SPECIFIC TERMS OF REFERENCE
Identification and design of a programme to support job creation in the agriculture sector in Kenya
FWC SIEA 2018- LOT 1 : Sustainable management of Natural Resources and resilience
EuropeAid/138778/DH/SER/multi

1. BACKGROUND

Partner country

Kenya

Contracting Authority

European Commission, through the Delegation of the European Union in Kenya

The 11th EDF National Indicative Programme in Kenya

Job creation for youth is a priority for the EU in Kenya, in alignment with the priorities of the Government of Kenya. During the Mid Term Review of the 11th EDF this focus was clearly stated, affirming that "With its dynamic and young demographics, in a rapidly evolving region with porous borders, Kenya needs to focus on job creation and youth employment. The EU has a shared interest in making Kenya a success story for youth employment on the African continent and comparative advantages must be better used, through the development of fully integrated supply and transformation chains. Agro processing industry is seen as key to this objective".

In the same direction, the EU "Jobs and Growth Compact" for Kenya envisages among its priorities "Building a viable future for Kenya's youth by supporting job creation: promoting action along the three pillars of the European External Investment Plan (EEIP) and encouraging regional economic integration and enhanced trade and investment relations with Europe, striving for a level playing field for European businesses and engaging in economic diplomacy".

For this reason, Focal Sector 1 of the National Indicative Programme (NIP) has been renamed, in agreement with the Government of Kenya, "Job-creation and resilience", and an indicative amount of EUR 43.5 million has been allocated for a programme to support job creation, to be included in the Annual Action Plan 2019.

Country background

The working-age population in Kenya is expected to increase to 28.5 million by 2020, out of a population of 54 million: if this can represent an opportunity ("demographic dividend"), on the other side it can become a threat, if the country's economy cannot offer decent employment opportunities.
In fact, Kenya, despite having recorded economic growth averaging 5.44% in the last period 2004-2017, cannot create the 1.3 million jobs needed annually to meet the demand by youth entering the labour market. Despite Kenya's unemployment rate being currently at 7.4% (KNBS, 2018), 90% of unemployed Kenyans are 35 years and below. This leads to the age cohort 20–24 years experiencing the largest unemployment rate at 19.2%.
Kenya's economic growth rate, although higher than in most African countries, is far below the very ambitious target of 10 %, as stated in the policy document 'Vision 2030'. In addition, the government is continuing to push development through big infrastructure investments such as the Nairobi – Mombasa train and highway. Despite Kenya's growth, the debt/GDP ratio has been steadily growing in the last 5 years (57.1% in 2017 from 38.2% in 2012), due to growing budget deficit (7.8% of GDP in 2017). Some of the industries that have traditionally fronted creation of jobs (textile, pyrethrum, coffee, sugar, cashew nut) have declined or closed over the years, and in some cases significantly, such as in the textile industry case.

According to the ILO Decent Work Agenda "decent work sums up the aspirations of people in their working lives. It involves opportunities for work that is productive and delivers a fair income, security in the workplace and social protection for families, better prospects for personal development and social integration, freedom for people to express their concerns, organize and participate in the decisions that affect their lives and equality of opportunity and treatment for all women and men".
On the contrary, most jobs created in Kenya in the last 10 years were in the informal trade sector (or "Jua Kali"), characterised by low productivity (World Bank, 2016). Women in the urban areas have a higher unemployment rate than men, and in general are overrepresented in the low productive self-employed and/or informal wage jobs.
The Government of Kenya developed the National Youth Empowerment Strategy (NYES, 2016-2021), along 8 priority areas: for the agriculture sector, the NYES "aims to make agriculture attractive and tap the creativity and energy of youth in agriculture for a food secure nation and sustainable development by promoting the use of green processes and technologies".

Current situation in the agricultural sector

Agriculture remains the backbone of Kenya’s economy, directly contributing 24% of the annual GDP and another 27% indirect contribution (ASDS, 2010 – 2020). The sector is therefore critical in creating employment and uplifting the living standards of the Kenyan people. Agriculture has been identified as one of the key sectors to deliver the 10 per cent annual economic growth rate envisaged in the economic pillar of the Kenya Vision 2030.
On 12 December 2017, President Kenyatta unveiled the priorities of his administration for his new term in office, presented as the 'big 4' agenda: Food Security and Nutrition is one of them. According to the "Big 4 Specific Priorities for the new term" (2017) the Government of Kenya wants to support the creation of 200,000 jobs though the development of 1000 Small and Medium Enterprises (SMEs) in the agribusiness sector.
The agriculture sector employs the largest share of the population, especially in the rural areas (around 60%), and accounts for 60% of exports. Furthermore, the sector has strong connections with the rest of the economy: 1% of growth in agriculture is estimated to drive 1.6% overall GDP growth.
However, the sector suffers from several challenges. The average age of the farming population is 60 years (source: MoAI, ASGTS 2018): youth are not attracted to farming because of the perceived low returns, and are constrained by the limited access to land and other factors of production (including capital). This has several consequences, including the low drive to adopt innovations and invest by many farmers, resulting in low productivity and incapacity to successfully exploit profitable market opportunities. According to the "National Youth in Agribusiness Strategy" (2017) agriculture is perceived by youth as "a career of last resort, one of drudgery and low monetary benefits". Often efforts by the public sector systems have focused more low value production, neglecting value addition, processing and marketing.
The negative perception of the sector in Kenya has been aggravated by the loss of agricultural know how: agriculture was dropped from the elementary school curriculum, and there is a steady decline in enrolment in agriculture vocational training schools, colleges and universities (source: FAO, 2018).
Women, despite constituting the majority of farmers (agriculture employs 80% of women compared to 56% of men), experience lack of access to land, inputs, markets and finance, which has resulted in a yield gap of up to 30% between male and female managed agricultural enterprises (source: ASGTS).
Despite being involved in value chains with strong potential market demand, many farmers struggle to cope with market requirements, especially with regard to horticultural produce. For example, an EU funded value chain study in the French beans value chain (2017) showed that smallholders experience a rate of rejection of their produce of around 40%. Despite the need for produce by traders and processors, small scale farmers cannot manage to connect to markets, due to the small, low quality and fragmented amounts of their production, which also results in significant post harvest losses and poor prices.
Industrial transformation and value addition is limited in most value chains, with almost all the production exported as raw material or with minimal processing. According to the FAO (2018), only 16% of agricultural produce is processed.

The sector has experienced low public investment (2.3% of the national budget, well below the CAADP commitment of 10%), and with the new constitution that has placed implementation aspects in the domain of devolved county governments, new challenges especially with regard to investment by counties in the sector are emerging. There are various infrastructure related challenges including: poor transport network, and poor storage facilities (contributing to post-harvest losses up to 30%).
Finally, climate change is increasingly impacting negatively on the sector, with frequent droughts and irregular rainfall patterns becoming common phenomena.
All these challenges translate in a low productivity of the sector, which grew less than the rest of the economy in the last 6 years (5% per annum, below the national average). Commercial bank and microfinance lending to the agricultural/agribusiness sector is less than 5% of total lending, despite agriculture contributing 5 times more to the economy (source ASGTS). Yields are lower than the region's average or competitors (ie: in coffee yield per tree can be as low as 10% of that in Brazil).
The country is not self-sufficient with regard to production of most highly consumed food crops, with 86% of the wheat and rice consumed having to be imported to meet the overall demand. For this reason, Food and Nutrition Security is one of the "Big 4" priorities set by President Kenyatta for the period 2018-2023.
However, Kenya's agricultural sector can exploit many opportunities:
- many value chains are experiencing a trend of increasing international demand in premium markets eg avocados, horticultural produce, organic tea and coffee, etc
- Kenya has a youthful and fairly educated population, ready to adopt new technologies
- there are many investments in innovative services by stakeholders in the private and public sectors, such as digital platforms for marketing, extension, payment and credit, which can dramatically increase efficiency and quality of production.
- Kenya can benefit from an increasing rural infrastructure and electricity which can supplement value addition and processing.
- following the 2010 Constitution, the agriculture sector was devolved at County level, introducing many opportunities for farmers and agribusinesses, to get more relevant services.
- a vibrant agricultural related international/regional, national research institutions which have developed a lot of technological innovations which could be upscaled by youth and other groups.
- a thriving and fast growing ICT in the region with good connectivity which can entice youth into agriculture sector.

Related programmes and other donor activities

The Government has developed the National Youth Empowerment Strategy (NYES, 2013–2017), which was included in its second Medium Term Plan (MTP II) (2013–2017) and also launched, in 2013, the Access to Government Procurement Opportunities (AGPO) initiative, which foresees that at least 30% of public procurement has to be awarded to disadvantaged categories, including youth and women. Furthermore, the Government of Kenya has been implementing several initiatives to boost youth employment, such as the National Youth Service (NYS), the Kazi Kwa Vijiana, and many others. In the agricultural sector, the focus on youth was translated in the "Kenya Youth Agribusiness Strategy (2017-2021)", and the related "Youth in Agribusiness Programme". Women have benefited from the "Women Enterprise Fund". Also, the ASDSP programme (the EU provides funding for the second phase) has established a Value Chain Forum in each of the 47 counties, providing support for projects in strategic value chains.
The largest project on youth job creation is the World Bank/Government of Kenya's (under the Directorate for Youth Affairs) "Youth Employment and Opportunities Project" (USD 150 million), which will provide grants for young entrepreneurs, skills training and internships in the formal and informal sector.
The World Bank is implementing a Kenya Industry & Entrepreneurship Project (KIEP): it got funding for its pilot component from the EU, and has done a mapping of over 45 existing business incubators/accelerators: it will provide performance based contracts to help reach new enterprises, especially in the manufacture sector. Rockefeller Foundation and GIZ are also planning to support business hubs, also at County level.

The Government of Kenya is also going to implement, with a loan from the AfDB, the ENABLE Youth Kenya Program (36 million $), whose objective is to create business opportunities and decent employment for young women and men along priority agricultural value chains through the provision of entrepreneurship skills, funding and business linkages. The programme focuses on the following components (source: Enable Youth Programme Appraisal Report, AfDB, 2017):

(i) Component 1: Enabling Environment for Youth Empowerment in Agribusiness:

(a) Sub-Component 1: Awareness creation and promotion of agriculture as a business;

(b) Sub-Component 2: Access to land and financial services for youth agribusiness ventures;

(c) Sub-Component 3: Upgrading of Youth Agribusiness Incubation Centres (YABICs).

(ii) Component 2: Entrepreneurship and agribusiness incubation:

(a) Sub-Component 1: Agribusiness Incubation and Acceleration Activities;

(b) Sub-Component 2: Business plans and loan applications

(iii) Component 3: Financing Youth Agribusinesses: Operationalizing risk sharing & financing mechanism (RSFM).

ENABLE Youth Kenya will be implemented in eight Youth Agri-Business Incubation Centres (YABICs) in the country: Kenya School of Agriculture (Nyeri), Sagana Fisheries Training Centre (Kirinyaga), Egerton University (Nakuru), University of Kisii (Kisii), University of Eldoret (Uasin-Gishu), Kenya Industrial Research and Development Institute (KIRDI, Kisumu) , Pwani University (Kilifi), and Laikipia University (Samburu)

The financing part (iii) will be implemented through a mix of subsidized loans (5%) and a bank guarantee, which will be managed by the Agriculture Finance Corporation (AFC) through not yet identified partner financial institutions and microfinance institutions.

The FAO implements the project "Promoting Youth Employment in the Agriculture Sector in the East Africa Community". The project will, among others, establish regional databases on youth friendly extension services (including digital platforms). The FAO has also developed “Rural Invest”, which is a free tool to support the preparation of business plans for rural investment.

The FAO is also implementing the 11^{th} EDF funded "Support to the attainment of vision 2030 through devolved land reforms in community lands of Kenya (2016-2021)", that supports land planning, administration and management in 8 counties of Tana River, West Pokot, Turkana, Baringo, Marsabit, Samburu, Nandi and Laikipia.

The EU-funded "Fit for Market Programme" (implemented by ColeACP) is supporting several agribusiness in Kenya to access export markets. The project has already planned some awareness raising workshop to stimulate young farmers and young people to consider avocado / fine vegetable growing as a full-time employment opportunity (May-June 2018), and cost/benefit analysis for small producers.

Kenya's private sector is also witnessing a boom in ICT platforms to support the agribusiness sector. Safaricom, Mercy Corps (with MasterCard Foundation funding) and other private sector companies have developed a digital platform (DigiFarm), which gives farmers the possibility to access affordable quality inputs, finance (and possibly insurance), marketing services and extension under the same platform. The DigiFarm platform could possibly be complemented by DigiFarm Hubs across the country, in order to build the capacity of users to obtain the best value from the platform and its apps. There are other competing platforms (ie: MasterCard Lab, mFarm, e-Soko, etc.) which specialise in different sectors (marketing, finance, etc.).

Several companies (such as African Coffee Roasters) have developed Corporate Social Responsibility (CSR) projects, which favour the integration of smallholder farmers, in many cases putting special focus on youth and women.

The EU funds several projects in the agricultural sector: the most relevant for job creation in the agribusiness sector are the 11^{th} EDF AgriFI Kenya (45 million Euro), the "Kenya Cereal Enhancement Programme" (27 million Euro, implemented by the Government of Kenya, with co-funding by IFAD, which is also the Supervising Authority), and the "Increased productivity and profitability of small holder farmers through promotion and up-scaling of GAP & CA[1] in productive Semi-Arid areas of Kenya" (9.5 million Euro, implemented by the FAO).

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[1] Good Agronomic Practices and Conservation Agriculture

The AgriFI Kenya, under components 2 and 3 (implemented by DANIDA through MESPT), will establish partnerships with Agricultural Training Centers (ATCs), which will provide competency based educational training (CBET) in five value chains (dairy, aquaculture, French beans, avocado and mango).
A study by the Joint Research Centre of the EU in partnership with the MAFAP programme of the FAO ("Policy options to support the Agriculture Sector Growth and Transformation Strategy in Kenya"), measured ex-ante the potential multipliers of several value chains in terms of job creation, food security and foreign currency generation.
The European Institute of Innovation and Technology (in partnership with the Imperial College London, the WB, Ecole Polytechnique, University of Reading, and Universitat Hamburg) has developed a project called Winners: Weather Index Based Risk Services, to develop an index-based insurance mechanisms to de-risk farmer loans supporting enhanced practices.
Many other projects are supported by Development Partners in the sector, among which there are several EU Member States (in particular: Sweden, Denmark, Germany, Netherlands).
In particular, the Micro-Enterprise Support Programme Trust - MESPT (with Danida funding) has explored, with its Green Growth programme, the use of business incubators, complementing physical and virtual/online mentoring.
Finally, the agricultural sector in Kenya has attracted in the recent years a growing interested by financial institutions, including: banks (in particular: Equity, KCB, Cooperative Bank, etc.), microfinance institutions (ie: KWFT, Faulu, Pride, etc.), impact investors (ie: Root Capital, Voxtra, One Acre Fund, Aga Khan Foundation Network, AECF, etc.), and development financial institutions (EIB, AFD, KFW, Proparco, etc.).

2. DESCRIPTION OF THE ASSIGNMENT

➢ Global objective

The overall objective of this assignment is to assist the EU Delegation in Kenya to identify and formulate a programme that will sustainably promote the creation of decent jobs, in particular for youth and women in the wider agricultural sector in Kenya.

➢ Specific objective(s)[2]

The purposes of this contract are as follows:
- To design an Action Document in line with priorities indicated in paragraph 4 below
- To ensure that the proposed programme design is aligned with Government of Kenya's priorities, policies and programmes, and is complementary to other Development Partners' (in particular EU Member States) initiatives
- To assess the conditions under which EU aid will have a structural impact in transforming agriculture and creating meaningful job opportunities for youth and women in Kenya.

➢ Requested services, including suggested methodology[3]

The Contractor will design and submit an Action Document in line with priorities indicated in paragraph 4 below: in order to achieve that, the Contractor will:

- Further explore constraints faced by youth and women in engaging in agribusiness

[2] The global and specific objectives shall clarify that all EU funded actions must promote the cross-cutting objectives of the EC: environment and climate change, rights based approach, persons with disability, indigenous peoples and gender equality.
[3] Contractors should describe how the action will contribute to the all cross cutting issues mentioned above and notably to the gender equality and the empowerment of women. This will include the communication action messages, materials and management structures.

- Profile the most appropriate beneficiaries' target group, on the basis of relevance to and maximization of the project objectives

- Propose the appropriate type and amount of support per beneficiary and estimate the potential number of beneficiaries

- Explore in which geographical areas and value chains the programme could have the best impact, on the basis of existing service providers and marketing opportunities (ATCs, incubators, traders/processors interested in partnerships, etc.), and of the quantification of potential target beneficiaries: this will include a proposed ranking of potential target counties, on the basis of objective criteria related to the potential impact

- Explore the cost effectiveness of using existing business incubator and accelerator services and their capacity to sustainably provide relevant services for youth and women engaging in agribusiness

- Explore the potential of partnering with existing digital platforms and applications, to improve cost-effectiveness of, and ease of access to, service delivery to target beneficiaries

- Explore the way the project could facilitate appropriate conditions of access to natural resources (including land, water, forest resources, etc.)

- Explore the role and contributions of the county governments especially the community lands as they are the custodians and county land banks and their CIDPs .

- Explore the appetite of development financial institutions, banks and microfinance institutions to provide access to finance for youth and women in agribusiness at appropriate terms, and the role EU blended financing tools could have to catalyse/leverage investments in the sector by financial institutions

- Analyse lessons learned from previous/existing projects targeting youth and women in agriculture

- Any other tasks as required by the Contracting Authority (EU Delegation)

➢ Required outputs

The overall objective of this assignment is to assist the EU Delegation in Kenya to identify and formulate a programme that will sustainably promote the creation of decent jobs for youth and women in the wider agricultural sector in Kenya.

The proposed programme will provide incentives to youth (with a possible affirmative action for women) employment in agriculture, mainly (but not exclusively) in niche and high value commodities, along the whole value chain: production, services to production (ie: crop spraying, pruning, transport, insurance agents, etc.).

The EU Delegation, following preliminary stakeholder consultations, has identified the following preliminary orientations for the programme:

Component 1) Pre-identify profitable employment opportunities in specific value chains and counties in the agribusiness sector, to be showcased to potential target group beneficiaries (youth and women), with the aim to overcome negative perceptions about agriculture

Component 2) Support business incubation and acceleration centres to assist target beneficiaries to:

- Appraise and choose among potential opportunities in selected value chains
- Identify service providers, with a particular focus on digital platforms, conservation agriculture and innovative technologies; it could also link whenever possible with Agricultural Training Centres for the provision of relevant technical skills.

- Identify opportunities for business partnerships, with a particular focus on marketing partnerships for smallholders
- Design business plans, including a diagnostic of skills gap
- Identify and access source of finance at appropriate conditions
- Provide mentorship to follow up successful business plans

Component 3) Identify and establish a financial instrument, to facilitate target beneficiaries' access to finance through partner commercial banks and/or micro-finance institutions at appropriate conditions

Component 4) Facilitate access to critical natural resources (including land, water resources for aquaculture/marine fisheries investment or forests for beekeeping and/or Non Timber Forest Products), by:

- Assisting partner counties in spatial planning and mapping out and identifying resources appropriate for exploitation and investment by the youth, including land, water and forest related resources.
- Providing technical assistance to beneficiary youth and owners of the various resources (including public institutions, communities and private landowners) on appropriate land lease or exploitation agreements

The proposed programme is in line with Sustainable Development Goal 8: Promote sustained, inclusive and sustainable economic growth, full and productive employment and decent work for all.
The programme will exclusively target Kenya: the consultant will assist the identification of specific Counties to be targeted by the programme, by proposing and quantifying objectively verifiable indicators/criteria to rank a maximum of 10-12 target counties. The possibility of targeting one or more regional blocs of counties could be assessed.

The main direct target group is youth and women in the target counties. The consultant team will propose in its report more specific criteria to identify target groups, on the basis of: number and quality of job created, cost-effectiveness (including minimum amount of support to meaningfully exploit business opportunities identified under components 1 and 2), food security and poverty reduction impact (including indirectly through spill-overs in the wider economy).

The Contractor will propose the subdivision of its workplan in the Organisation and Methodology section. However, it is suggested to include three stages:
1) A desk based study, which will provide preliminary indications on: priority target value chains, beneficiary targeting, relevance of the incubator/accelerator approach, existing digital platforms, lessons learned from relevant previous programmes
2) A field work phase, to:

- discuss the planning of the mission with the EU Delegation

- propose geographical targeting and confirm/amend beneficiary and value chain targeting: this task will include assessing capacity/potential commitment of relevant services provided by County offices (ie: value chain forum, one-stop county offices for businesses, other supports to business start-up, etc.) on a sample basis, including at least 7 counties, each from different agro-ecologic areas (ie: Coast, Lower Eastern, North-Eastern, North-Rift, Central, Western, Nyanza). Given the similar objectives, the consultant team will pay special attention to complementarities (avoiding geographical overlap) with the Government of Kenya/African Development Bank ENABLE Youth Programme

- Assess main regulatory obstacles for SMEs at target County level, and the potential for the proposed programme to build capacity of relevant County institutions to identify, analyse and address them

- confirm relevance of the proposed approach of using business incubators/accelerators (with a particular focus on the potential to build on AgriFI Kenya's work with ATCs), in terms of: geographical spread/reach, capacity, relevance, quality and sustainability of the services provided. The task will involve a due diligence on a representative sample of existing incubator/accelerators, and the potential of integrating physical and virtual training (via digital platform)

- assess main typologies of forecasted financial needs of beneficiaries, and compare them with existing financial products; propose potential financial instruments (including the use of EU blending facility), and discuss possible options of partnerships with EU pillar-assessed Development Financing Institutions

- expand the view on complementary projects/programmes, by interviewing relevant stakeholders: this task will include pre-identification of potential implementing partners' capacity

3) A final phase in Nairobi, to:

- present the preliminary findings to relevant stakeholders, and collect their feedback/suggestions

- further discuss with relevant Development Financing Institutions (DFI) the design and partnership of the financial blending for component 3, with a special focus on de-risking access to finance for beneficiaries

Lastly, the Contractor will submit a draft Action Document as per Annex 1 to this ToRs, inclusive of a logical framework (with proposed indicators) and an indicative budget.
The consultant will include in their report an analysis of how the proposed programme will contribute to the EU GAP-II and include indicators relevant to the OECD-DAC G-Marker. Further information and documents can be downloaded from the website: http://eugender.itcilo.org/.
The Contractor must also comply with the latest Communication and Visibility Manual for EU External Actions concerning acknowledgement of EU financing of the project. (See https://ec.europa.eu/europeaid/communication-and-visibility-manual-eu-external-actions_en. >

➢ Language of the Specific Contract
English

3. EXPERTS PROFILE or EXPERTISE REQUIRED
Number of requested experts[4] per category and number of man-days per expert or per category

Key expert 1: Team Leader

- Qualifications and skills: university degree in development studies, agricultural economics, business administration or other relevant studies, preferably at master's level.
- General professional experience: At least 8 years' experience, preferably including relevant experience in value chain analysis and development in Africa
- Specific professional experience: experience in designing development projects featuring support to small agribusiness start-up and/or development (preferably with EU/EDF funding); experience in devolved agricultural settings in Africa is desirable
- Other skills required: excellent document drafting skills in English, previous experience as team leader

Key expert 2: Expert in development finance / micro-finance

- Qualifications and skills: university degree in finance, banking, economics, business administration or other relevant studies, preferably at master's level.

[4] The European Union pursues an equal opportunities policy. Gender balance in the proposed team, at both administrative/secretarial and decision-making levels, is highly recommended.

- General professional experience: At least 8 years' experience, preferably including relevant experience with development finance or micro-finance projects/institutions in developing countries
- Specific professional experience: experience in design and/or implementation of initiatives to facilitate financial access for small enterprises (preferably including experience in the agribusiness sector); experience/knowledge of blending of banking and development finance is highly desirable

Key expert 3: Expert in natural resources governance

- Qualification and skills: university degree in law or other relevant studies, preferably at master's level (or equivalent experience)
- Professional experience: At least 5 years' experience, preferably including relevant experience with projects in governance of land and other natural resources in developing countries; knowledge of Voluntary guidelines on the responsible governance of tenure of land, fisheries and forests in the context of national food security (VGGT) is desirable. An understanding of Rights Based Approaches would also considered an advantage.
- All experts must be independent and free from conflicts of interest in the responsibilities they take on.
- CVs for experts other than the key experts should not be submitted in the tender but the tenderer will have to demonstrate in their offer that they have access to experts with the required profiles. The Contractor shall select and hire other experts as required according to the needs. The selection procedures used by the Contractor to select these other experts shall be transparent, and shall be based on pre-defined criteria, including professional qualifications, language skills and work experience.
- The costs for backstopping and support staff, as needed, are considered to be included in the tenderer's financial offer.

➢ The team members presence is required for briefing and debriefing

4. LOCATION AND DURATION

The intended start date is 01 July 2018 and the period of implementation of the contract will be 3 months from this date. Please see Articles 19.1 and 19.2 of the Special Conditions for the actual start date and period of implementation.
A second phase of the study could be necessary, with particular focus on advising the EU Delegation on the design of the financial blending component.
The assignment will be implemented in Kenya: the main location is Nairobi; the consultant will propose the location and number of days for the field phase indicated in paragraph 2 above.

5. REPORTING

The Contractor will submit the following reports in English in one original copy and in an electronic version:

- **Inception Report** of maximum 12 pages to be produced after maximum 10 days from the start of implementation. In the report the Contractor shall describe e.g. initial findings, progress in collecting data, any difficulties encountered or expected in addition to the work programme and staff travel. The Contractor should proceed with his/her work unless the Contracting Authority sends comments on the inception report.

- **Draft final report** including a proposed draft Action Document in the format given in annex 1. This report shall be submitted no later than one month before the end of the period of implementation of tasks (tentatively by end of August 2018).

- **Final report** with the same specifications as the draft final report, incorporating any comments received from the parties on the draft report. The deadline for sending the final report is 15 days after receipt of comments on the draft final report. The report shall contain a sufficiently detailed description of the different options to support an informed decision on the finalisation of the Action Document. The detailed analyses underpinning the recommendations will be presented in annexes to the main report. The final report must be provided along with the corresponding invoice.

As indicated in paragraph 4 above, a second phase focusing on the financial blending component could be requested to the Contractor. The report for this phase will include a professional advice to the EU Delegation on the draft proposal submitted by interested DFI to EU/DEVCO.

The report referred to above must be submitted to the Project Manager identified in the contract. The Project Manager is responsible for approving the reports.
The National Authorising Office of the Government of Kenya needs to be involved in the comments and the approval of the reports. In the absence of comments or approval by the Partner country within the set deadline, the reports are deemed to be approved.

6. INCIDENTAL EXPENDITURE

This is a global price contract, so no incidental expenditure is foreseen. However, the Contractor will include in section 3 of the Budget Breakdown an amount for the workshop to present the preliminary findings to relevant stakeholders, and collect their feedback/suggestions (as indicated in paragraph 2).

7. MONITORING AND EVALUATION

- Definition of indicators

N/A