

TMG Research gGmbH  
EUREF-Campus 6-9  
10829 Berlin

**RECIPIENT**

Dear Sir/Madam

Tel: +49 (0) 30 92 10 74 07 - 00  
Fax: +49 (0) 30 92 10 74 07 - 99  
info@tmg-thinktank.com

Berlin, 13 November 2023

INVITATION TO PARTICIPATE IN:  
CALL FOR TENDERS FOR THE PROVISION OF SENIOR CONSULTANCY SERVICES IN  
NAIROBI FOR THE CLIMATE RESILIENT, URBAN, AND PERI-URBAN AGRICULTURE:  
COMBATTING THE EFFECTS OF COVID-19 AND BUILDING RESILIENT, INCLUSIVE FOOD  
SYSTEMS PROJECT

TENDER NO.: T.7023.23.014

Dear Sir/Madam,

TMG Research invites qualified individuals and/or organisations to submit tenders to provide services outlined below.

Please direct any questions regarding the Call for Tenders to the Point of contact for Questions listed below. All questions should be submitted in writing by email to the address stated in this Call.

TMG Research reserves the right to disqualify and reject proposals from suppliers who do not comply with the guidelines laid out in this letter and below. As part of this tender process, TMG Research makes no obligations in any way to:

- a) Pay any vendor for any Call for Tenders response; or
- b) Award the contract to the lowest or any specific bidder; or
- c) Accept any Tender information received from vendors; or
- d) Include vendors responding to this Call for Tender, in any future invitation; or
- e) Any other commitment to vendors whatsoever.

We look forward to receiving your response.

Yours sincerely,

TMG Research gGmbH

Email: [nicole.paganini@tmg-thinktank.com](mailto:nicole.paganini@tmg-thinktank.com)

TMG Research gGmbH  
EUREF-Campus 6-9  
10829 Berlin

Tel: +49 (0) 30 92 10 74 07 - 00  
Fax: +49 (0) 30 92 10 74 07 - 99  
info@tmg-thinktank.com

CALL FOR TENDERS FOR THE PROVISION OF SENIOR CONSULTANCY SERVICES IN  
**NAIROBI** FOR THE CLIMATE RESILIENT, URBAN, AND PERI-URBAN AGRICULTURE:  
COMBATting THE EFFECTS OF COVID-19 AND BUILDING RESILIENT, INCLUSIVE FOOD  
SYSTEMS **PROJECT**  
TENDER NO.: T.7023.23.014

Disclaimer: TMG Research reserves the right to determine the tendering process, number of short-listed participants, the right to withdraw from the process, the right to change the time schedule at any time, and the right to withdraw this tender at any time, without prior notice and without liability to compensate and/or reimburse any party whatsoever.

Synopsis:

Tender No. (To be quoted on all communication)	T.7023.23.014
Issuing office and address	TMG Research gGmbH EUREF Campus 6-9 10829 Berlin Germany
Point of contact for questions	Nicole Paganini, nicole.paganini@tmg-thinktank.com
Email address for submission	<a href="mailto:nicole.paganini@tmg-thinktank.com">nicole.paganini@tmg-thinktank.com</a> <a href="mailto:heike.perscheid@tmg-thinktank.com">heike.perscheid@tmg-thinktank.com</a>
Date of call for tender	13 November 2023
Deadline for submission of bids	27 November 2023
Validity of Tender	Tenders will be deemed binding for 4 calendar weeks from the date of the deadline for submission of bids.
Award type	Consultant Contract (Freelance)
Duration of assignment including reporting	1-Dec-23 - 31-Dec-24
Available resources	Approx. No. of Days of Work 2 days per week

## Terms of Reference

### 1. Background

TMG Research, (TMG), is a Berlin-based research institution with a team based in Nairobi and projects across several countries in Africa and Asia focusing on four areas: Food Systems, Land Governance, Nature-Based Solutions and Urban Food Futures.

Urban Food Futures is a transdisciplinary action-research programme conducted in cooperation with TMG's partners from academia and civil society. Our work is centred around hubs in Nairobi and Cape Town, where we focus on informal settlements and low-income areas with a high prevalence of hunger and poverty. Under this programme we are looking for a consultant to support the implementation of our work programme in Nairobi.

### 2. Objectives

The main objective of this call is to identify an individual to oversee the implementation of the Urban Food Futures Programme in Nairobi. This implies strategically guiding the implementation of the research programme in the areas of school feeding, controlled environment agriculture and informal food vendors.

### 3. Tasks

a) Analyse the relevant political context for the implementation of the research programme at county and national level and advise TMG's Senior Management and Programme Lead on the further implementation of the programme.

b) Oversee the implementation of the work programme of two TMG Research Associates. This includes regular consultations with the Research Associates to provide strategic advice and guidance, in particular where the work programmes need to respond to proposals on the further implementation of the work programme by partners, changes in the political context or other relevant developments.

c) Contribute to the implementation of the research work of the Urban Food Futures Programme in Nairobi.

d) Represent TMG at meetings with partner organisations, Government entities and other stakeholders.

e) Communicate results of the Urban Food Futures Programme in Kenya and beyond.

f) Attend project/management meetings of the Urban Food Futures team approximately twice per month.

#### 4. Deliverables

The consultant will proactively manage the implementation of the Urban Food Futures work programme in Nairobi and implement necessary activities to do so. This includes guidance for two research associates, organizing and participating in meetings with partners and other stakeholders and the participation in management meetings of the Urban Food Futures Programme.

Further to this, the following list is non-exhaustive and demonstrates examples of other types of deliverables expected:

- Brief written reports on the relevant political developments in Nairobi and their implications for the further implementation of the work programme (once per month).
- Regular meeting with research associates and quality assurance of research outputs delivered by research associates and research partners.
- High-quality research outputs, such as policy briefs, scientific articles, contributions to or writing of sub-chapters in the final project report.
- Articles suitable for publication in Kenyan newspapers and other communication outputs (e.g., social media posts, blogs) that are tailored to the Kenyan audience.

#### 5. Supplier Requirements

- Minimum of a master's degree in agriculture, political science, development studies, urban studies or similar fields
- At least 5 years of experience in advising and researching on food system governance in Kenya, including expertise in the progressive realization of the Right to Food
- Track record of successfully working with a range of different stakeholders
- Experience in representing organisations at all levels of interaction from local to highest political level and comfortable presenting work in understandable manner in all fora
- Language skills: English, Swahili.
- Track record in academic and non-academic publications and media presence related to the field.
- Based in Nairobi with at least 2 days of availability per week.

#### 6. Tender requirements

The tender requirements include:

- a) A cover letter, detailing the consultants experience according to the supplier requirements outlined under (5)

- b) CV of the professional who will work on the assignment
- c) Net Daily Rate and Total Number of Days Needed
- d) At least 2 professional references from previous clients and full contact details of the referees.

## 7. Submission of tender

The complete tender documents should be sent by email in one pdf file to the email address(es) listed in the synopsis at the latest by the deadline stipulated in the synopsis and referencing the Tender Number.

## 8. Evaluation Criteria

Evaluation Criteria	Weight
Relevant experience in working on food system transformation in Kenya	30%
Proven track record of working with different stakeholders	20%
Communication experience	20%
Price	30%
Total	100%

TMG Research gGmbH  
EUREF-Campus 6-9  
10829 Berlin

Tel: +49 (0) 30 92 10 74 07 - 00  
Fax: +49 (0) 30 92 10 74 07 - 99  
info@tmg-thinktank.com

Correction Notice:

CALL FOR TENDERS FOR THE PROVISION OF SENIOR CONSULTANCY SERVICES IN  
NAIROBI FOR THE CLIMATE RESILIENT, URBAN, AND PERI-URBAN AGRICULTURE:  
COMBATTING THE EFFECTS OF COVID-19 AND BUILDING RESILIENT, INCLUSIVE  
FOOD SYSTEMS PROJECT

TENDER NO.: T.7023.23.014

We hereby give notice of the following changes to this Call for Tenders:

1. X
2. X