



MINISTRY OF AGRICULTURE, LIVESTOCK, FISHERIES AND COOPERATIVES
STATE DEPARTMENT FOR CROP DEVELOPMENT AND AGRICULTURAL RESEARCH

EUROPEAN UNION COVID-19 - KENYA CEREAL ENHANCEMENT PROGRAMME –
CLIMATE RESILIENT AGRICULTURAL LIVELIHOODS WINDOW
(“KCEP-CRAL Plus”)
P.O. BOX 30028 - 00100, KILIMO HOUSE,
CATHEDRAL ROAD, NAIROBI.

REQUEST FOR EXPRESSION OF INTEREST FOR CONSULTING SERVICES - (FIRMS
SELECTION)

ASSIGNMENT: AGRICULTURAL SECTOR MONITORING AND EVALUATION FRAMEWORK

MOALF&C/SDCD&AR/KCEP-CRAL/PROC/REOI-090/2021-2022

Issue Date	18 th January 2022
Pre- Proposal Conference	21 st January 2022 at 1200hrs
Closing Date	1 st February 2022 at 12.00pm EAT
Opening Date	1 st February 2022 at 12.30pm EAT
Selection Method	Quality and Cost Based Selection [QCBS]

1. SECTION ONE:

LETTER OF INVITATION

- 1.1 The EU COVID-19 - Kenya Cereal Enhancement Programme – Climate Resilient Agricultural Livelihoods Programme (“KCEP-CRAL Plus”) is a European Union (EU) enhanced support to farmers with an increased grant allocation of **€5 million** through the existing GoK-EU-IFAD co-funded Multi-Donor Action: Kenya Cereal Enhancement Programme-Climate Resilient Agricultural Livelihoods Window (KCEP-CRAL). This is 24 Months European Union (EU) support to the Government of Kenya (GoK), running from 1 July, 2020 – June, 2022.
- 1.2 This incremental support is to enable targeted farmers reap good crop harvest through access to subsidized inputs and markets, all geared towards enhancing their food security against the backdrop of the current COVID-19 crisis as well as impact from floods, potential risk of desert locust infestation of cropland and increasing food prices of major commodities, which are affecting smallholders and rural communities disproportionately.
- 1.3 This EU COVID-19 – KCEP-CRAL Plus interventions are fully aligned to the on-going KCEP-CRAL implementation structures and arrangements, which has established an electronic voucher (“e-voucher”) system enabling farmers access inputs from agro-dealers, supporting farmers groups and cooperatives with post-harvest, market and storage infrastructures, strengthening financial inclusion, among others. IFAD is proposed to manage the EU COVID-19 grant in line with the existing contractual arrangements under the KCEP-CRAL between EU and IFAD on one hand, and IFAD and GoK on the other hand.
- 1.4 The Programme responds to Pillar 1 of the Big Four Agenda pertaining to "Improving Food Security and Nutrition" announced in December 2017 by President of the Country. The COVID-19 response contributes directly on the initiatives that guarantees food and nutrition security to all Kenyans by 2022 through the expansion of food production and supply, reduction of food prices to ensure affordability and support to value addition in the food processing value chain.
- 1.5 **Programme Overall Objective**
“Sustainable job opportunities for youth and women are created in agricultural value chains”
- 1.6 **Programme Specific Objective:**
To preserve sustainable jobs opportunities for youth and women in response to the COVID19 crisis through access to agricultural inputs, markets and knowledge.
- 1.7 The Programme is implemented and coordinated using the existing KCEP-CRAL arrangement structures and systems under three technical Result Areas, namely;

1.7.1 Result 1: Targeted smallholders have access to improved agricultural inputs and services:- The main purpose of this result is provision of access to quality agricultural inputs by smallholders (with priority on women and youth farmers) focusing on high production areas and food crops for the internal markets. This involves, adapting the KCEP-CRAL e-voucher system established under the 10th EDF to channel subsidized

agricultural inputs from card to cardless transactions coupled with financial literacy targeting farmers affected by COVID-19 and other related risks.

1.7.2 Result 2: Improved compliance with appropriate hygiene practices in selected markets, market and storage infrastructures (including agro-dealers) to comply with COVID-19 standards set by the Ministry of Health: The main purpose of this result is to support compliance with appropriate water, sanitation and hygiene (WASH) standards in selected markets, market and storage infrastructure (including agro-dealers) and training of key value chain actors to comply with COVID19 standards set by the Ministry of Health. KCEP-CRAL Plus provides training of key value chain actors in Post-Production management and market linkages using e-platforms in compliance with COVID-19 guidelines.

1.7.3 Results 3: Improved capacity of the Government of Kenya to plan and coordinate the COVID-19 food security response:- The main purpose of this result is to strengthen the institutional, coordination and analytical capacity of the newly established Food Security War Room-FSWR in the MoALF&C to effectively coordinate and provide data and information to inform the Ministry on taking sound and evidence-based planning and decisions to respond to COVID-19 pandemic and other related risks in the country.

- 1.8 The Programme is financed by EU, IFAD and the GoK, beneficiary farmer, Partner and Financial Institutions (PFIs) and supervised by IFAD. The Financing Agreement (FA) was signed on 18th March, 2021, for a duration of 24 Months with Programme completion and finance closing dates of 30th June 2022 and 31st December 2022 respectively.
- 1.9 EU COVID-19 - Kenya Cereal Enhancement Programme - Climate Resilient Agricultural Livelihoods Window (“KCEP-CRAL Plus”) invites proposals from eligible and competent Consultancy Firms or Consortium of firms specializing in the Development of Sector Monitoring and Evaluation Framework (SM&EF) to submit proposals for the Development and Rollout of the same as per the Terms of References (ToRs) provided.
- 1.10 Consultants may associate with other firms to enhance their qualifications but should indicate clearly whether the association is in the form of a joint venture and/or a sub-consultancy. In the case of a joint venture, all the partners in the joint venture shall be jointly and severally liable for the entire contract, if selected.
- 1.11 A firm will be selected under Quality and Cost-Based Selection (QCBS) and the procedures described in this REOI.
- 1.12 The bidding document can be downloaded by interested Bidders **FREE OF CHARGE** from the Ministry’s website: www.kilimo.go.ke under “tender” links or the Programme website www.kcepccral.go.ke and the Bidders who download the tender document from the website must forward their particulars immediately to tenders.kcepccralprogramme@gmail.com for records and any further tender clarifications and addenda.
- 1.13 The interested parties may request for clarifications on this Request for Expression of Interest (REOI) up to **Five (5) days** before the REOI submission date. Any request for clarification must be sent in writing by paper, mail or electronic mail to:
Senior Programme Coordinator,
KCEP-CRAL Programme,

P.O.BOX 30028-00100,
NARL KABETE Grounds.
Email: tenders.kcepccralprogramme@gmail.com

- 1.14 Completed REOI documents, original and one copy of the tender **MUST** be delivered to the address below clearly marked and addressed as shown below;

The Principal Secretary,
State Department for Crop Development Agricultural Research,
P.O. Box 30028-00100,
Kilimo House, cathedral road, Nairobi,
Tel: 0770174188.

on or before 1st February 2022 at 12.00pm EAT (EAT) clearly marked “REQUEST FOR EXPRESSION OF INTEREST FOR CONSULTING SERVICES TO DEVELOP OF SECTOR MONITORING AND EVALUATION FRAMEWORK (SM&EF): REREFENCE: MOALF/SDCD&AR/KCEP-CRAL/PROC/REOI-090/2021-2022.

- 1.15 Due to the Corona Virus (COVID-19) pandemic, the Government of Kenya has put in place measures to reduce the potential spreading of the Virus. The Public Procurement Regulatory Authority (PPRA) has continued to offer appropriate advice and guidance to support the preventive measures on the spreading of COVID-19 outlined by the Government for handling procurement activities. These guidelines were issued on the 27th March 2020. IFAD has also identified a range of rapid procurement modalities to support the Programme procurement activities in order to minimize the impact of COVID-19 on Programme implementation.

The following **MEASURES** shall be adhered to during the **Bid Opening of this tender**.

- a) Where bidders or their representatives chose to attend the bid opening, the Procuring entity shall ensure the opening venue is spacious and observe a social distance of at least 1.5 meters away from each other.
- b) Screening of the attendees shall take place.
- c) Failure by bidders to attend any bid opening shall not invalidate the process.
- d) The results of the bid opening shall be communicated by email within 30-days from the date of the tender opening. Bidders should **therefore submit** their registration details via tenders.kcepccralprogramme@gmail.com.
- e) Virtual opening shall also be conducted and a zoom link shall be provided for those bidders who shall have registered their particulars in the email above (d).

SECTION TWO:

Instructions to Consultants¹

- 2.1 The Kenya Cereal Enhancement Programme – Climate Resilient Agricultural Livelihoods Programme (“KCEP-CRAL Plus”) has received European Union financing from the International Fund for Agricultural Development (“the Fund” or “IFAD”) towards the cost of KCEP-CRAL PLUS (“the client” or “procuring entity”), and intends to apply part of the proceeds for the recruitment of consulting services, for which this REOI is issued.

The use of any IFAD financing shall be subject to IFAD’s approval, pursuant to the terms and conditions of the financing agreement, as well as IFAD’s rules, policies and procedures. IFAD and its officials, agents and employees shall be held harmless from and against all suits, proceedings, claims, demands, losses and liability of any kind or nature brought by any party in connection with KCEP-CRAL Programme

- 2.2 The client now invites expressions of interest (EOIs) from legally constituted consulting firms (not individual consultants) (“consultants”) to provide **consulting services to develop and roll out the sector monitoring and evaluation framework (SM&EF)**

More details on these consulting services are provided in the preliminary terms of reference (PTOR) attached as **Annex 1**. The consultant may sub-contract selected activities provided that said services do will not exceed 20% of the total consultancy work.

- 2.3 Before preparing its EOIs, the consultant is advised to review the preliminary terms of reference attached as **Annex 1**, which describe the assignment and **Annex 2** that details the evaluation of the technical qualifications.
- 2.4 The consultant shall not have any actual, potential or reasonably perceived conflict of interest. A consultant with an actual, potential or reasonably perceived conflict of interest shall be disqualified unless otherwise explicitly approved by the Fund. A consultant including their respective personnel and affiliates are considered to have a conflict of interest if they a) have a relationship that provides them with undue or undisclosed information about or influence over the selection process and the execution of the contract, b) participate in more than one EOI under this procurement action, c) have a business or family relationship with a member of the client’s board of directors or its personnel, the Fund or its personnel, or any other individual that was, has been or might reasonably be directly or indirectly involved in any part of (i) the preparation of this expression of interest, (ii) the selection process for this procurement, or (iii) execution of the contract. The consultant has an ongoing obligation to disclose any situation of actual, potential or reasonably perceived conflict of interest during preparation of the EOI, the selection process or the contract execution. Failure to properly disclose any of said situations may lead to appropriate actions, including the disqualification of the consultant, the termination of the contract and any other as appropriate under the IFAD Policy on Preventing Fraud and Corruption in its Projects and Operations².
- 2.5 All consultants are required to comply with the Revised IFAD Policy on Preventing Fraud and Corruption in its Activities and Operations (hereinafter, “IFAD’s Anticorruption Policy”) in competing for, or in executing, the contract.

¹ This document refers to legally constituted consulting firms as “consultant”.

² The policy is accessible at www.ifad.org/anticorruption_policy.

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- a. If determined that a consultant or any of its personnel or agents, or its sub-consultants, sub-contractors, service providers, suppliers, sub-suppliers and/or any of their personnel or agents, has, directly or indirectly, engaged in any of the prohibited practices defined in IFAD's Anticorruption Policy or integrity violations such as sexual harassment, exploitation and abuse as established in IFAD's Policy to Preventing and Responding to Sexual Harassment, Sexual Exploitation and Abuse³ in competing for, or in executing, the contract, the EOI may be rejected or the contract may be terminated by the client.
 - b. In accordance with IFAD's Anticorruption Policy, the Fund has the right to sanction firms and individuals, including by declaring them ineligible, either indefinitely or for a stated period of time, to participate in any IFAD-financed and/or IFAD-managed activity or operation. The Fund also has the right to recognize debarments issued by other international financial institutions in accordance with its Anticorruption Policy.
 - c. Consultants and any of their personnel and agents, and their sub-consultants, sub-contractors, service providers, suppliers, sub-suppliers and any of their personnel and agents are required to fully cooperate with any investigation conducted by the Fund, including by making personnel available for interviews and by providing full access to any and all accounts, premises, documents and records (including electronic records) relating to this selection process or the execution of the contract and to have such accounts, premises, records and documents audited and/or inspected by auditors and/or investigators appointed by the Fund.
 - d. Consultants have the ongoing obligation to disclose in their EOI and later in writing as may become relevant: (i) any administrative sanctions, criminal convictions or temporary suspensions of themselves or any of their key personnel or agents for fraud and corruption, and (ii) any commissions or fees paid or to be paid to agents or other parties in connection with this selection process or the execution of the contract. As a minimum, consultants must disclose the name and contact details of the agent or other party and the reason, amount and currency of the commission or fee paid or to be paid. Failure to comply with these disclosure obligations may lead to rejection of the EOI or termination of the contract.
 - e. Consultants are required to keep all records and documents, including electronic records, relating to this selection process available for a minimum of three (3) years after notification of completion of the process or, in case the consultant is awarded the contract, execution of the contract.

2.6 The Fund requires that all beneficiaries of IFAD funding or funds administered by IFAD, including the client, any consultants, implementing partners, service providers and suppliers, observe the highest standards of integrity during the procurement and execution of such contracts, and commit to combat money laundering and terrorism financing consistent with IFAD's Anti-Money Laundering and Countering the Financing of Terrorism Policy.⁴

2.7 **Procedure:** the selection process will be conducted using the **Quality and Cost Based Selection** as laid out in the IFAD Procurement Handbook that can be accessed via the IFAD website at www.ifad.org/project-procurement. The client will evaluate the EOIs using

³ The policy is accessible at <https://www.ifad.org/en/document-detail/asset/40738506>.

⁴ The policy is accessible at <https://www.ifad.org/en/document-detail/asset/41942012>.

the criteria provided in **Annex 2**. The shortlisted consultant(s) will be provided with the detailed TORs and asked to submit a detailed technical and financial offer. The evaluation will include a review and verification of qualifications and past performance, including a reference check, prior to the contract award.

SECTION THREE:
3.1 FORM EOI-1
EOI SUBMISSION FORM

[Location, date]

[Authorized official]

CONSULTING SERVICES FOR THE DEVELOPMENT AND ROLL-OUT OF THE SECTOR MONITORING AND EVALUATION FRAMEWORK (SM&EF)

REFERENCE: MOALF&C/SDCD&AR/KCEP-CRAL/PROC/REOI-090/2021-2022

We, the undersigned, declare that:

1. We are expressing our interest in providing the consulting services for the above-mentioned assignment and have no reservations to the REOI, the instructions to the consultants and any addenda thereto.
2. Our expression of interest is open for acceptance for a period of one hundred and twenty days (120) days.
3. Our firm, its associates, including any subcontractors or suppliers for any part of the contract, have not been declared ineligible by the Fund and have not been subject to sanctions or debarments under the laws or official regulations of the client's country or not been subject to a debarment recognized under the Agreement for Mutual Enforcement of Debarment Decisions (the "Cross-Debarment Agreement")⁵, beyond those declared in paragraph 9 of this EOI submission form.
4. We acknowledge and accept the IFAD Revised Policy on Preventing Fraud and Corruption in its Activities and Operations. We certify that neither our firm nor any person acting for us or on our behalf has engaged in any prohibited practices as provided in ITC Clause 6. Further, we acknowledge and understand our obligation to report to anticorruption@ifad.org any allegation of prohibited practice that comes to our attention during the selection process or the contract execution.
5. No attempt has been made or will be made by us to induce any other consultant to submit or not to submit an EOI for the purpose of restricting competition.
6. We acknowledge and accept the IFAD Policy on Preventing and Responding to Sexual Harassment, Sexual Exploitation and Abuse. We certify that neither our firm nor any person acting for us or on our behalf has engaged in any sexual harassment, sexual exploitation or abuse. Further, we acknowledge and understand our obligation to report to ethicsoffice@ifad.org any allegation of sexual harassment, sexual exploitation and abuse that comes to our attention during the selection process or the contract execution.

⁵ The Cross-Debarment Agreement was entered into by the World Bank Group, the Inter-American Development Bank, the African Development Bank, the Asian Development Bank and the European Bank for Reconstruction and Development, additional information may be located at: <http://crossdebarment.org/>.

7. The following commissions, gratuities, or fees have been paid or are to be paid with respect to the selection process:

Name of Recipient	Address	Reason	Amount	Currency

(If none has been paid or is to be paid, indicate “none.”)

8. We declare that neither our consulting firm nor any of its directors, partners, proprietors, key personnel, agents, sub-consultants, sub-contractors, consortium and joint venture partners have any actual, potential or perceived conflict of interest as defined in ITC Clause 5 regarding this selection process or the execution of the contract.

[insert if needed: “other than the following:” and provide a detailed account of the actual, potential or perceived conflict]. We understand that we have an ongoing disclosure obligation on such actual, potential or perceived conflicts of interest and shall promptly inform the client and the Fund, should any such actual, potential or perceived conflicts of interest arise at any stage of the procurement process or contract execution.

9. The following criminal convictions, administrative sanctions (including debarments) and/or temporary suspensions have been imposed on our consulting firm and/or any of its directors, partners, proprietors, key personnel, agents, sub-consultants, sub-contractors, consortium and joint venture partners:

Nature of the measure (i.e., criminal conviction, administrative sanction or temporary suspension)	Imposed by	Name of party convicted, sanctioned or suspended (and relationship to the consultant)	Grounds for the measure (i.e., fraud in procurement or corruption in contract execution)	Date and time (duration) of measure

If no criminal convictions, administrative sanctions or temporary suspensions have been imposed, indicate “none”.

10. We acknowledge and understand that we shall promptly inform the client about any material change regarding the information provided in this EOI submission form.
11. We further understand that the failure to properly disclose any of information in connection with this EOI submission form may lead to appropriate actions, including our disqualification as consultant, the termination of the contract and any other as appropriate under the IFAD Policy on Preventing Fraud and Corruption in its Projects and Operations.
12. We understand that you are not bound to accept any EOI that you may receive.

[Authorized signatory] _____

[Name and title of signatory] _____

[Name and address of firm] _____

3.2 FORM EOI-2
ORGANIZATION OF THE CONSULTANT

**CONSULTING SERVICES FOR THE DEVELOPMENT AND ROLL-OUT OF THE
SECTOR MONITORING AND EVALUATION FRAMEWORK (SM&EF)**

REFERENCE: MOALF&C/SDCD&AR/KCEP-CRAL/PROC/REOI-090/2021-2022

[The consulting firm is required to provide a brief description of the background and organization of your firm/entity and of each associated firm for this assignment. Include the organization chart of your firm/entity. The EOI must demonstrate that the consultant has the organizational capability and to carry out the assignment. The qualifications document shall further demonstrate that the consultant has the capacity to field and provide experienced replacement personnel on short notice. Key staff CVs are not required at the shortlisting stage.]

Name of the firm	
Date of establishment	
Country of registration	
Full address of the firm	
Focal point: name, position, contact information (telephone, email):	Name:
	Tel:
	Email:
Number of branches in the country	
Country(ies) of operations with number of branches in each country	
Number of full-time employees	
Number of part-time employees	
Field(s) of expertise of the firm	
Number of professional staff with experience related directly to the assignment	
Subsidiary and associated companies (<i>wherever applicable</i>): (details in the following format to be provided for all associates) – (i) Name of the company	

(ii) Nature of business (iii) Address of the company (iv) Website of the company (v) Brief description of company (maximum of 120 words)	
Any other information that the consultant would like to add:	

Maximum 10 pages

3.3 FORM EOI-3

EXPERIENCE OF THE CONSULTANT

CONSULTING SERVICES FOR THE DEVELOPMENT AND ROLL-OUT OF THE SECTOR MONITORING AND EVALUATION FRAMEWORK (SM&EF)

REFERENCE: MOALF&C/SDCD&AR/KCEP-CRAL/PROC/REOI-090/2021-2022

[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 or as one of the major companies within an association, for carrying out consulting services similar to the ones requested under the preliminary terms of reference included in this EOI. The EOI must demonstrate that the consultant has a proven track record of successful experience in executing projects similar in substance, complexity, value, duration, and volume of services sought in this procurement]

[Maximum 20 pages]

Assignment name:	Approx. value of the contract in Ksh (or equivalent in US\$):
Country: Location within country:	Duration of assignment (months):
Name of client:	Total No. of staff-months of the assignment:
Address, and contact details (including email address(es)):	Approx. value of the services provided by your firm under the contract (or equivalent in US\$):

Start date (month/year): Completion date (month/year):	No. of professional staff-months provided by associated consultants:
Name of associated consultants, if any:	Name of proposed senior professional staff of your firm involved and functions performed (indicate most significant profiles such as project director/coordinator, team leader):
Narrative description of project:	
Description of actual services provided by your staff within the assignment:	

Name of Firm: _____

SECTION 4:

ANNEX 1

PRELIMINARY TERMS OF REFERENCE

CONSULTING SERVICES FOR THE DEVELOPMENT AND ROLL-OUT OF THE SECTOR MONITORING AND EVALUATION FRAMEWORK (SM&EF)

REFERENCE: MOALF&C/SDCD&AR/KCEP-CRAL/PROC/REOI-090/2021-2022

The Objectives of the Assignment:

4.1 KCEP-CRAL PCU is seeking the service of a Consulting Firm to Develop and Roll- out the Sector Monitoring and Evaluation Framework (SM&EF).

4.2 Kenya's economy is predominantly dependent on agriculture in terms of its The Monitoring & Evaluation framework describes how the whole M&E system for the sector operates in an environment where a variety of actors drive a common agenda of achieving set goals. This requires coordination and communication at various stages between the different actors and institutions concerned. Most importantly the allocation of responsibilities, expected deliverables and assessing performance against set targets, need to be agreed upon. A set of indicators to signal achievement, or non-achievement founded on a baseline are designed for necessary corrective measures to be undertaken. The indicators are set to gauge progress and are aligned to the national, regional and international development agenda for planning and efficient allocation of resources.

4.3 The Government of Kenya is focused on realizing shared growth through the transformation of the agricultural sector to achieve sustainable and equitable food and nutrition security and job and wealth creation in line with the country's Vision 2030. In this regard, the Ministry of Agriculture, Livestock, Fisheries and Cooperatives (MoALF&C) Vision is to make Kenya a food secure and a wealthy nation anchored on an innovative, commercially oriented and competitive agriculture sector. To guide the sectors', vision the MoALF&C in collaboration with sector players, developed the Agriculture Sector Transformation and Growth Strategy (ASTGS) 2019-2029. To give impetus and leadership in the transformation of the sectors to achieve 100% food and nutritional security by the year 2022 under the Big Four agenda. Besides being judicious about the use of the countries natural resources (land, Water & climate), building resilience of agricultural systems, increasing employment opportunities for the youth and women, and developing an enabling environment for the private sector to thrive, there is an increased need to

develop an M&E framework to monitor implementation and domestication of government policies and strategies.

4.4 As defined by the Constitution of Kenya 2010, the County Governments have a big role in implementing the ASTGS for the sector to achieve its goals and aspirations. Like in several other countries in Africa, the agricultural sector in Kenya is characterized by the presence of a large number of Government agencies, Programmes, research institutions, Development Partners and NGOs that carry out their separate monitoring and evaluation functions. Consequently, huge amounts of data and information already exist. However, this information is not compiled in a systematic way, and duplication of efforts is likely, while, in other aspects, gaps might exist. To address these inefficiencies and to continuously collect, analyze and disseminate data from different sources, a sector-wide M&E framework needs to be established.

4.5 The Ministry is determined to close the gap associated with the operationalization of the M&E framework, data collection and information management. Further, staff capacity and capability need to be addressed to ensure smooth operations and efficient management of the process and therefore seeks technical support to realize this objective.

4.6 It is expected that having a sector M&E framework will ensure:-

- i. Strengthened National and County level agricultural planning, coordination, performance and agriculture advocacy.*
- ii. Establish a harmonized system for tracking and measurement of progress and results of agricultural transformation at all levels.*
- iii. Enhanced M&E capacity to drive and implement sector M&E framework.*

4.7 Significant progress has been made and a draft M&E framework has been developed. This technical assistance will focus on the review of the current draft M&E framework, a further analysis of the existing M&E landscape and ensure the finalization and adoption of the proposed M&E framework, by stakeholder and at the same time, provide capacity and capability building manual for effective implementation of M&E in the sector.

4.8 The over-all objective of the M&E framework is to track implementation progress at the various implementation levels including activity, output and with great emphasis on outcome and at the Goal (ultimately) level of the ASTGS and other sector plans and policies, thereby contributing to improved efficiency through coordinated result-based decision-making. This will enhance evidence based leadership and management of the sector.

4.9 The framework will provide a set of measurable parameters that sector stakeholders can streamline into their existing monitoring and evaluation (M&E) systems so as to monitor and evaluate performance. This framework will be the same across all the counties and therefore, enhance coordination and data harmonization for evidence decision making.

Specific Objectives include;

- i. To outline the M&E standards and processes that guide data and information collection and quality standards that address Government and stakeholders information needs;*
- ii. Develop and roll-out an harmonized M&E Management Information System (MIS) system for tracking and measuring of progress, results and impact of agricultural sector interventions at all levels;*
- iii. To harmonize existing sector wide indicators/metrics and the respective data and information collection approaches and tools;*
- iv. To set the basis for accountability by government and partners to the Kenyans and*
- v. To guide timely generation and sharing of progress monitoring data/information across the agriculture sector players.*

The Scope of Work

4.10 The Consulting Firm is expected to conduct this assignment in a two phased approaches:

4.10.1 **Phase one [I]: Development of the Sector M&E Framework** that will involve;

- a) A review of the ASTGS and key sector guiding policies as well as the National Integrated Monitoring and Evaluation System (NIMES), the Comprehensive Africa Agriculture Development Programme (CAADP) Biennial Review indicators and other related documents. This is aimed at assessing the current M&E infrastructure and practices;
- b) Review the current draft M&E framework and identify gaps to its finalization, ensuring that key information needs are identified, harmonized across all M&E systems and highlighted in the priority sector indicators;
- c) Outline and establish the baseline indicators and how they will be quantified;
- d) Identify the information needs of different users (Purpose);
- e) Develop a hand book of indicator that will define and harmonize computation methods, tools and timelines across the sector. The handbook will specify what mechanisms and processes will be used to ensure results from the M&E system are used and integrated into decision making (Utilization);
- f) Specify how the M&E framework will be evaluated, updated and modified in response to dynamic users' needs and feedback (System Review);
- g) Undertake the development of a clear roadmap on how the operationalization and interlinkages of the Sector M&E Framework activities, output and outcomes will be actualized using a Theory of Change (ToC) analogy with clear assumption and risk.
- h) Specify what policies, legal mechanisms, organisational arrangements and incentive structures are needed for the M&E framework to be functional (Institutional Arrangements);
- i) Specify the knowledge, skills and attitudes, needed by key stakeholder groups to effectively develop, implement and use the M&E framework (Human Capacity);
- j) Specify the necessary infrastructure (capability) required to operationalize the framework;
- k) Give an overview of how a digital M&E system - through which all indicators and data will be populated. (Details of development of MIS will be in separate ToRs for consultancy to develop the system);
- l) The developed Sector MIS to be interpretable with GIS/RS data and information and other statistical application/software's for analysis including R-GUI and any other robust analytical tools for production of online reporting.

- m) Propose a testing and piloting methodology for the entire M&E framework;
- n) Refine the framework based on the outcome of the pilot;
- o) Provide an updated sector-wide M&E framework; and capacity
- p) Develop an action plan for full implementation and requisite training and capability development.

4.10.2 **Phase Two [II]: Development of M&E Training manual for the key Sector Players** that will involve;

- a) Capacity building for effective roll-out of the sector M&E framework and
- b) Design customized M&E training materials, tools and an M&E training plan for both Training of Trainers (ToTs) and users and generation of training manual.

4.11 The Agricultural Transformation Office (ATO) will take the leading role to spearhead this process. The development of the sector M&E framework will be undertaken in a consultative manner involving all sector stakeholders at the two levels of Government. The M&E system is envisaged to be largely decentralized to county level but centrally coordinated at ATO.

4.12 Based on the uniqueness of this task, the process will be undertaken through technical assistance provided by individual consultant who will be attached in Agriculture transformation Office as an M&E Lead. ATO will provide leadership in this engagement supported by a multi-sectoral steering committee as well as a technical team (secretariat). The ATO will appoint a senior level counterpart to the consultant who will work with the consultant on a day to day basis as part of the mentoring and handover process – this is crucial for sustainability and continuity of the system beyond the consultancy.

4.13 Consultations will be undertaken at all levels to ensure inclusivity and ownership of the framework.

4.14 The main outputs of this assignment shall be;

- i. **Inception Report** that provides understanding of the task and work plan for the assignment. The report will be expected within one week upon signing of the contract.
- ii. A sector wide M&E framework assessment report and Power Point presentation that will form the basis for updating the existing framework.
- iii. Updated Draft M&E Framework document to be subjected to stakeholder validation. It is expected that the document shall have the following contents:
- iv. Purposed M&E Framework - what information needs will be covered.
- v. Core Information Processes
 - what data (questions, indicators and their level) will be collected
 - what data collection methodologies will be used
 - how will the data be analyzed
 - what communication mechanism / information technology will be used
- vi. Utilization
 - What mechanisms and processes will be used to ensure results from the M&E framework are used and integrated into decision making?
- vii. M&E framework Review

- How will the M&E framework be evaluated, updated and modified to users' needs and feed-back mechanism.
- viii. M&E Institutional Arrangements
 - what policies, legal mechanisms organisational arrangements and incentive structures are needed for the M&E framework to be functional
- ix. M&E Human Capacities
 - What attitudes, knowledge and skills are needed by key stakeholder groups to effectively implement the M&E framework
- x. M&E Institutional capabilities
 - What kind of infrastructural (equipment, ICT software, routine maintenance etc.) support is required to implement the framework
- xi. **Final Sector-wide M&E Framework:** Submission of the final report and Power Point presentation that has considered feed-back from the stakeholders' workshop.
- xii. Final M&E Training manuals (both trainers and participants manual)
- xiii. The Consultancy team shall, at the end of the assignment, submit to ATO all documents, working files and computer data (properly organized and filed) that have been produced during the assignment.

4.15 The Consulting Firm should possess proven experience and capacity to execute the stated tasks. In particular, the service provider is expected to demonstrate competence in the following areas:

- i. The firm should have documented wide experience working in the agricultural and rural development sector, particularly in Africa, setting up and operating sector wide or government wide M&E systems. Specific experience with the Kenya's agricultural sector will be an added advantage. They should present a combination of staff with a good analytical skills, experience with project/programme management, monitoring and evaluation. Experience with sector wide approach in programs implementation will be an added advantage. Specifically, the consultants should meet the following requirements:
 - a) The Team lead should have Master's degree in Agricultural Economics, Economics, Social Sciences or related field;
 - i. *At least 5 years of international experience in developing decentralized sector/government/regional/global wide M&E frameworks;*
 - ii. *Developing and executing M&E capacity strengthening plans specifically in the Agricultural and Rural Development Sector in Africa;*
 - iii. *Proven experience of leading the design and development of sector/government/regional/global level online MIS/database systems;*
 - iv. *Experience working with multi-donor projects;*
 - v. *Proven experience and track record of working with senior government staff and providing Technical Assistance (TA) services to such personnel and*
 - vi. *Excellent process management and facilitation skills.*

b) The firm should provide proven experiences of other key technical staff that include;

- i. A Staff with experience in designing, developing and operationalization of systems including MIS coupled with great deal in IT and programming, software development, integrated dashboard, GIS/RS skills and knowledge,*
- ii. A staff with advanced skills and experiences in big data and macro-indicator reporting and aggregation and*
- iii. Proven extensive knowledge and experience in development of database application system, computer scripting, designing database application system, including solid analytical experience.*

ANNEX 2
Qualification and Evaluation Criteria

#	Evaluation Criteria	Mandatory (Yes/ NO)
1.	<p>Mandatory Evaluation Criteria: - Stage One: Mandatory/Preliminary Evaluation: 1) Certified Copy of Certificate of Incorporation. 2) Certified Copy of Valid Tax Compliance Certificate (will be verified on the KRA TCC Checker. 3) Mandatory Business Questionnaire in the provided format. All sections should be duly filled signed and stamped. 4) Firms / Contractors who have ongoing /incomplete assignments and Projects with the Programme/ATO are not eligible to bid</p> <p>Note: 5) Where the Applicant is a Consortium, provide a list of the proposed Partners/ members of the consortium and the proposed Leader of the consortium and the roles of each member. 6) Submit a duly serialized and or paginated bid document including all the attachments in the bid document in a Sequential manner.</p> <p>Bidders shall ensure that the submitted bid is a well-organized bid document, with a reference table of contents including all the attachments in the bid. All items <u>MUST</u> be submitted to proceed to the next stage.</p>	
2.	<p>Technical Qualification General Experience of the Firm: (50mks) a) Experience in undertaking assignments in international organizations such as such as UN (e.g. IFAD) and Donors (e.g. EU, World Bank, ADB,IFC etc) involving multiple sub-projects/Programmes, multiple donors, National and County contractors and agencies. <i>[Each assignment 10mk]</i> b) The average turnover of the firm in the last three⁶ years should be Ksh 50,000,000.00 <i>[Ksh 50M and above - 20mks; 30M upto 49Mn – 10mks below Ksh 10M- 5mks]</i></p>	<p>30Marks</p> <p>20Marks</p>

⁶ 2018-2020

#	Evaluation Criteria	
	<p>Specific Experience of the Firm: (50mks)</p> <p>(a) Demonstrate evidence of similar experience in undertaking, developing and roll-out of a decentralized M&E Frameworks involving reporting from different levels (National, County and Sector) for recognized institutions and specifically in agricultural and rural development related system. <i>[Each assignment 5mk]</i></p> <p>(b) Submit evidence of experience of leading designing and development of sector level online MIS/Database systems. <i>[Each specific assignment submitted as evidence on these will be 5marks]</i></p>	<p>30 Marks</p> <p>20 Marks</p>
	<p>Pass Mark: 70 Marks <i>Only bidders who score 70 and above will be shortlisted and invited for the request for proposals. Those who score below 70 shall be eliminated at this stage.</i></p>	