

Letter of Invitation Requesting EOIs

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

5th August 2020

Re: Consulting Services to conduct a Desk Study on impact of COVID19 on Family Farming in East Africa Region

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 conduct a Desk Study on impact of COVID19 on Family Farming in East Africa Region. The Consultant may sub-contract selected activities provided that said services do will not exceed 20% of the total consultancy work.
3. Location: Kenya and Rwanda
4. Anticipated Start Date: 1st October 2020
5. Duration of Assignment: 1month
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 they 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.
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 on 20th August 2020. The Client will provide responses to all clarification requests by 5.00pm GMT of 18th September 2020
11. EOs shall be submitted to the address below no later than **5.00pm EAT** of 18th September 2020.

The, Procurement Officer
Eastern Africa Farmers Federation
P.O. Box 13747 - 00800, Nairobi, Kenya
Procurement7@eaffu.org

Yours sincerely,

Procurement Officer
Eastern Africa Farmers Federation