



REPUBLIC OF KENYA



**MINISTRY OF AGRICULTURE AND LIVESTOCK DEVELOPMENT
STATE DEPARTMENT FOR LIVESTOCK DEVELOPMENT
KENYA LIVESTOCK COMMERCIALIZATION PROJECT (KeLCoP)**

EXPRESSION OF INTEREST

(By the consulting firm in response to the REOI
issued by the procuring entity)

for

Consulting Services for e-voucher system

Ref No: MOALD/SDLD/KELCOP/EOI/01/2023-2024

Issue Date: 12th December 2023

**Date of submission: 1100 hours EAT, 4th January
2024**

Foreword

This document has been prepared by **The State Department for Livestock Development** through the **Kenya Livestock Commercialization Project (KeLCoP)** and is based on the 1st edition of the IFAD-issued standard procurement document for expression of interest available at www.ifad.org/project-procurement. This bidding document is to be used for the procurement of services using Quality and cost Based selection in projects financed by IFAD.

IFAD does not guarantee the completeness, accuracy or translation, if applicable, or any other aspect in connection with the content of this document.

Instructions to Consultants¹

Procurement Reference Number: **MOALD/SDL/D/KELCOP/EOI/01/2023-2024**

Date: 12th December, 2023

Consultancy Services for E-Finance voucher system

1. The Government of Kenya(GoK) has received financing from the International Fund for Agricultural Development (“the Fund” or “IFAD”) towards the cost of Kenya Livestock Commercialization Project(KeLCoP) (“the client”) and intends to apply part of the proceeds for the recruitment of consulting services, for which this REOI is issued.

The use of any IFAD financing shall be subject to IFAD’s approval, pursuant to the terms and conditions of the financing agreement, as well as IFAD’s rules, policies and procedures. IFAD and its officials, agents and employees shall be held harmless from and against all suits, proceedings, claims, demands, losses and liability of any kind or nature brought by any party in connection with Kenya Livestock Commercialization Project(KeLCoP)

2. This request for expressions of interest (REOI) follows the general procurement notice that appeared **IFAD website on 22nd November 2023, the UNDB Website on 22nd November 2023 and Daily Nation Newspaper (MyGov publication) on 21st November 2023.**
3. The client now invites expressions of interest (EOIs) from legally constituted consulting firms (not individual consultants) (“consultants”) to provide Consultancy Services to provide e-voucher system. More details on these consulting services are provided in the preliminary terms of reference (PTOR) attached as **Annex 1**. The consultant may sub-contract selected activities provided that said services do will not exceed 20% of the total consultancy work.
4. Before preparing its EOIs, the consultant is advised to review the preliminary terms of reference attached as **Annex 1**, which describe the assignment and **Annex 2** that details the evaluation of the technical qualifications.
5. The consultant shall not have any actual, potential or reasonably perceived conflict of interest. A consultant with an actual, potential or reasonably perceived conflict of interest shall be disqualified unless otherwise explicitly approved by the Fund. A consultant including their respective personnel and affiliates are considered to have a conflict of interest if they a) have a relationship that provides them with undue or undisclosed information about or influence over the selection process and the execution of the contract, b) participate in more than one EOI under this procurement action, c) have a business or family relationship with a member of the client’s board of directors or its personnel, the Fund or its personnel, or any other individual that was, has been or might reasonably be directly or indirectly involved in any part of (i) the preparation

¹ This document refers to legally constituted consulting firms as “consultant”.

of this expression of interest, (ii) the selection process for this procurement, or (iii) execution of the contract. The consultant has an ongoing obligation to disclose any situation of actual, potential or reasonably perceived conflict of interest during preparation of the EOI, the selection process or the contract execution. Failure to properly disclose any of said situations may lead to appropriate actions, including the disqualification of the consultant, the termination of the contract and any other as appropriate under the IFAD Policy on Preventing Fraud and Corruption in its Projects and Operations².

6. All consultants are required to comply with the Revised IFAD Policy on Preventing Fraud and Corruption in its Activities and Operations (hereinafter, "IFAD's Anticorruption Policy") in competing for, or in executing, the contract.
 - a. If determined that a consultant or any of its personnel or agents, or its sub-consultants, sub-contractors, service providers, suppliers, sub-suppliers and/or any of their personnel or agents, has, directly or indirectly, engaged in any of the prohibited practices defined in IFAD's Anticorruption Policy or integrity violations such as sexual harassment, exploitation and abuse as established in IFAD's Policy to Preventing and Responding to Sexual Harassment, Sexual Exploitation and Abuse³ in competing for, or in executing, the contract, the EOI may be rejected or the contract may be terminated by the client.
 - b. In accordance with IFAD's Anticorruption Policy, the Fund has the right to sanction firms and individuals, including by declaring them ineligible, either indefinitely or for a stated period of time, to participate in any IFAD-financed and/or IFAD-managed activity or operation. The Fund also has the right to recognize debarments issued by other international financial institutions in accordance with its Anticorruption Policy.
 - c. Consultants and any of their personnel and agents, and their sub-consultants, sub-contractors, service providers, suppliers, sub-suppliers and any of their personnel and agents are required to fully cooperate with any investigation conducted by the Fund, including by making personnel available for interviews and by providing full access to any and all accounts, premises, documents and records (including electronic records) relating to this selection process or the execution of the contract and to have such accounts, premises, records and documents audited and/or inspected by auditors and/or investigators appointed by the Fund.
 - d. Consultants have the ongoing obligation to disclose in their EOI and later in writing as may become relevant: (i) any administrative sanctions, criminal convictions or temporary suspensions of themselves or any of their key personnel or agents for fraud and corruption, and (ii) any commissions or fees paid or to be paid to agents or other parties in connection with this selection process or the execution of the contract. As a minimum, consultants must disclose the name and contact details

² The policy is accessible at www.ifad.org/anticorruption_policy.

³ The policy is accessible at <https://www.ifad.org/en/document-detail/asset/40738506>.

of the agent or other party and the reason, amount and currency of the commission or fee paid or to be paid. Failure to comply with these disclosure obligations may lead to rejection of the EOI or termination of the contract.

- e. Consultants are required to keep all records and documents, including electronic records, relating to this selection process available for a minimum of three (3) years after notification of completion of the process or, in case the consultant is awarded the contract, execution of the contract.
7. The Fund requires that all beneficiaries of IFAD funding or funds administered by IFAD, including the client, any consultants, implementing partners, service providers and suppliers, observe the highest standards of integrity during the procurement and execution of such contracts, and commit to combat money laundering and terrorism financing consistent with IFAD's Anti-Money Laundering and Countering the Financing of Terrorism Policy.⁴
8. **Procedure:** the selection process will be conducted using **Quality Based selection method** as laid out in the IFAD Procurement Handbook that can be accessed via the IFAD website at www.ifad.org/project-procurement. The client will evaluate the EOIs using the criteria provided in **Annex 2**. The shortlisted consultant(s) will be provided with the detailed TORs and asked to submit a detailed technical and financial offer. The evaluation will include a review and verification of qualifications and past performance, including a reference check, prior to the contract award.
9. Consultants may associate with other firms to enhance their qualifications but should indicate clearly whether the association is in the form of a joint venture and/or a sub-consultancy. In the case of a joint venture, all the partners in the joint venture shall be jointly and severally liable for the entire contract, if selected.
10. Any request for clarification on this EOI including the PTOR should be sent via e-mail to the address no later than **1100 hours , 19th December 2023 and East African Time**. The client will provide responses to all clarification requests by **1700 hours, 27th December 2023 and East African Time**.
11. **Submission Procedure:** please submit your expression of interest using the forms provided for this purpose. Your EOI should comprise one (1) original copy/hard copy of each EOI form annexed to this document. EOIs shall be submitted to the address below no later than **1100 hours, 4th January 2024 and East African Time**.

Project Management and Coordination unit ,
Kenya Livestock Commercialization Project (KeLCoP),
Attn: Moses Kembe, PhD, Project Coordinator
P.O. Box 12261-20100 Nakuru, Kenya
Nakuru-Ravine Road, Opposite KEMSA Regional office
Tel: +254-51-2210851
E-mail: pmcu.kelcop@gmail.com

⁴ The policy is accessible at <https://www.ifad.org/en/document-detail/asset/41942012>.

Yours sincerely,

Project Coordinator

Kenya Livestock Commercialization Project (KeLCoP)

For: Principal Secretary, State Department for Livestock Development

Form EOI-1
EOI Submission Form

[Location, date]

[Authorized official]

Re: Consulting Services for e-voucher system
Ref: MOALD/SDLD/KELCOP/EOI/01/2023-2024

We, the undersigned, declare that:

1. We are expressing our interest in providing the consulting services for the above-mentioned assignment and have no reservations to the REOI, the instructions to the consultants and any addenda thereto.
2. Our expression of interest is open for acceptance for a period of ninety (90) days.
3. Our firm, its associates, including any subcontractors or suppliers for any part of the contract, have not been declared ineligible by the Fund and have not been subject to sanctions or debarments under the laws or official regulations of the client's country or not been subject to a debarment recognized under the Agreement for Mutual Enforcement of Debarment Decisions (the "Cross-Debarment Agreement")⁵, beyond those declared in paragraph 9 of this EOI submission form.
4. We acknowledge and accept the IFAD Revised Policy on Preventing Fraud and Corruption in its Activities and Operations. We certify that neither our firm nor any person acting for us or on our behalf has engaged in any prohibited practices as provided in ITC Clause 6. Further, we acknowledge and understand our obligation to report to anticorruption@ifad.org any allegation of prohibited practice that comes to our attention during the selection process or the contract execution.
5. No attempt has been made or will be made by us to induce any other consultant to submit or not to submit an EOI for the purpose of restricting competition.
6. We acknowledge and accept the IFAD Policy on Preventing and Responding to Sexual Harassment, Sexual Exploitation and Abuse. We certify that neither our firm nor any person acting for us or on our behalf has engaged in any sexual

⁵ The Cross-Debarment Agreement was entered into by the World Bank Group, the Inter-American Development Bank, the African Development Bank, the Asian Development Bank and the European Bank for Reconstruction and Development, additional information may be located at: <http://crossdebarment.org/>.

harassment, sexual exploitation or abuse. Further, we acknowledge and understand our obligation to report to ethicsoffice@ifad.org any allegation of sexual harassment, sexual exploitation and abuse that comes to our attention during the selection process or the contract execution.

7. The following commissions, gratuities, or fees have been paid or are to be paid with respect to the selection process: *[Insert complete name of each recipient, its full address, the reason for which each commission or gratuity was paid and the amount and currency of each such commission or gratuity.]*

Name of Recipient	Address	Reason	Amount	Currency

(If none has been paid or is to be paid, indicate "none.")

8. We declare that neither our consulting firm nor any of its directors, partners, proprietors, key personnel, agents, sub-consultants, sub-contractors, consortium and joint venture partners have any actual, potential or perceived conflict of interest as defined in ITC Clause 5 regarding this selection process or the execution of the contract. *[insert if needed: "other than the following:" and provide a detailed account of the actual, potential or perceived conflict].* We understand that we have an ongoing disclosure obligation on such actual, potential or perceived conflicts of interest and shall promptly inform the client and the Fund, should any such actual, potential or perceived conflicts of interest arise at any stage of the procurement process or contract execution.
9. The following criminal convictions, administrative sanctions (including debarments) and/or temporary suspensions have been imposed on our consulting firm and/or any of its directors, partners, proprietors, key personnel, agents, sub-consultants, sub-contractors, consortium and joint venture partners:

Nature of the measure (i.e., criminal conviction, administrative sanction or temporary suspension)	Imposed by	Name of party convicted, sanctioned or suspended (and relationship to the consultant)	Grounds for the measure (i.e., fraud in procurement or corruption in contract execution)	Date and time (duration) of measure

If no criminal convictions, administrative sanctions or temporary suspensions have been imposed, indicate "none".

10. We acknowledge and understand that we shall promptly inform the client about any material change regarding the information provided in this EOI submission form.
11. We further understand that the failure to properly disclose any of information in connection with this EOI submission form may lead to appropriate actions, including our disqualification as consultant, the termination of the contract and any other as appropriate under the IFAD Policy on Preventing Fraud and Corruption in its Projects and Operations.
12. We understand that you are not bound to accept any EOI that you may receive.

[Authorized signatory]

[Name and title of signatory]

[Name and address of firm]

Form EOI-2 Organization of the Consultant

Re: Consulting Services for e-voucher system

Ref: MOALD/SDLD/KELCOP/EOI/01/2023-2024

[Provide a brief description of the background and organization of your firm/entity and of each associated firm for this assignment. Include the organization chart of your firm/entity. The EOI must demonstrate that the consultant has the organizational capability and to carry out the assignment. The qualifications document shall further demonstrate that the consultant has the capacity to field and provide experienced replacement personnel on short notice. Key staff CVs are not required at the shortlisting stage.]

Name of the firm	
Date of establishment	
Country of registration	
Full address of the firm	
Focal point: name, position, contact information (telephone, email):	Name:
	Tel:
	Email:
Number of branches in the country	
Country(ies) of operations with number of branches in each country	
Number of full-time employees	
Number of part-time employees	
Field(s) of expertise of the firm	
Number of professional staff with experience related directly to the assignment	
Subsidiary and associated companies (<i>wherever applicable</i>):	

<p>(details in the following format to be provided for all associates) –</p> <ul style="list-style-type: none"> (i) Name of the company (ii) Nature of business (iii) Address of the company (iv) Website of the company (v) Brief description of company (maximum of 120 words) 	
<p>Any other information that the consultant would like to add:</p>	

Maximum 10 pages

Form EOI-3
Experience of the Consultant

Re: Consulting Services for e-voucher system

Ref: MOALD/SDLD/KELCOP/EOI/01/2023-2024

[Using the format below, provide information on each relevant assignment for which your firm, and each associate for this assignment, was legally contracted either individually as a corporate entity or as one of the major companies within an association, for carrying out consulting services similar to the ones requested under the preliminary terms of reference included in this EOI. The EOI must demonstrate that the consultant has a proven track record of successful experience in executing projects similar in substance, complexity, value, duration, and volume of services sought in this procurement.

Maximum 20 pages]

Assignment name:	Approx. value of the contract (in current Kshs):
Country: Location within country:	Duration of assignment (months):
Name of client:	Total No. of staff-months of the assignment:
Address, and contact details (including email address(es)):	Approx. value of the services provided by your firm under the contract (in current Kshs):

Kenya Livestock Commercialization Project (KeLCoP): Consultancy Services for e-voucher system: Reference Number
MOALD/SDLD/KELCOP/EOI/01/2023-2024

Start date (month/year): Completion date (month/year):	No. of professional staff-months provided by associated consultants:
Name of associated consultants, if any:	Name of proposed senior professional staff of your firm involved and functions performed (indicate most significant profiles such as project director/coordinator, team leader):
Narrative description of project:	
Description of actual services provided by your staff within the assignment:	

Name of Firm: _____

ANNEX 1

PRELIMINARY TERMS OF REFERENCE

Consulting services for e-voucher platform for KeLCoP

1. Client

The client for this assignment is Kenya Livestock Commercialization Project (KeLCoP).

2. Country background

In the last ten years, Kenya registered robust economic growth, averaging 5.5 per cent, attributed to the significant political, structural and economic reforms that the country has undergone, resulting in sustained economic growth, social development and political gains. The World Bank initially estimated that the economy will grow by 5.9 percent in 2020, driven primarily by the services sector, but due to the COVID-19 pandemic, this growth is foreseen to drop to 1.0 percent in 2020.

The population of Kenya was 47.6 million in 2019 (actual 2019 census), of which 50.5 percent are females. Seventy-five percent of Kenyans live in rural areas. Kenya's entrepreneurship and human capital give it huge potential for further growth, job creation and poverty reduction. However, the large youth population (18-34 years) and those below 15 years constitute 25 per cent and 43 per cent of the population, respectively, implying a large dependent population, and high youth unemployment, which stood at 18.34 per cent in 2019.

Kenya has an area of 580,370 km² (143,974,468 acres) out of which less than 20% of the land is suitable for cultivation, of which only 12 per cent is classified as high potential (adequate rainfall) agricultural land and about 8 per cent is medium potential land. The rest of the land is arid or semiarid. Agriculture is key to Kenya's economy, contributing 26 per cent of GDP and another 27 per cent of GDP indirectly through linkages with other sectors. The sector employs more than 40 per cent of the total population and more than 70 per cent of Kenya's rural people. The sector accounts for 65 per cent of the export earnings, and provides livelihood (employment, income and food security needs) for more than 80 percent of the Kenyan population, and contributes to improving nutrition through production of safe, diverse and nutrient dense foods. The sector is also the main driver of the non-agricultural economy including manufacturing, providing inputs and markets for non-agricultural operations such as building/construction, transportation, tourism, education and other social services.

Kenya largely practices mixed farming. Small-scale farming systems dominate the Kenya agriculture sector, contributing 75 per cent of total agricultural production, most of it for subsistence and minimal surplus for sale. Challenges faced by smallholder farmers include the decreasing size of landholdings, limited access to productivity-enhancing technology, declining soil quality, environmental

degradation, climate change, weak extension services and low technology adoption, and poor smallholder access to market. In ASALs, most of the livestock is raised by pastoralists where infrastructure is poor, extension and veterinary services are limited. Over 90 percent of livestock in the local markets are sold by smallholders, making them important actors that supply to meet national demand for livestock and livestock products.

The livestock sub-sector plays an important role for Kenya's economy with a direct contribution of around 42 per cent to agricultural GDP and 12 per cent to national GDP. It accounts for 30 per cent of the total marketed agricultural products and provides raw materials for agro-processing and manufacturing. Investment in livestock development, directly contributes to increased income, food and nutrition security of livestock producing households, and by extension their communities. Even in the non-arid and semi-arid land (ASAL) areas, the livestock sub-sector constitutes an important source of family income and food security. In the high rainfall areas, small livestock provides employment and income mainly through dairy and poultry production. The livestock sub-sector is expected to grow rapidly, fuelled largely by a growing population, and increasing rates of urbanization, which are expected to rise. As a result, consumption of meat and milk is forecast to expand. Moreover, Kenya is currently experiencing an annual meat supply deficit of 300,000 Metric Tons (MT). This gap requires a deductive approach to understand why the Kenyan food system is unresponsive to demand.

Small ruminant and poultry sub-sectors are experiencing low productivity and narrow profit margins due to high cost of feed, poor animal husbandry, poor state of livestock infrastructure, limited availability of processing facilities and bottlenecks in the supply chain, which hinder efficient movement of livestock and its product downstream, thus preventing reciprocal livelihood improvement for people in the rural areas. Honey production is deemed low, with most of the honey processed in the country coming from Tanzania, yet it is estimated that there is approximately 80% of untapped nectar every flowering season.

In the last decade, low productivity in the sub-sector was exacerbated by the increasing severity and frequency of dry spells and heat waves, punctuated by periods of flooding, resulting from climate change and climate variability. Particularly in the ASALs, pastures are degrading and little attention is paid to the governance arrangements to protect and manage them at the community level. The increased heat stress is reducing water availability, increasing water scarcity and causing rangeland degradation and loss of key grazing territory. In turn, farmers are experiencing lower livestock productivity, increased incidence of livestock diseases and consequently higher mortality, as well as reduced grain quality and yields for animal feed.

Livestock production is an ideal enterprise to improve household food and nutrition security, increase incomes, create jobs and contribute to sustainable livelihoods of many rural people living below the poverty line. The selected value chains, small ruminants, local improved poultry breed and bee-keeping are economic activities predominantly carried out by women, youth and marginalized segments of the

population. Furthermore, small ruminants have the ability to survive harsh weather conditions and they contribute very low Green House Gas Emissions (GHGs) to the environment, (estimated at 6.5 percent and 8 percent, respectively, compared to 41 percent for beef cattle and 20 percent for dairy cattle). Poultry and honey production and processing occupy relatively smaller spaces that do not interfere with land for agriculture and can easily be carried out by women and youth. They are also ideal alternative income generating activities for populations living in conflict areas within four participating counties (Marsabit, Samburu, Baringo and Elgeyo- Marakwet), which are driven by cattle rustling practices.

The KeLCoP provides an opportunity for transformation of the livestock sector, which can generate major socio-economic benefits for rural communities in a sustainable manner. It is in this regard that the GoK requested IFAD to finance a livestock project in the high potential and pastoral counties. The geographical target is guided by the 2018 Country Strategy and Programme Evaluation (CSPE) for Kenya recommendation to target investments towards the ASALs, to promote commercialization and business development. IFAD and GoK through the Ministry of Agriculture and Livestock Development and participating Counties designed a new project titled the Kenya Livestock Commercialization Project (KeLCoP).

3. Background on project

Kenya Livestock Commercialization Project (KeLCoP) is a six year project jointly funded by; Government of Kenya (GOK), International Fund for Agricultural Development (IFAD), Heifer International, Participating Financial Institutions (PFI) and Beneficiary communities. The Project Loan negotiation meeting was done on 25-28 August 2020. The IFAD Executive Board approved the Loan in 18 September 2020. The Project came into force on 05 March 2021 with a Completion date of 31 March 2027 and Loan Closing date of 30 September 2027.

The Project Goal is to contribute to the Government's agriculture transformation Agenda of increasing rural small-scale farmers' incomes, food and nutrition security. The development objective is to increase incomes of 110,000 poor livestock and pastoralist households, especially youth and women, in an environmentally friendly manner, in selected project areas of the 10 participating counties. The Project areas are Semi-Arid counties (Elgeyo Marakwet and Baringo), Arid counties (Marsabit and Samburu).and other areas are Busia, Bungoma, Kakamega, Siaya, Nakuru and Trans Nzoia. The targeted value chains are small ruminants (sheep, goats for meat and dairy goats), local improved breed poultry, bee keeping and rabbit production (where applicable).

The primary target group comprises of: very vulnerable, ultra-poor, mostly women headed households, pastoralist and agro-pastoralist households; commercially orientated pastoralist and agro-pastoralist households; and young women and men involved in production and entrepreneurial activity at critical points in the value chain. The project will also engage with value chain drivers namely: farmers with resources to function as livestock breeders; traders; retailers; wholesalers; private sector companies; transporters; private agro-vets and input suppliers. KeLCoP has a strong

focus on the inclusion of women and youth, marginalized tribes and persons with disabilities.

The project is expected to directly benefit 110,000 households with a total number of 495,000 people. From the total direct beneficiaries, women and youth beneficiaries will be 54 per cent and 30 per cent respectively. 30 per cent of the total households will be targeted for nutrition interventions. A minimum of 5 per cent of beneficiaries will be from vulnerable groups (marginalized tribes, persons with disabilities and persons with HIV).

The project consists of three components; Component 1: Climate-smart production for small livestock. This will be supported by the following sub components; integrating vulnerable households (HHs) into value chains and Climate Resilient Production Systems. Component 2: Support to livestock market development. This will be supported by the following sub components; Market infrastructure and capacity development, Building inclusive value chains and Value chain management information systems. Component 3: Project Management and Coordination. This will be supported by the following sub components; Policy and institutional support to national Government and Project Management & Coordination Unit Support

The Lead Programme Agency is the State Department for Livestock Development in the Ministry of Agriculture and Livestock Development The project institutions will be: The Project Steering Committee (PSC), Project Management and Coordination Unit (PMCU), County Programme Coordinating Committees (CPCCs), County Project Technical Teams (CPTTs), Sub-County Technical Teams (SCPTTs) and Ward Committee (WC).

4. Background of the assignment

The project design includes some innovative elements and opportunities for the use of a host of digital technologies and applications that deploy Information Communication Technology for Development (ICT4D) approaches and scalable models in partnership with the private sector. The use of innovations and information technology will be applied through the establishment of an e-extension platform and the of e-voucher system to reduce the costs of access and delivery of inputs. Additionally, an e marketing component will be integrated into the E extension platform to address the challenge of market access among the beneficiaries

5. Overall Objectives

The Project Goal is to contribute to the Government's agriculture transformation Agenda of increasing rural small-scale farmers' incomes, food and nutrition security. The development objective is to increase incomes of 110,000 poor livestock and pastoralist households, especially youth and women, in an environmentally friendly manner, in selected project areas of the 10 participating counties.

6. Objectives of the assignment

The purpose of this assignment is to procure an experienced electronic voucher service provider for the purpose of e-voucher supply and disbursement including management of the associated transactions for the project beneficiaries. Each beneficiary will receive two different categories of farm inputs from different vendors and will be required to redeem them within a period not exceeding one month. The e-voucher service provider will work jointly with KeLCoP team in ensuring seamless disbursement of e-vouchers to the project beneficiaries. The key objectives of the assignment are:

- 1) Induct/ orient KeLCoP implementation team on the proposed e-voucher modalities.
- 2) To supply and disburse e-vouchers to project beneficiaries to facilitate acquisition of animal inputs from identified agro dealers. Specifically, feeds and veterinary supplies packages as shown below;
 - i. For Improved local chicken: Chick mash, growers mash, layers mash, drugs and vaccines
 - ii. For Small ruminants (Sheep and Goats) Dewormers and other veterinary drugs, concentrates, fodder (pasture), Mineral licks and vaccines
- 3) To manage all the transactions for the e-vouchers issued to the beneficiaries.

7. Scope of work

The service provider is expected to supply and disburse e-vouchers for the specified number of beneficiaries through an appropriate modality and ensure efficient management of all the processes involved in the delivery of the e-vouchers to the target beneficiaries including transaction management and reporting. This will include:

- 1) Develop the most appropriate e-voucher product that is suitable for the project beneficiaries considering the context of the project.
- 2) Develop a module for the implementation , operation and management of the e-voucher system
- 3) Develop a module for beneficiaries to place orders for inputs feeds and veterinary supplies packages using the e-voucher as the payment mechanism.
- 4) Develop a module for traders to receive, approve and dispatch orders from beneficiaries using the e-voucher as the payment mechanism

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- 5) Develop a module for traders to make bulk purchases for inputs feeds and veterinary supplies from input suppliers using the e-voucher as the payment mechanism.
 - 6) Develop a module to maintain inputs product and price listings of inputs feeds and veterinary supplies including capability for discounts, product packaging and applicable taxes.
 - 7) Provide the most appropriate modality for supply and disbursement of e-vouchers to the project beneficiaries.
 - 8) Provide a mobile or web module for each of the identified Value Chain Drivers to uniquely interact with the e-voucher system, namely:
 - Farmers
 - Livestock Breeders
 - Traders
 - Retailers
 - Wholesalers
 - Transporters
 - Agroveter
 - Input Suppliers
 - 9) Production and supply and disbursement of the KeLCoP approved e-vouchers to facilitate farm input acquisition by the project beneficiaries.
 - 10) Orientation of the KeLCoP project staff on the implementation of the proposed e-voucher modality.

Additionally the following are mandatory requirements;

- a) For project visibility, the text messages after purchase and any other KeLCoP e voucher messages from the firm to beneficiaries must include 'KeLCoP .'
- b) KeLCoP visibility in the trainings and any other activity the firm will use a reporting template provided by the project
- c) Project shall be given a window to view the progress of e voucher in the e-voucher system.

The e-voucher platform should have the following standards and mechanism for the transfer:

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- **E-voucher Management System:** Potential e-voucher service provider should demonstrate the ability of their systems to support e-voucher disbursements and management in a secure and reliable manner.
 - **Value Chain Entities Management:** The e-voucher service provider should demonstrate the ability of their systems to manage the multiple levels of value chain drivers and the transactions between them.
 - **Delivery Processes:** The e-voucher service provider must ensure that the e-vouchers are delivered in the most convenient, timely and cost effective manner.
 - **Ordering Processes:** The e-voucher service provider must provide capability for the collection, processing, invoicing and delivery of products ordered by beneficiaries.
 - **Reconciliation Processes:** The e-voucher service provider must provide automated capability for the reconciliation of e-vouchers against specific orders, invoices, deliveries, payment receipts and voucher redemptions.
 - **Accountability and Transparency:** The e-voucher service provider should facilitate accountability and transparency throughout the voucher disbursement and management providing regular transaction reports to KeLCoP that will be used for monitoring.
 - **Safety and Security:** The e-voucher service provider should demonstrate evidence of how their systems will deal with safety, privacy and security of the beneficiary data including all the e-voucher transactions. The system should have strong security features to protect against data breaches, unauthorized access, and fraud, including encryption, firewalls, and multi-factor authentication.
 - **Dedicated Service:** The e-voucher service provider should have a dedicated service focal point for KeLCoP in the day to day and overall management of the e-voucher including responding to questions, troubleshooting and resolving any challenges within a reasonable timeframe, whenever they arise.
 - **Feedback Mechanism:** The e-voucher service provider should have a system for proactive feedback sharing throughout the process.
 - **Internal Control and Fraud Prevention:** The e-voucher service provider must have appropriate mechanism for internal control and fraud prevention in place and should be well elaborated in the proposal.
 - **User Management:** The system should have the capability to manage and track users, including the ability to assign roles and permissions and generate reports on user activity.

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- **Voucher Generation:** The system should have the ability to generate and distribute e-vouchers, with options for customization, such as voucher codes, expiration dates, and usage limits.
 - **Redemption:** The process should have a seamless redemption process, with the ability to track and verify voucher redemption in real-time.
 - **Reporting and Analytics:** The system should provide detailed reporting and analytics on voucher usage, redemption, and transactions, with the ability to generate custom reports.
 - **Mobile Compatibility:** the system should be mobile compatible, allowing vouchers to be redeemed from a mobile device.
 - **Remote Updates Capability:** the system should allow for the remote “over the air” update of disbursed vouchers, beneficiaries, value chain drivers, products, prices and discounts
 - **Remote Access Validation:** The system should capture details of each mobile user including login, timestamps and GPS location data.
 - **User Support:** The system should provide adequate user support, including documentation, tutorials and customer support, to ensure successful adoption and usage.
 - **Integration:** The system should be able to integrate with other systems such as e-extension, e-marketing, monitoring and evaluation system and Accounting systems, which in our case is the sun system.
 - **Multi Financial Institutions:** The system should be able to integrate with multiple Banks, MFIs, Loan Providers and Mobile Telco Wallets.

8. Capacity building and transfer of knowledge

The consulting firm shall train the identified agro-dealers as per the agreed training manual. The responsibilities of the consulting firm during training and capacity building will be:

1. Develop detailed training manual and have it approved by the project.
2. Facilitate the facilitators during trainings of the identified agro dealers.
3. Provide the training manual and training guide and or tools/equipment used for training.
4. Hire training venue and conference packages for participants for the trainings;

Project responsibilities during trainings:

- 1) Assist the consultant to identify the agro dealers using agreed criteria to be trained on the e voucher system
- 2) Facilitate the identified participants to attend the trainings in terms of accommodation, travelling cost and other incidental costs as applicable;

Kenya Livestock Commercialization Project (KeLCoP): Consultancy Services for e-voucher system: Reference Number MOALD/SDLD/KELCOP/REOI/01/2023-2024

9. Reports and schedule of deliverables

Deliverables/Output	Timeline/Date
Signed Contract	Kick off meeting with consulting firm
Draft Inception report.	1 week from commencement
Final Inception report.	1 week after incorporating KeLCoP PMCU feedback
Requirement gathering, Development and customizing the e-voucher platform to project needs	7 weeks
Presentation of the Draft report and e-voucher platform prototype	8 weeks after presentation of the Final inception report
Presentation of the Final report and e-voucher platform after incorporation of KeLCoP feedback.	1 week after incorporating KeLCoP feedback
Commissioning of the e-voucher platform	10 weeks after presentation of the draft report and the e-voucher platform prototype
Identification and training of agro-dealers	7 weeks
Provision progress reports on disbursements made to beneficiaries	Quarterly and annually

10. Qualifications for the e-voucher Service Provider

The firm must have the following qualifications and experience:

- 1) legally licensed Financial institutions or firms to operate an e-voucher / e-commerce technology platform in Kenya
- 3) Experience in providing mobile inputs orders and banking transactions.
- 4) Experience in Agricultural Value Chains inputs transaction processing
- 5) Experience and capacity to deliver financial literacy training to small scale farmers with low literacy levels; business and financial management skills for entrepreneurs/ other value chain actors;
- 6) Has a nationwide coverage with a wide network of partners, agents and reliable fintech service in the project areas;
- 7) Must have a robust technological capacity to effectively and efficiently service the proposed number of beneficiaries with high degree of reliability and personal data security.
- 8) Must have a technical capability to deploy, update, monitor and manage the technology platform remotely and securely.
- 9) Have a package of savings and loan services that suit the profile of the KeLCoP participants

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- 10) Experience in e-voucher and e-commerce interventions, administration and management of e-vouchers with flexibility in operations to accommodate the needs of the target beneficiaries especially in Kenya's agricultural sector;
 - 11) Have dedicated staff (human resource) with educational background in agricultural related fields and conversant with smallholder agricultural sector; and competent ICT support staff to trouble shoot the e-voucher platform/system;

11. Location and Period of execution

It is projected that the proposed assignment as highlighted above will be conducted throughout the project lifetime. The consulting firm will use the client's office in information gathering and develop the platform at their own premises. Execution of the activity will be done at field which will involve the consultant interacting with agro dealers and beneficiaries.

12. Project coordination

The project Coordinator and the Livestock Marketing Specialist will supervise the consultant.

13. Services and facilities to be provided by client

KeLCoP shall provide, identify and mobilise all the target project beneficiaries and provide the funds required for the e-voucher transactions. In addition, KeLCoP will bear the following responsibilities:

- 1) Provide funds to be disbursed to the beneficiaries through the e-voucher system
- 2) Identify and mobilize the project team for induction/orientation on the proposed e-voucher intervention.
- 3) Facilitate the service provider with the relevant beneficiary data taking into consideration the requirements for data protection.
- 4) Identify and contract the input vendors from within the project location.
- 5) Create awareness on feedback and KeLCoP complaints mechanism, and anticorruption.

14. Services and facilities to be provided by the consultant

The service provider will provide the e-voucher service while using their own electronic and communication infrastructure.

ANNEX 2

Qualification and Evaluation Criteria

Preliminary Mandatory Requirements

- a) Valid Tax compliance certificate from Kenya Revenue Authority(KRA)
- b) Business Registration/Certificate of incorporation
- c) Valid and current Trade license/ Business permit from the County government
- d) PIN certificate
- e) Attach CR12 for limited companies, detailing the list of Directors and shareholding issued not less than six months ago.
- f) Attach Copies of the IDs of all the Directors listed in the CR12

Item	Criteria	Points
For specific experience, evidence shall include successful experience in the execution of assignments of a similar nature and scope. Evidence include letters of completion, completion certificates, recommendation letters/letters of reference from past clients etc.		
A.	General experience	10
(i)	Legally licensed Financial institutions or firms to operate an e-voucher / e-commerce technology platform in Kenya	10
B.	Specific experience	90
(i)	Experience in providing mobile inputs orders and banking transactions.	10
(ii)	Experience in Agricultural Value Chains inputs transaction processing	10
(iii)	Experience and capacity to deliver financial literacy training to small scale farmers with low literacy levels; business and financial management skills for entrepreneurs/ other value chain actors;	10
(iv)	Has a nationwide coverage with a wide network of partners, agents and reliable fintech service in the project areas;	10
(v)	Must have a robust technological capacity to effectively and efficiently service the proposed number of beneficiaries with high degree of reliability and personal data security.	10

Kenya Livestock Commercialization Project (KeLCoP): Consultancy Services for e-voucher system: Reference Number
MOALD/SDLD/KELCOP/EOI/01/2023-2024

Item	Criteria	Points
For specific experience, evidence shall include successful experience in the execution of assignments of a similar nature and scope. Evidence include letters of completion, completion certificates, recommendation letters/letters of reference from past clients etc.		
(vi)	Must have a technical capability to deploy, update, monitor and manage the technology platform remotely and securely.	10
(vii)	Have a package of savings and loan services that suit the profile of the KeLCoP participants	10
(viii)	Experience in e-voucher and e-commerce interventions, administration and management of e-vouchers with flexibility in operations to accommodate the needs of the target beneficiaries especially in Kenya's agricultural sector;	10
(ix)	Have dedicated staff (human resource) with educational background in agricultural related fields and conversant with smallholder agricultural sector; and competent ICT support staff to trouble shoot the e-voucher platform/system	10
Total Points		100
Minimum points required to pass		70 points

Kenya Livestock Commercialization Project (KeLCoP): Consultancy Services for e-voucher system: Reference Number MOALD/SDLD/KELCOP/EOI/01/2023-2024