

Letter of Invitation Requesting EOIs

Eastern Africa Farmers Federation
Westlands, 205 David Osieli Road
Nairobi, Kenya
2nd June 2021

Re: Study on the Investment Opportunities and Financial Environment towards Provision of Financial Services to Women and Youth in Agribusiness

Dear Madam/Sir:

1. EAFF invites Expressions of Interest (EOIs) from legally constituted consulting firms/individuals 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 provide *consultancy services for a study on the investment opportunities and financial environment towards provision of financial services to women and youth in agribusiness*. The Consultant may sub-contract selected activities provided that said activities are stated in advance
3. Location: Kenya, Uganda, Rwanda
4. Anticipated Start Date: 1st July, 2021
5. Duration of Assignment : 45 days
6. Before preparing its EOIs, the Consultant is advised to review the Terms of Reference attached hereto 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 *Quality Cost Based Selection (QCBS)* method 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 to the email provided in the advertisement (soft copies only)
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 email to the address above no later than 5.00pm EAT of 16th June, 2021. The Client will provide responses to all clarification requests by 5.00pm GMT of 18th June, 2021.

11. EOIs shall be submitted to the address below no later than 5.00Pm EAT of 25th June 2020

The, Procurement Officer
Eastern Africa Farmers Federation
P.O. Box 13747 - 00800, Nairobi, Kenya
procurement30@eaffu.org

Yours sincerely,

Procurement Officer
Eastern Africa Farmers Federation