email Address.....

d) Nature of Main Business.....

Certificate of Registration/Incorporation

Trade License No.....

V.A.T Registration No.....

PIN No.....

City /County Council License No.....

Income Tax Compliance Certificate No.....

(Must attach copies of all the above documents)

e) Name of your Bankers.....

Branch.....

f) Provide detailed contacts for at least three referees from your current clients (i.e organization, Name, Position, Telephone, e-mail etc)

Part 2 (a)- Sole proprietor

Name in full.....

Age.....

Nationality.....

Country of origin.....

Part 2 (b)- Partnership

Give details of partners as follows:

Name in full	Nationality	Citizen Details	Shares
1.....
2.....
3.....
4.....

Part 2 (c)- Registered Company

a). Private or public (state whichever is applicable)

b). State the nominal and issued capital of the company:

Nominal Kshs.
Issued Kshs.

c). Give details of all directors as follows:

Name in full	Nationality	Citizen Details	Shares
1.....
2.....
3.....
4.....

DECLARATION

I/We the undersigned certify that the information given above is accurate and correct to the best of my/our knowledge. For and on behalf of the supplier.

Name

Signature

Date

Position