



TERMS OF REFERENCE (ToR)

Consultancy for Conducting a Baseline Survey for the Project: “Improving Chia and Sesame Smallholders’ Livelihoods through Climate-Smart Practices”

1. Background

The Kenya Organic Agriculture Network (KOAN), established in 2005, is a national membership organization mandated to coordinate, develop, and promote organic and agroecological agriculture in Kenya. KOAN’s mission is to empower smallholder farmers through the promotion of sustainable production systems that enhance resilience, food security, and environmental stewardship. Over the past two decades, KOAN has successfully implemented multiple donor-funded projects, supported by partners such as the Swedish Society for Nature Conservation (SSNC), Biovision Foundation, and the Bachmann Foundation—focusing on climate-smart agriculture, market access, pesticide risk reduction, and value chain development.

In 2025, KOAN secured support from the International Climate Initiative (IKI) Small Grants Programme, implemented by GIZ, to execute the project titled “Improving Chia and Sesame Smallholders’ Livelihoods through Climate-Smart Practices.” The project will be implemented in Busia County, specifically in Lukolis, Kidera, and Andungosi villages of Teso North Sub-County, between August 2025 and August 2027. The intervention seeks to strengthen climate resilience, enhance incomes, and promote sustainable production systems among smallholder chia and sesame farmers through the integration of climate-smart practices, value addition technologies, and cooperative empowerment.

Busia County is mainly an agricultural area characterized by smallholder rain-fed farms, limited mechanization, and growing vulnerability to climate shocks such as unpredictable rainfall, floods, and extended dry periods. Chia (*Salvia hispanica*) and sesame (*Sesamum indicum*) have recently become promising high-value, climate-resilient crops that can boost household nutrition and income. However, local farmers still face challenges, including declining soil fertility, low yields, high post-harvest losses, limited market access, and little exposure to climate-smart technologies.

The project seeks to address these challenges through four strategic components:

1. Promotion of climate-smart technologies and practices, including composting, biochar production, crop rotation, and agroforestry.
2. Value chain development by establishing aggregation centres with solar-powered drying systems and mechanical threshers.
3. Policy engagement and advocacy to integrate chia and sesame value chains within county-level climate and agricultural policies.
4. Sustainability and cooperative strengthening, ensuring long-term ownership, management, and market linkages.



To effectively monitor progress and outcomes over the two-year implementation period, KOAN requires a baseline survey to establish the initial conditions of key performance indicators. This consultancy will provide critical data on the current status of chia and sesame production systems, socio-economic profiles, gender dynamics, and adoption levels of climate-smart practices. The findings will form the foundation for project monitoring, evaluation, learning (MEL), and subsequent impact assessment, ensuring that interventions are data-driven and responsive to local realities.

2. Purpose of the Assignment

The purpose of this consultancy is to design and conduct a comprehensive baseline survey that establishes the pre-project status of key indicators outlined in KOAN's logical framework for the IKI-funded project "Improving Chia and Sesame Smallholders' Livelihoods through Climate-Smart Practices." The baseline study will serve as the primary reference point for measuring project progress and evaluating the achievement of outcomes throughout the implementation period (August 2025 – August 2027). Specifically, the baseline will provide verifiable, gender- and age-disaggregated data to inform project management decisions, adaptive planning, and accountability reporting to the donor and stakeholders.

The assignment aims to generate robust, evidence-based insights that will:

1. Quantify the initial conditions of participating households and farmer groups in the target villages of Lukolis, Kidera, and Andungosi with respect to:
 - Income levels and livelihood sources;
 - Adoption and awareness of climate-smart technologies (biochar, composting, crop rotation, agroforestry);
 - Post-harvest handling and value addition practices;
 - Gender roles, youth engagement, and inclusivity in chia and sesame value chains.
2. Provide baseline data for all project indicators across the four outputs and overall outcome, including:
 - Percentage change in income of participating farmers;
 - Adoption rate of climate-smart technologies;
 - Employment opportunities created;
3. Identify knowledge, capacity, and institutional gaps that may affect implementation of climate-smart and gender-transformative interventions.
4. Generate context-specific recommendations to strengthen the design of community-level training, cooperative support, and policy advocacy components.
5. Establish clear monitoring baselines and data collection benchmarks that will inform KOAN's future mid-term and end-line evaluations.
6. A data management plan, including storage, backup, and handover of raw data by the consultant, should be done. All the data and field tools remain the property of KOAN/IKI GIZ and may not be used for other research or publication without consent.



3. Objectives of the Baseline Survey

3.1 Overall Objective

To establish the pre-intervention status of chia and sesame smallholder farming systems, socio-economic conditions, and community capacity for adopting climate-smart agricultural technologies in Lukolis, Kidera, and Andungosi villages in Busia County, to provide a benchmark for tracking project results and impacts.

3.2 Specific Objectives

1. Establish Baseline Data for Key Performance Indicators

Generate quantitative and qualitative baseline values for all project indicators outlined in the logical framework.

2. Assess Current Agricultural and Environmental Practices

Examine existing chia and sesame farming practices, soil management techniques, use of inputs, and post-harvest handling methods.

3. Determine Community Awareness and Use of Climate-Smart Technologies

Evaluate the community's knowledge, perception, and utilization of technologies such as composting, biochar production and use, crop rotation with legumes (soybeans), and agroforestry integration.

4. Analyze Socio-Economic and Demographic Profiles

Profile participating farmers by gender, age, education, landholding size, income sources, and access to agricultural services.

5. Assess Gender, Youth, and Social Inclusion Dynamics

Examine gender-based roles, decision-making patterns, and access to productive resources within chia and sesame value chains.

6. Evaluate Institutional and Policy Environment

Assess the existing policy and institutional frameworks governing chia, sesame, and climate-smart agriculture in Busia County.

7. Establish Environmental and Climate Change Context

Collect data on local climatic trends, soil conditions, water availability, and ecosystem health to understand how climate variability affects chia and sesame production.

8. Identify Training and Capacity Development Needs

Map current knowledge and capacity gaps among farmers, cooperative leaders, and local government officers.

9. Recommend Baseline Benchmarks and Data Collection Tools for Ongoing M&E

Develop a standardized set of indicators, data collection tools, and reference values that will guide KOAN's subsequent mid-term and end-line evaluations.

3.3 Expected Impact of the Baseline Study

- Provide a clear and credible reference for measuring progress toward project outcomes on climate resilience, income diversification, and gender inclusion.



- Strengthen KOAN’s evidence-based planning and decision-making capacity.
- Enhance accountability to the donor (GIZ–IKI) and stakeholders by establishing transparent and measurable starting points.
- Contribute to learning and adaptive management, ensuring that interventions remain relevant, context-specific, and aligned with Busia County’s climate adaptation priorities.

4. Scope of Work

The consultant will be responsible for the comprehensive design, coordination, and execution of the baseline study across the three project sites, **Lukolis, Kidera, and Andungosi** villages in **Busia County**. The work will be carried out in close collaboration with the KOAN Project Implementation Team, the Monitoring and Evaluation (M&E) Officer.

4.1 Task 1: Inception and Desk Review

The consultant will begin with an inception phase aimed at deep understanding and methodological refinement. Key activities include:

1. Reviewing KOAN’s project proposal, logical framework, and M&E plan, including project indicators, outputs, and expected outcomes.
2. Conducting a literature and document review of existing data sources relevant to chia, sesame, and climate-smart agriculture in Busia County, including the Busia County Integrated Development Plan (CIDP 2023–2027), Kenya Climate-Smart Agriculture Strategy (2017–2026), and related KOAN baseline or midline reports.
3. Mapping existing institutional actors and policy frameworks influencing chia and sesame production, such as county agricultural extension, cooperatives, and women/youth associations.
4. Developing a detailed inception report outlining the baseline objectives, proposed methodology, data collection tools, sample sizes, ethical considerations, team composition, and a clear work plan with timelines.
5. Presenting the inception report to KOAN and IKI representatives for review and approval prior to data collection.

4.2 Task 2: Methodology Design and Tool Development

The consultant will develop and pre-test comprehensive data collection tools and protocols to ensure methodological rigor and data quality. Key deliverables include:

1. Structured quantitative questionnaires covering demographics, household income, agricultural practices, climate-smart technologies, gender roles, and livelihoods.
2. Qualitative tools, including Focus Group Discussion (FGD) guides, Key Informant Interview (KII) guides, and observation checklists.



3. Integration of cross-cutting themes, gender equality, youth participation, vulnerability, social inclusion, and environmental sustainability into all data instruments.
4. Pre-testing tools in one non-sampled village to ensure clarity, cultural sensitivity, and data reliability.
5. Refinement and submission of finalized tools for KOAN's validation before deployment.

4.3 Task 3: Field Data Collection

The consultant will coordinate fieldwork activities across all target sites, ensuring adherence to ethical research principles and high-quality data standards. Expected activities:

1. Recruit and train community-based enumerators in collaboration with KOAN to enhance local ownership and accuracy.
2. Conduct household surveys targeting representative samples of chia and sesame farmers (approximately 10–15% of the project's 450 beneficiary households).
3. Facilitate Focus Group Discussions (FGDs) at least one per village, disaggregated by gender (men, women, and youth groups).
4. Conduct Key Informant Interviews (KIIs) with local leaders, extension officers, cooperative officials, market actors, County Government representatives, and representatives from KEFRI
5. Apply participatory observation methods to document field practices, tools, and local innovations.
6. Ensure ethical compliance by obtaining informed consent, protecting data privacy, and maintaining gender balance in all respondent groups.
7. Capture geo-referenced and photographic data (where appropriate) to enrich analysis and visualization of field realities.

4.4 Task 4: Data Analysis and Synthesis

The consultant will analyze the collected data to generate baseline values for each indicator and provide contextual interpretation for project implementation. Key expectations include:

1. Employ both quantitative (e.g., SPSS, STATA, or R) and qualitative (thematic/content) analysis techniques.
2. Develop indicator-specific baseline tables aligned with the project's logical framework, including gender-disaggregated and comparative analysis.
3. Highlight baseline gaps, opportunities, and priority areas for climate-smart technology adoption.
4. Synthesize findings into actionable insights and strategic recommendations for adaptive project management.
5. Prepare an initial summary of key findings for KOAN's M&E team and project steering committee prior to drafting the full report.
6. Prepare a final report while incorporating inputs from the KOAN team and partners



4.5 Task 5: Reporting, Validation, and Dissemination

The consultant will produce and present a comprehensive baseline report and facilitate validation processes with project stakeholders. Expected deliverables and activities:

1. Draft Baseline Report structured as per KOAN and GIZ–IKI reporting standards and guidelines, including:
 - Executive Summary
 - Introduction and Methodology
 - Findings by project Logical Framework Indicator
 - Gender and Social Inclusion Analysis
 - Conclusions and Recommendations
 - Annexes (data collection tools, raw datasets, photos, and FGD summaries)
2. Incorporate feedback and submit a final, validated report both in editable Word and PDF formats.
3. Prepare a 2–3-page policy and communication brief summarizing the key findings, trends, and implications for dissemination to partners and county government.

5. Methodology

The baseline study will employ a mixed-methods research approach; combining both quantitative and qualitative techniques, to generate reliable, gender-responsive, and context-specific data that accurately represents the realities of chia and sesame farmers in the three target villages: **Lukolis, Kidera, and Andungosi** in Busia County. This approach ensures triangulation of data sources, enhances validity, and allows for deeper understanding of the social, economic, and environmental dynamics influencing adoption of climate-smart practices and technologies.

5.1 Overall Approach

The consultancy will adopt a Participatory Rural Appraisal (PRA) framework integrated with Results-Based Monitoring (RBM) principles. This means that data will not only quantify baseline indicators but also interpret underlying behavioural, institutional, and environmental drivers affecting climate resilience, productivity, and inclusivity. The design will be participatory in nature, involving farmers, cooperative representatives, local extension officers, and enumerators drawn from the community to foster ownership, inclusivity, and data accuracy.

5.2 Sampling Design

The consultant will apply a multi-stage sampling technique designed to capture both representativeness and diversity among the target population of chia and sesame farmers.



1. **Stage 1 – Site Selection:** The study will focus on the three villages where the project will be implemented: Lukolis, Kidera, and Andungosi, each representing different agroecological and socio-economic contexts within Busia County.
2. **Stage 2 – Household Sampling:** A statistically representative sample will be drawn from the total estimated 450 direct beneficiary households.
3. **Stage 3 – Stratification:** Within each village, respondents will be stratified by gender (male/female-headed households), age group (youth 18–35, adults 36–59, elderly 60+), and membership in farmer cooperatives or groups.
4. **Stage 4 – Key Informants and FGDs:** Purposive sampling will be used to identify key informants, including local leaders, agricultural officers, cooperative managers, input suppliers, and processors. At least one Focus Group Discussion (FGD) per site will be conducted separately for men, women, and youth groups.

This sampling framework ensures both quantitative rigor and qualitative depth, enabling gender-disaggregated and context-sensitive analyses.

5.3 Data Collection Methods

The consultant will employ multiple complementary data collection methods to ensure accuracy and richness of the findings:

1. **Household Surveys:**
 - Structured questionnaires will gather quantitative data on demographics, farm size, production levels, use of inputs, income, access to markets, adoption of climate-smart technologies, and awareness of climate change impacts.
 - Surveys will be administered digitally using platforms such as **KoboToolbox or ODK** for real-time data capture and quality control.
2. **Focus Group Discussions (FGDs):**
 - Conducted in each target village and disaggregated by gender and age to capture perceptions, experiences, and barriers to adoption of climate-smart practices.
 - The discussions will explore themes of gender roles, access to resources, decision-making, and attitudes toward innovation.
3. **Key Informant Interviews (KIIs):**
 - Semi-structured interviews with stakeholders such as county agricultural officers, cooperative leaders, researchers (Egerton University, KEFRI), agro-dealers, and policy actors.
 - KIIs will provide insights into institutional support structures, policy frameworks, and market systems influencing chia and sesame production.
4. **Observation and Photographic Documentation:**
 - Field observations will record visible practices, farm conditions, and technologies in use, complemented by geo-tagged photographs for reporting and visualization.



5. Desk Review:

- Review of secondary data including county-level agricultural reports, meteorological records, prior KOAN project reports, and policy documents related to sustainable agriculture and climate resilience.

5.4 Ethical Considerations

The consultant must adhere to and comply with the Kenya Data Protection Act (2019) and GIZ–IKI data protection requirements. Ethical standards will include:

- **Informed Consent:** All participants will be fully informed about the purpose, methodology, risks, and benefits of the study before participation. Any photographs taken should be backed by endorsement of a written consent as per the KOAN format.
- **Voluntary Participation:** No respondent shall be coerced or unduly influenced to participate.
- **Confidentiality and Anonymity:** Personal identifiers will not be disclosed; data will be stored securely and only used for intended project purposes.
- **Do No Harm Principle:** Sensitive gender and livelihood questions will be approached with respect, cultural sensitivity, and privacy safeguards.
- **Child and Vulnerable Group Protection:** Interviews involving minors or vulnerable populations will require guardian consent and be conducted by trained facilitators.

5.5 Gender-Responsive and Inclusive Analysis Framework

The study will integrate a Gender and Social Inclusion (GESI) lens across all data collection and analysis stages. Specific measures include:

1. **Gender-Disaggregated Data:** Collecting separate data for men, women, and youth to understand differentiated access to resources, decision-making, and technology adoption.
2. **Intersectional Analysis:** Exploring how age, gender, income, disability, and social status intersect to influence participation and benefit from project interventions.
3. **Women’s Empowerment Metrics:** Assessing control over income, participation in cooperatives, and leadership in farmer groups.
4. **Youth and Vulnerability Focus:** Evaluating barriers and opportunities for youth engagement in value addition and agro-enterprise activities.
5. **Actionable Insights:** Providing gender-transformative recommendations to guide project implementation, ensuring equitable participation and benefit distribution.

5.6 Data Quality Assurance

To ensure validity, reliability, and consistency of data, the consultant will:

- Conduct enumerator training and pilot testing before fieldwork;



- Employ digital data collection tools with built-in checks;
- Conduct daily data verification and supervision;
- Engage KOAN's M&E Officer for spot checks and back-checks;
- Apply systematic coding and cleaning before final analysis.

5.8 Expected Outputs of the Methodology

The methodological process will produce:

- A validated Inception Report detailing methods, tools, and sampling design;
- Include a risk assessment and mitigation plan as part of the inception report.
- Clean and coded datasets with metadata documentation;
- Analytical frameworks aligned with KOAN's logical framework and IKI indicators; and
- High-quality evidence and insights for updating baseline values, project targets, and performance benchmarks.

6. Deliverables

The consultant or consultancy firm will be responsible for producing a series of interlinked deliverables that collectively capture the design, data collection, analysis, and reporting phases of the baseline survey. Each deliverable must meet KOAN's quality assurance standards and conform to the IKI–GIZ Results-Based Monitoring (RBM) and KOAN documentation protocols. The deliverables will ensure the establishment of credible, verifiable, and gender-responsive baseline information to guide project implementation, track progress, and assess results at mid-term and end-line stages.

6.1 Overview of Key Deliverables

No.	Deliverable	Description / Key Content	Expected Format	Timeline	Responsible Party
1	Inception Report	A detailed report describing the consultant's understanding of the assignment, refined objectives, proposed methodology, sampling design, tools, ethical protocols, and work plan. It should also include a data collection schedule, staffing plan, and quality assurance measures.	Word document (10–15 pages)	End of Week 1	Consultant, reviewed by KOAN M&E Officer
2	Validated Data Collection Tools and Instruments	Finalized and pre-tested quantitative and qualitative tools (questionnaires, FGD and KII guides, observation checklists) developed through stakeholder review and pilot testing.	Word + Kobo/ODK templates	Week 2	Consultant, with KOAN and the enumerator team



3	Field Data Collection and Supervision Report	Brief narrative and statistical summary of fieldwork activities, describing sample achieved, gender disaggregation, enumerator performance, logistical issues, and mitigation measures. Should include daily supervision logs and field photos.	Word/PDF (3–5 pages)	End of Week 3	Consultant, verified by KOAN Project Officer
4	Clean Data Sets and Codebooks	Cleaned and validated quantitative and qualitative data sets with clear coding structure, variable labels, and metadata documentation. Datasets should be in accessible formats (CSV, XLSX, SPSS/Stata).	Digital files (.xlsx/.sav)	Week 4	Consultant
5	Draft Baseline Report	Comprehensive analysis report structured according to KOAN and IKI–GIZ guidelines, presenting baseline values for all indicators, gender-disaggregated findings, comparative analysis, and preliminary recommendations. The report should include: - Executive Summary - Introduction and Methodology - Findings per Outcome and Output Indicator - Gender and Inclusion Analysis - Conclusions and Actionable Recommendations - Annexes (data tools, tables, photos)	Word (30 – 40 pages)	End of Week 5	Consultant
6	Final Baseline Report	Final, edited and validated version of the baseline report incorporating feedback from KOAN, IKI–GIZ, and stakeholders. It should include gender-responsive recommendations, revised indicator tables, and an executive summary suitable for publication.	Word + PDF (final design)	End of Week 6	Consultant
7	Policy & Communication Brief	A 2–3-page summary highlighting key baseline findings, trends, gender insights, and policy implications for dissemination to county government, partners, and public audiences. Should be visually appealing and concise.	PDF + Infographic	End of Week 6	Consultant
8	Presentation Deck and Datasets Submission	Submission of final presentation slides, raw and cleaned datasets, field notes, transcripts, photos, and related materials (digital folder).	PPT + Folder (Google Drive or flash drive)	End of Week 6	Consultant, archived by KOAN M&E



6.2 Reporting Standards and Quality Assurance

All deliverables must adhere to the following standards:

- **Formatting:** Font Calibri 11, 1.15 spacing, KOAN and IKI–GIZ logos on cover page.
- **Language:** Clear, professional English using development, climate, and agriculture terminologies.
- **Referencing:** Use of reputable and credible sources (APA 7th Edition format).
- **Data Integrity:** All numeric data must be traceable to field evidence, supported by tables or appendices.
- **Gender and Inclusion:** Findings and recommendations must be gender-responsive and include youth and vulnerable group perspectives.
- **Review Process:** Each deliverable will be reviewed by KOAN's M&E and Programmes team, and approved before the next phase begins.

6.3 Duration of the Assignment

The consultancy is expected to be conducted over a **period of six (6) weeks**, within **Project Months 1 and 2** (October–November 2025).

7. Reporting and Supervision

7.1 Overall Oversight and Accountability

The consultant will operate under the overall supervision of the Kenya Organic Agriculture Network (KOAN) through its Project Manager, with strategic guidance from the Programmes Manager and direct technical oversight by the Monitoring and Evaluation (M&E) Officer. The consultant will be fully accountable for the delivery of high-quality, evidence-based outputs that meet the methodological, ethical, and analytical standards stipulated by KOAN and the IKI–GIZ Small Grants Programme.

7.2 Communication and Coordination Protocols

To ensure smooth coordination and real-time progress tracking, the following communication mechanisms will be observed:

1. **Kick-off and Inception Meeting:** A formal inception meeting will be convened at KOAN offices immediately after contract signing. This session will clarify deliverables, timelines, and quality expectations and finalize the inception report structure.
2. **Weekly Progress Updates:** The consultant will provide weekly written progress briefs (1–2 pages) summarizing field activities, emerging challenges, preliminary findings, and any support required from KOAN. These updates will form part of KOAN's internal M&E documentation.
3. **Joint Field Supervision:** KOAN's Project Manager and M&E Officer will accompany the consultant during selected field data collection days to ensure adherence to ethical protocols, quality standards, and inclusivity considerations.



4. **Stakeholder Consultations:** The consultant will coordinate with local partners, including the Busia Oil Crops Cooperative Society, KEFRI, and Busia County Department of Agriculture, ensuring stakeholder validation and participation in key stages.
5. **Feedback Integration:** The consultant will collate feedback from KOAN team and other key stakeholders and integrate in the report before finalization of the baseline report.

7.3 Confidentiality and Intellectual Property

All data, findings, and materials produced during the consultancy will remain the **exclusive property of KOAN** and shall not be shared, published, or disseminated without KOAN's written consent. The consultant will be required to sign a **Confidentiality and Non-Disclosure Agreement (NDA)** prior to commencing fieldwork. KOAN reserves the right to use, adapt, and reproduce the materials developed for internal and donor reporting, communication, or policy engagement purposes, while ensuring full acknowledgement of the consultant's contribution.

8. Required Qualifications

The baseline survey requires the services of a qualified individual consultant with proven expertise in agriculture, climate change, environment, and socio-economic assessments, particularly within the context of smallholder farming and climate-smart agriculture in East Africa. The consultant must demonstrate a deep understanding of participatory methodologies, gender and social inclusion frameworks, and evidence-based research techniques. The consultant will be expected to possess the following qualifications and competencies:

8.1 Academic Qualifications

- A **Master's degree or higher** in any of the following fields:
 - Environmental Science, Climate Change, or Natural Resources Management, Agricultural Economics, Agronomy, Rural Development, Development Studies, Social Sciences, or related disciplines.
- A **PhD** in a relevant field will be considered an added advantage
- Formal training in Monitoring, Evaluation, and Learning (MEL) or Project Planning and Management will be an asset.
- The consultant must demonstrate extensive professional experience in the following areas:
 1. **Baseline and Evaluation Studies:**
 - Minimum of 7 years of professional experience in designing and conducting baseline surveys, mid-term evaluations, or impact assessments in agriculture, environment, or rural livelihoods sectors.



2. **Climate-Smart Agriculture (CSA):**

- Demonstrated expertise in promoting or assessing climate-smart agricultural technologies, including agroforestry, composting, biochar use, conservation tillage, and sustainable soil management.
- Understanding of Kenya's Climate-Smart Agriculture Strategy (2017–2026) and the National Climate Change Response Strategy.

3. **Livelihoods and Value Chain Analysis:**

- Experience in assessing agricultural value chains, preferably chia, sesame, or other oilseed crops, covering production, processing, market access, and cooperative strengthening.
- Familiarity with farmer-based organizations, cooperative models, and smallholder enterprise development.

4. **Socio-Economic and Gender Analysis:**

- Proven ability to integrate **Gender Equality and Social Inclusion (GESI)** principles into study designs, data collection, and analysis.
- Experience conducting participatory gender assessments or gender-transformative programming within agricultural or environmental projects.

5. **Participatory Methodologies and Community Engagement:**

- Strong background in Participatory Rural Appraisal (PRA), community-based monitoring, and farmer-centered approaches to data collection.
- Experience working with rural and cross-cultural communities in Kenya or East Africa.

6. **Data Management and Analysis:**

- Demonstrated ability to synthesize and visualize data into actionable insights, reports, and policy briefs.

7. **Knowledge of Policy and Institutional Context:**

- Familiarity with Kenya's devolved governance system, particularly **County Integrated Development Plans (CIDPs)**, agricultural policies, and the national framework on climate adaptation and food systems transformation.

8. **Language and Communication Skills:**

- Excellent written and spoken **English** and **Swahili**; knowledge of **Ateso** language will be an added advantage.
- Exceptional ability to write clear, concise, and analytical reports suitable for technical, donor, and policy audiences.

8.2 Core Competencies and Personal Attributes

All proposed consultants must demonstrate the following core competencies:

- Strong analytical, research, and report-writing skills.
- Excellent interpersonal and communication abilities for community engagement.
- Demonstrated integrity, professionalism, and commitment to KOAN's values of sustainability, inclusivity, and ethical conduct.
- Ability to meet tight deadlines while maintaining high technical standards.
- Sensitivity to gender, cultural, and environmental considerations in fieldwork.



9. Application Process

The Kenya Organic Agriculture Network (KOAN) invites qualified individual consultants to submit technical and financial proposals to undertake the Baseline Survey for the project in Busia County, Kenya. The selection will follow a competitive and transparent procurement process.

9.1 Submission Requirements

Interested applicants are required to submit **two separate documents** (Technical and Financial Proposals) in **soft copy (PDF or Word)** via email. Each proposal should clearly indicate the **title of the consultancy** in the subject line **to: info@koan.co.ke**

- **Subject Line:** *Baseline Survey Consultancy – IKI Chia/Sesame Project (Busia County)*

Deadline for submission: 27th October 2025