



**MINISTRY OF AGRICULTURE, LIVESTOCK, FISHERIES AND  
COOPERATIVES  
STATE DEPARTMENT FOR LIVESTOCK  
KENYA LIVESTOCK COMMERCIALIZATION PROJECT (KeLCoP)**

**EXPRESSION OF INTEREST**  
(By the consulting firm in response to the REOI  
issued by the procuring entity)

For

**Consultancy Services to Conduct a Baseline Survey  
for KeLCoP**

**Ref No: MOALFC/SDL/KELCOP/EOI/01/2021/2022**

**Issue Date: 17<sup>th</sup> AUGUST, 2021**

# Foreword

This document has been prepared by **The State Department for Livestock** through the **Kenya Livestock Commercialization Project (KeLCoP)** and is based on the 1<sup>st</sup> edition of the IFAD-issued standard procurement document for expression of interest available at [www.ifad.org/project-procurement](http://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 Consultants<sup>1</sup>**  
**Procurement Reference Number:**  
**MOALFC/SDL/KELCOP/EOI/01/2021/2022**

*17<sup>th</sup> AUGUST 2021*

**Consultancy Services to Conduct a Baseline Survey  
for KeLCoP**

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.
2. 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)
3. The client now invites expressions of interest (EOIs) from legally constituted consulting firms (not individual consultants) (“consultants”) to provide Consultancy Services to Conduct a Baseline Survey for KeLCoP. 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

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<sup>1</sup> This document refers to legally constituted consulting firms as “consultant”.

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 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 Operations<sup>2</sup>.

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 Abuse<sup>3</sup> 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

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<sup>2</sup> The policy is accessible at [www.ifad.org/anticorruption\\_policy](http://www.ifad.org/anticorruption_policy).

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

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 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.<sup>4</sup>
8. **Procedure:** the selection process will be conducted using **Quality and cost 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](http://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 **5.00p.m, 24<sup>th</sup> August, 2021 East African Time**. The client will provide responses to all clarification requests by **5.00p.m, 26<sup>th</sup> August, 2021 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 of each EOI form annexed to this document. EOIs shall be submitted to the address below no later than **11.00 a.m, 31<sup>st</sup> August, 2021 East African Time**.

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

**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](mailto:pmcu.kelcop@gmail.com)

Yours sincerely,

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**Project Coordinator**  
Kenya Livestock Commercialization Project (KeLCoP)  
For: Principal Secretary, State Department for Livestock

**Form EOI-1**  
**EOI Submission Form**

*[Location, date]*

*[Authorized official]*

**Re: Consulting Services for Baseline Survey for KeLCoP**  
**Ref: MOALFC/SDL/KELCOP/EOI/2021/2022**

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")<sup>5</sup>, 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](mailto: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

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<sup>5</sup> 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/>.

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firm nor any person acting for us or on our behalf has engaged in any sexual harassment, sexual exploitation or abuse. Further, we acknowledge and understand our obligation to report to [ethicsoffice@ifad.org](mailto: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	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



temporary suspension)


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**

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*[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 (wherever applicable):	

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

**Maximum 10 pages**

**Form EOI-3**  
**Experience of the Consultant**

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*[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 US\$):
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 US\$):

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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: \_\_\_\_\_

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# ANNEX 1

## PRELIMINARY TERMS OF REFERENCE

### Consulting Services for Conducting a Baseline Survey for KeLCoP

#### 1. Client

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

#### 2. Country background

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.

The sub-sector 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. 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 and limited availability of processing facilities.

It is in this regard that the Government of Kenya (GoK) requested The International Fund for Agriculture Development (IFAD) to finance a livestock project in the high potential and pastoral counties. IFAD and GoK through the Ministry of Agriculture, Livestock, Fisheries and Cooperatives (MALFC) 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

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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 KeLCoP will have 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 beneficiaries of targeted nutrition beneficiaries make up 30 per cent of the total households reached.

The project will be supported by 3 components namely; Component 1: Climate-smart production enhancement for small livestock, Component 2: Support to livestock market development and Component 3: Project management and coordination

The Lead Programme Agency is the State Department for Livestock in the Ministry of Agriculture, Livestock, Fisheries and Cooperatives. 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.

The total project costs of Ksh 9.46 billion (EUR 78.9 million) will be financed by i) an IFAD loan of Ksh 5.53 billion (EUR 46.2) million (ii) a GoK contribution in the amount of Kshs 1.91 billion (EUR 16 million), of which taxes and duties account for Ksh 1.27 billion (EUR 10.6 million), cash Ksh148.34 million (EUR 1.2 million) and in kind contribution in the amount of Kshs 498.34 million (EUR 4.1 million); iii) an Beneficiary contribution of Kshs 1.19 billion (EUR 9.9 million) of which in kind account for Kshs 936.98 million (EUR 7.8 million) and cash in the amount of Kshs 261.69 million (EUR 2.1 million); iv) Heifer International Kshs 342.61 million (EUR 2.8 million) and v) PFIs in the amount of Kshs 460.33 million (EUR 3.8 million).

Component 1 on “Climate Smart Production Enhancement for small Livestock “is the main investment and represents 59.1 per cent of the total project costs, while Component 2 on “Support to livestock Market Development“, representing 24.7 per cent of total project costs. ‘Project Management and Coordination Unit’, represent 16.2 percent of the total project costs (of which subcomponent policy and institutional support to the National Government represents 1.2 per cent and project management and coordination unit support sub component represent 15 percent).

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#### **4. Background of the assignment**

KeLCoP's has a theory of change (TOC) based on a multi-dimensional view of poverty and careful assessment of the factors, which could help households improve their well-being on a sustainable basis, in counties which have high rates of poverty and food and nutrition insecurity. Apart from promoting activities that are expected to have a high-pay off, there is also need to deal with issues of gender disparity, youth inclusion within the household and society which lead to unequal access to opportunities, services and assets. The project will address the unique challenges and opportunities for women and youth in the agriculture sector by incorporating tailored opportunities for these groups as an integral part of delivering Government's ASTGS.

To ascertain support the theory of change the survey will concentrate on benchmarking those aspects in which KeLCoP is intended to make a difference, including household assets and incomes, food and nutrition security economic activity, social capital and social exclusion.

The data generated by the study will help in reviewing the project log frame. The study will provide comprehensive information for planning and decision-making besides providing benchmarks against which Project interventions will be assessed and will be a reference point when organizing other surveys.

The survey will also produce baseline figures for the logical framework indicators as well as additional indicators of the M&E framework.

#### **5. Overall objectives**

The purpose of the survey is to generate baseline data that will help in assessing the situation at the start of the project, set bench marks/indicators to inform the M&E function of the project and form a platform for assessing the outcomes and impact of the project

#### **6. Objectives of the assignment**

The survey will be conducted with the aim of determining or establishing the following:

- i. Assess the status / levels of the targeted 110,000 poor livestock and pastoralist HH, especially youth and women.
- ii. Determine and document the following impact domains or strategic area of focus as follows; household incomes and assets, human and social capital, food security, agricultural productivity, institutional policies, gender equality and women empowerment, access to markets, innovative approaches to rural poverty reduction, scaling up, environmental and natural resource management, adaptation to climate change and targeting and outreach.
- iii. Validate PDR on project Economic Rate of Return (ERR) at household level, producer group or enterprises level for each of the main categories of investment to be promoted by the project.
- iv. Provide a model for determination of baseline indicators attribution



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## 7. Scope of work

The scope of work of the survey will include data collection in the Ten (10) counties where each county will be targeting 5 wards and 3 control group wards which will not be receiving support from the project. In addition, the assignment will entail collation, analysis, and interpretation as well as production of an informative baseline survey report.

In order to accomplish the assignment, the following general tasks must be undertaken:

- i. Review the project log-frame indicators at impact, outcome and output levels and establish the type and form of relevant baseline data to be collected, including all indicators as per IFAD guidelines;
- ii. Design data collection instruments incorporating Log frame component impact and outcome indicators as well as household socio-economic characteristics. The baseline questionnaire will cover but not limited to indicators reflecting the following areas:
  - a) The socio-economic status of the target beneficiaries in terms of household assets index, and annual income;
  - b) Status of Food security;
  - c) Nutritional status;
  - d) Poverty status / level;
  - e) Commercialization of farming amongst the target households;
  - f) Status of Gender involvement in each value chain;
  - g) Youth involvement in all value chains;
  - h) Production levels in each the value chains
  - i) Adoption of improved technologies
  - j) Minimum dietary diversity levels
  - k) Access levels to production inputs and technological packages
  - l) Access level to financial services
  - m) Adoption of environmentally sustainable and climate resilient technologies and practices
  - n) Rangeland management and access to water infrastructure status / level
  - o) Access level to livestock markets and participation / market orientation for each volume
  - p) Rural enterprises diversification levels

Specifically, the consultant should assess the following component specific indicators:

### **Component 1: Climate-smart production for small livestock**

#### **Sub-Component 1.1: Integrating vulnerable households (HHs) into value chains**

- iii. Current status / level of Households reporting adoption of new/improved inputs, technologies or practices in sheep farming, goat farming, poultry farming and bee keeping.
- iv. Current number of livestock and production levels of each value chains
- v. Current number of Households reporting an increase in production
- vi. Current status of targeted women reporting an increase in empowerment using WEAI index
- vii. Current status / level of households reporting minimum dietary diversity (MDDW)

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- viii. Current status / level of malnutrition
  - ix. Current status / level of target groups accessing production inputs and/or technological packages
  - x. Current status of persons in rural areas accessing financial services Savings
  - xi. Current status of persons in rural areas accessing financial services credit
  - xii. Current volume of credit advanced to targeted project beneficiaries by the financial institutions
  - xiii. Current status of target beneficiary households provided with targeted support to improve their nutrition

#### **Sub-Component 1.2: Climate Resilient Production Systems**

- xiv. Current status of households reporting adoption of environmentally sustainable and climate-resilient technologies and practices
- xv. Current status / level of households accessing water infrastructure
- xvi. Current status / level of groups supported to sustainably manage natural resources and climate-related risks
- xvii. Current status / level of rangeland under improved governance
- xviii. Current status / level of own jobs created

### **Component 2: Support to livestock market development**

#### **Sub-Component: 2.1: Market infrastructure and capacity development**

- xix. Current status / level of supported rural enterprises reporting an increase in profit
- xx. Current status / level of households reporting improved physical access to markets, processing and storage facilities
- xxi. Current status / level of Market, processing and storage facilities constructed or rehabilitated
- xxii. Current status / level of farmer groups registered in the database and participating in the MSPs disaggregated per each value chain
- xxiii. Current status / level of private sector actors participating in the MSPs (disaggregated per value chain and role in the supply chain)
- xxiv. Current status of market linkages existing

#### **Sub-Component 2.2: Building inclusive value chains**

- xxv. Current status / level of persons trained in income-generating activities or business management
- xxvi. Current status / level of rural enterprises accessing business development services
- xxvii. The current number of smallholder farmers who have been trained on business management, technical areas in each value chain

#### **Sub-Component 2.3 Value chain management information systems**

- xxviii. Current number of persons using and benefitting from market livestock information systems at county and national levels

## 8. Capacity building and transfer of knowledge

The survey will include training of supervisors and enumerators for the respective counties' wards targeted for study. In consultation with the PMCU the consultant will identify 6 supervisors, 20 enumerators and 6 data entry clerks. The consultant will coordinate two trainings in consultation with PMCU i.e. Data collection tools development workshop and enumerators training workshop.

The field team comprising the supervisors, enumerators and data entry clerks will be trained on data entry tools and questionnaire administration.

Consultant responsibilities during training and field data collection:

1. Facilitate the training facilitators during the two trainings
2. Facilitate the field team with daily subsistence, travel and professional fees during enumerators training and field visits for data collection.
3. Hire training venue and conference packages for participants for the two trainings
4. Provide data collection equipment and tools during enumerators training

PMCU responsibilities during training and field data collection:

1. Assist the consultant to identify enumerators in the respective counties with the help of County Programme Coordinators
2. Undertake mobilization and sensitization of communities and county officers for the survey
3. Facilitate technical staff to support logistics and verification of processes during two trainings and data collection
4. Organize and facilitate stakeholders validation workshop

## 9. Reports and schedule of deliverables

The total duration for the assignment shall be a maximum of sixteen (16) weeks or 120 calendar days from the date the contract is signed. The deliverables schedule mapped to this timeline is as shown in the table below:

Deliverable/Output	Timeline/Date
1. Signed Contract	Kick-off meeting with consultant
2. Draft Inception Report	1 week from commencement
3. Training workshops for development of data collection tools	3-day workshop
4. Final inception Report ( <i>incorporating KeLCoP PMCU feedback</i> )	1 week after incorporating KeLCoP PMCU feedback
5. Training workshop for enumerators and data entry clerks	4-day workshop
6. Field Data collection	3 weeks ( <i>duration</i> )
7. First Draft Baseline Survey Report	6 weeks after approval of Final Inception Report

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MOALFC/SDL/KELCOP/EOI/01/2021/2022**

Deliverable/Output	Timeline/Date
8. First Draft Baseline Survey Report ( <i>incorporating KeLCoP PMCU feedback</i> )	1 weeks after submission of the First Draft Baseline Report
9. Presentation to Stakeholders Workshop	2 weeks after submission of the First Draft Baseline Report
10. Second Draft Baseline Survey Report ( <i>incorporating Stakeholders' feedback</i> )	2 weeks after Stakeholders Validation Workshop
11. Final Baseline Survey Report ( <i>including final database of raw data collected and used for analysis in a memory stick, CD ROM or DVD</i> )	2 weeks after submission of the Second Draft Baseline Report

## 10. Consultant's qualifications and experience

The consulting firm should assemble a team for the assignment in all thematic areas in the project Logframe with a team leader.

The consulting firm should demonstrate the following:

- a) General experience in conducting consultancy services
- b) Experience in conducting similar survey fieldwork i.e. designing of surveys, data collection, validation, entry and analysis, quality assurance for development Programmes' in Kenya or in the East Africa region;
- c) Demonstrate experience in development Programmes' working in rural settings in the thematic areas of agriculture, trade and development, economic empowerment and social issues including gender-based social inclusion;
- d) Experience in using Statistical Modelling Tools such as SPSS, Stata, Power BI, Advanced Excel or other similar software for data analysis.
- e) Demonstrate capacity to conduct the surveys in Kenya or in the East Africa Region within a strictly specified time frame;

The following are the proposed experts and their qualifications

### 10.1 Team Leader and Programme Management Expert

- i. Academic qualification in Social Sciences, Economics, Agriculture, Animal Sciences, Agriculture Economics, Economics, Project Management or any other relevant area
- ii. Must provide evidence of similar previous work with a Programme funded by a multilateral institution such as IFAD, World Bank or African Development Bank. In this regard, produce a copy of a recent baseline survey report that the consultant has recently produced,
- iii. Experience of designing and implementing socio-economic research, baseline studies, impact studies and project evaluation,
- iv. A background in both quantitative survey methodology and survey fieldwork with competence to; (i) construct the sampling frame; (ii) train local supervisors and enumerators; (iii) supervise data collection; (iv) supervise data entry; (v) undertake data analysis; and (vi) draft the final report.

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## **10.2 Livestock Production Expert**

- i. Academic qualification in Animal Sciences, Animal Production and Veterinary sciences or any other related discipline.
- ii. Practical experiences in animal resource management and good knowledge of livestock sector in Kenya;
- iii. Have complementary knowledge in rural development;
- iv. Be familiar with Kenya's diverse agro-ecological zones including the ASALs, their different agricultural systems and development needs;
- v. Experience in baseline studies, feasibility assessment, and/or impact studies is required knowledge of computer skills; and
- vi. Excellent written and oral communication skills.

## **10.3 Livestock Marketing Expert**

- i. Academic qualifications in Agriculture Economics, Agribusiness, Agricultural Development, Livestock Economics or any other related discipline.
- ii. Practical experiences in animal resource management and good knowledge of livestock sector in Kenya;
- iii. Complementary knowledge in rural development;
- iv. Familiar with Kenya's diverse agro-ecological zones including the ASALs, their different agricultural systems and development needs;
- v. Experience in baseline studies, feasibility assessment, and/or impact studies is required knowledge of computer skills; and
- vi. Excellent written and oral communication skills.

## **10.4 Monitoring & Evaluation Expert**

- i. Academic qualifications in social sciences, Information Technology, Computer Science, Agricultural Economics, Livestock Economics or Project Planning and Management or any other related discipline.
- ii. Practical knowledge of Project cycle management, use of the log Frame and the result-based management.
- iii. Knowledge in development of performance management plans based on results-based work plan, activity & resource schedule as drawn from the objective hierarchy.
- iv. Experiences in quantitative and qualitative data analysis using statistical tools such as Stata, SPSS, Advanced Excel and techniques, and
- v. Ability to write high quality, clear, concise reports.

## **10.5 Gender and Social Development Expert**

*Key qualification, skills and experiences:*

- i. Academic qualifications in Social Sciences, Community Development, Gender or any other related discipline.
- ii. Experience with poverty, gender and youth targeting in agriculture-based rural development programmes
- iii. Experience in rural development project management and implementation
- iv. Knowledge and experience of Participatory Rural Appraisal techniques

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- v. Knowledge of the Graduation Approach and Household Methodologies especially GALS (will be valued- but not essential)
  - vi. Experience in Community development and applied gender mainstreaming at Project or Institutional level.
  - vii. Demonstrated knowledge and understanding of livestock production in Kenya will be an added advantage

#### **10.6 Climate and Environment Expert**

- i. Academic qualifications in Environmental Sciences; Natural Resource management or any related field.
- ii. Relevant and progressive experience at community, national or international level in providing environmental management advisory services, hands-on experience in design, monitoring and evaluation of development projects and establishing interrelationships among international organizations and national governments.
- iii. Sound knowledge of policy and regulatory frameworks for environmental, climate assessments and natural resource management in the agricultural/livestock context of Kenya.
- iv. Demonstrated capacity to develop environmental and social management plans, execute safeguards, prescribe solutions to natural resource management problems, manage budgets and programs, as well as prepare reports;

#### **10.7 Data Analysts / Statisticians**

- i. Academic qualification in statistics, mathematics, information technology,
- ii. Experience in development projects
- iii. Practical command of statistical applications and databases. Preferred applications SPSS, Ms Excel, Ms Access, Stata and any other relevant

### **11. Location and period of execution**

The survey data will be collected from the ten project counties i.e. Nakuru, Baringo, Elgeyo-Marakwet, Trans-Nzoia, Kakamega, Bungoma, Busia, Siaya, Samburu and Marsabit. Five wards will be targeted in each county and will be provided to the consultant by PMCU after identification of wards and target beneficiaries is finalized.

The survey activity will be coordinated from Nakuru PMCU offices and space will be provided for the consulting firm team. The activity will take approximately 120 days from date of contract signing.

### **12. Project coordination**

The Project Coordinator will be responsible for the survey coordination and supervision on behalf of PMCU and the link between the Consulting Firm and the project county implementations teams.

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**13. Services and facilities to be provided by client**

The PMCU will provide the following to support the consultants achieve objective of assignment:

1. Office space for consultants to operate from at PMCU offices
2. Facilitate officers participating in planning meetings, questionnaire development, enumerator training, data collection supervision in counties and stakeholder's validation workshops
3. Provide transport to officers participating in the above activities
4. The Project Coordinator will be the activity coordinator responsible for all logistics and communications at PMCU and Counties
5. Assist in identification of enumerators at in the county wards
6. Project Coordinator will provide all project documents i.e. PDR, PIM and any other relevant document

**14. Services and facilities to be provided by the consultant**

The consultant will provide the following during the assignment:

1. Assemble survey team and facilitate their transports and fees during the assignment
2. Organize workshop for development of data collection tools
3. Organize training workshop for enumerators and data entry clerks
4. Participate in stakeholder validation workshops as lead facilitators
5. Provide data collection tools i.e. questionnaires, smartphones, for activity

## ANNEX 2

### Qualification and Evaluation Criteria

#### Preliminary Mandatory Requirements

- a) Valid Tax compliance certificate from Kenya Revenue Authority(KRA)
- b) Copy of Business Registration/Certificate of incorporation
- c) valid trading license/Business permit
- d) CR12 for limited companies, detailing the list of Directors and shareholding & copies of Identification Cards (ID) for Directors.

Item	Criteria	Points
For specific experience, evidence shall include successful experience in the execution of <b>assignments</b> of a similar nature and scope of works during the <b>last 5 years</b>		
<b>A.</b>	<b>General experience</b>	<b>10</b>
(i)	General experience in conducting consultancy services	10
<b>B.</b>	<b>Specific experience</b>	<b>90</b>
(i)	Experience in conducting similar survey fieldwork i.e. designing of surveys, data collection, validation, entry and analysis, quality assurance for development Programmes' in Kenya or in the East Africa region;	40
(ii)	Demonstrate experience in development Programmes' working in rural settings in the thematic areas of agriculture, trade and development, economic empowerment and social issues including gender-based social inclusion;	30
(iii)	Experience in using Statistical Modelling Tools such as SPSS, Stata, Power BI, Advanced Excel or other similar software for data analysis.	10
(iv)	Demonstrate capacity to conduct the surveys in Kenya or in the East Africa Region within a strictly specified time frame;	10
	<b>Total Points</b>	<b>100</b>
	<b>Minimum points required to pass</b>	<b>70 points</b>

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