EASTERN AFRICA GRAIN COUNCIL

REQUEST FOR PROPOSALS: REVIEW, MAINSTREAMING AND DEVELOPMENT OF SUSTAINABILITY TRAINING CURRICULA AND MATERIALS FOR EAGC GRAIN BUSINESS INSTITUTE (EAGC-GBI)

RFP No.	**RFP-EAGC-2026-004**
Issue date	16th November 2026
Title	Request For Proposals: Review, Mainstreaming and Development of Sustainability Training Curricula and Materials for EAGC Grain Business Institute (EAGC-GBI)
Email address for submission of questions	procurement@eagc.org The email address above is the sole point of contact at EAGC for questions.
Email address for submission of proposals	procurement@eagc.org
Deadline for Receipt of Proposals	30th November 2026, Close of Business (as stated in the TOR)
Anticipated Award Type	**Fixed Price Purchase Order.** EAGC anticipates awarding contract to the successful bidder for the provision of specific the services or deliverables and is not adjusted if the actual costs are higher or lower than the fixed price amount. Offerors are expected to include all costs, direct and indirect, into their total proposed price.
Basis for Award	An award will be made based on the experience of the consultant to offer similar services. The award will be issued to the responsible and reasonable offeror who provides the best value to EAGC using a combination of technical and cost/price factors.

1. Introduction

The Eastern Africa Grain Council (EAGC) is a regional, membership-based organization committed to enhancing structured grain trade across Eastern Africa. Through its specialized training and capacity development arm, the Grain Business Institute (EAGC-GBI), EAGC delivers professional training, capacity building, and knowledge-sharing services to grain sector stakeholders, including farmers, traders, processors, warehouse operators, financial institutions, policymakers, and development partners.

EAGC seeks to engage a qualified consultant or consulting firm to undertake a comprehensive review, integration and development of sustainability training curricula and materials for the EAGC-GBI. The assignment will have two complementary components:

i. Review and mainstreaming of sustainability into existing EAGC-GBI training programmes: Review existing relevant EAGC-GBI commercial training programmes, curricula, courses and training materials to identify opportunities for integrating sustainability principles, practices, tools and emerging market requirements. This will include recommending and undertaking revisions to relevant existing curricula and training materials to ensure sustainability is progressively mainstreamed across EAGC-GBI's capacity-building portfolio.
ii. Development of a dedicated Sustainability Training and Certification Programme: Develop and package a practical, competency-based sustainability training programme addressing priority sustainability competencies and knowledge gaps among companies and professionals across the grain value chain.

The programme will be anchored within EAGC-GBI and developed for delivery as part of EAGC's fee-based training and Business Development Services (BDS) portfolio, complementing its sustainability advisory services.
The assignment will also support the preparation of the curriculum, assessment framework and trainer documentation required for EAGC's engagement with the National Industrial Training Authority (NITA) on relevant accreditation and certification requirements.

The overall objective is to establish a coherent, practical and commercially viable sustainability training portfolio that strengthens the capacity of grain-sector businesses while enhancing EAGC-GBI's institutional capacity to deliver and sustain sustainability-related technical services.

2. Scope of work

The consultant will undertake the following activities:

2.1. Review of existing EAGC-GBI training programmes and materials

- Review existing EAGC-GBI commercial training materials and assess the extent to which sustainability principles and practices are already incorporated into existing training programmes.
- Identify gaps, overlaps and opportunities for integrating sustainability competencies into existing courses.
- Review relevant EAGC sustainability resources, including the EAGC ESG Reporting Toolkit and tools, guidelines and reference materials developed under SAVI program.

2.2. Sustainability curriculum mapping and integration

- Identify existing courses that should be enhanced through the integration of sustainability content.
- Recommend specific sustainability topics, learning outcomes and practical exercises for incorporation into selected courses.
- Ensure sustainability considerations are appropriately contextualized across different grain value-chain activities.

2.3. Development of the dedicated sustainability training programme

Review and refine the proposed programme structure and develop detailed competency-based curricula covering the following indicative modules:

1. Sustainability Principles and Business Sustainability.
2. Environmental, Social and Governance (ESG).
3. Decarbonization, Carbon Accounting and Climate Resilience.
4. Water Efficiency and Sustainable Resource Management.
5. European Union Deforestation Regulation (EUDR), Responsible Sourcing, Traceability and Related Market Sustainability Requirements.

The consultant may recommend additional modules, reorganize the proposed structure or integrate overlapping topics based on the curriculum review and identified competency gaps, subject to EAGC approval. For each module, the consultant shall define:

- Target competencies and learning outcomes.
- Detailed course content and topics.
- Course duration and sequencing.
- Training methodologies and delivery approaches.
- Practical exercises, case studies and assignments.
- Participant assessment and completion requirements.
- Relevant standards, tools and reference materials.

2.4. Development and packaging of training materials

Develop standardized and practical training resources for both new and revised courses, including:

- Facilitator guides and training manuals.
- Participant manuals and learning materials.
- PowerPoint presentations and instructional resources.
- Practical exercises, case studies and group assignments.
- Sustainability assessment tools, templates and checklists.
- Monitoring, reporting and performance measurement tools.
- Pre-training and post-training assessment instruments.

Materials should be practical, accessible and relevant to the operational realities of grain-sector businesses, particularly SMEs.

2.5. Assessment, evaluation and certification framework

- Define assessment methodologies, grading criteria and programme completion requirements.
- Develop course evaluation tools to assess training effectiveness and participant feedback.
- Recommend an appropriate certification framework and requirements, taking into consideration applicable NITA guidelines and procedures.

2.6. Validation and stakeholder engagement

- Present the draft curricula and training materials to EAGC and relevant stakeholders for technical review.

- Facilitate a curriculum validation workshop at an agreed time.
- Incorporate agreed feedback and recommendations into the final curricula and materials.
- Submit validation report documenting feedback received and how it has been addressed.

2.7. Trainer orientation, institutionalization and handover

- Orient designated EAGC trainers on the revised and newly developed curricula, training methodologies, materials and assessment requirements.
- Recommend appropriate course packaging, delivery formats and commercialization opportunities.
- Provide guidance on periodic curriculum review and updating to ensure continued relevance.
- Hand over all final curricula, training materials, tools and reference resources in editable electronic formats.

3. Expected deliverables

No.	Deliverable	Key activities / expected outputs
1	Inception report	Methodology, work plan, stakeholder engagement approach and review framework
2	EAGC-GBI training portfolio assessment report	Review of existing commercial training programmes, curricula and materials; identification of sustainability gaps and integration opportunities
3	Revised existing training curricula and materials	Updated course outlines, facilitator guides and participant materials for selected existing EAGC-GBI programmes
4	Sustainability training programme curriculum framework	Overall programme architecture, module structure, learning outcomes, competencies, duration and delivery methodology
5	Draft sustainability training package	Detailed curricula, facilitator guides, participant manuals, presentations, practical exercises, case studies and relevant tools for all agreed modules
6	Sustainability reference library	Annotated collection of relevant standards, frameworks, guidelines, publications and technical resources
7	Assessment and certification framework	Participant assessment tools, completion criteria, course evaluation tools and certification recommendations
8	Validation workshop and report	Facilitation of stakeholder validation workshop and documentation of feedback and revisions
9	Final training package and handover	Final revised and newly developed curricula and materials in editable formats, trainer orientation and NITA engagement documentation
10	Commercialization and institutionalization recommendations	Recommendations for course packaging, integration into the EAGC-GBI training calendar, delivery and periodic updating

4. Duration of Assignment

The assignment will have a maximum level of effort of **20 consultancy man-days.** The consultant shall propose the allocation of the man-days across the assignment activities in the technical proposal.

Indicative payment schedule is as per the below:

Milestone	Suggested payment
Approval of inception report and portfolio review	20%
Approval of draft curricula and training materials	40%
Completion of validation workshop and incorporation of feedback	20%
Final approval, trainer orientation and handover	20%
Total	100%

Payments will be tied to satisfactory completion and written approval of the respective deliverables.

5. Consultant / firm qualifications

The consultant or consulting firm should demonstrate the following qualifications and experience:

Academic and professional qualifications

- Postgraduate qualification in Sustainability, Environmental Management, Climate Change, ESG, Curriculum Development, Education and Training or a related discipline.
- Relevant professional certifications in sustainability, ESG, GHG accounting, carbon management or related areas will be an added advantage.

Technical expertise

- Demonstrated expertise in sustainability, ESG, decarbonization, carbon accounting, water efficiency, climate resilience, responsible sourcing and relevant market sustainability requirements.
- Good understanding of sustainability challenges and opportunities within agribusiness and agricultural value chains.
- Familiarity with EUDR, supply chain traceability and relevant international sustainability standards and frameworks.

Curriculum development and training experience

- Demonstrated experience in developing competency-based curricula, professional training programmes and instructional materials.
- Experience developing facilitator guides, participant manuals, practical exercises, assessment tools and certification frameworks.
- Experience in facilitating stakeholder consultations, curriculum validation workshops and training of trainers.

Sector and institutional experience

- Experience working with private-sector companies, SMEs and/or agribusinesses.
- Experience in developing commercially oriented training and Business Development Services.
- Knowledge/expertise and experience in the Grain Sector i.e. production, trading, storage, processing, and related value-chain operations is critical.
- Experience engaging with national training authorities, particularly NITA in Kenya, or similar accreditation bodies will be an added advantage.

The consultant/firm should provide evidence of at least three relevant assignments undertaken, including brief descriptions of the assignments, clients and contactable references where available.

6. Proposal evaluation criteria

Proposals will be evaluated against the following criteria and weightings:

Evaluation criteria	Weight
Understanding of assignment and proposed methodology	25%
Experience in sustainability and technical subject areas	20%
Experience in curriculum development and training materials	20%
Experience in agribusiness/private-sector capacity development	15%
Qualifications and experience of proposed team	10%
Work plan and delivery approach	10%
Total technical score	100%

The final scoring and selection method will follow EAGC's procurement policies

7. Ownership and intellectual property

- All curricula, training manuals, presentations, facilitator guides, participant materials, assessment tools, case studies, templates and other resources developed under this assignment shall become the property of EAGC.
- The consultant shall not reproduce, distribute, commercialize or use the developed materials for other purposes without prior written authorization from EAGC.
- The consultant shall ensure that all third-party materials, references, tools and resources incorporated into the training package are appropriately acknowledged and that the necessary permissions or licenses for their intended use are obtained.
- The consultant shall maintain confidentiality regarding all EAGC documents, institutional information and other materials accessed during the assignment.
- All final deliverables shall be submitted in editable electronic formats to enable EAGC-GBI to update, adapt and use the materials in its subsequent training and advisory programmes.

8. Reporting and coordination

The consultant will work closely with EAGC-GBI and the SAVI Project Team. Deliverables will be reviewed and approved by EAGC before finalization.

9. Application requirements

Interested consultants/firms shall submit:

- Brief technical proposal and methodology
- Work plan
- CV(s) of proposed consultant(s)
- Evidence of relevant similar assignments
- Financial proposal indicating the proposed man-day rate and total professional fees.

Applications should be submitted to procurement@eagc.org copied to sustainability@eagc.org by **30th, November, 2026.**