



INTEGRATED NATURAL RESOURCES MANAGEMENT PROGRAMME (INReMP)

ADDENDUM
16/10/2026

**CLARIFICATION ON THE REOI FOR CONSULTANCY SERVICES TO UNDERTAKE
BASELINE STUDIES ON THE STATUS OF DEFORESTATION, WETLANDS,
RIPARIAN ECOSYSTEMS AND GROUNDWATER POTENTIAL.**

REF NO: KEN-2000003938-0011-CS-QCBS

The Programme acknowledges receipt of the request for clarification regarding the Terms of Reference (ToRs) for the Request for Expressions of Interest (REOI) for consultancy services to undertake baseline studies on the status of deforestation, wetlands, riparian ecosystems and groundwater potential under INReMP. The clarification below is provided to promote a common understanding of the REOI requirements and guide interested consultants in preparing their Expressions of Interest (EOIs). All other provisions of the REOI remain unchanged unless expressly amended through a formal addendum issued by the Programme.

RESPONSE TO CLARIFICATION(S)

No.	Issue / Clarification Requested	Response
1.	Eligibility of a public university: Clause 8 states that current employees of the government shall not work as consultants. Since the University of Eldoret is a public institution and its academic staff are public employees, please confirm whether a public university is eligible to submit an EOI as an institution and deliver	Clause 8 of the REOI does not contain this provision. Clause 8 deals with compliance with IFAD's Anticorruption Policy. The REOI has no clause that bars government employees from working as consultants. Eligibility is set out in: • Clause 5: EOIs are invited from legally constituted consulting firms (not individual consultants). • Annex 1 (Consultant's Qualifications and Experience): the assignment shall be undertaken by a legally constituted consulting firm or consortium in continuous operation for

	the assignment using its own staff.	at least ten (10) years in the provision of professional consulting services. • Annex 2: the Preliminary Mandatory Requirements. • Clause 10: the selection process follows the IFAD Procurement Handbook. The REOI does not exclude public universities. The University of Eldoret may submit an EOI as an institution if it meets the conditions in the response to Question 2 and all the Preliminary Mandatory Requirements in Annex 2. The EOI must be submitted in the name of the University as the legal entity. The AIM Hub is a unit of the University and cannot submit an EOI in its own name. Use of own staff: Key Experts are not required at the EOI stage, and CVs shall not be submitted (Clauses 6 and 12). Evaluation at this stage is based only on the qualifications and experience of the institution (Annex 2). The proposed staff will be submitted and evaluated at the Request for Proposals (RFP) stage if the University is shortlisted.
2.	Conditions for eligibility: If a public university is eligible, please indicate any conditions that apply, for example, evidence that the university is legally and financially autonomous or certification for the proposed staff.	The following conditions apply: • Legal and financial autonomy: under the IFAD procurement rules (Clause 10), a government-owned institution may participate only if it is legally and financially autonomous, operates under commercial law and is not a dependent agency of the Client. The University should submit its Charter and founding legal instruments showing that it is a body corporate that can enter into contracts, sue and be sued, and evidence that it manages its own finances and can receive and account for consultancy income. • Ten years of operation: the University must show continuous operation for at least ten (10) years in the provision of professional consulting services (Annex 1 and Annex 2(b)). • Institutional experience: at least five (5) completed consultancy assignments in the last ten (10) years (Annex 1 and Annex 2), presented in Form EOI-3. Only assignments for

		which the University (or an associate for this assignment) was legally contracted as a corporate entity will be considered. Consultancies carried out by individual staff in their personal capacity do not count. • Conflict of interest (Clause 7): the University and its staff must disclose any actual, potential or perceived conflict of interest. The University may participate in only one EOI under this procurement. This applies to the University as a whole, so another school or unit of the University may not submit, or join, a separate EOI. • Mandatory documents (Annex 2): a valid KRA Tax Compliance Certificate; evidence of legal constitution (see Question 3); a valid trading licence/business permit or official evidence of exemption; and duly completed and signed Forms EOI-1, EOI-2 and EOI-3. Certification of staff: not required at the EOI stage. At the RFP stage, where university employees are proposed as experts, the Client may require written confirmation from the University authorizing their participation and confirming their availability for the 120-day assignment.
3.	Registration documents: Clause 10(ii) and (iv) ask for a Certificate of Incorporation showing at least ten years of operation and a CR12 for limited companies. Please confirm whether the University Charter and its founding legal instruments would be accepted in place of these documents.	These requirements are in Annex 2, Preliminary Mandatory Requirements (b) and (d), not Clause 10. Clause 10 describes the selection procedure (QCBS). Certificate of Incorporation – Annex 2(b): Yes. The University Charter, together with its founding legal instruments, will be accepted in place of a Business Registration/Certificate of Incorporation as evidence that the University is legally constituted. The documents must clearly show the date of establishment and at least ten (10) years of continuous operation. If the Charter itself is less than ten years old, the instruments establishing the predecessor institution may be submitted to show continuity. CR12 – Annex 2(d): The CR12 applies only to limited companies and is not applicable to a

		chartered university. In its place, the University should provide the list of its Council members and principal officers, and evidence that the person signing the EOI is authorized to do so on behalf of the University (for example, a Council resolution or letter of authority), with a copy of the signatory's ID. The other mandatory requirements in Annex 2, items (a), (c) and (e), still apply in full.
4.	Joint ventures: Please confirm whether the university may submit as a lead partner in a joint venture or sub-consultancy with a private firm, as provided under Clause 11.	Under Clause 11, consultants may associate with other firms to enhance their qualifications. The University may submit as the lead partner in a joint venture, or as the main consultant with a private firm as a sub-consultant. The following apply: • The EOI must state clearly whether the association is a joint venture and/or a sub-consultancy, and identify the lead partner and each partner's role. • In a joint venture, all partners are jointly and severally liable for the entire contract if selected (Clause 11). • Each partner should submit the Annex 2 mandatory documents that apply to it. For a private limited company these include the Certificate of Incorporation, CR12, KRA Tax Compliance Certificate and trading licence/business permit. • Details and experience of associated firms should be provided in Forms EOI-2 and EOI-3, which include sections for associates. Under Clause 7(b), neither the University nor the private firm may take part in more than one EOI under this procurement, whether as lead partner, joint venture partner or sub-consultant.
5.	Request for the Terms of Reference (ToRs) for the consultancy services.	The REOI already includes the Preliminary Terms of Reference (PTOR) as Annex 1, which outlines the assignment's objectives, scope of work, key tasks and deliverables, duration, and indicative consultant requirements. Interested consultants are advised to refer to Annex 1 when preparing their EOIs. The detailed ToRs will be provided to shortlisted consultants at the Request for

		Proposals (RFP) stage , as indicated in the REOI published on www.kilimo.go.ke
6.	Request for Extension of Submission Deadline	Following a number of requests from prospective bidders, the submission deadline is extended to Thursday, 29th October 2026 at 11.00 A.M. East African Time. NB: All other terms of the REOI remain unchanged.

National Programme Coordinator
FOR: PRINCIPAL SECRETARY