



Sustainable Food  
Systems Ireland  
A partnership of Irish Government agencies

**REQUEST FOR TENDERS**

**CONSULTANCY SERVICES - EVALUATION OF**

**OUR SHARED INTEREST: IRELAND KENYA AGRI-FOOD STRATEGY**

**(IKAFS) 2017 – 2021**

**Tender Submission deadline: 5pm, 28<sup>th</sup> February 2022**

## INTRODUCTION

Ireland's Department of Foreign Affairs, through its Embassy in Nairobi, seeks to secure the professional consultancy services of a qualified Tenderer to undertake an evaluation of the IRELAND KENYA AGRIFOOD STRATEGY (IKAFS) 2017 – 2021.

The engagement of the Embassy of Ireland in Kenya over the past four years has highlighted the opportunities that exist between Ireland and Kenya in the area of agriculture, fisheries and food production. Through a multi-stakeholder approach, *Our Shared Interest: The Ireland/Kenya Agri-food Strategy 2017-2021 (IKAFS)* was developed and launched in November 2017. IKAFS aims to bring together Ireland's objectives in development cooperation, trade promotion and the development of institutional linkages in a manner that enhances cooperation and investment in agri-food for the mutual benefit of Ireland and Kenya.

The strategy is guided by the following key aspirations:

- ✓ To continue and strengthen support to Kenya agri-food sector
- ✓ To expand opportunities for Irish agri-food and agri-business companies
- ✓ Support implementation of three key goals of One World, One Future policy i.e. reduced hunger, sustainable development, better governance

Overseeing this work is the Ireland Kenya Agri-Food Strategy (IKAFS) Steering Committee which is comprised of many of the stakeholders who contributed to its development. The role of the Steering Committee is to provide strategic direction and leadership during the implementation of the Strategy and to support design and delivery of programmes and partnerships which support achievement of the Strategy's objectives, including in relation to the three key value chains indicated in the Strategy; potato, dairy/livestock and fisheries.

## IKAFS GOAL

IKAFS sets out to realise enhanced cooperation and investment in agri-food for the mutual benefit of Ireland and Kenya.

Its specific objectives include:

- Increased trade and investments in agri-food between Ireland and Kenya
- Improved policy, institutional and trading environment in agri-food in Kenya
- Increased farmer incomes in at least two (2) counties through support for value chains in Irish potato and dairy

## IKAFS FINANCIAL SCALE

In financial scale terms, the strategy is an investment of approximately €2.8m involving four specific initiatives:

1. A Potato Capacity Building project: €1,420,000
2. A Climate Smart Kenya Ireland Dairy project: €1,000,000
3. A Catalytic Impact for Dairy Sector Growth project: €400,000
4. Blue Economy project: €102,000

## 1. CONTEXT

Agriculture remains vital to Kenya's economic growth. It is also vital to the country's food security and poverty reduction efforts. The vast majority of Kenya's poor depend on smallholder agriculture for their livelihood.

Kenya has a number of development frameworks including Vision 2030<sup>1</sup>, the Big Four Agenda<sup>2</sup> and the Kenya National Policy on Agricultural Development<sup>3</sup>. All of these frameworks aim to transform the country's agriculture from subsistence to a more competitive and commercially oriented sector that can meet the country's food needs, expand exports, and become a key engine for growth and sustainability.

Ireland's efforts in Kenya are guided by its international development policies - 'One World One Future,' launched in 2013 and succeeded by 'A Better World'<sup>i</sup> launched in 2019; Global Ireland – A Strategy for Africa to 2025; and [The Global Island: Ireland's Foreign Policy for a Changing World](#). Like Kenya, Ireland emphasises climate action and a commitment to exploring innovative approaches to climate finance, risk insurance and climate adaptation.

Kenya and Ireland share a long history of partnership including co-chairing the final inter-governmental negotiations that produced the Sustainable Development Goals (SDGs) and currently sitting on the UN Security Council. Kenya is also a member of a number of the East Africa Community (EAC), and the Common Market for Eastern and Southern Africa (COMESA) among other international entities.

Kenya is the largest and fastest growing economy in Eastern and Central Africa; agriculture is the largest sector and comprises tea, coffee, horticulture, and dairy; fisheries also plays a key role. Agriculture accounts for 30% of the country's national GDP, and employs more than 11 million people. 80% of the agriculture sector are smallholder farmers who own less than 3 hectares (ha) each. IKAFS has been instrumental in linking Irish technical expertise in agri-food to Kenyan smallholder farmers, including through facilitating partnerships between both countries' agriculture research institutions.

Africa is Kenya's biggest export market, closely followed by the EU. Irish businesses are working in Kenya in sectors including agri-food, international education, healthcare and ICT, supported by the Embassy of Ireland and Business Ireland Kenya, a network designed to increase business activity and trade between Ireland and Kenya through Business-to-Business (B2B) engagements, networking opportunities, and information sharing<sup>4</sup>.

## 2. MAJOR FEATURES OF THE STRATEGY

The Ireland Kenya Agri-food Strategy (IKAFS) includes the following elements:

- ✓ *A Team Ireland approach*, led by the Embassy, and in cooperation with Enterprise Ireland, Business Ireland Kenya and Irish Forum for International Agriculture Development (IFIAD).
- ✓ A Steering Committee with a Terms of Reference to oversee the implementation of the IKAFS plan
- ✓ The strategy aims to bring together Ireland's objectives in development cooperation, trade promotion and the development of institutional linkages in a manner that is mutually reinforcing and coherent.
- ✓ IKAFS is designed to facilitate cutting-edge research and development and extension programmes in the agriculture sector and improve market linkages, benefitting *both Kenya and Ireland*.
- ✓ IKAFS aims to facilitate the development of public & private partnerships that can work together for sustainable development, consistent with SDG 17.

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<sup>1</sup> Kenya Vision 2030 <http://vision2030.go.ke>

<sup>2</sup> [https://www.google.ie/url?sa=t&rct=j&q=&esrc=s&source=web&cd=&cad=rja&uact=8&ved=2ahUKEwilsPS1p-zyAhUsRkEAHdxZAqsQFnoECAMQAQ&url=https%3A%2F%2Fwww.president.go.ke%2F&usg=AOvVaw1A5vXmWS3BPYui\\_42blsru](https://www.google.ie/url?sa=t&rct=j&q=&esrc=s&source=web&cd=&cad=rja&uact=8&ved=2ahUKEwilsPS1p-zyAhUsRkEAHdxZAqsQFnoECAMQAQ&url=https%3A%2F%2Fwww.president.go.ke%2F&usg=AOvVaw1A5vXmWS3BPYui_42blsru)

<sup>3</sup> Kenya's Agricultural Development Strategy 2010-2020 (<sup>3</sup> Republic of Kenya (2010), Agricultural Sector Development Strategy 2010-2020. <http://www.vision2030.go.ke/vision/>)

<sup>4</sup> [Business Ireland Kenya – BIK \(google.ie\)](#)

- ✓ IKAFS aims to be fully coherent with, and complementary to, Ireland’s Africa Agri-Food Development Programme (AADP) objectives
- ✓ IKAFS aims to deliver and/or facilitate financing through several mechanisms including development cooperation, other public funding, private sector investment, funding through investment banks and international financing institutions.

### 3. PURPOSE OF THE EVALUATION

The purpose of this review is to provide the Embassy with an independent assessment of the achievements of the Ireland Kenya Agri-food Strategy. The exercise will provide lessons learned to help inform future strategic and operational decision-making.

The evaluation sets out to achieve the following key outcomes:

- 3.1 To examine the effectiveness, relevance and sustainability of the IKAFS 2017-2021 strategy, in line with OECD DAC evaluation criteria.
- 3.2 To provide the Embassy and relevant DFA business units with an evaluation whose outcome will be useful in guiding the next phase of the IKAFS strategy as well as guiding and contributing to the development of the Embassy’s next five year mission strategy..
- 3.3 To generate findings that will contribute to the pool of evidence on the effectiveness of institutional partnerships in trade promotion and development cooperation, and in delivering best practice in sustainable food systems and poverty reduction.
- 3.4 To contribute to the Department’s overall organisational learning.

### 4. SCOPE OF THE EVALUATION

The proposed evaluation will be guided by the OECD-Development Assistance Committee’s (DAC) Principles for the Evaluation of Development Assistance and Quality Standards for Development Evaluation as well as international standards and best practice in evaluative processes. The evaluation will incorporate the OECD DAC (2019) criteria with a focus on relevance, effectiveness, and impact to rigorously review activities, strategies and approaches in each outcome area of the IKAFS.

The evaluation will be learning-oriented as it will guide the development of the next phase of the IKAFS as well as informing the development of the next mission strategy to be delivered over the next five (5) years.

The evaluation should assess evidence of a Team Ireland approach in the roll out of IKAFS (e.g. whole-of-government approach that reflects a unity of purpose across Irish Government departments and agencies); evidence of coherence and mutually reinforcing objectives in development cooperation, trade promotion and the institutional linkages; development of Public Private Partnerships (PPP) aligned to SDG 17; coherence with and complementarity to the Africa Agri-food Development Program (AADP) objectives; and, evidence that IKAFS promoted and secured financial support from a variety of mechanisms (e.g. development cooperation, other public funding, private sector investment, investment banks, international financing institutions).

### 5. EVALUATION QUESTIONS

The evaluation will be guided by OECD DAC criteria (2019) and international standards in conducting evaluations. It will aim to respond to the following questions:

Overall:

Using examples, can DFA confidently say that IKAFS was relevant and effectively implemented leading to enhanced delivery of development assistance and improved bilateral relations?

#### Effectiveness

- How effective was IKAFS in achieving results that reflect Ireland’s global policies, principles, and values as outlined in various strategic documents such as ‘One World One Future,’ launched in 2013

and succeeded by 'A Better World'<sup>ii</sup> launched in 2019; Global Ireland – A Strategy for Africa to 2025; and **The Global Island: Ireland's Foreign Policy for a Changing World?**

- How effective was the strategy in achieving its core objectives namely improved trading outcomes, improved policy and institutional environment and effective value chains leading to increased family incomes?
- How effective was the strategy and its institutional partnerships in leveraging other opportunities for collaboration and impact?

#### Relevance

- How relevant were the interventions implemented in addressing needs of the target group(s) and the objectives of the strategy?
- To what extent did the different outcomes of IKAFS positively connect and complement one another (e.g. trade, development and partnerships)?
- To what extent did the IKAFS governance framework add value and strengthen impact?

#### Sustainability

- Will the intended benefits of IKAFS continue when development cooperation is terminated?
- Is there evidence of replication or scale up of activities by other stakeholders and/or opportunities for doing so in the next phase?

#### Lessons learned

- What are the key lessons and insights emerging from the implementation of the IKAFS, and including those because of Covid-19, that can contribute to overall organisational learning, the next phase of IKAFS, and the new mission strategy?

## 6. GOVERNANCE AND INDEPENDENCE

This evaluation will be commissioned and managed by the Embassy of Ireland in Nairobi. It will be conducted in close consultation and coordination with the Department's Development Cooperation and Africa Division (DCAD) (e.g. Evaluation and Audit Unit (EAU), Policy Unit (PU) and the Africa Desk). A Reference Group, comprised of key stakeholders, will assist in providing observations to the exercise.

## 7. METHODOLOGY

In order to ensure that data collected, and information derived therefrom, is as comprehensive as possible, the IKAFS evaluation will employ a consultative mixed-method approach. This will include:

- A detailed literature review (reports and policy briefs, meeting minutes, strategy documents and partner reporting, financial analysis, other relevant IKAFS and programme documents, best practice in the sector).
- Interviews with Embassy staff and relevant DFA HQ colleagues; interviews with grant recipients (this may require remote technology to ensure safety).
- Subject to safety and security advice by the Embassy, field and site visit(s) will be undertaken for the purposes of conducting qualitative and quantitative interviews with development partners, key stakeholders (citizens, businesses, government, other donors) including focused group discussions, key informant interviews with programme participants (e.g. farmers).
- Synthesis and analysis of evidence to identify recommendations and validate findings between multiple sources of evidence including debriefing.

There will be strict adherence to Covid-19 safety protocols as well as strict observance of "*prima non male* (do no harm)" principle to ensure no injuries or harm in whatever form is caused to staff, stakeholders, or communities in the process of conducting the evaluation.

## 8. OUTPUTS

The following will be expected as key outputs from the IKAFS evaluation:

- An inception report that includes guiding questions, interview guides, refined methodology and a detailed work plan (within one week of contract signing) presented to the Embassy and agreed in advance of field visits.
- A draft report (maximum 30 pages, excluding appendices) that sets out key initial findings, emerging recommendations, and learning including the literature review (two weeks after field visits).
- Debrief discussions with the Embassy/reference group and key stakeholders (as appropriate) to facilitate the refinement of the findings, learning and recommendations based on the draft report. A presentation may include a brief summary document of four pages maximum.
- A final report (maximum 40 pages, excluding appendices) that sets out findings, conclusions, recommendations and any other issues for management's consideration drafted by the evaluation team. The report will focus on the core evaluation questions. The primary audience for this report is the Embassy team, HQ senior management and technical staff, citizens of Ireland and partners.
- Regularly scheduled meetings with Embassy to ensure communication, feedback and adequate planning.

## 9. TIMEFRAME AND COSTS

It is expected that the entire exercise will take a maximum 60 days. This includes planning and field visits, data collection, analysis, regular iteration with the Embassy/reference group and the final report submission. The proposed timeframe aims to ensure effective management of resources including proper use of staff time and schedules without interfering with other core business and programmes of the Embassy. The timeframe will also ensure that learning from the evaluation activity is maximized to the greatest extent possible in strategy development processes.

The first draft of the evaluation is expected to be completed within two weeks of the completion of the field component, while the stakeholder consultation workshop and final report will follow as per below table. Please note that the timelines are only indicative and in some cases, dependent on other deliverables and factors. The times are subject to amendment at the discretion of the Embassy and in discussion with the evaluation team.

The Embassy estimates that the contract will be in the value range of €40,000 including all professional fees and any associated travel.

The consultant/consultancy company is free to take up other work at the same time with another agency or company, as long as this does not conflict in any way with the work undertaken for the Embassy.

### Indicative table showing key deliverables and timeline

Indicative Timeline	Expected Deliverables
February 2022	Procurement of tender
March 2022	Meeting with evaluation team (selected consultant) to clarify ToR and proposed workplan, methodology etc
April 2022	Literature Review including Inception Report submitted and briefing on emerging themes with Embassy/reference group
May 2022	Data collection (including field visits) conducted
May 2022	Presentation of findings to the Embassy/reference group
May 2022	Draft Report submitted
June 2022	Stakeholder consultation and development of recommendations
June 2022	Refinement of Report and potential further data collection completed; Embassy/reference group feedback on the draft report
June 2022	Final Report submitted

## **10. MANAGEMENT ARRANGEMENTS**

The evaluation will be project managed by an officer who is a staff member based at the Embassy of Ireland in Nairobi. The Embassy will, where appropriate and possible, assist with logistics for the field visits. In addition, the Embassy will support with provision of IKAFS and DFA specific briefing materials in advance of the literature review stage. The Embassy team will update HQ about progress of the evaluation and ensure engagement with the Consultant(s) as appropriate. A reference group will support the overall exercise.

## **11. THE CONSULTANTS**

The selected Consultant(s) will demonstrate, through evidence, the skills and experience necessary to complete the evaluation. This will include:

- Extensive experience in the design and production of complex, multi-stakeholder evaluation processes that are iterative, consultative and driven by recognised best practice and international standards.
- The ability to effectively manage high quality evaluative processes providing independent and evidence-based analysis, and communicating any adjustments to the evaluation plan as may be deemed necessary and/or appropriate in a timely manner.
- Skilled in conducting both desk-based literature reviews as well as the principled collection of qualitative and quantitative data in order to formulate analyses and findings that are relevant, accessible, and informed by the political, technical and programmatic context.
- Provide concise, high quality, evidence-based and informed recommendations derived from effective consultation, triangulation of data/evidence and feedback from key stakeholders using an iterative approach.
- Bring in-depth knowledge of the Kenyan context, particularly in the agri-food sector to meaningfully inform the evaluation process, in particular the learning element.
- Excellent interpersonal, professional and management skills and a high calibre of discretion, cross-cultural communication, and political sensitivity.

## **12. SELECTION CRITERIA**

The purpose of these criteria is to determine whether a Tenderer has the necessary technical and professional capacity to carry out these tasks.

For a Consultant's submission to be considered, it is mandatory that candidates have significant relevant expertise or knowledge in the following areas:

- A minimum of ten years senior level experience in leading evaluations of complex donor portfolios and programmes including extensive knowledge and experience of the necessary management arrangements and approaches for programme delivery, particularly in Kenya
- Experience making evidence-based recommendations related to international development and diplomatic services
- Extensive knowledge and hands-on experience within the agri-food sector in Kenya; with demonstrative understanding of food systems and sustainability
- Practical experience working on gender equality and climate action in relation to sustainable food systems in Kenya
- Knowledge of institutional partnerships including PPPs and impact financing in the agri-food sector in Kenya would be an advantage
- Knowledge and skills relevant to an appreciation of the wider work and role of an embassy working in a development, political, and international context would be an advantage.
- Postgraduate education (Master's degree or above) and background in international development, business administration, economics, social science, international relations or closely related area with a demonstrated understanding of donor and government structures, institutions and financing

Failure in any one of these critical requirements may lead to elimination from the competition in advance of further evaluation.

### 13. PROPOSAL ASSESSMENT

Interested Tenderers are invited to submit a proposal (8 pages maximum, excluding appendices) containing the below requirements, including the contact details of a minimum of two referees. P All proposals must adhere to the page limits specified:

- Maximum two page contextual analysis of Kenya, including the economic, development, and political context in relation to the agri-food sector
- Maximum one page statement of the Consultant(s) suitability and related experience to undertake the assignment (see section 11 and 12 above)
- Maximum two page statement of how the Consultant(s) can deliver against this Terms of Reference and any particular challenges they foresee for the successful implementation of the evaluation
- Maximum one page summary of methodologies/appropriate methodological approach to answer the evaluation questions
- One page list of evaluations for which the Consultant(s) were engaged; please include specific role and contribution of each Consultant; please include hyperlinks to products as appropriate
- Two page Curriculum Vitae (per Consultant/team member)
- Contact details of at least two professional references with whom the Consultant(s) have delivered similar services (within the past three years). Please include the name, email, phone number, position and organisation as well as the nature of the working relationship (DFA reserves the right to contact the referees provided as part of the application).

**Tenderers are required to include the following documents with their submission:**

Appendix I – Financial Proposal

Appendix II – Confirmation of Bona Fides

Appendix III – Declaration of Personal Circumstances

### 14. TENDER CLARIFICATIONS AND SUBMISSION

The closing date for receipt of clarification questions via the email [procurement.nairobiemb@dfa.ie](mailto:procurement.nairobiemb@dfa.ie) is **5pm, February 21<sup>st</sup>, 2022.**

The closing date for receipt of tenders via the email [procurement.nairobiemb@dfa.ie](mailto:procurement.nairobiemb@dfa.ie) is **5pm, February 24<sup>th</sup>, 2022.**

Late tenders will not be accepted.

### 15. AWARD CRITERIA

The consultant(s) will be selected according to the following criteria:

(Note: Assessors will be instructed to read only the number of pages requested and evaluate based on this limit. Consultants must acquire a 50% minimum in each criteria to be shortlisted.)

Award Criteria	Scoring
<b>Technical Criteria (70 Marks)</b>	
<b>Criteria 1: Understanding of the context and issues</b>	<b>15</b>
- Quality of the two page contextual analysis of Kenya including economic, development, and political context of Kenya's agri-food/sustainable food systems sector.	



<ul style="list-style-type: none"> <li>- Quality of writing and political economy analytical skills.</li> <li>- Demonstrated knowledge and skills in addressing poverty reduction (including demonstrated understanding of key priorities such as climate action and gender equality as contained in Ireland's <i>A Better World</i>) relevant to the context and sector to be evaluated.</li> </ul>	
<b>Criteria 2: Understanding of the Tender Terms of Reference and methodological approach</b>	<b>15</b>
<ul style="list-style-type: none"> <li>- Quality of the statements linked to understanding of this RFT, and any particular challenges they foresee for the successful implementation of the evaluation.</li> <li>- Quality of the methodologies/methodological approach proposed to meet the needs of the evaluation.</li> </ul>	
<b>Criteria 3: Experience of evaluating complex donor country level programmes and/or their component parts</b>	<b>10</b>
<ul style="list-style-type: none"> <li>- Demonstrated understanding of donor and government structures, institutions and financing with specific experience in food systems sustainability.</li> <li>- Quality of experience as a lead evaluator/technical evaluator of similar complex donor evaluation processes at international standards (e.g. using OECD/DAC criteria, recognised best practice).</li> <li>- Knowledge of institutional partnerships and impact financing in the sustainable food systems in Kenya is an advantage.</li> <li>- Practical experience addressing gender equality and climate action in Kenya.</li> <li>- Relevant evaluation products/publications as lead evaluator.</li> </ul>	
<b>Criteria 4: Evidence of the consultant(s) having the desired depth of experience, interpersonal and management skills and relevant expertise to undertake the assignment</b>	<b>30</b>
<ul style="list-style-type: none"> <li>- Quality and relevance of education and background in international development, business administration, economics, social science, international relations or closely related area.</li> <li>- Quality of experience and expertise in evaluation and international development or business administration practices at senior level.</li> <li>- Quality of experience of evaluating international development and business administration activities, and making recommendations related to evaluation and results based management.</li> <li>- Relevant evaluation products as a lead evaluator.</li> <li>- Overall relevance of CV.</li> <li>- Demonstrated capacity to ensure discretion, positive cross-cultural communication and political sensitivity.</li> </ul>	
<b>Financial Criteria (30 marks)</b>	
<b>Criteria 5: Financial</b>	<b>30</b>
<ul style="list-style-type: none"> <li>- Daily professional fee rate (including all other costs e.g. travel, meals, accommodation, stationery, VAT).</li> </ul>	
<b>TOTAL</b>	<b>100</b>

Tenderers scoring less than 50% in criteria 1, 2, 3 and 4 will be rejected and will not advance to the financial evaluation stage.

### Overall cost of the proposal (30 marks)

Marks for cost will be allocated using the following formula:

Cost Score =	$\frac{\text{Lowest Tendered Rate}}{\text{Tendered Rate under evaluation}}$	x	# of marks available
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The cost evaluation will be based on the daily professional fee rate presented. Cost should be inclusive of domestic travel and subsistence and exclusive of VAT and submitted in the Financial Submission (Appendix 1). The price quoted must be fixed and not subject to revision (including possible extension).

Scoring Methodology (Award Criteria 1, 2, 3, and 4)

Score	Meaning	Interpretation
90%-100%	Outstanding	A very comprehensive response demonstrating extensive understanding, offering full assurance. Fully supported tender with no reservations.
80%-89%	Excellent	An excellent response demonstrating excellent understanding, offering assurance. Strongly supported tender.
70%-79%	Very Good	A very good response demonstrating very good understanding, offering assurance. Fully supported tender.
60%-69%	Good	A good response demonstrating good understanding, offering assurance. Well supported tender.
50%-59%	Satisfactory	An acceptable response demonstrating a minimum understanding, offering assurance. Satisfactorily supported tender.
Less than 50%	Unacceptable	Response demonstrates limited understanding with limited or insufficient or no detail with a risk of non-delivery.

## 16. SAMPLE OF KEY REFERENCE MATERIAL

Government of Ireland, 2020. Ireland's Official Development Assistant Report, 2019 [Online]/ Available at: <https://www.irishaid.ie/news-publications/publications/>

Government of Ireland, 2019. A Better World: Ireland's Policy for International Development [Online]. Available: <https://bit.ly/1ajtVwH>

Government of Ireland, 2018. Global Island: Ireland's footprint to 2025 [Online]. Available: <https://bit.ly/2JYGcwl>

Government of Ireland, 2017. Ireland connected: Trading and investing in a dynamic world [Online]. Available: <https://bit.ly/35U4Cxq>

Government of Ireland, 2015. Trading and investing in a smart economy [Online]. Available: <https://bit.ly/2RiHS4Z>

Government of Ireland, 2015. Global Irish: Ireland's Diaspora Policy [Online]. Available: <https://bit.ly/2sodrlx>

Government of Ireland, 2013. One World: Ireland's Policy for International Development [Online] Available: <https://bit.ly/2Z5sZp2>

OECD, 2019. OECD-DAC: Evaluating development cooperation- summary of key norms and standards [Online]. Available: <https://bit.ly/2Rg43Jg>

OECD, 2019. Better criteria for better evaluation: Revised evaluation criteria- definitions and principals for use [Online]. Available: <https://bit.ly/2HBn58l>

Transparency International, 2018. Corruption Perception Index [Online]. Available: <https://bit.ly/2Tk43KW>

UNDP, 2020. Human Development Index [Online]. Available: <https://bit.ly/1kkByXA>

Kenya Vision 2030 <http://vision2030.go.ke>

Kenya's Agricultural Development Strategy 2010-2020 <sup>1</sup> Republic of Kenya (2010), Agricultural Sector Development Strategy 2010-2020. <http://www.vision2030.go.ke/vision/>

Heifer Project International (Available online at <https://www.heifer.org>)

International Fertilizer Development Center (IFDC), Available online at; <https://ifdc.org>

OECD, 2019. *OECD-DAC: Evaluating development cooperation- summary of key norms and* The Agriculture and Food Development Authority (Teagasc), available online at; <https://www.teagasc.ie>

## 17. DOCUMENTARY SOURCES EXAMPLES

It is anticipated that the approach to data collection and analysis will consist of a review of secondary data sources augmented with qualitative evidence gathered during the fieldwork and engagement with stakeholders/key informants. Initial documentary sources include (but are not limited to) relevant Government of Ireland documents (see above), Embassy Nairobi documents (reports, evaluation and research reviews, performance measurement frameworks, meeting minutes, financial reports, etc), grant partner documents, relevant Government of Kenya reports and documents, as well

as relevant international documents (country level growth and development strategies, donor evaluations on country/regional strategies, EU/UN/IFI reports, etc).

## 18. GENERAL TERMS AND CONDITIONS

**Freedom of Information (FOI):** It should be noted that any correspondence with the Embassy in relation to the evaluation is subject to the application of Freedom of Information legislation. This applies to the services under the contract and not the tendering and contracting process.

**Project Officer:** The Embassy Programme Manager will have overall responsibility and will project manage the services provided by the external consultant(s).

**Governing Laws:** The work carried out by the Consultant, irrespective of where their offices are located, shall be deemed to be carried out in Kenya and shall be governed by the relevant laws of Kenya.

**Publication:** Rights concerning the production of reports or any other business documentation and those relating to their reproduction and publication will remain the property of the Embassy. No document based, in whole or in part, upon the work undertaken in the context of the Contract awarded following this tender may be published except with the prior formal written approval of the Embassy.

**Conflict of Interest:** Any conflicts of interest involving a tenderer (or tenderers in the event of a consortium bid) must be fully disclosed to the Embassy, particularly where there is a conflict of interest in relation to any recommendations or proposals put forward by the tenderer.

**Tax Clearance Certificate:** It will be a condition of the award of any contract under this Request for Tender that the successful Tenderer shall for the term of any such contract, comply with all EU and domestic taxation law and requirements, including but not being limited to Circular 43/2006 issued by the Department of Finance. This circular and further information is available at <http://www.circulars.gov.ie/> and [www.revenue.ie](http://www.revenue.ie).

Prior to the award of any contract arising out of this competition, the successful Tenderer shall be required to produce a registration number, as they appear on the Tax Clearance Certificate, to facilitate online verification of their tax status by the Department.

**Tendering Costs:** The Embassy will not be liable in respect of any costs incurred by Tenderers in the preparation of tenders or any associated work effort, including the supply of equipment, where relevant, for evaluation and the return of such equipment to tenders, following such evaluation.

**Content of Tender:** Information supplied by tenders will be treated as contractually binding. However, the Embassy reserves the right to seek clarification or verification of any such information. Post-tender qualifications or revisions will not be acceptable and may invalidate the tender.

The Embassy reserves the right to update or alter the information contained in this document at any time, but not later than 7 days before the closing date of the call for tender. Participating tenders will be so informed, should the need arise.

The Embassy reserves the right to request additional information from the tenders after the closing date.

**Interpretation of the Tender:** It is the duty of the tenderer to fully understand and correctly interpret this tender. At all times, the tenderer has the responsibility to notify the Embassy, in writing, of any ambiguity, divergence, error, omission, oversight, or contradiction contained in this tender, as it is discovered, or to request any instruction, decision, clarification or direction that tenderers may require to prepare a Tender.

Whilst every endeavour has been made to give Tenderers an accurate description of the requirements, Tenderers should form their own conclusions about the methods and resources needed to meet these requirements. The Embassy does not accept responsibility for the Tenderers' assessment of the requirements.

**Tender Acceptance or Rejection:** The Embassy reserves the right to hold Tenderers strictly to the terms and conditions submitted in their Tenders and also reserves the right to accept or reject in whole, or in part, any or all Tenders in response to this tender. Tenderers are specifically notified that failure to comply with or respond to any part of this tender (other than those elements clearly indicated as optional) may result in rejection of their Tender as non-compliant. Tenderers whose tenders are not accepted will be notified in writing on finalisation of the competition.

**Right to Amend or Terminate the Tender Process:**

The Embassy may, in its absolute discretion:

- ✓ Change the basis of, or the procedures (including the timetable) relating to the tender process;
- ✓ Reject any or all of the tenders;
- ✓ Invite Tenderers to proceed further at any stage of the tender process;
- ✓ Do such things or engage in such actions as it deems necessary to ensure that the Services and provision thereof yield value for money;
- ✓ Furnish Tenderers with additional information in respect of any aspect of the Services; or
- ✓ Abandon the tender process.

**Insurance:** The professional services provider(s) must ensure that she/he is adequately insured on normal and customary terms against the risks which may arise or be occasioned by the work to be carried out and in particular, will ensure that such insurance includes (without limitation) public liability insurance, travel insurance and professional indemnity insurance with an adequate limit having regard to the nature and extent of such work. The professional services provider(s) undertakes to furnish the Department upon request with copies of all such insurance policies together with evidence that all associated premiums have been duly paid up to date.

**Confidentiality Agreement:** The Tenderer will be required to sign the Confidentiality Agreement as part of the contract.

**Exclusion Situations:** Tenderers shall be excluded from participation in the present procurement procedure if:

- They are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;

- They have been convicted of an offence concerning their professional conduct by a judgment which has the force of res judicata;
- They have been guilty of grave professional misconduct proven by any means which the contracting authority can justify;
- They have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the contracting authority or those of the country where the contract is to be performed;
- They have been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the communities' financial interests, and
- Following another procurement procedure or grant award procedure been declared to be in serious breach of contract for failure to comply with their contractual obligations.
- Tenderers shall be excluded from the award of the contract if, during the present procurement procedure:
  - Are subject to a conflict of interest, and
  - Are guilty of misrepresentation in supplying the information required by the contracting authority as a condition of participation in the contract procedure or fail to supply this information.

**No obligation to award a contract:** Initiation of a tendering procedure imposes no obligation on the Contracting Authority to award the contract. This tender is in no way binding on the Department. The Departments contractual obligation commences only upon signature of the contract with the successful tenderer. Up to the point of signature, the Contracting Authority may either abandon the procurement or cancel the award procedure, without the tenderers being entitled to claim any compensation. This decision must be substantiated and the Tenderers notified



## APPENDIX I: FINANCIAL SUBMISSION TEMPLATE

### CONTRACT INPUTS AND FEE RATES

Tenderers are requested to complete the pricing template below with the fixed daily professional fee rate in respect of the services specified in the Terms of Reference. This fee quoted must be inclusive of all costs (facilities, equipment, supplies, travel, telephone, email, IT, institutional levy and any other third party costs) all exclusive of VAT.

This fee shall be fixed for the duration of this engagement, including any permitted extensions. The fee rates quoted must relate to productive (working) time.

### TOTAL TENDER COSTS

(Please complete the relevant sections of the staff costs schedule below)

Name of Contractor	No. of Days	Fixed Daily Professional Fee Rate (excluding VAT)	Total Cost (Excluding VAT)
<b>Total Professional Fee Costs (Excluding VAT)</b>	60	€	€



## APPENDIX II: CONFIRMATION OF BONA FIDES

We, the undersigned, do offer in accordance with the Request for Tenders and the Terms of Reference specified therein to provide the Embassy of Ireland, Nairobi with consultancy services at the daily fee rate set out in Appendix I and subject in all respects to the Embassy of Ireland, Nairobi Terms of Reference published with this call for tenders which we have read and accepted.

We confirm that all information and commitments contained in or referred to in our tender are (i) accurate and correct, and (ii) accurately reflect our actual current operational and financial capability.

We confirm that our tax affairs are in order and that, if awarded the contract, we will be in a position to provide the Embassy of Ireland, Nairobi promptly with a current valid Tax Clearance Certificate.

We confirm that this Tender shall remain irrevocable open for acceptance by you for a period of 12 months from the closing date for receipt of tenders and it shall remain binding upon us for that period or such other period as we may agree.

We acknowledge that no legally binding agreement exists between us unless and until you and a contract in the form set out in accept our offer, this request for tenders has been concluded.

We understand that the Minister of Foreign Affairs is not bound to accept the lowest or indeed any tender it may receive and may abandon or terminate the tender process at any time.

### **Signature of tenderer or authorised agent:**

Printed Name:

Name of Tenderer:

Tax No:

Postal Address:

Telephone no:

E-mail:





**APPENDIX III: PERSONAL SITUATION DECLARATION FORM**

This Declaration of compliance **must** be signed by all **Contractors/Suppliers**.

<b>Name of Contractor/Supplier:</b>	
<b>Address:</b>	
<b>Country:</b>	

Any Contractor/Supplier who is unable to answer NO to all of the questions relating to the Mandatory Eligibility Criteria will be assessed as a "Fail".

Any Contractor/Supplier who is unable to answer NO to all of the questions relating to the Discretionary Eligibility Criteria may be assessed as a "Fail" and the Contractor/Supplier may, at the discretion of the Contracting Authority not be admitted to the tender.

<b>Please enter <u>Yes</u> or <u>No</u> as appropriate to the following statements relating to the current status of your organisation and/or any director or person(s) who has power of representation, decision or control over the organisation.</b>		<b>Yes/No</b>
<b>Mandatory Eligibility Criteria</b>		
<b>1.</b>	The Contractor/Supplier has been the subject of conviction by final judgment of participation in a prescribed criminal organisation.	
<b>2.</b>	The Contractor/Supplier has been the subject of conviction by final judgment of corruption as defined in the national law of Kenya or in accordance with the law of the country within which the Contractor/Supplier is established.	
<b>3.</b>	The Contractor/Supplier has been the subject of conviction by final judgment of fraud.	
<b>4.</b>	The Contractor/Supplier has been the subject of conviction by final judgment of terrorist offences or offences linked to terrorist activities or of inciting or aiding or abetting or attempting to commit an offence.	
<b>5.</b>	The Contractor/Supplier has been the subject of conviction by final judgment of money laundering or terrorist financing.	
<b>6.</b>	The Contractor/Supplier has been the subject of conviction by final judgment of child labour or other forms of trafficking in human beings.	
<b>7.</b>	The Contractor/Supplier has breached their obligations relating to payment of taxes or social security contributions in the national law of Kenya and this breach has been established by a judicial or administrative decision having final and binding effect in accordance with the law of Kenya within which the Contractor/Supplier is established.	
<p><b>If you have answered Yes to Question 7</b>, please provide details of the relevant amount including:</p> <p><b>a.</b> confirmation of whether you have paid, or have entered into a binding arrangement with a view to paying the outstanding tax or social security contributions including any accrued interest and/or fines; or</p>		



- b. details of whether you were informed of the exact amount due following the breach and at such time that it did not have the possibility of taking measures as outlined above before the expiration of the deadline for submitting this tender.

**THIS FORM MUST BE COMPLETED AND SIGNED BY A DULY AUTHORISED OFFICER OF THE CONTRACTOR/SUPPLIER'S ORGANISATION.**

I certify that the information provided above is accurate and complete to the best of my knowledge and belief.

I understand that the provision of inaccurate or misleading information in this Declaration may lead to my organisation being excluded from participation in this and future competitions.

Signed on Behalf of the Contractor/Supplier identified above, by -:

<b>Signed:</b> [Original signature]	
<b>Print Name:</b>	
<b>Position:</b>	
<b>E-mail Address:</b>	
<b>Date:</b>	

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<sup>i</sup> <https://bit.ly/1aitVwH>

<sup>ii</sup> <https://bit.ly/1aitVwH>