



# ***Eastern Africa Farmers Federation***

## **Request for Expression of Interest**

For  
Project evaluation

Ref No: PSP 010

Issue Date:07 May 2021

# Instructions to Consultants<sup>1</sup>

Reference Number: Ref No: PSP 009

May 07, 2021

## Project Evaluation

1. EAFF invites expressions of interest (EOIs) from legally constituted consulting firms/ individual consultants (“consultants”) to provide Youth Project evaluation services.
2. Location: Kenya
3. Anticipated start date: 1<sup>st</sup> July, 2021
4. Duration of assignment: 3 weeks
5. Before preparing its EOIs, the consultant is advised to review the Abridged Terms of Reference attached hereto as annex 1, which describes the assignment in details and Annex 2 which delineates how the technical qualifications and financial shall be evaluated.
6. A firm will be selected under the **Quality and Cost Based Selection (QCBS) method** in accordance with the procedures set out in our EAFF procurement Manuals
7. Procedure: EAFF will evaluate the EOIs using the criteria provided in Annex 2. The consultants that attains the highest technical score required to pass shall be shortlisted.
8. Any request for clarification on this EOI including the PTOR should be sent via e-mail to the address below [procurement28@eaffu.org](mailto:procurement28@eaffu.org) no later than 17<sup>th</sup> May, 2021 at 5PM East African Time. The EAFF will provide responses to all clarification requests by 19<sup>th</sup> May,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 2<sup>nd</sup> June 2021 5PM East African Time.

**The, Procurement Officer**  
**Eastern Africa Farmers Federation**  
**P.O. Box 13747 - 00800, Nairobi, Kenya**  
[procurement28@eaffu.org](mailto:procurement28@eaffu.org)

Yours sincerely,

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Procurement Officer, Eastern Africa Farmers Federation

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<sup>1</sup> This document refers to legally constituted consulting firms/Individual as “consultant”.

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

## **EAFF BACKGROUND**

Eastern African Farmers' Federation (EAFF) is a regional farmer's organization established in 2001. It is a non-political, non-profit and democratic organization, whose role is to voice the concerns and interests of farmers of the region to enhance their social-economic status and regional cohesiveness. EAFF's establishment was championed by national farmers' organizations from Kenya, Tanzania, Uganda, Rwanda and DR Congo. Membership was subsequently extended to Rwanda, Burundi, Eritrea, Djibouti, Ethiopia and South Sudan. EAFF membership is now composed of 23 farmer organizations serving about 20 million farmers. EAFF is one of the IFAD funded investment projects in East Africa and will benefit directly from the outcomes, results and best practices that will be generated and disseminated in this project.

## **PROJECT BACKGROUND**

EAFF secured grant funding from IFAD to implement a youth project dubbed "scaling up rural youth access to inclusive financial services for entrepreneurship and employment". This project is being implemented in 4 countries i.e. Kenya, Uganda, Burundi and Rwanda. The overall goal of this project is to enhance the current process of raising capital for poor rural youth enterprises (start-up/existing/scale-ups) by mitigating financial institutions risks, increasing interactions with industry experts, acquiring new knowledge and sharing success stories. The project has been running for the past 3 years and is now coming to a close registering various levels of success as well as lessons learnt.

1.2. Goal: The overall goal of this project is to enhance the current process of raising capital for poor rural youth enterprises (start-up/existing/scale-ups) by mitigating financial institutions risks, increasing interactions with industry experts, acquiring new knowledge and sharing success stories.

1.3 Objectives: The three main objectives: (1) To build the capacity of poor rural youth organizations to design and deliver entrepreneurship training, mentorship, business development services, and partnership services to support youth entrepreneurs in rural areas of East Africa; (2) To build the capacity of local financial institutions to provide alternative start up and scale up capitals through risk assessment and mitigation, and to develop and deliver pro-poor youth-inclusive financial tools to rural youths in Burundi, Kenya, Rwanda and Uganda; and (3) To consolidate and share learning from the project through practical knowledge products, communities of practice, and events that will support the scaling up and replication of successful pro-poor youth-led venture creation and business development for rural youth in East Africa.

Project Title: Scaling up rural youth access to inclusive financial services for entrepreneurship and employment

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1.4. Outputs/Outcomes. Project activities are anticipated to have a significant impact on poor rural youth's ability to expand their understanding of, access to, and use of financial services. In addition, a potentially replicable model for assisting businesses to hire additional youth will also be tested.

## PURPOSE OF THE EVALUATION

The evaluation should provide both EAFF and stakeholders with details and analyses that will allow for them to assess the performance of the program against its intended goals and objectives, as well as offer evidence and guidance that will shape the program moving forward. It is expected that the contents of the evaluation will allow for the design of a new project proposal for submission to prospective funders

## BACKGROUND DOCUMENTATION

Relevant documents will be made available to the evaluator to complete the evaluation. The available documents and existing data sources include:

- Project proposal
- Mission reports
- Annual reports
- Studies financed by the project etc

## EVALUATION METHODS

To complete the evaluation, the selected evaluator should propose a methodology that balances quantitative and qualitative data sources appropriately and seeks the most rigorous means of data collection and analysis available. Our emphasis is on the reliability and validity of information and analysis, rather than a preference for a specific data type or collection approach.

## DELIVERABLES

The evaluator is expected to review the available documentation for the evaluation and prepare an Inception Report/Work Plan. The report should include the following elements:

Overview of project

Purpose of the Evaluation

Evaluation Approach and Methods

Data analysis plan.

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Activities and timeline

## TIMELINE OF KEY ACTIVITIES AND DELIVERABLES

The assignment will be for a period of two months, and the specific timelines of the individual tasks within the contract will be developed together with the successful bidder.

## PAYMENT

1st tranche	40% at signing
2nd tranche	30% at draft report
Final tranche	30% after final report

### I. PROFILE OF THE EVALUATOR(S)

The evaluator(s) must demonstrate:

1. Extensive experience in evaluation, including in designing and leading evaluations;
2. Ability to translate evidence from the evaluation into actionable lessons learned and strategic
3. Strong analytical and writing skills and knowledge of qualitative and quantitative evaluation methodologies;
4. Advanced degree in development economics, finance, business or other relevant fields;
5. Experience with agricultural finance in Eastern Africa, with a specific focus on smallholder finance, youth and women.

### II. PROPOSALS

Interested parties are requested to send their technical and financial proposals to [procurement28@eaffu.org](mailto:procurement28@eaffu.org) by 2nd June 2021 at 5pm East African Time

Content

1. Introduction and understanding of the overall evaluation purpose and project objectives.
2. Experience in evaluating similar types of programs/models, including any experience with rural and agricultural finance and/or financial inclusion programs.
3. Outline of the evaluation design and general evaluation approach, including learning questions, methods, analysis plan, and quality control.
4. Overview of the proposed evaluator(s), including details of team composition and specific qualifications of individuals for this assignment;
5. List of key activities and deliverables,

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6. Estimated budget, including professional fees, travel, and all expenses.

**Appendices**

List of three referees who can attest to the firm/evaluator's experience and expertise as related to this assignment.

CVs for all proposed team members;

Two examples of evaluation report recently completed



## ANNEX 2

### Qualification and Evaluation Criteria

Item	Criteria	Points
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> .		
<b>A.</b>	<b>General experience</b>	<b>30</b>
i	General experience: Firm/individual has been in existence for 10 years	30
<b>B.</b>	<b>Specific experience</b>	<b>70</b>
i	Experience (Similar work done previously ) and especially in the development field of Agriculture	15
ii	Extensive experience in evaluation including designing	40
iii	Ability to demonstrate qualitative and quantitative evaluation methodologies	15
	<b>Total Points</b>	<b>100</b>
	<b>Minimum points required to pass</b>	<b>70 points</b>
<b>C.</b>	<b>Financial criteria</b>	<b>30</b>
i	The awarding of points will be based on the Quality and Cost Based selection method and the financial score will be out of 30 points	30

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