



REQUEST FOR PROPOSAL

FOR

PROVISION OF CONSULTING SERVICES

ELIGIBLE TO INDIVIDUAL CONSULTANTS ONLY

(NOT FIRMS)

LUMP-SUM CONTRACT

Description of Bid: USA - Canada International Host

Bid Number: MESPT-GEAP-10079-2026.

Bid Closing/Opening Date: 27th April 2026

Bid Opening Time: 12:00 PM East Africa Time

Issue Date: 21st April 2026.

PART I: INVITATION TO BID

Micro Enterprises Support Programme Trust (MESPT) invites sealed bids from eligible candidates for USA - Canada International Host

1. Interested and eligible candidates may obtain further information from the address below during business hours **0800hrs to 1700hrs**.

Micro Enterprises Support Programme Trust (MESPT)

Tausi Lane 01, Westlands

P.O. Box 187-00606,

Nairobi, Kenya

Tel: 0722 207 905 / 0735 333 154

Email address: procurement@mespt.org

2. Bid documents herein are **free of charge**.
3. All bids **shall not** be accompanied by bid security.
4. Complete bidding documents shall be submitted through electronic means in the manner indicated below:

[sent via email: tender@mespt.org]

Bids must be received on or before the date and time indicated below;

Date: 27th April 2026.

Time: 12:00 PM East Africa Time

5. Prices quoted should be net inclusive of all taxes and quoted in **Kenyan Shillings**. **Kindly note that MESPT is an appointed VAT with holding agent and will remit 2% of the VAT on all vatiable invoices.**
6. All prices shall remain valid for **120 days** from the closing date of the bid.

Clarifications from interested bidders will be reviewed and posted [here](#). Keep checking before the deadline date

Chief Executive Officer

Micro Enterprises Support Programme Trust

TERMS OF REFERENCE (TOR)

USA/ CANADA-Based International Host & Strategic Partnership Facilitator

Micro Enterprises Support Programme Trust (MESPT)

I. Institutional Background

Micro Enterprises Support Programme Trust (MESPT) is a national development organization working across East Africa to catalyze inclusive economic growth through the strengthening of micro, small, and medium enterprises (MSMEs), climate-smart agriculture, sustainable value chains, and market systems development.

MESPT partners with governments, development finance institutions (DFIs), bilateral and multilateral donors, foundations, and private sector actors to deliver enterprise development, financial inclusion, green growth, and livelihood improvement programs. Its portfolio integrates technical assistance, capacity building, blended finance facilitation, and market linkage approaches that enhance resilience and competitiveness for smallholder farmers and enterprises.

As part of its **2026–2027 strategic repositioning**, MESPT seeks to:

- Expand its footprint into global capital markets and philanthropic ecosystems
- Position itself as a go-to African implementation partner for climate finance, enterprise development, and blended finance
- Strengthen direct partnerships with U.S.-based donors, foundations, corporates, and impact investors

The United States represents a priority ecosystem due to its concentration of:

- Bilateral agencies (e.g., USDA, Foreign Commercial Service, Development Finance Corporation)
- Multilateral and blended finance institutions (e.g., U.S. International Development Finance Corporation, World Bank)
- Major philanthropic foundations (e.g., Bill & Melinda Gates Foundation, Rockefeller Foundation, Ford Foundation)

- Corporate foundations and ESG platforms (e.g., Mastercard Foundation, Ford Foundation, Walmart Foundation)
- Family offices and impact investors (e.g., Omidyar Network, Acumen)
- Climate and blended finance platforms (e.g., Global Environment Facility, Green Climate Fund)
- U.S.-based NGOs and consortium leaders

MESPT seeks to engage a USA-based International Host & Strategic Partnership Facilitator to support sustained engagement, partnership development, and resource mobilization across this ecosystem over a 12-month period.

2. Purpose of the Assignment

To engage a well-networked U.S.-based Host to design and facilitate a structured, yearlong engagement and partnership development program that:

- Positions MESPT as an investment-ready, high-impact African partner
- Builds a robust pipeline of funding and partnership opportunities
- Strengthens MESPT's visibility and credibility across U.S. development and investment ecosystems
- Enables direct access to decision-makers across priority institutions

3. Objectives

The assignment will pursue the following objectives:

- Originate and facilitate strategic engagements with U.S. donors, foundations, DFIs, corporates, and family offices
- Secure 15–20 high-level meetings over the 12-month period
- Identify and track funding opportunities, grants, and co-investment pipelines
- Position MESPT within consortia, partnerships, and funding bids
- Develop a sustainable U.S. engagement strategy

4. Scope of Work

Phase I – Market Intelligence & Targeting (Months 1–3)

- Map relevant institutions across the United States
- Prioritize engagement with:
 - U.S. Government entities (including USAID Missions and the United States Department of State, including the U.S. Embassy Nairobi)
 - Foundations and Philanthropy
 - Family offices and impact investors
 - Corporate ESG and sustainability platforms
- Profile partners by:
 - Sector focus
 - Funding instruments (grants, TA, blended finance, equity, debt)
 - Geographic priorities
- Align targets to MESPT priority areas:
 - MSME development
 - Climate-smart agriculture
 - Green growth and carbon markets
 - Youth and women economic empowerment
 - Financial inclusion and blended finance

Phase 2 – Engagement & Partnership Facilitation (Months 3–12)

- Secure and coordinate high-level meetings (virtual and in-person in the U.S.)
- Facilitate warm introductions and relationship management
- Support MESPT in:
 - Tailoring pitch materials
 - Positioning for funding opportunities
 - Entering consortia and partnerships
- Coordinate engagements with:
 - U.S. Embassy teams and economic sections
 - Foundation program officers
 - Impact investors and fund managers
- Provide continuous pipeline tracking and advisory

Phase 3 – Ecosystem Exposure & Strategic Positioning

- Facilitate MESPT participation in:

- U.S.-based development and investment forums
- Climate finance and ESG convening
- Private sector roundtables
- Identify speaking, partnership, and visibility opportunities
- Support thought leadership positioning in U.S. markets

5. Key Deliverables

The Host will provide:

- Stakeholder Mapping & Target List (20–30 institutions)
- 12-Month Engagement Strategy & Work Plan
- Minimum 15–20 confirmed high-level meetings
- Quarterly pipeline and engagement reports
- Opportunity tracker (grants, investments, partnerships)
- Final Strategic Partnership & Resource Mobilization Report

6. Expected Outcomes: Success will be measured against:

- Number and quality of engagements
- Seniority of stakeholders reached
- Value and number of funding opportunities identified
- Invitations to submit proposals or concept notes
- Inclusion in consortia or partnerships
- Strengthened MESPT positioning within U.S. ecosystems

7. Duration & Modality: Duration: 12 Months

Modality:

- Work will be undertaken primarily from Kenya and the United States, with:
 - Regular virtual engagements in the United States
 - Select in-person meetings in the U.S. ecosystem as needed

Cost Structure:

- Direct engagement and operational expenses will be covered by MESPT

8. Roles & Responsibilities

MESPT

- Provide institutional strategy and materials
- Lead technical and programmatic discussions
- Cover agreed direct costs
- Coordinate internal alignment

International Host

- Lead U.S. ecosystem engagement and access
- Coordinate meetings and introductions
- Provide strategic advisory support
- Deliver agreed outputs and reports

9. Candidate Profile & Suitability

The assignment is ideally suited for a high-level strategic facilitator with deep U.S. networks and development finance experience.

10. Reporting and Coordination

The Consultant will report to MESPT Head of Fundraising and Partnerships

11. Financial Proposal

The consultant should submit a financial proposal including:

- Daily rate (in KES), inclusive of taxes
- Total cost for the assignment
- Payment terms

12. Application Requirements

Applicants should submit:

1. Detailed CV highlighting relevant experience
2. Brief technical proposal (max 5 pages) outlining approach and methodology
3. Financial quotation and payment structure

4. 2 professional references

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 Identification Card (ID) or passports of the consultants.

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	Individual capacity and past experiences	20
2	Proposed methodology and approach	20
3	Key consultant qualifications	20
4	Workplan and implementation schedule	10
5	Understanding of MESPT context/value addition	10
	Total	80

The minimum technical score (St) required to pass is: 60 points.

Stage 3: Financial Evaluation

Financial evaluation shall involve comparison of the bid prices of the bidders who pass stage 1 and/or stage 2 and confirmation that the Bidder has quoted for the required items as per the instructions set by MESPT. Thereafter use the award criteria below, Award will be made to the consultant with the highest combined technical & financial score. The financials shall carry a total of 20 points.

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

Selection Criteria

The following award criteria shall be used

Selection method	Award Criteria
QCBS	Award will be made to the consultant with the highest combined technical & financial score

FORMAT FOR THE TECHNICAL PROPOSAL

- 1) Technical Proposal Submission Form
- 2) Consultant's experience
- 3) Comments and Suggestions
- 4) Description of Approach, Methodology and Workplan
- 5) Work Schedule and Planning for Deliverables
- 6) Team Composition, Assignment, and Key Experts' Input

14. SUBMISSION OF BIDS

The Financial Proposal and the Technical Proposal files **MUST BE COMPLETELY SEPARATE** and emailed through tender@mespt.org and clearly named as either "TECHNICAL PROPOSAL_ US-CANADA VISIT" or "FINANCIAL PROPOSAL _ US-CANADA VISIT". The subject of the email should clearly capture the description. **The file with the "FINANCIAL PROPOSAL" must be encrypted with a password** so that it cannot be opened nor viewed until the Proposal has been found to pass the technical evaluation stage. Once a Proposal has been found to be responsive by passing the technical evaluation stage, MESPT shall request via email the Proposer to submit the password to open the Financial Proposal. Interested applicants should send their proposals by **12.00pm 27th April 2026**. Kindly send your clarifications to procurement@mespt.org by **23rd April 2026 at 12.00 Hours**. All clarifications shall be posted [here](#).