



**MINISTRY OF AGRICULTURE, LIVESTOCK, FISHERIES &  
IRRIGATION  
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.**

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

**ASSIGNMENT: TO DEVELOP HOUSEHOLD METHODOLOGIES  
MANUAL AND CAPACITY DEVELOPMENT STRATEGY FOR KCEP-  
CRAL PROGRAMME:**

**MOALF/SDCD/KCEP-CRAL/PROC/026/2019-2020**

**CLOSING DATE: 13<sup>TH</sup> SEPTEMBER 2019**

**AT: 11.00 AM**

## **REQUEST FOR EXPRESSION OF INTEREST FOR CONSULTING SERVICES- (FIRMS SELECTION) TO DEVELOP HOUSEHOLD METHODOLOGIES MANUAL AND CAPACITY DEVELOPMENT STRATEGY FOR KCEP-CRAL PROGRAMME**

- 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 and sustainable Natural Resources Management (NRM)
- 2) The Programme is financed by the European Union (EU), IFAD and the Government of Kenya, beneficiary farmer, Partner Financial Institutions and Private investors and supervised by IFAD. The Financing Agreement was signed on 26<sup>th</sup> August 2015, for a duration of seven (7) years with Programme Completion and Finance Closing dates of 30<sup>th</sup> September 2022 and 31<sup>st</sup> March 2023 respectively

The Household methodologies are participatory approaches that enable family members, households and communities to work together to improve relations and decision making to achieve more equitable workloads. The household methodologies are used in addressing the effectiveness of targeting strategies to address Gender inequalities in the household. The methodologies are therefore appropriate for livelihood approaches as well as value chain development towards achieving a common household vision to promote gender lens.

- 3) Gender inequalities in relations at the household level have a direct impact on agricultural production and productivity on developmental outcomes such as decision making, access and control of household resources in education, food security and nutrition. To ensure gender sensitivity in agricultural service delivery, the extension service providers will be trained on selected household methodology tools.

The Methodologies will be used to ensure organization goals are inclusive, address issues of power and gender, strengthen mechanism for dialogue and promote joint planning and decision making at household level.

Household Methodologies have been successfully used in IFAD supported projects in Uganda, Malawi, and Zambia. In Kenya, Small Dairy Commercialization Programme (SDCP) and Upper Tana Natural Resource Management Programme (UTaNRMP) have used the methodologies and both have reported significant improvements in participation and decision making among members of the households including

women, men and youth. Other changes reported include improved gender and organizational transformation among the targeted communities.

- 4) The Programme is seeking qualified short-term consulting firm(s) to develop a tailor made KCEP CRAL Household methodology Manual with reference to IFAD's Manual on **"How To Do Household Methodologies"** as well as the series of Gender Action Learning Systems (**GALS**) Manual that already exists and develop a Capacity building strategy .The Manual will also be informed by the findings from the Programmes Gender Youth Equity and Social Inclusion(GYESI) Study findings and will be used in training Farmer Groups in the thirteen Counties where the Programme operates.
- 5) The Scope of work shall be to develop a guiding manual that will address the gaps in decision making, access, ownership, leadership and Gender powers as well as a Capacity Development Strategy that will focus on trainings in the Thirteen (13) Counties of the Programme implementation namely; Trans Nzoia; Nandi; Kakamega; Bungoma and Nakuru in Western Region; Makueni; Machakos; Kitui; Embu and Tharaka Nithi in Eastern Region and Kilifi; Taita Taveta and Kwale in the Coast Region
- 6) The expected duration of this assignment shall be four (4) months. The assignment is expected to commence in September 2019
- 7) A firm will be selected under Quality and Cost-Based Selection and the procedures described in this REOI
- 8) The Expression of interest must be delivered in a written form and submitted as instructed.

The original and two copies of the tender must be delivered to:

**The Principal Secretary,  
State Department for Crop Development,  
P.O. Box 30028-00100,  
Kilimo House, Cathedral Road, Nairobi  
Tel: 0770174188**

**On or before 13<sup>th</sup> September 2019 at 11.00am (EAT) clearly marked  
"REQUEST FOR EXPRESSION OF INTEREST FOR CONSULTING  
SERVICES TO DEVELOP A HOUSEHOLD METHODOLOGIES MANUAL  
AND CAPACITY DEVELOPMENT STRATEGY"  
REREFENCE: MOALF/SDCD/KCEP-CRAL/PROC/026/2019-2020.**

- 9) The consulting firm (s) is expected to assemble a team of professionals with wide experience in developing guiding Manuals and capacity development strategy and gender sensitive participatory planning approaches with minimum qualifications of university degree in social sciences or rural community development; a minimum of

three (5) years proven experience as a trainer on gender sensitive participatory planning approaches and experience in GALS.

10) The interested parties may request for clarifications on this Expression of Interest up to five (5) days before the EOI submission date. Any request for clarification must be sent in writing by paper, mail or electronic mail to:

Programme Coordinator  
 KCEP-CRAL Programme  
 P.O.BOX 30028-00100  
 NARL KABETE Grounds.  
 Email: [tenders.kcepccralprogramme@gmail.com](mailto:tenders.kcepccralprogramme@gmail.com)

**11)** In order to be shortlisted, the interested consultant/Consulting firm **must satisfy the following minimum criteria:**

#	Evaluation Criteria	
1.	<p><b>Mandatory Evaluation Criteria: -</b></p> <p>Stage One: Mandatory / Preliminary Evaluation:</p> <ol style="list-style-type: none"> <li>1. Certified Copy of Certificate of Incorporation.</li> <li>2. Certified Copy of Valid Tax Compliance Certificate (will be verified on the KRA TCC Checker)</li> <li>3. Certified Copy of CR12 Form</li> <li>4. Mandatory Business Questionnaire in the provided format. All sections should be duly filled signed and stamped.</li> <li>5. Audited Financial Statements for the last 2 years</li> <li>6. List of consultancy services on developing Gender-field related Manuals focusing on Participatory Approaches including Household Methodologies and focusing on Gender Action Learning Systems and Capacity Building strategies carried out in the last 5 years. Including a brief description of the study (scale and scope) and the status of the projects</li> <li>7. Where the Applicant is a consortium, provide a list of the proposed members of the consortium and the proposed Leader of the consortium and the roles of each member.</li> <li>8. Duly serialized and or paginated bid document including all the attachments in the bid document in a <b>Sequential</b> manner</li> <li>9. Pursuant to Section 130 of the PPAD ACT 2015, Bidders who have previously conducted the original contracts for the GYESI study are not eligible to bid</li> <li>10. Consulting firms that have existing, ongoing and incomplete projects or studies with the KCEP-CRAL Programme are not eligible to bid</li> <li>11. To enhance equity, bidders shall only be awarded one consultancy (each) under the published Tender Notice.</li> <li>12. Bidders who participate in the two EOI shall be disqualified.</li> </ol> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>✚ <b>All Certification of Documents shall be original and executed by a Commissioner for Oaths or Notaries Public</b></li> <li>✚ 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.</li> </ul> <p><b>All items must be submitted to proceed to the next stage.</b></p>	<p><b>Mandatory</b> <b>(Yes/ NO)</b></p>

<p>2.</p>	<p><b>Technical Qualification</b></p> <p><b>Experience of the Firm: Maximum 30marks</b></p> <p>1) Have developed at least Two (2) manuals the field of Gender and incorporating Participatory Approaches. (max 6mks)</p> <p>2) Demonstrate at least 10 years of proven experience as a trainer on Gender sensitive Participatory Planning processes. ( Attach relevant assignments successfully conducted and completed (max 8mks)</p> <p>3) Demonstrate that the lead consultant has international exposure, at least in areas where target group adoption of Household Methodologies and particularly the GALS is well established. (max 8mks)</p> <p>4) Demonstrate a good understanding of the Assignment and methodology</p> <p><b>Qualification of the Proposed Team: Maximum 15marks</b></p> <p>5) In addition to the firm’s experience, provide a list of the proposed professional staff and disciplines expected to take part in the assignment with wide experience in developing Capacity Development Strategy and Gender Sensitive Participatory Planning Approaches with minimum qualifications of university degree in Social Sciences or Rural Community Development; a minimum of Five (5) years proven experience as a trainer on gender sensitive participatory planning approaches and experience in GALS.</p>	<p>Above 2 Studies 6mks 0-2 studies -3mks</p> <p>Above 10years Experience- 8mks 5-10 years of experience -4mks 0-4 years of experience- 2mks</p> <p>6mks</p> <p>10mks</p> <p>-10mks</p>
	<p><b>Pass Mark: 29Marks</b></p> <p><b><i>Only bidders who score 29/40 and above will be shortlisted and invited for the request for proposals. Those who score below shall be eliminated at this stage.</i></b></p>	

**MANDATORY CONFIDENTIAL BUSINESS QUESTIONNAIRE**

**Name of Applicant(s)**.....

You are requested to give the particulars indicated in Part 1 and either Part 2 (a), 2(b) or 2(c) whichever applied to your type

**You are advised that it is a serious offence to give false information on this form will lead to automatic disqualification/termination of your business proposal at your cost.**

**Part 1 -General**

Business Name

.....

Location of Business Premises

.....

Plot No ... Street/Road..... Postal address..... Tel No.

.....

Fax Email.....

Nature of Business (Attach Company Profile)

.....

Registration Certificate No. (Attach Copy)

.....

Tax Compliance No (Attach Copy)

.....

Maximum value of business which you can handle at any one time –

Ksh.....

Name of your bankers.....

Branch.....

Bank Account Number.....

Payment Terms.....

**Part 2 (a) – Sole Proprietor**

Your name in full.....Age.....

Nationality..... Country of Origin.....

Citizenship details.....

*If a Kenyan Citizen, indicate under Citizenship Details whether by Birth, Naturalization or Registration*

**Part 2 (b) – Partnership**

Given details of partners as follows

Name	Nationality	Citizenship Details	Shares
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1.....

2.....

3.....

4.....

*If a Kenyan Citizen, indicate under Citizenship Details whether by Birth, Naturalization or Registration*

**Part 2 (c) – Registered Company**

Private or Public

(Attach brochures or annual reports in case of public companies)

State the nominal and issued capital of company

Nominal Kshs. Issued Kshs.

Give details of all directors as follows

Name	Nationality	Citizenship Details	Shares
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1. ....

2. ....

3. ....

4. ....

**Part 3- List of corporate client customers and their addresses, telephone numbers and contact person.**

1. Company.....Tel/ Mobile.....  
Contact Person.....Designation.....  
2. Company.....Tel/Mobile.....  
Contact Person.....Designation.....  
3. Company.....Tel/Mobile.....  
Contact Person.....Designation.....  
4. Company.....Tel/Mobile.....  
Contact Person.....Designation.....

**Part 4-(a) Debarment**

I/We declare that I/We have not been debarred from any procurement process and shall not engage in any fraudulent or corrupt acts with regard to this or any other tender by the KCEP-CRAL and any other public or private institutions.

Full Names.....  
Signature.....  
Dated this .....day of .....2019  
In the capacity of.....  
Duly authorized to sign Tender for and on behalf of  
.....

**Part 4-(b) Bankruptcy / Insolvency / receivership.**

I/We declare that I/We have not been declared bankrupt or insolvent by the competent Authorities in Kenya and neither are we under receivership:  
Full Names.....  
Signature.....  
Dated this .....day of .....2019  
Duly authorized to sign Tender for and on behalf of  
.....



**Part 4-(c) -Criminal Offence**

I/We,(Name (s) of Director(s)):-

- a).....
- b).....
- c).....

Have not been convicted of any criminal offence relating to professional conduct or the making of false statements or misrepresentations as to its qualifications to enter into a procurement contract within a period of three (3) years preceding the commencement of procurement proceedings.

Signed.....

For and on behalf of M/s.....

In the capacity of .....

Dated this .....day of .....2019.

Suppliers' / Company's Official Rubber Stamp .....

**Part 4-(d) Conflict of Interest**

I/We, the undersigned state that I / We have no conflict of interest in relation to this procurement:

- a) .....
- b) .....
- c) .....
- d) .....

For and on behalf of M/s.....

In the capacity of .....

Dated this .....day of .....2019

Suppliers' / Company's Official Rubber Stamp .....

**Part 4-(e) – Interest in the Firm:**

Is there any person/persons in KCEP-CRAL or any other public institution who has interest in the Firm?

Yes/No ..... (Delete as necessary)

Institution .....

(Title) (Signature) (Date)

.....  
.....

**PART 5(I) – EXPERIENCE:** Please list here below similar projects accomplished or companies / clients you have supplied with similar items or materials / Services in the last 3 years

	COMPANY NAME	COUNTRY	CONTRACT ORDER NO	VALUE	CONTRACT PERSON (FULL NAMES	EMAIL	CELL PHONE NO
1							
2							
3							
4							
5							

**Part 6(i or j) – Bank account details:**

AGPO firms must provide evidence from their bank that the account to which KCEP-CRAL shall make payment has a youth or a woman or a PWD listed in the CR12 form/

partnership deed/sole proprietor certificate as a MANDATORY signatory of that account,

- Sec.157 (11) of PPADA:Account No.....

Name of the person(s) in the CR12 form OR in the partnership deed OR in the sole proprietor Certificate...../.....

ID No(s):...../.....

Signature and stamp of the authorized Banker Representative.....Date.....

**Part 7--Declaration**

I/We the undersigned state that the above information is correct and that I/We give KCEP-CRAL to seek any other references concerning my/our company from whatever sources deemed e.g. company registrar's office, banks etc.

Full names

.....

Signature.....

For and on behalf of M/s .....

In the capacity of

.....

**Date..... Signature of Candidate.....**

**Company's Rubber Stamp.....**