



Transforming Lives Through Agribusiness

Call/Request for Proposal (RFP)

RFQ Number: RFP KTUG-002

Issuance Date: Friday September 19, 2025

Deadline for Questions: Tuesday September 23, 2025

Deadline for Offers: Friday October 3, 2025, 11:59pm

Description: Request for Proposal for Consultancy Services to Address Policy Issues in the Rice Sub-Sector under the R4iCSA-II Project

Funded By: IKEA Foundation (Reduce–Reuse–Recycle Rice Initiative for Climate Smart Agriculture (R4iCSA) Project)

Implemented By: Kilimo Trust- Uganda and Kenya

Contact email: procurement@kilimotrust.org

Invitation

Dear Sir/Madam,

You are kindly invited to submit a technical and financial proposal in response to Kilimo Trust's Request for Proposal **RFP No. KTUG-002**.

- Kilimo Trust intends to issue a fixed price agreement for this consultancy.
- Only proposals from registered and qualified firms/individuals will be evaluated.
- Kilimo Trust is not bound to accept the lowest-priced offer and reserves the right to reject any or all proposals, or to accept an offer without further discussions.
- Costs incurred by respondents regarding the preparation of a proposal and the negotiation of contract are not reimbursable.
- Kilimo Trust is not bound to accept any of the proposals submitted.
- Kilimo Trust reserves the right to accept an offeror's proposal without further discussion.
- Kilimo Trust will only evaluate proposals from registered, qualified firms/ individuals to execute and implement the work under this project.
- The Offerors must be able to complete all the items stated in the Scope of Work or Terms of reference in Attachment A.
- Kilimo Trust reserves the right to order in phases or by activities that are most advantages to Kilimo Trust.

Questions: All questions and inquiries related to this request must be submitted prior to the closing date shown above. All "Offerors" must submit their questions to Kilimo Trust via this email address: procurement@kilimotruat.org

Proposals shall be submitted via email to the above-mentioned email address, and the Subject line of the email should read: **“RFP No. KTUG-002 Policy Issues Consultancy – R4iCSA-II**

Proposals received after the exact time specified for receipt of offers shall be considered late and will be considered only at the discretion of Kilimo Trust. Respondents shall receive an email acknowledging that their Proposal has been received upon its submission.

Proposal Instructions and Required Format

It is requested that Offerors organize their Technical and Financial Proposals as noted below. This request is made to facilitate Kilimo Trust’s review of the submitted material thus enabling a rapid decision and contracting process.

The Offeror shall submit its best price offer/proposal to complete the Scope of Work (SOW) in Attachment A,

Proposal Cover Letter: The proposal cover letter must not be no more than 1 page and must be signed by an authorized representative.

Technical Proposal: The technical proposal must be written in English. There should be a maximum of 10 type written pages, excluding Attachments/supporting documents. (Desired Format - Type: Whitney-medium, Font Size 11, Margins: 1” all around). The technical proposal shall address the subjects outlined below:

A. Firm or Institution Information This section must be limited to a maximum of 1 page and must provide the following information:

- Name, address and reference to copy of Offeror’s business (or other) local registration (included as an attachment).
- Primary contact information for this activity.
- Please describe the Offeror’s management structure, list all owners, board members, and other key representatives by their full names.

B. Capabilities and Past Performance This section must be limited to no more than 2-3 pages and must include:

- i) Summary of Corporate/Organizational Capabilities.
- ii) Summary of relevant experience your firm/institution has had in performing work like that described in Attachment A. Scope of Work.
- iii) Company or Key Personnel’s individual performance references for similar projects. For each project or individual performance reference, please include the name of the client/former employer and his or her contact information (current and most recent information required, within the last three years), a description of the services rendered under the project, results and accomplishments. It is Kilimo Trust’s intention to contact some of these clients for testimonials regarding the Offeror’s performance • The quality of the work performed by the Offeror, • The timeliness of the effort performed by the Offeror, and • Whether the Client would use Offeror’s services should they have similar needs in the future?

C. Technical Approach This section must be limited to no more than 2-3 pages and must include the following information in direct response to the Scope of Work in Attachment A below.

ATTACHMENT A
(Scope of Work/ Terms of Reference)

1. Background

Kilimo Trust, with funding from the IKEA Foundation, is implementing the *Regenerative Rice Value Chain Project* in Kenya and Uganda – dubbed R4iCSA (*Reduce, Reuse, Recycle Rice Initiative for Climate Smart Agriculture*).

Building on successful implementation, the **R4iCSA-II project** seeks to strengthen inclusive value chain development in the rice sector and promote rice food systems through regenerative agriculture and circular economy approaches. The project aims to reduce the negative effects of agricultural production on climate while improving farmer incomes and livelihoods.

One of the project's key objectives is to **improve the enabling environment for regenerative agriculture in the rice sub-sector**. A core output is the development of **evidence-based policy briefs** that inform and guide policy reforms.

2. Objectives of the Assignment

The consultancy aims to:

1. Identify policy gaps, regulations, and standards hindering regenerative rice production and agribusiness in Uganda.
2. Develop guidelines, standards, and policy briefs to address identified gaps.
3. Facilitate policy dialogue meetings with stakeholders to build consensus and propose solutions.

3. Scope of Work

The consultant/firm will be expected to:

- a) Conduct comprehensive research to identify key policy gaps/constraints in Uganda's rice sub-sector, including review of existing policies on rice production, marketing, and consumption.
- b) Map power holders and influencers in the rice sector using relevant power mapping tools.
- c) Organize and coordinate stakeholder consultations/meetings to validate identified policy gaps.
- d) Draft policy briefs and recommendations informed by the research and stakeholder inputs.
- e) Organize and coordinate a high-level stakeholder dialogue to present draft policy briefs for review and feedback.
- b) Conduct research to identify the key policy gaps/constraints hindering regenerative rice production and agribusiness in Uganda.
This will include a comprehensive review of all "policies" related to rice production marketing and consumption in Uganda. The exercise shall also entail mapping of power holders across the spheres of power influence using relevant power mapping tools.
- c) Organize and coordinate stakeholders' consultations/meetings to discuss and contextualize the identified policy gaps in sustainable rice production in Uganda.
- d) Draft policy briefs and recommendations as informed by the research conducted and stakeholders' meetings held.
- e) Organize and coordinate a high-level stakeholder dialogue to present the policy paper/s or briefs developed for feedback.
The national dialogues, bringing together key stakeholders, experts, and policymakers will discuss challenges, opportunities, and solutions in the sector. The dialogue will facilitate

knowledge sharing, consensus building, and identification of strategic priorities for promoting sustainable rice production practices nationwide.

4. Expected Deliverables

- Inception report with detailed methodology and workplan.
- Submit finalized 2 policy briefs to Kilimo Trust – on utilization of rice by-products and wetlands management/conservation

5. Technical Requirements

- Proven track record in agricultural policy research and policy brief development.
- Demonstrated experience in stakeholder engagement and facilitation of national policy dialogues.
- At least 5 years of relevant consultancy experience in Uganda’s agriculture sector.
- Strong knowledge of rice value chain and regenerative agriculture principles.
- Ability to deliver high-quality evidence-based policy briefs within set timelines.

6. Duration of Assignment

The consultancy is expected to be completed within **3 months** from the date of contract signing.

Mode of Application.

All interested vendors must submit their proposals electronically in one folder (Technical & Financial) in one folder. Financial proposal, Three reference letters from their clients, Copy of Trading Licence, and a valid URA Certificate and Company Profile to procurement@kilimotrust.org by **Friday, October 3, 2025, at 11:59 PM EAT.**

The Prospective Vendor MUST clearly indicate in the email subject “**RFP No. KTUG-002 Policy Issues Consultancy – R4iCSA-II**”

For clarifications, please email procurement@kilimotrust.org (Attn: Procurement) by **Tuesday, September 23, 2025.**

Only successful bidders will be contacted. If you do not hear from us within one month after submission, consider your bid unsuccessful.