



Project/Activity Name	Kenya Market Led Dairy Supply Chain Project (KEMDAP)
Agresso Work order:	N/A
Country:	Kenya

REQUEST FOR EXPRESSION OF INTEREST

Kenya Market Led Dairy Supply Chain Project (KEMDAP) Impact evaluation

Funded By
Swedish International Development Cooperation Agency (SIDA)

RFP Release Date:	August 13 th 2021
Performance Period:	2 weeks/14 Days
Proposal Submission Deadline:	August 26 th 2021
Question/ Inquiry Submission Deadline:	August 19th 2021
Electronic submission to the attention of:	Procurement
Electronic submission:	
Contact information for inquiries about this RFP:	procurement-ke@heifer.org

Terms of Reference

General Information

This document is being issued in order to solicit applications from potential consultant(s) to conduct the Kenya Market Led Dairy Supply Chain Project (KEMDAP) Impact evaluation. This is 4-year, \$3,200,000 project, funded by Swedish International Development Cooperation Agency (SIDA), that is being implemented in Embu, Meru, Tharaka Nithi, Nandi, Uasin Gishu, Elgeyo Marakwet and Trans-Nzoia counties, from September 2017 to December 2021. The activity requires at least 602 quantitative interviews and 60 qualitative interviews. The terms of reference contain background information, the desired methodology, including objectives, the timeframe for conducting the final evaluation, and a list of deliverables. This document also contains information about the kind of expertise that Heifer International seeks for this activity and guidance on how to submit a proposal to conduct the activity. Heifer anticipates awarding a *fixed award* for the *Kenya Market Led Dairy Supply Chain Project (KEMDAP) End of Project Impact evaluation* and make payments based on submission and Heifer's approval of deliverables. The award agreement will include a payment schedule with specific deliverables; all payments require 15-business days processing after approval of deliverables.

Background

Heifer International is a global non-profit working to end hunger and poverty and care for the Earth by using sustainable practices and engaging smallholder farmers in agricultural development. Heifer was founded on the simple belief that ending hunger begins with giving people the means to feed themselves, generate income and achieve sustainable livelihoods. Since 1944, Heifer has helped 20.7 million households –

more than 105 million people – in over 125 countries, through community-based training, appropriate technologies and agricultural resources, enabling communities to lift themselves out of poverty and hunger on to a path of self-reliance and economic prosperity.

Kenya Market Led Dairy Supply Chain Project (KEMDAP)

The Kenya Market-Led Dairy Value Chain Supply project is a four-year project (2017-2021), funded by the Swedish International Development Cooperation Agency (SIDA). The background to market-led dairy supply chain project was the need to utilize the great potential of small holder milk production in Kenya to meet the growing demand for milk and dairy products by the dairy industry and consumers. This project was developed jointly by the project partners Heifer Project International (HPI-K, New KCC (NKCC), Tetra Laval Food for Development Office (FfDO) and Tetra Pak Kenya (Tetra Pak). The project targets to reach 30,000 smallholder farmers in 6 counties namely, Uasin Gishu, Nandi, Trans Nzoia and Elgeyo Marakwet counties in the North Rift Region of Kenya and Embu and Tharaka Nithi counties in Eastern Kenya. Other beneficiaries include dairy value chain service providers and local governments. The distribution of the beneficiaries per region and county is as follows: 20,000 in the Rift Valley (Nandi, Uasin Gishu, Elgeyo Marakwet and Trans-Nzoia counties) and 10,000 in Embu, Meru and Tharaka Nithi counties.

These beneficiaries are coalesced into 21 dairy Producer Organizations (POs) with 16 in North Rift Region and 5 in Eastern Region. At the local level, the farmers are organized into dairy Interest groups (DIG) engaged in milk production. The 21 POs are engaged in collection, bulking, and selling, and in some cases processing milk into pasteurised milk, yoghurt, and other dairy products. The Project works to build strong POs by strengthening governance, leadership and business structures as well as developing social capital, savings groups and promoting gender equality. This approach ensures farmers' resilience and sustainability far beyond the project intervention period.

Project Goal: The project's overall goal is to improve the livelihoods of 30,000 small holder dairy farmers and their families, through increased dairy productivity, increased incomes and increased participation of women and youth in the dairy value chain. This was in line with Heifer's strategic 2030 goal of accelerating 30,000 producers towards achieving a living income, the National development policy, Vision 2030 on the country being a middle-income Kenya country by 2030, the Swedish International Development Agency (SIDA) development plan and New Kenya Cooperative creameries (NKCC), Tetra Laval vision and mission.

The Project Objectives

1. Increase milk productivity for 30,000 smallholder dairy farmers in Rift Valley (12 liters per cow per day) and Eastern Kenya (15 liters per cow per day).
2. Increase milk collection volumes in milk collection centres and bulking centres to at least 125,000 liters per day.
3. Improve milk quality
4. Increase the incomes of 70% of participating farmers and households to at least USD 3,285 per annum by the end of the project period
5. Ensure gainful participation of women and youth in the dairy value chain and Producer Organizations to increase employment and incomes– reaching 15,000 women (50% of farmers)
6. Increased use and adoption of environmentally friendly dairy production practices amongst 30,000 farmers

Purpose and Objective

The main purpose of this Request for Proposal (RFP) is to conduct the project impact evaluation study to establish the achievement of the project deliverables to date against stated indicators. The impact evaluation will also focus on corrective actions needed to achieve maximum program outcomes beyond the project period. The evaluation's learnings and recommendations will also be important to assist Heifer Project International, NKCC, Tetra Laval and other stakeholders in the possible scale out of this project and future implementation of similar projects in other locations.

Specific Evaluation Objectives

- a) To assess the success of HPI-K and its partners in meeting the project goals, objectives and targets as outlined in the project proposals and results framework.
- b) To assess the effectiveness of the extension system driven by the Dairy Farm assistants, Extension officers and community facilitators in the achievement of the project objectives and effectiveness of current strategies to improve dairy productivity and sustainability.
- c) To evaluate the extent to which the stakeholders and partners have been involved in the project implementations and recommend the best practices for enhanced suitability through partnerships and stakeholder engagements.
- d) To evaluate the relevance of the project activities and strategies in addressing the local conditions and evolving needs of target program stakeholders
- e) To interrogate the efficiency of the project results in relation to the inputs to determine how the resources used have contributed the desired results.
- f) To assess the impact of the KEMDAP project i.e., positive, and negative changes brought about by the project directly or indirectly, intended, or unintended.
- g) To assess the coherence of the KEMDAP in relation to other interventions carried out by heifer international.
- h) To identify learnings and include recommendations for local stakeholders, producer organizations and the community to support them in managing activities after the project exits.
- i) To recommend key changes in the future project design and implementation strategy and approach for enhanced impact and suitability of the project.
- j) To what extent the Market System approach adopted by the project established the foundation for longer term sustainability? What key lessons can consortium members learn for future programming?
- k) To assess the market system approach, where it has worked and challenges that affected this approach
- l) To assess the impact of COVID 19 and the project response to COVID 19 issues through Digitization and how these have been integrated into the project to enhance sustainability
- m) To assess the impact of the nexus between KEMDAP and ASDSP II and Trade Facilitation Project through RetailPay

Scope of work

The project impact evaluation should use both qualitative and quantitative methods, including but not limited to a household survey, focus group discussions with target program participants, and key informant interviews with community leaders, government officials and other relevant public and private stakeholders. The evaluation will be informed by the information obtained through project progress documents review, including baseline; follow up/monitoring data, including rapid assessments data/reports; project work plan; MTE report; direct observation during field visits to project sites; household survey using a mixed methodology; interviews with partners; and interviews with key informants, including the donor.

The key evaluation questions that need to be answered by the consultant:

1. How well the project met its purpose/objectives, including contribution to sustainability including greater economic empowerment, improvement of environment while minimizing averse environmental impact.
2. What lessons were learnt that can inform future projects. The evaluation should strongly reflect on technical approach used, learnings from achievements and challenges, including reflection on institutional and policy engagement in the context of the project and how these learnings will be used.
3. What has happened because of project funding that would not have otherwise happened.

4. How well the project offered optimum value for money and applied value for money principles of effectiveness, economy, and efficiency in relation to delivery of its outcome (How well did the approach demonstrate cost efficiency in addressing the identified problem).
5. How HPIK applied practical programming tools to mainstream Women, Youth, social inclusion, inclusive needs assessment, inclusive household selection, what was done to address gender inequality and inclusive feedback mechanisms where possible.
6. Capture some of the less tangible/ measurable sides of the project impact such as how barriers have been broken down at household, cooperative/producer organizations and community level, how mindsets have changed both for women, youth and men towards participation in community development.
7. To what extent the COVID19 disrupted the household livelihoods and producer organization operations? Profitability and competitiveness?
8. How well the project responded to the effects of Covid 19 through digitalization and how these have been integrated into the project to enhance sustainability
9. To what extent the implementation of the project through a market system approach facilitated the achievement of its objectives? What are the lessons that can be scaled up in future programming?
10. What are the new opportunities along the dairy value chain that has been brought up through this project that can be scaled up in future programming?
11. To what extent capital mobilization from other donors such as IRISH AID, Heifer International through Impact ventures, producer organization contribution, county governments has developed sustainability of the producer organizations?

It is envisaged that the methodology used during this study will include, but not necessarily limited to the following:

1. Review of existing secondary information and reports relevant to the Impact evaluation topics. The previous studies and assessments in the project areas by other stakeholders may also be referenced.
2. Review of existing project level reports, documents and work plans relevant to the scope of the study.
3. Discussion with key project staff of Heifer International and partners at project and county levels and other key informants.
4. Interviews with concerned government agencies, line ministries and stakeholders involved, at National, traders, processors and County level
5. Field visits in the implementation areas for data collection and observations.
6. Community level participatory meetings and focused group discussions for data collection and information gathering.
7. Household level survey for data collection through structured questionnaires developed to address the key project objectives and indicators.
8. Special emphasis should be given to ensure participation of women and youth in the process to understand the issues concerning women and youth from a gender perspective.
9. Use of data/information from local institutions or organizations as deemed appropriate.
10. Data analysis and verification of analysed data.

The Organisation for Economic Co-operation and Development's Development Assistance Committee (OECD DAC) Criteria for Evaluating Development Assistance should provide this evaluation with a guiding framework. This evaluation will be conducted for the benefit of HPIK, NKCC and Tetra Laval, the 21 Dairy Cooperatives and 30,000 dairy producers. The results/findings and recommendations of the evaluation will be shared with the donor (SIDA), the partners (NKCC, Tetra Laval and 21 Dairy Cooperatives) as well as any other key stakeholders. The Impact evaluation approach should have strong focus on application of participatory approaches and proven methodology that fits well in the context of local communities and

stakeholders. The sampling methodology must have statistical representation of different sub-sections like counties, ethnic groups, livelihood zones, wealth group, enterprises and vulnerable households as applicable. To address gender, a more participatory in-depth study should be used including FGDs with women and youth, Key Informant interviews and any other participatory tools that would bring out gender issues and recommendations clearly.

The proposal should demonstrate how participatory methods will be used and adapted to the COVID-19 situation which demands social distancing, high levels of hygiene, and minimum contact with communities among other measures by the Government health authorities meant to curb the spread of the Corona Virus. The evaluation shall seek to answer the following specific questions based on the OECD-DAC criteria:

Relevance/Appropriateness

The relevance of the activities to the priorities and policies of HPIK, NKCC, Tetra Laval and SIDA, will address the objective vis a vis the socio-economic conditions and needs of the targeted community and people. The review will interrogate the extent to which the objectives of the project were valid. How the activities and outputs were consistent with the overall goal and how they contributed to the attainment of the objectives and how the activities were consistent to the intended impact and effects.

1. The extent to which the KEMDAP activities were suited to the priorities, needs and policies of the target group, donor, county government and National government.
2. To what extent were the KEMDAP project results framework and strategy matching the local conditions and evolving needs of target program stakeholders including women and youth?
3. To what extent has the intended target groups (smallholder dairy producers, Micro, Small and Medium Enterprises, BDS providers) participating in the program?
4. Were the training materials appropriate for smallholder and medium dairy farmers and consistent to the donor and government requirements?
5. What improvements can be made to the design and/or implementation to improve results in future

Effectiveness

Effectiveness will measure the extent to which the project has achieved its objectives and the major factors that influenced the achievements or non-achievements of the objectives.

1. To what extent has the project achieved its five (5) strategic objectives
2. To what extent has the extension (Animal well-being) and Hub capacity enhancement improved cooperative business performance and production at Household level
3. To what extent has social capital training processes contributed to group development, cohesions, governance and savings and credit mobilization.
4. To what extent has the extension system (Dairy Farm Assistants, CFs and Extension Officers) has improved extension service delivery and increased livelihoods at HH level.
5. To what extent has the project management, structures, staffing capacity and M&E process contributed to achievement of project objectives?
6. To what extent has investment by other partners (KCB, Sistema Bio, County Governments and other partners) have leveraged the Project funding) leverage funds

Efficiency

On Efficiency, the evaluation will interrogate the outputs- qualitative and quantitative in relation to the inputs to determine how the resources used have contributed the desired results. Mainly to determine if the most efficient process was used in implementation of the project. They will look if the activities were cost effective/efficient, if the objectives were achieved on time. To what is the change in net income per participating producer organization and producers?

Impact

As pertains the impact of the project, the evaluation will assess the positive and negative changes brought about by the project directly or indirectly, intended or unintended. They will look exhaustively at what has happened as a result of the project, the real difference the activities made to the beneficiaries and number of people and groups that have been affected.

1. How many direct and indirect project stakeholders have benefitted from the project?
2. To what extent have project participants adopted/adopting desired practices or behaviours.

3. What were the medium and long-term impacts (intended and unintended) of the project interventions?
4. To what extent were these impacts attributed to project interventions?

Sustainability

The evaluation will assess changes that have been successful, the sustainability of the project and show the elements of the project activities that are likely to spread to other communities and will continue after closure of the project.

1. What measures did the project take to ensure sustainability of the projects? Does the project have a well-developed exit strategy?
2. To what extent has the project effectively collaborating with local administrative bodies (County and National government, other key stakeholders)?
3. To what extent has the project developed the capacity of counterparts and/or partners?
4. Do the hubs now have existing sustainable extension delivery systems led by themselves?
5. To what extent the Market System approach adopted by the project established the foundation for longer term sustainability? What key lessons can consortium members learn for future programming?

Coherence

The extent to which other interventions (particularly policies) support or undermine the intervention. Includes internal coherence and external coherence: Internal coherence need to address the synergies and interlinkages between the intervention and other interventions carried out by heifer international, Tetra Pak, NKCC, SIDA and the county government.

Cross Cutting: Gender and Youth

1. To what extent did the project focus on, addressed, and resulted in gains in gender equity and Youth inclusion.
2. How have community groups been strengthened and equipped to identify and address gender concerns and disability inclusion?
3. How can inclusion be enhanced in the design and implementation of future projects?
4. How has the project addressed cross cutting themes like gender and youth?
5. How has the project implementation approaches, and strategies been successful in addressing gender and environment objectives?

Assessment of the value for money.

The final evaluation should assess the extent to which the delivery and results of the project demonstrate value for money. Value for money can be defined in different ways and the evaluator will be asked to demonstrate how he/she can best explain and assess value for money in their technical proposal(s), but at minimum the evaluation report should include an assessment against:

1. How well the project applied value for money principles of effectiveness, economy, and efficiency in relation to delivery of its outcome.
2. How well did the project approach demonstrate cost efficiency in addressing the identified problem(s)?
3. What has happened because of project funding that could not have otherwise happened.

Assessment of the effects and response to Covid 19

Deliverables:

➤ Inception report

The inception report shall outline the key scope of the work and intended work plan. The inception report shall be submitted after 5 days of commencing the consultancy and its highlights presented to Heifer Kenya in an inception meeting. The inception report should at minimum include:

- Conceptual framework for undertaking the impact evaluation
- Proposed evaluation methodology, including detailed field procedures, data collection framework and data collection tools
- Discussion of any limitations to the proposed methodology or approach
- Quality control measures
- Communication protocol

- Work plan/schedule indicating key deliverables and milestones, including outputs and timeline
 - Composition and roles of the team
 - Financial proposal
 - Reviewing the PIRS and developing the data analysis strategy
 - Reporting the evaluation findings in the inception report
- Draft report – The draft consultancy report, addressing the TOR, should be produced in English for Heifer International to provide feedback within 30 days from the date of approval of the consultancy. The report should be concise and within 50 pages excluding annexes and Executive Summary, and at a minimum should contain the following sections:
- Acknowledgements
 - List of Acronyms and abbreviations
 - Table of contents
 - Executive summary
 - Background (project description and purpose of the evaluation)
 - Evaluation methodology, implementation details, and limitations
 - Results and findings
 - General Impact evaluation findings
 - Global Indicators
 - Project Specific Indicators
 - Summary of Global Indicators (GI) and PSI indicators values – you can also put this as Annex one
 - Issues and Challenges
 - Potential opportunities/lessons for project implementation strategy
 - Conclusions and Recommendations
 - Annex-1
 - Populated Results level Indicator Performance Tracking Table (IPTT)
 - Evaluation instruments : questionnaires, interview guides, etc. as applicable
 - Any other annexes: maps, graphics, etc.
- Final report –The final report will be produced 5 days after receiving comments on the draft report. The report outline should be as per the draft Impact evaluation report outline.
- Final version of quantitative data sets (raw and clean datasets) in agreed upon format and qualitative transcripts should be presented to Heifer Kenya to facilitate final payment.

Proposed deliverable schedule:

No.	Deliverable/Task	Responsible	Due date
1	Short list decided, notified and revisions requested as needed	Heifer	September 2 nd 2021
2	Selection and notification	Heifer	September 9 th 2021
3	Contract signed	Heifer	September 24 th 2021
4	Inception report and tool design completed	Consultant	October 1 st 2021
7	Draft report	Consultant	October 31 st 2021
8	Validation	Both	November 15 th 2021
8	Final report	Consultant	November 30 th 2021

Relationship and Responsibilities

Heifer will assign the KEMDAP PME officer, in consultation with the Heifer Project International – Kenya PME Manager, to coordinate the implementation of this activity. The consultant will keep Heifer informed of their progress. During the implementation, the consultant may seek and receive additional advice or guidance from the above-mentioned staff.

Required Expertise

Heifer International Kenya is looking for firm/individual with substantial experience performing assessments in similar development interventions in a developing country setting. More specifically, the lead consultant should have a proven track record in conducting evaluations of complex projects, experience with country situations similar to that of Kenya and with similar projects, especially related to sustainable livelihood projects. The consultant team should have expertise in gender analysis, local economic and enterprise development, market systems development in agriculture and livestock sectors, excellent analytical skills and report writing skills in English.

Required expertise, skills and knowledge are as follows:

The Independent Evaluator(s) should be a suitably qualified and experienced consultant or consulting firm. The consultant profile should include:

1. An evaluation specialist with a minimum of ten years' experience in Program/project evaluation in an international development context. Often a mixed approach that incorporates the technical skills of an evaluation specialist but includes inputs from a sector specialist is most effective.
2. Experience of results-based monitoring and evaluation and demonstrated capabilities and experience working or evaluating donor funded projects.
3. Demonstrated ability to design and plan the evaluation approaches and research methodologies, including quantitative and qualitative research methods. Where feasible and proportionate, the person or team should include skills and expertise required to design, plan and conduct impact evaluation, potentially using experimental or quasi-experimental techniques.
4. Relevant subject matter knowledge and experience such as agricultural sector, food security and nutrition, gender/women empowerment, social inclusion, and economic empowerment to ensure the evaluation design and research methods are as relevant and meaningful as possible given the goal and objectives of the project and the context in which it is being delivered. The measurement of these must be clearly indicated/elaborated.
5. Demonstrated ability to manage a potentially large-scale and complex evaluation and research process, including interpreting baseline data and conducting a final evaluation; An evaluation framework must be elaborated.
6. Demonstrated ability to design, manage and implement primary research in potentially challenging project environments, pandemic, or endemic hit communities.
7. Design and manage data and information systems capable of handling large datasets for monitoring and evaluation purposes.
8. Consideration of the extent to which the evaluator or evaluation team has appropriate country knowledge. This includes language proficiency to conduct the research required or that resources be available e.g., translators to enable the research to go on smoothly.

Note: While the evaluator(s) shall be nominated, they must not have conflict of interest with ongoing project activities of the organization and Heifer Project International staff.

All interested bidders will submit their proposals with the following information:

1. Technical Proposal *[not to exceed 10 pages]*

- a. General Information *[not to exceed 2 pages]*
 - Organization overview
 - Capacity statement
 - Website
 - Attachments:
 - legal registration to work within *Kenya*
 - Evidence of satisfactory records of performance, integrity, and business ethics.
 - Evidence of adequate management and financial capacity to manage the award.

- b. Technical Approach *[no to exceed 8 pages]:*
 - A detailed methodology on how the assignment will be conducted, including a qualitative sampling strategy, data collection methods, field procedures, quality control practices and data analysis.
 - List and briefly describe the team and its proposed personnel, indicating what role each proposed individual will have; CVs of team members to be provided in an attachment. Lead Consultant's (who will lead the assignment) Maximum 3-page CV highlighting related assignment completed, role in the completed assignment. Other Team members' (who will involve in the assignment) 2 paragraph short CV highlighting related assignment completed and role
 - A clear and comprehensive work plan, outlining the major activities, parties responsible and time schedule.
 - Organizational capacity statement, including past experiences and activities related to the theme of the study, and experience. Reference information must include the location, award numbers, and brief description of work performed.
 - At least three references of other clients for which similar evaluation assignments were undertaken with contact information for each.

2. Financial Proposal (in USD)

Proposed budget must be submitted separately, electronically. The proposed budget should have sufficient detail to allow evaluation of costs proposed. It should at least contain:

- Itemized budget
- Narrative explanations of line items
- Heifer reserves the right to request further information supporting detailed costs and prices.

Registered organizations interested in implementing this assignment are requested to submit a proposal typed in size 12 font by *26th August 2021* and mentioning subject line; **"IMPACT EVALUATION KEMDAP Project"** to email: procurement-ke@heifer.org. Please include the name of the person in your organization who will be involved with negotiating the contract as well as your telephone and email contact.

Submission must be in English and typed single-spaced on standard type white paper. All pages must be numbered, including the Request for Proposal (RFP) reference number and name of the organization at the bottom of each page.

The successful consulting firm will be required to produce the following documents before entering into Independent Contractor Agreement (ICA) with Heifer:

- a) Certificate of Incorporation or Business Registration Certificate.
- b) A Partnership Deed if you are running a partnership business.
- c) Audited financial statements for the last 3 years.
- d) Valid CR12 Certificate
- e) KRA online PIN Certificate.
- f) Tax Compliance Certificate.
- g) Physical location including town, building, room number and postal address.

- h) Directors' / Partners' personal guarantee.
- i) Trade reference and clientele list including their respective contacts.

Late submissions and verification

Proposals received after the submission deadline will not be considered. Offerors are responsible for ensuring that their proposals are submitted according to the instructions stated herein.

Heifer retains the right to terminate this RFP or modify the requirements upon notification to the Offerors.

Selection Criteria

Submitted proposals must clearly demonstrate alignment with the SOW outlined above with appropriate level of details. An agreement will be signed with the Offeror whose proposal follows the instructions in this RFP. Proposals will be evaluated according to the following criteria:

Proposal evaluation focus	Percentage
Accuracy and relevance of the proposed technical approach and methodology	20%
Completeness of proposal according to the RFP (general information, activity plan, budget, team expertise, etc.)	20%
Proposed team: expertise and competencies to address project components	20%
Relevance and capability/skill to implement/manage the assignment	20%
Budget justification and costs realism	20%
Total	100%

The selection committee will evaluate the technical proposal based upon the criteria listed above and the financial proposal will evaluate the reasonableness of costs and cost-effectiveness in the budget.

To ensure consistency across evaluation reports, the following structure should be used for reporting:

Executive Summary

Introduction

- Purpose of the evaluation
- Organization context
- Logic and assumptions of the evaluation
- Overview of HPIK funded activities.

Evaluation Methodology

- Evaluation plan
- Strengths and weaknesses of selected design and research methods
- Summary of problems and issues encountered.

Findings

- Overall Results
- Assessment of accuracy of reported results
- Relevance
- Coherence
- Effectiveness
- Efficiency
- Sustainability
- Impact
- Lessons learnt (HPIK management, project level-management, design, implementation, policy level and sector level)

Conclusions

- Summary of achievements against evaluation questions
- Summary of achievements against rationale for Bristol funding
- Overall impact and value for money of funded activities

Recommendations

Annexes (such as)

- Independent final evaluation terms of reference.
- Evaluation research schedule.
- Evaluation framework.
- Data collection tools.
- List of people consulted and or interviewed.
- List of supporting documentary information e.g., pictures, recordings, videos.
- Details of the evaluation team.
- Organizational response to reported findings and recommendations.

Validity of Proposals

Proposals submitted shall remain open for acceptance for ten (10) days from the last date specified for receipt of the proposal. This includes, but is not limited to pricing, terms and conditions, service levels, and all other information. If your organization is selected, all information in this document and the negotiation process are contractually binding. Heifer will issue a fixed award agreement based on submission and Heifer acceptance of deliverables. Once an award is issued, it will include the payment schedule with deliverables specified above.

Limitations

This Request for Proposal does not represent a commitment to award a contract, to pay any costs incurred in the preparation of a response to this RFP, or to procure or to contract for services or supplies. Heifer reserves the right to fund any or none of the applications submitted and reserves the right to accept or reject in its entirety and absolute discretion any proposal received as a result of the RFP.

Intellectual Property

Section 10.1. Ownership Generally. Subject to Section 8.2 below, any intellectual property (including but not limited to copyrights, trademarks, service marks, and patents), intellectual property rights, deliverables, manuals, works, ideas, discoveries, inventions, products, writings, photographs, videos, drawings, lists, data, strategies, materials, processes, procedures, systems, programs, devices, operations, or information developed in whole or in part by or on behalf of Consultant or its employees or agents in connection with the Services and/or Goods (collectively, the "Work Product") shall be the exclusive property of HPI. Upon request, Consultant shall sign all documents and take any and all actions necessary to confirm or perfect HPI's exclusive ownership of the Work Product.

Section 10.2. Prior-Owned Intellectual Property. Any intellectual property owned by a Party prior to the Effective Date ("Prior-Owned IP") shall remain that Party's sole and exclusive property. With regard to any of Consultant's Prior-Owned IP included in the Work Product, Consultant shall retain ownership, and hereby grants HPI a permanent, non-exclusive, royalty-free, worldwide, irrevocable right and license to use, copy, reproduce, publicly display, edit, revise, perform, and distribute said intellectual property, in any format or any medium, as part of the Work Product.

Section 10.3. Work Made for Hire. To the extent copyright laws apply to the Work Product, the Parties agree that (a) HPI specially ordered or commissioned the Work Product, (b) the Work Product is a "work made for hire" under United States copyright laws, and (c) HPI shall be deemed the author thereof and shall own all right, title, and interest therein. To the extent such rights, in whole or in part, do not vest in HPI as a "work made for hire", Consultant hereby irrevocably grants, assigns, and transfers to HPI, exclusively and in perpetuity, all of Consultant's rights of any kind or nature, now known or hereafter

devised, in, to, and in connection with the Work Product, and HPI shall solely and exclusively own any and all rights therein, and in the elements thereof, including but not limited to any and all allied, ancillary, subsidiary, incidental, and adaptation rights. Consultant hereby waives any and all rights known as “moral rights”, and any similar rights, which Consultant may have in connection with the Work Product. The description of Services and/or Goods provided in this Agreement shall in no way limit the manner in which HPI may use the Work Product.

Applicable Regulations

Offerors must be legally registered to operate within Kenya and comply with local applicable legislation, including but not limited to labor law, financial requirements, taxes, etc. Offerors will also be required to comply with Covid 19 protocols provided by the government ministry of health.

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