



European Union



Republic of Kenya



Investing in rural people



KCEP CRAL
"Resilient Livelihoods"

**MINISTRY OF AGRICULTURE AND LIVESTOCK DEVELOPMENT
STATE DEPARTMENT FOR CROP DEVELOPMENT
KENYA CEREAL ENHANCEMENT PROGRAMME-CLIMATE RESILIENT
AGRICULTURAL LIVELIHOODS WINDOW (KCEP-CRAL)
P.O.BOX 30028-00100 Nairobi; Telephone 0770 174 188; Email:
kcep.programme15@gmail.com**

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

**ASSIGNMENT: INDEPENDENT OVERSIGHT AGENT (IOA): VALUE CHAIN
FINANCING (VCF) GRANTS SCHEME
MOALF&C/SDCD&AR/KCEP-CRAL/PROC/REOI-094/2021-2022**

Issue Date	22nd November 2022
Pre- Proposal Conference	30th November at 1100hrs
Closing Date	9th December at 10.00am EAT
Opening Date	9th December at 10.30am EAT
Selection Method	Quality and Cost Based Selection

I. SECTION ONE:

LETTER OF INVITATION

- I.1** The Kenya Cereal Enhancement Programme – Climate Resilient Agricultural Livelihoods Programme (KCEP-CRAL) is an expansion of the Kenya Cereal Enhancement Programme (KCEP) to the ASALs. The Programme is a strategic partnership between the Government of Kenya (GoK), European Union (EU), International Fund for Agricultural Development (IFAD) and three Rome Based Agencies (RBAs) namely: The World Food Programme (WFP) and Food and Agricultural Organization (FAO). In this partnership, the RBAs build on their comparative advantages to support the Government in graduating farmers from recurrent food insecurity to market-oriented farming, by promotion of Good Agricultural Practices (GAPs), resilience to Climate Change (CC) and sustainable Natural Resources Management (NRM).
- I.2** The Programme is financed by EU, IFAD and the GoK, beneficiary farmer, Partner Financial Institutions (PFIs) and Private investors and supervised by IFAD. The Financing Agreement (FA) was signed on 26th August 2015, for a duration of Seven (7) years with Programme completion and finance closing dates of 30th September 2022 and 31st March 2023 respectively.
- I.3** The Programme supports smallholder farmers in the medium, high potential and arid and semi-arid (ASALs) to increase productivity and profitability of cereals and pulses by ensuring that beneficiary farmers access farm inputs, financial services, linkage to markets, post-harvest management and investments in interventions that build resilience to climate change and sustainable natural resources management. The Programme is implemented through a value chain and nutrition sensitive approach
- I.4** Programme Areas
The Programme is implemented in thirteen (13) Counties spread across three (3) regions as shown below.
- a) Western Region Counties: Bungoma, Kakamega, Nandi, Trans Nzoia and Nakuru;
 - b) Coast Region Counties: Kwale, Kilifi and Taita Taveta; and
 - c) Eastern Region Counties: Machakos, Makeni, Embu, Tharaka Nithi and Kitui.
- I.5** Implementation Arrangements
The Lead Implementing Agency is the State Department for Crop Development and Agricultural Research (SDCD&AR), Ministry of Agriculture, Livestock, Fisheries and Cooperatives through a Programme Coordination Unit (PCU) that is responsible for overall coordination and management of Programme activities. Implementation of activities is by partners outlined below.
- I.5.1 Kenya Agricultural and Livestock Research Organization (KALRO) responsible of generating and disseminating technology and capacity building;
 - I.5.2 Agricultural Market Development Trust (AGMARK) responsible of capacity building of agro dealers;
 - I.5.3 Eastern Africa Grain Council (EAGC) responsible for post-harvest management interventions, certification of warehouses, linkage to markets and capacity building;
 - I.5.4 Two (2) Partner Financial Institutions (PFIs) responsible of setting up and operationalizing the e-voucher platform, access to agricultural inputs, financial services and financial literacy training;

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- 1.5.5 Centre for Training and Integrated Research in ASAL Development (CETRAD) responsible for setting up remote sensing and geographical information system units and capacity building;
 - 1.5.6 Kenya Meteorological Department (KMD) responsible for providing climate information services;
 - 1.5.7 National Drought Management Authority (NDMA) responsible for management of the County Climate Change Fund (CCCCF) process for enhancing resilience to climate change;
 - 1.5.8 Food and Agricultural Organization (FAO) responsible for conducting a socio-economic baseline survey;
 - 1.5.9 World Agroforestry Centre (ICRAF) responsible for conducting a biophysical baseline survey and annual tracking of ecosystem health; and
 - 1.5.10 Service providers procured on need basis.

1.6 Programme Target Group

KCEP-CRAL support targets 185,000 smallholder farmers focusing on maize, sorghum, millet and associated pulses. All 120,000 beneficiary farmers in the ASALs benefit from the e-voucher scheme, while 20,000 farmers in the high and medium potential areas of Western Region access the e-voucher package. 45,000 farmers in Western Region are considered as somewhat involved in commercialized farming, and are referred to as 'category 2'. These farmers are supported with all other Programme interventions except the e-voucher inputs. The Programme interventions places special focus on women-headed households and the youth who are expected to constitute 50% of the target beneficiaries, given the challenges they face in accessing production resources.

The secondary target groups benefit from the spill over effects of the Programme activities, including value addition. This target group includes stakeholders along the value chains who facilitate beneficiary farmers to access support services.

1.7 Overall Objectives of Value Chain Financing Grants Scheme

The overall objective is to increase productivity in the ASALs through promotion of appropriate Conservation Agriculture (CA) practices to address soil and water management; while consolidating the increased productivity as a result of e-voucher inputs by reducing post-harvest losses through value addition. Programme support is extended to Farmers Organizations and private investors through VCF grants aimed at improving on-farm grain handling and management and increased productivity as a result of farmers taking up CA services. The VCF grants targets to finance value addition and CA equipment for provision of services to both Programme beneficiaries and non-beneficiaries.

Thus, KCEP-CRAL is seeking the services of an Independent Oversight Agency "as and when needed" to undertake specific tasks with clear time frame and deliverables.

1.8 Rationale of Procuring IOA

IFAD approved the proposal to implement VCF grants by PCU, supported by the Value Chain Finance (VCF) Committee appointed by the Principal Secretary (PS), State Department for Crop Development and Agricultural Research (SDCD&AR), the existing County Structures, with a stronger oversight role by the Programme Steering Committee (PSC).

However, during the recently concluded IFAD/GOK Mid Term Review (MTR) / Restructuring Mission (28th June to 21st July, 2021), the Mission recommended the procurement of an Independent Oversight Agency to evaluate proposals and monitor implementation of the financed VCF grants.

- I.9** Kenya Cereal Enhancement Programme - Climate Resilient Agricultural Livelihoods Window (KCEP-CRAL) invites proposals from eligible and competent Consultancy Firms or Consortium of firms specializing in grants management to submit proposals on how to:
- I.9.1 Assess quality of the evaluated proposals by reviewing recommended proposals to ensure that technical evaluation was conducted in compliance with the eligibility criteria and verify the ranking of proposals for funding;
 - I.9.2 Ensure compliance with the grants administration and management procedures by the Grants Scheme implementers and stakeholders;
 - I.9.3 Preparation of implementation plan (including procurement of equipment) for recommended proposals; and
 - I.9.4 Monitor the implementation of the funded VCF proposals.
- I.10** The Consulting Firm(s) may submit their Expression of Interest (EOIs) in association with other firms in a Consortium arrangement. They are advised to be keen on the information provided under ToR.
- I.11** 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.
- I.12** A firm will be selected under **Quality and Cost Budget Selection (QCBS)** and the procedures described in this REOI.
- I.13** 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.
- I.14** 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

- I.15 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
Kenya Cereal Enhancement Programme-Climate Resilient Agricultural
Livelihoods Window (KCEP-CRAL)
P.O. Box 30028-00100,
Kilimo House, cathedral road, Nairobi,
Tel: 0770174188.**

on or before 9th December 2022 at 10.30am EAT clearly marked “REQUEST FOR EXPRESSION OF INTEREST FOR CONSULTING SERVICES FOR AN INDEPENDENT OVERSIGHT AGENT (IOA) FOR VALUE CHAIN FINANCING (VCF) GRANTS SCHEME: REREFERENCE: MOALF/SDCD&AR/KCEP-CRAL/PROC/REOI-094/2021-2022.

And dropped in the Tender Box situated at the reception of KCEP-CRAL Office situated along Waiyaki Way, inside the KALRO NARL offices so as to reach the above address on or before 9th December at 10.00AM EAT as indicated above.

- I.16 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.

I.16.1 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 Resilience Agricultural Livelihoods (“KCEP-CRAL”) has received European Union financing from the International Fund for Agricultural Development (“the Fund” or “IFAD”) towards the cost of KCEP-CRAL (“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.
- 2.2 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.
- 2.3 The client now invites expressions of interest (EOIs) from legally constituted consulting firms (not individual consultants) (“consultants”) to provide **consulting services for an independent oversight agent (ioa) for value chain financing (VCF) grants scheme**
- 2.4 More details on these consulting services are provided in the Preliminary Terms of References (PTOR) attached as **Annex I**. The consultant may sub-contract selected activities provided that said services do will not exceed 20% of the total consultancy work.
- 2.5 Before preparing its EOIs, the consultant is advised to review the Preliminary Terms of Reference attached as **Annex I**, which describe the assignment and **Annex 2** that details the evaluation of the technical qualifications.
- 2.6 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.
- 2.7 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.

2.8 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

2.9 **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 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.

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>.

SECTION THREE:

3.1 FORM EOI-I

EOI SUBMISSION FORM

[Location, date]

[Authorized official]

CONSULTING SERVICES FOR AN INDEPENDENT OVERSIGHT AGENT (IOA) FOR VALUE CHAIN FINANCING (VCF) GRANTS SCHEME

REFERENCE: MOALF&C/SDCD&AR/KCEP-CRAL/PROC/REOI-094/2021-2022

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 AN INDEPENDENT OVERSIGHT AGENT (IOA) FOR VALUE CHAIN FINANCING (VCF) GRANTS SCHEME

REFERENCE: MOALF&C/SDCD&AR/KCEP-CRAL/PROC/REOI-094/2021-2022

[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	

<p>Subsidiary and associated companies (wherever applicable): (details in the following format to be provided for all associates) –</p> <ul style="list-style-type: none"> (i) Name of the company (ii) Nature of business (iii) Address of the company (iv) Website of the company (v) Brief description of company <p>(maximum of 120 words)</p>	
<p>Any other information that the consultant would like to add:</p>	

Maximum 10 pages

3.3 FORM EOI-3

EXPERIENCE OF THE CONSULTANT

CONSULTING SERVICES FOR AN INDEPENDENT OVERSIGHT AGENT (IOA) FOR VALUE CHAIN FINANCING (VCF) GRANTS SCHEME

REFERENCE: MOALF&C/SDCD&AR/KCEP-CRAL/PROC/REOI-094/2021-2022

[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 I

PRELIMINARY TERMS OF REFERENCE

CONSULTING SERVICES FOR AN INDEPENDENT OVERSIGHT AGENT (IOA) FOR VALUE CHAIN FINANCING (VCF) GRANTS SCHEME

REFERENCE: MOALF&C/SDCD&AR/KCEP-CRAL/PROC/REOI-094/2021-2022

4.1 The Objectives of the Assignment:

The overall objective of the IOA is to review the VCF Grants proposals evaluated by the Counties' Technical Committees and make recommendations for funding or further improvement of the same. The specific objectives include the following:

- 4.1.1 To review the recommended VCF Grant proposals to ensure that the technical evaluation was carried out in compliance with the eligibility criteria;
- 4.1.2 Verify the ranking of the recommended proposals while clearly indicating the VCF proposals to be financed, the grantees' and Programme contribution; and plan of implementation (including procurement of equipment); and
- 4.1.3 Monitoring the implementation of the funded VCF proposals.

4.2 Scope of Services

The Programme requires the services of Independent Oversight Agency to support PCU in ensuring the quality of appraisal of submitted grants proposals, compliance with the grants management policies and procedures by all parties involved in VCF implementation and monitoring the financed proposals. The investments to be supported through value chain finance grants include farmers' organizations' and private investors' value addition and Conservation Agriculture (CA) equipment. The equipment will be financed through owners'/grantees' contribution (10% or 30%), Programme grant (90% or 70%) depending on ownership. In case the grantees are unable to raise their own mandatory contribution, they may seek loans from⁶ financial institutions.

4.3 Tasks of the IOA

The specific tasks for the IOA are outlined below.

- 4.3.1 Participate in the⁷ technical backstopping of pre-screening at the Sub County level (SCPCC) and desk appraisal of proposals at the County level (CTEC) on advisory capacity to ensure compliance to eligibility criteria (on sample/need basis);

⁶ The grantees are not tied to the KCEP-CRAL Partner FIs

⁷ Participation is on sample/need basis

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- 4.3.2 Review the report of pre-screening of proposals by the Sub Counties and generate a database of successful and unsuccessful proposals, with an indication of the reasons for rejection;
 - 4.3.3 Assess the quality of appraisal of proposals evaluated by the Counties and compliance of the proposals to the eligibility criteria;
 - 4.3.4 Conduct on-site field visits for verification and validation of the selected proposals (on need/sample basis) to ensure the evaluation was conducted appropriately;
 - 4.3.5 Verification of the evaluated proposals submitted by the Counties for financing, review and analyse the Technical Evaluation Report, compile a report with recommendations and submit to the VCF committee;
 - 4.3.6 Assess compliance of the value chain finance process followed at all stages by implementers and/or stakeholders with the Grant Management Procedures;
 - 4.3.7 Give recommendations for VCF proposals to be financed based on professional opinion and clearly outlining the equipment to be financed, the category of investors and the budgetary requirements (Programme and grantee contributions) for qualified proposals;
 - 4.3.8 Prepare an implementation plan (including M&E indicators) with timelines for all VCF proposals recommended for funding and submit to the PCU/VCF Committee;
 - 4.3.9 Generate an electronic and/or manual list of all proposals submitted and reviewed i.e. successful and rejected proposals, generate a database of the proposals and submit to the PCU/VCF Committee;
 - 4.3.10 Attend PCU meetings on VCF implementation (monthly and/or adhoc) “as and when needed”; and
 - 4.3.11 Compile a comprehensive report of the IOA assignment highlighting achievements, challenges, lessons learnt and strategies for improvement of the VCF process

4.4 Duration and Commencement of the Services of the IOA

The IOA will be engaged for a period of 6⁹ months for each round of call for proposals. The Programme and the IOA will sign a performance-based contract at the prior to the commencement of the assignment. The IOA will be engaged to undertake the oversight services “as and when needed” and upon receipt of communication issued by the PCU to the IOA.

4.5 Reporting Requirements

The IOA will report to the PCU and work closely with the VCF Committee and the County/Sub County Agricultural Officers to achieve the set targets. The IOA is expected to provide an Inception Report upon signing the performance-based contract and comprehensive progress report of the assignment, aligned to the M&E reporting requirements of the Programme. The reporting requirements will be outlined in the contract between the Programme and the IOA.

4.6 Expected Deliverables/Outputs

The following are the main deliverables for IOA.

⁸ At pre-screening and technical evaluation stages

⁹ Computed based on number of days worked

On commencement of the contract, the IOA will prepare an Inception Report that details the following:

- The IOA's understanding of the tasks and each specific objective;
- Outline of methodologies/approaches of achieving the specific tasks; and
- Work schedule / plan with clear timelines.
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The inception report will be submitted to the PCU/VCF Committee within two (2) weeks of signing the contract. The PCU/VCF Committee will review the report and give feedback to the IOA within a period of two (2) weeks.

1st Draft Report on appraisal of proposals evaluated at County level for each round of call for proposals. The report will include the following:

- Summary section (executive summary)
- Number of proposals received and processed i.e. pre-screened and successful or rejected; number of proposals evaluated by the County Technical Evaluation Committee, successful and failed; proposals recommended for financing and amounts (grantees contribution and Programme Grant);
- Quality of proposals in terms of completeness of information provided and coherence of proposal write-up;
- Compliance of proposals to the set policies and procedures;
- Compliance of technical evaluation with the set eligibility criteria;
- Report of verification of on-site field visits conducted (if any);
- A database of all received proposals - indicating the successful, rejected and reasons for rejection;
- Recommendations on proposals to be financed clearly indicating the ranking;

The report will be presented to VCF Committee one week after completion of the assignment for review and recommendation for approval. The Committee will forward the report to the PCU for concurrence and submission to IFAD for "No-Objection".

2nd Draft Report upon IFAD granting "No-Objection", the proposals will be taken to the second part of proposals processing which involves signing of the Grant Agreement(s), mobilization of grantee contribution, purchase and operationalization of the equipment. The contents of the 2nd Draft Final Report will include the following:

- Number of Grant Agreement(s) signed – indicating the types of equipment, category of investors and value of the proposals;
- Procurement process – to highlight the methodology adopted, participation of grantees, transportation of equipment, installation and testing, inspection and acceptance, implementation timelines; and
- Challenges experienced, lessons learnt and proposed strategies/interventions for improvement to the VCF implementation process based on the lessons learnt;

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- **Final Report** – to be submitted one (1) week after completion of the assignment, upon review, approval by the VCF Committee and PCU and granting “No-Objection” by IFAD. The report will provide an update of VCF grants implementation for the specific round of call for proposals for adoption and disseminated to the relevant stakeholders.

a) **Qualifications of the Key Experts:**

#	Key Staff	Minimum Qualifications
1.0	Project Manager/Team Lead	<ul style="list-style-type: none"> - expertise with a socio-economics and business related background. The following qualifications, skills and experience are required. - A masters' degree in Social sciences, Economics, Agricultural Economics or any other related fields from a recognized university; - Should have at least 10 years' professional working experience, at least 5 of which must be in value chain finance targeting smallholder farmers/groups/value chain actors; - Experience with donor assisted agricultural support programmes in similar assignments will be an added advantage; - Have ability to communicate in the local languages, preferably Kiswahili; - Experience in social economic related data analysis is desirable; - Have strong computer and communication skills (oral, written, presentation); and - Have ability to write high quality reports.
2.0	Data Analyst	<ul style="list-style-type: none"> - Minimum of a master's degree in Statistics, Economics or other fields from a recognized university; - Should have at least 10 years' professional working experience, at least 5 of which must be in undertaking similar assignments; - Have demonstrated experience of at least 5 years in social economic data analysis; - Have ability to communicate in the local languages, preferably Kiswahili; - Have strong computer and communication skills (oral, written, presentation); and - Have ability to write high quality reports.
3.0	Agricultural Engineer	<ul style="list-style-type: none"> • Minimum of Master's degree in Agricultural Engineering and any other related field from a recognized university;

		<ul style="list-style-type: none"> • Should have at least 10 years’ professional working experience at least 5 of which must be in programmes undertaking similar assignments; • Demonstrated 5 years’ experience handling agricultural machinery with a bias on value addition and/or Conservation Agriculture equipment; • Have ability to communicate in the local languages, preferably Kiswahili; • Experience working in programs for the poor and disadvantaged groups in externally funded programmes is desirable; • Have strong computer and communication skills (oral, written, presentation); and <ul style="list-style-type: none"> - Have ability to write high quality reports
4.0	Agribusiness Specialist	<ul style="list-style-type: none"> - Minimum of a Master’s degree in any of the following disciplines: Agriculture, Agricultural Economics, Agriculture Extension, Agribusiness or any other related discipline from a recognized university; - Should have at least 8 years of professional experience working with smallholder farmers groups/value chain actors in agricultural extension and undertaking similar assignments; - Having knowledge in value chain analysis, grain value addition and/or M&E is an added advantage; - Have demonstrated 5 years analytical work experience in the grain sector in Kenya, preferably in the context of smallholders’ market linkages and development of structured markets; - Have strong computer and communication skills (oral, written, presentation); and - Have ability to write high quality reports.

ANNEX 2
Qualification and Evaluation Criteria

S/No	Evaluation Criteria	
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) Firms / Consulting firms who have ongoing /incomplete assignments and Projects with the KCEP-CRAL Programme are not eligible to bid. 4) Submit a duly serialized and or paginated bid document including all the attachments in the bid document in a Sequential manner.</p> <p>Note: ~ Where the Applicant is a Consortium, provide <u>a list of the proposed Partners/ members</u> of the consortium and the proposed Leader of the consortium and the roles of each member. ~ 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.</p> <p>All items <u>MUST</u> be submitted to proceed to the next stage.</p>	<p>Mandatory (Yes/ NO)</p>
2.	<p>Technical Qualification General Experience of the Firm: (30 Mks) a) Documented evidence of experience in grants management in Kenya and/or Africa Middle Economy Country and or beyond (<i>for each completed large scale similar assignment – 4Mark</i>) b) The average turnover of the firm in the last three¹⁰ years</p> <p><i>[Ksh 20M and above - 10mks; 10M up to 19.9 Mn – 5mks; 5Mn up to 9.9Mn – 3mks below 5M 0mks]</i></p>	<p>20Marks</p> <p>10 marks</p>

S/No	Evaluation Criteria	
	<p>Specific Experience of the Firm: (70mks)</p> <p>c) Demonstrate evidence of professional experience in value chain finance targeting smallholder farmers/ groups/value chain actors [Each assignment 10mk]</p> <p>d) Demonstrate experience with donor assisted agricultural support programmes in similar assignments [Each assignment 5mk]</p>	<p>50 marks</p> <p>20 marks</p>
	<p>Pass Mark: 70 Marks</p> <p>Only bidders who score 70 marks and above will be shortlisted and invited for the request for proposals. Those who score below 70 shall be eliminated at this stage.</p>	