

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



**REQUEST FOR PROPOSALS TO CONDUCT A  
BOUTCAMP FOR EAC YOUTH AND WOMEN  
INNOVATION & ENTREPRENEURSHIP CHALLENGE  
UNDER COYWA PROGRAMME.**

**(Fixed budget firm Selection).**

**Reference Number: EAC/EASTECO/CONSULs/006/2025-2026.**

## Section 1. Letter of Invitation

**09/02/2026**

**Dear Consultant,**

1. The EASTECO invites Technical and Financial proposals from competent firms or consortium of firms from all the eight (8) EAC Partner States to submit their applications for the above services. More details on the services are provided in the attached Terms of Reference.
2. Detailed RFP bidding document in WORD format for downloading and appropriate response is available at the EAC website: [www.eac.int/opportunities/consultancies](http://www.eac.int/opportunities/consultancies) and also at the EASTECO website: [www.easteco.org/opportunities/procurement/current\\_tenders](http://www.easteco.org/opportunities/procurement/current_tenders) . Any clarification or addendum shall be posted in the same websites. Bidders are therefore advised to be regularly checking on these websites for such information, up to a day before closing date given below.
3. The selection shall be based on **Fixed budget Selection**, whose procedure is detailed in this bidding document.
4. Your proposals must be presented in English and be accompanied by copies of all the required supporting documents.
5. The submission MUST contain:
  - i) Filled & signed technical proposal submission form;
  - ii) Filled & signed financial proposal submission form;
  - iii) Firm's literature on understanding of the ToRs;
  - iv) Proposed methodology/approach;
  - v) Proposed workplan;
  - vi) Filled & signed Financial proposal,
  - vii) Copies of contracts/orders/engagement/appointment letters for SIMILAR assignments conducted by the firm,
  - viii) Official referee letters/completion certificates for EACH of the above assignments;
  - ix) CV, academic and professional certificates for EACH of the four Team members and
  - x) Copies of contracts/orders/engagement/appointment letters for SIMILAR assignments conducted by EACH of the four team members.
6. Interested candidates may submit their bids:
  - (i) Through the e-mail: **tenders@easteco.org** and NOT to any other email nor by any other means.
  - (ii) The email subject should read “RFP to conduct a bootcamp for EAC youth and women innovation & entrepreneurship challenge under COYWA program; REF: EAC/EASTECO/CONSULs/006/2025-2026”.
  - (iii) The proposals should have a PASSWORD, until the opening date and time: **Monday 23<sup>RD</sup> February 2026 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.
  - (iv) The application should be addressed to the Executive Secretary, EASTECO) and must be received **not later than the deadline given above, i.e. Monday 23<sup>RD</sup> February 2026 at 3 PM East African Time, or 2 PM Rwanda Time**.
  - (v) Opening of the applications shall be done on the same day at **3.30 PM East African Time, or 2.30 PM Rwanda Time**.
  - (vi) The EASTECO is an equal opportunity employer. Female and Youth candidates are encouraged to apply.

**CPSP Joshua Wamithi Maina (MBA, MCIPS, MKISM, CPM, PMP, CIQA).  
SENIOR PROCUREMENT OFFICER (Head of Procurement), EASTECO.**

## Section 2. Information to Bidders<sup>1</sup>

### Definitions

- (a) “BD” means the Bidding Documents to be prepared by the Contracting Authority for the selection of Contractor, based on the EAC Standard Template.
- (b) “Contracting Authority” means the procurement Authority with which the selected Consultant signs the Contract for the Services.
- (c) “Contractor” means any Authority or person that may provide or provides the Services to the Client under the Contract.
- (d) “Contract” means the Contract signed by the Parties and all the attached documents that are the General Conditions (GC), the Special Conditions (SC), and the Appendices.
- (e) “Data Sheet” means such part of the Instructions to Bidders used to reflect specific country and assignment conditions.
- (f) “Day” means calendar day.
- (g) “Evaluation Committee” it is a panel of experts appointed by the Contracting Authority and assigned to evaluate the bids.
- (h) “Instructions to Bidders” (Section 2 of the BD) means the document which provides shortlisted Bidders with all information needed to prepare their Proposals.
- (i) “LOI” (Section 1 of the BD) means the Letter of Invitation being sent by the Contracting Authority to the shortlisted Bidders.
- (j) “Personnel” means professionals and support staff provided by the Bidders or by any Sub-Contractors and assigned to perform the Services or any part thereof; “Foreign Personnel” means such professionals and support staff who at the time of being so provided had their domicile outside the Contracting Authority’s country; “Local Personnel” means such professionals and support staff who at the time of being so provided had their domicile inside the Contracting Authority’s country.
- (k) “Proposal” means the Technical Proposal and the Financial Proposal.
- (l) “Services” means the consulting services or the work to be performed by the Contractor pursuant to the Contract.
- (m) “Subcontractor” means any person or Authority with whom the Bidder or Contractors intends to subcontracts any part of the Services.
- (n) “Terms of Reference” (TOR) means the document included in the BD as Section 5 which explains the objectives, scope of work, activities, tasks to be performed, respective responsibilities of the Contracting Authority and the Contractor, and expected results and deliverables of the assignment.

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<sup>1</sup> This Information to Bidders section shall not be modified. Any necessary changes to address specific country and project issues, shall be introduced only through the Data Sheet (e.g., by adding new clauses). Likewise, modifications to the standard Form of Contract should be made only by including clauses outlining the special conditions and not by introducing changes in the wording of the general conditions.

**1. Introduction**

- 1.1 The Contracting Authority named in **the Data Sheet** will select a firm among those listed in the Letter of Invitation, in accordance with the procurement method indicated in **the Data Sheet**, method detailed in the edition of the Guidelines indicated in **the Data Sheet**.
- 1.2 The shortlisted Bidders are invited to submit a Technical Proposal and a Financial Proposal for consulting services required for the assignment named in **the Data Sheet** and presented in details in the Terms of Reference attached as Section 5 of this Bidding Documents. The proposal and the Terms of Reference will be the basis for contract for a signed contract with the successful firm.
- 1.3 The assignment shall be implemented in accordance with the phasing indicated in **the Data Sheet**. When the assignment includes several phases, the performance of the Bidder under each phase must be to the Contracting Authority's satisfaction before work begins on the next phase.
- 1.4 The Bidders must familiarize themselves with local conditions and take them into account in preparing their proposals. To obtain firsthand information on the assignment and on the local conditions, Bidders are encouraged to request the Contracting Authority to provide further information before submitting a proposal and to attend a pre-bid conference if one is specified in **the Data Sheet**. Attending the pre-proposal conference is optional. The Bidders' representative should contact the Contracting Authority at the address stated in **the Data Sheet** or to obtain additional information on the pre-bid conference.
- 1.5 The Contracting Authority will provide the inputs specified in **the Data Sheet**, assist the firm in obtaining licenses and permits needed to carry out the services, and make available relevant project data and reports.
- 1.6 Please note that (i) the costs of preparing the proposal, including a visit to the Contracting Authority, are not reimbursable as a direct cost of the assignment; and (ii) the Contracting Authority is not bound to accept any of the proposals submitted.
- 1.7 The Contracting Authority's policy requires that Bidders provide professional, objective, and impartial advice and at all times hold the Contracting Authority's interest's paramount, without any consideration for future work, and strictly avoid conflicts with other assignments or their own corporate interests. Bidders shall

not be hired for any assignment that would be in conflict with their prior or current obligations to other clients, or that may place them in a position of not being able to carry out the assignment in the best interest of the Contracting Authority.

1.7.1 Bidders will be excluded from the bidding process if it will be in a conflict-of-interest situation as described below:

- (a) Conflict between consulting activities and procurement of goods, works or services (consulting or general). A bidder or a contractor that has been engaged by the Contracting Authority to provide goods, works, or services for the organization, shall be disqualified from providing consulting services related to those goods, works or services. Conversely, a bidder or a contractor hired to provide consulting services for the preparation or implementation of a project, and of its affiliates, shall be disqualified from subsequently providing goods, works or general services resulting from or directly related to the contractor's consulting services for such preparation or implementation.
- (b) Conflict among consulting assignments: Neither, bidders or contractors (including their personnel and sub-Bidders) nor any of their affiliates shall be hired for any assignment that, by its nature, may be in conflict with another assignment of the bidder or contractor. For instance, a contractor assisting the Contracting Authority to implement a project shall not be engaged to prepare an independent assessment for the implementation of the same project, or contractors hired to prepare Terms of Reference (TOR) for an assignment shall not be hired for the assignment in question.
- (c) Relationship with Contracting Authority Staff: bidders or contractors (including their personnel and sub-contractors) having business or family relationship with a member of the Contracting Authority or its Organs and Institutions directly or indirectly involved in any part of: (i) the preparation of the TOR or Technical Specification of a contract, (ii) the selection process for
- (d) Such contract, or (iii) the supervision of the contract, may not be awarded the contract, unless the conflict stemming from this relationship has been resolved in a manner acceptable to the Contracting Authority throughout the selection process and the execution of the contract.

1.7.2 Since previous or ongoing participation in relation to the assignment by the Bidder, its professional staff, or its affiliates or associates under a contract with the Contracting Authority its Organs and Institutions may result in rejection of the proposal,

the bidders should clarify their situation in that respect with the Contracting Authority before preparing the proposal.

1.7.3 Bidders may be hired for downstream work, when continuity is essential, in which case this possibility shall be indicated in **the Data Sheet** and the factors used for the selection of the Bidder should take the likelihood of continuation into account. It will be the exclusive decision of the Contracting Authority whether or not to have the downstream assignment carried out, and if it is carried out, which Bidder will be hired for the purpose.

1.8 It is the Contracting Authority's policy to require that Contracting Authority Staff as well as Bidders under Contracting Authority financed contracts, observe the highest standard of ethics during the selection and execution of such contracts. In pursuance of this policy, the Contracting Authority:

- (a) defines for the purposes of this provision, the terms set forth below as follows:
  - (i) "corrupt practice" is the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;
  - (ii) "fraudulent practice" is any act or omission, including misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain financial or other benefits or to avoid an obligation;
  - (iii) "collusive practices" is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party;
  - (iv) "coercive practices" is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;
  - (v) "obstructive practice"
    - (aa) deliberately destroying, falsifying, altering or concealing material evidence to the investigation or making false statements to investigators in order to materially impede the Contracting Authority , or a governmental or independent investigation into allegations of a corrupt, fraudulent, coercive, or collusive practice; and/or threatening, harassing, or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation, or

(bb) acts intended to materially impede the exercise of the Contracting Authority or governmental or inspection and audit rights.

(b) It will take the following measures against the bidder recommended for award who has, directly or through an agent, engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices in competing for the contract in question;

- (i) will reject the bid for award;
- (ii) will declare the bidder/the contractor, including its affiliates, ineligible, either indefinitely or for a stated period of time, to become the Contracting Authority's contractor;
- (iii) will cancel or terminate any ongoing contract with the bidder /the contractor;
- (iv) will request the relevant national authorities to conduct a joint investigation with the Contracting Authority to inspect or carry out audits of the bidder /the contractor' accounting records and financial statements in connection with the contract in question for which it was found guilty of engaging in corrupt, fraudulent, collusive, coercive, or obstructive practices;
- (v) will forfeit the bid or performance securities of the bidder /the contractor;
- (vi) will suspend any payments due to the bidder/ contractor, under the contract in question or any other contract the bidder/contractor might have with the organization, until the extent of damage caused by the its engagement in corrupt, fraudulent, collusive, coercive or obstructive practices in competing for the Contracting Authority's contract are determined and recovered, and
- (vii) Will sue the bidder /contractor to recover the damages caused by its engagement in corrupt, fraudulent, collusive, coercive or obstructive practices in competing for the contract in question, if they are not fully recovered by the securities and the payments otherwise due to the bidder/contractor.

1.9 Neither the shortlisted Bidders nor their personnel or subcontractor shall not be under a declaration of ineligibility for corrupt and fraudulent practices issued by the Contracting Authority in accordance with the above sub para. 1.8 (d).

1.10 Bidders shall furnish information as described in the Financial Proposal submission form (Section 4A) on commissions and gratuities, if any, paid or to be paid to agents relating to this

proposal, and to execute the work if the firm is awarded the contract.

1.11 Without limitation on the generality of this rule, Bidders, and their subcontractors and personnel shall not be hired under the circumstances set forth below:

- (a) They are bankrupt;
- (b) Payments to them have been suspended in accordance with the judgment of a court of law other than a judgment declaring bankruptcy and resulting, in accordance with their national laws in the total or partial loss of the right to administer and dispose of their property;
- (c) Legal proceedings have been instituted against them involving an order suspending payments and which may result, in accordance with their national laws, in a declaration of bankruptcy or in any other situation entailing the total or partial loss of the right to administer and dispose of their property;
- (d) They have been convicted, by a final judgment, of any crime or offence concerning their professional conduct;
- (e) They are guilty of serious misrepresentation with regard to information required for participation in an invitation to tender;
- (f) They have been de-barred by the East African Community pursuant to the provisions in the EAC's Procurement Policies and Procedures Manual 2011.

1.11 Only shortlisted Bidders are allowed to participate in this bidding process. If a Bidders is shortlisted as Joint Venture or Consortium, the composition of Joint Venture or Consortium can be changed with prior approval of the CONTRACTING AUTHORITY and only if : (i) is supported by solid and objective arguments, (ii) does not alter the competition, (iii) is not generating a conflict of interest, and (iv) is not invalidating the criteria and conditions in place when the joint venture or consortium was prequalified.

**2. Clarification and Amendment of Bidding Documents**

2.1 Bidders may request a clarification of any of the Bidding Documents up to the number of days indicated in **the Data Sheet** before the proposal submission date. Any request for clarification must be sent in writing by paper mail, facsimile, or electronic mail to the Contracting Authority's address indicated in **the Data Sheet**. The Contracting Authority will respond by facsimile, or electronic mail to such requests and will send written copies of the response (including an explanation of the query but without

identifying the source of inquiry) to all invited Bidders who intend to submit proposals.

2.2 At any time before the submission of proposals, the Contracting Authority may, for any reason, whether at its own initiative or in response to a clarification requested by an invited firm, amend the BD. Any amendment shall be issued in writing through addenda. Addenda shall be sent by mail, facsimile, or electronic mail to all invited Bidders and will be binding on them. The Contracting Authority may at its discretion extend the deadline for the submission of proposals.

**3. Preparation of Proposal**

**Technical Proposal**

3.1 Bidders are requested to submit a proposal written in the language indicated in the **Bid Data Sheet**. All correspondence between the Bidder and the Contracting Authority shall be in this language.

3.2 In preparing the Technical Proposal, Bidders are expected to examine the documents constituting this BD in detail. Material deficiencies in providing the information requested may result in rejection of a proposal.

3.3 While preparing the Technical Proposal, Bidders must give particular attention to the following:

(i) If a Bidder considers that it does not have all the expertise for the assignment, it may obtain a full range of expertise by associating with individual Bidder(s) and/or subcontract part of the services to other consulting firms, as appropriate. In case of subcontracting this shall be in the limit stated in **the Data Sheet** but under no circumstances shall exceed forty percent (40%) of the total staff-days input. The Bidders are encouraged to seek the participation of regional Bidders when subcontracting part of the assignment. Under no circumstances, the Bidders shall associate with the other short-listed Bidders, or their affiliates, invited for this assignment. Affiliates are the group of companies, firms, associations, etc. where the Bidder or any of the major shareholders owns a minimum of twenty percent (20%) of shares of the share capital. For the same purpose, major shareholder is any legal or physical person who owns no less than twenty percent (20%) of the shares of the Bidder.

(ii) For assignments on a staff-time basis, the estimated number of professional staff-days is given in **the Data Sheet**. The proposal shall, however, be based on the number of professional staff-days estimated by the Bidders.

- (iii) It is desirable that the majority of the key professional staff proposed be permanent employees of the firm or have an extended and stable working relationship with it.
- (iv) Proposed professional staff must, at a minimum, have the experience indicated in the Terms of Reference, preferably working under conditions similar to those prevailing in the country (ies) of the assignment.
- (v) Alternative professional staff shall not be proposed, and **only one curriculum vitae (CV)** must be submitted for each position.
- (vi) Reports to be issued by the Bidders as part of this assignment must be in the language(s) specified in **the Data Sheet**. It is desirable that the firm's personnel have a working knowledge of the official languages of the country (ies) of the assignment.

3.4 The Technical Proposal shall provide the following information using the attached Standard Forms (Section 3):

- (i) Any comments or suggestions on the Terms of Reference on facilities to be provided by the Contracting Authority and on Standard Form of Contract (Form Tech 2).
- (ii) A description of the methodology and work plan for performing the assignment (Form Tech 3).
- (iii) The list of the proposed staff team by specialty, the tasks that would be assigned to each staff team member, and their timing (Form Tech 4).
- (iv) CVs recently signed by the proposed professional staff (Form Tech 5). Key information should include number of years working and positions and responsibilities held in various assignments during the last ten (10) years. To be considered during the evaluation, **the CV shall be accompanied by proof of all stated qualifications and working experience**. The proof qualifications shall be in the form of the copies of the degrees and diploma obtained, while for the professional experience the proof shall be either acknowledgement letters from the previous employers or copies of the contracts signed with them. If the language of these documents is not the English language, they shall be accompanied by a certified translation into English.

**Financial Proposal**

- (v) Estimates of the total staff input (professional and support staff; staff time) needed to carry out the assignment, supported by bar chart diagrams showing the time proposed for each professional staff team member (Form Tech 6 and 7).
- (vi) A detailed description of the proposed methodology, staffing, and monitoring of training, if **the Data Sheet** specifies training as a major component of the assignment.
- (vii) Any additional information requested in **the Data Sheet**.

3.5 The Technical Proposal shall not include any financial information. If financial information is included in the technical proposal this will be automatically disqualified.

3.6 In preparing the Financial Proposal, Bidders are expected to take into account the requirements and conditions outlined in the BD documents. The Financial Proposal should follow Standard Forms (Section 4). It lists all costs associated with the assignment, including (a) remuneration for staff (foreign and local, in the field and at headquarters), and (b) reimbursable expenses such as subsistence (per diem, housing), transportation (international and local, for mobilization and demobilization), services and equipment (vehicles, office equipment, furniture, and supplies), office rent, insurance, printing of documents, surveys, and training, if it is a major component of the assignment. The Reimbursable expense shall cover **only** the cost indicated in **the Data Sheet**. All other cost estimated by the bidders for the execution of the assignment shall be included in the daily fees of the experts.

3.7 The Financial Proposal **shall not** include the local taxes (including social security), duties, fees, levies, and other charges imposed under the applicable law in Tanzania or in the countries of assignment, on the Bidders, the subcontractors, and their personnel (other than nationals or permanent residents of Tanzania), unless **the Data Sheet** specifies otherwise. For this purpose, the bidders', the subcontractors' and their personnel' home countries shall not be considered as countries of assignment.

3.8 If so specified in **the Data Sheet**, the Financial Proposal **must** include, without any modification, the amount indicated as fixed reimbursable expenses, to cover for the expenditures already priced by the Contracting Authority (i.e., cost of trainings, cost of study tours, cost of financial audits, cost of equipment, etc).

3.9 The total budget available for this assignment, including the taxes indicated at para. 3.7 and the reimbursable expenses indicated at para 3.8, is indicated in the **Data Sheet**. **Financial Proposal exceeding the available budget will be rejected as non-responsive.**

3.10 Bidders **must** express the price of their services in the US Dollars. The payment will be made in **US Dollars**, and the Bidder shall bear all the cost and risks implied by the currency exchange. **Financial Proposals expressed in other currencies than the US Dollars will be automatically disqualified.**

3.11 Commissions and gratuities, if any, paid or to be paid by Bidders and related to the assignment will be listed in the Financial Proposal submission form (Section 4A).

3.12 **The Data Sheet** indicates how long the proposals must remain valid after the submission date. During this period, the Bidder is expected to keep available the professional staff proposed for the assignment. The Contracting Authority will make its best effort to complete evaluation within this period. If the Contracting Authority wishes to extend the validity period of the proposals, the Bidders who do not agree have the right not to extend the validity of their proposals.

**4. Submission, Receipt, and Opening of Proposals**

4.1 The original proposal (Technical and Financial Proposal) shall be prepared in indelible ink. It shall contain no interlineation or overwriting, except as necessary to correct errors made by the firm itself. Any such corrections must be initialed by the persons or person who sign(s) the proposals.

4.2 **An authorized representative of the firm initials all pages of the proposal. The representative's authorization is confirmed by a written power of attorney accompanying the proposal.**

4.3 For each proposal, the Bidders shall prepare the number of copies indicated in the **Data Sheet**. Each Technical Proposal and Financial Proposal shall be marked “ORIGINAL” or “COPY” as appropriate. If there are any discrepancies between the original and the copies of the proposal, the original governs.

4.4 The original and all copies of the Technical Proposal shall be placed in a sealed envelope clearly marked “Technical Proposal,” and the original and all copies of the Financial Proposal in a sealed envelope clearly marked “FINANCIAL PROPOSAL” and warning: “DO NOT OPEN WITH THE TECHNICAL PROPOSAL.” Both envelopes shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address and other information

indicated in the Data Sheet and be clearly marked, “DO NOT OPEN, EXCEPT IN PRESENCE OF THE EVALUATION COMMITTEE.” **Information on the outer and inner envelopes should also include the name of the Bidder and the contract name and reference number.**

4.5 The completed Technical and Financial Proposals must be delivered at the submission address on or before the time and date stated in **the Data Sheet**. Any proposal received after the closing time for submission of proposals shall automatically rejected and shall be returned unopened to the Bidder.

## 5. Proposal Evaluation

<b>General</b>	5.1 From the time the bids are opened to the time the contract is awarded, if any Bidder wishes to contact the Contracting Authority on any matter related to its proposal, it should do so in writing at the address indicated in <b>the Data Sheet</b> . Any effort by the firm to influence the Contracting Authority in the proposal evaluation, proposal comparison or contract award decisions may result in the rejection of the Bidder’s proposal.
	5.2 Evaluators of Technical Proposals shall have no access to the Financial Proposals until the technical evaluation, including any Administrative Reviews, is concluded.
<b>Public Opening and Evaluation of Technical Proposals: Scoring</b>	5.3 The Contracting Authority shall conduct the bid opening in public at the address, date and time specified in <b>the Data Sheet</b> . Only the representatives of the bidders and the Evaluation Committee members are allowed to participate in public opening sessions. Any other interested person shall request, in writing, the Contracting Authority Secretariat’s permission to participate in a specific bid opening session.
	5.4 The bid opening shall commence with the Chairperson the Evaluation Committee reading out the Bidders’ names and the time of arrival of the proposal. A registration number will be given to each proposal. All envelopes shall be opened one at a time, by the Chairperson of the Evaluation Committee, in order of their arrival.
	5.5 At the opening, only the Technical Proposal envelope shall be opened immediately and checked for compliance with formal submission requirements by the evaluation committee. The Financial Proposal shall remain sealed and deposited in a safe place until all submitted proposals, of technically responsive bids, are opened publicly.

**Public  
Opening and  
Evaluation  
of Financial  
Proposals:  
Ranking**

- 5.6 No Bid shall be rejected at Bid opening except for late bids, in accordance with ITB Sub-Clause 4.5. Only envelopes that are opened and read out at Bid opening shall be considered further.
- 5.7 The Contracting Authority shall prepare the minutes of the Bid opening that shall include a brief description of the bid opening procedures and its finding as. The Bidders' representatives who are present shall be requested to sign the attendance sheet. A copy of the minute shall be distributed to all Bidders who submitted bids in time.
- 5.8 Once the Bid opening is concluded, the Evaluation Committee, as a whole, and each of its voting members individually, evaluates the proposals on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria, sub-criteria (typically not More than three per criteria), and point system specified in **the Data Sheet**. Each responsive proposal will be given a technical score (St). A proposal shall be rejected at this stage if it does not respond to important aspects of the Terms of Reference or if it fails to achieve the minimum technical score indicated in **the Data Sheet**.
- 5.9 After the evaluation of quality is completed, the Contracting Authority shall notify those Bidders whose proposals did not meet the minimum qualifying mark or were considered nonresponsive to the BD and Terms of Reference, indicating that their Financial Proposals will be returned unopened after completing the selection process. The Contracting Authority shall simultaneously notify the Bidders that have secured the minimum qualifying mark, indicating the date and time set for opening the Financial Proposals. The opening date shall not be sooner than two weeks after the notification date. The notification may be sent by registered letter, cable, telex, facsimile, or electronic mail.
- 5.10 The Financial Proposals shall be opened publicly in the presence of the Bidders' representatives who choose to attend. The name of the Bidder, the technical scores, and the proposed prices shall be read aloud and recorded when the Financial Proposals are opened. The Contracting Authority shall prepare minutes of the public opening.
- 5.11 The evaluation committee will determine whether the Financial Proposals are complete (i.e., whether they have costed all items of the corresponding Technical Proposals; if not, the Contracting Authority will cost them and add their cost to the initial price), correct any computational errors, and determine if the total price is within the maximum budget available. The evaluation shall exclude those taxes, duties, fees, levies, and other charges imposed under the applicable law; and to be applied to foreign and non-permanent resident Bidders (and to be paid under the contract,

unless the Bidder is exempted), and estimated as per para. 3.7. **Should the Financial Proposal, after applying any correction or adjustments, exceeds the available budget for the assignment indicated at paragraph 3.9, this shall be automatically disqualified.**

5.12 **Once corrections or adjustments have been applied; the Financial Proposal shall be adjusted with the Regional Preference. This implies that a bid offering fifty percent (50%) or more expertise (experts) from the EAC Region will be discounted, for the purpose of evaluation only, will fifteen percent (15%).**

For the purpose of calculation of the of the percentage of regional expertise, the basis shall be the total number of key staff days allocated to regional experts in the overall allocation of key staff resources proposed by the bidder.

5.13 The lowest Financial Proposal (Fm) will be given a financial score (Sf) of 100 points. The financial scores (Sf) of the other Financial Proposals will be computed as indicated in the Data Sheet. Proposals will be ranked according to their combined technical (St) and financial (Sf) scores using the weights ( $T$  = the weight given to the Technical Proposal;  $P$  = the weight given to the Financial Proposal;

$T + P = 1$ ) indicated in **the Data Sheet**:  $S = St \times T\% + Sf \times P\%$ . The firm achieving the highest combined technical and financial score will be awarded the contract.

## **6. Negotiations of Contract**

6.1 The Client, prior to award the contract, may enter into negotiation with the successful bidder in order to confirm the availability of proposed Professional staff, incorporation in the methodology of the aspects for which clarifications were requested during the evaluation and the modification of the schedule of mobilization of the team and submission of deliverables under the contract.

6.2 No negotiation on the: (i) composition of the proposed professional staff team, (ii) individual or overall professional staff inputs, (iii) unit or total price, and/or (iv) proposed methodology is allowed.

6.3 As far as possible, the negotiation shall be conducted in writing. Only on exceptional circumstances, the Client and the successful shall meet for negotiations. In such case the meeting shall take place at the address indicated in the **Bid Data Sheet**.

6.4 Having selected the Consultant on the basis of, among other things, an evaluation of proposed Professional staff, Client will require

assurances that the Professional staff will be actually available. The Client will not consider substitutions during contract negotiations unless both parties agree that undue delay in the selection process makes such substitution unavoidable or for reasons such as death or medical incapacity. If this is not the case and if it is established that Professional staff were offered in the proposal without confirming their availability, the Consultant may be disqualified. Any proposed substitute shall have equivalent or better qualifications and experience than the original candidate and be submitted by the Consultant within the period of time specified in the letter of invitation to negotiate.

6.5 The negotiations shall be recorded in a minute of the negotiations and be attached as annex to the contract.

**7. Award of Contract**

7.1 The Bidder who submitted a technical and financial responsive proposal and received the highest combined score, calculated as per formula given in para 5.13 and the Data Sheet, will be awarded the contract.

7.2 After the approval of the Evaluation Report, Contracting Authority will promptly notify both the success and the unsuccessful bidders about the outcome of the evaluation of the bids.

7.3 In case of the successful bidder, following the notification of award the validity of its offer shall be automatically extended with sixty (60) days.

7.4 No later than thirty (30) days from that date of notification of the recommendation for the award of the contract, the Contracting Authority shall submit to the applicant the contract for the consulting services. The successful bidder shall be given fifteen (15) days to sign the contract to the Contracting Authority. If it fails to do so, the Contracting Authority may consider cancelling the award of the contract.

7.5 The Contractor is expected to commence the assignment on the date and at the location specified in **the Data Sheet**.

**8. Confidentiality**

8.1 Information relating to evaluation of proposals and recommendations concerning awards shall not be disclosed to the Bidders who submitted the proposals or to other persons not officially concerned with the process, until the winning firm has been notified that it has been awarded the contract.

**9. Appeals**

9.1 Short listed Bidders may appeal any of the Contracting Authority's decision taken during the evaluation process by following the procedures described on the Contracting Authority's Policies at the article specified in **the Data Sheet**.

## Information to Bidders

### DATA SHEET

Clause Reference	Clarifications and/or Amendment to Reference Clause
1.1	<p>The name of the Contracting Authority is <b><i>EASTECO</i></b>.  The procurement method is: <b><i>Fixed Budget Selection (FBS)</i></b>.  The Edition of the Contracting Authority's Procurement Manual is: <b><i>2023 Procurement Manual</i></b></p>
1.2	<p>The name, objectives and description of the assignment is: to conduct a bootcamp for EAC youth and women innovation &amp; entrepreneurship challenge under COYWA program.</p>
1.3	<p>The assignment is phased: <b><i>NO</i></b>.</p>
1.4	<p>A pre-bid conference will be held: <b><i>NO</i></b>, but clarifications may be raised and shall be responded to.</p>
1.5	<p>EASTECO will provide all the relevant records and information required.</p>
1.7.3	<p>The Contracting Authority envisages the need for continuity for downstream work: <b><i>No</i></b>.</p>
2.1	<p>Clarifications may be requested <b><i>2 days</i></b> before the submission date.  The address for requesting clarifications is: <b><i>procurement@easteco.org</i></b>  The correspondence shall bear the following reference <b><i>EAC/EASTECO/CONSULs/006/2025-26</i></b>.</p>
2.2	<p>Any clarification(s) or addend(um/a) shall be posted in the two websites indicated in the invitation letter</p>
3.1	<p>The language of the bidding process is: <b><i>ENGLISH</i></b>.  Any supporting documents that are part of the bid shall be issued in English. If the original documents are written in a language other than English, they shall be accompanied by an original certified translation into English. The cost of the translation shall be borne by the bidders. In case of discrepancies between the original language and the language of translation, the language of translation shall prevail.</p>
3.3	<p>(i) The Bidder <b><i>SHOULD NOT</i></b> sub-contract any portion of the assignment.  (ii) The estimated number of professional staff – days required for the assignment is: <b><i>60 man-days, spread over 2 calendar months</i></b>. This is a hybrid assignment, applying both physical and virtual meetings/consultations, as per the program which will be mutually agreed with the commission.  (iii) Reports that are part of the assignment must be written in the following language(s): English.</p>
3.4	<p>(vi) Training is a specific component of this assignment: <b><i>NO</i></b>.</p>
3.7	<p>Taxes: The Consultant should pay the income tax on the professional fee/remuneration as per their Country's tax law &amp; regulations.</p>
3.12	<p>Proposals must remain valid for <b><i>120 days from the opening date</i></b>.</p>
5.8	<p><b><u>EVALUATION CRITERIA:</u></b></p> <p><b><u>A. Preliminary/mandatory criteria:</u></b></p> <ol style="list-style-type: none"> <li>1) Copies of Certificate of Registration/Incorporation of the firm/consortium,</li> <li>2) Copies of National IDs or Biopage of the passport for EACH of the team member.</li> <li>3) Submission of duly filled, stamped and signed <u>Technical Proposal</u> and <u>Financial Proposal</u>, using their respective submission forms as provided (FORM TECH-1 and FORM FIN-1).</li> <li>4) Each proposal should be submitted as a SEPARATE folder in the email.</li> </ol>

- 5) The Financial proposal should be secured with a password, which will be sent by the bidder to...[tenders@easteco.org](mailto:tenders@easteco.org).... after completion of the technical evaluation.
- 6) Copies of contracts/orders/engagement/appointment letters for SIMILAR assignments conducted by the firm,
- 7) Official referee letters/completion certificates for EACH of the above assignments;
- 8) CVs of the proposed Lead Consultant and the other three Consultants for this assignment in the format provided (FORM TECH-5).
- 9) Copies of contracts/orders/engagement/appointment letters for SIMILAR assignments conducted by EACH of the four team members.

*Applications lacking any of the above documents shall not be considered further.*

## **B. Technical evaluation criteria:**

### **2.1. Detailed and satisfactory Understanding of the ToR – 10 marks.**

### **2.2. Proposed Methodology/approach & work plan for precise, quality, realistic & innovative services –**

- Methodology/approach = **40 marks**;
- Work plan (*FORM TECH 3*) = **10 marks**;
- **Total = 50 marks.**
- **Minimum qualifying score = 30/50 marks.**

### **2.3. Specific experience of the firm or consortium of firms related to this assignment between the last five to ten years:**

#### **2.3.1: Evidence of having undertaken similar services must be provided:**

Copies of relevant and valid Contracts/Orders OR Official engagement/appointment letter(s) from your past and/or present Clients, showing evidence of having performed above or similar assignments, during the last 10 years – **4 marks for EACH complete year. Maximum total score for up to ten cumulative years = 40 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 40 marks.

**2.3.2.** For each or combination of the above copy/copies of Contract(s)/Order(s)/Official Appointment/Engagement letter(s) above, a 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 – **4 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 = **40 marks**.

**Total score = 80 marks.**

Minimum qualifying score for each consultant under **2.3.1.** and **2.3.2.** shall be **25/40 marks.**

#### **2.4. Qualification and experience of the proposed Key Staff:**

2.4.1. Names of the proposed Lead Consultant and the other three Consultants for this assignment and CLEARLY specify their individual task(s). Use the FORM TECH 4 provided below. – **5 marks each, total = 20 marks.**

2.4.2. The above Lead Consultant and the other two Consultant must have a minimum of the following qualifications and experience, clearly indicated by their CV, academic and professional certificates & testimonials:

2.4.2.1 The **Lead consultant** must have at least a master's degree in Business Administration, Entrepreneurship, Innovation, Economics, or related field = **10 marks**. A PhD or a professional/technical qualification in any of these disciplines will be an added advantage = **5 marks**; maximum total points = **15 marks**.

2.4.2.2. **Each** of the other three Consultants must have at least a Bachelor's degree in any of the disciplines as detailed in the ToRs for each = **10 marks**. A Masters or a professional/technical qualification in any of these disciplines will be an added advantage = **5 marks**. Maximum total points = **15 marks**.

Maximum **total** points for each consultant = **15 marks**,

Maximum total points for all three consultants = **45 marks**.

2.4.2.3. The lead Consultant should have **at least 10 years** and **each** of the other three Consultants should have **at least 5 five years** of relevant experience, as detailed in the ToRs below.

This must CLEARLY be evidenced in detail in both the provided C.V. and in the Copies of relevant and valid Contracts/Orders OR Official engagement/appointment letter(s) from your past and/or present Clients, showing evidence of having performed above or similar assignments, **during the last 10 years = 4 marks** for EACH complete year.

Maximum **total** score for **each** of the four consultants, for up to ten cumulative years = **40 marks**.

Minimum qualifying score for each consultant under **2.4.2.3.** shall be **25/40 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 40 marks.

Maximum total points for all the four consultants = **160 marks**.

2.4.2.4 For each or combination of the above copy/copies of Contract(s)/Order(s)/Official Appointment/Engagement letter(s) above, a 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 = **4 marks** for ALL corresponding Official Referee letter(s) OR Completion letter(s)/certificate(s) **for each complete year**.

Maximum total score for **each** consultant for **all** the corresponding Official Referee letter(s) OR Completion letter(s)/certificate(s) for the ten cumulative years = **40 marks**.

Maximum total points for all the four consultants = **160 marks**.

Total possible score = **540 marks**.

Minimum total technical qualification score = **378/540 marks**.

**NOTE: Provide detailed C.V.s, ONLY in the format provided as FORM TECH 5 below, PLUS copies of RELEVANT educational and professional certificates & the testimonials.**

**C. Financial proposal evaluation:**

- i) This being a fixed budget selection, any bidder quoting more than **USD. 40,000** as the total contact price shall automatically be disqualified.
- ii) The renumeration/professional fee, reimbursables and miscellaneous expenses must all be within the above maximum budget.
- iii) The cost must include ALL the applicable taxes in the country of origin and must be quoted in USD.

5.13	<b>Negotiation and awarding procedure for a Fixed Budget selection (FBS):</b> The evaluation committee shall evaluate Technical Proposals on merit point system as above and then open Financial Proposals for firms meeting the minimum technical score, i.e. <b>378/540 marks</b> ; then conduct financial evaluation and then negotiate with highest ranked technical bidder. The said negotiations shall be on the ToRs, matters arising from the bidder's proposals, terms and conditions of the contract. The quoted fee shall not be negotiated, unless a change of scope shall be agreed upon by both parties.
6.3	The negotiations of the contract shall be held virtually via <b>Ms. Teams</b> .
7.5	The expected date to commence the assignment shall be immediately upon signing of the contract by the both parties and issuance of the same to the Firm.

### Section 3. Technical Proposal Submission Form

#### FORM TECH-1 TECHNICAL PROPOSAL SUBMISSION FORM

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*[Date]*

To: The Executive Secretary, EASTECO

We, the undersigned, offer services **to conduct a bootcamp for EAC youth and women innovation & entrepreneurship challenge under COYWA program; REF: EAC/EASTECO/CONSULs/006/2025-2026**, in accordance with your Bidding Document dated *[insert the date]* and our Proposal. We are hereby submitting our Technical Proposal.

Our Proposal is binding upon us and subject to the modifications resulting from correction and clarification made during the evaluation process, for a period of **120 days** from the deadline for submission of the bid, as indicated in the Data Sheet reference to clauses 3.12 and 4.5.

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

We remain,

Yours sincerely,

Name and Title of Signatory:

Name of Firm:

Address:

Phone:

E-mail:

**FORM TECH-2      DESCRIPTION OF APPROACH, METHODOLOGY AND  
WORK PLAN FOR PERFORMING THE ASSIGNMENT**

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[Technical approach, methodology and work plan are key components of the Technical Proposal. You are suggested to present your Technical Proposal, divided into the following three chapters:

- a) *Technical Approach and Methodology*,
- b) *Work plan*,
- c) *Organization and Staffing*,

a) *Technical Approach and Methodology.* *In this chapter you should explain your understanding of the objectives of the assignment (see the ToRs below), approach to the services, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. You should highlight the issues being addressed and their importance, and explain the technical approach you would adopt to address them. You should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach.*

b) *For your work plan, use FORM TECH-3 provided below.*

c) *Organization and Staffing.* *In this chapter you should propose the structure and composition of your team, i.e. Names of the proposed Lead Consultant and three other Consultant for this assignment and CLEARLY specify their individual task(s). USE ONLY THE FORM TECH-4 GIVEN BELOW FOR THAT PURPOSE.*

## FORM TECH-3 WORK PLAN

Nº	Activity <sup>1</sup>	Days/Weeks <sup>2</sup>												
		1	2	3	4	5	6	7	8	9	10	11	12	n
1														
2														
3														
4														
5														
n														

<sup>1</sup> Indicate all main activities of the assignment, including delivery of reports and other benchmarks such as Procuring Entity's approvals.

<sup>2</sup> Duration of activities shall be indicated in the form of a bar chart

## FORM TECH - 4 TEAM COMPOSITION AND TASK ASSIGNMENTS

Professional / Managerial / Key Staff			
Name of Staff	Area of Expertise	Position Assigned	Task Assigned

## FORM TECH - 5 CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL/MANAGERIAL / KEY STAFF<sup>1</sup>

**Proposed role in the project:** *[insert the name of the position and indicate the key position]*

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. **Contract details:** *Address: [insert the physical address]*  
*Phone: [insert the phone and mobile no.]*  
*E-mail: [insert the email]*

**8. Education:**

Institution: [Date from – Date to]	Degree(s) or Diploma(s) or Certificates obtained:
<i>[indicate the month and the year]</i>	<i>[insert the name of the diploma and the specialty/major]</i>
<i>[indicate the month and the year]</i>	<i>[insert the name of the diploma and the specialty/major]</i>

**7. Language skills:** (Indicate competence on a scale of 1 to 5) (1 – excellent; 5 – basic)

Language	Reading	Speaking	Writing
<i>[insert the language]</i>	<i>[insert the no.]</i>	<i>[insert the no.]</i>	<i>[insert the no.]</i>
<i>[insert the no.]</i>	<i>[insert the no.]</i>	<i>[insert the no.]</i>	<i>[insert the no.]</i>
<i>[insert the no.]</i>	<i>[insert the no.]</i>	<i>[insert the no.]</i>	<i>[insert the no.]</i>

**8. Membership of professional bodies:** *[indicate the name of the professional body]*

<sup>1</sup> **The CV must not exceed five (5) pages**

9. **Other skills:** *[insert the skills]*

10. **Present position:** *[insert the name]*

11. **Years of experience:** *[insert the no]*

12. **Key qualifications:** (Relevant to the assignment)  
*[insert the key qualifications]*

13. **Specific experience in the region:**

Country	Date from - Date to
<i>[insert the country]</i>	<i>[indicate the month and the year]</i>
<i>[insert the country]</i>	<i>[indicate the month and the year]</i>
<i>[insert the country]</i>	<i>[indicate the month and the year]</i>

**14. Professional experience <sup>2</sup>:**

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]	<p><i>Name of the Company:</i>  <i>Address of the company:</i>  <i>Phone:</i>  <i>Fax:</i>  <i>Email:</i>  <i>Name and title of the reference person from the company:</i></p>	[indicate the exact name and title and if it was a short term or a long- term position]	<p><i>Name of the contract:</i>  <i>Beneficiary of the contract:</i>  <i>Brief description of the contract:</i>  <i>Responsibilities:</i></p>
[indicate the month and the year]	[indicate the country and the city]	<p><i>Name of the Company:</i>  <i>Address of the company:</i>  <i>Phone:</i>  <i>Fax:</i>  <i>Email:</i>  <i>Name and title of the reference person from the company:</i></p>	[indicate the exact name and title and if it was a short term or a long- term position]	<p><i>Name of the contract:</i>  <i>Beneficiary of the contract:</i>  <i>Brief description of the contract:</i>  <i>Responsibilities:</i></p>
[indicate the month and the year]	[indicate the country and the city]	<p><i>Name of the Company:</i>  <i>Address of the company:</i>  <i>Phone:</i>  <i>Fax:</i>  <i>Email:</i>  <i>Name and title of the reference person from the company:</i></p>	[indicate the exact name and title and if it was a short term or a long- term position]	<p><i>Name of the contract:</i>  <i>Beneficiary of the contract:</i>  <i>Brief description of the contract:</i>  <i>Responsibilities:</i></p>

<sup>2</sup> Only key information about the positions and the responsibilities held in various assignments during the last ten (10) years should be included.

## Section 4. Financial Proposal Submission Form

### FORM FIN-1 FINANCIAL PROPOSAL SUBMISSION FORM

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[Date]

To: The Executive Secretary, EASTECO

We, the undersigned, offer to provide the consulting services **to conduct a bootcamp for EAC youth and women innovation & entrepreneurship challenge under COYWA program; REF: EAC/EASTECO/CONSULs/006/2025-2026**, in accordance with your Bidding Document dated *[insert the date]* and our Proposal (Technical and Financial Proposals). Our attached Financial Proposal is for the sum of US\$ ***[insert the amount in words and figures]***. This amount is inclusive of the taxes (including social security), duties, fees, levies, and other charges imposed under the applicable law in my country.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from correction and clarification made during the evaluation process, up to expiration of the validity period of the Proposal, i.e. **120 days**.

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

We remain,

Yours sincerely,

Name and Title of Signatory:

Name of Firm:

Address:

Phone:

Facsimile:

E-mail:

## FORM FIN- 2 SUMMARY OF COSTS

Cost component description	Unit of measure	Quantity	Unit Cost	Total Cost
			(US\$)	(US\$)
Remuneration/Fee, including applicable taxes	Man-day	80		
<b>Sub-total</b>				
Reimbursables and miscellaneous costs:				
(i)				
(ii)				
<b>Sub-Total</b>				
<b>Total contract sum</b>				

## FORM FIN- 3 BREAKDOWN OF REMUNERATION

Name	Position	Input	Staff-daily Rate	Total
		(in staff days)	(in US\$)	(in US\$)
<b>Experts/ Staff Members</b>				
[name]	[position in the contract]	[Home] [number] [Field] [number]	[Home] [amount] [Field] [amount]	[Home] [amount] [Field] [amount]
[name]	[position in the contract]	[Home] [number] [Field] [number]	[Home] [amount] [Field] [amount]	[Home] [amount] [Field] [amount]
[name]	[position in the contract]	[Home] [number] [Field] [number]	[Home] [amount] [Field] [amount]	[Home] [amount] [Field] [amount]
[name]	[position in the contract]	[Home] [number] [Field] [number]	[Home] [amount] [Field] [amount]	[Home] [amount] [Field] [amount]
<b>TOTAL RENUMERATION (to be transferred to “Remuneration” in FORM FIN 2 above)</b>				

**NOTES ON FINANCIAL PROPOSAL:**

- i)** This being a fixed budget selection, any bidder quoting more than **USD. 40,000** as the total contact price shall automatically be disqualified.
- ii)** The renumeration/professional fee, reimbursables and miscellaneous expenses must all be within the above maximum budget.
- iii)** The cost must include ALL the applicable taxes in the country of origin and must be quoted in USD.

## **Section 5 - TERMS OF REFERENCE**

### **1. Introduction**

The East African Community (EAC) is characterized by a youthful and dynamic population, with over 60% of its citizens below the age of 35 and women constituting more than half of the region's population. Youth and women represent a powerful engine for innovation, entrepreneurship, and inclusive economic growth. However, despite increasing participation in entrepreneurship, many youth- and women-led enterprises remain informal, under-capitalized, and constrained by limited access to structured business development support, markets, finance, and regional networks.

In response to these challenges, the East African Science and Technology Commission (EASTECO), in partnership with the African Union Development Agency – NEPAD (AUDA-NEPAD), is implementing the *Creating Opportunities for Youth and Women in Africa (COYWA) Programme*. A key pillar of this initiative is the EAC Youth and Women Innovation & Entrepreneurship Challenge, designed to identify, nurture, and scale high-potential enterprises led by youth and women across EAC Partner States.

As part of the Challenge, a regional entrepreneurship bootcamp will serve as a flagship capacity-building intervention for selected innovators. The bootcamp will provide an intensive, practice-oriented learning experience to strengthen entrepreneurial competencies, refine business models, validate markets, enhance financial and operational planning, and build strong pitching and communication skills. It will also foster cross-border peer learning and regional collaboration among innovators.

This concept note proposes the engagement of a consultancy firm to design and implement a 5-day regional bootcamp that equips selected youth- and women-led enterprises with the tools, skills, and mindset required to transform innovative ideas into viable, scalable, and impact-driven businesses. The consultancy will work closely with EASTECO and COYWA partners to ensure alignment with programme objectives and to provide a strong foundation for subsequent incubation, mentorship, and grant support.

### **2. Rationale**

Youth and women entrepreneurs in the EAC face persistent and interlinked barriers that limit their ability to start, sustain, and scale innovative enterprises. These include gaps in entrepreneurial and innovation skills, weak market validation, limited financial literacy, poor access to investment, and insufficient exposure to regional and global business practices. Many promising innovations therefore fail to transition from concept or prototype stage into sustainable enterprises capable of generating employment and socio-economic impact.

The COYWA Programme seeks to address these gaps by combining financial support with structured capacity building and ecosystem strengthening. Within this framework, a regional bootcamp is a strategic entry point that enables early and growth-stage entrepreneurs to rapidly strengthen their business fundamentals and become “investment-ready.”

The proposed bootcamp will provide a practical and immersive environment where innovators can clarify problem-solution fit and customer needs; strengthen value propositions and business models; develop realistic financial and growth strategies; and build compelling pitch decks and communication skills.

Beyond individual capacity development, the bootcamp will promote regional integration by bringing together youth and women innovators from different Partner States to learn from one another, exchange

experiences, and build cross-border networks. This regional exposure is essential for enterprises seeking to scale across EAC markets.

Engaging a specialized consultancy with proven experience in entrepreneurship training, innovation support, and youth- and women-focused programming will ensure the bootcamp is delivered to high technical and pedagogical standards. The consultancy will design a tailored curriculum, deploy experienced facilitators, and apply participatory and hands-on methodologies that translate theory into practice.

Ultimately, the bootcamp will increase the quality, readiness, and sustainability of enterprises supported under the EAC Youth and Women Innovation & Entrepreneurship Challenge, thereby maximizing the development impact of COYWA investments.

### **3. Main Objective**

To strengthen the entrepreneurial, innovation, and business management capacities of selected youth- and women-led enterprises under the COYWA Programme through the design and implementation of a high-quality regional entrepreneurship bootcamp.

### **4. Specific Objectives**

- i. **Strengthen business fundamentals and market understanding**  
Enhance participants' capacity in customer discovery, value proposition design, business modelling, product development, marketing, sales, and financial planning to position their enterprises for sustainable growth.
- ii. **Build pitching and strategic communication capacity**  
Equip innovators with effective pitching and communication skills, enabling them to develop and deliver clear, compelling, and investment-ready pitches.
- iii. **Increase readiness for growth, investment, and support programmes**  
Improve participants' preparedness to engage with growth opportunities, including incubation, mentorship, and grant or investment support under the COYWA Programme and beyond.
- iv. **Foster peer learning and regional innovation networks**  
Facilitate peer learning, feedback exchange, mentorship linkages, and the development of strong regional networks that expose innovators to diverse entrepreneurship perspectives across the EAC.
- v. **Implement a 2-Month Virtual Incubation and Mentorship Programme for Selected Enterprises**

### **5. Scope of Tasks / Activities**

#### **i. Inception Meeting with EASTECO and COYWA Partners**

- Hold an inception meeting with EASTECO, AUDA-NEPAD, and relevant COYWA Programme stakeholders.
- Confirm the scope of the consultancy, objectives, expected deliverables, timelines, and reporting requirements.
- Agree on coordination and communication mechanisms, roles, and responsibilities.
- Review key COYWA Programme documents, Challenge guidelines, and profiles of selected enterprises.
- Submit an Inception Report outlining the agreed methodology, workplan, risk mitigation measures, and quality assurance approach.

#### **ii. Conduct Pre-Bootcamp Needs Assessment of Selected Enterprises**

- Design and administer pre-bootcamp assessment tools (online surveys, diagnostic questionnaires, or interviews).

- Review enterprise applications, business plans, and existing pitch decks.
- Assess enterprise maturity, sector focus, customer validation, business model robustness, and financial readiness.
- Identify key capacity gaps and priority learning needs for each enterprise.
- Segment participants by business stage and thematic focus to inform tailored facilitation and peer-learning groups.
- Produce a concise Pre-Bootcamp Needs Assessment Summary to guide curriculum development.

**iii. Design Detailed Bootcamp Curriculum, Agenda, and Training Materials**

- Develop a comprehensive bootcamp curriculum aligned with COYWA objectives and assessment findings.
- Design a detailed day-by-day agenda, including learning objectives, session flow, and outputs.
- Prepare training slides, facilitator guides, participant toolkits, and practical templates (e.g. Lean Canvas, Value Proposition Canvas, financial modelling tools).
- Integrate EAC-relevant case studies, practical exercises, and group assignments.
- Validate the curriculum and materials with EASTECO prior to implementation and incorporate feedback.

**iv. Facilitate a 5-Day In-Person Regional Bootcamp Using Participatory Methods**

- Deliver plenary sessions on entrepreneurship, innovation, and enterprise development fundamentals.
- Facilitate hands-on workshops on customer discovery, value proposition refinement, business modelling, product development, marketing, sales, and financial feasibility.
- Apply participatory methods including group work, peer learning, simulations, and real-world problem solving.
- Foster cross-border interaction and regional learning among participants from different EAC Partner States.
- Ensure inclusive participation, gender responsiveness, and a safe learning environment.

**v. Provide Coaching, Group Work, and Pitch Preparation Sessions**

- Conduct facilitated group coaching sessions focused on enterprise-specific challenges.
- Provide one-on-one coaching and targeted advisory support to innovators.
- Guide participants to refine business models, growth strategies, and financial projections.
- Support the structured development of pitch decks and storytelling narratives.
- Provide continuous feedback and mentorship throughout the bootcamp.

**vi. Organize Mock Pitching and Feedback Sessions**

- Design and facilitate mock pitching sessions simulating investor or grant pitch environments.
- Engage facilitators, mentors, and guest experts as pitch panelists.
- Provide structured, constructive feedback on content, clarity, feasibility, and presentation style.
- Enable peer-to-peer feedback and reflection to strengthen learning.
- Support participants to revise and finalize their pitches based on feedback received.

**vii. Conduct Post-Bootcamp Evaluation and Prepare Final Report**

- Administer post-bootcamp evaluation tools, including surveys and reflection sessions.
- Assess changes in participants' knowledge, skills, confidence, and enterprise readiness.
- Analyze quantitative and qualitative data from evaluations and facilitator observations.
- Document key achievements, lessons learned, challenges, and best practices.
- Prepare and submit a Final Bootcamp Report with clear recommendations for incubation, mentorship, and grant implementation under the COYWA Programme.

**viii. Implement a 2-Month Virtual Incubation and Mentorship Programme for Selected Enterprises**

- Design and implement a structured 2-month virtual incubation and mentorship programme as a follow-up to the bootcamp.
- Develop a mentorship curriculum addressing critical business growth areas, including business strategy, enterprise sustainability, financial management and cash flow planning, market optimization and visibility, customer acquisition and retention, leveraging technology for growth, team building, fundraising, and partnerships.
- Conduct a combination of individualized mentorship sessions and thematic group mentoring sessions to provide tailored support and facilitate peer learning and cross-learning among innovators.
- Assign mentors and sector experts to each enterprise based on identified needs and business stage.
- Track and document progress of each innovator against agreed milestones and growth plans.
- Integrate EAC development priorities and youth and women empowerment considerations into mentorship content and discussions.
- Facilitate periodic reflection and learning sessions to capture lessons, challenges, and success stories.
- Conduct end-of-mentorship evaluation and document outcomes, lessons learned, and recommendations.

## 6. Expected Deliverables

- i. **Inception Report and Detailed Workplan**  
Including methodology, implementation schedule, roles and responsibilities, and coordination arrangements.
- ii. **Pre-Bootcamp Assessment Report**  
Documenting baseline status, needs, and priority capacity gaps of selected enterprises.
- iii. **Bootcamp Curriculum, Agenda, and Training Materials**  
Comprehensive curriculum, detailed agenda, training slides, tools, templates, and participant guides.
- iv. **Facilitated 5-Day Regional Entrepreneurship Bootcamp**  
Delivered by a team of qualified expert facilitators and guest speakers, using participatory and practice-oriented approaches.
- v. **Refined Enterprise Outputs**  
At least 16 improved business models, validated value propositions, and investment-ready pitch decks.
- vi. **Post-Bootcamp Evaluation Report**  
Summarizing participant feedback, learning outcomes, achievements against objectives, lessons learned, and recommendations.
- vii. **Final Bootcamp Implementation Report**  
Consolidated report covering activities, outputs, outcomes, challenges, best practices, and strategic recommendations for subsequent incubation and mentorship phases.
- viii. **Report on a 2-month virtual incubation/mentorship program** for selected enterprises post bootcamp.

## 7. Expected Outcomes

- i. Improved entrepreneurial and innovation competencies among participating youth and women.
- ii. Stronger, more viable, and scalable youth- and women-led enterprises.
- iii. Increased investment and incubation readiness of selected innovators.
- iv. Enhanced regional networking and collaboration among participants.
- v. Contribution to job creation, income generation, and inclusive economic growth in the EAC.

## 8. Team composition and qualification

### i. Team Leader / Lead Entrepreneurship & Innovation Expert

Role: Overall technical leadership and quality assurance for the consultancy.

- Lead design of methodology, curriculum, and workplan.
- Provide strategic oversight of bootcamp and mentorship programme.
- Facilitate core sessions on entrepreneurship, business models, and innovation.
- Serve as primary liaison with EASTECO and COYWA partners.

#### Qualifications & Experience:

- Advanced degree in Business Administration, Entrepreneurship, Innovation, Economics, or related field.
- At least 7 years' experience designing and implementing entrepreneurship and innovation programmes.
- Strong experience working with youth- and women-led enterprises in Africa.

### ii. Business Development & Financial Management Expert

Role: Lead delivery of business growth, financial planning, and sustainability modules.

- Facilitate sessions on business modelling, pricing, costing, cash flow management, and financial projections.
- Support enterprises to develop or refine financial models.
- Provide one-on-one coaching on financial feasibility and sustainability.

#### Qualifications & Experience:

- Degree in Finance, Accounting, Economics, Business, or related field.
- At least 5 years' experience in SME development, financial advisory, or investment readiness support.

### iii. Marketing, Customer Discovery & Growth Expert

Role: Lead customer-focused and market-oriented components.

- Facilitate sessions on customer discovery, market research, value proposition design, marketing, and sales strategies.
- Guide enterprises on customer acquisition, retention, and go-to-market planning.
- Provide coaching on market validation and traction building.

#### Qualifications & Experience:

- Degree in Marketing, Entrepreneurship, Innovation, or related field.
- At least 5 years' experience supporting startups or MSMEs in marketing and growth strategy.

### iv. Pitching, Communication & Engagement Expert

Role: Lead pitching, storytelling, and communication components.

- Facilitate pitch deck development and presentation skills sessions.
- Organize mock pitch events and feedback panels.
- Support linkages with mentors, ecosystem actors, and potential partners.

#### Qualifications & Experience:

- Degree in Communications, Business, Entrepreneurship, or related field.

## 9. Work plan and Duration

The assignment is expected to take a maximum of **60-man days** over a period of **two (2) calendar months** (Table below). The work will be supervised by the Deputy Executive Secretary of EASTECO in consultation with relevant internal and external stakeholders.

**Table:** Work plan of this assignment for the development of EAC Regional Entrepreneurship and Innovation Strategy to strengthens entrepreneurial ecosystems, promotes cross-border collaboration, and addresses systemic barriers to entrepreneurship particularly for women and youth across the EAC region.

Activity	Tentative Deadline
Signed Contract	1 <sup>ST</sup> March 2026
Inception report	3 <sup>RD</sup> March 2026
Pre-Assessment Carried out	4 <sup>TH</sup> March 2026
Detailed Agenda Designed	7 <sup>TH</sup> March 2026
Bootcamp Training Materials developed	10 <sup>TH</sup> March 2026
Bootcamp Training executed	11 <sup>TH</sup> to 15 <sup>TH</sup> March 2026
Final bootcamp report submitted	20 <sup>TH</sup> March 2026
<b>Report on a 2-month virtual incubation/mentorship program</b>	20 <sup>TH</sup> May 2026

**Section 6** – General Conditions of the Contract. Find these attached as a Separate Folder on the website.

## **Section 7 – SPECIAL CONDITIONS OF THE CONTRACT:**

Number of GC Clause	Amendments of, and Supplements to, Clauses in the General Conditions of Contract
<b>1.1(a)</b>	The Contracting Authority's country is <b>Rwanda, Kigali</b> .
<b>1.1 (b)</b>	The Contracting Authority is: <i>EASTECO</i>
<b>1.1 (c)</b>	The Contractor is: .....
<b>1.6</b>	<p>The addresses are:            Contracting Authority            City: Kigali.            Country: Rwanda            Attention: Executive Secretary.            Email : sokoth@eachq.org</p> <p>Contractor:            Attention:            Email:</p>
<b>1.9.1</b>	<p>The Authorized Representatives are: Executive Secretary.</p> <p>For the Contracting Authority: The Task Manager is the Deputy Executive Secretary in charge of projects and programs.</p>

	For the Contractor: The Project Director is <i>[insert the name, title, department organization]</i>
<b>2.1</b>	The effectiveness conditions are the following: <i>Issuance of the contract to the Consultant, upon being signed by both parties.</i>
<b>2.2</b>	The time period shall be 60 man-days, spread over 2 calendar months.
<b>3.5</b>	The risks and the coverage shall be as follows: The contractor may take a Professional Indemnity cover upon being contracted for this assignment.
<b>3.9</b>	The Contractor shall not use this documents/records/information and the software for purposes unrelated to this Contract without the prior written approval of the EASTECO.
<b>5.1(g)</b>	EASTECO will provide relevant data/records/reports/information and other facilitations for successful performance of this assignment.
<b>6.2</b>	<p><b>Payment schedule and conditions:</b></p> <p>Payment to the consultants will be scheduled as follows:</p> <ul style="list-style-type: none"> <li>• <b>50%</b> of the total consultant fee will be paid before the bootcamp begins, following the completion of the preparatory phase to facilitate logistical preparations.</li> <li>• <b>50%</b> of the total consultant fee will be paid after the successful completion of the mentorship program and submission of the post mentorship report.</li> </ul> <p><b>Payment Requirements:</b></p> <ul style="list-style-type: none"> <li>• Timely submission of the above four deliverables, receipt and acceptance (or review, improvement/amendment and re-submission) of the same and invoicing of the prescribed amount to the Commission.</li> </ul>
<b>6.4(c)</b>	The account is: <i>[insert the bank account details]</i>
<b>8.2</b>	<p>Disputes shall be negotiated and settled amicable between the two parties, failure to which other mechanisms of conciliation, mediation and arbitration are explored.</p> <p><u>Selection of Arbitrators.</u> Dispute submitted by a Party to arbitration shall be heard by a sole arbitrator or an arbitration panel composed of three arbitrators, in accordance with the following provisions:</p> <p>Where the Parties agree that the dispute concerns a technical matter, they may agree to appoint a sole arbitrator or, failing agreement on the identity of such sole arbitrator within thirty (30) days after receipt by the other Party of the proposal of a name for such an appointment by the Party who initiated the proceedings, EACJ's rules on arbitration shall apply.</p>