**Date: 05th March 2025**

**TENDER ADVERTISEMENT**

Habitat for Humanity Kenya invites bids from interested, eligible, reputable, and competent suppliers and contractors:

|  |  |  |
| --- | --- | --- |
| **TENDER REF NO** | **ITEM DESCRIPTION** | **LOCATION** |
| HFHK/BMZ/LIONS/0001/03/2025 | Agro-forestry Extension Consultancy - Laikipia County, Kenya | Laikipia County |

Detailed tender documents including the ToR and evaluation criteria may be obtained **(Free of charge**) from the Habitat for Humanity Kenya website: <https://hfhkenya.org/careers> or requested through [procurement@hfhkenya.org](mailto:procurement@hfhkenya.org)

Duly completed and sealed tender documents in plain envelope with the **TENDER REF NO.** and **TENDER DESCRIPTION** title clearly indicated on the envelope should be deposited in the tender box placed at the Habitat for Humanity Kenya on or before Close of Business on **19th March 2025** addressed to;

**The Chairperson, Procurement Committee,**

Habitat for Humanity Kenya

Kasuku Lane-off Lenana Road,

P.O Box 38948 – 00623, Nairobi Kenya.

**Habitat for Humanity Kenya** reserve the right to accept or reject any tender in part or wholly and does not bind itself to accept the lowest bidder. Only successful bidders will receive communication from HFHK office. Any form of canvassing either directly or indirectly shall lead to disqualification of the tender.

***Terms of Reference for Agro-forestry Extension Consultancy-Laikipia County, Kenya***

*ASSIGNMENT TITLE****: Agro-forestry Extension Services to 20(Self Help Groups) Farmer Field Schools/Tree Seedlings Groups, 4K Clubs in 4 Primary Schools in Solio Settlement and conduct stakeholder’s training (County government, CSO’s and CBO’s)***

*LOCATION****: Laikipia County****,* ***Solio Settlement (Village 3- Bahati, village 5-Mathingira, village 6-Mukandamia, village 7- Baraka).***

**Introduction**

Habitat for Humanity Kenya (HFHK) is a non-profit, non-governmental organization dedicated to facilitating access to decent and affordable shelter for low-income families. HFHK has been actively involved in various development programs in Laikipia County and other regions in Kenya since 2016. These programs encompass home construction, water sanitation and hygiene (WASH), school infrastructure, access to finance through savings groups, land rights advocacy, cash transfer initiatives, school feeding programs and more. Laikipia County faces significant challenges in farming and food security due to its semi-arid nature. The region's limited access to safe drinking water, hygiene, and sanitation hampers agricultural productivity and public health. Indigenous crops may struggle to thrive in these conditions, affecting local food availability. To address food security concerns, there's a pressing need to diversify and promote the cultivation of high-value crops that can thrive in Laikipia's environment. This shift can enhance both agricultural sustainability and economic prospects for smallholder farmers, contributing to improved food security while bolstering the county's resilience against climate-related challenges.

HFH Kenya under BMZ Lions in Laikipia is implementing a 39-month project to Improve the resilience to climate change for rural people in Solio settlement scheme. The 3-year and three months project aim to rehabilitate non-functioning boreholes in 4 villages, construction of 3 new boreholes and four 1,000m3 water pans to support farming activities, identification and provision of access to financial services and capacity building of community members on financial skills to ensure good management of income from agriculture and agro-forestry activities.

The project seeks **agro-forestry** **extension services which** will be **provided to** the **Farmer Field Schools, Tree Seedlings Groups, 4 Primary Schools (4K environment clubs) and *conduct stakeholder’s training (County government, CSO’s and CBO’s)*** by resident agronomists**.** The agronomist will work with the 20 Self Help Groups to provide continuous extension, information and other support services to all the groups. The groups will be provided with knowledge of agricultural techniques and skills through training and field visits to improve their productivity. The agronomist will monitor the entire production chains for a period of one year.

As a sustainability measure, the project will train 20 committed women smallholder farmers from each group as **trainers in climate-smart agriculture for commercial crop production** (ToT), including the use of compost from sewage sludge. They will adopt the example of the farmer-to-farmer extension programme through the lead of the agroforestry extension officer. Through theoretical as well as practical training to the ToTs, the agroforestry extension specialist will be able to train and lead the ToTs in communicating new technologies to the other women farmers in their group. The Agro-forestry specialist will also be responsible for educating and training the women farmers and the tree seedlings groups on marketing for agricultural products/tree seedlings. The lead agronomist will be entrusted with the responsibility of implementing the recommendations of the market study conducted earlier by the project (final report will be provided), especially in terms of market product standards.

The terms of reference present a brief description of the scope, and key tasks, deliverables, consultant qualifications, and the projected level of effort.

**Scope**

Habitat for Humanity Kenya intends to engage an **agro-forestry extension service expert** to support 20 Self Help Groups who are managing demonstration Farmer Field Schools, tree seedlings, 4K environmental clubs in 4 schools and *conduct stakeholder’s training (County government, CSO’s and CBO’s)* in Climate Smart Farming in Bahati, Mathingira, Mukandamia and Baraka villages in Solio Settlement in Laikipia County. The primary tasks of the agro-forestry expert are as follows:

* To assess and communicate the farming needs based on the farming history of Bahati, Mathingira, Mukandamia & Baraka villages in Solio Settlement scheme and help people to mitigate their needs and problems.
* Train community farmers groups and primary schools’ pupils and teachers on climate smart agriculture imparting knowledge, and skills through demos plots and field visits to improve their understanding and productivity.
* Provide technical advice. Offer advice to farmers and schools environment clubs on tree planting
* Facilitate 8 meetings at community level to raise awareness of environmentally friendly practices
* Facilitate a training workshop for County, sub county officers, community leaders and grassroot organization focal persons on disaster Risk reduction and climate change
* To organize and facilitate annual tree planting campaigns
* To train women farmers groups and school environment clubs (4K clubs) on nursery establishment and management
* Train community farming groups on agro- silvo pastoral agroforestry practices
* Support community farming groups in developing agroforestry value chains especially agroforestry and planting materials.
* To train farmers and pupils in agroforestry aspects such as reforestation, sustainable land management, forest management and conservation agriculture.
* Market Linkage: To assess local livelihoods opportunities based on agro-economic and agricultural market conditions with target areas including extensive contacts with other private sector organizations.
* To train farmers and school children on Farmer Managed Natural Resource Regeneration (FMNR).
* Encourage and facilitate community participation: Encourage people to actively participate in planning and implementation project activities

**Deliverables and Timelines**

The selected agro-forestry consultant(s) will be responsible for delivering the following:

* Submission of a detailed work plan for this assignment during an inception meeting.
* A comprehensive monthly report with clear photos detailing the activities accomplished per month based on the scope and project objectives.
* Detailed reports with clear photos and recommendations after each training and field visit.
* Presentation of the report findings and recommendations to HFHK.
* Any other roles and responsibilities assigned by the HFHK Livelihood team/ Projects Coordinator.

**The agroforestry specialist will work part-time for 7 days a month for a period of one year with the possibility of extension. The agro-forestry expert is required to provide a quality report with clear photos each month alongside the monthly invoice.**

***The Agroforestry extension services consultancy will start on 17th February 2025.***

**Qualifications and experience**

The Consultant should have the following qualifications.

* **Education**: A bachelor's degree in a relevant field such as Agricultural Economics, Agronomy and Agroforestry, Natural Resource Management, General Agriculture and any other related field. A master's degree in Agronomy and Agroforestry, Agro-Economics and Agricultural Extension & Education or a related field can be an advantage.
* Experience working in ASAL areas of Kenya
* At least 5 years of experience in Agricultural extension, agro-forestry and/ or agronomy.
* Excellent communication skills with ability to express ideas clearly, logically and effectively both orally and in writing
* Proven computer literacy skills in Ms Office and preferably with familiarity with GIS, remote sensing and spatial modeling approaches related to forest and land management.
* Qualitative research skills, including conducting KI interviews and focus groups.

**Proposal Requirements**

Please submit a consolidated technical and financial proposal (no more than 10 pages excluding annexes) including the following:

* **Methodology**: Describe your overall approach and methodology including, and not limited to, methodology to address gaps, additional questions, and research design
* **Timeline:** A detailed timeline of key activities and expected deliverables.
* **Relevant experience & expertise:** Provide details on any similar projects or research undertakings in terms of scope, complexity, and alignment with the high value crops market; as well as the organization’s level of knowledge and expertise in conducting market-based research and analysis on agricultural markets and production.
* **Key personnel and staffing:** Describe key personnel from the assigned team. Include key experience through CVs (no more than 3 pages each and attached as an annex) of key personnel that will be lead the extension service.
* **Budget and cost estimation:** Provide an overall cost estimate as well as a line-item budget and budget narrative with cost estimates presented in Kenya Shillings (KES).

TENDER EVALUATION CRITERIA – AGROFORESTRY EXTENSION CONSULTANCY

The tenders submitted by tenderers shall be evaluated in the following three (3) stages:

1) Mandatory Requirements Check; 2) Technical Evaluation; and

3) Financial Evaluation.

1. Mandatory Requirements Check

These are mandatory documents to be attached to the tender document. Absence of any of these documents will lead to the bidder being disqualified and will not be considered proceed to the next stage of evaluation.

Schedule-1: Mandatory Requirements

|  |  |  |  |
| --- | --- | --- | --- |
| Item | Requirement | Yes / No | Comments |
| 1. | Certificate of Incorporation (Applicable only to firms) |  |  |
| 2 | Tax Compliance Certificate |  |  |
| 3 | CR12 – Applicable to firms only |  |  |

1. Technical Evaluation Criteria

The technical evaluation is weighted out of 100 points with a pass mark of 70 points. Any bidder scoring 70 points and above in the technical evaluation will be considered for financial evaluation stage. Any bidder scoring below 70 Points in the Technical Evaluation will be disqualified from further evaluation.

Schedule-2: Technical Evaluation Summary

|  |  |  |
| --- | --- | --- |
| Parameters | Description | Scores |
| Curriculum vitae of Lead Consultant | Post graduate degree in Agriculture/Agricultural extension, Animal production/Health environment planning and management, climate, public administration, natural resource management, geography and social science. **10 Marks for attaching academic certificate** | 10 |
| Key experts for the assignment | Skills in community engagement; Monitoring, Reporting & Verification; Climate Information Expert. **20 Points for clearly outlining the experience on the CV of the lead consultant** | 20 |
| General experience | Provide three (3) projects that detail past performance. The projects must be completed in the past five years or currently in process which are of similar size, scope, complexity and contract type or otherwise relevant to the work described. Proof of professional experience working with governments or/and international organization’s in climate smart Agriculture, climate risk and vulnerability assessments and modelling, integrated climate risk management, disaster risk reduction and stakeholder partnerships. **10 points for each completion certificate, contract or reference letter attached.** | 30 |
| Methodology and Work Pla | Methodology-(Max 30 points)  Understanding the objectives and scope of assignment **(15 points)**  Demonstrate understanding on how to execute all the tasks **(15 points)**  Workplan-**(Max 10 points);**  Logical flow of tasks **(5 points)**  Adequate time allocated for all tasks and Consistency with project timelines **(5 points)** | 40 |

NOTES on Works Plan and Method Statement

Scores will be awarded based on the adequacy of the submitted documents in reference to the scope and works requirements.

3) Financial Evaluation Criteria

The bidders who pass the technical evaluation will be subjected to tender price comparison.

HFHK will award the Contract to the tenderer whose tender is determined to be substantially responsive to the tender documents and who has offered the lowest evaluated tender price.

**SEND YOUR PROPOSAL TO:**

The Procurement Officer

Habitat for Humanity Kenya

CVS Plaza, Kasuku Lane, OFF Lenana Road,

P.O Box 38949-00623, Nairobi-Kenya.