

Call for Consultancy to Implement a Training of Trainers Program on Good Agricultural Practices for Embu County Coffee Union Farmers

Donor	KOICA Korean International Cooperation Agency
Implementing Partner	Good Neighbors Kenya
Project name	Income Generation Project; Strengthening the operation systems of coffee cooperatives in Embu County, Kenya.
Ref Number	KGN/SED/KOICA/EMBU/2024/002.
Project Goal	To increase coffee farmers' income, through capacity building and strengthening cooperatives' operation systems
Training of Trainers Objective	Equip the selected TOTs with necessary skills, techniques and knowledge to become effective trainers to other farmers and in the long-run improve overall quality of coffee production and optimize their farming practices.
Project Location	Embu County
TOT Period	5 Weeks
Population	1000 ToTs

1. Definitions

- a) **“Affiliate(s)”** means an individual or an entity that directly or indirectly controls, is controlled by, or is under common control with the Consultant.
- b) **“Applicable Law”** means the laws and any other instruments having the force of law in Kenya.
- c) **“Procuring Entity”** means the entity that is carrying out the consultant selection process and signs the Contract for the Services with the selected Consultant.
- d) **“Consultant”** means a legally-established professional consulting firm or an entity that may provide or provides the Services to the Procuring Entity under the Contract.
- e) **“Day”** means a calendar day unless otherwise specified as "Business Day". Business Day is from Monday to Friday and excludes official public holidays.
- f) **“Experts”** means, collectively, Key Experts, Non-Key Experts, or any other personnel of the Consultant, Sub-consultant or Joint Venture member(s).
- g) **“In writing”** means communicated in written form such as by mail or a letter.
- h) **“Joint Venture (JV)”** means an association with or without a legal personality distinct from that of its members, of more than one Consultant where one member has the authority to conduct all business for and on behalf of any and all the members of the JV, and where the members of the JV are jointly and
i) severally liable to the Procuring Entity for the performance of the Contract.
- j) **“Key Expert(s)”** means an individual professional whose skills, qualifications, knowledge and experience are critical to the performance of the Services under the Contract and whose CV is considered in the technical evaluation of the Consultant's proposal.
- k) **“Non-Key Expert(s)”** means an individual professional provided by the Consultant or its Subconsultant and who is assigned to perform the Services or any part thereof under the Contract and whose CVs are not evaluated individually.
- l) **“Proposal”** means the Technical Proposal and the Financial Proposal of the Consultant.
- m) **“Services”** means the work to be performed by the Consultant pursuant to the Contract.
- n) **“Sub-consultant”** means an entity to whom the Consultant intends to subcontract any part of the Services while the Consultant remains responsible to the Procuring Entity during the whole performance of the Contract.
- o) v) **“Terms of Reference (TORs)”** means the Terms of Reference that explains the objectives, scope of work, activities, and tasks to be performed, respective responsibilities of the Procuring Entity and the Consultant, and expected results and deliverables of the assignment.

2. Introduction

Kenya Good Neighbors is an International, Humanitarian and Development NGO in General Consultative Status with the United Nations Economic and Social Council (UN ECOSOC). Our greatest mission is to improve the lives of others- especially those of children- through education, community development, health and sanitation, and disaster relief projects.

Kenya Good Neighbors (KGN) was established in Kenya on 14th December 1995. Kenya Good Neighbors is currently operating projects both in rural and urban areas. In urban areas, we have Korogocho CDP which is in Kasarani Sub-County, Dandora CDP which is in Njiru Sub-County and Mukuru CDP is within Makadara Sub-County. We also have rural projects in Trans Mara Sub-County (Meguarra CDP), Gucha Sub-County (Ogembo CDP), Kajiado Central Sub-County known as (Bissil CDP) and Rarieda Sub County (Rarieda CDP). KGN also established various special projects at the community level including Mwamba Oibor in the rural area, Kajiado County, Cereal Project in Trans Mara Sub County, Green Light Project in the Urban area, Nairobi County, and the coffee project in Embu County.

3. Coffee project

The project is located in Embu County which is approximately 120 kilometers northeast of Nairobi, on the south-eastern side of Mount Kenya, on the humid highland slopes of the mountain. Coffee is a major export crop in Embu and is grown in the upper middle altitude zones, about 1,400 meters above sea level on the slopes of Mt. Kenya. Nearly all the coffee is grown by smallholders in Embu. The majority of coffee farmers in Embu County are small scale and they sell their coffee through farmers' societies. These Societies are still struggling with perennial problems of poor management, dilapidated infrastructure, unstable coffee markets, and lack of finances among others. Farmers in the area face several challenges which include; low farming working capital, outdated farming practices and technologies, poor coffee quality seedlings, and low farm yields, worsening climatical conditions among others which have led to decreased coffee income.

Kenya Good Neighbors is implementing a three-year (2022 to 2025) coffee project in Embu County funded by KOICA. The project objective is to increase coffee farmers' income, through capacity building and strengthening cooperatives' operation systems. The main components of the project will include: Training of trainer's program, that is aimed at training promoter farmers who will train other farmers within their localities to improve coffee production, conducting soil analysis, replacing the old disk pulpers with eco pulpers, replacing old coffee drying beds with metallic beds, repairing factories facilities like fermentation tanks, washing channels, building solar greenhouse and linking farmers to direct markets among others.

4. Terms Of Reference

4.1. Scope of works

Kenya Good Neighbors seeks to implement a training of trainer's program that will equip 1000 promoter farmers with adequate knowledge and skills to become trainers to other farmers within their Societies. The program will run for a period of 5 weeks, with the objective of equipping the TOT's with necessary skills, techniques and knowledge to become effective trainers to other farmers within their Societies and in the long-run improve overall quality of coffee production and sustainable farming practices.

4.1.0 Place of performance

Services under this solicitation shall be performed in 5 clusters in Embu County coffee growing zones

4.1.1. Period of performance and estimated level of effort

All services required under this solicitation will be delivered for a period of 5 weeks. The estimated level of effort shall be approximately thirty-five (35) Days.

4.2. Objectives of the consultancy

4.2.1. Main Objectives

The purpose of this consultancy is to equip farmers with necessary skills and knowledge to become effective trainers to the other farmers in Societies This program aims to improve the overall quality and quantity of coffee production by providing farmers with the tools and techniques they need to achieve sustainable farming practices. The program will cover a wide range of topics such as:

- a) Climate smart agriculture: this should cover topics such as climate change adaptation and mitigation, eco-friendly soil management, and sustainable land management practices to ensure the long-term sustainability of their farming business and in the face of changing weather patterns.
- b) Crop management: Training area should cover topics such as soil preparation, planting techniques, coffee pruning techniques, application of agricultural inputs (organic and inorganic) in general farming, coffee plants variety needs and necessary attention for better yields and general coffee management annual calendar among others
- c) Disease management: This will include, identification of common coffee diseases, disease prevention, integrated pest management (IPM), chemical control, disease monitoring and diagnosis, disease management and planning.
- d) Harvesting and post harvesting practices: Training should cover harvesting techniques to ensure only ripe cherries are picked, minimizing damage of cherries and plant during harvesting, sorting coffee after harvesting and necessary hygiene of coffee harvesting tools etc.
- e) Wet processing techniques; Train factory staff on standard ways of managing coffee from sorting, pulping, fermentation, grading and washing, drying, parchment sorting bagging and storage practices.

The above training areas are not conclusive; the client and the selected consultant may add more training areas based on coffee year calendar and industry standards

Specific Tasks

The selected consultant will

- a) Develop a training curriculum: Based on the identified training needs, develop a comprehensive training curriculum that covers the key areas of coffee farming based on coffee year calendar.
- b) Developing training materials: The consultant will be responsible for developing training materials, including handouts, manual, posters and visual aids, to support the trainings sessions and enable the TOTs to continue learning and sharing their knowledge with other farmers. This includes printing of the training materials, which should be in both English and Kiswahili.
- c) Delivering training sessions: The consultant will be responsible for delivering training sessions to the TOTs, focusing on developing their skills and knowledge in the key areas identified in the training curriculum. These sessions will be delivered in person depending on the availability of farmers.
- d) Facilitating interactive learning: The consultant will commit to facilitate interactive learning activities during training sessions to encourage active participation and engagement with the TOTs. This may include group discussions, role playing and practical demonstrations.
- e) Providing Technical support: This will include answering questions and providing advice on specific issues related to coffee farming to the farmers and program in general.
- f) ***The consultant will provide reasonable meals and transport for the farmers during training; hence should budget these items in their financial proposal.***
- g) Monitoring and evaluation:
 - i. Monitor and evaluate the effectiveness of the training program, collecting feedback from the coffee farmers and making any necessary adjustment to the training curriculum and delivery.
- h) Assessment and reporting: At the end of every week of training the consultant will evaluate the training feedback from the farmers and make reports. This report should include training session report and farms assessment.

4.3. Submission Instructions

4.3.1. **Completed tenders shall be delivered in a single sealed envelope** bearing the name and Reference number of the Tender, addressed to the Procuring Entity to **Kenya Good Neighbors Head Office in Ruiru by 04:00pm of 5 Aug 2024 (Monday)** along 3rd Sunrise Avenue in Ruiru off Eastern Bypass Between Greenspot Gardens/Brook Breeze Apartments and Deliverance Church. Left-hand side After Greenspot Gardens Carpark and of Coordinates (-1.16637,36.96845).

4.3.2. Duly completed documents should also be sent by email to: procurement@goodneighbors.ke before/ by **04:00pm of 05th August 2024 (Monday)** East African Time, addressed to the Procurement Committee.

4.3.3. **Email Title:** Please name your email as “*Bidder Name/ KGN/SED/KOICA/EMBU/2024/002.- TOT Consultancy*”. For example, if your company name is ABCD, then please name your email title as “ABCD/ KGN/SED/KOICA/EMBU/2024/002-TOT Consultancy. Emails named in a different way might not be checked.

4.3.3 For a tenderer to be considered responsive, **it is mandatory to submit both hardcopy and softcopy of all the bidding documents on time.**

4.3.4 **All documents should be in non-editable format such as PDF.**

4.3.5 **Please DON'T combine any documents.** All documents submitted should be **individual documents** and they should be compressed into **ONE ZIP FILE**. Please name the ZIP file in the same way as your email title, that is “*Company Name/ KGN/SED/KOICA/EMBU/2024/002- TOT Consultancy*”.

4.4. Mandatory submission includes:

a. Valid Tax Compliance Certificate

b. K.R.A. Pin certificate

c. Valid Certificate of Incorporation/ Registration.

d. Trade License

e. CR12 form

f. Company profile including a detailed organization structure, major service of the company, location of the company, whether there are any factories or shops, etc.

g. Utility bills (Any of the water, electricity, internet, gas, waste management bills of May or June 2024, under the name of the bidder/ firm)

h. List of key personnel and their qualifications with updated CVs attached.

i. Work profile: **list of ongoing and previous projects with evidence** attached which include **L.P.Os, supply contracts/agreements, contact persons, phone numbers, and email addresses of the buyers. LPOs, and contracts/ agreements shall be signed and stamped by the clients. Please only submit related documents from 2020.**

j. Taxes; Include all the relevant taxes in your financial proposal and put it in writing in the proposal.

k. Work plan; Include a detailed work plan in the proposal document.

l. Litigation history (sworn affidavit). Internal letter from bidder's company is not valid.

m. **External financial audited reports for 2023 and 2022 financial years (at least 2 reports).** The reports should be authentic and valid audited final reports and accounts which meet all the requirements set by Auditing bodies. **External audited reports not signed and stamped by the Auditor and the company Director are not treated as authentic reports.**

4.5. Preparation and Submission of Proposals

4.5.1. General Considerations

In preparing the Proposal, the Consultant is expected to examine the TOR in detail. Material deficiencies in providing the information requested in the proposal may result in the rejection of the Proposal.

4.5.2. Cost of Preparation of Proposal

The Consultant shall bear all costs associated with the preparation and submission of its Proposal, and the Procuring Entity shall not be responsible or liable for those costs, regardless of the conduct or outcome of the selection process. The Procuring Entity is not bound to accept any proposal and reserves the right to annul the selection process at any time prior to Contract award, without thereby incurring any liability to the Consultant.

4.5.3. Language

The Proposal, as well as all correspondence and documents relating to the Proposal, exchanged between the Consultant and the Procuring Entity shall be written in the English language.

4.5.4. Only One Proposal

The Consultant (including the individual members of any Joint Venture) shall submit only one Proposal, either in its own name or as part of a Joint Venture in another Proposal.

If a Consultant, including any Joint Venture member, submits or participates in more than one proposal, all such proposals shall be disqualified and rejected. This does not, however, preclude Sub-consultant, or the Consultant's staff from participating as Key Experts and Non-Key Experts in more than one Proposal when circumstances justify and if stated in the Data Sheet.

Members of a joint venture may not also make an individual Proposal, be a subcontractor in a separate proposal or be part of another joint venture for the purposes of the same Contract.

4.6. Clarification and Amendment of TOR

The Consultant may request a clarification of any part of the TOR during or before the Proposals' submission deadline. Any request for clarification must be sent in writing, or by standard electronic means, to the Procuring Entity's address indicated. The Procuring Entity will respond in writing, or by standard electronic means, and will send written copies of the response (including an explanation of the query but without identifying its source) to all Consultants. Should the Procuring Entity deem it necessary to amend the TOR as a result of a clarification, it shall do so following the procedure described below:

At any time before the proposal submission deadline, the Procuring Entity may amend the TOR by issuing an amendment in writing or by standard electronic means. The amendment shall be sent to all invited Consultants and will be binding on them. The Consultants shall acknowledge receipt of all amendments in writing.

If the amendment is substantial, the Procuring Entity may extend the proposal submission deadline to give the Consultants reasonable time to take an amendment into account in their Proposals.

The Consultant may submit a modified Proposal or a modification to any part of it at any time prior to the proposal submission deadline. No modifications to the Technical or Financial Proposal shall be accepted after the deadline.

4.7. Sealing and Marking of Proposals and submission date

The firm shall deliver the Proposals in a single sealed envelope, in a single sealed package, or in a single sealed container bearing the name and Reference number of the call for proposal, addressed to the Procuring Entity and a warning "DO NOT OPEN BEFORE **12th August 2024** AT 4.00 PM". The Proposals shall be delivered to the procuring entity premises which are along 3rd Sunrise Avenue in Ruiru off Eastern Bypass. The following is the google maps link for the location:<https://www.google.com/maps/place/Good+Neighbors+Kenya/@-1.1664733,36.9678813,128m/data=!3m2!1e3!4b1!4m5!3m4!1s0x182f40bc56d39223:0x35f4c504256db7dd!8m2!3d-1.1664946!4d36.9684213>

If an envelope or package or container is not sealed and marked as required, the Procuring

Entity will assume no responsibility for the misplacement or premature opening of the proposal.

Proposals that are misplaced or opened prematurely will not be accepted.

The Proposal or its modifications must be sent to the address indicated in this RFP and received by the Procuring Entity no later than the deadline indicated, or any extension to this deadline.

Any Proposal or its modification received by the Procuring Entity after the deadline shall be declared late and rejected, and promptly returned unopened.

To supplement this submission, the solicitor shall submit a soft copy to the following email account: procurement@goodneighbors.ke.

4.8. Confidentiality/Canvassing

4.8.1. From the time the Proposals are opened to the time the Contract is awarded, the Consultant should not contact the Procuring Entity on any matter related to its Technical and/or Financial Proposal. Information relating to the evaluation of Proposals and award recommendations shall not be disclosed to the Consultants who submitted the Proposals or to any other party not officially concerned with the process.

4.8.2. Any attempt by consultants or anyone on behalf of the Consultant to influence improperly the Procuring Entity in the evaluation of the Proposals or Contract award decisions may result in the rejection of its Proposal.

4.8.3. Notwithstanding the above provisions, from the time of the Proposals submitted to the time of Contract award publication, if a consultant wishes to contact the Procuring Entity on any matter related to the selection process, it should do so only in writing

4.9. Correction of Errors

Activities and items described in the Technical Proposal but not priced in the Financial Proposal shall be assumed to be included in the prices of other activities or items, and no corrections are made to the Financial Proposal.

4.10. Conflict of Interest

The Consultant is required to provide professional, objective, and impartial advice, always holding the Procuring Entity's interest paramount, strictly avoiding conflicts with other assignments or its own corporate interests, and acting without any consideration for future work.

4.10.1. The Consultant has an obligation to disclose to the Procuring Entity any situation of actual or potential conflict that impacts its capacity to serve the best interest of the Procuring Entity.

4.10.2. Without limitation on the generality of the foregoing, and unless stated otherwise in the TOR, the Consultants shall not be hired under the circumstances set forth below:

i) Conflicting Activities

The conflict between consulting activities and procurement of goods, works or non-consulting services: a firm that has been engaged by the Procuring Entity to provide goods, works, or non-consulting services for a project, or any of its Affiliates, shall be disqualified from providing consulting services resulting from or directly related to those goods, works, or non-consulting services. Conversely, a firm hired to provide consulting services for the preparation or implementation of a project, or any of its Affiliates shall be disqualified from subsequently providing goods or works or non-consulting services resulting from or directly related to the consulting services for such preparation or implementation.

ii) Conflicting Assignments

Conflict among consulting assignments: A Consultant (including its Experts and Sub-consultants) or any of its Affiliates shall not be hired for any assignment that, by its nature, may conflict with another assignment of the Consultant for the same or for another Procuring Entity.

(iii) **Conflicting Relationships**

Relationship with the Procuring Entity's staff: a Consultant (including its Experts and Sub-consultants) that has a close business or personal relationship with senior management professional staff of the Procuring Entity who has the ability to influence the bidding process and: (i) are directly or indirectly involved in the preparation of the Terms of Reference for the assignment, (ii) the selection process for the Contract, or (iii) the supervision of the Contract, may not be awarded a Contract unless the conflict stemming from such a relationship has been resolved in a manner that determines there is no conflict to affect this selection process.

4.11. Award of Contract

Prior to the expiration of the period of tender validity, KGN will notify the successful tenderer in writing that its tender has been accepted.

The notification of award will signify the formation of the contract subject to the signing of the contract between the tenderer and KGN. Simultaneously the other tenderers shall be notified that their tenders have not been successful.

A contract template shall be provided by KGN and reviewed together with the successful tenderer.

The contents of the sample contract shall be subject to discussion and negotiation. Upon exchange of opinion and consent, both parties shall sign and effect the contract

4.12. Signing of Contract

Both parties shall keep an original copy of the contract.

The parties to the contract shall have it signed within ten (10) business days from the date of notification of contract award unless there is an administrative review request

4.13. From the time the Proposals are opened to the time the Contract is awarded, the Consultant should not contact the Procuring Entity on any matter related to its Technical and/or Financial Proposal. Information relating to the evaluation of Proposals and award recommendations shall not be disclosed to the Consultants who submitted the Proposals or to any other party not officially concerned with the process. 4.7.2 Any attempt by consultants or any one on behalf of the Consultant to influence improperly the Procuring Entity in the evaluation of the Proposals or Contract award decisions may result in the

5. rejection of its Proposal

Notwithstanding the above provisions, from the time of the Proposals submission to the time of Contract award publication, if a consultant wishes to contact the Procuring Entity on any matter related to the selection process, it should do so only in writing.

5 Unfair Competitive Advantage

5.1. Fairness and transparency in the selection process require that the Consultants or their Affiliates competing for a specific assignment do not derive a competitive advantage from having provided consulting services related to the assignment in question. To that end, the Procuring Entity shall indicate and make available to all Consultants together with this TOR all information that would in that respect give such Consultant any unfair competitive advantage over competing Consultants.

5.2. Corrupt and Fraudulent Practices

5.2.1. Consultant firms or any of their members shall not be involved in corrupt, coercive, obstructive, collusive, or fraudulent practices. Consultant firms or any of its members that are proven to have been involved in any of these practices shall be automatically disqualified and would not be awarded a contract.

5.3. Collusive practices

5.3.1. Any Consultant found to have engaged in collusive conduct shall be disqualified. To this effect, Consultants shall be required to complete and sign the “Certificate of Independent Proposal Determination” annexed to the Proposal Form

6.0. Evaluation of the Proposal

- 6.1. KGN will evaluate and compare the tenders which have been determined to be substantially responsive.
- 6.2. The comparison shall be of the price including all costs as well as duties and taxes payable on all the materials to be used in the provision of the goods
- 6.3. KGN’s evaluation of a tender will comprise the below:
 - a) Eligibility check;
 - b) Technical evaluation;
 - c) Financial evaluation;
 - d) Due diligence.
- 6.4. 6.4.KGN reserves the right to accept or reject any tender and to annul the tendering process and reject all tenders at any time prior to contract award, without thereby incurring any liability to the affected tenderer or tenderers or any obligation to inform the affected tenderer or tenderers of the grounds for the KGN’S action.
- 6.5. 6.5.A tenderer who gives false information in the tender document about its qualification or who refuses to enter into a contract after notification of contract award shall be debarred from future tendering opportunities placed by KGN.

6.6. Quality and Cost-Based Selection (QCBS) Method

The proposals shall be evaluated based on Quality and Cost Based Selection (QCBS). The Consultant that achieves the highest combined technical and financial score will be notified and invited for negotiations