TERM OF REFERENCE
ESTABLISHMENT OF DIGITAL INNOVATION HUB (DIH)

1. Introduction and Background

Africa Harvest and partners (ICRISAT and KUZA), otherwise referred to as implementing partners in collaboration with MasterCard Foundation, (the funding partner) are implementing a five-year project titled “Scaling Commercialization of Drought Tolerant Crops (DTC) Technologies to Secure Dignified and Fulfilling Work for 120,000 Youth in Rural Kenya”. The Project targets six value chains (green grams, Sorghum, Finger Millet, Pearl Millet, Pigeon Pea, and Groundnuts) in ten Counties (Makueni, Kitui, Machakos, Taita Taveta, Meru, Tharaka Nithi, Busia, Homa Bay, Siaya and Elgeyo Marakwet) with the following objectives:

(i) To enhance production and marketing of improved DTC seeds for 3 cereals and 3 legumes;
(ii) To improve Cereal and legume grain production, productivity, and quality enhancement;
(iii) To enhance Value addition, product & market development, and finance access.
(iv) To leverage digital tools and technologies to support last-mile capacity building and jobs for youth.
(v) Mainstream gender and safeguarding in all project activities (as a cross-cutting theme).

As part of objective iv on leveraging digital tools, Africa Harvest intends to establish one digital hub in each of the ten focus counties. Digital hubs will provide a structured and cost-effective platform that enables young agripreneurs to get information that will enable them to access, generate and share information that will enhance job creation along agricultural value chains.

2. Objectives of Consultancy Service

Consultant shall assist Africa Harvest to Implement the Digital Hubs in the ten Counties. The 4 key deliverables are listed below;

i. Develop a Detailed Implementation Plan
Deliverable: Detailed Implementation Plan illustrating how the Hub is going to be operationalized Develop a Detailed Budget
Deliverable: Detailed Budget

ii. Lead Installation of infrastructure, conduct testing and commissioning of Digital hubs

Deliverable: A functional hub

iii. Post Project Commissioning activities

Deliverable: Need-based Support and maintenance of the digital hubs

3. **Scope of work and timelines of the assignment**

   i. The consultant will at the minimum expected to undertake the following key tasks:
   
   ii. Visit each of the ten Counties identified hubs to assess suitability and required infrastructure
   
   iii. Recommend appropriate hardware and Software for the Hub
   
   iv. Recruit and pay support staff needed for the establishment of the ten digital hubs

4. **Timing of this consultancy**

The assignment should commence in April 2023 and be completed by end of July 2023.

5. **Management and oversight**

Contracting will be done by Africa Harvest who will also pay for the consultancy service, establish relationships with host institutions and provide relevant documents to ensure successful execution of the project;

6. **Knowledge and Experience of the Consultant(s)**

Africa Harvest is inviting proposals from suitably qualified companies/firms/consultants to submit proposals. The proposal should contain:

   i. Proposed approach to implementing the project
   
   ii. Work plan for implementing the project
   
   iii. Team structure/composition including
   
   • Names and profiles (maximum 5 pages each) of lead consultant(s) including:
   
   • Qualifications and relevant experience in providing the kind of assessment required;
   
   • Roles of each team member
   
   • Have a team Leader who should have minimum experience of 5 years in similar or related assignments, grounded expertise in development of digital hubs, FinTechs and digital innovations in general
   
   • Key staff with minimum experience of 3 years in similar assignments with extensive knowledge in establishing digital platforms.
   
   iv. Provide evidence of experience in coordinating, liaising and sharing information with other innovation hubs, Venture Capitalists
   
   v. If submitting as a firm/company, provide summary of you/your firm’s experience in providing the kind of deliverables called for in these terms of reference.
vi. A financial proposal: an estimated budget for both professional fees and reimbursable expenses.

7. Confidentiality Statement

All data and information received from client for the purpose of this assignment are to be treated confidentially and are only to be used in connection with the execution of these Terms of Reference. All intellectual property rights arising from the execution of these Terms of Reference are assigned to the client. The contents of written materials obtained and used in this assignment should strictly not be disclosed to any third parties. Where there is necessity to do so, the Consultant shall not do so without expressed advance written authorization of the client.

8. Conflict of Interest

The Consultant (and any sub-contractors) must disclose in their cover letter details of any circumstances, including personal, financial and business activities that will, or might, give rise to a conflict of interest, if they were awarded this contract. Where the consultant identifies any potential conflicts they should state how they intend to avoid such conflicts. Africa Harvest reserves the right to reject any application which, in its opinion, gives rise, or could potentially give rise to, a conflict of interest.

9. Submission of proposal

The Consultant should submit both the technical and financial proposal document together with a cover letter indicating their commitment to undertake this assignment. The letter should indicate availability and be supported by a capability statement of similar assignments conducted elsewhere.

Both the technical and financial proposals should be submitted electronically to:

The Procurement Manager, Africa Harvest,
Email: procurement@africaharvest.org to be received on or before 25th April 2023

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