



Eastern Africa Farmers Federation

Request for Expressions of Interest

for

CONSULTANCY: Training of RYAF project teams to conduct online training for adaptation to COVID -19 and the future in the project “scaling up rural youth access to inclusive financial services for entrepreneurship and employment”

Ref No: ***PSP001***

Submission Date: 5th June 2020

RCQ: CONSULTANCY: Training of RYAF project teams to conduct online training for adaptation to COVID -19 and the future in the project “scaling up rural youth access to inclusive financial services for entrepreneurship and employment’ . PSP001

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Letter of Invitation Requesting EOIs

Eastern Africa Farmers Federation
Westlands, 205 David Osieli Road
Nairobi, Kenya

28th May 2020

Re: Consulting Services for Training of RYAF project teams to conduct online training for adaptation to COVID -19 and the future in the project “scaling up rural youth access to inclusive financial services for entrepreneurship and employment’

Dear Madam/Sir:

1. EAFF invites Expressions of Interest (EOIs) from legally constituted consulting firms (not individual consultants) to provide the consultant services referenced above. More details on these consultant services are provided in the Abridged Terms of Reference (ATOR). This **REOI** is open to all eligible entities (“Consultants”) who wish to respond.
2. EAFF intends to hire a consulting firm (the “**Consultant**”) to provide capacity for RYAF project staff to conduct online trainings. The Consultant may sub-contract selected activities provided that said services do will not exceed 20% of the total consultancy work.
3. Location: Kenya, Uganda, Rwanda and Burundi
4. Anticipated Start Date: 29th June 2020
5. Duration of Assignment : 2weeks
6. Before preparing its EOIs, the Consultant is advised to review the Abridged Terms of Reference attached hereto as **Annex 1**, which describe the assignment in detail and Annex 2 which delineates how the technical qualifications and the shall be evaluated.
7. A firm will be selected under **Selection Based on the Consultants’ Qualifications (CQS)** method in accordance with the procedures set out in the EAFF Procurement manual.
8. **Submission Procedure:** Please submit your EOIs using the forms provided for this purpose. Your EOIs should comprise one (1) original copy each of the EOI Forms.
9. **Procedure:** EAFF will evaluate the EOIs using the criteria provided in Annex 2. The Consultants that attains the highest (minimum of 3 and maximum of 6)

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total points (who also attain the minimum technical score required to pass) shall be shortlisted.

10. Any request for clarification on this REOI including the ATOR should be sent via e-mail to the address above no later than 5.00pm EAT on 8th May 2020. The Client will provide responses to all clarification requests by 5.00pm GMT of 12th May 2020
11. EOIs shall be submitted to the address below no later than **5.00pm EAT** of 20th June 2020.

The, Procurement Officer
Eastern Africa Farmers Federation
P.O. Box 13747 - 00800, Nairobi, Kenya
Consultancies010@gmail.com

Yours sincerely,

Procurement Officer
Eastern Africa Farmers Federation

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Form EOI-1 EOI Submission Form

[Location, Date]

[Authorised Official]

Dear Sir or Madam,

Re: Consulting Services for [insert assignment]

Ref: [insert]

On behalf of my firm, *[insert name of firm or JV entity, if applicable]*, I, the undersigned, offer to provide the consulting services for the above-mentioned assignment in accordance with your REOI dated *[insert date]*.

I am hereby submitting my firm’s EOI, which will be open for acceptance for a period of ninety (90) days.

I hereby declare that all the information and statements made in this EOI are true and accept that any misrepresentation contained in it may lead to the firm’s disqualification.

We understand you are not bound to accept any EOIs that you may receive.

Yours sincerely,

Authorized Signatory

Name and title of Signatory

Name and Address of Firm

Form EOI-2 Organization of the Consultant

Re: Consulting Services for [insert assignment]

Ref: [insert]

Provide a brief description of the background and organization of your firm/entity and of each Associate for this assignment. Include the organization chart of your firm/entity.

The EOI must demonstrate that the Consultant has the organizational capability and to carry out the assignment.

The Qualifications document shall further demonstrate that the Consultant has the capacity to field and provide experienced replacement Personnel on short notice.

Maximum 10 pages

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Form EOI-3 Experience of the Consultant

Re: Consulting Services for [insert assignment]

Ref: [insert]

[Using the format below, provide information on each relevant assignment for which your firm, and each Associate for this assignment, was legally contracted either individually as a corporate entity or as one of the major companies within an association, for carrying out consulting services similar to the ones requested under the Abridged Terms of Reference included in this RCQ. The EOI must demonstrate that the Consultant has a proven track record of successful experience in executing projects similar in substance, complexity, value, duration, and volume of services sought in this procurement.

Maximum 20 pages]

Assignment name:	Approx. value of the contract (in current US\$):
Country: Location within country:	Duration of assignment (months):
Name of client:	Total No. of staff-months of the assignment:
Address, and contact details (including email address(es)):	Approx. value of the services provided by your firm under the contract (in current US\$):
Start date (month/year): Completion date (month/year):	No. of professional staff-months provided by associated consultants:
Name of associated consultants, if any:	Name of proposed senior professional staff of your firm involved and functions performed (indicate most significant profiles such as project director/coordinator, team leader):
Narrative description of project:	
Description of actual services provided by your staff within the assignment:	

Name of Firm: _____

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ANNEX 1

ABRIDGED TERMS OF REFERENCE

Consulting Services for Training of RYAF project teams to conduct online training for adaptation to COVID -19 and the future in the project “scaling up rural youth access to inclusive financial services for entrepreneurship and employment”.

Introduction

The Eastern African Farmers’ Federation (EAFF) was formed in 2001 as a non-political, non-profit and democratic organization, whose role is to voice the concerns and interests of farmers of the region to enhance their social-economic status and regional cohesiveness. EAFF’s establishment was championed by national farmers’ organizations from Kenya, Tanzania, Uganda, Rwanda and DR Congo. Membership was subsequently extended to Rwanda, Burundi, Eritrea, Djibouti, Ethiopia and South Sudan. EAFF membership is now composed of 23 farmer organizations serving about 20 million farmers. EAFF is one of the IFAD funded investment projects in East Africa and will benefit directly from the outcomes, results and best practices that will be generated and disseminated in this project.

EAFF secured grant funding from IFAD to implement a youth project dubbed “scaling up rural youth access to inclusive financial services for entrepreneurship and employment”. This project is being implemented in 4 countries i.e. Kenya, Uganda, Burundi and Rwanda. The overall goal of this project is to enhance the current process of raising capital for poor rural youth enterprises (start-up/existing/scale-ups) by mitigating financial institutions risks, increasing interactions with industry experts, acquiring new knowledge and sharing success stories. One in four businesses generally fail before their second year, and half do not survive beyond the fifth year; a situation experienced by many youth-led agri-enterprises in Kenya, Uganda and Rwanda. This is a growing concern in a countries which has very young population coupled with a high youth unemployment rate. Economically viable agribusinesses could help to address this challenge; thriving youth-led agribusinesses are vital for job creation, make agri-enterprises attractive to the youth and hence could contribute towards alleviating youth unemployment.

Rationale

Since the outbreak of the COVID-19, many businesses have been crippled due to limited of movement from one country to another and also internal movement by various governments have been crippled. This has crippled many activities within various organizations and thus project implementation is difficult using the old fashioned system of physical meetings and trainings. As digitization continue to progress, more and more countries and people are now forced to adapt to using online facilities to access content. As a way to comply with WHO regulations on social distancing, EAFF would like to gain much needed skills to

- A) Develop content for online training
- B) How to train online using various platforms
- C) Analyze the impact of online training to youth agribusinesses

EAFF is therefore seeking the services of a consultant who has prior experience in doing this. His/her role will be to

- 1) Develop a training curriculum for online training
- 2) Train RYAF project staff on how to use various training software
- 3) Recommend software's that can be used for online training now and in the future
- 4) Assess the multimedia materials mainly video tutorials done by the RYAF project staff and hand hold them till they now how to develop and use online training materials.

Ps. We encourage consultants to follow the guidelines of WHO for their own safety.

Timelines

This assignment will run for 2 weeks months from 29th June –10th July 2020

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If interested, please send your Technical (with detailed SOW) and financial bids by COB 20th June 2020 addressed to procurement@eaffu.org copied to consultants@eaffu.org and info@eaffu.org

ANNEX 2

Qualification and Evaluation Criteria

Table 1: Criteria and Point System for the Evaluation

<u>Item</u>	<u>Criteria</u>	<u>Points</u>
<i>For specific experience, evidence shall include successful experience in the execution of at least 2 projects of a similar nature and scope of works during the last 10 years.</i>		
A.	General Experience	30
i	General Experience: Firm has been in existence for 10 years	10
B.	Specific Experience	70
i	Experience in developing online training materials	15
ii	Experience in designing and implementing capacity building for clientele especially in development sector online training facilities.	40
iii	Experience in data validation and verification procedures	15
	Total Points	100
	Minimum points required to pass	70 points

RCQ: [insert title & ref]