

**KENYA CLIMATE SMART AGRICULTURE PROJECT  
(KCSAP)  
NYERI COUNTY PROJECT COORDINATING UNIT**



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**REQUEST FOR PROPOSAL FOR CLIMATE SMART  
AGRICULTURAL SERVICE PROVIDERS TO FARMER GROUPS IN  
NYERI COUNTY- BEAN VALUE CHAIN**

**Tender No. CGN/RFP/AGRI/KCSAP/08/2019-2020**

**Closing Date: 4<sup>th</sup> October, 2019 at 11.00 am.**

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SECTION I - LETTER OF INVITATION

TO:

*B1 University of Nairobi Enterprises & Services Ltd P. O. Box 68241 Nairobi*

*B11 Ciat International P. O. Box*

*B12 Nareda Consultants Ltd & Acacia Consultants Ltd P. O. Box 1001 Nanyuki*

*B14 Egerton University P. O. Box 536 Egerton*

Date: **26<sup>th</sup> September, 2019**

Dear Sir/Madam,

**RE: INVITATION TO BID: REQUEST FOR PROPOSAL FOR CLIMATE SMART AGRICULTURAL SERVICE PROVIDERS TO FARMER GROUPS IN NYERI COUNTY-BEAN VALUE CHAIN**  
**TENDER NO. CGN/RFP/AGRI/KCSAP/08/2019-2020**

The Kenya Climate Smart Agriculture Project (KCSAP) is a Government of Kenya initiative Supported by the World Bank. The Project Development Objective “to increase agricultural productivity and build resilience to climate change risks in the targeted smallholder farming and pastoral communities in Kenya, and in the event of an Eligible Crisis or Emergency, to provide immediate and effective response”. The Project activities will contribute to this objective by Up-scaling Climate-Smart Agriculture (CSA) Practices and supporting smallholder farmers to adopt integrated climate-smart Technology, Innovation and Management Practices (TIMPs) and also support investments through a community-driven development approach in smallholder agro-pastoral production systems and in pastoral extensive production systems in the Project area.

Farmers will access services through Producer/Farmer Groups which are the vehicles for Farmer Empowerment. To improve accountability, and efficiency, KCSAP will contract qualified Service Providers (consortia) that has a mix of skills to provide advisory services along the segments of various value chains. Prospective consortia are expected to include; individual professionals from agricultural firms, public extension, private firms, producer organizations, cooperatives, universities, non-governmental organizations (NGO) as well as faith based organizations (FBO).

- 1.1 KCSAP Nyeri County invites pre-qualified Service Providers (SPs) to submit their bid to offer climate smart agricultural services to farmer groups in various value chains. The SPs will bid according to details provided in the Terms of Reference, Section III attached herewith.
  
- 1.2 The request for proposals (RFP) includes the following documents:
  - Section I - Letter of invitation
  - Section II - Information to consultants  
Appendix to Consultants information
  - Section III - Technical proposal
  - Section IV - Financial proposal

Section V - Terms of Reference

- 1.3 Kindly acknowledge receipt through using this email address: [kcsapnyeri@gmail.com](mailto:kcsapnyeri@gmail.com):  
(a) that you have received the letter of invitation  
(b) whether or not you will submit a proposal for the assignment
- 1.4 Please note that the **budgetary allocation** for the **Beans** Value chain is **Ksh. 2,350,000.00**
- 1.5 **NB:** The firms which have formed a consortium **MUST** provide the consortium agreement failure to which the proposal will be rejected.
- 1.6 Prices quoted should be net inclusive of all taxes and delivery costs, must be expressed in Kenya shillings and shall remain valid for a period of **150 days** from the closing date of the tender.
- 1.7 Completed tender documents are to be enclosed in plain sealed envelopes, marked with the tender number and be deposited in the tender box provided at **Nyeri County Hall** or be addressed and posted to **County Secretary County Government of Nyeri P. o Box 1112-10100 Nyeri** to be received on or before **4<sup>th</sup> October, 2019 at 11:00am**. Late submissions will not be accepted.
- 1.8 Tenders will be opened immediately thereafter in the presence of the tenderers representatives who choose to attend the opening at **the County Secretary's Boardroom**

**NB: NO BIDDER SHALL BE ALLOCATED MORE THAN ONE VALUE CHAIN**

Yours sincerely

**Chief Officer,  
Agriculture, Livestock & Fisheries Department  
Nyeri County**

## **SECTION II: - INFORMATION TO SERVICE PROVIDERS (ISP)**

### **2.1 Introduction**

- 2.1.1 The Client named in the Appendix to “ISP” will select a consortium /firm among those invited to submit a proposal, in accordance with the method of selection detailed in the appendix.
- 2.1.2 The Service Providers are invited to submit a Technical Proposal and a Financial Proposal as specified in the Appendix “ISP”
- 2.1.3 The Service Providers must familiarize themselves with local conditions and take them into account in preparing their proposals. To obtain first-hand information on the assignment and on the local conditions, Service Providers are encouraged to liaise with the Client regarding any information that they may require before submitting a proposal.
- 2.1.4 The Procuring entity will provide the inputs specified in the Appendix “ISP”.
- 2.1.5 Please note that (i) the costs of preparing the proposal and of negotiating the Contract, including any visit to the Client are not reimbursable as a direct cost of the assignment; and (ii) the Client is not bound to accept any of the proposals submitted.
- 2.1.6 The procuring entity’s employees, committee members, board members and their relative (spouse and children) are not eligible to participate.

### **2.2 Clarification and Amendment of RFP Documents**

- 2.2.1 Service Providers may request a clarification of any of the RFP documents only up to seven [7] days before the proposal submission date. Any request for clarification must be sent in writing by paper mail, or electronic mail (email) to the Client’s address indicated in the Appendix “ISP”.
- 2.2.2 At any time before the submission of proposals, the Client may for any reason, whether at his own initiative or in response to a clarification requested by an invited firm, amend the RFP. Any amendment shall be issued in writing through addenda. Addenda shall be sent by email to all invited consultants and will be binding on them. The Client may at his discretion extend the deadline for the submission of proposals.

### **2.3 Preparation of Technical Proposal**

- 2.3.1 The Service Providers proposal shall be written in English language.
- 2.3.2 In preparing the Technical Proposal, Service Providers are expected to examine the documents constituting this RFP in detail. Material deficiencies in providing the information requested may result in rejection of a proposal.
- 2.3.3 While preparing the Technical Proposal, Service Providers must give particular attention to the following:
  - (i) If a firm considers that it does not have all the expertise for the assignment, it may obtain a full range of expertise by associating with individual(s) and/or other firms or entities in a joint venture. Firms shall not associate with the other firms invited for this assignment. Any firms associating in contravention of this requirement shall automatically be disqualified.
  - (ii) It is desirable that the majority of the key professional staff proposed be permanent employees of the firm or has an extended and stable working relationship with it.

- (iii) Proposed professional staff must as a minimum, have the experience indicated in Appendix, preferably working under conditions similar to those prevailing in Nyeri County.
  - (iv) Professional staff to submit Curriculum Vitae (CV) and supporting Documents for each position (Principal/lead partner, Middle level personnel and Grass root partners).
- 2.3.4 The Technical Proposal shall provide the following information using the attached Standard Forms;
- (i) A brief description of the firm's organization and an outline of recent experience on assignments of a similar nature. For each assignment the outline should indicate *inter alia*, duration of the assignment, contract amount and firm's involvement.
  - (ii) Any comments or suggestions on the Terms of Reference
  - (iii) A description of the methodology and work plan for performing the assignment.
  - (iv) The list of the proposed staff team by specialty, the tasks that would be assigned to each staff team member and their timing.
  - (v) CVs recently signed by the proposed professional staff and the authorized representative submitting the proposal. Key information should include number of years working for the firm/entity and degree of responsibility held in various assignments during the last (3) years.
  - (vi) Estimates of the total staff input (professional and support staff) time needed to carry out the assignment supported by bar chart diagram showing the time proposed for each professional staff team member.
  - (vii) A detailed description of the proposed methodology and staffing.
  - (viii) Any additional information requested in the ToR.
- 2.3.5 The Technical Proposal shall not include any financial information.

## **2.4 Preparation of Financial Proposal**

- 2.4.1 In preparing the Financial Proposal, Service Providers are expected to take into account the requirements and conditions outlined in the RFP documents. The Financial Proposal should follow Standard Forms (Section IV). It lists all costs associated with the assignment including; (a) remuneration for staff, and; (b) reimbursable expenses such as subsistence (per diem), transportation services, and supplies. If appropriate these costs should be broken down by activity.
- 2.4.2 The Financial Proposal should clearly identify as a separate amount, the local taxes, duties, fees, levies and other charges imposed under the law on the Service Providers, the consortia and their personnel.
- 2.4.3 Service Providers shall express the price of their services in Kenya Shillings.
- 2.4.4 Commissions and gratuities, if any, paid or to be paid by Service Providers and related to the assignment will be listed in the Financial Proposal Submission Form.
- 2.4.5 The Proposal must remain valid for 60 days after the submission date. During this period, the Service Provider is expected to keep available, at his own cost, the professional staff proposed for the assignment. The Client will make his best effort to complete negotiations within this period. If the Client wishes to extend the validity period of the proposals, the Service Providers shall agree to the extension.

## **2.5 Submission, Receipt, and Opening of Proposals**

- 2.5.1 The original proposal (Technical Proposal and Financial Proposal; see para. 1.2) shall be prepared in indelible ink. It shall contain no interlineation or overwriting, except as necessary to correct errors made by the firm itself. Any such corrections must be initialed by the persons or person authorized to sign the proposals.
- 2.5.2 For each proposal, the Service Provider shall prepare a copy. Each Technical Proposal and Financial Proposal shall be marked “**ORIGINAL**” or “**COPY**” as appropriate. If there are any discrepancies between the original and the copies of the proposal, the original shall govern.
- 2.5.3 The original and the copy of the Technical Proposal shall be placed in a sealed envelope clearly marked “**TECHNICAL PROPOSAL,**” and the original and the copy of the Financial Proposal in a sealed envelope clearly marked “**FINANCIAL PROPOSAL**” and warning: “**DO NOT OPEN WITH THE TECHNICAL PROPOSAL**”. Both envelopes shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address “**The County Secretary County Government of Nyeri, P. O. Box 1112 NYERI**” and tender number **CGN/RFP/AGRI/KCSAP/08/2019-2020** and be clearly marked, “**DO NOT OPEN, EXCEPT IN PRESENCE OF THE OPENING COMMITTEE.**” **ON 4<sup>TH</sup> OCTOBER, 2019 AT 11.00 AM**
- 2.5.4 The completed Technical and Financial Proposals must be delivered at the submission address on or before the time and date stated in the Appendix “ISP”. Any proposal received after the closing time for submission of proposals shall be returned to the respective Service Provider unopened.
- 2.5.5 After the deadline for submission of proposals, the Technical Proposal shall be opened immediately by the opening committee. The Financial Proposal shall remain sealed and deposited with a responsible officer of the client department up to the time for public opening of financial proposals.

## **2.6 Proposal Evaluation General**

- 2.6.1 From the time the bids are opened to the time the Contract is awarded, if any Service Provider wishes to contact the Client on any matter related to their proposal, should do so in writing at the address indicated in the Appendix “ISP”. Any effort by the firm to influence the Client in the proposal evaluation, proposal comparison or Contract award decisions may result in the rejection of the firm’s proposal.
- 2.6.2 Evaluators of Technical Proposals shall have no access to the Financial Proposals until the technical evaluation is concluded.

## **2.7 Evaluation of Technical Proposal**

- 2.7.1 The evaluation committee appointed by the Client shall evaluate the proposals on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria as follows:

## Evaluation Criteria for the Technical Proposal

No	Parameter	Criteria	Max Score
1.	The strategy to apply in engagement with beneficiaries	a) Articulation of the expected benefit (SMART) accruing to a beneficiary/farmer.(Each benefit carries one point)	3
		b) Articulation of expected interventions at farm/group level to address whole or parts of the 'problem statement'.(Each intervention activity carries one point)	5
		c) Articulation of the Investment Opportunities along the value chain (Each investment opportunity carries one point)	6
		Subtotal score	14
2.	Details of extension approach/methodology to apply	a)Methods of interactions with beneficiaries: Working with Groups including common interest groups (CIGs); Vulnerable and Marginalized Groups (VMGs), producer organizations & general population.	4
		b) How to go about community planning in relation to (a) above.	3
		c) Outline the Geographical coverage of the project area	3
		Subtotal score	10
3.		Team Leader- i. Master's Holder..... 3 points ii. Bachelor's Holder ..... 2 points iii. Diploma Holder ..... 1 point	3
		Other Experts ( <i>Should have professional diversity</i> ) Professional diversity ..... 3 points Experience 4 years and above ....2 points Less than 4 years..... 1 point	5
		Grass-root experts- Numbers, distribution and adequacy a. Professional in the value chain..... 3 points b. Adequacy- No. of experts .....2 points c. Years of experience- 4years and above ....2 points	7



No	Parameter	Criteria	Max Score
		Less than 4 years ..... 1 point	
		Subtotal score	15
4.	A framework of the expected outputs in terms of changes in yields and earnings at the individual farmer level, groups and County level	A framework in place (attach the schedule)	5
		Applicability (is it feasible/realistic)	4
		SP firm mission stated and delivery of Triple wins: productivity, climate resilience (Adaptation) and green house gas emission - reduction. (Each one point)	3
		Subtotal score	12
5.	Deliberate incorporation (into the proposal) relevant CSA interventions targeted to farmer groups	Has the proposal explicitly demonstrated and integrated interventions on Climate Smart Agriculture Technology, Innovation and Management Practices (70 %)? <i>(Each TIMP will score 2 points)</i>	10
		Has the proposal explicitly demonstrated and integrated interventions on livelihood diversification (20 %)?	3
		Has the proposal explicitly demonstrated and integrated interventions to mainstream nutrition (10 %)?	2
		Subtotal score	15
6.	The information and communication strategy to apply including reporting and feedback.	a) Planned Strategies for Information sourcing and sharing	2
		b) Procedure in generation, compilation and submission of reports	2
		Subtotal score	4
7.	The strategy the firm intends to apply to integrate youth and gender	a) Any mention of different gender/VMGs in the proposal and the strategy to involve them	2
		b) Does the proposal define roles for different genders and VMGs	3
		c) Any special targeting for different gender and VMGs	2
		Subtotal score	7
8.	The strategy to incorporate Participatory Monitoring and Evaluation (PM&E) mechanisms, and Socio and Environmental safeguards	a) Procedures put in place to incorporate PM&E	4
		b) Mechanisms for mainstreaming socio and environmental safeguards	4
		Subtotal score	8
9.	The identification of researchable areas and learning lessons	Mention and describe strategies to implement and strengthen linkages with extension and farmers	5

No	Parameter	Criteria	Max Score
		Subtotal score	5
10.	Integration of agro-weather and market advisories in various CSA interventions	Mention and describe strategies to integrate agro-weather advisories and market information	5
		Subtotal score	5
11.	Promotion of Partnerships in relation to other value chains/enterprises	Does the proposal provide for opportunities and linkages with other CSA and industry/growth players, is it feasible?	5
		Subtotal score	5
12.	Any other necessary interventions for the success of the project	Any other creativity and innovation	5
		<b>TOTAL</b>	<b>100</b>

Each responsive proposal will be given a technical score (*St*). A proposal shall be rejected at this stage if it does not respond to important aspects of the Terms of Reference or if it fails to achieve the minimum technical score of 80% indicated in the Appendix “ISP”.

**NB: NO BIDDER SHALL BE ALLOCATED MORE THAN ONE VALUE CHAIN**

## 2.7 Public Opening and Evaluation of Financial Proposal

- 2.8.1 After Technical Proposal evaluation, the Client shall notify those Service Providers whose proposals did not meet the minimum qualifying mark or were considered non-responsive to the RFP and Terms of Reference, indicating that their Financial Proposals will be returned after completing the selection process. The Client shall simultaneously notify the Service Providers who have secured the minimum qualifying mark, indicating the date and time set for opening the Financial Proposals and stating that the opening ceremony is open to those Service Providers who choose to attend. The opening date shall not be sooner than seven (7) days after the notification date. The notification may be sent by registered letter or electronic mail.
- 2.8.2 The Financial Proposals shall be opened publicly in the presence of the Service Providers’ representatives who choose to attend. The name of the Service Provider, the Technical Scores and the proposed prices shall be read aloud and recorded when the Financial Proposals are opened. The Client shall prepare minutes of the public opening.
- 2.8.3 The evaluation committee will determine whether the financial proposals are complete i.e. whether the Service Provider has costed all the items of the corresponding Technical Proposal and correct any computational errors. The cost of any un priced items shall be assumed to be included

in other costs in the proposal. In all cases, the total price of the Financial Proposal as submitted shall prevail.

2.8.4 The formulae for determining the Financial Score (Sf) shall, unless an alternative formula is indicated in the Appendix “ISP”, be as follows:- $Sf = 30 \times \frac{Fm}{F}$  where Sf is the financial score; Fm is the lowest priced financial proposal and F is the price of the proposal under consideration. Proposals will be ranked according to their combined technical (St) and financial (Sf) scores using the weights (T=the weight given to the Technical Proposal; F = the weight given to the Financial Proposal; T + F = 1) indicated in the Appendix. The combined technical and financial score, S, is calculated as follows:- $S = St \times T \% + Sf \times F\%$ . **The firm achieving the highest combined technical and financial score will be invited for negotiations.**

2.8.5 The tender evaluation committee shall evaluate the tender within 30 days from the date of opening the tender.

## **2.9 Negotiations**

2.9.1 Negotiations will be held at the same address as “address to send information to the Client” indicated in the Appendix “ISP”. The aim is to reach agreement on all points and sign a contract.

2.9.2 Negotiations will include a discussion of the Technical Proposal, the proposed methodology (work plan), staffing and any suggestions made by the firm to improve the Terms of Reference. The Client and firm will then work out final Terms of Reference, staffing and bar charts indicating activities, staff periods and logistics and reporting. The agreed work plan and final Terms of Reference will then be incorporated in the “Description of Services” and form part of the Contract. Special attention will be paid to getting the most the firm can offer within the available budget and to clearly defining the inputs required from the Client to ensure satisfactory implementation of the assignment.

2.9.3 Due to the nature of the assignment, financial negotiations will be done to align with the available budget.

2.9.4 Having selected the firm on the basis of, among other things, an evaluation of proposed key professional staff, the Client expects to negotiate a contract on the basis of the experts named in the proposal. Before contract negotiations, the Client will require assurances that the experts will be actually available. The Client will not consider substitutions during contract negotiations unless both parties agree that undue delay in the selection process makes such substitution unavoidable or that such changes are critical to meet the objectives of the assignment. If this is not the case and if it is established that key staff were offered in the proposal without confirming their availability, the firm may be disqualified.

2.9.5 The negotiations will conclude with a review of the draft form of the Contract. To complete negotiations the Client and the selected firm will initial the agreed Contract. If negotiations fail, the Client will invite the firm whose proposal received the second highest score to negotiate a contract. Full contractual arrangements will be finalized with the County Value Chain Development Committee (CVCDC) on behalf of the Various value chain beneficiaries.

2.9.6 The procuring entity shall appoint a team for the purpose of the negotiations.

## **2.10 Award of Contract**

- 2.10.1 The Contract will be awarded following negotiations. After negotiations are completed, the Client will promptly notify other tenderers on the shortlist that they were unsuccessful and return the Financial Proposals of those consultants who did not pass the technical evaluation. After awarding the contract, signing of the contract will be done with the County Value Chain Development Committee (CVCDC) drawn from the community on behalf of the Various value chain beneficiaries after holding a Participatory Contracting Workshop (PCW).
- 2.10.2 The selected firm is expected to commence the assignment on the date and at the location specified during contract awarding.
- 2.10.3 The parties to the contract shall have it signed within 30 days from the date of notification of contract award unless there is an administrative review request.
- 2.10.4 The procuring entity may at any time terminate procurement proceedings before contract award and shall not be liable to any person for the termination.
- 2.10.5 The procuring entity shall give prompt notice of the termination to the tenderers and on request give its reasons for termination within 14 days of receiving the request from any tenderer.
- 2.10.6 To qualify for contract awards, the tenderer:
- (1) Shall not be insolvent, in receivership, bankrupt or in the process of being wound up and is not the subject of legal proceedings relating to the foregoing.
  - (2) Shall not be debarred from participating in public procurement.

## **2.11 Confidentiality**

- 2.11.1 Information relating to evaluation of proposals and recommendations concerning awards shall not be disclosed to the Service Providers who submitted the proposals or to other persons not officially concerned with the process, until the winning firm has been notified that it has been awarded the Contract.

## **2.12 Corrupt or fraudulent practices**

- 2.12.1. The procuring entity requires that the Service Providers observe the highest standards of ethics during the selection and award of the contract and also during the performance of the assignment. The tenderer shall sign a declaration that he has not and will not be involved in corrupt or fraudulent practices.
- 2.12.2 The procuring entity will reject a proposal for award if it determines that the Service Provider recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.
- 2.12.3 Further a Service Provider who is found to have indulged in corrupt or fraudulent practices risks being debarred from participating in public procurement in Kenya.

## **2.13. Disputes.**

- 2.13.1. Any dispute arising from this exercise should be addressed to the Chief Officer, Department of Agriculture, Livestock and Fisheries, P.O.BOX 29 (10100) Nyeri County, Email Address: *coagriculture.nyeri@gmail.com*, within **seven (7) days** from the date of notification of contract award.

## Appendix to information to Service Providers

The following information for procurement of services and selection of Service Providers shall complement or amend the provisions of the information to consultants, wherever there is a conflict between the provisions of the information and to consultants and the provisions of the appendix, the provisions of the appendix herein shall prevail over those of the information to consultants.

### Clause Reference

2.1 The name of the Client is:

*Kenya Climate Smart Agriculture Project (KCSAP), Nyeri County*

2.1.1 The method of selection is: *Quality Based Selection Method (QBS)*

2.1.2 Technical and Financial Proposals are requested: *Yes*

2.1.3 The name, objectives, and description of the assignment:

*Request for Proposal For Climate Smart Agricultural Service Providers To Farmer Groups in Nyeri County- Beans Value Chain*

The name(s), address (es) and Email of the Client's official(s) are:

**The County Secretary,  
County Government of Nyeri  
P.O Box 1112-10100  
NYERI  
Email: kcsapnyeri@gmail.com**

2.1.4 The Client will provide the following inputs: **Relevant information required by the SPs.**

2.1.5 (i) The estimated number of professional staff months required for the assignment is: **12**

(ii) The minimum required experience of proposed professional staff is 1(one) year.

*The Service Provider must demonstrate experience in working with smallholder farmers in the provision of Climate Smart Agriculture services at various levels along various value chains.*

2.1.6 (i) Training is a specific component of this assignment:

*Yes (Details in the ToR)*

2.1.7 Proposals must be submitted no later than the following date and time: **4<sup>th</sup> October, 2019** at 11.00am.

2.1.8 The minimum technical score required to pass: **80%**

2.1.9 Alternative formulae for determining the financial scores are the following: The weights given to the Technical and Financial Proposals are:

Quality Based Selection

Bidders	Technical Score			Financial Score				Total Score	
	1		2			3		4	
	St	T%	StX T%	F M	F	Sf	P%	Sf P% X	S=2+4
		80%					20%	0.00	-
		80%	-				20%	0.00	-
								<b>Bidder</b>	<b>Score</b>
								<b>Winning Bidder</b>	<b>0</b>
									<b>-</b>

KEY	Description	Key	Description
<b>St</b>	Row Technical Score usually out of 100	<b>Sf</b>	FM/F*100
<b>T%</b>	Weight assigned to technical scores usually 80%	<b>P%</b>	Weight assigned to Financial Proposal usually 20%
<b>FM</b>	Minimum of Financial Proposal	<b>S</b>	Total Score
<b>F</b>	Bidders Financial Proposal		

2.2.0 The assignment is expected to commence *immediately after awarding of the tender.*

## **SECTION III: - TECHNICAL PROPOSAL**

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# TECHNICAL PROPOSAL SUBMISSION FORM

[\_\_\_\_\_ Date]

To: \_\_\_\_\_ [\_\_\_\_\_ Name and address of Client)

Ladies/Gentlemen:

We, the undersigned, offer to provide *Climate Smart Agricultural Extension Services to Farmer Groups in Various Value Chain, Nyeri County* in accordance with your Request for Proposal dated \_\_\_\_\_ [Date] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal, [and a Financial Proposal sealed under a separate envelope].

We understand you are not bound to accept any Proposal that you receive.

We remain,

Yours sincerely,

\_\_\_\_\_ [Authorized Signature]:

\_\_\_\_\_ [Name and Title of Signatory]

:

\_\_\_\_\_ [Name of Firm]

:

\_\_\_\_\_ [Address:]

*Official stamp of the firm*



## **FIRM'S REFERENCES**

### **Relevant Services Carried Out in the Last Five Years That Best Illustrate Qualifications**

Using the format below, provide information on each assignment for which your firm either individually, as a corporate entity or in association, was legally contracted.

No.	Name of Project	Name of the client	Scope of work including Counties	Duration of contact			Contract price	Remarks
				Start Date	Completion date	Evaluation date		
1.								
2.								
3.								
4.								

Firm's Name: \_\_\_\_\_

Name and title of signatory; \_\_\_\_\_

*(Official stamp of the firm)*

*NB: Annex supporting documents*

**COMMENTS AND SUGGESTIONS OF SERVICE PROVIDERS ON THE TERMS OF REFERENCE AND ON DATA, SERVICES TO BE PROVIDED BY THE CLIENT.**

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On the Terms of Reference:

- 1.
- 2.
- 3.
- 4.
- 5.

On the data, services to be provided by the Client:

- 1.
- 2.
- 3.
- 4.
- 5.

**DESCRIPTION OF THE METHODOLOGY AND WORK PLAN FOR  
PERFORMING THE ASSIGNMENT**

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## 4. TEAM COMPOSITION AND TASK ASSIGNMENTS

### 1. Lead/Managerial Staff-

Name	Position	Qualifications	Task

### 2. Middle Level Staff

Name	Position	Qualification	Task

### Grass root partners

Name	Position	Qualification	Task

# FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF

Proposed Position: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Name of Staff: \_\_\_\_\_

Profession: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Years with Firm: \_\_\_\_\_ Nationality: \_\_\_\_\_

Membership in Professional Societies: \_\_\_\_\_

Detailed Tasks Assigned: \_\_\_\_\_

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## Key Qualifications:

*[Give an outline of staff member's experience and training most pertinent to tasks on assignment. Describe degree of responsibility held by staff member on relevant previous assignments and give dates and locations].*

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## Education:

*[Summarize college/university and other specialized education of staff member, giving names of schools, dates attended and degree[s] obtained.]*

---

## Employment Record:

*[Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of assignments.]*

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## Certification:

I, the undersigned, certify that these data correctly describe me, my qualifications, and my experience.

\_\_\_\_\_ Date: \_\_\_\_\_

*[Signature of staff member]*

\_\_\_\_\_  
\_\_\_\_\_

*Date;*

*[Signature of authorised representative of the firm]*

Full name of staff member: \_\_\_\_\_

Full name of authorized representative: \_\_\_\_\_

# TIME SCHEDULE FOR PROFESSIONAL PERSONNEL

Months (in the Form of a Bar Chart)

Name	Position	Reports Due/ Activities	Months (in the Form of a Bar Chart)												Number of months		
			1	2	3	4	5	6	7	8	9	10	11	12			

Reports Due: \_\_\_\_\_

Activities Duration: \_\_\_\_\_

Signature: \_\_\_\_\_  
(Authorized representative)

Full Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

*Official stamp of the firm*

## 7. ACTIVITY (WORK) SCHEDULE

*[1<sup>st</sup>, 2<sup>nd</sup>, etc, are months from the start of assignment)*

	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	6 <sup>th</sup>	7 <sup>th</sup>	8 <sup>th</sup>	9 <sup>th</sup>	10 <sup>th</sup>	11 <sup>th</sup>	12 <sup>th</sup>	
Activity (Work)													
_____													
_____													
_____													
_____													



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**FINANCIAL PROPOSAL SUBMISSION FORM**

\_\_\_\_\_ [ Date]

To: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

[Name and address of Client]

Ladies/Gentlemen:

We, the undersigned, offer to provide *Climate Smart Agricultural extension Services to Farmer Groups in Various Value Chain, Nyeri County* in accordance with your Request for Proposal dated (\_\_\_\_\_) [Date] and our Proposal. Our attached Financial Proposal is for the sum of (\_\_\_\_\_) [Amount in words and figures] inclusive of the taxes.

We remain,

Yours sincerely,

\_\_\_\_\_ [Authorized Signature]

:

\_\_\_\_\_ [Name and Title of Signatory]:

\_\_\_\_\_ [Name of Firm]

\_\_\_\_\_ [Address] Official stamp of the firm

**SUMMARY OF COSTS**

Costs	Currency(ies)	Amount(s)
Subtotal		
Taxes		
Total Amount of Financial Proposal		_____

**BREAKDOWN OF PRICE PER ACTIVITY**

Activity NO.: _____	Description: _____ —
Price Component	Amount(s)
Remuneration	
Reimbursable	
Miscellaneous Expenses	
Subtotal	_____

**BREAKDOWN OF REMUNERATION PER ACTIVITY**

Activity No. _____ Name: _____				
Names	Position	Input (Staff months, days or hours as appropriate.)	Remuneration Amount	Rate
Grand Total				

**REIMBURSABLES PER ACTIVITY**

Activity No: \_\_\_\_\_ Activity Name: \_\_\_\_\_

No.	Description	Unit	Quantity	Unit Price	Total Amount
(1)	Travel	Trip / Km			
(2)	Subsistence Allowance	Day			_____
	Grand Total				

**MISCELLANEOUS EXPENSES**

Activity No. \_\_\_\_\_ Activity Name: \_\_\_\_\_

No.	Description	Unit	Quantity	Unit Price	Total Amount
(1)	Communication costs (telephone, email, etc)				
(2)	Drafting, reproduction of reports				
(3)					
(4)					
	Grand Total				_____

## **SECTION V: - TERMS OF REFERENCE**

### **Contract to offer Climate Smart Agricultural Extension Services to farmer groups in Various Value Chains, Nyeri County**

#### **5.1. Background information**

The Kenya Climate Smart Agriculture Project (KCSAP) is a Government of Kenya initiative Supported by the World Bank. The Project Development Objective is *“to increase agricultural productivity and build resilience to climate change risks in the targeted smallholder farming and pastoral communities in Kenya, and in the event of an Eligible Crisis or Emergency, to provide immediate and effective response”*.

The Project activities will contribute to these objectives by Up-scaling Climate-Smart Agriculture (CSA) Practices and supporting smallholder farmers to adopt integrated climate-smart Technology, Innovation and Management Practices (TIMPs) and also support investments through a community-driven development approach in smallholder agro-pastoral production systems and in pastoral extensive production systems in the Project area.

The key implementing agents of this project are the Ministry of Agriculture, Livestock, Fisheries and Irrigation (MOALF&I); Kenya Agriculture and Livestock Research Organization (KALRO); Kenya Meteorological Department (KMD); and Nyeri County Government. Farmers will access services through Producer Groups which are the vehicles for Farmer Empowerment. Climate-Smart Agriculture oriented extension principally embraces sustainable approaches to service delivery. KCSAP will therefore use the value chain approach.

The envisaged interventions will aim at improved yields, sustainable land management, water management, reduced losses, improved quality and incomes, introduce competitiveness within Various value chain, increase the value of basic production through adoption of Climate Smart Agriculture Technology, Innovation and Management Practices, use of agro-weather advisories, gender and nutritional mainstreaming, integrating environmental and social safeguards, introduction of transformation and other value added processes, enhance access to local, national, regional and international markets, improve organizational and management skills of the agro-entrepreneurs and improve the incomes of the small scale farmers through the creation of synergies and net workings for sustainable impacts among other benefits accrued from the engagement with the service providing firm/consortium.

To improve accountability, and efficiency, KCSAP will contract qualified Service Providers (consortia) that has a mix of skills to provide advisory services along the segments of Beans value chain. **As such services will be offered along the Beans Value Chain in the KCSAP implementing Wards as follows:**

1. Thegu and Gakawa Wards of Kieni East Sub County:-
2. Mugunda and Gatarakwa Wards of Kieni West Sub County
3. Rugi and Mukurweini Central of Mukurweini Sub county

### **5.2.1 PROBLEM STATEMENT FOR THE BEAN VALUE CHAIN**

Nyeri County has eight (8) sub Counties with a total of 30 wards. KCSAP implementing Wards were found to have the following characteristics: Higher vulnerability to climate change and extreme weather events whereby they are mostly adversely impacted by droughts, Higher volatility in agricultural production and presence of fragile ecosystems, natural resources are highly degraded and Higher poverty indices. In KCSAP implementing wards -: Thegu and Gakawa Wards of Kieni East Sub County, Mugunda and Gatarakwa Wards of Kieni West Sub County, Mukurweini Central and Rugi Wards of Mukurwe-ini Sub County, Common bean is not only one of the major food crop but an important source of protein and a potential source of income to Nyeri Community. In the project area Beans are grown by about 24,000 farmers amounting to approximately 2660 Ha with total production of 1340 tons valued at Kshs 6 Million annually. The production is low, approximately 0.5 tons/Ha against the average potential yield of 1.8 tons per Ha.

Bean production is faced with various challenges which include: Low quality seed, where by supply of Certified Beans by Research and seed company is very low while farmers provide about 99% of assorted local seeds, low soil fertility and inadequate use of organic and inorganic fertilizers, pest and diseases incidences with minimal control mechanisms and high post-harvest losses. In the wake of climate change, inadequate rainfall has become a major impediment to realize expected yields.

Marketing challenges include the following : low tradable volume of market demanded varieties, unorganized markets, lack of marketing aggregation structures, lack of proper market information, lack of bean grain standards and quality required by the market, lack of beans innovation , stakeholders plat form, limited value addition in the county resulting to low earnings to farmers.

### **5.2.2. Objectives of the assignment**

The overall objective of the assignment is to provide farmers with services that enhance increased productivity, increased resilience and reduced greenhouse gases i.e. triple wins in the various Value Chains.

### **5.2.3 Scope of the Services**

The Service Provider will undertake the following major activities:

1. Undertake all the pre-contracting activities that include:
  - a) Flagging of opportunities along Various value chain.
  - b) Mobilize communities to form Common Interest Groups (CIGs), Vulnerable and Marginalized Groups (VMGs), Producer Organizations (POs) and their formalization.
  - c) Development of Enterprise Development Plans and its performance indicators (Enterprise Performance Indicators).
2. Sign contract with the County Value Chain Development Committee (CVCDC) on behalf of the Various value chain beneficiaries.
3. Elicit demand, enlist and work with Common Interest Groups/Vulnerable Marginalized Groups/Producer Organizations in the 4 Wards.
4. The SP will facilitate the federation of CIGs/VMGs into Producer Organisations (POs) that will participate in Public Private Partnerships (PPP) via production alliances. Promotion linkages with extension service providers, other CSA and industry players.
5. Assist beneficiaries in drafting a vision for their value chain and micro-projects. The Service Provider will assist beneficiaries to develop micro-project proposals in consultation with sub-County Technical officers and County Project Coordinating Unit (CPCU) for funding from KCSAP and help them to implement, manage and monitor their micro-projects.
6. Build Capacity of the beneficiaries on Climate Smart Agriculture Technology, Innovation and Management Practices and provide all the technical advisory services demanded by the beneficiaries. This will include: facilitating peer-to-peer learning among beneficiaries and training on cross cutting issues (gender & social inclusion, environment & social safeguards, and nutritional mainstreaming).
7. Collaborate with the CPCU to ensure utilization of Training & Demonstration funds towards achieving the agreed benchmarks.
8. Enhance the beneficiaries' capacity on financial and business skills as well as linking them to input, output and financial markets. The SP will facilitate beneficiaries to initiate savings and credit facilities that will graduate into SACCOs.
9. Sourcing of relevant information on various value chain and sharing it with farmers.
10. Assist Social Accountability and Integrity Committees (SAICs) in the identification and resolution of grievances and complaints.
11. Integration of agro-weather and market advisories in various CSA interventions.
12. Train the beneficiaries on the importance of data collection and use of the data collection forms.
13. Identification of researchable areas and learning lessons, strengthen linkages with researchers and fellow farmers.
14. Keep clear records of the dealings with CIGs/VMGs/POs.
15. Participate in all Monitoring and Evaluation exercises.



16. Compile and submit quarterly, semi-annual and annual technical or any other report(s) to the CPCU.

### 5.2.3. Methodology

KCSAP will use a Community Driven Development (CDD) approach in extension service delivery and will focus on public private partnership (PPP) through the contracted extension service delivery model and the Agricultural Product Value Chains (APVC). The project recognizes that Climate Smart Agriculture extension service delivery requires a unified approach and will therefore use a consortium of service providers with different skills mix along the agricultural product value chain to respond to beneficiaries felt needs. The consortia will respond to beneficiaries' complex agricultural, economic, social and ecological demands.

The Service Provider is expected to propose a methodology that will address the challenges stated in the 'problem statement' above to meet the project objective. The proposed methodology should demonstrate how to explicitly integrate (i) implementation of Climate Smart Agriculture Technology, Innovation and Management Practices (70%); (ii) livelihood diversification (20%); and (iii) mainstreaming nutrition (10%).

### 5.3. Reports and Time Schedule

Report shall be submitted quarterly, semi-annually and annually by the last date of the last month and any other report as may be needed by CPCU. The scheduled reports are as shown:

Report	Frequency	When due
Quarterly progress reports	4	By last date of September, December, March and June
Semi-annual reports	2	By last date of December and June
Annual progress report	1	By last date of June (Financial year)

### 5.4. Data Services, personnel and facilities to be provided by the Client

The client will provide the necessary data and project implementation documents to the Service Provider that has been awarded the contract. The client will also provide initial training / induction to the Service Provider / Consortia on KCSAP implementation, Participatory Planning Workshop to conduct enterprise development plans (EDP) and facilitate Participatory Contracting Workshop (PCW) between the Service Provider and the Community to agree on Various enterprise development plan which will form the basis of signing of contract between the Service Provider / Consortia and the beneficiaries.

The Service Provider is expected to have the capacity to enhance mobility such as transport to conduct field activities and own ICT equipments.

### **5.8.0. Terms of Payments/ Remuneration**

For services rendered, the County Value Chain Development Committee shall pay the Service Provider a service fee for a period of 12 months, renewable and on confirmation that the SP has satisfactorily attained the agreed benchmark(s). The payment shall be done in accordance with the agreed schedule specific to the nature of the Value Chain being supported and nature of service offered and will be in four tranches as follows:

**5.8.1.** Payment of 10% upon receiving of an acceptable inception report as at 5.4.(1) in the TOR.

**5.8.2.** Payment of 20% of total service contract fee on confirmation through a report by the mandated beneficiaries' management committee (County Value Chain Development Committee) that the Service Provider has satisfactorily attained the agreed benchmark(s) set between the Service Provider / Consortia and the beneficiaries.

**5.8.3** Payment of 30% of total service contract fee on confirmation through a report by the mandated beneficiaries' management committee (County Value Chain Development Committee) that the Service Provider has satisfactorily attained the agreed benchmark(s) set between the Service Provider / Consortia and the beneficiaries.

**5.8.4** Payment of 40% of total service contract fee on confirmation through a report by the mandated beneficiaries' management committee (County Value Chain Development Committee) that the Service Provider has satisfactorily attained the agreed benchmark(s) set between the Service Provider / Consortia and the beneficiaries.