

Request for Independent Consultants (RFIC)

Issuing Date: August 25, 2026

Solicitation Number: KEN/TECH/1133/032

Offer Deadline: September 15, 2026 by 5:00 PM
EST

Counterpart International (hereinafter Counterpart) is soliciting Offers for consultancy services as described in this Request for Independent Consultant (RFIC). These services are required under the Livestock Innovation and Feed Transformation (LIFT) project in Kenya (hereinafter “the Award” or “LIFT”) funded by the United States Department of Agriculture’s Food for Progress Program (hereinafter USDA Food for Progress).

Counterpart hereby invites Independent Consultants (hereinafter “Offerors”) to submit offers (hereinafter “Offers”) for the services described in the attached scope of work. Offerors should put forward their qualifications and price quote to support COUNTERPART for a consulting service. As a result of this RFIC, COUNTERPART anticipates issuing an independent consulting agreement (ICA).

INSTRUCTIONS TO OFFERORS

Offers Validity Period

Offers shall remain until November 14, 2026 which is sixty (60) days after the offer deadline. An offer valid for a shorter period shall be rejected as non-responsive.

Counterpart’s Rights and Notification of Award

1. Only shortlisted Offerors will be contacted.
2. Counterpart reserves the right to conduct additional selection process steps as needed, such as interviews, presentations, site visits, request copies of previous contracts, paystubs...etc.
3. Counterpart reserves the right to accept or reject:
 - i. Any Offer
 - ii. Late Offers
4. Counterpart may cancel this RFIC at any time.

Contents of Offer/Submission Requirements

The following Documents must be included in the Offer

1. Offeror’s resume (CV)
2. Offeror’s Proposed Daily Rate. Daily rates above \$629.84 will not be considered. International travel, in-country accommodation, and a per diem for meals and incidentals will be provided by Counterpart. Reasonable and documented expenses to complete the scope of work (e.g. visa) will be reimbursed by Counterpart.
3. Two recommendation letters from previous employers/consultancy within the past two years **or** contact information for references.
4. Methodology or Technical Approach for completing the SOW not to exceed two pages.
5. Signed cover letter with the following statement:

“I hereby certify that, to the best of my knowledge and belief:

- I have no close, familial, or financial relationships with any Counterpart or LIFT project staff members.
- I have no close, familial, or financial relationships with any other offerors submitting proposals in response to the above-referenced RFIC; and
- The prices in my offer have been arrived at independently, without any consultation, communication, or agreement with any other offeror or competitor for the purpose of restricting competition.
- All information in my offer and all supporting documentation is authentic and accurate.
- I understand and agree to Counterpart’s prohibitions against fraud, bribery, and kickbacks.

I hereby certify that the enclosed representations, certifications, and other statements are accurate, current, and complete.”

All Offers must be submitted to procurement.ke1133@counterpart.org

Qualifications

1. Master's degree in animal nutrition, Feed Science, Agricultural Engineering, Mechanical Engineering, Food/Feed Processing Technology, Animal Science or closely related discipline.
2. At least 15 years of professional experience in animal-feed manufacturing, feed processing, or feed-mill engineering or related fields.
3. Demonstrated experience in process optimization, equipment assessment, plant retrofits, capacity analysis or technology investment planning.
4. Demonstrated technical experience covering grain receiving, cleaning, grinding, batching, mixing, conditioning, pelleting, cooling and packaging.
5. Demonstrated experience with sorghum and other alternative cereal grains in animal-feed formulations and feed processing.
6. Demonstrated knowledge of poultry, dairy and beef cattle feed formulation and nutritional requirements.
7. Knowledge of GMP/HACCP and feed safety systems.
8. Experience leading training programs in feed processing, feed-mill engineering or related fields will be an added advantage.
9. Experience working with East African commercial feed manufacturers will be an added advantage.

Evaluation Criteria

Counterpart anticipates awarding an Independent Consultant Agreement (ICA) to the responsible applicant(s) whose Offer is deemed acceptable based on the evaluation criteria below:

Criterion	Description	Points
Methodology/ Technical Approach	Clarity, feasibility and soundness of proposed methodology / technical approach for completing the scope of work.	35
Qualifications and Relevant Commercial Feed Experience	Demonstrated relevant experience in commercial feed manufacturing, engineering, and/or processing including sorghum and other coarse grains.	50
Cost Competitiveness	Reasonableness and competitiveness of the daily rate	15
Total:		100

Scope of Work

These services are envisioned to be implemented over a two month period from October 5, 2026 through December 5, 2026. The consultancy shall not exceed 25 working days, including up to 15 in-country working days in Kenya and up to 10 remote working days for preparation, report writing, and technical follow-up.

A. Project Background

The USDA Food for Progress Kenya Livestock Innovation and Feed Transformation (LIFT) Project implemented by Counterpart International is an investment to expand the trade of agricultural products and increase agricultural productivity in Kenya through improved feed quality, affordability, and adoption of best practices at scale. LIFT will expand trade and open Kenya's market to quality feed ingredients through strengthening harmonization and implementation of livestock feed regulations, supporting trade facilitation between exporters and Kenyan buyers, and investing in industry-wide upgrading and commercialization. LIFT will also increase agricultural productivity

through improving farmer demand and awareness of high-quality feed products and strengthening producer groups.

B. Objectives of the Assignment

The objective of this consultancy is to assess the operational and technical readiness of commercial feed millers in Kenya to incorporate sorghum as a primary energy alternative or complement to maize in animal feed formulations for poultry, dairy and beef cattle. Specifically, the assignment will evaluate existing receiving, cleaning, grinding, mixing, and pelleting infrastructure across target feed mills to determine baseline capabilities, assess staff capabilities and understanding of how to safely and efficiently process sorghum using existing and upgraded machinery, identify firm-level equipment and process technology gaps, and outline specific mechanical adjustments, retrofits, or capital investments required. Ultimately, the consultant's findings will provide actionable technical roadmaps for millers to efficiently process sorghum at scale while maintaining target feed quality, nutritional value, and operational throughput.

C. Scope of Work

The bidder is anticipated to provide the following core services/tasks:

1. Review background documentation provided by Counterpart, including a previous sorghum feed trial report, relevant studies on the animal feed sector in Kenya, and information on the feed mills to be visited.
2. Provide a list of questions and information that will be helpful for the LIFT project to provide in advance of the Consultant's visit to the feed milling facilities.
3. Develop a standardized audit tool and checklist for the evaluation of the select feedmiller(s) equipment and human capital readiness to adopt the use of sorghum.
4. Conduct on-site engineering assessments of selected feed milling facilities to evaluate physical infrastructure, equipment suitability, and staff capabilities and understanding related to processing sorghum using machinery. This should include handling and intake systems (e.g. bulk handling, silos or big-bag hoists), hammer mills/rollers, mixers, conditioners, pelleting lines, machinery operation practices, recalibration procedures, and staff familiarity with equipment settings, safety protocols, and troubleshooting requirements.
5. Develop an individual Technical Assessment Report for each visited mill, along with a summary report for Counterpart. The summary reports must clearly categorize each feed miller into one of three operational readiness tiers:
 - **Tier 1 (Ready):** Capable of processing sorghum with existing equipment, production staff, and minor operational parameter adjustments.
 - **Tier 2 (Minor Modifications):** Requires targeted equipment retrofits or component replacements (e.g., upgraded aspirators, modified pellet dies, or revised hammer mill configurations), and additional production staff hires.
 - **Tier 3 (Major Capital Upgrade Needed):** Requires substantial equipment procurement (e.g., dedicated fine-grinding hammer mills, automated dosing, or boiler/steam line upgrades), and new production staff hiring.
6. Provide an itemized, line-item cost estimate per feed miller detailing the financial requirements to safely, efficiently, and commercially process sorghum. Estimates must separate:
 - **Operational/Retrofit Costs (OpEx):** Cost of minor mechanical adjustments, component replacements, recalibration for Tier 2 feed mills.
 - **Capital Expenditures (CapEx):** Cost of new equipment including freight, installation, and commissioning for Tier 3 feed mills.

7. Assess knowledge and awareness on feed millers' staff capacity to operate machinery for processing sorghum, design a detailed set of training slides and facilitate a practical, interactive group training workshop for participating feed mill personnel, plant engineers, maintenance managers, and feed nutritionists. The training program shall cover:
- Engineering and equipment specifications required for handling small, hard grains like sorghum.
 - Machinery recalibration techniques (grinding dynamics, screen selection, steam conditioning temperatures, and pelleting moisture controls).
 - Good Manufacturing Practices (GMP), dust management, and safety considerations unique to sorghum processing.
 - Operational troubleshooting for common processing bottlenecks and challenges when swapping maize for sorghum.
 - Frequently Asked Questions (FAQ) and their answers on the processing requirements for sorghum.

D. Place of Performance, and Other Conditions.

- **Place of Performance:** The Consultancy will be performed through a combination of remote and in-country work in Kenya. Counterpart will organize international and in-country travel in accordance with Counterpart's policies and USDA's regulations.
- **Ownership of Work:** Any Document and Work Product developed in the course of or as a result of Consultant's performance of this Agreement, whether by consultant alone or in collaboration with others, will also be and remain the exclusive property of Counterpart.
- **Confidentiality:** Consultant agrees to keep confidential and not to disclose or use outside of Counterpart, without the prior written approval of LIFT Project staff, including but not limited to, any trade secrets, information proprietary to Counterpart, or other information or data that Consultant should reasonably expect Counterpart would consider confidential. The Consultant may need to sign Non-Disclosure Agreements with each feed miller.
- **Return of Property:** At the end of the assignment, or any time upon Counterpart's request, Consultant will return all documents or other materials, however stored, that belong to Counterpart, contain Counterpart confidential or proprietary information or Work Product, or relate in any way to Counterpart, its activities or operations, or any of its employed, and any other Counterpart property in the Consultant's possession.

E. Monitoring and Reporting.

The selected Consultant will report to the project's Feed Industry Capacity Building Lead and also work closely with other members of LIFT's technical team including the Chief of Party and the Deputy Chief of Party.

F. Expected Results, Deliverables.

The Consultant will achieve the following deliverables:

Deliverables	Description
1. A standardized audit tool.	• A standardized audit tool and checklist to evaluate facility readiness to process sorghum and feed miller production staff readiness to adopt sorghum use against relevant industry quality, staffing and equipment standards.
2. Facility-specific Technical Assessment Reports and	An individual, confidential Technical Assessment Report for each evaluated feed mill. Each report should provide a practical assessment of the miller's current

investment requirements for each evaluated feed mill.	capability to safely, efficiently, and commercially process sorghum using existing infrastructure, equipment, production practices, and staffing arrangements. At a minimum, each facility-specific report should include: • A summary of the facility’s current readiness to process sorghum, including infrastructure, equipment, operational practices, staff capacity, and key technical constraints. • Clear identification of equipment, process, staffing, safety, quality-control, and operational gaps that may limit adoption of sorghum in feed production. • Recommended technical actions, mechanical adjustments, retrofits, recalibration requirements, or capital investments needed for the miller to process sorghum at commercial scale. • An itemized, line-item cost estimate for each miller, separating operational/retrofit costs, capital expenditures, installation and commissioning costs, and any human-capital or staffing costs required to support sorghum processing. The report should also include an itemized, line-item cost estimate per feed miller detailing the financial requirements to safely, efficiently, and commercially process sorghum. Estimates will include: • Operational/Retrofit Costs (OpEx): Cost of minor mechanical adjustments, component replacements, recalibration for Tier 2 feed mills. • Capital Expenditures (CapEx): Cost of new equipment including freight, installation, and commissioning for Tier 3 feed mills. • Cost of human capital: Cost of hiring additional production staff with skills to formulate and handle sorghum processing. • Equipment suppliers: Shortlist of equipment suppliers that can support the mill upgrades necessary to allow sorghum handling and processing. The reports should be developed and reviewed in collaboration with each individual feed miller to ensure the findings, recommendations, and investment requirements are clearly understood, validated by the miller, and have their buy-in before finalization.
3. Training materials and facilitation of a practical, interactive group training workshop for participating feed mill personnel.	Technical training slides and facilitation of a practical, interactive group training workshop for feed mill personnel, plant engineers, maintenance managers, and feed nutritionists that improves their understanding of the operational requirements for substituting maize for sorghum in animal feed formulations. The training materials shall cover: • Engineering and equipment specifications required for handling small, hard grains like sorghum. • Machinery recalibration techniques (grinding dynamics, screen selection, steam conditioning temperatures, and pelleting moisture controls). • Good Manufacturing Practices (GMP), dust management, and safety considerations unique to sorghum processing.

	• Operational troubleshooting for common processing bottlenecks and challenges when swapping maize for sorghum in animal feed formulations. • A handout of Frequently Asked Questions (FAQs) and their answers on the processing requirements for sorghum. The training should be accompanied with a training effectiveness evaluation to gauge the effectiveness of the training.
4. Final Report	Submission of a final assignment report incorporating feedback from LIFT technical team and the feed millers. The final report should summarize the findings, recommendations, and next steps from the Consultancy and identify potential equipment suppliers that can support the mill upgrades necessary to allow for sorghum handling and processing. In addition, the Final Report should clearly categorize each feed miller into one of three operational readiness tiers: • Tier 1 (Ready): Capable of processing sorghum with existing equipment, production staff and minor operational parameter adjustments. • Tier 2 (Minor Modifications): Requires targeted equipment retrofits or component replacements (e.g., upgraded aspirators, modified pellet dies, or revised hammer mill configurations), as well as additional production staff. • Tier 3 (Major Capital Upgrade Needed): Requires substantial equipment procurement (e.g., dedicated fine-grinding hammer mills, automated dosing, or boiler/steam line upgrades) and new production staff hiring.