Eastern Africa Farmers Federation

Request for Proposals- Consultancy

for

Procurement title: Consultancy to review the EAFF Women Strategy

Ref No: **EAFF/001/WOM/26**

Submission Date: 20th October 2026

Letter of Invitation Requesting for proposals (Technical and Financial)
Date: 20th October 2026

Re: Consultancy to review the EAFF Women Strategy

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: 20th October 2026
2. Location: Nairobi
3. Anticipated Start Date: 2nd December 2026
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 (3) from the date of this bid notice.
10. EAFF will provide responses to all clarification requests within three (2) days of receiving such requests

11. Bids shall be submitted to the email below no later than 5.00Pm EAT of 24th November 2026 to procurement52@eaffu.org
12. Bidders shall receive communication on the results of these 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 [i*nsert 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 References for Consultancy to review the EAFF Women Strategy

1. Background and Context

The Eastern Africa Farmers Federation (EAFF) is a regional farmers' organization representing national farmer federations, cooperative organizations and commodity associations across Eastern Africa. EAFF works to strengthen farmers' representation, policy influence, market participation, productivity, resilience and access to economic services, with particular attention to women and youth.

The adoption of the Comprehensive Africa Agriculture Development Programme (CAADP) Kampala Declaration and Strategy (2026–2035) provides an important framework for advancing inclusive, resilient and competitive agrifood systems. The Declaration calls for greater attention to gender equality, youth empowerment, employment, agricultural investment, climate resilience and accountability. At the regional level, the East African Community (EAC) Regional Agrifood Systems Investment Plan (RASIP) provides further entry points for integrating women's and youth priorities into agricultural policies, investments and implementation processes.

The EAFF Regional Workshop on CAADP Kampala Declaration Implementation and Climate Change, held in Nairobi, Kenya, on 11–12 August 2026, emphasized that the participation of women and youth must translate into meaningful representation, leadership, access to services, economic opportunities and measurable results. The workshop highlighted the need to move beyond nominal inclusion towards deliberate planning, resource allocation, implementation and accountability. It also identified opportunities for farmer organizations to influence regional and national investment plans, climate policies, agricultural finance and market development.

For women and young farmers, these priorities require stronger organizational representation, relevant skills, access to productive resources and financial services, participation in value chains, climate adaptation opportunities and engagement in policy and investment decision-making. Farmer organizations also need practical mechanisms to identify their specific constraints, articulate their priorities and monitor whether policies and investments deliver tangible benefits.

Against this background, EAFF seeks to engage a qualified consultant to develop a comprehensive, evidence-based and action-oriented Women and Youth Strategy. The strategy will guide EAFF and its national members in strengthening the participation, leadership, economic empowerment and resilience of women and young farmers across Eastern Africa, while positioning their priorities within CAADP implementation, regional and national agricultural investment frameworks, and climate policy processes.

2. Purpose of the Assignment

The purpose of the consultancy is to develop an inclusive and actionable EAFF Women Strategy that

provides a common framework for integrating women's priorities into EAFF's governance, programmes, policy advocacy, partnerships, resource mobilization and service delivery.

The strategy should identify priority interventions, institutional responsibilities, implementation arrangements, resource requirements and measurable indicators to ensure that women and youth participate meaningfully in, influence and benefit from agrifood systems transformation.

3. Specific Objectives

The consultant will:

1. Assess the current status of women's participation, representation, leadership and economic empowerment within EAFF and its member organizations.
2. Identify the key structural, institutional, social, economic, policy and climate-related barriers limiting women's and youth participation in agricultural value chains and farmer organizations.
3. Identify opportunities for strengthening women's access to productive resources, agricultural finance, markets, technology, skills, advisory services and decent employment.
4. Define strategic priorities, outcomes, interventions and implementation mechanisms for advancing women's empowerment through EAFF and its members.
5. Strengthen the role of women in farmer organization governance, policy advocacy, agricultural investment decisions, climate adaptation and accountability processes.
6. Establish a results-based monitoring, evaluation, accountability and learning framework with clear indicators, targets and reporting arrangements.
7. Propose institutional arrangements, partnerships and resource mobilization approaches to support implementation and sustainability of the strategy.

4. Scope of Work

The consultant will undertake the following tasks:

4.1 Desk Review and Institutional Assessment

Review relevant EAFF institutional documents, including its Strategic Plan 2021–2028 and ongoing strategic planning processes, gender and youth initiatives, programme reports, policy positions, organizational governance frameworks and relevant studies.

The review will also cover the CAADP Kampala Declaration and Strategy (2026–2035), EAC RASIP, relevant national agricultural investment plans, national climate policies, and other applicable regional and continental frameworks.

The assessment should identify existing achievements, good practices, institutional gaps and opportunities for strengthening women's and youth participation and empowerment.

4.2 Situational and Stakeholder Analysis

Conduct consultations with EAFF's national members, women's platforms, farmer organizations, relevant regional institutions and development partners, and other stakeholders as appropriate.

The analysis should examine:

- Women's representation in EAFF governance structures, leadership positions and policy engagement platforms.
- Participation in farmer organizations, cooperatives, commodity associations and collective action mechanisms.
- Access to land, finance, inputs, technology, extension services, digital solutions and markets.
- Opportunities for agribusiness development, value addition, entrepreneurship, decent rural employment and participation in regional trade.
- Women's participation in climate adaptation, climate-smart agriculture, climate finance and farmer-led innovation.
- Institutional capacity, gender and youth-responsive programming, resource allocation and accountability mechanisms.
- Differences in the experiences and needs of women across countries, agricultural value chains and socioeconomic contexts.

The assessment should recognize the diversity of women farmers, including differences in age, location, disability, access to resources and participation in formal and informal agricultural activities.

4.3 Strategic Alignment and Opportunity Mapping

Identify practical entry points for integrating women's priorities into:

- CAADP Kampala Declaration implementation and related regional and national investment plans.
- EAC, COMESA, IGAD and African Union policy and investment processes relevant to EAFF's mandate.
- National agricultural policies, investment frameworks, Joint Sector Reviews and CAADP Biennial Review processes.
- Nationally Determined Contributions (NDCs), National Adaptation Plans (NAPs) and climate adaptation financing mechanisms.
- Agricultural finance, blended finance, private-sector investment and market-linkage initiatives.
- Digital agriculture, extension, skills development, agribusiness incubation and employment programmes.

The consultant should identify opportunities for women and youth to influence policy decisions and participate in the design, implementation and monitoring of investments, rather than being treated solely as beneficiaries.

4.4 Development of the Strategic Framework

Based on the findings, develop a coherent strategic framework defining the vision, mission or strategic intent, goal, strategic objectives, priority outcomes, interventions and expected results.

The strategy should address, at a minimum, the following interconnected areas:

a. Leadership, governance and representation

Strengthen women's participation in EAFF and member organization governance, leadership succession,

decision-making, policy platforms and regional and national advocacy processes.

b. Economic empowerment and agribusiness development

Promote women's access to markets, productive resources, financial services, business development support, value addition, entrepreneurship, collective marketing and viable agricultural enterprises.

c. Skills, innovation and digital inclusion

Strengthen access to technical and entrepreneurial skills, agricultural advisory services, digital technologies, mentorship, peer learning, research and innovation.

d. Climate resilience and sustainable agrifood systems

Promote women-led adaptation, climate-resilient production, sustainable land and water management, climate information services, climate-smart technologies and access to climate adaptation finance.

e. Policy advocacy and accountability

Strengthen the capacity of women and youth to generate farmer-based evidence, articulate policy priorities, engage decision-makers and monitor the implementation of gender- and youth-responsive commitments under CAADP, RASIP, NASIPs and climate frameworks.

f. Institutional capacity and partnerships

Strengthen EAFF and its members' capacity to mainstream gender and youth priorities in programmes, budgets, governance, partnerships, resource mobilization and results reporting.

g. Knowledge management and learning

Establish mechanisms for documenting good practices, sharing lessons, disseminating information to grassroots organizations and tracking the outcomes of investments and interventions targeting women and youth.

The consultant should apply a gender-responsive and youth-intentional approach, with clearly defined actions, responsibilities, resources and indicators.

4.5 Implementation, Financing and Accountability Framework

Develop an implementation framework that translates the strategy into prioritized and costed actions. This should include:

- A phased implementation plan with short-, medium- and long-term priorities.
- Clear roles and responsibilities for EAFF, its national members, women's structures, and strategic partners.
- Indicative budgets and resource requirements.
- A resource mobilization strategy identifying potential funding and partnership opportunities.
- A results framework with baselines, indicators, targets, data sources and reporting frequency.

- Mechanisms for monitoring implementation, reviewing progress, documenting learning and adjusting interventions.
- Measures to ensure accountability to women and their meaningful participation in strategic oversight.

Where baseline data are unavailable, the consultant should identify the data gaps and recommend how and when baselines will be established.

4.6 Validation and Finalization

Present the draft strategy to EAFF management, relevant governance structures, national members, women and youth representatives, and selected strategic partners for review and validation.

Incorporate feedback and submit a final strategy that reflects the priorities of women and young farmers across EAFF's membership and is aligned with EAFF's institutional mandate and evolving strategic direction.

5. Expected Deliverables

Deliverable	Description	Indicative timeline
1. Inception report	Methodology, work plan, consultation framework, analytical approach and proposed structure of the strategy.	Week 1
2. Situational analysis report	Desk review, institutional assessment, stakeholder consultations, key findings, gaps and strategic opportunities.	Weeks 1
3. Draft Women and Youth Strategy	Strategic framework, priority interventions, implementation arrangements, results framework, indicative budget and resource mobilization approach.	Week 2
4. Final strategy and implementation matrix	Final validated strategy, costed implementation plan, monitoring framework and accompanying presentation.	Week 3

All deliverables shall be submitted in English in editable electronic formats and shall be subject to review and approval by EAFF. The consultant shall incorporate consolidated comments provided by EAFF before final acceptance.

6. Methodology

The consultant is expected to use a participatory, consultative and evidence-based approach, combining:

- Consultations with selected farmer organizations and relevant stakeholders across EAFF's membership
- Key informant interviews with EAFF leadership, staff, national members, women representatives, and strategic partners.
- Desk review of relevant institutional, policy and programme documents.
- Analysis of available quantitative and qualitative data.
- Participatory validation of findings, strategic priorities and proposed interventions.
- Results-based strategic planning, including development of an implementation matrix, indicators and indicative costing.

Consultations should ensure meaningful participation by women people, including those at grassroots level, and should take account of country and value-chain differences. The consultant should propose a feasible consultation sample and explain how the findings will reflect the diversity of EAFF's regional membership.

7. Duration and Level of Effort

The assignment is expected to be completed within six weeks (approximately 30 days) from the date of contract commencement.

The consultant shall submit a detailed work plan indicating the sequencing of activities, consultation schedule, deliverable submission dates and required engagement with EAFF.

The duration and level of effort may be adjusted by EAFF depending on the geographical scope, consultation requirements and available resources.

8. Required Qualifications and Experience

The consultant or consulting team should possess:

- A postgraduate degree in gender and development, youth development, agricultural economics, rural development, agricultural policy, development studies, social sciences or a related field.
- At least five years of relevant experience in gender equality, youth empowerment, farmer organization development, agrifood systems or strategic planning.
- Demonstrated experience in developing institutional strategies, gender and youth strategies, policy frameworks or organizational development plans.
- Strong understanding of smallholder agriculture, farmer organizations, agricultural value chains, rural employment, agribusiness development and agricultural finance.
- Experience in gender-responsive programming,, results-based management and monitoring and evaluation.
- Demonstrated ability to facilitate participatory consultations involving farmer organizations, women's groups, youth platforms and institutional stakeholders.
- Strong analytical, report-writing, facilitation and communication skills.
- Experience working in Eastern Africa and familiarity with regional institutions and policy processes.
- Fluency in English. Knowledge of French or other relevant regional languages will be an advantage.

A multidisciplinary team combining expertise in gender, agrifood systems, climate resilience and policy advocacy may be considered.

9. Management and Reporting Arrangements

The consultant will report to the EAFF Secretariat through a designated focal person or department responsible for coordinating the assignment.

EAFF will:

- Provide relevant institutional documents and available programme information.
- Facilitate introductions to relevant staff, national members and strategic stakeholders.
- Review deliverables and provide consolidated feedback.
- Coordinate the validation process and approve the final strategy.

The consultant will be responsible for the technical quality of the outputs, stakeholder consultation, timely submission of deliverables and incorporation of EAFF's feedback.

10. Ownership and Confidentiality

All reports, data, analytical materials and other outputs produced under this assignment shall remain the property of EAFF. The consultant shall maintain the confidentiality of information obtained during the assignment and shall not publish or share any findings or documents without prior written authorization from EAFF.

11. Submission of Expressions of Interest

Interested consultants or consulting firms should submit:

1. A technical proposal outlining their understanding of the assignment, proposed methodology, consultation approach and work plan.
2. A financial proposal indicating professional fees, anticipated expenses and any other relevant costs.
3. An updated CV or profiles of the proposed consultant(s).
4. Evidence of relevant previous assignments, including samples of comparable strategies or policy frameworks where available.
5. Contact details for at least two professional referees.

Applications should be submitted electronically to EAFF using the contact and submission details specified in the consultancy announcement. The submission deadline and selection process will be communicated by EAFF.

12. Evaluation Criteria

Proposals will be assessed based on the following indicative criteria:

EAFF reserves the right to refine the evaluation criteria and selection arrangements before issuing the consultancy announcement.

13. Expected Outcome

The assignment will result in an actionable EAFF Women Strategy that strengthens institutional commitment and capacity to advance women's and youth leadership, economic empowerment, policy influence and climate resilience. The strategy will provide a clear basis for integrating their priorities into EAFF's programmes, governance, partnerships, investment facilitation and advocacy, while establishing measurable mechanisms for tracking progress and ensuring accountability for results.

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**