



Eastern Africa Farmers Federation

Request for Proposals

Procurement title:

Audit services 2026-2029

Ref: EAFF/GSRN/006/AUD/2025

Submission Date: 10th August 2025

Letter of Invitation Requesting for bids

Date: 10th August 2025

Re:

Dear Madam/Sir:

EAFF invites bids 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 (for the financial submission use own template).

1. Bid opening date: 16th September 2025
2. Location: Nairobi
3. Anticipated Start Date: 1st January 2026
4. Duration of Assignment: 2026-2029
5. The currency of this bid shall be: Kenya Shillings
6. A firm will be selected under procurement methods in accordance with the procedures set out in the EAFF Procurement manual.
7. Submission Procedure: The firm ("*Consultant*") shall submit their proposal using the forms provided for this purpose.
8. Procedure: EAFF will evaluate the proposal 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 bids 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

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11. Proposals shall be submitted to the email below no later 15th September 2025 at
5.00Pm EAT to info@eaffu.org
12. Bidders shall receive communication on the results of this bids no later than Thirty
(30) days after bid closure

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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 required.

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 KES

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

ANNEX 1

Introduction

The Eastern Africa Farmers Federation (EAFF) was formed in 2001 as a non-political, non-profit and democratic organization, whose role is to voice the concerns and interest 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 DRC Congo. Membership was subsequently extended to Burundi, Eritrea, Djibouti, Ethiopia and South Sudan. EAFF membership is now composed of 23 farmer organizations serving 20 million farmers.

EAFF invites certified audit firms to submit proposals for the provision of audit services for the next four years, commencing 2026.

If interested please send your RFP, technical and financial bids electronically by **15th September 2025**, to info@eaffu.org

Requirements;

- Registered and recognized by the Kenyan law and be compliant with statutory requirement.
- Provide a letter of good standing from ICPAK.
- Have a good understanding of International Auditing Standards.
- Have at least five (5) years auditing experience, and provide list of NGO's audited within this time.
- Have experience in auditing of EC and World bank funded projects
- Proof that at least three of the principal partners are registered accountants (ACCA, CPA-K)
- Proposal on how fees charged will be arrived at
- Any other information that the applicant deems relevant

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 the requirements,	20
ii	Methodology	20
iii	Any other consideration:	10
	Total Points	100
	Minimum points required to pass	70 points