Request for Independent Consultants (RFIC)

Issuing Date: 27/10/2026 **Offer Deadline**: 06/11/2026; 5:00 PM EAT
Solicitation Number: **KEN/TECH/1133/042**

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 a level of effort independent consulting agreement (ICA).

INSTRUCTIONS TO OFFERORS

Offers Validity Period

Offers shall remain valid until 06/01/2027 which is sixty (60) business 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, inclusive of any withholding taxes, and breakdown of days to accomplish each of the stated deliverables.
3. Two recommendation letters from previous employers/consultancy within the past two years **or** contact information for references
4. Technical Approach for implementing the requested SOW. This should be a maximum of two pages that demonstrate clearly how the consultant will deliver the assignment.
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' 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. 15 Years' work experience in the Kenya compounded animal feed sector reaching at least the level of a Production Manager, Quality Assurance Manager or Compounded Animal Feed Plant Manager.
2. A Bachelor's degree in Food Science and Technology, Biochemistry, Industrial Chemistry, Animal Production, Animal Nutrition or Veterinary Medicine.
3. Extensive experience in feed mill operations as relates to Regulatory compliance Kenya Bureau of Standards (KEBS), National Environment Management Authority (NEMA), Occupational Safety and Health Act (OSHA) etc.
4. Must be legally authorized to work in Kenya.
5. Demonstrated working knowledge of mill operations and the institutionalization of compliance requirements.
6. Familiarity with Kaizen tools will be an added advantage.
7. Previous audit experience 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
Technical approach	Clarity, feasibility, and relevance of the proposed technical approach.	50
Relevant experience	Demonstrated relevant experience in animal feed production and oversight over-regulatory compliance of complete animal feed, safety health and environment.	40
Cost competitiveness	Reasonableness and competitiveness of the proposed daily rate.	10
	Total:	**100**

Scope of Work

These services have an expected start date of 23/11/2026 and are expected to be completed by 31/01/2027.

A. Objective of the Assignment

The objective of this assignment is to conduct an independent audit of at least thirty (30) AKEFEMA member companies, identified by AKEFEMA, to assess their level of adherence to the AKEFEMA Code of Conduct. The audit will identify gaps, establish a baseline on the level of adherence to the Code across the membership, help inform any updates needed to improve the Code, and produce a well-defined roadmap for each audited member to remedy these gaps.

The outcome of this assessment will form the basis of the journey towards the implementation of the AKEFEMA Seal of Quality and the actualization of the industry goal of a working, regulator-approved mechanism of self-regulation that leads to safer, higher-quality animal feed for Kenyan livestock farmers.

B. Scope of Work

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

1. **Attend a kick-off meeting with the LIFT Project team and AKEFEMA** to develop a shared understanding of the program, the AKEFEMA Code of Conduct and the purpose and scope of the assignment. The meeting will also provide an opportunity to clarify the Offeror's proposed approach, confirm the list of members to be audited provided by AKEFEMA and the audit schedule, and establish expectations for the inception report, workplan, communication cadence and deliverables.
2. **Conduct a review of reference documents provided by LIFT and AKEFEMA**, including but not limited to:
    - The AKEFEMA Code of Conduct, its Procedures for Implementation and Enforcement and for Handling Cases of Non-Compliance, and the AKEFEMA Memorandum of Association.
    - The AKEFEMA membership list and membership categories, and any records of previous Code of Conduct audits.
    - The 2020 Terms of Reference for Code of Conduct training and the 2021 training curriculum on the AKEFEMA Code of Conduct.
    - The 2026 PUM Netherlands report on capacity building for feed safety and quality in Kenya.
    - The Code of Conduct of the Animal Feed Manufacturers Association (AFMA) of South Africa and the Code of Conduct of the Moroccan feed manufacturing industry.

- FAO and IFIF, Good Practices for the Feed Industry: Implementing the Codex Alimentarius Code of Practice on Good Animal Feeding (FAO Animal Production and Health Manual No. 9, 2010).
- Codex Alimentarius, Guidelines on the Application of Risk Assessment for Feed (CAC/GL 80-2013).
- The Food and Feed Safety Control Co-ordination Act, No. 21 of 2026.
- KS 2543:2014 (The animal feed industry – Code of practice), other applicable Kenya Standards for animal feeds, and EAS 151 (HACCP).
- The Employment Act, the Occupational Safety and Health Act, 2007, and other relevant legislation.

3. **Develop a Code of Conduct Adherence Checklist** and scoring guide, in consultation with AKEFEMA and the Counterpart-LIFT team, covering each of the nine clauses of the Code with at least the coverage set out in Table 1 below. The checklist shall:

   - Distinguish between AKEFEMA membership categories and between levels of company maturity (small and manual mills, medium mills and advanced mills).
   - Define the evidence required for each criterion and the classification of non-conformities as major or minor.
   - Include a scoring guide that allows each audited member to be placed in one of the three adherence categories described in task 5.

   The checklist shall be reviewed and approved by AKEFEMA and LIFT before field audits begin.

4. **Conduct on-site audits of at least thirty (30) members** on a list provided by AKEFEMA, using the approved checklist. Each audit shall include document and record review, facility walk-throughs and interviews with management, production, quality, procurement, human resources and safety personnel. Where possible, controls should be tested rather than only discussed, for example by tracing a selected finished batch one step back to its raw materials and one step forward to its customers. The Offeror shall pay particular attention to the following areas:

   - **Raw material and supplier control:** approved supplier lists, specifications, intake inspection, written rejection rules and physical separation of accepted, rejected and pending materials.
   - **Moisture, aflatoxin and mycotoxin control:** representative sampling, dry storage, management of high-risk ingredients and corrective action after high results.
   - **Use of testing:** whether test results are recorded, trended and used for decisions; calibration of rapid tests (NIR, rapid aflatoxin tests); and the use of confirmatory laboratory testing and KEBS limits.
   - **Formulation by qualified personnel:** qualifications of formulators, use of actual raw material analysis in nutrient matrices, formula update procedures and verification of finished feed.
   - **Premix, additive and mineral verification:** Veterinary Medicines Directorate registration where applicable, supplier documentation, expiry, storage and micro-ingredient weighing.
   - **Good Manufacturing Practice and prerequisite programmes:** housekeeping, storage, pest control, cleaning, calibration and maintenance, together with dust and other workplace safety hazards.
   - **Cross-contamination control:** sequencing, flushing and cleaning between batches, particularly where medicated feeds or coccidiostats are produced.
   - **Traceability, complaints and recall:** batch and dispatch records, retained samples, complaint handling and mock recall.
   - **Labelling and product integrity:** consistency between label declarations, formulation and finished product and KEBS Standards labelling guidelines.

5. **Develop an individual, confidential Adherence Report and Corrective Action Plan for each audited member**, and categorize each audited member into one of three adherence categories:

   - **Compliant:** meets all requirements of the Code, with no major and only isolated minor non-conformities; recommended for the AKEFEMA Code of Conduct Compliance Certificate.
   - **Substantially Compliant:** has minor non-conformities that can be corrected through a Corrective Action Plan within the grace period provided in the Code's enforcement procedure (guideline: three calendar months).

- **Non-Compliant:** has one or more major non-conformities (for example, absence of mandatory product certification, unsafe working conditions or formulation by unqualified personnel) requiring significant corrective action before compliance can be achieved.

The reports shall be reviewed with each member before finalization so that findings and corrective actions are understood and accepted.

6. **Prepare a Code of Conduct Adherence Report with recommendations** presenting the aggregated findings of the audits. The report shall establish the baseline level of adherence to the Code across the audited members by clause, membership category, maturity level and region, without identifying individual members; identify the most common gaps and their root causes; and make practical recommendations to AKEFEMA and LIFT for improving adherence. Where the audits show that a provision of the Code is unclear, outdated or difficult to audit, the report shall note this for consideration in the separate review of the Code. Findings should be documented in a written report as well as a brief presentation made to LIFT and AKEFEMA.

Table 1: Minimum coverage of the Code of Conduct Adherence Checklist, by clause

Code of Conduct clause	Minimum areas the checklist shall cover
1. Kenya Standards for animal feeds	Product conformity to applicable Kenyan or EAS Standards for compound feeds, premixes and feed ingredients; KEBS product certification (Standardization Mark) status; labelling and declared nutrient claims; laboratory test records and certificates of analysis.
2. KS 2543:2014 Animal feed industry – Code of practice	Conformance to each section of KS2543:2014, including ingredient sourcing and receiving, storage, processing, packaging, transport, traceability and recall.
3. Good Manufacturing Practice (GMP) for feed safety	Premises and equipment hygiene, pest control, cross-contamination and carry-over control, mycotoxin and contaminant management, HACCP (EAS 151) or equivalent hazard analysis, calibration of weighing and dosing equipment, batch records, complaint handling and recall procedures.
4. Qualified personnel for formulation and technical recommendations	Qualifications and competence of staff responsible for formulation and Quality Assurance; formulation records and approval procedures; basis of nutritional claims and recommendations to customers.
5. Employment Act	Written contracts, wages and statutory deductions, working hours and leave, employment records and statutory workplace policies.
6. Occupational Safety and Health Act, 2007	Workplace registration with DOSHS, safety and health committee, risk assessments (including dust and combustible dust hazards), PPE, machine guarding, fire safety, medical surveillance, accident reporting and OSH audits.
7. Other relevant legal requirements	Business county permits, NEMA licences, verification of weighing instruments, Veterinary Medicines Directorate and Directorate of Veterinary Services(in-feed medicaments) requirements(animal protein ingredients), including registration of premixes and additives and any other licences required for feed manufacture and trade.
8. Availability for audit	Willingness and timeliness in hosting the audit, completeness of documents provided, and cooperation with the auditor and AKEFEMA.

Code of Conduct clause	Minimum areas the checklist shall cover
9. AKEFEMA objectives and self-regulation	Participation in AKEFEMA activities, adherence to AKEFEMA resolutions, fair trading and marketing practices, and support for industry self-regulation.

C. Place of Performance, and Other Conditions

Place of Performance: The assignment will be based in Nairobi, Kenya, with field visits to facilities of the members on the list provided by AKEFEMA, wherever they are located in Kenya.

Ownership of Work: Any Work Product developed in the course of or as a result of the Offeror's performance of this Agreement, whether by Consultant alone or in collaboration with others, will be and remain the exclusive property of Counterpart. The Code of Conduct Adherence Checklist and the audit results will be made available to AKEFEMA for its continued use in Code of Conduct audits.

Confidentiality: The Offeror 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. Facility-specific audit findings are confidential to the audited member, AKEFEMA and Counterpart and shall not be disclosed to other members or third parties; aggregated results shall not identify individual members. The Offeror will sign a Non-Disclosure Agreement with each audited member where requested.

Independence: The Offeror shall declare any current or past (within the last three years) employment, consultancy, shareholding or other financial relationship with any AKEFEMA member company, shall not audit any such company, and shall disclose any such relationship that arises during the assignment.

Return of Property: At the end of the assignment, or any time upon Counterpart's request, the Offeror 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 employees, and any other Counterpart property in the Consultant's possession.

Taxes: Payments under this Agreement shall be subject to withholding tax and any other statutory deductions required by applicable law. Counterpart shall deduct and remit such amounts to the relevant authorities and shall provide the appropriate withholding tax certificate or other supporting documentation.

D. Deliverables

The Offeror and Counterpart will observe the following milestones in the delivery of this assignment which will provide the key stages to track and monitor progress for this activity:

Deliverable	Description
1. Inception Report& Code of Conduct Adherence Checklist	A detailed inception report outlining the Offeror's understanding of the assignment, audit methodology, schedule of audits for the members on the list provided by AKEFEMA, data management and confidentiality arrangements, workplan and reporting schedule. The report shall also list the documents and information members should prepare in advance of each audit. A standardized Code of Conduct Adherence Checklist and scoring guide covering all nine (9) clauses of the Code, developed in consultation with AKEFEMA and the Counterpart-LIFT team, with sub-categories for membership categories and company maturity levels, evidence requirements for each criterion and the classification of non-conformities. **The inception report & checklist shall be submitted for review and approval by AKEFEMA and LIFT before commencement of fieldwork.**
2. Member Adherence Reports and Corrective Action Plans	An individual, confidential Adherence Report for each audited member. At a minimum, each report shall include: • A clause-by-clause assessment and overall adherence score against the Code. • Each non-conformity identified, its classification (major or minor) and the supporting evidence. • An agreed Corrective Action Plan stating the actions, responsible persons, timelines and indicative cost of closing each gap. • The member's adherence category (Compliant, Substantially Compliant or Non-Compliant). Each report shall be reviewed with the member to ensure the findings and corrective actions are understood, validated and accepted before finalization.
3. Draft Code of Conduct Adherence Report	**Submit a draft report outline for review and agreement with AKEFEMA and the LIFT team.** Based on the agreed outline, submit a draft report presenting the aggregated findings of the audits, the baseline level of adherence by clause, membership category, maturity level and region, the most common gaps and their root causes, and preliminary recommendations. **The Offeror shall request feedback from AKEFEMA and the LIFT project team.**
4. Final Code of Conduct Adherence Report with Recommendations	Submission of a final report incorporating feedback from AKEFEMA and LIFT, for approval by AKEFEMA and LIFT. The report shall establish the baseline level of adherence to the Code, set out practical recommendations to AKEFEMA, its members and LIFT for improving adherence, and state the adherence category of each audited member and whether it is recommended for a Code of Conduct Compliance Certificate (in a confidential annex). Alongside the final report, the Offeror shall deliver a brief presentation of the main findings to LIFT and AKEFEMA, submit all supporting documents, including: the audit results database, completed audit checklists (confidential), presentation slides and any supporting analytical tools developed during the assignment.

E. Management and Reporting

The Offeror will report directly to the Feed Industry Capacity Building Lead. The Offeror will make arrangements to provide frequent written updates to the LIFT project throughout the implementation of the technical assignment. The Offeror will also work closely with the AKEFEMA Chief Executive Officer, the AKEFEMA Technical Committee and the AKEFEMA Programs Officer who will facilitate access to members. The assignment will also be supported by key LIFT project staff including the Chief of Party (COP) and the Deputy Chief of Party (DCOP).

F. Timeline and Budget

To complete this assignment, the Offeror's work plan shall not exceed 10 weeks. In addition, the proposed budget shall not exceed Kshs.1,161,000 and will include all professional fees and applicable taxes. Transportation to conduct the audits, and any accommodation and per diem required for overnight trips will be provided by Counterpart based on established rates. It is anticipated that the level of effort required to complete this assignment will not exceed thirty (30) working days.