



Eastern Africa Farmers Federation

Request for Expression of Interest

For
Project meeting event planning

Ref No: PSP 009

Issue Date:07 May 2021

Instructions to Consultants¹

Reference Number: Ref No: PSP 009

May 07, 2021

Project meeting event planning

1. EAFF invites expressions of interest (EOIs) from legally constituted consulting firms/ individual consultants (“consultants”) to provide Project planning services.
2. Location: Kenya
3. Anticipated start date: 1st July, 2021
4. Duration of assignment: 2 Month
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 procurement27@eaffu.org no later than 17th May, 2021 at 5PM East African Time. The client will provide responses to all clarification requests by 19th 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 2nd June 2021 5PM East African Time.

The, Procurement Officer
Eastern Africa Farmers Federation
P.O. Box 13747 - 00800, Nairobi, Kenya
procurement27@eaffu.org

Yours sincerely,

Procurement Officer, Eastern Africa Farmers Federation

¹ 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: _____

ABRIDGED TERMS OF REFERENCE

Consulting Services to organize an End of Project workshop for the project scaling up rural youth access to inclusive financial services for entrepreneurship and employment

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.

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.

In light of the above closure of project, EAFF plans to organize an elaborate meeting to showcase the successes of this project to as wide an audience as possible. EAFF intends to do a hybrid meeting i.e. both physical and virtual participation of at least 300 participants for a three day event. Given this large number of participants, EAFF will engage the services of a professional event organizer to assist in making this possible.

The event planner will be tasked with logistical roles of ensuring the meeting runs smoothly as EAFF focuses on the technical aspects and participation to the meeting.

Terms of reference/Scope of work

- Participants and attendance follow-ups: EAFF, in consultation with the planner will develop a list of invitees to the meeting. The planner will be required to follow up for confirmations on the same.

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

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- Publicisation of event: Identify and advise on appropriateness and costs of publicizing the event through various channels e.g. social media, emails, radio stations etc and publicizing.
- Online facilitation: to ensure that the participants receive virtual meeting login credentials and materials in good time and offer backstopping to participants on logging in.
- Ushering services: Assist EAFF in ushering the participants to the meetings, sort out logistical issues where possible and refer to EAFF staff any issues the participants might be having and guiding them the participants and where

Timelines

Anticipation start date: 1st July,2021

Duration of assignment: 2 months

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

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ANNEX 2

Qualification and Evaluation Criteria

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 5 years .		
A.	General experience	30
i	General experience: Firm/individual has been in existence for 5 years	30
B.	Specific experience	70
i	Experience (Similar work done previously) in meeting planning and especially in the development field of Agriculture	15
ii	Vast knowledge in Agricultural organizations and ability to demonstrate knowledge of ongoing Programmes and activities	40
iii	Experience in handling regional virtual meeting including integrating live sessions and interpretation	15
	Total Points	100
	Minimum points required to pass	70 points
C.	Financial criteria	30
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