

## Letter of Invitation Requesting EOIs

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

5<sup>th</sup> August 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 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: 1<sup>st</sup> October 2020
5. Duration of Assignment: 2 weeks
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 20<sup>th</sup> August 2020. The Client

will provide responses to all clarification requests by 5.00pm GMT of 28<sup>th</sup> August 2020

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

**The, Procurement Officer**  
**Eastern Africa Farmers Federation**  
**P.O. Box 13747 - 00800, Nairobi, Kenya**  
[procurement7@eaffu.org](mailto:procurement7@eaffu.org)

Yours sincerely,

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**Procurement Officer**  
**Eastern Africa Farmers Federation**