



Eastern Africa Farmers Federation

Expression of Interest

(By the consulting firm in response to the REOI issued
by the procuring entity)

For

Translation of materials – marketing, customer channel menus and training materials

Ref No: ***GASFP/2.1/22***

Issue Date: 22/12/21

Instructions to Consultants¹

Reference Number: *GASFP/2.1/22*

23rd December 2021

Translation of materials – marketing, customer channel menus and training materials

1. This request for expressions of interest (REOI) follows the general procurement notice that appeared in *daily* newspaper on 23rd December, 2021, on the EAFF website.
2. EAFF now invites expressions of interest (EOIs) from legally constituted consulting firms and individual consultants (“consultants”) to provide *Translation of materials – marketing, customer channel menus and training materials*
3. More details on these consulting services are provided in the preliminary terms of reference (PTOR) attached as **Annex 1**. The consultant may sub-contract selected activities provided that said services do will not exceed 20% of the total consultancy work.
4. 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.
5. 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 the 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 client’s board of directors or its personnel, 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

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

Policy on Preventing Fraud and Corruption in its Projects and Operations².

6. All consultants are required to comply with the Revised EAFF Policy on Preventing 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 Abuse³ in competing for, or in executing, the contract, the EOI may be rejected or the contract may be terminated by the client.
 - b. In accordance with EAFF’s Anticorruption Policy, EAFF has the right to sanction firms and individuals, including by declaring them ineligible, either indefinitely or for a stated period of time, to participate in any EAFF-financed and/or EAFF-managed activity or operation. EAFF also has the right to recognize debarments issued by other international financial institutions in accordance with its Anticorruption Policy.
 - c. 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 the Fund, 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.
 - d. 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.
 - e. 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.

7. The Fund requires that all beneficiaries of EAFF funding or funds administered by EAFF, including the client, any consultants, implementing partners, service providers and suppliers, observe the highest standards of integrity during the procurement and execution of such contracts, and commit to combat money laundering and terrorism financing consistent with EAFF's Anti-Money Laundering and Countering the Financing of Terrorism Policy.⁴
8. **Procedure:** the selection process will be conducted using QCBS as laid out in the EAFF Procurement Handbook. The client 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.
9. 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.
10. Any request for clarification on this EOI including the PTOR should be sent via e-mail to the address below *procurement45@eaffu.org* no later than *29th December, 2021 5pm EAT*. The client will provide responses to all clarification requests by *31st December, 2021 at 5pm*.
11. **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 *7th January, 2022 at 5pm EAT*

Procurement Office
Attn: *Procurement Officer*
P.O Box 13747-00800
Tel: *+254 204 45 16 91*
E-mail: *procurement45@eaffu.org*

Yours sincerely,

Procurement Officer

Eastern Africa Farmers Federation