

TENDER REF: MESPT/GEAP/007/2026

TERMS OF REFERENCE FOR THE GEAP NATIONAL CLOSEOUT FORUM MODERATOR

The Micro-Enterprises Support Programme Trust (MESPT), established in 2002, supports the development of micro, small and medium enterprises (MSMEs) in Kenya through integrated business solutions, with a focus on agriculture, financial inclusion and green transformation.

With funding from DANIDA, MESPT has been implementing the Green Employment in Agriculture Programme (GEAP 2021–2026) across 12 counties: Kisii, Siaya, Kakamega, Bungoma, Trans Nzoia, Uasin Gishu, Nakuru, Nyandarua, Machakos, Makueni, Kilifi and Kwale. The programme promotes inclusive market access and MSME development, access to green and inclusive agricultural finance, agricultural productivity and food safety, green transformation, climate adaptation and decent employment opportunities, particularly for youth and women.

As GEAP draws to a close, MESPT will hold the GEAP National Close-out Forum on **12 November 2026** at **Safari Park Hotel, Nairobi**. The forum will showcase programme achievements and impact, share lessons and best practices, reflect on challenges and innovations, strengthen stakeholder ownership, and agree on sustainability and exit pathways for the interventions supported under the programme.

The forum will bring together DANIDA, national and county government officials, central competent authorities, research institutions, development partners, private-sector actors and MSMEs, farmer producer organisations and cooperatives, financial institutions, youth and women beneficiaries, and other programme stakeholders. It will feature programme results and data presentations, programme participants testimonies, case studies, experience-sharing sessions, policy dialogue, recognition of key contributions, and discussions on sustainability and future collaboration.

Objectives Of The Assignment

MESPT seeks a professional moderator to facilitate the forum and help participants reflect on GEAP achievements, lessons and the continuity of its interventions. The moderator will:

1. Set the tone of the forum, communicate its purpose and guide transitions between presentations, programme participants testimonies, panel discussions and other sessions.
2. Facilitate balanced discussions and questions and answers, enabling meaningful contributions from government, partners, enterprises, farmer organisations and beneficiaries, including youth and women.
3. Keep sessions within the allocated time and guide discussions towards practical lessons, stakeholder ownership, sustainability and exit pathways for GEAP-supported interventions.

Expected Deliverables

The moderator will be responsible for the following:

1. Before the forum: Review the GEAP materials and draft programme supplied by MESPT; participate in preparatory briefings; and submit an agreed moderation plan, session introductions and guiding questions aligned with the agenda. Coordinate with MESPT on speaker roles, timing and protocol.
2. During the forum: Moderate the event from start to finish in line with the agreed programme, ensuring active audience participation, clear transitions and effective time management.

3. Facilitate panel discussions and stakeholder dialogue that connect GEAP results and programme participants experiences with inclusive markets, green finance, productivity and food safety, climate adaptation, and employment. Draw out challenges, lessons and practical proposals for sustaining the interventions.
4. Summarise key takeaways, recommendations and any agreed actions at the close of relevant sessions and at the end of the forum. Acknowledge MESPT, DANIDA and participating stakeholders appropriately, using verified programme information.
5. After the forum: Submit a brief report to MESPT summarising the event flow, key discussions, lessons, recommendations and any agreed actions and responsible stakeholders. Submit the report within five working days of the forum.

Desired Skills And Competence

The ideal candidate should possess the following:

- Proven experience moderating high-level stakeholder forums, programme close-out events or comparable development-sector events, including panel discussions and policy dialogue.
- Strong communication and interpersonal skills, with the ability to engage diverse audiences and encourage balanced participation by technical speakers and beneficiaries.
- Familiarity with agricultural value chains, inclusive market systems, agricultural finance, food safety, green transformation, climate adaptation or youth and women's employment is an added advantage.
- Ability to manage time, synthesise technical information accurately, facilitate practical discussions and adapt to changes in the event programme.

Duration Of The Assignment

The assignment covers preparation and briefings before the forum, moderation on 12 November 2026 at Safari Park Hotel, Nairobi, and submission of the post-event report within five working days. Preparatory meeting dates and the detailed event schedule will be agreed with MESPT. The moderator will coordinate with the **GEAP Programme Manager**.

Submission Procedure

Interested candidates should submit the following to **MESPT by 26 October 2026** at noon to tender@mespt.org: Clarifications should be sent to procurement@mespt.org by 20th October 2026. Access all clarifications from this link: [Clarifications](#).

1. A brief proposal (not exceeding 3 pages) detailing:
 - Understanding of the assignment.
 - Approach to moderating the GEAP National Close-out Forum, including stakeholder participation, time management and discussions on sustainability.
 - Relevant experience and examples of similar assignments.
2. A financial proposal indicating the moderation fee and clearly stating the costs included for preparation, event moderation and post-event reporting, as well as any applicable taxes and separately chargeable expenses.

Payment Plan

Payment will be made as follows:

- 40% upon acceptance of the proposal and alignment on the event agenda.
- 60% upon successful moderation of the forum and submission of the post-event report.

Preliminary Requirements

1. Detailed technical proposal
2. Detailed financial proposal with clear cost breakdown
3. National ID of the moderator.
4. Copies of academic certificates and qualifications
5. Atleast 3 copies of recommendation letters with contact details from previous clients.

Evaluation Criteria

Proposals will be evaluated based on the following:

Criteria	Score
Understanding of the assignment	10 Points
Relevant experience	30 Points
Approach and methodology	30 Points
Financial proposal	30 Points

Pass score for technical evaluation is 50 points out of 70. The financial score will be a maximum of 30 points.

Award criteria: QCBS, whereby the bid with the highest combined score will be recommended for award.

Terms And Conditions

- MESPT reserves the right to accept or reject any proposals.
- Any form of canvassing will lead to automatic disqualification.