



Eastern Africa Farmers Federation

Request for Proposals- Consultancy

for

Procurement title: Developing a database of Agroecological policies in East Africa

Ref No: EAFF/001/FORI/24

Submission Date: 22nd January, 2024

Letter of Invitation Requesting for proposals (Technical and Financial)

Date: 22nd January 2023

Re: Consultancy on Development of Agriecology database in East Africa

Dear Madam/Sir,

EAFF invites proposal from legally constituted consulting firms to provide the consultant services referenced above. More details on these consultant services are provided in attached Terms of Reference (TOR) in ANNEX 1. This request is open to all eligible entities (“Consultants”) who wish to apply.

Please submit the technical proposal and financial proposals using the attached templates.

1. Bid opening date: 22nd January 2024
2. Location: Nairobi
3. Anticipated Start Date: 12th February, 2024
4. Duration of Assignment: 1 month
5. The currency of this bid shall be: Kenya Shillings
6. A firm will be selected under Quality and Cost procurement methods in accordance with the procedures set out in the EAFF Procurement manual.
7. Submission Procedure: The firm (“*Consultant*”) shall submit their proposals using the forms provided for this purpose.
8. Procedure: EAFF will evaluate the proposals using the criteria provided in Annex 2. The firm (“*Consultant*”) that attains the minimum technical score required shall be shortlisted.
9. Any request for clarification on this request for proposal including the TOR should be sent via e-mail to the address below no later than Seven days (7) from the date of this bid notice.
10. EAFF will provide responses to all clarification requests within three (3) days of receiving such requests
11. Bids shall be submitted to the email below no later thirty days (30) days than 5.00Pm EAT of 18th February 2024 to procurement53@eaffu.org.

12. Bidders shall receive communication on the results of this bids no later than Thirty (30) days after bid closure

Form 1: Bid submission form

[Location, Date]

[Authorized 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 request for bids dated *[insert date]*.

I am hereby submitting my firm's bid, which will be open for acceptance for a period of ninety (90) days.

We commit to abide with ethical business practices by avoiding fraud, corruption and undue influence, sexual harassment, exploitation, abuse and conflict of interests.

We acknowledge and understand that we shall promptly inform the client about any material change regarding the information provided in this bid submission form.

We further understand that the failure to properly disclose any of information in connection with this bid submission form may lead to disqualification.

We understand you are not bound to accept any bids that you may receive.

Yours sincerely,

Authorized Signatory

Name and title of Signatory

Name and Address of Firm

Technical proposal form

Section 1: Organization of the Consultant

Provide a brief description of your organization in table below:

Name of the firm	
Date of establishment (Attach certificate of incorporation and other relevant documents)	
Country of registration	
Full address of the firm	
Lead person: name, position, contact information (telephone, email):	Name:
	Tel:
	Email:
Country(ies) of operations with number of branches in each country	
Field(s) of expertise of the firm	
Number of professional staff with experience related directly to the assignment. (Please attach CVs)	
Any other information that the consultant would like to add:	

Section2: Experience of the Consultant

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 for carrying out consulting services similar to the ones requested under ToRs.

Maximum 10 pages

Assignment name:	Approx. value of the contract (in current US\$):
Country: Location within country:	Duration of assignment (months):
Name of client:	Address, and contact details (including email address(es)):
Narrative description of project:	

Section 4: Description of Approach, Methodology and Work Plan for Performing the Assignment

Please provide your understanding of the assignment and scope of work using the outline below

- a) technical approach and methodology,
- b) work plan, and
- c) team composition,

Financial proposal form

N.B: currency of this bid is

(1) Remuneration in										
Subtotal remuneration										
(2) Reimbursibles										
(3) Miscellaneous expenses										
Subtotal 3: miscellaneous expenses										
Proposal amount										

ANNEX 1

TERMS OF REFERENCE

CONSULTANCY SERVICES

1. Organization background

The Eastern Africa Farmers' Federation, EAFF, (www.eaffu.org) is a regional democratic non-governmental organization whose mission is to represent, lobby and advocate for Eastern Africa farmers interests and build their capacities. EAFF's goal is to contribute towards improved rural livelihoods and alleviate poverty in the Eastern Africa Region. The Federation's role is to promote the interests of farmers on issues touching on markets, productivity, capacity, information and regional integration, under the following key pillar: **a)** effectiveness in policy lobbying and advocacy; **b)** institutional strengthening of farmer organizations at all levels; **c)** enhanced engagement of farmers in value chains; and **d)** knowledge management. EAFF recognizes that strong supply chain will not only improve the incomes of the farmers but will also lead to jobs creation and food security. The core mandate and functions of EAFF are to empower smallholder farmers through lobby and advocacy for pro poor policies, facilitation of trade through promotion of regional integration and entrepreneurship, Enhancement of food security, food sovereignty and poverty alleviation; Information management through appropriate acquisition, packaging and dissemination; active engagement of women and youth in agricultural development and natural resources and biodiversity conservation. The Federation's membership consists of national farmer organizations, apex cooperative associations, apex commodity associations and apex women farmer organizations in ten countries in eastern Africa – Burundi, Democratic Republic of Congo, Djibouti, Eritrea, Ethiopia, Kenya, Rwanda, South Sudan, Tanzania and Uganda.

2. Background on project

In East Africa, agroecology is increasingly seen as an approach to the food system transition. Some initiatives were born to address the current environmental challenges faced by the farmers on the ground. These initiatives include among others the project "building local economies in east Africa through agroecology" aiming at boosting local economies and improving the livelihoods of local communities in selected territories in Kenya, Uganda, Tanzania and Democratic Republic of Congo. Hubs on agroecology have also been created and

include the LUANAR AE Hub in Malawi, and the Sokoine AE Hub in Tanzania. The AE Hub based at Manor House Agricultural Centre in Kenya is focused on supporting farmers and civil society organizations that work together on agroecological research and action. Moreover, there is a DeSIRA initiative in East Africa (Ethiopia, Tanzania): LEG4DEV. Its objective is to promote scaling of legume-based agroecological intensification of smallholder maize and cassava cropping systems in SSA for water-food-energy nexus sustainability that enables food security and livelihood resilience. Despite these initiatives, a lot of efforts are yet to be made for the advancement of agroecology agenda in the region. The main constraints hindering the advancement of agroecology and farmer-led research in Eastern Africa include the top-down approach to the agricultural research, which has contributed to the poor research translation. Other hindrances include poor access to the modern technologies and innovations, perennial weather-related perils e.g. droughts, floods, etc., due to climate change, disintegration of the smallholder farming communities, hence increasing the cost of service delivery, widespread gaps in the national Agriculture hence failure to adequately articulate the needs of the smallholder farmers, inadequate extension and advisory services, inadequate access to credit facilities, poor access to the inputs and outputs markets (local and regional) and scanty value chain technical packages for the smallholder farmers.

3. Background of the assignment

EAFF has received financial support from Agricorn, an umbrella body for Agri-agencies globally, to strengthen agroecological policy processes in East Africa. This assignment will contribute in this process by developing a database of agroecological policies in the region. The overall objective of the assignment is to develop a database of existing agroecology policies, platforms, policy constraints and enablers to agroecology and farmer-led research on agroecology at national and regional levels. This will move ahead to strengthen the capacity of EAFF to influence agroecological policies for a better consideration of agroecology in policy documents, which in the long run will improve agricultural policies on issues related agroecology and farmer led action research on innovative agroecological approaches;

4. Overall objectives

Develop a database of agricultural policies in East Africa

5. Scope of work

Main activities and expected results/Outputs per each activity

1. Develop a database of existing agroecology policies, platforms, policy constraints and enablers to agroecology and farmer-led research on agroecology at national and regional levels

within East Africa. The consultant will develop a database of policy instruments related to agroecology policy in the region. The policy instruments include National Policies and Strategies; National Laws, Bills and Regulations. The database should cover the following:

- a. Name of the Policies, Bills and Regulations: This should include all policies, laws or regulations that have been enacted, ratified or are still in the process. This column should start by defining the sub-sector under which the policy instrument falls.
 - b. Aims, Objectives and Policy Thrust/ Highlights, and role of farmer organization. The consultant should briefly describe (i) the aims and objectives of the policy, law or regulation; (ii) the main highlights e.g. the law may establish a new agency or authority; (iii) any role/ mention of farmer organizations in the policy.
 - c. Current Status of the Policies, Bills, laws or Regulations: Provide an update on the status of the policy instrument. This status describes exactly at what stage the policy has reached. This should be as clear and detailed as possible.
 - d. Identified gaps/ weaknesses in the agroecology policies, laws, bills, regulations: After a review of the policy document, please identify any gaps or weaknesses. This can be done during the data collection exercise, by asking the different institutions, through thorough research of the policy/laws/regulations on the primary stakeholders of the same such as farmer organizations, among others.
 - e. Responsible institution: Provide the name of the government institution under which the policy, law or regulation falls. Where possible, the consultant should also provide the name/position of official contact person and his/her official contacts (e-mail and phone).
2. Develop a database of agroecological policy instruments in 3 East African countries, i.e. Burundi, DR. Congo and Tanzania. In this case, the consultant will develop a database of policy instruments related to agroecology in the selected countries with same format as above.

Approach and methodology of the assignment

To undertake this task, the Consultants may adopt the following approach:

- i. Online search of secondary material: Virtually all the materials necessary for this assignment are available online. This should be the first step in the exercise. The consultant will search the websites for all relevant government organizations including the ministries, parliament library, agricultural parastatals, authorities, commodity boards,

national farmer organizations, district offices, agricultural research institutions, among others.

- ii. Physically visiting the relevant offices in Kenya: The visits to the organizations should add value to the work. For example, where information is missing or not up-to-date.
- iii. Virtually meeting the relevant offices in Uganda and Tanzania: The virtual meetings to the organizations should add value to the work. For example, where information is missing or not up-to-date.
- iv. Physically attending parliamentary sessions in Kenya: Where possible, it is important to attend parliamentary sessions on agriculture to understand the status of specific government policies and programs on agriculture. Such meetings also include discussions on the topical issues, which would reveal information on any challenges in the sector or sub-sector.
- v. Virtually attending parliamentary sessions in Uganda and Tanzania: Where possible, it is important to attend parliamentary sessions on agriculture to understand the status of specific government policies and programs on agriculture. Such meetings also include discussions on the topical issues, which would reveal information on any challenges in the sector or sub-sector.
- vi. Collection of the documents: where possible, consultant shall to collect all the policy documents that they come across during this assignment. The documents may be collected in hard copy or electronic forms.

6. Deliverables

The deliverables from the assignment are 2:

(a) the agroecological policy database in East Africa, which will most likely be in excel, **(b)** and also the consultant will develop a review document summarizing the findings.

7. Schedule (Time)

- **Submission of first draft:** 20 days after signing the contract
- **Completion of the assignment:** 10 days after the submission of the 1st draft

8. Consultant's qualifications and experience

Interested consultants are requested to submit and/or meet the following:

1. Up-to-date CV of the consultant(s) together with technical proposal.

Technical Experience requirements

The consultant must have:

2. At least 5 years of experience in conducting policy review at national, regional, and/or global level, especially in Africa context.
3. Experience in agroecology is an added value.
4. Experience in conducting similar studies under projects/Programmes funded by the EU in an added value.

9. Services and facilities to be provided by client

Consultancy services

10. Contact information

Eastern Africa Farmers' Federation (EAFF)

E-mails: procurement53@eaffu.org

11. Submission deadline

Submissions dateline Monday, 18th February 2024

Payment schedule

- a. 1st payment of 20% of the contract amount after submission of assignment's implementation plan
- b. 2nd payment of 60% on submission and acceptance of first draft
- c. 3rd payment of 20% on submission and acceptance of final draft

ANNEX 2

Qualification and Evaluation Criteria (technical)

Item	Criteria	Points
A.	General experience	30
i	Years of practice: Firm ("Consultant") has been in existence for years	15
ii	Experience in industry or sector	15
B.	Specific experience	70
	Experience of the execution of the team	20
i	Demonstrated ability to meet expected deliverables in ToRs,	20
ii	Methodology	20
iii	Any other consideration:	10
	Total Points	100
	Minimum points required to pass	70 points