



# ***Eastern Africa Farmers Federation***

## **Request for Proposals- Consultancy**

for

**Procurement title:** Consultancy to conduct stories harvesting on impact of The Farmers 'Organizations for Africa, Caribbean and Pacific (FO4ACP) Programme.

Ref No: EAFF/GSRN/001/TA002/2024

**Submission Date: 19<sup>th</sup> April 2024**

Letter of Invitation Requesting for proposals (Technical and Financial)  
Date: 19<sup>th</sup> April 2024

**Re: Consultancy to conduct stories harvesting on impact of The Farmers 'Organizations for Africa, Caribbean and Pacific (FO4ACP) Programme.**

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: 25<sup>th</sup> April 2024
2. Location: Nairobi
3. Anticipated Start Date: 1<sup>th</sup> May 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 twenty-one days (21) days than 5.00Pm EAT of 19<sup>th</sup> April 2024 to [procurement53@eaffu.org](mailto: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 .....

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

## ANNEX 1

### Terms of Reference

Ref: EAFF/GSRN/001/TA002/2024

#### Terms of References for Consultancy to conduct stories harvesting on impact of The Farmers' Organizations for Africa, Caribbean and Pacific (FO4ACP) Programme.

### 1.0 Background and Context

#### 1.1 About the Task

EAFF is seeking the services of a consultant to conduct stories harvesting on impact of The Farmers 'Organizations for Africa, Caribbean and Pacific (FO4ACP)

#### 1.2 Brief Description of EAFF

The Eastern Africa Farmers Federation (EAFF) is a corporate members-based regional farmers' organization founded in 2001. The membership consists of 24 national farmer federations, national cooperative organizations, and national commodity associations representing approximately 25 million smallholder farmers in ten (10) countries in Eastern Africa - Burundi, Democratic Republic of Congo, Djibouti, Eritrea, Ethiopia, Kenya, Rwanda, South Sudan, Tanzania, and Uganda.

EAFF's mission is to represent, lobby and advocate for Eastern African farmers' interests and build their capacities. The aim is to enhance regional cohesiveness and the social-economic status of Eastern African farmers. The federation voices the views and demands of farmers on issues such as markets, productivity, climate change, capacity building, information and fostering regional integration (e.g., through trade and harmonization of relevant policies).

#### 1.3 About FO4ACP in Eastern Africa

In 2019, EAFF received a grant from European Union (EU), Organization of African, Caribbean and Pacific States (OACPS) and International Fund for Agricultural Development (IFAD) under the Programme dubbed Farmers' Organizations for African, Caribbean and Pacific Countries (FO4ACP). The overall objective of the programme is to increase income and to improve livelihood, food and nutrition security and safety of organized smallholder and family farmers in the target areas of the ACP countries. EAFF targets smallholder farmers belonging to National Farmer Organizations (NFOs) across eight countries in Eastern Africa region (Burundi, Djibouti, DR Congo, Kenya, Rwanda, South Sudan, Tanzania and Uganda) involved in Cassava, Irish potato,

Livestock, Maize and Soybeans value chains. It is anticipated that 40% of participants will be women. The main component of the Programme is empowering farmer organizations in delivering economic services to members.

## 2.0 Purpose and Objectives of the Consultancy:

The project (now preparing its close-out next year) plans to document experiences (stories of change, outcome harvesting, and success stories), and make these available to farmer organizations across the 8 countries implementing the project and to all organization interested in farmer organizations, including IFAD projects.

Specifically, EAFF would like to document achievements realized in implementing this project in a structured manner, focusing on identifying the specific factors of success, summarizing the actual actions being undertaken on the ground and describing the impact of interventions on the lives of those for whom it is being implemented. The documentation will also attempt to propose some promising practices that can be maintained and replicated or scaled up in the future.

In order to achieve the envisaged objective, the consultant under the overall supervision of EAFF,

- Will work in collaboration with EAFF and members to determine the exact scope of the stories; identify and develop topics and agree communities/facilities to be visited
- Prepare tools and formats that will be used for documenting the stories.
- Meet with beneficiaries in a workshop. This will include focus group discussions, interviews, observations
- Prepare success stories by analyzing and presenting relevant information about project implementation
- Produce the text, photographs and infographics for an info-pack (8-12pages) highlighting success stories and including voices of beneficiaries and other stakeholders.

## 3.0 Deliverables:

A high quality information pack ( 8-12pages ) of success stories

## 4.0 Indicative Schedule of Activities:

The task is expected to be undertaken during the 30 days.

## 5.0 Contract and Reporting Details:

*Type of contract:* The consultant will be offered a fixed-price contract to include all the activities and deliverables listed above.

*Reporting.* The consultant will report to the project lead for all issues related to the task.



## 6.0 Qualifications, Experience, and Skills:

The individual consultant will be expected to have a combination of the following academic and technical capabilities, experience, and competencies in order to deliver on the assignment.

1. University degree in Journalism, Communications or related field;
2. At least five years of professional experience in story writing, preferably on development issues;
3. Proven experience in working with international organizations (successful experience in working with international agricultural agencies is an added advantage);
4. Ability to analyze and synthesize relevant information and develop highly analytical reports;
5. Excellent editing skills and ability to integrate farmer level activities with statistics and technical reports to present credible content;
6. Fluent in English (spoken and written);
7. Ability to deliver products on time against tight deadlines;
8. Demonstrates initiative, creativity and flexibility.

## **ANNEX 2**

### **Qualification and Evaluation Criteria (technical)**

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