



REQUEST FOR PROPOSAL (RFP)

To All Interested and Qualified Firms	DATE: February 10, 2021
	REFERENCE: RFP/UNDPKEN/002/2021

Dear Sir / Madam:

We kindly request you to submit your Proposal for the Consultancy to ***“Terms of Reference for Feasibility Study for Macademia and Cashew Nuts Value Chains development for Taita Taveta County.”***

In the course of preparing and submitting your proposal, it shall remain your responsibility to ensure that it is submitted into the system before the deadline. The system will automatically block and not accept any bid after the deadline. Kindly ensure that supporting documents required are signed and in the .pdf format, and free from any virus or corrupted files.

It shall remain your responsibility to ensure that your quotation is submitted on or before the deadline indicated by UNDP in the eTendering system. Bids must be submitted in the online eTendering system in the following link: <https://etendering.partneragencies.org> using your username and password. If you have not registered in the system before, you can register now by logging in using

username: event.guest

password: why2change

and follow the registration steps as specified in the system user guide.

Your proposal must be expressed in the English, and valid for a minimum period of 120 days from the bid closing date. You are kindly requested to indicate whether your company intends to submit a Proposal by clicking on “Accept Invitation”.

Services proposed shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the RFP and all other annexes providing details of UNDP requirements.

The Proposal that complies with all of the requirements, meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.

Queries about this Request for Proposal can be directed to: undp.kenya.procurement@undp.org;

Any discrepancy between the unit price and the total price shall be re-computed by UNDP, and the unit price shall prevail and the total price shall be corrected. If the Service Provider does not accept the final price based on UNDP's re-computation and correction of errors, its Proposal will be rejected.

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the Proposal. At the time of Award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions indicated herein. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP in this link: <http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html>

Please be advised that UNDP is not bound to accept any Proposal, nor award a contract or Purchase Order, nor be responsible for any costs associated with a Service Providers preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a Purchase Order or Contract in a competitive procurement process. In the event that you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link: <http://www.undp.org/content/undp/en/home/operations/procurement/protestandsanctions/>

UNDP encourages every prospective Service Provider to prevent and avoid conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this RFP.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its Service Providers to adhere to the UN Supplier Code of Conduct found in this link : http://www.un.org/depts/ptd/pdf/conduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

John Gathuya
Operations Manager
02/10/2021

Annex 1

Description of Requirements

Context of the Requirement	This consultancy seeks to bring together the understanding gained from UNDP and county government of Taita Taveta engagement on Business Development Services and the existing potential in Macadamia and Cashew Nuts and generate concrete steps for the development of a supplier development programme. The product of this consultancy is a feasibility study report that will contribute towards the goal of developing an inclusive supplier development programme which can support employment creation for women and youth in the county						
Implementing Partner of UNDP	N/A						
Brief Description of the Required Services	<p>The specific aim of the consultancy is to explore constraints, and opportunities for developing a country SDP program and build on existing initiative for provision of business development services for small and micro enterprises through the Biashara Centre in Taita Taveta county. Consultations will be undertaken with numerous stakeholders including existing and potential lead firms, supplier organizations and service suppliers (including NGOs/IOs, academia, research institutions) to measure their needs for improving supply chains for these value chains as well as their preliminary commitment to an SDP programme. As a priority, the rationale for a potential SDP will be discussed with the national and county governments to align the programme with national agricultural and industrial policies and strategies. In addition, this scoping phase is dedicated to the shortlisting, by UNDP and the county government, of potential or existing firms in the selected sub-sectors for partnership in setting up the SDP.</p> <p>1. <u>Scope of Assignment:</u> (12 working days concluded within one month)</p> <ul style="list-style-type: none">a) The consultant will submit, within 4 days of commencement of the assignment, an <u>inception report</u> based on desk review of relevant documentation as appertains to the SDP (such as sample SDP programme document and sector road maps for Kenya) and after consultations with UNDP. The inception report will also comprehensively detail the methodology that will be applied in undertaking the assignment.b) The consultant will undertake a comprehensive analysis of the pre-selected value chains i.e. cashew nuts and macadamia.c) Following the value-chain analysis, the consultant will conduct a value chain assess the constraints and opportunities for developing local supply in those sub-sectors including existing initiatives by government and donors that can be aligned, and supply chain demands among off-takers, and outline the potential impact of an SDP in those sub-sectors. A final feasibility study report will be submitted to UNDP after this exercise.						
List and Description of Expected Outputs to be Delivered	<p>Deliverables:</p> <p>The consultant will work for 12 days within a period of one month to deliver the following:</p> <table><tr><th>Deliverables</th><th>Timelines (1 month)</th></tr><tr><td><u>Deliverable 1:</u> Inception Report</td><td rowspan="2">Within 4 days of signing the contract (2 billable days) after contract signing – 20% of total amount payable</td></tr><tr><td>Inception Report. This should include but not limited to Interpretation of TORs including desk review of relevant documentation as appertains</td></tr></table>		Deliverables	Timelines (1 month)	<u>Deliverable 1:</u> Inception Report	Within 4 days of signing the contract (2 billable days) after contract signing – 20% of total amount payable	Inception Report. This should include but not limited to Interpretation of TORs including desk review of relevant documentation as appertains
Deliverables	Timelines (1 month)						
<u>Deliverable 1:</u> Inception Report	Within 4 days of signing the contract (2 billable days) after contract signing – 20% of total amount payable						
Inception Report. This should include but not limited to Interpretation of TORs including desk review of relevant documentation as appertains							

	to the SDP (such as sample SDP programme document and sector road maps for Kenya), and Methodologies; after consultations with UNDP, Work plan / Work Schedule.	
	Deliverable 2: Draft Value chain analysis report	Initial draft to be submitted in two weeks (6 billable days) after submission of inception report. – 20% of total amount payable
	Deliverable 3: Validation Workshop Report	Submitted in two days (2 billable days) after the workshop. – 10% of total amount payable.
	Deliverable 4: Final value chain analysis report	Final submitted in five days (1 billable day) after receipt of feedback from key stakeholders. 20 % of total amount payable.
	Deliverable 5: Final Feasibility Report	Final reports to be submitted in three (1 billable day) days after validation. 30 % of total amount payable. Four weeks (4) after submission of the inception report.
Person to Supervise the Work/Performance of the Service Provider	Julius Coredo – Portfolio Analyst, Inclusive Growth Portfolio.	
Frequency of Reporting	Weekly updates	
Progress Reporting Requirements	<ul style="list-style-type: none"> • Inception Report • Draft Value chain analysis study report • Validation Workshop Report • Final value chain analysis report • Final Feasibility Report 	
Location of work	The assignment will address the value chains for the two : macadamia and cashew nuts, the study will be in Taita Taveta. Bidders are encouraged to widen their mapping to be able to propose the best intervention. All costs of travel must be factored in the financial proposal. UNDP will not be responsible for any payments or logistical support.	
Expected duration of work	1 month	
Target start date	March 2021	
Latest completion date	April 2021	
Travels Expected	Yes	
Special Security Requirements, if applicable		
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required	
Names and curriculum vitae of individuals who	<input checked="" type="checkbox"/> Required	

will be involved in completing the services			
Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars/Kenya shillings (if based in Kenya)		
Value Added Tax on Price Proposal	<input checked="" type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes.		
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input checked="" type="checkbox"/> 120 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.		
Partial Quotes	<input checked="" type="checkbox"/> Not permitted		
Payment Terms	Installment of Payment/ Period	Deliverables or Documents to be Delivered	Percentage of Payment
	1 st Instalment /	<i>Inception Report:</i> To include a situational analysis and shall further include a description of the proposed methodology to be used to successfully deliver on the assignment, as well as detailed workplan with milestones and timelines.	20%
	2nd Instalment /	<i>Draft Value chain analysis report:</i> Initial draft to be submitted in two weeks after submission of inception report.	20%
	3 rd Instalment/	<i>Validation Workshop Report:</i> Submitted in two days after the workshop.	20%
	4 th Instalment/	<i>Final value chain analysis report:</i> Final value chain analysis report submitted in five days (1 billable day) after receipt of feedback from key stakeholders.	10%
	5 th Instalment	<i>Final Feasibility Report:</i> Final report to be submitted in three days after validation. 30 % of total amount payable. Four weeks (4) after submission of the inception report.	30%
Person(s) to review/inspect/ approve outputs/complete d services and authorize the disbursement of payment	Portfolio Analyst- Inclusive Growth		
Criteria for Contract Award	<input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criteria and cannot be deleted regardless of the nature of services required. Non acceptance of the GTC may be grounds for the rejection of the Proposal.		
Criteria for the Assessment of	<u>Technical Proposal (70%)</u> <input checked="" type="checkbox"/> Expertise of the Firm 200pts		

Proposal	<input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan 400pts <input checked="" type="checkbox"/> Key Personnel 400pts <i>Please refer to the TOR for further details on the Technical Assessment criteria</i> <u>Financial Proposal (30%)</u> To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> Contract Face Sheet (Goods and-or Services) UNDP (this template is also utilised for Long-Term Agreement and <i>if LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.</i>)
Contract General Terms and Conditions	<input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) Applicable Terms and Conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
Annexes to this RFP	<input type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> Detailed TOR
Contact Person for Inquiries (Written inquiries only)	julius.coredo@undp.org Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.
Allowable manner of submitting proposals	<input checked="" type="checkbox"/> Electronic submission of bids through UNDP e-tendering portal
Conditions and Procedures for electronic submission and opening	<input checked="" type="checkbox"/> Free from virus <input checked="" type="checkbox"/> Format: PDF files only Technical and financial proposals should be separated and Financial Proposals password protected. The firm that meets the 70% score in the technical evaluation will be further evaluated financially. The firm with the highest combined score (based on the 70% technical offer and 30% price weight distribution will be awarded contract) <input checked="" type="checkbox"/> Mandatory subject of proposal: RFP/UNDPKEN/002/2021 – <i>Feasibility study for Macademia and Cashew Nuts Value Chains development for Taita Taveta County</i> <input checked="" type="checkbox"/> Digital Certification/Signature: Required <i>Queries about this Request for Proposal can be directed to:</i> <u>undp.kenya.procurement@undp.org</u> ;
Deadline of Submission	Monday, February 22nd, 2021 at 4.30 p.m. (Kenyan time-GMT+3.00)

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery)

To: Resident Representative, United Nations Development Programme, United Nations Office Nairobi,
Block N Level 3, P.O. Box 30218, 00100 Nairobi, Kenya

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the RFP dated 10/02/2021 , and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions:

A. Qualifications of the Service Provider

The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating the following:

- a) Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;*
- b) Business Licenses – Registration Papers, Tax Payment Certification, etc.*
- c) Latest Audited Financial Statement – income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation;*
- d) Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references;*
- e) Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.*
- f) Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.*

B. Proposed Methodology for the Completion of Services

The Service Provider must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work.

C. Qualifications of Key Personnel

If required by the RFP, the Service Provider must provide:

- a) Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;*
- b) CVs demonstrating qualifications must be submitted if required by the RFP; and*
- c) Written confirmation from each personnel that they are available for the entire duration of the contract.*

D. **Cost Breakdown per Deliverable***

Installment of Payment/ Period	Deliverables or Documents to be Delivered	Percentage of Payment
1 st Instalment /	<i>Inception Report:</i> To include a situational analysis and shall further include a description of the proposed methodology to be used to successfully deliver on the assignment, as well as detailed workplan with milestones and timelines.	20%
2nd Instalment /	<i>Draft Value chain analysis report:</i> Initial draft to be submitted in two weeks after submission of inception report.	20%
3 rd Instalment/	<i>Validation Workshop Report:</i> Submitted in two days after the workshop.	20%
4 th Instalment/	<i>Final value chain analysis report:</i> Final value chain analysis report submitted in five days (1 billable day) after receipt of feedback from key stakeholders.	10%
5 th Instalment	<i>Final Feasibility Report:</i> Final report to be submitted in three days after validation. 30 % of total amount payable. Four weeks (4) after submission of the inception report.	30%

**This shall be the basis of the payment tranches*

E. **Cost Breakdown by Cost Component [This is only an Example]:**

Description of Activity	Remuneration per Unit of Time	Total Period of Engagement	No. of Personnel	Total Rate
I. Personnel Services				
1. Services from Home Office				
a. Expertise 1				
b. Expertise 2				
c. Expertise 3				
2. Services from Field Offices				
a. Expertise 1				
b. Expertise 2				
c. Expertise 3				
3. Services from Overseas				
a. Expertise 1				
b. Expertise 2				
c. Expertise 3				
II. Out of Pocket Expenses				
1. Travel Costs				
2. Daily Allowance				
3. Communications				
4. Reproduction				
5. Equipment Lease				
6. Others				
III. Other Related Costs				

[Name and Signature of the Service Provider's Authorized Person]

[Designation]

[Date]



Empowered lives.
Resilient nations.

Application Type:	External Vacancy
Job Title:	Feasibility Study for Macademia and Cashew Nuts Value Chains development for Taita Taveta County
Category:	Research and analysis, Feasibility Study
Brand:	UNDP
Application Deadline:	Monday, 22nd February 2021 at 4.30 P.M. (Kenyan time-GMT+3.00)
Duty Station:	Nairobi
Type of Contract:	Contract for professional Services
Languages Required:	English
Duration of Contract:	12 working days spread over a period of 1 month

Terms of Reference for Consultancy to conduct Feasibility Study for Macademia and Cashew Nuts Value Chains development for Taita Taveta County

1. Background & Introduction:

In 2010, UNDP launched a strategic, regional private sector and Inclusive Market development (IMD) project for poverty reduction under the programme *Promoting Inclusive growth for integrated economic empowerment*. This programme instituted Agriculture Supplier Development Programme (ASDP) for Kenya geared towards promoting value chains and market access for the poor.

In furtherance to these early initiatives, UNDP regional centre conducted supply chain diagnostics, planning and implementation of a pilot programme for three years, for one lead company and three supplier companies along the French beans value chain. One of the lessons learnt in this pilot programme, was that the ASDP should go beyond market linkages and focus on inclusive growth among smallholders and SMEs and have a long-term focus on value-chain development. This could include advising government interventions on detrimental policies/regulations and agricultural trade finance opportunities; or partnering with agribusiness investment companies that would grant credits to the lead and supplier companies where possible. In addition, it was observed that the lead company or new stronger off-takers should be supported to either stabilize the value chain or revamp it entirely. This, it was proposed, could involve the inclusion of more smallholder farmers into their supply chains through efficient out-grower systems, investing in the required technology and certification; investing in crop handling and field trainings for sustainable planting cycles and farming practices.

The current UNDP Kenya Country Programme Document (2018-2022), seeks to address youth unemployment through scalable pilot fruit agro-processing value chains in Tana River and Taita Taveta Counties with the private sector. In addition, it pledges to improve stakeholder capacities to access entrepreneurship opportunities, particularly for young men and women and persons living with disability through business development services along these value chains thereby setting the grounds for the development of a Supplier Development Programme.

A supplier development programme (SDP) in the context of UNDP is a deliberate initiative to improve the competitiveness of small-scale suppliers in supplying their products to lead firms (larger buying companies). The programme supports the establishment of the supplier development services with the aim of expanding the links between SMEs and large local and international corporations operating in the country and enable SMEs to become certified suppliers to large foreign and domestic companies.

An important approach to the work of UNDP inclusive growth portfolio, is to fuse entrepreneurship development through value chain development and business development services. In so doing, a system-wide approach, that supports design of value chain strategies that remove constraints at multiple levels (micro-meso-macro) for micro and small Enterprises is executed alongside business development services that are tailor-made to respond to unique needs of the SMEs. This approach is aligned with UNDAF and national development priorities and places emphasis on employment generation for youth and women through support for small - and micro-enterprises development.

This consultancy seeks to bring together the understanding gained from the UNDP and county government of Taita Taveta engagement on Business Development Services and the existing potential in Macadamia and cashew nuts and generate concrete steps for the development of a supplier development programme. The product of this consultancy is a scoping study report that will contribute towards the goal of developing an inclusive supplier development programme which can support employment creation for women and youth in the county.

2. Consultancy Objective:

The specific aim of the consultancy is to explore constraints, and opportunities for developing a country SDP program and build on existing initiative for provision of business development services for small and micro enterprises through the Biashara Centre in Taita Taveta county. Consultations will be undertaken with numerous stakeholders including existing and potential lead firms, supplier organizations and service suppliers (including NGOs/IOs, academia, research institutions) to measure their needs for improving supply chains for these value chains as well as their preliminary commitment to an SDP programme. As a priority, the rationale for a potential SDP will be discussed with the national and county governments to align the programme with national agricultural and industrial policies and strategies. In addition, this scoping phase is dedicated to the shortlisting, by UNDP and the county government, of potential or existing firms in the selected sub-sectors for partnership in setting up the SDP.

3. Scope of Work and description of the Deliverables (12 working days concluded within 1 month)

- a) The consultant will submit, within 4 days of commencement of the assignment, an inception report based on desk review of relevant documentation as appertains to the SDP (such as sample SDP programme document and sector road maps for Kenya) and after consultations with UNDP. The inception report will also comprehensively detail the methodology that will be applied in undertaking the assignment.
- b) The consultant will undertake a comprehensive analysis of the pre-selected value chains i.e. cashew nuts and macadamia, along a set of selection criteria to be discussed and approved by all relevant stakeholders, including UNDP Kenya and the county government of Taita Taveta. The sub-sectors will be scored against the criteria and prioritized for action under the SDP.
- c) The consultant will conduct a value chain analysis of the top 2 priority sub-sectors, define and assess the constraints and opportunities for developing local supply in those sub-sectors including existing initiatives by government and donors that can be aligned, and supply chain demands among off-takers, and outline the potential impact of an SDP in those sub-sectors. A feasibility study report will be submitted to UNDP after this exercise.

4. Deliverables

The consultant will deliver in one month upon signing of contract (12 consulting days) the following:

- a) *Inception Report*: The Report shall include a situational analysis and shall further include a description of the proposed methodology to be used to successfully deliver on the assignment, as well as detailed workplan with milestones and timelines.
- b) *Draft Value chain analysis report*: Initial draft to be submitted in two weeks after submission of inception report. This will include but not limited to market analysis which identifies and maps all actors in the value chain; including - market trends in terms of value, volume and market growth; market niches and growth potential; the state of sector support institutions and service providers, technology, existing infrastructure, available capacity, logistical arrangements, and productivity levels and other production conditions; as well as key policy and procedural constraints that limit development as well as recommendations based on internationally recognized benchmarks, among others.
- c) *Validation Workshop Report*: The consultant shall submit a validation report after the workshop. The objective of the validation workshop is to present the methodology and key findings as well as recommendations of the studies so as to obtain feedback from other stakeholders to help build on the recommendations and action plan for the implementation.
- d) *Final value chain analysis report*: Final value chain analysis report submitted in five days (1 billable day) after receipt of feedback from key stakeholders.
- e) *Final Feasibility Report*: Final report to be submitted in three days after validation. The consultant will present the findings of the study to UNDP, county government of Taita Taveta, partners and other identified stakeholders for feedback, clarifications and validation [See TOR for details of the feasibility study report].

The feasibility study reports should follow the subsequent outline:

(1) Introduction and sub-sector prioritization

- Introduction to the feasibility study and the SDP;

(2) Agricultural and political context

- Current agricultural context: production and trading volumes, farmers types, business and supply chain models and enabling environment (markets and financial systems), and key constraints and opportunities in the agricultural sector;
- Existing policies, laws & regulations related to agricultural development, smallholders and local sourcing / private sector engagement; Existing support organizations and sector development programs.
- Subsequently, for each of the selected sub sector, the following overviews will need to be provided:

(3) Supply chain characteristics

- Providing a supply chain map that shows how the supply chain is currently organized, the number of actors that are involved (farmers, farm organizations, processing enterprises/traders, industry), their roles, volumes traded per marketing channel etc.

(4) Suppliers constraints and opportunities

- Description of current suppliers: Who are the current or potential smallholder suppliers? What are their characteristics? (number, organizational structures, production volumes, quality, income and livelihoods, gender, crops important for food security)
- What are the constraints and opportunities for smallholder producers to engage in supplying to off takers? (in terms of infrastructure, production practices, knowledge, organization and social networks, access to (financial) services, policies etc.)
- What support do smallholder producers already receive in order to supply to off takers? E.g. from government agencies, but also service providers, including NGO programs and other multilateral including UN organizations?

(5) Supply chain demand amongst off takers

- What are potential SDP candidate off takers?
- What are the off taker's current practices related to (local) sourcing? (Description of demand from off taker in terms of commodities, volumes, quality, on time delivery etc...)
- What constraints and opportunities does the off-taker experience related to local sourcing from smallholders and SMEs? (Meeting demand (quality, volumes, timing) interaction with suppliers, contracting, financing, infrastructure, interaction with government, etc...)
- What support is already available for the off taker to set up supply from smallholders and/or SMEs? E.g. from government agencies but also service providers, including NGO programs and other multilateral including UN organizations?
- Opportunities for a UNDP SDP to make an additional contribution to youth employment through the SDP programme

(6) Market assessment

- Description of market boundaries
- Description of market structures, dynamics and actors
- Size of markets and potential for expanding
- Describe systemic constraints within the markets.

(7) Preliminary roadmap for a country SDP

- What is the development potential for a country SDP?
- What is the recommended framework: including objectives, framework, activities, potential implementing partner and other stakeholders, budget and potential funding

(8) Potential impact

What is the potential impact of the SDP in terms of:

- Potential number of smallholders involved in key commodities
- Potential number of SMEs involved
- Potential volumes to be traded (market security)
- Potential income growth for smallholders and SMEs
- Potential additional improvements of livelihoods in terms of organization, knowledge, hardware, vulnerability etc.
- Potential job creation.

5. Travel

The consultancy firm will be responsible for travel to existing cashew nuts and macadamia value chain actors in Taita Taveta county and other places as may be necessary.

Period

It is estimated that the consultant firm will require a maximum of 12 consultancy days (undertaken within 1 month) by a team to undertake the assignment.

6. Required Profiles of the firm

The firm proposing to undertake the consultancy must demonstrate in-house capacity to undertake the exercise. The firm should provide a list of the technical team with their CVs detailing their areas of expertise. The team should include a specialist on supplier development programme, market development, business development services and value chain analysis (who shall assume the role of a team leader as per the qualification indicated under the sub-heading for the qualifications of the Lead Consultant).

1. The team should include two consultants specialized in the field of economics, agricultural economics, marketing, finance and/or strategy development;

2. The consultancy firm must have at least five years' demonstrable experience;
3. The consultancy firm should show proof of previous assignments undertaken by the firm. Give evidence
4. The firm should show proof of registration and tax compliancy
5. The firm should also provide five references on similar work undertaken

7. Required skills, experience and qualifications of Consultants

8.1 Team Leader

- Higher education in economics, agricultural economics, agribusiness management, marketing, business administration and/or public administration, and MSc/MBA degree (preferably);
- 10 years-experience in and extensive knowledge of business development services including market research, value chain development, mentoring and coaching for youth and women initiatives
- Demonstrated experience in Market Research, monitoring and evaluation and supporting innovations and product development.
- Experience in promoting and strengthening inclusive public-private dialogue through capacity building;
- Ability to strengthen structured public-private partnerships and policy dialogue;
- Experience contributing to market-based approaches to private sector development; Strengthening capacity of MSEs and young innovative entrepreneurs;
- Experience promoting women and youth entrepreneurship;
- Work experience in analysing national/regional economies and support the development of value chains;
- Experience in strengthening the capacity of national and sub national institutions to design and implement legal, regulatory, administrative, and institutional reforms that promote trade, conducive business environments, and attract investment.

8.2 Minimum required qualifications for the Consulting Team Member (1)

In addition to the lead consultant, the profile of the other support consultant should have:

1. At least a master's degree in economics, finance, agricultural economics, marketing and/or strategic development from a recognized university;
2. At least 5-years' experience in marketing, value chain development, and supporting innovations ecosystems and start-ups at the national and at county levels of government;
3. Proven understanding of on-going strategic policy, planning and legal processes in innovations and MSMEs development;
4. Experience promoting women and youth entrepreneurship;
5. Demonstrate high level of integrity
6. Ability to work with minimal supervision;
7. High level written and oral communications skills in English and Kiswahili;
8. Must be result oriented team player with excellent interpersonal skills, including enthusiasm, tact, diplomacy and high level of integrity;
9. Concise and analytical skills;
10. Professional in working with government partners
11. Proven capacity to organize and facilitate workshops and meetings;

8. Duration of the assignment:

The report is to be completed within one month from the date of the award of the contract.

7. Proposal Structure:

The proposal should be not more than 20 pages (A4 typed), and should include the following:

- i. Project concept, methodology and expected outputs
- ii. Delivery structure
- iii. Relevant project credentials and CVs, including evidence and examples of past similar work done;
- iv. Financial proposal indicating consultancy fee and a breakdown of expenses (unit price together with any other expenses) related to the assignment. The proposal must incorporate all travel costs for the service provider to achieve the required deliverables.

1. Payment

	Deliverables <i>[list them as referred to in the RFP]</i>	Percentage of Total Price
1	<i>Inception Report:</i> To include a situational analysis and shall further include a description of the proposed methodology to be used to successfully deliver on the assignment, as well as detailed workplan with milestones and timelines.	25%
2	<i>BDS Market Needs Assessment:</i> To include a thorough situational and SWOT analysis, as well as understanding of gaps in the current BDS service provision.	20%
3	<i>BDS Market Development Strategy:</i> To include a comprehensive strategy to deliver the mechanisms for a sustainable BDS service across the counties including mechanisms for collaboration.	20%
4	<i>Guiding Framework for Biashara Centres:</i> Outlining the value proposition of regional, county, constituency level Biashara Centres and guidelines for strengthening MSEs-driven private sector development and promoting innovations through BDS.	20%
5	<i>Monitoring, Evaluation and Knowledge Management Plan:</i> Outline mechanisms to broaden the knowledge management products including establishment of a comprehensive monitoring and evaluation plan for assessing impact at the Biashara Centre.	15%

PROPOSED STANDARD TECHNICAL PROPOSAL EVALUATION CRITERIA

Annex III. Technical Evaluation Criteria

Summary of Technical Proposal Evaluation Forms		Score Weight	Points Obtainable	Company / Other Entity				
				A	B	C	D	E
1.	Expertise of Firm / Individual submitting Proposal	20%	200					
2.	Proposed Work Plan and Approach	40%	400					
3.	Personnel/Firm Experience	40%	400					
	Total		1000					

Technical Proposal Evaluation Form 1		Points obtainable	Company / Other Entity				
			A	B	C	D	E
Expertise of firm / organisation submitting proposal							
1.1	Reputation of Organisation and Staff (Competence / Reliability)	30					
1.2	Previous work experience in supplier development programme, value chain analysis, research, data analysis and visualization, strategy development and public-private partnerships	20					
1.3	General Organisational Capability which is likely to affect implementation (i.e. loose consortium, holding company or one firm, size of the firm / organisation, strength of project management support e.g. project financing capacity and project management controls)	20					
1.4	Extent to which any work would be subcontracted (subcontracting carries additional risks which may affect project implementation, but properly done it offers a chance to access specialized skills.	10					
1.5	Quality assurance procedures, warranty	20					
1.6	Relevance of: - Specialized Knowledge - Experience on Supplier Development, value chain analysis, supporting Innovations ecosystems and Support for Start-ups - Experience on Projects in the Region Work for major multilateral / or bilateral programmes	100					
Total		200					

Technical Proposal Evaluation Form 2		Points Obtainable	Company / Other Entity				
			A	B	C	D	E
Proposed Work Plan and Approach							
2.1	To what degree does the Offeror understand the task?	100					
2.2	Have the important aspects of the task been addressed in sufficient detail?	100					
2.3	Are the different components of the project adequately weighted relative to one another?	50					
2.4	Is the scope of task well defined and does it correspond to the TOR?	100					
2.5	Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project?	50					
	Total Part 2	400					

Technical Proposal Evaluation Form 3				Points Obtainable	Company / Other Entity				
					A	B	C	D	E
3.1	Team Leader								
			Sub-Score						
	General Qualification								
	Suitability for the Project								
	- General Qualifications	100							
	- Adequacy for the assignment in the area of specialization	100							
	- Specific Qualifications	60							
	Total			260					
3.2	Team Members (two experts)								
			Sub-Score						
	General Qualification								
	Suitability for the Project								
	- General Qualifications	50							
	- Adequacy for the assignment in the area of specialization	50							
	- Specific Qualifications	40							
	Total			140					
	Total Part 3			400					