



**African Forum
for Agricultural
Advisory Services**

Knowledge & Novelty
for Africa's Livelihoods

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REQUEST FOR EXPRESSIONS OF INTEREST (REOI) CONSULTANCY TO DEVELOP TRAINING MATERIALS ON THE VSNP (DESIGN AND LAYOUT OF BRONCHURE, INFO GRAPHIC USER GUIDE & VIDEO TUTORIAL)

Country: Uganda

Organisation: African Forum for Agricultural Advisory Services (AFAAS)

Sector: Agriculture and Rural Development

Project Name: Second AFAAS Multi-Donor Trust Fund Project

Grant No. TF015730

Procurement Reference: AFAAS/ICS-2017/004

Consultancy Assignment: Consultancy to Develop Training Materials on the Virtual Social Network Platform

Reference No. (As per Procurement Plan): Item 1.7.2(b)

Date Issued: 24th March, 2017

- 1) African Forum for Agricultural Advisory Services (AFAAS) has received financing from the European Union (EU) under the World Bank towards the implementation of the Second AFAAS Multi Donor Trust Fund Project, and it intends to apply part of the proceeds to payments under the contract for - **Consultancy to Develop Training Materials on the Virtual Social Network Platform (VSNP)**.

The main objective of the consultancy is to develop and design high quality multimedia materials aligned to the AFAAS branding guidelines. The consultant shall develop a professional brochure, info graphic user guide and video tutorial to Increase stakeholders awareness on the VSNP and its numerous functionalities; Enhance stakeholders capacity of navigating and utilizing the functionalities of the VSNP and Act as training guide for CF Focal Persons and/ CIKM facilitators to train CFs members on how to use the platform.

The a professional brochure and user guide developed shall be made in an attractive and creative way using fonts and colours consistent with the AFAAS graphic guidelines and the multimedia tutorial, shall be enhanced for web publishing in a way that text, audio sound static, graphic images animations and full motion video are integrated fully so as to provide the best online experience and enhance the ability to link information. The assignment is expected to be accomplished within 2 months.

- 2) AFAAS now invites eligible individual consultants (*"Consultant"*) to express their interest in providing the Services by submitting their EOI together with Curriculum Vitae (CVs). Interested Individual Consultants (IC) must provide information demonstrating that he/she has the required qualifications and relevant experience to perform the Services. Consulting firms may propose individual consultant, but only the experience and qualifications of individual shall be used in the selection process, and that his or her

corporate experience shall not be taken into account, and the contract will be signed with the proposed individual.

This Request for Expression of Interest (REOI) will lead to the preparation of a Short List of consultants. The short listing criteria are:

- a) General Education Qualification and Relevant Training (15 points);
 - b) Experience Related to the Assignment (75 points);
 - c) References for similar assignment (10 points).
- 3) The attention of interested Consultants is drawn to paragraph 1.9 of the World Bank's *Guidelines: Selection and Employment of Consultants (under IBRD Loans and IDA Credits & Grants) by World Bank Borrowers* (January 2011 edition) ("Consultants Guidelines"), setting forth the World Bank's policy on conflict of interest.

In addition, please refer to the following specific information on conflict of interest related to this assignment - ***Relationship with Borrower's staff***: Consultants that have a close business or family relationship with a professional staff of the Borrower (or of the project implementing agency, or of a recipient of a part of the loan) who are directly or indirectly involved in any part of (i) the preparation of the TOR for the assignment, (ii) the selection process of the contract, or (iii) the supervision of such contract may not be awarded a contract, unless the conflict stemming from this relationship has been resolved in a manner accepted to the Bank throughout the selection process and the execution of the contract.

- 4) The consultant will be selected under the Individual Consultant Selection (ICS) method in accordance with the procedures set out in the World Bank's Guidelines: [Selection and Employment of Consultants by World Bank Borrowers \(January 2011\)](#).
- 5) Individual Consultants shall acknowledge the receipt of this Request for Expression of interest (REOI) by email to Grace Paddy Wanzala, pwanzala@afaas-africa.org no later than **29th March, 2017**, and indicate whether an EOI shall be submitted. *The acknowledgement shall provide the consultant name, telephone number and email.*
- 6) Further information can be obtained at the address below during office hours (8.30 to 1700 hours). Expression of interest must be delivered in a written form to the address below (in person, or by mail, or by fax, or by email) by **10th April, 2017. Time of deadline: 10.00 hrs (10.00 a.m.)**.

Address:

Dr. Silim Nahdy - Executive Director at Email: msnahdy@afaas-africa.org

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