



Eastern Africa Farmers Federation

Request for Expression of Interest

For

Project Documentary

Ref No: GASFP/OPS/21-12

Issue Date:08 March 2021

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 Jobs in Rwanda 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 invites expressions of interest (EOIs) from legally constituted consulting firms/ individual consultants (“consultants”) to provide Project documentary.
3. Location: Rwanda
4. Anticipated start date: 1st May, 2021
5. Duration of assignment: 1 Month
6. 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.
7. A firm will be selected under the Least Cost Selection method in accordance with the procedures set out in our EAFF procurement Manuals
8. 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 attain the minimum technical score required to pass) shall be shortlisted.
9. Any request for clarification on this EOI including the PTOR should be sent via e-mail to the address below procurement17@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.
10. **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

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

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
procurement17@eaffu.org

Yours sincerely,

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: _____

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

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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	30
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	30
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