



Celebrate Hope Ministries
"...Therefore our hope is in you..." Jeremiah 14:22b (NIV)

Request for Proposals (RFP) – Governance Gap Analysis

RFP Reference No.: CHM/EYE-C/GOV/2026/01

Date of Issue: 06th May 2026

Closing Date & Time: 10 days from issue

Submission: Email to procurement@celebratehope.org

Contact: Procurement Officer, Celebrate Hope Ministries, P.O. Box 81, Kyotera

1. Background

Celebrate Hope Ministries (CHM), as anchor firm for the Lake Victoria coffee cluster under the EYE-C program, seeks a qualified consultant to conduct a **governance gap analysis** of cluster partners (cooperatives, Celebrate Hope SACCO, and other affiliated entities). The analysis will inform institutional reforms required for the 4-year scale phase.

2. Scope of Work (Simplified TOR)

The consultant will:

- Review governance documents (constitutions, bylaws, board minutes, policies) of **at least 5 primary cooperatives + the SACCO**.
- Assess:
 - Leadership structure and accountability (youth/women representation)
 - Financial governance (segregation of duties, audit trails, internal controls)
 - Compliance readiness (EUDR, data protection, member data systems)
 - Safeguarding and grievance mechanisms
 - Digital governance (MIS integration, record retention)
- Identify gaps and rank them by risk (high/medium/low).
- Provide a **remediation roadmap** with clear actions, responsibilities, and timelines (max 6 months).

Deliverables:

1. Inception report (work plan, tools, stakeholder list) – 5 days after signing.
2. Draft governance gap report – 30 days after inception.
3. Final report with remediation roadmap – 45 days after inception.

3. Eligibility & Experience

- Registered firm or consortium in Uganda.
- Minimum 5 years' experience in governance audits of cooperatives, SACCOs, or agribusinesses.
- Demonstrated understanding of EYE-C or similar donor compliance frameworks.
- Key personnel with expertise in cooperative law, financial management, and gender/youth inclusion.

4. Submission Requirements

Interested firms must submit **two separate sealed envelopes** (or two password-protected PDFs):

Technical Proposal:

- Technical approach & methodology (max 5 pages)
- Team composition and CVs
- Examples of 2 similar assignments (with client references)
- Work plan (Gantt chart)

Financial Proposal:

- All-inclusive professional fee (UGX) – break down by deliverable.
- Reimbursables (if any) must be clearly stated.



5. Evaluation Criteria (Disclosed)

| Criterion | Weight |
|---|--------|
| Technical (minimum passing score: 70%) | 70% |
| - Methodology & understanding of TOR | 25% |
| - Relevant experience (firm + team) | 25% |
| - Work plan & feasibility | 20% |
| Financial (lowest evaluated price) | 30% |

Award: **Most responsive technically compliant proposal** (not necessarily lowest price), as per CHM policy for RFP (Section 6 Summary Table).

6. Key Conditions (from CHM Policy)

- Validity of proposals: 60 days.
- CHM reserves the right to reject any or all proposals.
- No negotiations after submission unless permitted under Section 6.8 (RFP exceptions).
- The contract will be a **Service Contract** (CHM format).
- Payment linked to deliverables (e.g., 30% inception, 40% draft, 30% final).
- All procurement records retained for 10 years (Section 5).

7. Submission Instructions

- **Electronic:** Password-protected PDFs sent to [procurement@chm.org] – password provided by separate email or phone call.
- Late submissions: Automatic rejection (Section 6.9).

8. Anticipated Timeline

| Activity | Date |
|---------------------------------------|---------------------------|
| RFP issued | 6 th May 2026 |
| Proposal submission deadline | 15 th May 2026 |
| Evaluation | 20 th May 2026 |
| Procurement Committee approval | 22 nd May 2026 |
| Contract signature | 25 th May 2026 |

9. Enquiries

Written enquiries only to: procurement@celebratehope.org (subject: "Query – RFP Governance Gap Analysis").