



THE COUNTY GOVERNMENT OF KIAMBU
DEPARTMENT OF AGRICULTURE, CROP PRODUCTION,
IRRIGATION & MARKETING
P.O. Box 2344 – 00900 KIAMBU

CALL FOR EXPRESSION OF INTEREST (EOI)

EXPRESSION OF INTEREST
FOR
CONSULTANCY SERVICES TO DEVELOP A SHARED SERVICE
STRATEGY FOR KIAMBU COUNTY COFFEE GROWERS
ASSOCIATION

NEGOTIATION NO. 843635

CLOSING DATE
4TH FEBRUARY 2021

Introduction

Kiambu County is among the 32 coffee growing counties and leads in coffee production and earnings according to the Coffee Board of Kenya 2019/2020 statistics. Coffee, therefore is one of the key cash crops practiced by both the large scale and smallholder farmers. The over 56,200 smallholder coffee growers spread through-out the County are organized in 22 coffee cooperative societies. In terms of operations, these coffee cooperatives are either large, medium or small. Most of the large societies collect, pulp, mill and market their coffee while the medium and small sized co-operatives collect and pulp the coffee before delivery to millers. The other differences between these categories is the volume of coffee received which has an overall effect on the operational costs and the fact that most of these societies market their coffee through the auction system and a few through the second window of marketing. The key challenges in the coffee sector include; low productivity, coffee quality issues due inadequate processing capacity and obsolete equipment, inefficient marketing systems, ineffective cooperative governance structures, inaccessibility of affordable credit and burden of the old debts and lack of an integrated data management system.

In order to address the challenges affecting coffee farming and marketing, one of the interventions the County intends to operationalize is the concept of shared services for all the coffee cooperatives. The main objective is to minimize the operational costs at the cooperative level by: pooling services such as auditing and accounting, improving processing efficiencies and marketing and addressing productivity of coffee at the farm level. Towards realization of this, the County has initiated the formation of Kiambu County Coffee Growers Association (KCCGA) where all the 23 coffee co-operatives societies are members.

With a view to improve the performance of the coffee co-operative societies and develop of sustainable interventions, the County Government is seeking the services of a consultant to develop a shared services strategy for the coffee sub-sector to be implemented by KCCGA.

2.0 Objectives of the assignment

The main objective of the consultancy is to develop a strategy for shared services for Kiambu County Coffee Growers Association (KCCGA) for performance improvement and sustainability of the coffee sector in the County by reducing the operating overhead costs, improving productivity and increasing efficiencies.

3.0 The Scope of Work

- a) To comply with the general coffee regulations 2019 in the operationalization of the Direct Settlement System, recommend an appropriate integrated ICT solution for KCCGA including but not limited to:
 - Data management at the co-operative level
 - Management Information System (automated coffee intake -digital weighing scales, sales and payments)
 - Extension services portal
 - Web portal development to enhance visibility and provide an interactive marketing portal
 - Determine the staffing structure and the skills required to administer the proposed ICT infrastructure.
 - Determining the requirements of ICT hardware (computers and servers)
- b) Recommend a system of improving coffee productivity at the farm level which will include;
 - Enhance farmers accessibility to coffee seedlings;
 - Pooled extension services to address good agricultural practices
 - Innovative ways for youth to provide standardized cost-effective services for maintenance of coffee plants, e.g. pruning and spraying, ;
 - Sourcing of affordable and quality farm inputs to include but not limited to fertilizers and chemicals;
 - Create structures for coffee traceability and
 - Identify model farmers to enhance farmers agronomical capacity
- c) Recommending appropriate governance structures and systems including;
 - Preparation of necessary policies, By Laws, procedures and operational manuals;
 - Establishment of effective governance structures, ethical and best practices and enhancing the technical capacity of the board and senior management and
Establishment of structures for the provision of pooled accountancy, finance, procurement and auditing services
- d) Aggregation, processing and marketing including;
 - Quality control mechanism;
 - Enhance primary processing and risk management;
 - Establishment of a jointly owned County dry mill;
 - Establishment of a warehousing facility and supporting logistics;
 - Enhance processing capacity including a cupping lab;

- Branding and marketing penetration and
- Establishment of a revolving fund for enhanced cash flow for the farmers

This scope of work will entail review of primary and secondary data, objective interactions with key industry players including sampled coffee cooperative leaders and farmers, validation of old outstanding debts and proposing the way forward.

4.0 Application Procedure

The key competencies required of the consultants to conduct the review are as indicated in the table below:

Mandatory Evaluation Criteria	
1	Company Profile Attach Company/organization profile of the lead applicant describing experience in offering the services outlined above
2	Business Registration Certificate
3	Valid and current Tax Compliance
4	CR12 Certificate
5	Current Business Permit
6	six months bank statements / Audited books of accounts

Technical Evaluation Criteria	
General Qualifications of the consulting firm related to the assignment <ul style="list-style-type: none"> • Five (5) years of experience in consultancy services • Related job assignments undertaken in last five years • Track record of success (as can be verified from prior assignments in this area) 	Copy of contracts/LSO (25 marks)
General Qualifications of the consultants (3): <ul style="list-style-type: none"> • Should possess at least an undergraduate qualification in 	<ul style="list-style-type: none"> • Attach relevant

<p>agriculture, economics, finance, commerce or business administration</p> <ul style="list-style-type: none"> • Master's Degree and/or Professional qualifications in Business Management, accounting and agricultural economics will be an added advantage. 	<p>certificates (15 marks)</p>
<ul style="list-style-type: none"> • At least 10 (ten) years in the public or private sector with a bias toward cooperative development and have served at senior level in management. 	<ul style="list-style-type: none"> • Attach CV (25 marks)
<p>Professional experience relevant to the assignment.</p> <ul style="list-style-type: none"> • Previous assignments within the co-operative and agriculture sector or similar institutions • Professional experience in areas of strategic planning, institutional strengthening, capacity needs assessment, feasibility studies, capacity building, policy development and governance, project management, monitoring and evaluation • Strong familiarity with the Co-operative Societies Act, co-operative development policy and emerging trends in the co-operative sector. • Recently completed or ongoing assignments specifically on business processes, strategic planning, and capacity needs assessment, capacity building, institutional strengthening, development of lobby and advocacy strategy, resource mobilization strategy. 	<ul style="list-style-type: none"> • Attach recommendation Letters (35 marks)

5.0 Qualifying Criteria

Stage 1: Expression of interest (EOI) received from consultant firms that have submitted all required documentation will be reviewed by the evaluation committee.

Stage 2: The technical and financial proposal will be evaluated following the guidelines outlined.

6.0 Submission

The completed tender documents should be uploaded on www.supplier.treasury.go.ke

The **CLOSING DATE FOR SUBMISSION OF THE EXPRESSION OF INTEREST** is **February 4th 2021 at Noon**, and tenders will be opened immediately thereafter on the Integrated Financial Management System (IFMIS)