

# REPUBLIC OF KENYA



## MINISTRY OF AGRICULTURE AND LIVESTOCK DEVELOPMENT STATE DEPARTMENT FOR AGRICULTURE ENABLE YOUTH KENYA PROGRAMME

### **EXPRESSION OF INTEREST (EOI) FOR CONSULTANCY FOR CAPACITY BUILDING PARTICIPATING FINANCIAL INSTITUTIONS(PFIs) CREDIT/LOAN OFFICERS**

**TENDER NO. MOA&LD /SDA/EYKP/ EOI/001/2023-2024**

#### **1. Introduction**

This TOR is developed to engage a consultancy firm to undertake Consultancy Services for Capacity Building Participating Financial Institutions(PFIs) Credit/Loan Officers for ENABLE Youth Kenya Program. The program is funded by the Government of Kenya and African Development Bank (AfDB) and is executed by the Ministry of Agriculture and Livestock Development.

#### **2. Background of Capacity Building on Participating Financial Institutions**

The agricultural sector, the backbone of Kenya economy and largest employer of labour, offers huge potential in providing solutions to the current problems of youth unemployment in the country. However, there are many challenges young people face in the quest for earning a decent livelihood from agriculture and agribusiness. These include access to credit, land, requisite skills, markets, as well as other logistics and services for agribusiness development. In the framework of promoting agriculture and agribusiness among youth in Kenya, the Government of Kenya and the AfDB are implementing the ENABLE Youth Kenya Program. The overall goal of the Program is to contribute to job creation, food security and nutrition, income generation and improved livelihoods for youths in both urban and rural areas. The specific objective of the ENABLE Youth program is to create business opportunities and decent employment for youth along priority agricultural value chains.

ENABLE Youth Kenya Program has provided \$22 million in financing to graduating youths from the training and incubation programme. Specifically, the Program has been designed to provide three (3) financing instruments to the graduates namely: Interest Free Loan Facility, Soft Credit Facility, and Risk Sharing Facility. In this context, the Government of Kenya would like to engage a consultant to capacity build Participating Financial Institutions'(PFIs) credit/loan officers who will be implementing Risk Guarantee Fund(RGF).

### **3. Objectives of assignment**

#### **Overall Objective.**

The consultant is tasked with capacity building the Participating Financial Institutions(PFIs) credit/loan officers for effective, efficient and seamless implementation of RGF. This will be as per the implementation framework for the RGF

#### **Specific Objectives.**

- i. To develop capacity building reference manuals and guiding notes for implementation of RGF.
- ii. To capacity build the Participating Financial Institutions(PFIs) credit/loan officers.

### **4. Scope of Assignment.**

The consultancy will cover the capacity building of credit/loan officers for implementation of the RGF/Risk Sharing Facility as outlined in the specific objectives. The financing facility is to benefit youth who qualify for financing upon approval for funding of successful business plans.

### **5. Specific TORs for the assignment**

In order to accomplish the assignment, the consultancy will be expected to undertake the following:

- i. Develop guiding/reference manuals for the credit/loan officers implementing the RGF
- ii. Capacity building of Participating Financial Institutions (PFIs)credit/loan officers on RGF implementation.

### **6. Deliverables**

- i. An Inception Report provided two weeks after commencement of the contract outlining the plan of work and budget indicating the methodology for implementing the task.
- ii. Capacity building manuals/guiding notes for RGF implementation.
- iii. Report on capacity building the PFIs credit/loan officers.

All reports to be submitted in both soft and hard copies

## **7. Consultant's qualifications and experience**

The consultant should be able to demonstrate relevant experience in all aspects of the assignment. This should include:

- i. Completion of similar assignments;
- ii. Experience in capacity building financial institutions on management of Risk Sharing Facility implementation;
- iii. Wide knowledge of the agriculture/agribusiness sector and including agriculture financing.

It is preferable for the qualifying consultant to have the following Key Expertise with related post graduate qualifications in Investment structuring, value chain financing, agricultural economics, risk management and financial inclusion.

- i. At least 10 years' experience working in the agriculture and/or finance sector, with prior experience on Risk Sharing Facilities.
- ii. Knowledge on financial services and/or agriculture sectors financing.
- iii. Have significant international and/or African track record in capacity building on matters agriculture risk management tools, and strong private sector and/or government networks.

The consultant should also have:

- i. Clear understanding of Kenyan financial services sector (banking, private equity, innovative finance, financial inclusion, risk management and mitigation, etc.), with specific knowledge on financing agricultural value chains and experience in developing agricultural based financial products
- ii. Experience in analyzing and developing agriculture risk mitigation and/or management of products.
- iii. Clear understanding of recent developments and trends in Kenya's financial landscape, including risk guarantee funds implementation.

## **8. Assignment period**

The period of assignment will be 30 days from commencement of the contract.

## **9. Responsibility for administration and coordination of the assignment process**

### **9.1 Obligation of the Program Implementing Unit(PIU)**

The PIU will be involved from the beginning of the consultancy. The PIU will support the consultant during the period in:

- Provide the consultant with information requested,
- Approve the reports submitted in liaison with AfDB.

## 9.2 Obligation of the consultant

- The consultant will submit to the PIU the progress reports within the stated timeframe.
- The consultant will submit an inception report outlining the plan of work and budget indicating the methodology.
- The consultant will develop detailed reference manuals/guiding notes for efficient effective and seamless implementation Risk Sharing Facility.
- The consultant will capacity build PFIs credit/loan officers on RGF implementation.
- The consultant will submit PFIs credit/loan officers' capacity building report on the RGF implementation.

## 10. Reporting/ Coordination

The consultant shall forward all the reports to the Program Coordinator: ENABLE Youth Kenya Program. All the reports shall be subject to final acceptance.

### 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 the listed Directors.
- e) Valid PIN Certificate.
- f) Submission of one original tender document and one copy.
- g) 3 years certified audited accounts, 2020,2021 and 2022.
- h) evidence of capacity to undertake the Capacity Building Participating Financial Institutions(Pfis) Credit/Loan Officers and efficacy trial shall include curriculum vitae of the personnel and copies of academic Certificate.

- ❖ This EOI is also available in the Government of Kenya Tender Portal [www.tenders.go.ke](http://www.tenders.go.ke) and in the Ministry's website [www.kilimo.go.ke](http://www.kilimo.go.ke).

#### **EOI Submission:**

- ❖ Eligible firms are to submit their clearly labelled **“EXPRESSION OF INTEREST (EOI) FOR CONSULTANCY FOR CAPACITY BUILDING PARTICIPATING FINANCIAL INSTITUTIONS(PFIs) CREDIT/LOAN OFFICERS TENDER NO. MOA&LD /SDA/EYKP/ EOI/001/2023-2024”**

by hard copy to be deposited in the Tender Box situated on the Ground Floor, Kilimo House, Cathedral Road so as to be received not later than 11:00 a.m. East African Time on Tuesday 10<sup>th</sup> March, 2024.

The Envelop should be clearly addressed to:

**The Principal Secretary  
State Department for Agriculture  
Ministry of Agriculture and Livestock Development  
Kilimo House, Cathedral Road,  
P.O.BOX 30028-00100  
NAIROBI**

- ❖ Bulky bid documents that cannot fit in the tender box should be dropped at the Head Supply Chain Management Services Office at Kilimo House, 4th Floor Room 4-2B.

**EOI Opening:**

- ❖ The EOI documents will be opened immediately thereafter in the presence of the candidates or their designated representatives who choose to attend at: Kilimo House, Cathedral Road, ASCU Boardroom UPPER FLOOR on 8<sup>th</sup> March, 2024 immediately after closing.
- ❖ Late tenders will be rejected.
- ❖ The State Department for Crop Development reserves the right to accept or reject any or all applications.

Head, Supply Chain Management Services

**State Department for Agriculture**