



# *Eastern Africa Farmers Federation*

Request for Expressions of Interest

for

**CONSULTANCY: CONSULTANCY TO DEVELOP A STRATEGIC PLAN  
FOR EAFF (2021-2029)**

Ref No: EAFF/GSRN/007/TA015/2020

Submission Date: 10<sup>th</sup> November, 2020

Letter of Invitation Requesting EOIs

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

15<sup>th</sup> October 2020

**Re: Consulting Services for developing EAFF Strategic plan 2021-2029**

Dear Madam/Sir:

1. EAFF invites Expressions of Interest (EOIs) from legally constituted consulting firms to provide the consultant services referenced above. More details on this consultant service 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 develop a strategic plan for EAFF for the 2021-2029 period.
3. Location: Democratic Republic of Congo, Kenya, Rwanda and Tanzania
4. Anticipated Start Date: 25<sup>th</sup> November ,2020
5. Duration of Assignment: 1 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. 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) 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 19<sup>th</sup> November 2020. The Client will provide responses to all clarification requests by 5.00pm GMT of 12<sup>th</sup> November 2020

11. EOIs shall be submitted to the address below no later than **5.00Pm EAT** of 17<sup>th</sup> November 2020

The, Procurement Officer  
Eastern Africa Farmers Federation  
P.O. Box 13747 - 00800, Nairobi, Kenya  
[procurement11@eaffu.org](mailto:procurement11@eaffu.org)

Yours sincerely,

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Procurement Officer  
Eastern Africa Farmers Federation

## Form EOI-1

[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**

## 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: \_\_\_\_\_

ANNEX 1

# ABRIDGED TERMS OF REFERENCE

## CONSULTING SERVICES FOR CONSULTANCY TO DEVELOP A STRATEGIC PLAN FOR EAFF

### Introduction

The Eastern Africa Farmers' Federation (EAFF) is a regional democratic non-governmental organization whose membership consists of national farmer organizations, apex cooperative associations, apex commodity associations and apex women farmer organizations in ten countries in eastern Africa – Burundi, Democratic Republic of Congo, Djibouti, Eritrea, Ethiopia, Kenya, Rwanda, South Sudan, Tanzania and Uganda. EAFF's role is to promote the interests of farmers on issues touching on markets, productivity, capacity, information and regional integration.

The growth of the East Africa Farmers Federation (EAFF) can be witnessed by its gradual progression of its focus from inception to date. At the onset, the establishment focused on increasing visibility as well as its membership base. This was successfully attained and with its success came a re-look in the direction of the organization, towards focusing on policy issues intended to support the core functioning and outputs of its members. This was guided by a strategic plan that was in place between 2008 and 2011. At the end of this period, and with an aim of further optimizing the gains for its members, the EAFF re-engineered its strategic direction to embrace entrepreneurship by getting involved in aggregation and linking farmers to markets. Hence a new strategy that would guide the new thinking for the organization was put in place to serve the period 2013-2020. The new thinking had four strategic objectives, namely: Strengthening farmers as key actors in the value chain; a dynamic regional platform for policy advocacy, development, implementation and accountability; a functional and effective knowledge hub for farmer development; and a vibrant, self-sustained, effective and efficient organization.

To assess the progress made in attaining the objectives of EAFF' second strategic plan, the EAFF board through its secretariat organized a regional meeting with all her members later in 2019. In this strategy, prominence was given to sustainability efforts for the organization. The meeting noted that various gains have been made since then. Recommendations and numerous suggestions to consider when developing the third strategic plan were given which are included in the report of the meeting.

EAFF is expected to prepare a eight- year strategic plan 2021-2029 which sets the long term direction for the implementation of its mandate in phase 3. In this phase, EAFF will continue to build the capacities of her member organizations to provide relevant economic services to their

members. By building their capacities, EAFF intends to ensure that farmer organizations play a more effective role as the voice of farmers.

## Terms of References

EAFF received a grant from EU- ACP Secretariat under the programme dubbed Farmers' Organizations for African, Caribbean and Pacific Countries (FO4ACP) that runs from 2019 until 2023. The overall objective of the programme is to increase income and to improve livelihood, food and nutrition security and safety of organized smallholder and family farmers in the target areas of the ACP countries. The programme's specific objectives are threefold: 1) FOs and farmer-led enterprises improve technical and economic services to their members along the value chains; 2) FOs influence policies and business environments for the transformation of family farming and the development of sustainable, adaptive economic initiatives and farmer-led enterprises; 3) FOs are accountable organizations able to effectively perform their institutional functions.

The programme expected outcomes are: i) improved capacity of FOs to deliver technical and economic services and connect their members to markets, ii) improved access of FOs to financial services, iii) improved business environment and smallholder competitiveness, iv) strengthened institutional capacities and professionalism of FOs and, v) enhanced knowledge and dissemination among peers for replication and scaling-up.

This program follows the Support to Farmer Organizations in Africa Program (SFOAP) that was implemented from 2013 to 2018. During that period, EAFF provided support to her member organizations to engage effectively in selected value chains in the region.

The overall objective of this consultancy is to develop a eight year Strategic Plan to ensure that EAFF fulfils its mandate.

## Scope of Work

The scope of work for the Consultant will include but not be limited to:

- Review the vision and mission based on EAFF mandate;
- Undertake stakeholder mapping and analysis;
- Undertake a situation analysis of EAFF operations to date (review of various reports including the regional stakeholders meeting to evaluate EAFF SP 2013-2020
- Through a consultative process and application of an appropriate tool of analysis, identify focus areas and develop strategic objectives and key result areas for the same;
- Review the institutional capacity, organizational set-up, financial and administrative systems against the EAFF mandate and the identified strategic objectives and key result areas; and make recommendations, if any;
- Propose a strategy for achieving the strategic objectives and key results;
- Develop a Results and Resources Framework for the plan period;

RCQ: [insert title & ref]

- Finalize Strategic plan and submit to EAFF

## 4. Deliverables of this assignment

The deliverable of this consultancy is a eight-year strategic plan including a results and resources framework

Interested consultants are expected to give:

- a) Detailed scope of work indicating both technical implementation of the assignment
- b) Detailed financial proposal to support the technical implementation of the project.

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

If interested, please send your Technical (with detailed SOW) and financial bids by COB 17<sup>th</sup>

November 2020 addressed to [procurement10@eaffu.org](mailto:procurement10@eaffu.org)

## ANNEX 2

# Qualification and Evaluation Criteria

Table 1: Criteria and Point System for the Evaluation

Item	Criteria	Points
<i>For specific experience, evidence shall include successful experience in the execution of <b>at least 2 projects</b> of a similar nature and scope of works during the <b>last 10 years</b>.</i>		
<b>A.</b>	<b>General Experience</b>	<b>30</b>
i	General Experience: At least five years professional experience in strategic planning and management	10
<b>B.</b>	<b>Specific Experience</b>	<b>70</b>
i	Demonstrated experience in working with government partners and other stakeholders in agriculture sector development programs	20
ii	Evidence of having undertaken similar assignments;	30
iii	Experience with working with farmer organizations and Experience in research, policy development, management and programming-related work.	20
	<b>Total Points</b>	<b>100</b>
	<b>Minimum points required to pass</b>	<b>70 points</b>