



REQUEST FOR EXPRESSION OF INTEREST

Consulting Services for Training of Trainers (ToT) in Agribusiness Incubation, Blended Learning, Pedagogy & Didactics, and Equipment Maintenance

**Project: Building Capacity to Deliver Skills Programmes for the Agricultural
Value Chain (AGSKILLS)**

SIFA: Skills Initiative for Africa

AUDA-NEPAD / KfW Development Bank

Tender Reference: KNP/SIFA/ToT/S/03/2026

Project No: AUDA-NEPAD/KfW 2015 69 052/FW1/KEN/017

Country: Kenya

Location: Kisii

Date: 7 October 2026

NOTICE: EXPRESSION OF INTEREST (EOI)



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Title	Consulting Services for Training of Trainers (ToT) in Agribusiness Incubation, Blended Learning, Pedagogy & Didactics, and Equipment Maintenance
Project	Building Capacity to Deliver Skills Programmes for the Agricultural Value Chain (AGSKILLS)
Project ID	AUDA-NEPAD/KfW 2015 69 052/FW1/KEN/017
Method	Open Competitive Tender: 2-Stage, 1-Envelope Consultants Qualifications Based Selection (CQS) (this notice: Stage 1, Prequalification / EOI)
Contracting Authority	Kisii National Polytechnic, P.O. Box 222-40200, Kisii, Kenya
Issue Date	7 October 2026
Clarification Deadline	14 October 2026 (7 calendar days after issue)
Closing Date	23 October 2026, 11:00 AM EAT

Contracting Authority

Kisii National Polytechnic | P.O. Box 222-40200 | Kisii, Kenya

Primary contact (queries & document requests): principal@kisiipoly.ac.ke

Copy all queries and document requests to: tender@skillsinitiative-for-africa.com

Project Activities

The AGSKILLS project enhances workforce capacity in the region's agricultural sector, implemented under the Skills Initiative for Africa (SIFA) by AUDA-NEPAD, and funded by the German Government and the European Union.

Consulting Services Requested

Kisii National Polytechnic seeks qualified consulting firms to deliver Training of Trainers (ToT) Consulting Services for approximately 36 KNP trainers, covering four thematic areas: (a) Agribusiness Incubation, (b) Blended Learning, (c) Pedagogy & Didactics, and (d) Equipment Maintenance training, in four phases: Needs Assessment & ToT Materials Development, Training Delivery, Mentorship & Implementation Support, and Monitoring, Evaluation & Reporting.

Full requirements are set out in Annex I (Terms of Reference), Annex II (Eligibility Criteria) and Annex III (Application Forms) of the Request for EOI.

How to Obtain the Tender Package (free of charge — two equal options)

Option A - Download: the complete package (REOI, Terms of Reference, Annexes I–III) is published at <https://tenders.kisiipoly.ac.ke>.

Option B - Email request: write to principal@kisiipoly.ac.ke

Copy: tender@skillsinitiative-for-africa.com

quoting Tender Reference KNP/SIFA/ToT/S/03/2026.

Documents will be emailed within two (2) working days of the request.

Amendments: any amendment issued before the closing date will replace the version on <https://tenders.kisiipoly.ac.ke> and will be emailed to every Applicant who has already requested the documents.

Clarifications

Queries on this EOI must be submitted in writing to principal@kisiipoly.ac.ke copied to tender@skillsinitiative-for-africa.com within seven (7) calendar days of issuance, i.e. by **14 October 2026**. Responses will be shared with all registered bidders for transparency (bidders remain anonymised).

Qualification and Evaluation

Selection follows an Open Competitive Tender, 2-Stage, 1-Envelope Consultants Qualifications Based Selection (CQS) method, in accordance with the Procurement Manual of the African Union (version 2016). By submitting an EOI, firms confirm eligibility per Annex II. The highest-ranked firm will be invited to submit Technical and Financial Proposals; if negotiations are unsuccessful, the next-ranked qualified firm will be approached.

Submission of Expressions of Interest

Submit to: principal@kisiipoly.ac.ke kept unopened until the Application Opening Meeting.

Format: a single PDF file, maximum 15 MB.

Subject line: “EOI SUBMISSION – KNP/SIFA/ToT/S/03/2026 – [Firm Name]”.

Acknowledgement: a return receipt will be issued within one (1) working day; if none is received, contact the Contracting Authority well ahead of the deadline, as the risk of non-delivery rests with the Applicant.

Deadline: on or before **23 October 2026, 11:00 AM EAT**. Applications received after this deadline shall be rejected.

Privacy Notice: AUDA-NEPAD SIFA may collect and publish personal data strictly for procurement purposes, consistent with the AUDA-NEPAD SIFA privacy policy available at www.nepad.org.

ANNEXES:

ANNEX I — TERMS OF REFERENCE

ANNEX II — ELIGIBILITY CRITERIA

ANNEX III — QUALIFICATION STANDARD FORMS

ANNEX I: TERMS OF REFERENCE

KISII NATIONAL POLYTECHNIC: BUILDING CAPACITY TO DELIVER SKILLS PROGRAMMES FOR THE AGRICULTURAL VALUE CHAINS (AGSKILLS) PROJECT

Consulting Services for Training of Trainers (ToT) in Agribusiness Incubation, Blended Learning, Pedagogy & Didactics, and Equipment Maintenance

Country	Location	Grantee	Project ID	Date
Kenya	Kisii	Kisii National Polytechnic	AUDA-NEPAD/KFW 2015 69 052/FW1/KEN/017	7 October 2026

1.0 Background

1.1 The Skills Initiative for Africa (SIFA)

The Skills Initiative for Africa (SIFA) is an African Union Commission intervention implemented by the African Union Development Agency (AUDA-NEPAD) and financed by the German Government and the European Union. SIFA promotes young Africans' employment prospects through innovative skills development in close cooperation with the private sector. Specific attention is directed at fostering employment and entrepreneurship for youth, women, and vulnerable groups across eight pilot countries including Kenya. Further information: <https://skillsafrica.org>

1.2 AUDA-NEPAD and KfW

AUDA-NEPAD coordinates priority regional projects for the African Union and has established a financing facility for skills development through KfW Development Bank, funded by Germany and the EU. KfW has supported German development cooperation for over 50 years, financing public sector programmes in developing countries and emerging economies. Further: <https://www.nepad.org> | <https://www.kfw-entwicklungsbank.de>

1.3 Kisii National Polytechnic and Project Partners

Kisii National Polytechnic (KNP) is a public TVET institution in Kisii County, Kenya, established in 1971 and elevated to National Polytechnic status in May 2016 (Legal Notice No. 93). KNP offers TVET courses under the Kenya National Qualification Framework (KNQF) covering Agricultural Engineering, Agribusiness Management, Horticulture, Dairy Technology, Animal Health, Equipment Maintenance, and ICT, among others. The primary project partner is CoELIB (Centre of Excellence for Livestock Innovation and Business) at Egerton University, Nakuru, which provides agricultural innovation and industry linkage support.

1.4 Current Situation

Agriculture in Kenya has strong potential for inclusive youth employment, yet faces structural challenges including limited commercialization, weak industry-academia linkages, and insufficient technical and entrepreneurial skills. The AGSKILLS project addresses these gaps by modernizing KNP's competency-based training delivery,

establishing a Triple Helix Agriculture Innovation Platform, and strengthening agribusiness incubation services. The ToT programme builds trainer capacity as the foundation for all subsequent programme improvements.

1.5 Project Description

The AGSKILLS project is funded under SIFA Funding Window I. Its objective is to improve the employability of youth in the Nyanza and Western regions through quality, practice-oriented, gender-transformative competency-based agricultural and agribusiness skills training. New curricula are being developed; innovative training delivery is being introduced; and enterprises will benefit from a qualified workforce. The Training of Trainers programme is the core capacity-building mechanism through which KNP trainers will be equipped to deliver these improved programmes sustainably.

2.0 Description of Services to be Rendered

Objectives of the Assignment

The main objective is to engage a qualified consultancy firm to design, deliver, and support a comprehensive Training of Trainers (ToT) programme for **36 Kisii National Polytechnic trainers** (four cohorts of nine) that will enable KNP staff to:

- a) Effectively deliver competency-based, industry-aligned agricultural skills training.
- b) Incorporate blended and modern digital learning methodologies.
- c) Integrate gender-responsive and inclusive pedagogy throughout training delivery.
- d) Ensure sustainability of capacity building in agriculture beyond the consultancy period.
- e) Apply monitoring and evaluation frameworks to track knowledge transfer and impact.

Scope of Work and Tasks

The Consultant will be responsible for the following activities across **four phases**:

Phase 1: Needs Assessment & Development of ToT Materials

- a) Conduct an in-depth needs assessment and competency gap analysis of KNP trainers in all four thematic areas, using structured interviews, self-assessment surveys, classroom observations, and desk assessment of existing curricula.
- b) Hold a minimum of two (2) stakeholder consultation workshops with KNP management, trainers, industry representatives, and SIFA team to validate findings and inform material development.
- c) Develop ToT training materials and facilitator manuals for delivery in all four thematic areas, using modern competency-based methodology (DACUM/Occupational Standards approach).

Minimum Scope of ToT Materials (required per thematic area):

- a) **Facilitator Guide:** structured lesson plans, facilitation notes, timing, and pedagogical guidance.
- b) **Participant Handbook:** self-study notes, activity sheets, and reference materials.
- c) **Competency Assessment Tools:** pre/post-tests, rubrics, and observation checklists.
- d) **Presentation Materials:** complete slide decks for each training day.
- e) **Case Studies:** minimum three (3) context-specific cases from the Kisii agricultural value chain per area.

Note: *Development of full academic curricula, KNQF qualifications, or occupational standards is NOT within scope. ToT materials focus on how to train effectively.*

- a) Ensure training materials are gender-responsive and inclusive throughout.
- b) Validate training materials in a workshop with KNP stakeholders and industry prior to finalization.

Phase 2: Training Delivery

Facilitate interactive ToT workshops for 36 KNP trainers (four cohorts of nine) across four thematic areas:

- a) **Agribusiness Incubation:** includes minimum **two (2) days** off-site at an operational agribusiness incubation hub.
- b) **Blended Learning Techniques:** includes hands-on LMS practicals and digital content creation.
- c) **Pedagogy and Didactical Competencies:** includes micro-teaching, peer observation, and CBET lesson planning.
- d) **Equipment and Infrastructure:** includes a minimum of **two (2) days** off-site at a specialized equipment maintenance facility.

Scope of Digital Methods and Blended Learning:

For the avoidance of doubt, the following is required and within scope:

- a) LMS configuration and demonstration (Moodle or equivalent) accessible to KNP trainers.
- b) Creation of minimum one (1) functional digital learning module per thematic area, uploaded to the LMS.
- c) Training of each cohort in online facilitation techniques including synchronous and asynchronous methods.

*The following is **NOT** required: full SCORM-packaged e-learning courses, professional video production, mobile app development, or procurement of ICT hardware.*

For the avoidance of doubt, also NOT within scope: curriculum reform, development of new occupational standards, KNQF qualification development, or infrastructure procurement.

- d) Use participatory, adult learning, and competency-based methods throughout all workshops.
- e) Certify trainers upon successful completion of competency assessments.
- f) Produce a ToT Workshop Report for each thematic area (four reports total)

Phase 3: Mentorship & Implementation Support

- a) Provide a minimum of **six (6)** on-site mentorship visits to observe KNP trainers in practice and provide individualized coaching.
- b) Offer virtual coaching sessions using digital platforms to complement on-site visits.
- c) Troubleshoot implementation challenges and document solutions in an Implementation Troubleshooting Guide.
- d) Produce individual Mentorship Visit Reports documenting observations, feedback, and trainer progress.

Phase 4: Monitoring, Evaluation, and Reporting

- a) Develop and apply an M&E framework aligned with SIFA reporting requirements, tracking knowledge transfer, skills application, and impact.
- b) Conduct post-training evaluation surveys with all 36 trained trainers.
- c) Organize a Final Dissemination Workshop (40 participants) to share results with stakeholders.
- d) Produce a Final Report incorporating lessons learned, recommendations, and a Sustainability Roadmap for KNP.

3.0 Deliverables and Timelines

The Consultant firm shall propose the methodology with fully budgeted schedules, timelines, and resource plans meeting all deliverable requirements. The Consultant may propose additional tasks as deemed necessary.

3.1 Indicative Level of Effort (All Experts Combined)

Phase	Indicative Work-Days (5-day week)
Phase 1: Needs Assessment & ToT Materials	20 days
Phase 2: Training Delivery	40 days
Phase 3: Mentorship & Implementation Support	15 days
Phase 4: Monitoring, Evaluation & Reporting	5 days
Total	80 work-days

IMPORTANT: The work-day estimates above are INDICATIVE guidance only. Bidders have the obligation to review these estimates and the right to propose their own allocation, provided all eight (8) deliverables are fully achieved within the budget ceiling. The Bidder's proposed level of effort and its justification will form part of the Technical Proposal evaluation.

3.2 Deliverables and Activities

The following table defines the required deliverables:

Phase	Deliverable	Required Tangible Outputs	Key Activities
Phase 1	D1: Inception Report & Needs Assessment Report	Inception Report; Competency Gap Analysis (baseline scores per thematic area); Stakeholder Workshop Reports (minimum 2)	Gap analysis; stakeholder workshops; literature review
	D2: ToT Materials Package (4 thematic areas)	For each of the 4 thematic areas: Facilitator Guide, Participant Handbook, Assessment Tools, and Slides, 3 or more Case Studies. Validated by KNP before finalization.	Material development; stakeholder validation workshop; digital formatting
Phase 2	D3: Training Deliverables Per Thematic Area	For each of the 4 thematic areas: (i) Workshop Report, (ii) Attendance Registers, (iii) Competency Assessment Records, (iv) Certification Records (36 trainers), (v) LMS module uploaded	4 ToT workshops; off-site visits; assessments; certification
Phase 3	D4: Mentorship & Coaching Reports (min. 6)	Individual report per visit: observations, feedback given, trainer progress noted	On-site/virtual coaching; classroom observation
	D5: Implementation Troubleshooting Guide	Consolidated guide of challenges encountered and practical solutions, formatted for KNP use	Document issues; develop and test solutions; KNP validation
Phase 4	D6: M&E Framework & Evaluation Report	M&E framework with indicators; post-training survey results (36 trainers); analysis and findings	M&E implementation; surveys; data analysis
	D7: Sustainability & Action Planning Report	Roadmap with timelines, responsibilities, resources for KNP to sustain ToT programme independently	Impact analysis; stakeholder consultation; roadmap drafting
	D8: Final Report	Comprehensive report: executive summary, methodology, findings, lessons learned, all annexes. 3 bound copies + digital.	Compile all data; incorporate feedback; produce and submit

4.0 Project Duration

The Consultancy contract duration is sixteen (16) calendar weeks from contract signing, covering all phases and deliverables for each of the four thematic areas. The programme is expected to commence not more than seven calendar days from contract award.

Phase	Duration
Phase 1: Needs Assessment & ToT Materials	Weeks 1–4 (20 days)
Phase 2: Training Delivery	Weeks 5–12 (40 days)
Phase 3: Mentorship & Support	Weeks 13–15 (15 days)
Phase 4: M&E & Reporting	Week 16 (5 days)
Total	16 weeks (80 days)

The Consultant is expected to mobilize resources immediately upon contract signing and adhere to the agreed work plan and phased timelines.

5.0 Key Expert Requirements

The Consultant shall mobilize a qualified team covering the following four key expert profiles. All experts must be available for the full duration of their respective phase assignments. Substitution of key experts after contract signing requires prior Kisii National Polytechnic and AUDA-NEPAD approval.

Language Requirement for All Experts: Excellent written and spoken English is required for all key experts, in addition to the specific language requirements listed per profile below.

5.1 Lead Trainer / Team Leader (Agribusiness Incubation)

Educational Qualification: Postgraduate degree (Master's level or equivalent) in Agribusiness, Agriculture, Business Administration, or closely related field.

Professional Experience: Minimum 10 years of professional experience in one or more of the following: agribusiness incubation, agricultural value chain development, agro-enterprise development, or TVET agricultural training. Of these, minimum 5 years must be in a training delivery and/or team leadership role.

Technical Skills: Expertise in designing agricultural incubation programmes; strong understanding of agribusiness financing and market linkages; experience with competency-based training methodology (DACUM/OS); ability to design and deliver gender-responsive and inclusive training.

Key Responsibilities: Overall team coordination and quality assurance; leading the Agribusiness Incubation training module; coordinating the needs assessment; serving as primary point of contact with KNP/SIFA; managing the programme schedule and deliverables.

Language: Excellent written and spoken English (required).

Desirable: Prior experience with SIFA, AUDA-NEPAD, KfW, EU or other internationally funded TVET projects in Kenya or East Africa.

5.2 Blended Learning Specialist

Educational Qualification: Bachelor's degree in ICT, Educational Technology, Instructional Design, or related field. Master's degree is an added advantage.

Professional Experience: Minimum 5 years designing and implementing blended and e-learning programmes, preferably for TVET institutions.

Technical Skills: Proficiency with LMS platforms (Moodle or equivalent); SCORM-compliant content creation; digital assessment tools; synchronous and asynchronous online facilitation; mobile and low-bandwidth learning strategies.

Key Responsibilities: Design and delivery of the Blended Learning Techniques training module; LMS setup and configuration; creation of digital learning modules; training other trainers in online facilitation methods.

Language: Excellent written and spoken English (required).

Desirable: Experience in agricultural or TVET blended learning; gender-sensitive digital learning methods.

5.3 Equipment Maintenance Specialist

Educational Qualification: Degree in Agricultural Engineering, Food Science and Technology, Mechanical Engineering, or closely related field.

Professional Experience: Minimum 5 years managing and delivering training on agricultural or agro-processing equipment maintenance.

Technical Skills: Practical knowledge of equipment operation, maintenance, and safety protocols; SOPs and maintenance schedule development; OHS compliance; workshop and laboratory setup and management; training manual development for equipment use.

Key Responsibilities: Design and delivery of the Equipment maintenance training module; development of equipment-specific SOPs and training materials; facilitation of off-site practical training at an equipment maintenance facility.

Language: Excellent written and spoken English (required).

Desirable: Experience with agro-processing or agricultural machinery training in TVET settings.

5.4 Pedagogical and Didactical Specialist

Educational Qualification: Bachelor's degree in Education, Technical Teacher Education, Adult Education, or related field. Master's degree is desirable.

Professional Experience: Minimum 5 years in Training of Trainers, competency-based education and training (CBET), or adult pedagogy; experience in TVET institutions preferred.

Technical Skills: Designing competency-based curricula and lesson plans; assessment rubric design; micro-teaching facilitation and peer observation; gender-responsive and inclusive teaching methods; adult learning theories; blended/digital didactics; DACUM/OS methodology.

Key Responsibilities: Design and delivery of the Pedagogy and Didactical Competencies training module; facilitation of micro-teaching sessions and peer observation; support to other experts on pedagogical approaches; integration of gender-responsive methods throughout the programme.

Language: Excellent written and spoken English (required).

Desirable: Experience in the Kenyan TVET system; knowledge of agricultural training programmes; experience with SIFA or similar donor-funded capacity building projects.

6.0 Roles of the Employer / Grantee (KNP)

- a) Oversee supervision and quality assurance of the Consultancy; responsibility for poor quality of work rests entirely with the Consultant.
- b) Provide literature, institutional documents, and data relevant to the assignment.
- c) Designate a dedicated Project Coordinator and thematic focal persons as primary interfaces.
- d) Provide training venues, classrooms, ICT laboratory, and agricultural workshops at KNP to the Consultant.
- e) Release 36 trainers for full participation in training, mentorship, and evaluation activities.
- f) Share contacts and introductions to relevant industry stakeholders and partners.
- g) Provide timely written feedback on all deliverables within five (5) working days of receipt.
- h) Monitor timely delivery and quality of services.

7.0 Consultant Responsibilities

- a) Mobilize all qualified key experts as specified, ensuring availability for the full duration of their respective assignments.
- b) Deliver all training materials, facilitator guides, and workshop sessions to the required quality and standards.
- c) Identify, negotiate access to, and bear all costs of off-site training venues (agribusiness incubation hub and equipment maintenance facility).
- d) Organize all workshop logistics, including materials, stationery, catering (refreshments and lunch), and certification.
- e) Coordinate competency assessments and certify all eligible trainers upon successful completion.

- f) Provide structured post-training mentorship through both on-site visits and virtual coaching.
- g) Ensure gender-responsive and inclusive approaches throughout all programme components.
- h) Submit all deliverables on schedule in all required formats (editable soft copy, PDF, and hard copy).
- i) Bear all costs associated with the assignment: professional fees, travel, accommodation, venues, materials, catering, certification, and reporting.

8.0 Payment Schedule

Payments shall be made in Euros (EUR) upon AUDA NEPAD no objection of the deliverables specified for each milestone. Invoices shall be processed within thirty (30) calendar days of approval. Payments are conditional on satisfactory deliverable quality.

Payment	Milestone	Associated Deliverables	% of Contract
1st Payment	Inception Report reviewed and approved by AUDA-NEPAD	D1 (Inception Report portion)	15%
2nd Payment	Needs Assessment Report and ToT Materials Package finalized and approved	D1 (full) and D2	25%
3rd Payment	All four ToT workshops completed; 36 trainers assessed and certified	D3 (all four thematic areas)	30%
4th Payment	Mentorship programme completed; all reports submitted and approved	D4 and D5	15%
5th Payment	Final Report approved by KNP	D6, D7, and D8	15%
Total		D1 – D8	100%

Note: The 3rd payment (30%) is structured to provide the Consultant with sufficient liquidity to proceed immediately to Phase 3 without delay. All payments are subject to KNP and SIFA no-objection, where applicable.

ANNEX II: ELIGIBILITY CRITERIA

Eligibility in KfW-Financed Procurement

1. Consulting Services, Works, Goods, Plant and Non-Consulting Services are eligible for KfW financing regardless of the country of origin of the Contractors (including Subcontractors and suppliers for the execution of the Contract), except where an international embargo or sanction by the United Nations, the European Union or the German Government applies.
2. Applicants/Bidders (including all members of a Joint Venture and proposed or engaged Subcontractors) shall not be awarded a KfW-financed Contract if, on the date of submission of their Application/Offer or on the intended date of Award of a Contract, they:
 - 2.1 are bankrupt or being wound up or ceasing their activities, are having their activities administered by courts, have entered into receivership, or are in any analogous situation;
 - 2.2 have been
 - a. convicted by a final judgement or a final administrative decision or subject to financial sanctions by the United Nations, the European Union and/or the German Government for involvement in a criminal organization, money laundering, terrorist-related offences, child labour or trafficking in human beings; this criterion of exclusion is also applicable to legal Persons, whose majority of shares are held or factually controlled by natural or legal Persons which themselves are subject to such convictions or sanctions;
 - b. convicted by a final court decision or a final administrative decision by a court, the European Union or national authorities in the Partner Country or in Germany for Sanctionable Practice during any Tender Process or the performance of a Contract or for an irregularity affecting the EU's financial interests, unless they provide supporting information together with their Declaration of Undertaking (Form available as Appendix to the Application/Offer which shows that this conviction is not relevant in the context of this Contract and that adequate compliance measures have been taken in reaction;
 - 2.3 have been subject within the past five years to a Contract termination fully settled against them for significant or persistent failure to comply with their contractual obligations during Contract performance, unless this termination was challenged, and the dispute resolution is still pending or has not confirmed a full settlement against them;
 - 2.4 have not fulfilled applicable fiscal obligations regarding payments of taxes either in the country where they are constituted or the PEA's country;
 - 2.5 are subject to an exclusion decision of the World Bank or any other multilateral development bank and are listed in the respective table with debarred and cross-debarred firms and individual available on the World Bank's website or any other multilateral development bank unless they provide supporting information together

with their Declaration of Undertaking which shows that this exclusion is not relevant in the context of this Contract or

2.6 have given misrepresentation in documentation requested by the PEA as part of the Tender Process of the relevant Contract.

3. State-owned entities may compete only if they can establish that they (i) are legally and financially autonomous, and (ii) operate under commercial law. To be eligible, a state-owned entity shall establish to KfW's satisfaction, through all relevant documents, including its charter and other information KfW may request, that it: (i) is a legal entity separate from their state (ii) does not currently receive substantial subsidies or budget support; (iii) operates like any commercial enterprise, and, inter alia, is not obliged to pass on its surplus to their state, can acquire rights and liabilities, borrow funds and be liable for repayment of its debts, and can be declared bankrupt.

ANNEX III: QUALIFICATION – STANDARD FORMS

The following forms must be completed and submitted as part of the Expression of Interest:

Form	Description	Page Limit
QUAL-1	Financial Capability Statement	N/A
QUAL-2	Project Experience (minimum 3 references, last 5 years)	N/A
QUAL-3	Access to Expertise	N/A
—	Administrative Compliance Documents	N/A

Qualification of the Applicant — Evaluation Criteria

Qualification Criterion	Criteria / Scoring Guide
Administrative Compliance Documents Required (Kenyan companies): a) Registration Certificate b) Company CR12 Form c) KRA PIN Certificate d) Tax Compliance Certificate e) VAT Registration Certificate or exemption Foreign companies must submit comparable documents. Failure renders proposal non-compliant.	PASS / FAIL Non-compliant proposals will not be considered further.
Financial Capability Completed QUAL-1 form with Audited Financial Statements. Minimum: Average annual turnover ≥ EUR 200,000 (last 3 fiscal years).	PASS / FAIL Below minimum turnover = disqualified.
Project Experience Minimum 3 references of similar projects completed in the last 5 years in Kenya and/or East Africa. Similarity requires collectively: a) At least 3 projects covering Training of Trainers, TVET capacity building, or agricultural skills training over the last 5 years. b) Proven experience in skills-based training programme development for TVET institutions. c) Proven skills facilitating adult learners in agri-food or agricultural mechanization contexts. d) Proven experience developing ToT training manuals and materials. e) Experience in online or blended training delivery.	SCORED Max: 60 points Minimum to qualify: 40 points 60 pts — Excellent fulfillment 40 pts — Good fulfillment 20 pts — Unsatisfactory 10 pts — Poor (Minimum 40 points required to qualify)

<i>Type of documents required: Completed QUAL-2 + company profile.</i>	
Proposed Experts (Indicative) Firm must demonstrate access to all four required experts: a) Lead Trainer / Team Leader (Agribusiness Incubation) b) Blended Learning Specialist c) Equipment Maintenance Specialist d) Pedagogical and Didactical Specialist Notes: (i) Detailed criteria in Annex I, Section 5.0. (ii) CVs not required at EOI stage. (iii) Type of document: Completed QUAL-3.	SCORED Max: 40 points Minimum to qualify: 30 points 40 pts — Excellent fulfilment 30 pts — Good fulfilment 20 pts — Unsatisfactory 10 pts — Poor

FORM QUAL-1

FINANCIAL CAPACITY STATEMENT

Financial data	2 years before last year¹ <i>[Specify year]</i> Euros	1 year before last year <i>[Specify year]</i> Euros	Last year <i>[Specify year]</i> Euros	Average² <i>[Specify year]</i> Euros
Annual turnover³				

If annual accounts are not yet available for the last year, please provide latest estimates or provisional figures. Figures in all columns must be calculated on the same basis to allow a direct, year-on-year comparison to be made (or, if the basis has changed, please provide an explanation of the change as a footnote to the table).

Applicants / Bidders must submit corresponding Audited Financial Statements.

Natural persons who cannot present a balance sheet due to their legal status shall provide appropriate information (e.g. profit and loss statement, bank letter, etc.).

¹ Last year = last accounting year for which the entity's accounts have been closed.

² Amounts entered in the 'Average' column must be the mathematical average of the amounts entered in the three preceding columns of the same row.

³ The gross inflow of economic benefits (cash, receivables, other assets) generated from the ordinary operating activities of the enterprise (such as sales of goods, sales of Services, interest, royalties, and dividends) during the year.

FORM QUAL-2

PROJECT EXPERIENCE

Ref No:			Project Title:					
Name of legal entity (declaring Consultant)	Project Country	Overall project value (Euros)*	Proportion carried out by the legal entity (%) **	Provided staff input (person-months)	Name of client	Origin of funding	Dates (start/end)	Name of JV members, if any
Detailed description of project (background, objectives and main activities)						Services provided by the legal entity for the project		

* If the overall project value was a different currency, indicate the currency and the exchange rate to convert into Euro value.

** If the overall project value refers to overall project cost inclusive of Consulting Services please indicate the consulting fee separately. The portion carried out by the legal entity refers to that figure.

FORM QUAL-3

ACCESS TO EXPERTISE

Complete the list below to demonstrate the extent to which you have access (internally/externally) to expertise required for this assignment / for the project team profiles described in Terms of Reference. Include home-office project management/administration and backstopping personnel. Include freelance personnel and Sub-Consultant staff, if applicable.

Do not attach CVs as no detailed evaluation of candidates for the project team shall be carried out at the prequalification stage. The Applicant shall not present a potential project team. The focus is on access and availability of project-relevant expertise. It is understood that prequalified Applicants are not required to include staff named below in the Proposal.

Number	Project team profile according to EOI criteria	Education/Degree	Years of Professional Experience	Relationship with / Years within the Applicant ⁴	Country/Regional Experience	Relevant Project References (Description of project-related experience)	Languages

⁴ For freelance experts (e.g. with retainer Contracts or formal agreements) indicate “FE” and how long the expert has been associated with the Applicant. For Sub-Consultant staff indicate “Sub”. Staff from Affiliated firms of the Applicant shall be considered as Sub-Consultant staff.