

**EAST AFRICAN COMMUNITY(EAC).**

**EAST AFRICAN SCIENCE & TECHNOLOGY COMMISSION (EASTECO).**

**Request for Expression of Interest (REOI) for identification of priority Agro-processing technologies for commercialization and adaptation in EAC** *(fixed-budget selection for Regional Individual Consultants).*

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| **Reference Number: EAC/EASTECO/RFPs/007/2024-2025.** |
| **4TH February 2025.** |

**INVITATION TO EXPRESS INTEREST.**

1. EASTECO is an institution of the EAC, based in Kigali, Rwanda. The Commission invites competent and eligible Individual Consultants from the all **EAC partner states** to submit their applications for services above. The principle of equity at according procurement opportunities among Partner States will be applied in this consultancy. **The Terms of Reference defining the minimum technical requirements for these services are attached as Annex 1 to this Request for Expression of Interest.**
2. **Only Individual Consultants are eligible for this assignment provided that they fulfil the following eligibility criteria:**

*a) They are not being bankrupt or wound up, are having their affairs administered by the courts, have entered into arrangements with creditors, have suspended business activities, are being subject of proceedings concerning those matters, or are being in any similar situations arising from a similar procedure provided for in the national legislation or regulations of EAC Partner States;*

*b) They have not been convicted of offences concerning their professional conduct by a judgment which haves the force of res judicata; (i.e. against which no appeal is possible);*

*c) They have not been declared guilty of grave professional misconduct proven by any means which EAC Secretariat can justify;*

*d) They have not fulfilled obligations related to the payments of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those countries where the contract is to be performed;*

*e) They have not been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the EAC’s financial interests; or*

*f) They are not being currently subject to a penalty resulting from an Administrative Review.*

***3*.** Your Expression of Interest must be presented in English as per the Standard Expression of Interest Forms attached as Annex 2 to this REOI in English language and be accompanied by copies of all the indicated supporting documents.

***4.*** The submission MUST contain: Filled & signed application/cover letter; Curriculum Vitae (CV), financial Proposals; copies of academic and other testimonials; copies of Contracts/Orders/Appointment letters and the Official Referee letters and/or Completion certificates.

Interested candidates may submit their bids:

* Through the e-mail: **tenders@easteco.org** and NOT to any other. The application should have a PASSWORD, until the opening date and time: **Thursday 20TH February 2025 at 3 PM East African Time, or 2 PM Rwanda Time,** when the Consultant shall IMMEDIATELY send the said password to the same email (**tenders@easteco.org)** to officially open their application.
* **ALTERNATIVELY,** submit your application via registered mail, courier service or hand delivered in a plain SEALED envelope with consultancy’s subject and reference provided above and addressed to:

The Secretary, Procurement Committee,

East African Science and Technology Commission (EASTECO),

Queensland House, 4TH Floor, Kigali-Rwanda.

Tel: +250 789 44 77 81

**So as to be received not later than the same deadline given above:** **Thursday 20TH February 2025 at 3 PM East African Time, or 2 PM Rwanda Time.** Opening of the applications shall follow immediately after this time. **The EASTECO is an equal opportunity employer. Female and Youth candidates are encouraged to apply.**

**INSTRUCTIONS:**

Your proposal should be submitted as per the following instructions, and in accordance with the Terms and Conditions of the Standard Contract attached as a separate document as Annex 3. Do not submit that Annex 3 as part of your application.

**5.0 SELECTION CRITERIA**

**5.1 Preliminary/mandatory evaluation criteria:**

5.1.1. Signed and dated application letter **only using the format provided as Annex 2A. on page 14 below**.

5.1.2. Submission of a filled and signed C.V. **using ONLY the format provided as Annex 2B. on pages 15 to 17 below**, containing only the RELEVANT and DETAILED information as required under Clause 5.2 below.

5.1.3. Submission of a filled, signed and dated **Financial Proposal, using ONLY the format provided as Annex 2C. on page 18 below**.

5.1.4. Copies of RELEVANT **academic and professional certificates and testimonials** as required under clause 5.2 of technical evaluation criteria below.

5.1.5. Valid Copies of **Contracts or Orders** from past Clients OR Appointment Letter(s) from previous similar employment; as evidence of having performed similar assignments, as required under Article 5.2 below.

5.1.6. EACH copy of Appointment Letter/Contract/Order/ in 5.1.5. above MUST be accompanied by its valid and corresponding **Official Referee letter OR Completion letter/certificate** from the respective Employer or Client; as evidence of having SUCESSIFULLY performed these SAME assignments.

5.1.7. Any Consultant quoting a figure above **USD. 20,000** shall be disqualified at this stage.

*Applications not complying with any of the above requirement shall not be considered further.*

**5.2. Technical evaluation criteria:**

**5.2.1.** (vi) At least an academic Master’s Degree in Food Science, Agricultural Engineering, Agricultural Economics, or a related field from a recognized University - *Provide a valid copy of the certificate* – **10 marks.**

**5.2.1.1** A Phd oradditional technical or professional training in any of the above disciplines will be an added advantage - *Provide valid copy of the certificate(s)* – **10 marks.**

**5.2.2.** The Candidates should provide work-related experience **at least for the last 5 years** and evidence of **at least three (3) previous contracts/orders for similar/ comparable assignments within the last 10 years**, including:

1. Knowledge of food preservation techniques, quality control processes, and product development;
2. Familiarity with food safety regulations, quality standards, and compliance requirements relevant to agro-processing;
3. Proficiency in operating and maintaining agro-processing equipment and machinery;
4. Minimum of five (5) years’ verifiable practical experience in agro-processing, food production, or related industries;
5. Minimum of five (5) years’ verifiable in implementing agro-processing initiatives;
6. Experience in research roles focused on developing or improving agro-processing technologies;
7. Ability to analyze market trends, consumer preferences, and production data to inform decision-making;
8. Understanding of sustainable practices in agro-processing, including waste management, energy efficiency, and environmental impact assessment;
9. Detailed list of comparable and relevant consultancies participated in the last ten (10) years;

Evidence of having successfully/satisfactorily performed the similar assignment(s) as above shall be verified by the Consultant submitting the following:

1. Copies of relevant and valid Contracts/Orders OR Official Appointment letter(s) from Employers or Clients, showing evidence of having performed the above assignments, for up to years – **2 marks for EACH complete year. Maximum total score for up to ten cumulative years = 20 marks.**

For number of complete years below ten (10) but at least five (5) years, the score shall be prorated, i.e. **number of years divided by 10 years multiplied by 20 marks.**

1. For each or combination of the above copy/copies of Contract(s)/Order(s)/Official Appointment letter(s), corresponding valid and official Referee letter(s) OR valid completion letter(s)/certificate(s) from the respective Employer(s) or Client(s) must be provided; to demonstrate successful completion or performance of EACH assignment – **2 marks for ALL corresponding Official Referee letter(s) OR Completion letter(s)/certificate(s)** **for EACH** **complete year.**

**Maximum total score for all corresponding Official Referee letter(s) OR Completion letter(s)/certificate(s) for the ten cumulative years = 20 marks.**

Total possible marks = **60 marks.**

The Minimum qualifying score shall be **45 marks.**

**5.3** **Interview, Negotiation and Awarding Criteria:**

Before negotiation, the evaluation committee shall interview the **Highest** scoring Consultant with relevant questions on:

1. Understanding of the assignment **– 17.5 marks.**
2. The methodology/approach to be deployed **– 17.5 marks.**
3. His / Her qualitative competences on requirements on **Nos. (xii) and (xiii) under Article 8** of the ToRs below **– 5 marks.**

Total possible marks = **40 marks.**

The Minimum qualifying score shall be **25 marks.**

If the consultant attains the above qualifying score, negotiation shall be held. The negotiation shall not involve the cost quoted, unless there will be change of scope of the ToRs during the negotiation, resulting to adjustment of the 40 man-days, but not the unit cost quoted. Upon successful negotiation, the Consultant shall be recommended for awarded of the contract.

**6.** **Validity of the Expression of Interest:** Your Expression of Interest should be valid for a period of **120 days** from the date for deadline for submission indicated in Paragraph 4 above.

**7.** **Duration, Location and Remuneration:**

This assignment shall run for a period of **40-man days** spread over **120 calendar days**, to commence immediately upon issuance of the contract. The assignment will require that the consultant to work virtually and also to travel for physical meeting with relevant stakeholders, as will be agreed by the commission.

***NOTE:*** *This is a fixed-budget consultancy, with a maximum budget of Twenty Thousand US Dollars (USD.20,000). The Consultant must therefore quote an all-inclusive professional fee of lower than and up to USD.20,000 for all the 40 man-days. Any Consultant quoting a figure above USD. 20,000 shall be disqualified at the preliminary evaluation stage.*

In addition, if the contracted consultant shall come from outside their country of origin or resident, the Commission shall provide air ticket and daily subsistence allowance for the days s/he will travel for physical meeting with relevant stakeholders - where necessary - as will be agreed with the commission, as per EAC financial rules and regulations.

No other benefit should be expected from this consultancy, including any other reimbursable and miscellaneous costs. The consultant should therefore include all such costs as part of the man-day rate. The cost must include ALL the applicable taxes in the country of origin and must be quoted in USD.

**8.** **Request for additional information and/or clarifications** may be done, but not later than 2 working days PRIOR to deadline indicated, using this email address…. **procurement@easteco.org**….

Any addendum or clarification from EASTECO concerning this application shall be sent to all the shortlisted consultants.

**ANNEXES:**

Annex 1: Terms of Reference.

Annex 2: Expression of Interest Forms:

1. Cover letter,
2. CV and
3. Financial proposal.

**Annex 3**: Standard Contract for Individual Consultant (***NOTE: This is attached separately for Consultant’s information and should NOT be submitted back with or as part of the proposal***).

***Sincerely,***

***SENIOR PROCUREMENT OFFICER,***

***EASTECO.***

**ANNEX 1: TERMS OF REFERENCE**

1. **Background**

The East African Community (EAC) is a regional inter-governmental organization comprising the Republics of Burundi, Kenya, Rwanda, South Sudan, the United Republic of Tanzania, the Republic of Uganda and the Federal Republic of Somalia. The Community aims to foster Regional Integration and socio-economic development among Partner States through development of policies and programmes to widen and deepen co-operation in political, economic, social and cultural fields including science, technology and innovation.

The Treaty for the Establishment of the East African Community recognizes Science and Technology as a key driver for sustainable socio-economic development. The treaty explicitly provides for the Partner States to promote and support cooperation in the development and application of science and technology within the Community, in Article 5, 12 and Article 103. In response to the provision of the Treaty, the EAC Summit of Heads of State established the East African Science and Technology Commission, EASTECO, in 2007, as a semi-autonomous institution of the East African Community to promote and coordinate the development, management, and application of Science and Technology in the Partner States.

The Protocol establishing EASTECO mandates the Commission as the main regional agency through which the EAC Partner States will develop and implement common Science and Technology policies, programs and projects, in priority areas that include human resources development, collaborative research, technology development and innovation. These regional STI priorities are to enable and support the sustainable production of goods and services and enhance economic competitiveness in accordance with the EAC Common Market Protocol of 2010 and the EAC Vision 2050.

The East African Regional Science, Technology and Innovation (STI) Policy is anchored on the following pillars: i) STI Capacity Skills and Infrastructure; ii) Research, Innovation and Entrepreneurship; iii) Financing, partnerships and collaborations; and iv) Enabling environment. On the other hand, the priority (sector) areas for the East African Regional Policy for STI are: (1) Agriculture and Food; (2) Health and Life Sciences; (3) Human Capital Development; (4) Infrastructure; (5) Energy; (6) ICT and Big Data (7) Industrialization and Trade; (8) Environment, Natural Resources Management and Blue Economy management; (9) Climate Change; (10) Traditional Indigenous Knowledge and Cultural Expressions; and (11) Space Science and Technology.

The agricultural sector is central to the EAC economy. It is the main source of livelihood for about 80% of the rural population. In 2015, its contribution to GDP ranged from around 25% in Uganda to around 42% in Burundi. Agriculture is also a major source of foreign exchange earnings, as well as of raw materials (more than 50% of total raw materials) for the manufacturing sector. The major cash crops include tea, cotton, coffee, pyrethrum, sugar cane, sisal, horticultural crops, oil crops, cloves, tobacco, coconut and cashew nuts. EAC exports are dominated by agricultural products such as coffee, cut flowers, tea, tobacco, fish and vegetables. Agriculture is essentially rain-fed and is dominated by smallholders. Persistent challenges to the sector include declining yields, drought, and the degradation of the ecosystem. In addition, low expenditure on agricultural research, poor infrastructure, low adoption of improved agricultural technologies, and a poor policy environment continue to keep agriculture production far below its potential (WTO Trade Policy Review Body 2019 in East African Business Council 2023).

There is a need to enhance agricultural production, as well as, to reduce postharvest loss, improve the quality of processed products, and add value to products to make more quality food available. Agro-product processing technologies play a major role to reduce post-harvest losses, improve the quality of processed products, and add value to the products. It also generates employment and ultimately contributes to food security (Bala, 2020. Agro-Product Processing Technology. Principles and Practice. 1st Edition).

It is important to recall that “Science” is the systematic inquiry into nature and natural things. It is about gaining a deeper understanding or knowledge of the world, whereas “Technology” is the application of science to modify natural things. Most people, however, tend to think of technology only in terms of hardware or artefacts such as computers. But technology is more than tangible products. The processes used to develop and use technological artefacts also form part of technology. In the majority of cases, technology is confused with innovation (Tumushabe, & Mugabe 2012).

It is against that background that EASTECO is seeking for an individual consultant’s service to identify the priority agro-processing technologies for commercialization and adaptation.

1. **Rationale**

Agro-processing technologies refer to the methods and techniques used to transform raw agricultural products into value-added goods. This sector plays a crucial role in enhancing food security, increasing farmers' incomes, and promoting sustainable agricultural practices. Key aspects of agro-processing technologies include:

* Food Preservation: Techniques such as canning, freezing, drying, and fermentation help extend the shelf life of perishable products, reducing waste and ensuring food availability.
* Value Addition: Agro-processing allows for the creation of products with higher market value, such as converting fruits into juices, grains into flour, or vegetables into packaged meals.
* Quality Improvement: Technologies such as sorting, grading, and packaging enhance the quality and safety of food products, making them more appealing to consumers.
* Sustainability: Many agro-processing technologies focus on minimizing waste and utilizing by-products, contributing to more sustainable agricultural practices.
* Innovation: Advances in biotechnology, automation, and information technology are driving innovation in agro-processing, leading to more efficient production methods and improved product quality.

Overall, agro-processing technologies are essential for transforming the agricultural sector, supporting economic development, and meeting the growing demand for food in a sustainable manner.

In the African context, the Comprehensive Africa Agricultural Development Programme (CAADP), under the African Union is Africa's policy framework for agricultural transformation.

The CAADP is an Agenda 2063 continental initiative that aims to help African countries eliminate hunger and reduce poverty by raising economic growth through agriculture-led development. Through CAADP, African Governments agreed to allocate at least 10% of national budgets to agriculture and rural development, and to achieve agricultural growth rates of at least 6% per annum. Underlying these investment commitments are targets for reducing poverty and malnutrition, increasing productivity and farm incomes, and improving the sustainability of agricultural production and use of natural resources.

On 23rd June 2017, in Arusha, United Republic of Tanzania, The EAC Partner States marked a major milestone in their aspiration of placing agriculture as the engine of social and economic growth in the integration process with the signing of the EAC CAADP.

According to the EAC’s Agenda for Agriculture and Food Security**,** the economies and livelihoods of citizens in East Africa are predominantly dependent on agriculture. The sector accounts for 25%-40**%** of EAC Partner States Gross Domestic Product (GDP) and is a leading employer for over 80% of the population in the region. More than 70% of the industries in the EAC are agro-based and depend on agriculture as the main source of raw materials.  Agricultural commodities constitute about 65% of the volume of intra-regional trade in the EAC.

The agricultural sector is dominated by smallholder mixed farming of livestock, food crops, cash crops, fishing and aquaculture, forestry products include fruits, honey, herbal medicine, timber and wood for fuel. Agricultural productivity at every level of the chain of production, processing, packaging and marketing will be made to benefit from quality relevant research and development.

Connecting these farmers to markets, value chains and agro-processing technologies is an important step to increasing agricultural productivity, decreasing poverty and improving rural livelihoods.

1. **Main Objective**

The general objective is to identify and prioritize agro-processing technologies that are suitable for commercialization and adaptation, ultimately enhancing the agricultural value chain and contributing to economic development of the EAC Partner States.

1. **Specific Objectives**

Identifying priority agro-processing technologies for commercialization and adaptation involves setting specific objectives that align with market needs, sustainability goals, and the capabilities of local agricultural systems. The specific objectives are as follows:

1. Market Demand Analysis: Conduct comprehensive market study to identify high-demand agro-processed products within local, regional, and international markets. This includes understanding consumer preferences, trends, and potential gaps in the market.
2. Technology Assessment: Evaluate existing agro-processing technologies for their feasibility, scalability, and adaptability to local agricultural products. This assessment should consider factors such as cost, ease of implementation, and potential return on investment.
3. Sustainability Evaluation: Prioritize technologies that promote sustainable practices, such as waste reduction, energy efficiency, and the use of renewable resources. This specific objective aims to ensure that agro-processing contributes positively to environmental conservation.
4. Innovation and Research: Identify ongoing research and innovation in agro-processing technologies to adapt to changing market conditions and consumer preferences. This specific objective aims to keep the sector dynamic and responsive.
5. Capacity Building: Develop the terms of reference for the development of training programmes and resources to enhance the skills of local farmers and entrepreneurs in adopting and operating agro-processing technologies. This specific objective focuses on empowering communities to engage in value-added processing.

By focusing on these specific objectives, stakeholders can effectively identify and prioritize agro-processing technologies that are suitable for commercialization and adaptation, ultimately enhancing the agricultural value chain and contributing to economic development.

1. **Tasks and Responsibilities**

The following are the tasks of the assignment:

1. Produce the inception report;
2. Conduct a regional Partner States consultation on existing agro-processing technologies;
3. Evaluate existing agro-processing technologies across EAC partner States for their feasibility, scalability, and adaptability to local agricultural products;
4. Conduct market study to identify high-demand agro-processed products within local, regional, and international markets;
5. Identify and address regulatory requirements related to food safety, quality standards, and environmental impact for the selected agro-processing technologies;
6. Prioritize technologies that promote sustainable practices, such as waste reduction, energy efficiency, and the use of renewable resources;
7. Identify ongoing research and innovation in agro-processing technologies to adapt to changing market conditions and consumer preferences;
8. Develop terms of reference for the development of training programmes and resources to enhance the skills of local farmers and entrepreneurs in adopting and operating agro-processing technologies;
9. Develop the Draft Report on identified agro-processing technologies for commercialization and adaptation;
10. Present the Report on identified agro-processing technologies for commercialization and adaptation for discussion with EASTECO and stakeholders;
11. Present Draft Report on identified agro-processing technologies for commercialization and adaptation at a regional validation workshop of key stakeholders;
12. Submit the final Report on identified agro-processing technologies for commercialization and adaptation to EASTECO.
13. **Expected outputs**

The key deliverables for the consultancy are as follows:

1. Inception report;
2. Regional Partner States Consultation Report;
3. Report on existing agro-processing technologies across EAC partner States;
4. Report on Market Demand Analysis on identified high-demand agro-processed products within local, regional, and international markets;
5. Report on regulatory compliance
6. Technology assessment Report on priority agro-processing technologies;
7. Report on Sustainability Evaluation of priority agro-processing technologies that promote sustainable practices;
8. Report on ongoing research and innovation in agro-processing technologies in EAC partner States;
9. Terms of reference for the development of training programmes and resources to enhance the skills of local farmers and entrepreneurs in adopting and operating agro-processing technologies;
10. Draft Report on identified agro-processing technologies for commercialization and adaptation;
11. Stakeholders validation meeting report;
12. Regional validation workshop report;
13. Final report on identified agro-processing technologies for commercialization and adaptation.

**6. Expected Outcomes**

Identifying priority agro-processing technologies for commercialization and adaptation can lead to several expected outcomes that benefit various stakeholders, including farmers, businesses, consumers, and the broader economy. Here are some key expected outcomes:

1. Increased Value Addition: The commercialization of selected agro-processing technologies is expected to enhance the value of raw agricultural products, leading to higher profit margins for farmers and processors.
2. Enhanced Food Security: By improving the preservation and processing of food products, these technologies can contribute to greater food availability and reduced post-harvest losses, thereby enhancing food security in communities.
3. Job Creation: The establishment and expansion of agro-processing facilities can create new job opportunities in rural and urban areas, contributing to economic development and reducing unemployment.
4. Improved Product Quality and Safety: The adoption of modern agro-processing technologies is likely to result in higher quality and safer food products, meeting consumer demands and regulatory standards.
5. Sustainability and Environmental Benefits: Prioritizing technologies that focus on waste reduction, energy efficiency, and sustainable practices can lead to a lower environmental impact and promote sustainable agricultural practices.
6. Increased Competitiveness: By adopting innovative agro-processing technologies, local businesses can enhance their competitiveness in both domestic and international markets, leading to increased market share and export opportunities.
7. Capacity Building and Skill Development: Training programs associated with the adoption of these technologies can enhance the skills and knowledge of local farmers and entrepreneurs, fostering a more skilled workforce in the agro-processing sector.
8. Strengthened Supply Chains: The integration of agro-processing technologies can lead to more efficient supply chains, improving the flow of products from producers to consumers and reducing bottlenecks.
9. Research and Development Advancements: The focus on priority technologies can stimulate further research and innovation in agro-processing, leading to the development of new products and processes that meet evolving market needs.
10. Community Empowerment: Engaging local communities in the commercialization process can empower them economically and socially, fostering a sense of ownership and participation in the agricultural value chain.
11. **Work plan and Duration**

The assignment is expected to take a maximum of **40 days over a period of four calendar months**.  The work will be supervised by the Deputy Executive Secretary of EASTECO in consultation with relevant internal and external stakeholders.

**Table:** Work plan of the assignment for the identification of priority agro-processing technologies for commercialization and adaptation.

|  | **TIME** | **ACTIVITY** | **SUBMISSION TIMELINE** |
| --- | --- | --- | --- |
| 1 | 0-Man days | Contract for the consultancy | Signed Contract |
| 2 | 2-Man days | **Inception Report**  Produce the inception report. This will include:   1. The understanding of the assignment 2. Comments on the Terms of Reference 3. Refined approach and methodology 4. Updated work plan 5. Preliminary desk review   A meeting with the client will be held within 5 days after submission to discuss the report. The consultant will present the inception report to EASTECO for validation and approval. | Inception report submitted within 7 days post-contract signing |
| 1. 3   3 | 8-Man days | **Regional Partner States consultation Report**  Conduct a regional Partner States consultation on existing agro-processing technologies; | Draft Consultation Report within 25 days post-contract signing |
| 1. 5   4 | 3-Man days | **Report on existing agro-processing technologies across EAC partner States**  Evaluate existing agro-processing technologies across EAC partner States for their feasibility, scalability, and adaptability to local agricultural products; | Report on existing agro-processing technologieswithin 30 days post-contract signing |
| 4 | 4-Man days | **Report on Market Demand Analysis**  Conduct market study to identify high-demand agro-processed products within local, regional, and international markets; | Report on Market Demand Analysiswithin 40 days post-contract signing |
| 5 | 3-Man days | **Report on regulatory compliance**  Identify and address regulatory requirements related to food safety, quality standards, and environmental impact for the selected agro-processing technologies | Reporton Regulatory Compliance within 55 days post-contract signing |
| 6 | 3-Man days | **Technology assessment Report on priority agro-processing technologies**  Evaluate existing agro-processing technologies for their feasibility, scalability, and adaptability to local agricultural products. | Technology assessment Reportwithin 65 days post-contract signing |
| 7 | 2-Man days | **Report on Sustainability Evaluation of priority agro-processing technologies that promote sustainable practices**  Prioritize technologies that promote sustainable practices, such as waste reduction, energy efficiency, and the use of renewable resources | Report on Sustainability Evaluation within 75 days post-contract signing |
| 8 | 2-Man-days | **Report on ongoing research and innovation in agro-processing technologies in EAC**  Identify ongoing research and innovation in agro-processing technologies to adapt to changing market conditions and consumer preferences. | Report on Sustainability Evaluation within 80 days post-contract signing |
| 1. 7   9 | 2-Man days | **Terms of reference for the development of training programs and resources**  Develop terms of reference for the development of training programs and resources to enhance the skills of local farmers and entrepreneurs in adopting and operating agro-processing technologies | Terms of Referencewithin 85 days post-contract signing |
| 10 | 5-Man-days | **Draft Report on identified agro-processing technologies for commercialization and adaptation**  Develop the Draft Report on identified agro-processing technologies for commercialization and adaptation | Draft Reportwithin 100 days post-contract signing |
| 11 | 1-Man-days | **Stakeholders validation meeting Report**  Present the Report on identified agro-processing technologies for commercialization and adaptation for discussion with EASTECO and stakeholders | Draft Report  discussed within 105 days post-contract signing |
| 12 | 3-Man-days | **Regional validation workshop Report**  Present Draft Report on identified agro-processing technologies for commercialization and adaptation at a regional validation workshop of key stakeholders | Regional validation workshop within 115 days post-contract signing |
| 13 | 2-Man-days | **Final report on identified agro-processing technologies for commercialization and adaptation**  Submit the final Report on identified agro-processing technologies for commercialization and adaptation to EASTECO. | Final report submittedwithin 120 days post-contract signing |

1. **Qualifications, experience, skills set and competences of the Consultant:**

Applications are hereby invited from individual consultants within EAC Partner States. The person must have a minimum of the following qualifications and experience:

1. At least an academic Master’s Degree in Food Science, Agricultural Engineering, Agricultural Economics, or a related field from a recognized University;
2. Knowledge of food preservation techniques, quality control processes, and product development;
3. Familiarity with food safety regulations, quality standards, and compliance requirements relevant to agro-processing;
4. Proficiency in operating and maintaining agro-processing equipment and machinery;
5. Minimum of five (5) years’ verifiable practical experience in agro-processing, food production, or related industries;
6. Minimum of five (5) years’ verifiable in implementing agro-processing initiatives;
7. Experience in research roles focused on developing or improving agro-processing technologies;
8. Ability to analyze market trends, consumer preferences, and production data to inform decision-making;
9. Detailed list of comparable and relevant consultancies participated in the last ten (10) years;
10. Evidence of at least three (3) previous contracts/orders of similar assignments in the relevant area within the last 5 years;
11. Understanding of sustainable practices in agro-processing, including waste management, energy efficiency, and environmental impact assessment;
12. Fluency in English and Effective verbal and written communication skills for collaboration with stakeholders, including farmers, suppliers, and regulatory bodies in English, French and Kiswahili;
13. Sound work ethics, including commitment to time and deadlines, as well as maintaining courtesy and trustworthiness with high level professionalism.
14. **Technical proposal**

The technical proposal should include the following elements:

* Cover letter
* Signed declaration of undertaking: a narrative proposal in English that demonstrates consultants’ understanding of the assignment;
* The methodology for the assignment from the inception to the final delivery of the final product;
* Samples of similar previous assignment with referees from the same clients;
* Three references (with contact information) from previous clients. Provision of the referees does not preclude submission of the sample of similar work and referees;
* Curriculum Vitae (CV), relevant certificates and testimonials.

1. **Payment schedule and conditions**

Payment to the consultants will be scheduled as follows:

* 20% upon submission and acceptance of the Inception Report;
* 30% upon submission and acceptance of the Technology assessment Report on priority agro-processing technologies;
* 30% upon submission and validation of the Draft Report on the identified agro-processing technologies for commercialization and adaptation;
* 20% upon submission and approval of the validated Final report on the identified agro-processing technologies for commercialization and adaptation.

**10.0 Responsibilities of the EASTECO**

1. Provision of available and relevant reports, data and documentation for the assignment – however the Consultant has the ultimate responsibility for collecting the required data and documentation which cannot be made availed by the Client;
2. Linkage with consultant with relevant stakeholders, although the consultant bears the ultimate responsibility of liaising with the stakeholders
3. Making comments on work progress, collection of comments on reports from other stakeholders and submission of all the comments to the Consultant.
4. Facilitate meetings with relevant partners and stakeholders.
5. Reviewing/approving/feedback on all the above deliverables.

**12.0 Reporting line and linkages:**

1. The EASTECO Secretariat is responsible for ensuring that the Consultant performs his/her duties in an efficient manner.
2. The Secretariat will also introduce the consultant to partners and stakeholders for organising the meetings, workshops and all other undertakings relevant to this consultancy.
3. The consultant shall be responsible to the Executive Secretary of the EASTECO.
4. The day-to-day assignment and contact will be managed through the Principal Officer-Innovation, Technology Development and Acquisition (PO-ITAD), to whom the consultant will report directly.

**ANNEX 2: Expression of Interest Forms**

[A. COVER LETTER FOR THE EXPESSION OF INTEREST FOR THE PROJECT 14](#_Toc267927845)

[B. CURRICULUM VITAE 15](#_Toc267927846)

[C. FINANCIAL PROPOSAL 18](#_Toc267927847)

**ANNEX 2**

**2A. COVER LETTER FOR THE EXPESSION OF INTEREST.**

***[insert name and reference number]***

[*Location, Date*]

**To: The Executive Secretary, East African Science and Technology Commission (EASTECO)**

**Queensland House, 4TH Floor, Kigali-Rwanda.**

Dear Sir:

I, the undersigned, offer to provide the consulting services to identify priority Agro-processing technologies for commercialization and adaptation in EAC, in accordance with your Request for Expression of Interests number *EAC/EASTECO/RFPs/007/2024-2025,* dated………………..and my Financial Proposal for the sum of [*Insert amount(s) in words and figures*1[[1]](#footnote-1)]. This amount inclusive of all expenses deemed necessary for the performance of the contract in accordance with the Terms of Reference requirements, andincludeany of the following taxes in Procuring Entity’s country: value added tax and social charges or/and income taxes on fees and benefits.

I hereby declare that all the information and statements made in CV are true and accept that any misinterpretation contained in it may lead to my disqualification. I take note that under the provisions of the EAC Procurement Policy applicable to this Request of Expression of Interest, a contract cannot be awarded to applicants who are in any of the following situations:

*a) They are being bankrupt or wound up, are having their affairs administered by the courts, have entered into arrangements with creditors, have suspended business activities, are being subject of proceedings concerning those matters, or are being in any similar situations arising from a similar procedure provided for in the national legislation or regulations of the EAC member states;*

*b) They have been convicted of offences concerning their professional conduct by a judgment which haves the force of res judicata; (i.e. against which no appeal is possible);*

*c) They have been declared guilty of grave professional misconduct proven by any means which* EASTECO *can justify;*

*d) They have not fulfilled obligations related to the payments of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those countries where the contract is to be performed;*

*e) They have been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the* EASTECO *financial interests; or*

*f) They are being currently subject to an administrative penalty.*

I confirm that I am not in any of the situations described above, and I hereby declare that at any point in time, at the EASTECO’s request, I will provide certified copies of documents to prove that I do not follow in any of the situation described above. I am aware that the penalties set out in the EAC Procurement Policy may be applied in the case of a false declaration, should the contract be awarded to me. My proposal is binding upon me for the period indicated in ***paragraph 6*** of the REIO above. I undertake, if our Proposal is accepted and to be available for the entire duration the contract as indicated in ***paragraph 7*** of the REOI above.

I understand you are not bound to accept any Proposal you receive.

Yours sincerely,

Signature [*In full and initials*]:

Name and Title of Signatory:

**2B. CURRICULUM VITAE**

***[insert the full name]***

|  |  |
| --- | --- |
| **1. Family name:** | *[insert the name]* |
| **2. First names:** | *[insert the names in full]* |
| **3. Date of birth:** | *[insert the date]* |
| **4. Nationality:** | *[insert the country or countries of citizenship]* |
| **5. Civil status:** | *[insert: married/ divorced/single/ widower]* |
| **6. Purchase Order details:** | ***Address****: [insert the physical address]* |
|  | ***Phone: [****insert the phone and mobile no.]* |
|  | ***E-mail:*** *[insert the email]* |
| **7. Education:** |  |
|  |  |
| **Institution:**  **[Date from – Date to]** | **Degree(s) / Certificates obtained:** |
| *[indicate the month and the year]* | *[insert the name of the degree and the specialty/major]* |
| *[indicate the month and the year]* | *[insert the name of the degree and the specialty/major]* |

|  |  |
| --- | --- |
| **8. Membership of professional bodies:** | *[indicate the name of the professional body]* |
| **9. Other skills:** | *[insert the skills]* |
| **10. Present position:** | *[insert the name]* |
| **11. Years of experience:** | *[insert the no]* |
| **12. Key qualifications:** (Relevant to this assignment)  *[insert the key qualifications]* | |

**13. Specific relevant experience:**

|  |  |
| --- | --- |
| **Country** | **Date from - Date to** |
| *[insert the country]* | *[indicate the month and the year]* |
| *................* | *......................* |
| *[insert the country]* | *[indicate the month and the year]* |

1. **Professional experience RELEVANT TO THIS ASSIGNMENT:**

| **Date from – Date to** | **Location of the assignment** | **Company& reference person (name & contact details)** | **Position** | **Description** |
| --- | --- | --- | --- | --- |
| *[indicate the month and the year]* | *[indicate the country and the city]* | ***Name of the Company:***  ***Address of the company:***  ***Phone:***  ***Email:***  ***Name and title of the reference person from the company:*** | *[indicate the exact name and title and if it was a short term or a long-term position]* | ***Name of the Purchase Order/Contract/Appointment letter:***  ***Beneficiary of the Purchase Order/Contract*** ***Appointment letter:***  ***Brief description of the Purchase Order/Contract/*** ***Appointment letter:***  ***Responsibilities:*** |
| *[indicate the month and the year]* | *[indicate the country and the city]* | ***Name of the Company:***  ***Address of the company:***  ***Phone:***  ***Email:***  ***Name and title of the reference person from the company:*** | *[indicate the exact name and title and if it was a short term or a long-term position]* | ***Name of the Purchase Order/Contract/Appointment letter:***  ***Beneficiary of the Purchase Order/Contract Appointment letter:***  ***Brief description of the Purchase Order/Contract/ Appointment letter:***  ***Responsibilities:*** |
| *[indicate the month and the year]* | *[indicate the country and the city]* | ***Name of the Company:***  ***Address of the company:***  ***Phone:***  ***Email:***  ***Name and title of the reference person from the company:*** | *[indicate the exact name and title and if it was a short term or a long-term position]* | ***Name of the Purchase Order/Contract/Appointment letter:***  ***Beneficiary of the Purchase Order/Contract Appointment letter:***  ***Brief description of the Purchase Order/Contract/ Appointment letter:***  ***Responsibilities:*** |

1. **Other relevant information:** (e.g. Publications)

***[insert the details]***

1. ***Statement:***

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

I hereby declare that at any point in time, at the EASTECO request, I will provide copies of all documents to prove that I have the qualifications and the professional experience and indicated at points 7 and 14 above**[[2]](#footnote-2),** documents which are attached to this CV as photocopies.

By signing this statement, I also authorized EASTECO to contact my previous or current Employers/Clients indicated at point 14 above, to obtain directly reference about my professional conduct and achievements.

|  |  |  |
| --- | --- | --- |
| Signature | Date: |  |

**MANDATORY ATTACHMENTS (SUPPORT DOCUMENTS):**

*1) Proof of qualifications indicated on* ***No. 7 above*** *(Academic & professional certificates & testimonials).*

*2) Proof of working experience indicated at* ***No. 14 above*** *(valid and relevant Copies of Contracts/Orders/Appointment letters and also, completion certificates/Referee letters for EACH stated assignments).*

**2C. FINANCIAL PROPOSAL**

***[Insert name and reference number]***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **N°** | **Description** | **Unit** | **No. of Units** | **Unit Cost**  **(in US$)** | **Total**  **(in US$)** |
| **Professional Fees/Remuneration** | | Man-days | 40 |  |  |
| **Total Financial Offer (Fee)** | | | | |  |

***NOTE:*** *This is a fixed-budget consultancy, with a maximum budget of Twenty Thousand US Dollars (****USD.20,000)****. The Consultant must therefore quote an all-inclusive professional fee of lower than and up to USD.20,000 for all the 40 man-days. Any Consultant quoting a figure above USD. 20,000 shall be disqualified at the preliminary evaluation stage.*

In addition, if the contracted consultant shall come from outside their country of origin or resident, the Commission shall provide air ticket and daily subsistence allowance for the days s/he will travel for physical meeting with relevant stakeholders - where necessary - as will be agreed with the commission, as per EAC financial rules and regulations.

No other benefit should be expected from this consultancy, including any other reimbursable and miscellaneous costs. The consultant should therefore include all such costs as part of the man-day rate. The cost must include ALL the applicable taxes in the country of origin and must be quoted in USD.

Signature:

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Amounts must coincide with the ones indicated under Total Cost of Financial proposal in Form FIN-2. [↑](#footnote-ref-1)
2. [↑](#footnote-ref-2)