



Eastern Africa Farmers Federation

Request for Proposals- Consultancy

for

Procurement title: Study on agroecological Innovations, practices and policy frameworks for sustainable agricultural development in Eastern Africa

Ref No: EAFF/002/FORI/24

Submission Date: 30th September, 2024

Letter of Invitation Requesting for proposals (Technical and Financial)

Date: 11th September, 2024

Re: Consultancy study on agroecological Innovations, practices and policy frameworks for sustainable agricultural development in Eastern 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: 11th September, 2024
2. Location: Nairobi
3. Anticipated Start Date: 4th October, 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 Fourteen days (14) days than 5.00Pm EAT of 30th September, 2024 to procurement53@eaffu.org.
12. Bidders shall receive communication on the results of this bids no later than Thirty (10) 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

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 Eastern 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 Eastern 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 Eastern 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. Overall objectives

The central objective of this consultancy is to:

1. Develop a comprehensive database of scalable agroecological technologies and innovations which are adaptable by the smallholder farming community within Eastern Africa.
2. Conduct at least 5 case studies to assess and document the effectiveness of agroecological practices, innovations, and policy processes.
3. Identify and document constraints and enablers to agroecology and farmer-led research in the region.

4. Scope of work

The consultant will be responsible for:

i. Database Development

- Collate, synthesize, and review scalable agroecology technologies and innovations in Africa and beyond. These technologies and innovations documented must be scalable and adaptable by the smallholder farmers within Eastern Africa.

- Document successful practices and lessons learned to ensure knowledge sharing and adoption by farmers.

ii. Case Studies

- Conduct at least five case studies on agroecology innovation practices and farmer organizations' engagement in policy processes.
- Document the successful development of agroecology policies and legislative frameworks in the region.

iii. Stakeholder Engagement

- Gather experiences and insights from stakeholders on agroecology practices and policy processes.
- Develop a baseline of Farmer Organizations' engagement in agroecology policy development.

iv. Policy and Legislative Analysis

- Analyze drivers, enablers, strategies, and hindrances to successful agroecology technologies/innovation, policy and legislative development.
- Produce policy briefs to trigger further agroecology policy development in Eastern Africa.

5. Approach and methodology of the assignment

- i. **Desk Review:** Comprehensive review of existing literature, reports, and studies related to agroecology in Eastern Africa and beyond.
- ii. **Field Surveys and Interviews:** Conduct surveys, key informant interviews, and engage with relevant stakeholders for in-depth insights.
- iii. **Data Collection and Analysis:** Systematic collection and analysis of data to inform the database and case studies.
- iv. **Drafting and Finalization:** Preparation of draft reports, review with EAFF, and finalization of deliverables.

6. Deliverables

i. Agroecology Database

- A comprehensive database documenting scalable and adaptable agroecological technologies and innovations in Eastern Africa and beyond.

ii. Case Study Booklet

- A booklet highlighting the drivers, enablers, strategies, and hindrances to agroecology technologies, innovations, policy and legislative development.

iii. Policy Briefs

- Detailed policy briefs to be disseminated to stakeholders, focusing on the importance of agroecology and the need for supportive policies.

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:

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

Technical Experience requirement

The consultant must have:

- At least 5 years of experience in policy review, particularly in the African context.
- Expertise in agroecology is highly desirable.
- Proven experience in conducting similar studies funded by international organizations.

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 should not be later than Monday 30th September, 2024.

12. Payment schedule

- a. 1st payment of 50% of the contract amount after submission of assignment's implementation plan.
- b. 2nd payment of 50% 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