



# *Eastern Africa Farmers Federation*

Request for Expressions of Interest

for

CONSULTANCY: Cassava Value chain study in Burundi, Rwanda and Uganda for “Farmers’ Organizations for the African, Caribbean and Pacific countries(FO4ACP)”

Ref No: EAFF/GSRN/007/TA002/2020

Submission Date: 15<sup>th</sup> October,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 Cassava Value chain study in Burundi, Rwanda and Uganda for "Farmers' Organizations for the African, Caribbean and Pacific countries(FO4ACP)"**

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 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 value chain analysis
3. Location: Burundi, Rwanda and Uganda
4. Anticipated Start Date: 25<sup>th</sup> November ,2020
5. Duration of Assignment: 2 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 1<sup>st</sup> November 2020. The Client will provide responses to all clarification requests by 5.00pm GMT of 4<sup>th</sup> November 2020

11. EOs shall be submitted to the address below no later than **5.00Pm EAT** of 14<sup>th</sup> November 2020

[procurement11@eaffu.org](mailto:procurement11@eaffu.org)

## 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: Cassava Value chain study in Burundi, Rwanda and Uganda for “Farmers’ Organizations for the African, Caribbean and Pacific countries(FO4ACP)”

### Re-advertisement

#### 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.

EAFF aims 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 and beneficial role in the various activities along the Cassava value chain as part of the ‘Farmers’ Organizations for the African, Caribbean and Pacific countries(FO4ACP).

#### 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 three commodity value chains - cassava, *irish* potatoes and livestock.

The objective of this assignment is therefore to further strengthen the engagement of EAFF member organizations in selected value chains that now include as well Maize and Soybeans. More specifically, the study will evaluate where we reached in terms of achievements under this specific value chain's activities that were carried out in the period of 2014 to 2017 ( The successful consultant will be provided with a detailed SFOAP completion report) and to understand the current situation regarding how farmer organizations are engaged in, identify the specific challenges faced by these organizations ( the likely disruptions brought by Covid-19), what would be the key economic services that farmer organizations should focus on in order to make their members who are smallholder farmers to become key value chain players.

## Scope of Work

With the background, the tasks for the consultant are as follows:

1. Conduct a comprehensive value chain analysis for Cassava in Burundi, Rwanda and Uganda. The value chain analysis is expected to address all aspects of the value chain, with an emphasis on the actual value of the commodity along the chain. More specifically:
  - a. An analysis of the input supply side of the sector. What are the main challenges facing production, import, distribution and uptake of improved agricultural inputs for this commodity? Who are the main suppliers of improved inputs? Provide estimates of the prices of these inputs, as percentage of the final output for this commodity.
  - b. An analysis of the production side of the value chain - What are the average yield levels in the country? What are the major factors for good yield performance? what are the major factors affecting yield performance?
  - c. A comprehensive market analysis describing the main buyers of the commodity (including traders, processors, wholesale and retail markets, institutions, among others), the market structure, the different options for value addition for the commodity, a brief analysis of the price trends for the commodity (when is the commodity in highest demand, what prices do the different buyers pay, etc). Current business linkages: Do farmer organizations have any engagements with other players in the value chain, for example financial institutions, research organizations, agricultural input dealers, among others?



- d. A stakeholder analysis: describe the main stakeholders in the sector, and their different roles along the value chain. It is important that the consultant does not mention generic stakeholder categories, but instead provide specific names. For example, instead of mentioning "traders" as a stakeholder, the consultant should mention "a known company". Identify the main priorities of the farmer organization. What services do the farmers need? And what capacities do they need to acquire these services?
- e. Crossborder trade in Cassava analysis: The analysis of current situation on intra-regional trade in Cassava; challenges and opportunities? What are the specific problem that farmer organizations need to address to be able to participate effectively in structured trade systems;
- f. Analysis and documentation of agriculture and trade policy instruments existing in these countries: These trade instruments can cover a wide spectrum that includes environmental policy, grades & standards, animal health policies, land tenure regulation etc. The study should show how the existing "policy eco-system" interacts with those in neighbouring countries1) hinder or 2) promote cross border trade. This analysis will result into recommendations on how enabling national trade policies can thus translate into comparative trade advantages at a regional level.
- g. Evaluate the performance of the implementation of Cassava value chain action plans that were implemented during the SFOAP 2013-2018

## 4. Deliverables of this assignment

The deliverable of this consultancy is an in-depth Cassava value chain analysis report:  
Comprehensively addressing the questions above.

The report shall have following components:

1. The value chain analysis with recommendation on entry points for farmer organizations to become key value chain actors or promote their own agribusinesses along the chain;
2. Recommendations on the capacity development for farmer organizations to effectively engage in the value chain
3. Recommendations on policy lobbying for farmer organization guiding EAFF and its NFOs on strategies aiming to influence national and regional agricultural trade policies
4. Identified common indicators/guidelines on how to monitor and measure success

The project being regional in nature, we encourage

- a) Regional consultancy firms/networks of agribusinesses to apply for this funding opportunity
- b) A consortium of consultants to work together based on strengths to work on this consultancy

c) The consultancy is open to Burundi, Rwanda and Uganda firms or consultants

The consultant is 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 are looking for a consultant who has network in the selected countries of the study, will not require to travel there and is immediately available to start. 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 14<sup>th</sup>

November 2020 addressed to [procurement11@eaffu.org](mailto:procurement11@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: Firm has been in existence for 10 years	10
<b>B.</b>	<b>Specific Experience</b>	<b>70</b>
i	Experience in agricultural sector and specifically in the targeted value chain	15
ii	Experience in value chain analysis with extensive knowledge on calculating value add at each stage of the value chain, market approach, business linkages	40
iii	Experience with working with farmer organizations and formulation of policy recommendations and positions, agricultural training	15
	<b>Total Points</b>	<b>100</b>
	<b>Minimum points required to pass</b>	<b>70 points</b>