



Eastern Africa Farmers Federation

Request for Proposals- Consultancy

for

Procurement title: Consulting Services to conduct a study on Family Farming Policies in support or against in line with FAO voluntary guidelines in Tanzania and Kenya to include other Regional Platform 2 (strong smallholder farmers) countries

Ref No: [EAFF/001/FF/24](#)

Submission Date: 14th March 2024

Letter of Invitation Requesting for proposals (Technical and Financial)

Date: 14th April 2024

Re: Consulting Services to conduct a study on Family Farming Policies in support or against in line with FAO voluntary guidelines in Tanzania and Kenya to include other Regional Platform 2 (strong smallholder farmers) countries

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: 25th April 2024
2. Location: Nairobi
3. Anticipated Start Date: 2nd May 2024
4. Duration of Assignment: 2 months
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 22nd April 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

Consulting Services to conduct a study on Family Farming Policies in support or against in line with FAO voluntary guidelines in Tanzania and Kenya to include other Regional Platform 2 (strong smallholder farmers) countries

Reference number: EAFF/RP2/01/24

1. Organization background

The Eastern African Farmers' Federation (EAFF) was formed in 2001 as a non-political, non-profit and democratic organization, whose role is to voice the concerns and interests of farmers of the region to enhance their social-economic status and regional cohesiveness. EAFF's establishment was championed by national farmers' organizations from Kenya, Tanzania, Uganda, Rwanda and DR Congo. Membership was subsequently extended to Rwanda, Burundi, Eritrea, Djibouti, Ethiopia and South Sudan. EAFF membership is now composed of 24 farmer organizations serving about 20 million smallholder farmers. EAFF has signed an institutional contract with the International Land Coalition to host and implement the activities of the platform jointly with the members.

2. Background on project

Family farming (FF) contribute to food security globally. Both in developing and developed countries, family farming is the predominant form of agriculture in the food production sector. Family farming includes all family based agricultural activities, linked to several areas of rural development. There are more than 570million farms in the world of which over 500 million are family owned. They are responsible for at least 56% of agricultural production; in the following sectors agricultural crops and livestock, fisheries, pastoral production and aquaculture production. Family farmers work on a significant portion of the world's farmland. In Africa 62%. Farmers manage their lands to sustain remarkably high levels of productivity despite having less access to productive resources such as agricultural inputs and support. Family farming preserves traditional food products while contributing to a balanced diet and safeguarding the world's agro-biodiversity and the sustainable use of natural resources. They provide the majority of the world's food, are the major investors in agriculture and the backbone of the rural economic structure.

3. Background of the assignment

The Regional Platform 2 (RP2) themed “*Strong Small-scale Farming Systems*” is one such platform. RP2 aims at promoting people-centered land governance through equitable land distribution and public investment that support small scale farming among its 8 member organizations¹ - *ROPPA, CPF, NO-VOX COTE D'IVOIRE, EAFF, PWC, PROPAC, CEPA, and MYO*. The main objective of the RP2 is to consolidate ILC activities in the Sub-Saharan region and prioritize actions in line with the ILC’s 10-year Strategic Framework while taking into account regional, national and local contexts. The objective and mandate of Regional Platform 2 is to support ILC Africa members in strengthening their ownership of the Coalition and ensuring that its actions are relevant to the specific regional context. The Regional Platform 2 is a platform that coordinates the planning and implementation of activities, mobilizing the required financial resources, and facilitating communication and collaboration among members. It is also responsible for monitoring, evaluating and reporting on the activities undertaken by members. Additionally, the platform provides feedback on organizations from the region applying for ILC membership. *To Ensure equitable land distribution and public investment that supports small-scale farming systems, including through redistributive agrarian reforms that counter excessive land concentration, provide for secure and equitable use and control of land, and allocate appropriate land to landless rural producers and urban residents, whilst supporting smallholders as investors and producers, such as through cooperative and partnership business models.* EAFF therefore with funding support from the International land coalition is seeking the services of a consultant to undertake a comprehensive study on Family Farming Policies in support or against in line with FAO voluntary guidelines.

Family farmers are key in sustainably transforming agri-food systems to nutritiously feed the world; however, they are among the most affected by poverty and vulnerability (FAO, 2020). More than 75 percent of the world’s poorest live in rural areas and depend on agriculture for their livelihood, with family farmers – in particular small-scale food producers, women, youth, Indigenous Peoples and ethnic minorities – among those facing the highest levels of economic, financial, social and environmental risks (IFAD, 2019). Addressing this situation requires a coherent set of policy and investment portfolios that comprise a nexus of measures (FAO, IFAD, UNICEF, WFP and WHO, 2021). The guidelines integrates the role of legislation in anchoring broader policy efforts to support family farming – with implications for numerous sectors of great interest for the sustainable agri-food systems transformation, thereby advancing the objectives of the UNDF and the related SDGs. These guidelines are anchored on four components: access to resources and opportunities; sustainability and traditions; nutrition and healthy diets; and resilience and socio-economic services. Each of the components has outcomes leading to better access, enhanced systems, better nutrition and resilience and service (market/finance/others) to access by Family Farmers. FAO guidelines are important for adoption by countries in support of the family farmers. In line with this, the study will unpack how the sample countries have adopted the guidelines and specifically deep dive on the level of adoption whether as policies or under their national action plans.

¹ See Annex 1 for full names, Region, country and address of RP2 Members

4. Overall objectives

The task objective is to align the UNDF policies in support of Family Farming (FF)

- **Objectives of the assignment**

The objective of the consultancy is to:

- Highlight how countries under RP2 adopts the FAO guidelines under the UNDF
- Provide information on how family farming policies have been adopted and how they are implemented in the countries
- Report on the case studies in relation to the guidelines within the RP2 member countries
- Look at how Family Farming data (youth, women) could contribute to policy decisions in relation to Family Farming

5. Scope of work

- Main activities and expected results/Outputs per each activity

-Synthesize how government from specific model region/countries in East, West and South Africa are implementing the FAO voluntary guidelines in support of Family Farming; case studies to be presented aside from the two model regions (Kenya and Tanzania) in the report

-Highlight how government's from specific model region/countries in East, West and South Africa implement the UN Decade of Family Farming and how it correlates to FAO guidelines

-Look into how of land distribution policies affect youth and women and correlate it to its effect on family farming

-Outline various policies that are promoting family farming in the regions and those that do not promote family farming

-Highlight the opportunities of supporting Family Farming on the context of a changing climatic environment that predisposes the family farmer.

-Provide recommendations on how to include the family farming agenda within the government national action plans as a way to ensure food and nutrition security in Kenya and Tanzania and the other RP2 countries

- **Approach and methodology of the assignment**

The assignment is to be conducted as a desk study with the consultant gathering information in relation to the countries, through engagement of stakeholders including government agencies, non-state and other actors on land.

- **Workplan**

The consultant is expected to undertake the assignment in 2 months.

6. Reports

The consultant is expected to provide a report at the end of this action, detailing the key components of the study.

7. schedule of deliverables (time)

- **submission of first draft**

The first draft is to be received 45 days after signing of the consultant agreement with the Eastern Africa Farmers Federation.

- **completion of the assignment**

The assignment is to be completed within 60 days and a completion report submitted before final payment is made.

8. Consultant's qualifications and experience

a	At least 5 years' experience on land matters including land access, gender related, land use and youth, land governance
b	At least has experience implementing assignment or tasks with institutions handling land matters at global/regional/national level
c	Trained in land related course at degree or masters level
d	Demonstrate an understanding of the United Nations Decade of Family Farming and FAO guidelines thereof
e	Provide evidence of participation on land policies and regulations at National/regional level.

9. Services and facilities to be provided by client

The consultant is to provide the following deliverables:

- Report on how RP2 countries implement the FAO guidelines in support of Family Farming (FF)
- An implementation correlation report among the regions between UNDF and FAO guidelines
- Data on youth and women engagement in FF and how land policies act in their favor in the countries
- Report on policies relating to FF in government action plans and opportunities alongside FF.

10. Project coordination team

S.no.	Staff	Role
1	Hillary Cheruiyot	Program Officer
2	Joyce Wanjiru	Finance Officer

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