

Letter of Invitation Requesting EOIs

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

5th August 2020

Re: Consulting Services to develop and adapt the EAFF business Development kit into short multi-media animated training videos shot in English and French with Kiswahili and Kinyarwanda sub titles targeting youth agricultural enterprises.

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 support services to link youth agricultural enterprises to mentors and link them to financial services. 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: 1st October 2020
5. Duration of Assignment: 3 months
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 *Procurement* methods 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.
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) 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 of 20th August 2020. The Client will provide responses to all clarification requests by 5.00pm GMT of 28th August 2020

EOIs shall be submitted to the address below no later than **5.00Pm EAT** of 11th September 2020

The, Procurement Officer
Eastern Africa Farmers Federation
P.O. Box 13747 - 00800, Nairobi, Kenya
Procurement5@eaffu.org

Yours sincerely,

Procurement Officer
Eastern Africa Farmers Federation