



Transforming Lives Through Agribusiness

Call/Request for Proposal (RFP)

RFQ Number:	RFP: KTUG-REGAIN#002
Issuance Date:	Tuesday March 03, 2026
Deadline for Questions:	Friday March 13, 2026
Deadline for Offers:	Monday March 16, 2026, 11:59pm

Description: Request for Proposal to conduct a rapid assessment of the grains market in the REGAIN program areas, including mapping key value chain actors and buyers, understanding sourcing practices, and identifying practical opportunities to strengthen linkages between farmer groups and priority market outlets in Eastern Uganda.

Funded By: The Alliance for a Green Revolution in Africa (AGRA), Regain Eastern Farmers (REEF)
Project: Market Led Adoption of Food loss Reduction for Climate and Livelihoods Resilience in Uganda

Implemented By: Kilimo Trust Uganda

Contact email: procurement@kilimotrust.org

Dear Sir/ Madam,

You are kindly invited to submit a technical and financial proposal relating to Kilimo Trust's
Request for Proposal /RFP# KT UG-REGAIN#002

- Kilimo Trust intends to issue a fixed price agreement for this work.
- 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 Offers 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.
- Proposals shall be submitted via email to the above-mentioned email address for questions and submit your proposal with the Subject line of the email should read: **"RFP No. KT UG-REGAIN#002. Rapid Assessment of Grain Markets and Mapping of Key Value Chain Actors, Including Institutional Buyers, in Eastern Uganda."**

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

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 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 similar to 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 in these areas: 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.

Mode of Application.

All Interested bidders must submit applications via email to procurement@kilimotrust.org their Expression of Interest (Eoi) in one folder. Financial Proposal and three reference letters from their clients, by **Monday 16^h March 2026 at 11:59 PM EAT.**

The Prospective bidder MUST clearly indicate in the Email subject ‘**Rapid Assessment of Grain Markets and Mapping of Key Value Chain Actors, Including Institutional Buyers, in Eastern Uganda.**’

For any further clarification, please email: admin@kilimotrust.org Attn to **Procurement.**

“Only successful bidders shall be contacted. If you do not hear from us within one (1) month after the bid submission deadline, consider your bid unsuccessful. “

Scope of Work/ Terms of Reference

Rapid Assessment of Grain Markets and Mapping of Key Value Chain Actors, Including Institutional Buyers, in Eastern Uganda

1. Background and Rationale

Uganda’s agriculture sector is vital for rural livelihoods and food security. However, staple crop value chains still face considerable post-harvest losses caused by issues in harvesting, drying, storage, and climate variability. Tackling these losses is essential for boosting farmer incomes and enhancing grain market performance.

Supported by funding from the Alliance for a Green Revolution in Africa (AGRA), the RE-GAIN Eastern Farmers (REEF) Program is operational in the Sebei and Bugisu regions, aiming to help smallholder farmers decrease post-harvest losses and enhance grain quality. Kilimo Trust leads the program in collaboration with Core Write Consult and other partners. As the program advances, it becomes increasingly important to gain a clearer understanding of the grain market landscape and buyer behaviors to guide program strategies.

Farmers in the target areas are already participating in local and regional grain markets. Improving post-harvest management can boost grain quality and minimize losses, resulting in surplus that is more market ready. To align program efforts with market needs, it is important to understand the current buyer landscape, including traders, aggregators, processors, and institutional buyers, and their procurement decision-making processes.

This quick assessment aims to map major market players, identify buyers and their products, and evaluate opportunities for farmer groups to competitively access different market segments. It will also review existing efforts by project partners, such as Core Write, to leverage available insights and prevent duplication.

The findings will provide practical market intelligence to support program decision-making on priority buyers, engagement strategies, and opportunities to strengthen market linkages in ways that reinforce quality improvements and reduce post-harvest losses.

2. Purpose of the Assessment

To understand the local grain market and map key value chain actors, including institutional buyers, to inform the project how best farmer groups can engage markets as quality improves and marketable surplus increases.

Specific Objective:

- a) Identify how different buyers source grain, including procurement practices, quality expectations, delivery arrangements, and key factors influencing purchasing decisions.
- b) Review existing supply relationships to understand current suppliers to major buyers and assess opportunities for farmer groups to competitively engage where feasible
- c) Build on and complement existing surveys/analysis reports conducted by project partners, particularly Core Write, by identifying gaps and areas where additional insights are needed.
- d) Provide a clear overview of priority buyers and engagement opportunities that are most relevant to the program, including their capacity, interest, and suitability for collaboration.
- e) Generate practical insights to guide program decisions on market engagement, partnerships, and support strategies to improve alignment between farmer supply and market requirements.

3. Scope of the work

The assessment will be conducted in REGAIN implementation districts in Sebei and Bugisu sub-regions, while also engaging relevant buyers and market actors operating within or sourcing from these areas, including those based in nearby market hubs. Specifically, the consultant is expected to.

- a) Assess and profile key value chain actors and buyers in the maize and beans grain sector, including medium and large private traders, aggregators, millers, warehouse operators, cross-border buyers, exporters, and institutional markets.
- b) Benchmark and align existing market off taker analysis conducted by Core write to avoid duplication. The consultant is expected to review and understand Core Write's existing work on;
 - Grain market off takers in the same geographies,
 - Clearly document what Core write has already covered; including types of buyers assessed, key findings and geographic coverage,
 - Identify gaps in Core write's analysis that this assignment will deliberately address, including Buyer segments not covered, capacity or behaviour dimensions not assessed, operational or engagement gaps relevant to this program.
 - Provide recommendations on how this assessment compliments and strengthens Core write's work rather than replacing it.

4. Key deliverables and outputs

The consultant will provide concise and practical outputs designed to support program decision-making and guide engagement with priority market actors.

- **Inception Note:** A brief note outlining the existing information gap in the literature, with a focus on Core Write's outputs. The note will also include the proposed approach, work plan, and key stakeholders to be engaged, and will be submitted for review before field activities begin.
- **Grain Market Characterization Synopsis (highly visual and practical):** A concise synthesis of findings highlighting key buyers and value chain actors, what they buy, how they source, their capacity, interest, suitability for collaboration and implications for program engagement., and .>>Buyer segmentation matrix, buyer profiles, , clear gaps identified from Core Write and how this assessment addresses them.
- **Buyer and Market Actor Profiles:** Short profiles of priority buyers and relevant market actors summarizing key information needed by the program team such as capacity,

interest, readiness to engage, geographic buyer coverage and actionable engagement pathways for each buyer category to guide engagement decisions.

- **A Summary PowerPoint Presentation on Priority Actor Assessment:** A presentation enclosing key insights on a simple comparison of key buyers and value chain actors highlighting their capacity, reliability, sourcing practices, and level of interest, with clear guidance on which actors the program should prioritize for engagement to support farmer group participation.
- **Data and Reference Materials:** Raw data, contact lists, and supporting information gathered during the assessment to support follow-up engagement by the program team.

5. Sample Key Assessment Questions to consider

The assessment should answer critical questions, including

- Who are the most relevant grain buyers in the implementation areas?
- What volumes do they handle (current and potential)?
- What quality standard do they require?
- How do they currently source grain (individual farmers, aggregators, cooperatives)?
- What is their willingness and ability to engage with smallholder farmers and farmer groups?
- What constraints limit their engagement (finance, logistics, quality, consistency)?
- Which buyers are most suitable for program engagement in the short and medium term?

6. Methodology / Approach

The methodology should build on existing information generated by the REGAIN program and its partners, including Core Write, and focus on generating practical insights to inform program decisions. The consultant is expected to review relevant partner analysis reports, identify gaps, and ensure that this assessment complements ongoing work rather than duplicating it.

The consultant will propose a practical and efficient approach for conducting this rapid assessment, which may include entry points such as discussions with farmer groups and local stakeholders to identify key buyers and market actors, followed by snowballing techniques to map supply relationships and procurement networks. The consultant is encouraged to propose appropriate tools and methods that allow for timely data collection, validation of findings, and synthesis of actionable insights within the timelines of a running project.

7. Key timeline

The assignment is expected to be completed within 30 days from the date of contract signing, following the schedule below:

Table 1: Suggested Timeline

Period	Activities
Week 1	Submission of an Inception Note outlining gaps identified from CoreWrite's ongoing efforts and how the assessment will address them.
Weeks 2	Field engagement with key market actors, including discussions with value chain actors, buyers, and local stakeholders, to gather practical insights across Sebei and Bugisu sub-regions..
Weeks 3–4	Synthesis of findings and preparation of a concise market insights summary and decision briefing, incorporating feedback from Kilimo Trust.

8. Consultant Qualifications

The consultant/firm must demonstrate the capacity to deliver the assignment effectively. The following qualifications are required:

- 1) The Team Leader/Lead Consultant must possess at least a Master's degree in Agribusiness, Agricultural Economics, or a related field, with at least 8–10 years of relevant experience.
- 2) Demonstrated experience in conducting rapid, action-oriented market assessments, value chain development preferably within grain value chains that directly inform program design and implementation.
- 3) Proven ability to engage a range of market actors, including traders, aggregators, processors, and institutional buyers, and translate field insights into practical recommendations.
- 4) Experience working with development programs or multi-stakeholder initiatives is an advantage.
- 5) Ability to synthesize findings clearly and communicate insights in a concise and practical manner.
- 6) Availability of qualified personnel with relevant technical and field experience to undertake the assignment.
- 7) Knowledge of local languages and familiarity with the Sebei and Bugisu sub-regions will be an added advantage.

9. Management, Reporting Structure, and Quality Assurance.

The consultant/firm will report to Mr. Saturday Apollo, who will provide overall guidance for the assignment. The Kilimo Trust field team in Sebei and Bugisu will support coordination, facilitate introductions to key stakeholders, and provide contextual support as needed.

The consultant will maintain regular communication with Kilimo Trust to share progress updates and emerging insights. Kilimo Trust will review key outputs and provide feedback to ensure alignment with program needs and practical use of findings.

10. Ethical Considerations

The consultant will conduct the assessment in a respectful and professional manner, ensuring that discussions with stakeholders are voluntary and that information shared is treated with discretion. The consultant will avoid sharing sensitive or confidential information without permission and will promptly disclose any potential conflicts of interest.

11. Budget/Resources Section

The consultant/firm shall submit a detailed financial proposal as part of their technical application. The budget should cover all costs associated with completing the assignment, including but not limited to professional fees, field data collection, transport, accommodation, stationery, communication, and any other expenses necessary to deliver the outputs outlined in Section 4.0. The financial proposal will form part of the overall evaluation criteria and should demonstrate value for money. Kilimo Trust will evaluate proposals based on both technical merit and cost reasonableness.

The consultant/firm shall provide a clear breakdown of costs, indicating:

- Professional fees (daily or lump sum)
- Fieldwork-related expenses (transport, meals, accommodation)
- Data collection and analysis costs
- Report production and dissemination costs
- Any applicable taxes (with clear indication of VAT/exemption status)

All costs must be quoted in **Uganda Shillings (UGX)** and shall remain valid for a period of at least 60 days from the submission deadline.