



EXPRESSION OF INTEREST (EOI)

TERMS OF REFERENCE (TOR)

Eligible to Individual Consultants Only
(Not Firms)

SEEKING ASSOCIATE CONSULTANTS FOR PROPOSAL DEVELOPMENT

TENDER REF: MESPT/BD/EOI/001/2026

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Introduction

The Micro Enterprises Support Programme Trust (MESPT) is a multi-donor development organization established in 2002 to support sustainable economic development of smallholder farmers and Agri-MSMEs in Kenya. MESPT was jointly founded by the Government of Kenya and the European Union, with the Royal Danish Embassy currently serving as a key development partner.

Under its 2026–2030 Strategic Plan, MESPT has renewed its vision to drive systemic transformation of Kenya’s agri-food ecosystem through inclusive finance, green transition, climate resilience, enterprise competitiveness, and strong multi-stakeholder partnerships.

MESPT’s Big Audacious Goal (2026–2030)

By 2030, MESPT aims to contribute to transforming Kenya’s agri-food system into an inclusive, climate-resilient, and financially empowered ecosystem, enabling 500,000 smallholder farmers to thrive, with a strong focus on:

- 60% women participation
- 50% youth inclusion
- Strengthened cooperatives and MSMEs
- Climate-smart and circular production systems

To achieve this ambition, MESPT seeks to strengthen its resource mobilization efforts and develop high-quality, competitive proposals aligned to its new strategic direction.

Purpose of the Terms of Reference

The purpose of these Terms of Reference (ToR) is to define the parameters and expectations for engaging pool of associate consultants to support proposal development for the Trust on a need basis. This ToR aims to provide clear guidance on associates requirements, ensure alignment with the Trust's objectives, maintain high-quality outputs, establish accountability in proposal development, ensure compliance with relevant regulations, and facilitate seamless collaboration among associates, stakeholders, and the Trust.

Overview of the Assignment

MESPT seeks to engage highly qualified Associate Consultants on a need basis to support proposal development across its four strategic thematic areas and cross-cutting institutional priorities.

Thematic Area 1: Inclusive Agri and Green Finance

Increase access to inclusive, climate-aligned, and sustainable finance for smallholder farmers, MSMEs, and cooperatives.

Thematic Area 2: Agri Business Development Services (BDS)

Strengthen competitiveness, market access, value addition, and enterprise resilience across priority value chains.

Thematic Area 3: Climate Resilience and Sustainability

Promote climate-smart, regenerative, and circular economy practices within agri-food systems.

Thematic Area 4: Partnerships and Policy Influence

Strengthen strategic partnerships, policy advocacy, and multi-stakeholder collaboration for systemic transformation.

Cross-Cutting Strategic Priorities

- Digital transformation
- Gender Equality, Youth and Social Inclusion (GESI)
- MEAL and data-driven programming
- Institutional sustainability and governance
- Investment channel/SPV creation and blended finance

Scope of Work

Depending on the funding opportunity and assignment, consultants may be required to:

A. Proposal & Concept Development

- Develop high-quality, donor-compliant concept notes and full proposals
- Design integrated, multi-sectoral project frameworks aligned to MESPT's Theory of Change
- Align proposals to Kenya Vision 2030, BETA agenda, and global green growth commitments

B. Inclusive Agri & Green Finance Design

- Develop innovative financial instruments (green loans, guarantees, risk-sharing mechanisms)
- Structure blended finance facilities
- Develop ESG-aligned financing frameworks
- Support structuring of MESPT's Investment Channel/SPV
- Integrate climate risk financing solutions

C. Circular Economy & Green Transition Integration

- Embed circular economy principles in agri-food systems
- Design waste-to-value and resource efficiency models
- Integrate renewable energy and clean technologies
- Develop regenerative agriculture programming
- Incorporate biodiversity conservation and nature-based solutions

D. Digital Transformation

- Integrate digital platforms into agriculture and finance
- Develop digital credit assessment models
- Design data management and dashboard systems
- Integrate traceability and food safety digital tools

E. Gender, Youth & Social Inclusion (GESI)

- Design gender-transformative programming
- Develop youth-focused agri-enterprise models
- Integrate inclusive finance solutions
- Ensure equitable participation across all interventions

F. Market Systems & Enterprise Competitiveness

- Conduct value chain analyses
- Design incubation and acceleration models
- Strengthen private sector partnerships
- Develop commercialization and export-readiness strategies

G. MEAL & Knowledge Systems

- Develop robust Results Frameworks

- Prepare logframes and performance indicators
- Integrate GESI and climate metrics
- Establish data quality management systems

H. Institutional Strengthening & Governance

- Support organizational restructuring frameworks
- Develop governance manuals and policies
- Design risk management and compliance systems
- Develop sustainability and resource diversification strategies

Areas of Expertise Required

MESPT invites applications from consultants with demonstrated expertise in one or more of the following areas:

1. Inclusive Agri & Green Finance
2. Circular Economy & Resource Efficiency
3. Climate Finance & ESG Integration
4. Regenerative and Climate-Smart Agriculture
5. Digital Agriculture & Agri-Fintech
6. Market Systems Development
7. Gender Equality and Youth Economic Empowerment
8. Blended Finance & Investment Structuring
9. MEAL & Impact Measurement
10. Institutional Development & Governance
11. Policy Advocacy and Systems Transformation

Experience in developing successful proposals for bilateral, multilateral, climate funds, private foundations, and impact investors is highly desirable.

Expected Deliverables

Tailored to meet the specific requirements and objectives of each proposal development initiative undertaken by the associates in collaboration with the Trust, the expected deliverables are:

- Full donor-ready proposals
- Concept notes
- Market analyses and feasibility studies
- Blended finance structures
- Investment channel frameworks
- ESG integration models
- Monitoring and Evaluation frameworks
- Detailed budgets and financial models
- Policy briefs

All deliverables must:

- Align with MESPT's 2026–2030 Strategy
- Integrate GESI and climate resilience components
- Demonstrate scalability and sustainability
- Be technically sound and financially robust Partnership strategies

Duration/Indicative Schedule/Level of Effort

The engagement period will be negotiated based on the target proposal requirements.

Reporting

The consultant will work closely with the Head of Fundraising and Partnership departments and relevant team(s).

Resources

The Consultant should indicate an all-inclusive rate per day charged. MESPT engagement is through a contract for the exercise and retains 5% Withholding Tax as required by the Kenya Revenue Authority.

Ownership and Beneficiaries of the concept note.

All documents produced under concept and proposal development assignment are the sole property of MESPT and may be used for any purpose whatsoever without the need to consult with the author.

Qualification and Competencies

The consultant will bring to the concept/proposal development process previous experience from developing and writing successful integrated, multi-sectoral proposals and concept notes. In addition, the consultant must possess the following: -

- Advanced university degree (Master's or higher) in Agribusiness, Agricultural Economics, Climate Change, Environmental Studies, Sustainable Finance, Development Studies, or related fields
- Minimum 7–10 years' experience in proposal development and/or project design
- Proven track record of successful multi-sectoral, donor-funded proposals
- Strong financial modelling and budgeting skills
- Experience integrating climate resilience, circular economy, and inclusive finance
- Strong analytical and writing skills
- Ability to work collaboratively across multidisciplinary teams
- Strong program design skills, including the capacity to prepare logical models, coherent, and consistent documents such as log frames and budgets.
- Ability to work efficiently and effectively with project members in various locations both virtually and physically.
- Ability to integrate different experiences, methodologies, and approaches from a diverse range of stakeholders, organizations, and technical experts from multiple sectors.
- Excellent writing skills are required.
- Experience in structuring blended finance or investment vehicles is an added advantage.

Mandatory Requirements

Consultants must submit their national ID/Valid passports, KRA PIN certificates, Tax Compliance Certificates, academic certificates, and reference/recommendation letters with contact details for previous experience.

Application Process

Interested applicants should send their proposals with CVs, previous work and a cover letter explaining how their experience addresses the requirements of the trust to the email address tender@mespt.org on or before **5th March 2026, 1200 noon**.

All clarifications should be sent to procurement@mespt.org and shall be accessible from this link: [Associate Consultants for proposal development](#).

PART III: EVALUATION AND QUALIFICATION CRITERIA

Stage 1: Preliminary/Mandatory Evaluation

The following criteria shall apply for the preliminary/mandatory evaluation. Failure to meet the requirements of the preliminary/mandatory evaluation shall lead to disqualification from the rest of the bidding process.

1. Must submit a duly filled serialized Technical Proposal.
2. Must submit a duly filled Financial Proposal.
3. Must submit a current and valid Tax Compliance Certificate issued by the Kenya Revenue Authority.
4. Must submit copies of the Identification Card (ID) or passports of the proposed consultants.
5. Must submit a duly filled and stamped certificate of independent tender determination in the format provided.
6. Must submit a declaration statement that you will not be involved in corrupt or fraudulent practices in your format.

Stage 2: Technical Evaluation

The following criteria shall apply for the technical evaluation. Failure to meet the requirements of the technical evaluation shall lead to disqualification from the rest of the bidding process.

Below is the proposed breakdown of the technical evaluation criteria

	Criteria	Score
1.	Understanding of the assignment	20 Points
2.	Relevant Academic Qualification and expertise of proposed team	20 points
3.	Demonstrated Experience in Data quality Assessments undertaken in the last 5 years	20 points
4.	Provide testimonials for previous assignments including referees and their contacts.	20 points
5.	Comprehensive Approach & methodology with a detailed work-plan with timelines	20 points
	Total points	100 Points

The minimum technical score (St) required to pass is: 70 points.

Stage 3: Financial Evaluation

The financials shall not carry any points but rather assist in ranking consultants. This will only be applicable to the bidders who pass the technical evaluation.

Stage 4: Due Diligence Exercise

This stage shall involve confirmation and verification of the requirements and evidence submitted in Stage 1 and Stage 2, e.g. confirmation of previous client references/assignments, confirming validity of mandatory documents, e.t.c. All the processes that shall be involved in the due diligence exercise shall be stated here.

Bidders shall indicate three similar/relevant assignments undertaken in the last 5 years, with the contact persons' details, email address, and phone number

Award Criteria

This process shall lead to the pre-qualification of consultants for engagement.