



Expression of Interest

Project Title: Using the e-Granary innovative mobile platform to deliver economic services to farmers in East Africa Project

PROJECT DOCUMENTARY- Ref. No: GASFP/OPS/21-12



Eastern Africa Farmers Federation

Request for Expression of Interest

For

Project Documentary

Ref No: GASFP/OPS/21-12

Issue Date:08 March 2021

Project Title: Using the e-Granary innovative mobile platform to deliver economic services to farmers in East Africa Project

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Instructions to Consultants¹

Reference Number: Ref No: GASFP/OPS/21-12

March 8, 2021

Project Documentary

1. This request for expressions of interest (REOI) follows the general procurement notice that appeared in New Vision Uganda newspaper on 8th March 2021, on the EAFF website on 8th March. The REOI was advertised in Jobs in Rwanda newspaper on 8th March 2021 and EAFF website www.eaffu.org.
2. EAFF now invites expressions of interest (EOIs) from legally constituted consulting firms and consortium (not individual consultants) (“consultants”) to provide Project. More details on these consulting services are provided in the preliminary terms of reference (PTOR) attached as **Annex 1**.
3. Before preparing its EOIs, the consultant is advised to review the preliminary terms of reference attached as **Annex 1**, which describe the assignment and **Annex 2** that details the evaluation of the technical qualifications.
4. The consultant shall not have any actual, potential or reasonably perceived conflict of interest. A consultant with an actual, potential or reasonably perceived conflict of interest shall be disqualified unless otherwise explicitly approved by EAFF. A consultant including their respective personnel and affiliates are considered to have a conflict of interest if they a) have a relationship that provides them with undue or undisclosed information about or influence over the selection process and the execution of the contract, b) participate in more than one EOI under this procurement action, c) have a business or family relationship with a member of the EAFF’s board of directors or its staff, EAFF or its personnel, or any other individual that was, has been or might reasonably be directly or indirectly involved in any part of (i) the preparation of this expression of interest, (ii) the selection process for this procurement, or (iii) execution of the contract. The consultant has an ongoing obligation to disclose any situation of actual, potential or reasonably perceived conflict of interest during preparation of the EOI, the selection process or the contract execution. Failure to properly disclose any of said situations may lead to appropriate actions, including the disqualification of the consultant, the termination of the contract and any other as appropriate under the EAFF Policy on Preventing Fraud and Corruption in its Projects and Operations².
5. All consultants are required to comply with the Revised EAFF Policy on Preventing

¹ This document refers to legally constituted consulting firms as “consultant”.

Fraud and Corruption in its Activities and Operations (hereinafter, “EAFF’s Anticorruption Policy”) in competing for, or in executing, the contract.

- a. If determined that a consultant or any of its personnel or agents, or its sub-consultants, sub-contractors, service providers, suppliers, sub-suppliers and/or any of their personnel or agents, has, directly or indirectly, engaged in any of the prohibited practices defined in EAFF’s Anticorruption Policy or integrity violations such as sexual harassment, exploitation and abuse as established in EAFF’s Policy to Preventing and Responding to Sexual Harassment, Sexual Exploitation and Abuse in competing for, or in executing, the contract, the EOI may be rejected or the contract may be terminated by the client.
- b. Consultants and any of their personnel and agents, and their sub-consultants, sub-contractors, service providers, suppliers, sub-suppliers and any of their personnel and agents are required to fully cooperate with any investigation conducted by EAFF, including by making personnel available for interviews and by providing full access to any and all accounts, premises, documents and records (including electronic records) relating to this selection process or the execution of the contract and to have such accounts, premises, records and documents audited and/or inspected by auditors and/or investigators appointed by EAFF.
- c. Consultants have the ongoing obligation to disclose in their EOI and later in writing as may become relevant: (i) any administrative sanctions, criminal convictions or temporary suspensions of themselves or any of their key personnel or agents for fraud and corruption, and (ii) any commissions or fees paid or to be paid to agents or other parties in connection with this selection process or the execution of the contract. As a minimum, consultants must disclose the name and contact details of the agent or other party and the reason, amount and currency of the commission or fee paid or to be paid. Failure to comply with these disclosure obligations may lead to rejection of the EOI or termination of the contract.
- d. Consultants are required to keep all records and documents, including electronic records, relating to this selection process available for a minimum of three (3) years after notification of completion of the process or, in case the consultant is awarded the contract, execution of the contract.

6. **Procedure:** the selection process will be conducted using the least cost selection method. EAFF will evaluate the EOIs using the criteria provided in **Annex 2**. The shortlisted consultant(s) will be provided with the detailed TORs and asked to submit a detailed technical and financial offer. The evaluation will include a review and verification of qualifications and past performance, including a reference check, prior to the contract award.
7. Consultants may associate with other firms to enhance their qualifications but should indicate clearly whether the association is in the form of a joint venture and/or a sub-consultancy. In the case of a joint venture, all the partners in the joint venture shall be jointly and severally liable for the entire contract, if selected.

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8. Any request for clarification on this EOI including the PTOR should be sent via e-mail to the address below procurement15@eaffu.org no later than 12th March 2021 at 5PM East African Time. The client will provide responses to all clarification requests by 15th March 2021 5PM East African Time.
9. **Submission Procedure:** please submit your expression of interest using the forms provided for this purpose. Your EOI should comprise one (1) original copy of each EOI form annexed to this document. EOIs shall be submitted to the address below no later than 20th of March 2021. When advert expires at 20th March 2021 at 5PM East African Time.

**The, Procurement Officer
Eastern Africa Farmers Federation
P.O. Box 13747 - 00800, Nairobi, Kenya
procurement15@eaffu.org**

Yours sincerely,

Procurement Officer
Eastern Africa Farmers Federation

Form EOI-1
EOI Submission Form

[Location, date]

[Authorized official]

Re: Consulting Services for *[insert assignment]*

Ref: *[insert]*

We, the undersigned, declare that:

1. We are expressing our interest in providing the consulting services for the above-mentioned assignment and have no reservations to the REOI, the instructions to the consultants and any addenda thereto.
2. Our expression of interest is open for acceptance for a period of ninety (90) days.
3. Our firm, its associates, including any subcontractors or suppliers for any part of the contract, have not been declared ineligible by EAFF and have not been subject to sanctions or debarments under the laws or official regulations of the client's country or not been subject to a debarment recognized under the Agreement for Mutual Enforcement of Debarment Decisions (the "Cross-Debarment Agreement")³, beyond those declared in paragraph 9 of this EOI submission form.
4. We acknowledge and accept the EAFF Policy on Preventing Fraud and Corruption in its Activities and Operations. We certify that neither our firm nor any person acting for us or on our behalf has engaged in any prohibited practices as provided in ITC Clause 6. Further, we acknowledge and understand our obligation to report to procurement15@eaffu.org any allegation of prohibited practice that comes to our attention during the selection process or the contract execution.
5. No attempt has been made or will be made by us to induce any other consultant to submit or not to submit an EOI for the purpose of restricting competition.
6. We acknowledge and accept the EAFF Policy on Preventing and Responding to Sexual Harassment, Sexual Exploitation and Abuse. We certify that neither our firm nor any person acting for us or on our behalf has engaged in any sexual harassment, sexual exploitation or abuse. Further, we acknowledge and understand our obligation to report to procurement15@eaffu.org any allegation of sexual harassment, sexual exploitation

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and abuse that comes to our attention during the selection process or the contract execution.

7. The following commissions, gratuities, or fees have been paid or are to be paid with respect to the selection process: *[Insert complete name of each recipient, its full address, the reason for which each commission or gratuity was paid and the amount and currency of each such commission or gratuity.]*

Name of Recipient	Address	Reason	Amount	Currency

(If none has been paid or is to be paid, indicate “none.”)

8. We declare that neither our consulting firm nor any of its directors, partners, proprietors, key personnel, agents, sub-consultants, sub-contractors, consortium and joint venture partners have any actual, potential or perceived conflict of interest as defined in ITC Clause 5 regarding this selection process or the execution of the contract. *[insert if needed: “other than the following:” and provide a detailed account of the actual, potential or perceived conflict].* We understand that we have an ongoing disclosure obligation on such actual, potential or perceived conflicts of interest and shall promptly inform the client and EAFF, should any such actual, potential or perceived conflicts of interest arise at any stage of the procurement process or contract execution.
9. The following criminal convictions, administrative sanctions (including debarments) and/or temporary suspensions have been imposed on our consulting firm and/or any of its directors, partners, proprietors, key personnel, agents, sub-consultants, sub-contractors, consortium and joint venture partners:

Nature of the measure (i.e., criminal conviction, administrative sanction or temporary suspension)	Imposed by	Name of party convicted, sanctioned or suspended (and relationship to the consultant)	Grounds for the measure (i.e., fraud in procurement or corruption in contract execution)	Date and time (duration) of measure

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If no criminal convictions, administrative sanctions or temporary suspensions have been imposed, indicate "none".

10. We acknowledge and understand that we shall promptly inform the client about any material change regarding the information provided in this EOI submission form.
11. We further understand that the failure to properly disclose any of information in connection with this EOI submission form may lead to appropriate actions, including our disqualification as consultant, the termination of the contract and any other as appropriate under the EAFF Policy on Preventing Fraud and Corruption in its Projects and Operations.
12. We understand that you are not bound to accept any EOI that you may receive.

[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 associated firm 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. Key staff CVs are not required at the shortlisting stage.]

Name of the firm	
Date of establishment	
Country of registration	
Full address of the firm	
Focal point: name, position, contact information (telephone, email):	Name:
	Tel:
	Email:
Number of branches in the country	
Country(ies) of operations with number of branches in each country	
Number of full-time employees	
Number of part-time employees	
Field(s) of expertise of the firm	
Number of professional staff with experience related directly to the assignment	

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Subsidiary and associated companies <i>(wherever applicable)</i> : (details in the following format to be provided for all associates) – (i) Name of the company (ii) Nature of business (iii) Address of the company (iv) Website of the company (v) Brief description of company (maximum of 120 words)	
Any other information that the consultant would like to add:	

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 preliminary terms of reference included in this EOI. 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\$):

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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

PRELIMINARY TERMS OF REFERENCE

Consulting Services for Project documentary

Production of video documentary

e-Granary

Terms of Reference

Background

Tasks of the Assignment

EAFF is seeking the services of a video producer to develop a video documentary for e-Granary process. The documentary is expected to show the different steps taken throughout the process, and also include interviews with key players in the process.

The objectives of the video are two-fold:

- i. To serve as a visibility tool for EAFF and e-Granary, showcasing what was done (being done); achieved; highlighting best approaches, best practices, achievements and real impacts in the countries focal areas of the project funded by GAFSP through IFAD
- ii. to serve as a learning tool for EAFF, membership, other stakeholders explaining the processes of e-Granary.

Under the direct supervision of the e-Granary COO, the service provider will be required to do the following:

1. Develop the documentary film's overall concept and scenario;
2. Interview selected participants for the film who will include project grantees and beneficiaries, EAFF, e-Granary Staff, private sector partner (including buyers, financiers, input suppliers, transporters);
3. Visit 5 selected project sites and interact with the local communities/beneficiaries who have been impacted by the GAFSP-supported projects to get context. The project sites will be selected in, Rwanda and Uganda
4. Develop the documentary script and storyboard to be used in the film;
5. Perform appropriate video filming and shoot interviews with the projects' beneficiaries and stakeholders;
6. To translate the project beneficiaries' voice into French/English for subtitles

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7. Present a draft documentary and a programme booklet to e-Granary COO for comments on contents
8. Produce one final documentary film in DVD of min 20 minutes long

Approach

EAFF expects to adopt the following flexible approach, to achieve the objectives of this assignment:

- Meetings with the EAFF team: The video producer will hold several meetings with the EAFF team to address the objectives of this assignment.
- Visiting the relevant sites: The video producer will visit all the relevant locations with the intention of capturing the relevant video footage.
- Provision of background material from EAFF: EAFF will provide the video producer with all the relevant background material to assist the producer develop the story.

Deliverables

The main deliverable for the assignment is a video documentary, of not more than 20 minutes.

1. Submit a storyboard and script for the documentary for approval before filming
2. Present draft documentary and human stories for comments
3. Produce an edited Video Recording of the scenarios captured, and the footage of the recorded stories.
4. Provide the master file of all the shoots before editing.
5. Present a complete 15-20-minute documentary film version and 90-120 second 5 human stories
6. Present one 2-3 minutes of highlights of documentary

Required Qualifications and Experience of the Service Provider and selection criteria

The service provider will be required to have the following:

General experience
General experience: Firm has been in existence for 10 years
Specific experience
Experience in film production and especially in the development field
Experience in documentary film's overall concept and scenario, footage collection, local language experience, developing the documentary script and storyboard editing and presenting documentaries.
Excellent technical capacities (state of the art filming equipment preferably High Definition) to ensure smooth and high quality production

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Duration of the Assignment

The assignment is expected to take 45 working days from the date of signing the contract.

Intellectual Property

All information pertaining to this project (documentary, audio, digital, cyber, project documents, etc) belonging to the client, which the service provider may come into contact with in the performance of his/her, duties under this consultancy shall remain the property of the e-Granary who shall have exclusive rights over their use. Except for purposes of this assignment, the information shall not be disclosed to the public nor used in whatever form without written permission of the EAFF e-Granary Limited.

Submission details

Interested experts (including both individuals and firms) are requested to submit their CVs and/or profiles to the undersigned. The main requirements that EAFF is looking for include:

- experience in developing video documentaries. The consultant is expected to submit samples of video documentaries that have been produced.
- Fees for the consultant. This is important as this field is quite competitive in Kenya, with several competent service providers.

ANNEX 2

Qualification and Evaluation Criteria

[Insert criteria related to required qualifications and experience of the firm, such as core business and years in business, relevant experience, technical and managerial capability of the firm. The qualifications and experience of key experts shall not be included in the shortlisting criteria as the shortlisted firms will be asked to submit a detailed technical and financial proposal which is then negotiated.]

[Sample below]

Item	Criteria	Points
For specific experience, evidence shall include successful experience in the execution of at least 2 projects of a similar nature and scope of works during the last 10 years .		
A.	General experience	30
i	General experience: Firm has been in existence for 10 years	10
B.	Specific experience	70
i	Experience in film production and especially in the development field	15
ii	Experience in documentary film's overall concept and scenario, footage collection, local language experience, developing the documentary script and storyboard editing and presenting documentaries.	40
iii	Excellent technical capacities (state of the art filming equipment preferably High Definition) to ensure smooth and high quality production	15
	Total Points	100
	Minimum points required to pass	70 points
C.	Financial criteria	30

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i	The awarding of points will be based on the least cost quotation (quotation with lowest quote gets the maximum points on financial criteria evaluation)	30
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