



### **Terms of Reference**

Bee Keeping enterprise - Pilot Implementation for Plan International's  
**Conservation and Sustainable Management of Coastal and Marine Ecosystems**  
**(COSME)** project in Kwale and Kilifi County, Kenya

## 1. Activity Introduction

Plan International is an independent global child rights organization committed to supporting vulnerable and marginalized children and their communities in their journey to overcome poverty. Through the collaboration of dedicated individuals and powerful ideas, we strive to make positive, profound, and lasting changes in the lives of children and young people. Our primary focus is on empowering girls and young people. With over 80 years of experience, we have provided support to girls, boys, and their communities worldwide, equipping them with the skills, knowledge, and confidence to assert their rights, break free from poverty, and lead fulfilling lives. Since 1982, Plan International has been operating in Kenya and currently operates in ten counties: Nairobi, Machakos, Kajiado, Kilifi, Kwale, Homabay, Marsabit, Turkana, Isiolo and Kisumu.

Conservation and Sustainable Management of Coastal and Marine Ecosystems (COSME) project aim to significantly scale up Plan International Kenya's women-led, climate-resilient livelihoods and coastal management interventions in Kwale and Kilifi counties. It takes an ecosystems-based approach in partnership with Jane Goodall Institute (JGI) Canada, COSME capitalizes on opportunities for South-South learning by working between Kenya/Tanzania cross-border communities within the same marine coastal and coastal forest eco-regions. COSME deploys three interlinked Nature Based Solutions (NbS) for climate adaptation and biodiversity conservation in the selected eco-regions. COSME is geared towards achieving climate- resilient, equitable economies within communities relying on coastal and marine ecosystems, especially women, in Kenya's Coast Region. To support COSME project restoration and conservation efforts as well as women economic empowerment, bee keeping is one of the livelihood options identified during the technical needs assessment conducted on the project Conservation groups. Beekeeping plays a vital role in promoting environmental sustainability, agricultural productivity, and local livelihoods. The gaps identified were informed by the technical needs assessment conducted in December, 2024, they include material support, inputs and trainings as key needs that would increase productivity and sustainability of beekeeping practices. COSME project is keen on supporting women led conservation groups with end-to-end process in bee keeping value chain, including site assessment to determine viable sites, training, installation, inspection, harvesting, value addition and strong linkage to a reliable market. The TOR seeks to identify a suitable service provider that is keen in promoting women economic empowerment by providing high quality Beekeepers' Start-up Kit, training, mentorship and reliable market. This initiative will support local farmers (Women and youth), promote sustainable beekeeping practices, and enhance honey production within the Kwale and Kilifi. The bee keeping venture will be piloted by 10 mangrove and terrestrial conservation groups from key potential sites within the marine and coastal ecosystems that COSME project is being implemented in both counties.

## 2. Coverage Area

The COSME project focuses on the coastal regions of Kenya, namely Kwale and Kilifi Counties. In Kwale, the project will encompass Lunga Lungu and Msambweni sub-counties (Buda Forest, Gonja, Mwazaro and Majoreni). In Kilifi, the project will cover Kilifi North, Kilifi South, Ganze (Takaungu, Chonyi and Mwangea). These areas are home to a diverse range of flora and fauna, as well as vital coastal and marine ecosystems. They are also center for significant economic activities such as fishing, tourism, and agriculture. The main objective of the project is to support the growth of sustainable and climate-resilient economies in these regions while conserving and protecting the natural resources of the area. The project will collaborate with communities and stakeholders in these regions to carry out activities that promote the sustainable use of coastal and marine resources, enhance livelihoods, and improve the ecosystems' resilience to climate change.

## 3. Activity Objective

Under the project output area of equipping mangrove groups with restoration and conservation inputs; The assignment aims to achieve the following objectives:

- To identify potential sites within the COSME restoration sites for bee keeping.
- To equip 10 groups with the necessary knowledge and skills across the bee keeping value chain from production, harvesting, value addition and marketing for economic empowerment
- To provide necessary tools, equipment, and resources, as a startup for beekeeping.
- To provide mentorship and technical backstopping to the target conservation groups for a period of 4 months.
- To provide reliable and ready market that is favorable to the targeted women groups

#### 4. Expected Output

- Potential bee keeping sites identified.
- 10 Conservation groups equipped with essential beekeeping tools, equipment, and resources, including beehives, protective gear and honey extractor.
- 10 groups trained in beekeeping practices, hive management, and honey harvesting to build a strong foundation in beekeeping skills.
- A supportive network of beekeepers created, enabling knowledge sharing, resource exchange, and collaboration for ongoing success.
- Established market linkages and partnerships with local buyers, cooperatives, and value chain actors to ensure consistent demand for products produced by the targeted women's groups.

#### 5. Deliverable

Deliverable	Description	Responsible
Site assessment	The Service Provider in collaboration with Department of Livestock and KFS to conduct site suitability assessment to identify potential sites within the ecosystems for setting the beehives	KFS, and Department of Livestock
Provision of inputs	Delivery of beekeeping equipment and inputs to the designated beneficiaries as per below table.	The Service Provider
Capacity Building and Training	The Service Provider will develop and provide a detailed training manual, and subsequently conduct comprehensive training sessions for each group. The training will cover key beekeeping processes, including hive installation, inspection, harvesting, value addition, and marketing.	The Service Provider
Technical support on bee hive Installation	The Service Provider provides technical assistance in the installation of beehives while ensuring correct placements to enhance colonization and productivity.	The Service Provider

Monitoring, hive inspection and harvesting support	The Service Provider to support the groups in inspection of the bee hives and harvesting once the bee hives are colonized.  Provide mentorship on hive maintenance and sustainable harvesting techniques	The Service Provider
Provide proved a stable market	The Service Provider to facilitate connections to favorable reliable markets for bee products. Support groups link the groups with favorable ready markets. Assist groups in developing basic branding, packaging and marketing strategies.	The Service Provider
Final Project Report	Submit a comprehensive approvable final report detailing implementation, effectiveness of interventions, group performance, use of inputs, viability and sustainability of the initiative and challenges faced recommendations for future programming.	The Service Provider

**Bee keeping items to be procured;**

#	Description	Specifications/ Images	QTY
1.	Langstroth Bee Hive	Wood, strictly pine. 10 -frame complete with brooder, super and queen excluder, foundation	550
2.	Beehive Stand Metallic	Steel metal to be used Should be 100cm height with a round/rectangular bowl at 75cm from the ground.	550
3.	Catcher box	Standard/normal 1. The catcher box frames should be exactly as the brooder frames 2. Well-fixed with wax starter sheets 3. Fully covered with ventilation wire to allow enough oxygen penetration during transportation of bee colonies 4. Should have a well attached handle Wood should be of pine	20
4.	3/6 Stainless Honey Extractor	6 framed machines  Should be pure steel and stainless coated material and fine texture as the image	10
5.	Double Sieve	Standard double sieve	20

		Made of steel and fully stainless	
6.	Uncapping fork	Standards Steel material and unbreakable plastic handle with a node	20
7.	Honey Straining cloth	Muslin cloth preferably cotton	200
8.	Smoker Leather	Stainless Should be made of steel and stainless material	20
9.	Hive tool	Normal/Standard Steel material and unbreakable plastic handle with a node	20
10.	Beekeepers Suit	Heavy cotton for adult	20
11.	Beekeepers Gloves	Leather gloves	40
12.	First aid Kit	Large with Tweezers, antihistamines and hydrocortisone cream or calamine lotion	20
13.	Gumboots for adults	For adults Waterproof boots made from either natural rubber or polyvinyl chloride size 8 to 12	40
14.	Bee brush	Soft brush Use soft bristles and a sturdy, comfortable handle made of wood or plastic	40
15.	Honey Buckets (20 Litres)	20 litres airtight buckets Food grade plastic	20
16.	Transport	Takaungu, Chonyi, Buda, Majoreni, Mwazaro, Gonja	

## 6. Qualification and skills

- A reputable firm with proven expertise and capacity to train rural farmers in beekeeping and its associated value chains. The firm should also be capable of supplying high-quality beekeeping inputs and accessories
- Knowledge of training in emergency response to prepare farmers for unexpected challenges in bee health.
- Familiarity with modern bee keeping tools.
- Extensive experience in beekeeping, including practical knowledge and technical expertise.
- Certified trainers with a strong background in hive management, bee health, and pest control.
- Supply of high-quality, certified beekeeping equipment, healthy bee colonies, and disease-free inputs.
- Commitment to sustainable and eco-friendly practices.
- Established reputation in the beekeeping community with positive references or testimonials.
- Affiliations with recognized beekeeping or agricultural organizations.

- Adherence to local laws and health/safety standards, including proper licensing and certifications.
- Knowledge of local beekeeping conditions, cultural sensitivity, gender sensitive training approaches and ability to adapt training and products to the local context
- The firm should demonstrate strong linkages and partnerships with markets, key value chain actors, and relevant government services. It should also have proven experience in mentorship, accompaniment, and coaching.

## 7. DURATION

This work is expected to be completed within a maximum of 6 months from the commencement date and final report submission.

## 8. PRICE PROPOSAL

The total amount quoted should be all-inclusive and cover all costs related to the deliverables including applicable taxes. The contract price is fixed and output-based, with payments made upon completion of the deliverables. The consultant will be fully responsible for catering for all the logistics costs (hire of hall for discussions, lunches, transport etc)

## 9. APPLICATION PROCEDURES

Applications for the consultancy must include the following components, to a total of no more than 25 pages (not including appendices, CVs, etc.):

1. Detailed technical proposal clearly demonstrating a thorough understanding of this ToR and including the following:
  - Demonstrated proof of previous experience in Bee Keeping Activities.
  - An outline of the overall approach to the process
  - A proposed timeframe detailing activity and a schedule/work plan (including a Gantt chart).
  - Proposed risk management plan to ensure the successful delivery of the required outputs of this consultancy, on time, within budget and of a high quality.
  - Team composition if applicable.
2. A financial proposal with a detailed breakdown of costs for the assignment (including all applicable taxes):
  - Itemized service fees/costs
  - Itemized bee keeping equipment and tools prices
  - Itemized administrative expenses.
  - Validity period of quotations
3. Curriculum Vitae(s) of all proposed staff/Individual outlining relevant experience, including a list of all previous assignments successfully undertaken. The proposal should clearly state the roles and responsibilities of all proposed team members for this assignment.
4. Names and contact information of three references who can be contacted regarding management of this contract.
5. A copy of two previous reports (for reference) of a similar assignment.
6. A Consulting Firm/Individual profile must be provided.
7. Fill in the attached Confidential Business Questionnaire.

The proposal will be assessed based on Technical (Methodology), Financial-Budget, Experience and Relevant academic qualifications of team.

#### 10. Payment Schedule

The Consultant is expected to pay all government taxes for which they are responsible. Where applicable, Plan International shall deduct all applicable government taxes under the governing laws of the Republic of Kenya.

The payment schedule will be as follows;

An initial 30% of the total agreed fee will be paid upon successful approval of the contract, confirmation of site suitability, completion of trainings, and the supply and installation of beekeeping inputs, including beehives and necessary equipment. This payment is contingent upon documented verification of these deliverables by the project team.

The remaining 70% will be paid upon completion of the final project phase, which includes monitoring of beekeeping activities, implementation of value addition processes (such as honey processing and packaging), and the establishment of market linkages to support the sale and sustainability of the beekeeping products.

#### 11. Plan's Child Safeguarding Policy and Code of Conduct

The personnel undertaking these assignments must demonstrate a commitment to strictly adhere to Plan's Child Safeguarding Policy and Plan's Code of Conduct. It is the responsibility of Plan International Kenya to ensure that all persons hired, used, or otherwise consulted for this exercise are made familiar with the policies and agree to abide by them before their services are agreed to.

#### 12. Safety

The service provider shall take all necessary steps to ensure that safety protocols are observed including relevant certification from public health and any other requirements to reduce safety risks. PIK shall not be held liable for any lapse in safety

#### 13. Quality Assurance

The Vendor should ensure all personnel engaged undertake their respective roles and deliver the expected results. Any limitations or challenges should be communicated as soon as they are noticed and captured in the reports. PIK will be carrying out monitoring during the execution of the activities to enhance quality.

#### Below are the mandatory tender instructions:

Eligible bidders should attach valid documentations, and be able to meet the following minimum requirements: -

1. Attach complete company profile
2. Must be a registered company (Attach certificate of Incorporation/registration)
3. KRA VAT, PIN registered and current/valid Tax Compliance Certificates(Attach documentations)
4. Attach details of similar or relevant works completed within the last two years
5. Indicate **delivery lead time** on your quotation.
6. Indicate whether prices are inclusive or exclusive of VAT where applicable. Grand total should be inclusive of all government taxes
7. Indicate if you accept to supply as per our credit policy of payment within 30 days after delivery.

#### Submission of Tenders

All applications must be submitted in one email with the subject: **Tender No. KCO/40/06/FY25: BEE KEEPING END TO END PROCESS** as the subject and received through the email: [Kenya.Bids@plan-international.org](mailto:Kenya.Bids@plan-international.org)

Closing date for submission of complete application is **17<sup>th</sup> July 2025 COB**

**Note: Financial and Technical Proposals must be submitted as separate documents/files.**

**Any enquiries should be addressed through [Kenya.procurement.Kilifi@plan-international.org](mailto:Kenya.procurement.Kilifi@plan-international.org)**

*Plan International Kenya reserves the right to accept or reject any bid and is not bound to give reasons for its decisions.*

**(CONFIDENTIAL BUSINESS QUESTIONNAIRE).**

**PART 1-GENERAL INFORMATION (To be filled by the bidder)**

**a) Business Name.....**

**b) Location of business premises**

Country/Town.....

Plot No. ....

Street/Road.....

Name of building.....

Floor.....Room No.....

**c) Postal Address.....**

Code.....Town.....

Tel No.....

Fax No.....

Email Address.....

**d) Nature of Main Business.....**

Certificate of Registration/Incorporation No.....

Trade License No.....

V.A.T Registration No.....

PIN No.....

City /County Council License No.....

Income Tax Compliance Certificate No.....

**(Must attach copies of all the above documents)**

**e) Name of your Bankers.....**



Branch.....

**Part 2 (a)- Sole proprietor**

Name in full.....

Age.....

Nationality.....

Country of origin.....

**Part 2 (b)- Partnership**

Give details of partners as follows:

Name in full	Nationality	Citizen Details	Shares
1.....	.....	.....	.....
2.....	.....	.....	.....
3.....	.....	.....	.....
4.....	.....	.....	.....

**Part 2 (c)- Registered Company**

a). Private or public (state whichever is applicable) .....

b). State the nominal and issued capital of the company:

Nominal Kshs. ....

Issued Kshs. ....

c). Give details of all directors as follows:

Name in full	Nationality	Citizen Details	Shares
1.....	.....	.....	.....
2.....	.....	.....	.....
3.....	.....	.....	.....
4.....	.....	.....	.....

## DECLARATION

I/We the undersigned certify that the information given above is accurate and correct to the best of my/our knowledge. For and on behalf of the supplier.

Name

Signature

Date

Position