



**African Forum  
for Agricultural  
Advisory Services**  
Knowledge & Novelty  
for Africa's Livelihoods

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## **REQUEST FOR EXPRESSIONS OF INTEREST (EOI): INDIVIDUAL CONSULTANT TO UNDERTAKE EDITORIAL SERVICES**

**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-2017/005

**Consultancy Assignment:** Consultancy to Editorial services for AFAAS secretariat.

**Reference No.** 1.7.2(d) of the Approved Procurement Plan 2017

**Date Issued:** 7<sup>th</sup> July, 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 offer Editorial Services for AFAAS documents.**

The objective of this assignment is to provide professional editorial and proof-reading services for AFAAS documents and reports in English/French languages including annual reports of 2015 & 2016, Strategic Plan 2018-2028, AFAAS Constitution, Partnership strategy and Studies reports. To fulfill its goals and objectives, AFAAS is soliciting a suitably qualified and experienced individual consultant on a Framework Arrangement to provide professional editorial and proof reading services.

To achieve the objective of the assignment, the consultant(s) will specifically upon request from AFAAS, proofread and edit the content of the submitted documents and reports; have meetings and regular exchange of information with the AFAAS responsible staff for the publication to agree on the tasks, scope and timeframe and receive feedback and to double check any unclear meanings with the original drafter or translator and render in improved English/French.

The framework shall be initially up to June 30, 2018 with a possibility of renewal up to two additional years, at the sole discretion of AFAAS, subject to tariffs and rates being agreed upon and satisfactory performance.

- 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 consultants, but only the experience and qualifications of individual consultants 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 consultant.

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

- a) Qualification of Individual Consultant and number of years in business;
  - b) Consultant's experience in similar assignment;
  - c) Consultant's experience in working in similar environment.
- 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)*. The Terms of Reference are accessible on the AFAAS website at: [www.afaas-africa.org](http://www.afaas-africa.org) or [Networking.afaas-africa.org/opportunities](http://networking.afaas-africa.org/opportunities).
- 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](mailto:pwanzala@afaas-africa.org) no later than **12<sup>th</sup> July, 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 **28<sup>th</sup> July, 2017. Time of deadline: 10.00 hrs (10.00 a.m.)**.

**Address:**

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