Consultancy: **CABI-led PlantwisePlus Burundi (2024–2026) – End of Project Evaluation**

Timeline: **August - September 2026**

This assignment is perfect for someone looking to apply their experience and knowledge within an organisation that is focused on helping to deliver 8 of the Sustainable Development Goals: (1) No Poverty; (2) Zero Hunger; (3) Quality Education; (5) Gender Equality; (12) Responsible Consumption and Production; (13) Climate Action; (15) Life on Land; and (17) Partnerships for the Goals.

We live in a world where the demand for multiple land uses constantly rises and climate change places additional stress on the sustainable use of natural resources. While solutions to issues such as hunger and poverty are now within our reach, how we act today will make a big difference to how we live tomorrow.

Introduction and background

CABI envisions a world in which women, youth and marginalised communities are included in agriculture, and become key to ensuring equity, increasing participation in agribusiness, and reducing youth unemployment; promoting livelihood improvement; increasing production and reducing poverty. CABI's *Medium-Term Strategy (2023-25)* pursues five major goals: 1. Improve the food security and livelihoods of smallholder communities 2. Help communities adapt to the impacts of climate change 3. Reduce inequality through better opportunities for rural women and youth 4. Safeguard biodiversity and support the sustainable use of natural resources 5. Increase the reach, application, and impact of science in agriculture and the environment.

Description of the project

PlantwisePlus Burundi is a project led by CABI, implemented in partnership with ISABU and other key stakeholders, with funding support from the Embassy of the Kingdom of the Netherlands (EKN) in Bujumbura. The project seeks to strengthen Burundi's plant health system by improving access to quality agricultural advisory services, promoting lower-risk crop protection practices, and enhancing national phytosanitary capabilities to safeguard food security, farmer livelihoods, and trade potential.

PlantwisePlus Burundi is a follow-up project of the Plantwise Burundi project (2020-2023), which was co-funded by EKN and NUFFIC. Plantwise Burundi introduced the concept of plant clinics as a farmer demand-led extension approach, built capacity of public extension agents to effectively function as plant doctors, and worked with stakeholders to strengthen the national plant health system by improving the identification and prompt action on plant health problems. Plantwise Burundi was implemented based on lessons learned in CABI's global Plantwise operations between 2010 and 2020 in over 25 countries, aiming to increase food security, alleviate poverty and improve livelihoods by enabling male and female smallholder farmers to *lose less, feed more*. In Burundi, Plantwise was tailor-made to national context and implemented in partnership with ISABU and

By sharing knowledge and science, CABI tackles global issues like poverty, hunger, education, equality, sustainability, climate change and biodiversity. We do this by helping farmers grow more and lose less of what they produce, combating threats to agriculture and the environment from pests and diseases, protecting natural habitats from invasive species, and improving access to scientific knowledge.

CABI is an international, inter-governmental, not-for-profit organization that improves people's lives worldwide by providing information and applying scientific expertise to solve problems in agriculture and the environment. Our approach involves putting information, skills and tools into people's hands. CABI's 48 Member Countries guide and influence our work which is delivered by scientific staff based in our global network of centres.

CABI is committed to making a difference, playing its part in creating a brighter, more equitable and sustainable future.

You can learn more at:**www.cabi.org**

other key stakeholders, to introduce the plant clinic approach and strengthen the capacity of existing agricultural advisory systems for improved plant health management, including through use of integrated crop management, to improve the level of productivity for smallholder farmers.

By the end of the project, Plantwise Burundi had resulted in 121 plant clinics operating across the country, 311 people trained as plant doctors, approx. 270,000 farmers reached directly through plant clinic services and plant health rallies, and a vocational training curriculum on plant protection developed for the Burundian ITAB system. In addition, two not previously known pests were scientifically diagnosed by the project (mango mealybug and citrus orthezia scale).An independent end-of-project evaluation of the Plantwise Burundi project commissioned in the third quarter (Q3) of 2023, concluded that, "*Plantwise Burundi has made impressive inroads in developing an integrated plant health system which acknowledges the four plant health system components in the Plantwise theory of change – extension, research, input supply and regulation. In practice, the emphasis has clearly – and correctly – been on extension through a rapid roll-out of the plant doctor / plant clinic model. This puts farmers front and centre, catering to household needs so that farming families, both women and men, are in a better-informed position to grow more and lose less. Those farmers who are aware of the service and can make their way to the clinics are enthusiastic, and the Plant Doctors themselves – government extension agents – have a renewed sense of purpose and pride. The extension aspect of the programme is, given the scope of the current project, a resounding success. Insofar that the Plant Clinics are a plant health system 'revolution,' taking the long view now demands that diverse and incremental investments are made in incremental plant health system 'evolution.' To disregard this is to undermine the foundation of the plant clinic approach and its future utility to farmers.*"

As a response to the independent end-of-project evaluation recommendations, and lessons learned, CABI and in-country partners designed the follow-up project entitled PlantwisePlus Burundi to run until 2030 with a focus on embedding the farmer advisory approach whilst addressing remaining weaknesses in the country's plant health system. Whereas Plantwise Burundi strengthened the national plant health system through improvements in the delivery of farmer advisory services, there was still a need to **reduce crop protection risks** as well as **improve phytosanitary services**. PlantwisePlus was therefore designed to not only further strengthen **farmer advisory**, but also reduce crop protection risks, and enhance phytosanitary services to further improve agricultural production and incomes. The proposed activities for PlantwisePlus Burundi were designed to collectively contribute to improved food security, agricultural productivity, economic development, and sustainable agricultural practices in the country.

By consolidating plant clinic operations, PlantwisePlus aims to expand the reach and effectiveness of agricultural advisory services across the country. Plant clinics act as vital knowledge hubs where farmers receive guidance on crop health and sustainable farming practices. To maximize impact, PlantwisePlus is working in collaboration with initiatives such

as those led by IFDC and other partners, creating opportunities to deliver more holistic, integrated advice to smallholder farmers.

Recognizing that many farmers live far from communal plant clinics, the program is also deploying complementary extension approaches to bring best-practice advice closer to farming communities. These innovations ensure that more farmers, regardless of location, can access timely, practical support to improve productivity, safeguard their crops, and adopt sustainable farming methods.

Also, as noted by the end evaluation team, relevant pesticides are often not available from local outlets. Therefore, PlantwisePlus Burundi planned to additionally focus on minimizing misuse of crop protection practices and thereby directly contribute to more responsible and sustainable agriculture in Burundi. By promoting lower risk crop protection interventions, including the use of biological control agents (BCAs), farmers would be supported in minimising the health and environmental risks associated with an overreliance on synthetic pesticides.

Finally, strengthening phytosanitary services was deemed pivotal for Burundi's agricultural sector, particularly concerning the prevention and management of quarantine and regulated pests. Collaboration between relevant institutional partners needed to be strengthened, in addition to adoption of relevant phytosanitary measures and protocols that support the country's ability to protect its agriculture and trade. This would ensure that the country meets international phytosanitary standards, protecting domestic crop production from invasive pests and enabling the export of agricultural products.

In summary, by further strengthening farmer advisory services, whilst reducing crop protection risks and enhancing phytosanitary services, the expectation was that PlantwisePlus would further improve agricultural production and farmer incomes. The proposed activities would, given sufficient time (anticipating 7 years), collectively contribute to improved food security, agricultural productivity, economic development, and sustainable agricultural practices in the country.

PlantwisePlus Burundi development impact and outcomes

The project development impact, outcomes and outputs, with corresponding key performance indicators (KPIs) are clearly articulated in the project monitoring, evaluation and learning (MEL) plan.

Project development impact: Smallholder farmers in Burundi producing more food using sustainable crop production practices.

Project Outcomes:

1. Improved access to farmer agricultural advisory services, by strengthening farmer advisory through consolidating plant clinic operations and delivering complementary extension approaches.

2. Reduced risk from crop protection practices, by facilitating and promoting the use of low-risk pest management practices that benefit smallholder farmers, including the delivery of processes to support identification and use of biological control alternatives.

3. Improved phytosanitary services, through the strengthening the country's ability to safeguard its agriculture and trade from the risks associated with regulated pests.

PlantwisePlus Burundi project implementation approach

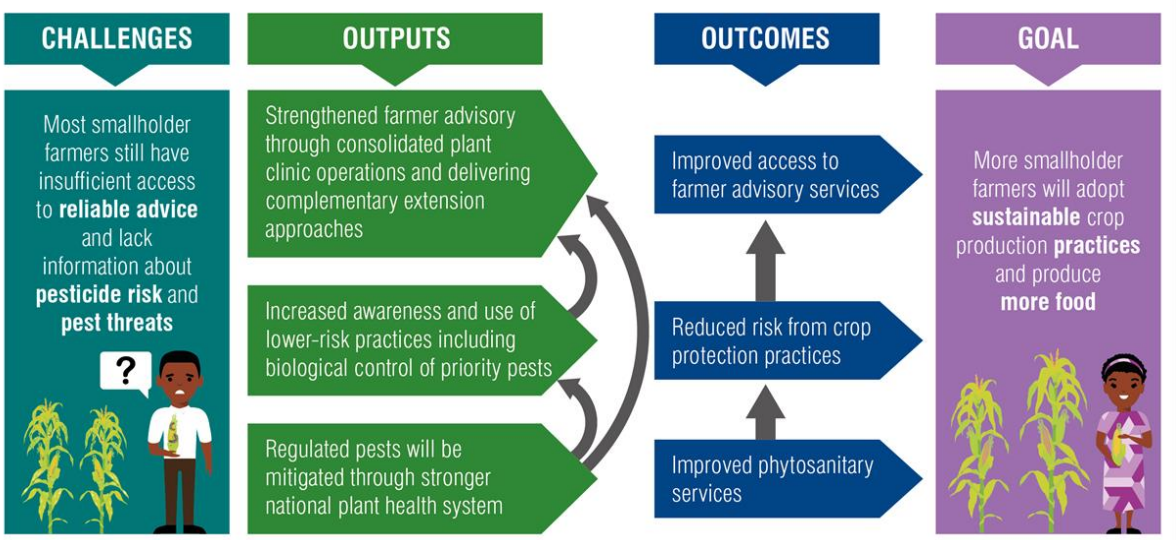
The project employs a well-tested, but adapted approach to implementation, and involves the following:

1. Embedding plant clinic network operations into the national plant health system of Burundi whilst linking with other farm advisory approaches and mainstreaming gender inclusive approaches to support women's access to plant health advisory services.

2. Identifying and implementing lower risk pest management practices that benefit smallholder farmers, reducing / preventing risk of chemical pesticide usage whilst developing capacity to identify, test and scale low-cost biological control approaches for priority pests at national level.

3. Bolstering the nation's efforts in strengthening local expertise, advancing sustainable pest management approaches, whilst fortifying the agriculture sector's ability to withstand the ever-changing challenges posed by phytosanitary threats to safeguard agriculture and trade.

Altogether, the PlantwisePlus interventions aim to address remaining challenges through three pathways to support smallholder farmers in Burundi so they can produce more food using sustainable crop production practices (see Figure below).



PlantwisePlus Burundi is being implemented, with funding from EKN, since 19 August 2024 until 31 December 2026. As indicated above, PlantwisePlus Burundi project was initially designed with a longer timeframe of 2030. However, due to funding limitations, key actions were identified to deliver key capacity strengthening on, 1) consolidating the plant clinics /plant doctor approach to strengthen farmer advisory services, 2) promote lower-risk crop protection interventions, including the use of biological control agents (BCAs), and 3) strengthen the country's phytosanitary services to prevent and manage quarantine and regulated pests.

To ensure the durability of key results achieved in 2024-2025, additional funding was made available by EKN to support additional short-term activities in 2026 for consolidation, evidence generation, institutionalisation, and sustainability rather than introducing new interventions that would require long-term investments. These additional activities were designed to strengthen the foundations for a responsible transition, with the aim that national partners would be equipped as much as possible to sustain key functions and results beyond project closure.

Overall, by year-end 2026, the project should deliver the impact, outcomes and outputs according to the results framework (MEL plan), which was updated to cater for the activities associated with the additional funding. Among others, 800,000 farmers will have received advice through visiting 236 plant clinics or taking part in plant health rallies or through indirect reach from mass media campaigns. There would be 240,000 smallholder farmers with increased yields, 144,000 with increased income, 84,000 more resilient to shocks, in addition to 100,000 hectares of land under IPM practices.

In terms of reduced risk to pesticides, there will be 150,000 smallholder farmers implementing lower-risk plant protection practices, and 2 biological control solution adopted in local farming systems. In terms of improved phytosanitary services, the national plant protection organisation DPV would have been strengthened with 2 processes and tools in safeguarding agricultural practices. Across all plant health stakeholders, 50 staff will have become skilled for

effective delivery of phytosanitary services, there would have been 3 pest management plans implemented as framework for pest risk response, and one functional surveillance system in monitoring and detecting potential pest threats would be in place.

This evaluation is being initiated by CABI on behalf of EKN to assess what the project actions have delivered, and document lesson learned. Alongside this final evaluation, and in the context of phasing out its activities, the EKN in Burundi will commission a consultant to examine how far its partners' project exit strategies, including CABI's, have been carried out and how they have contributed to achieving sustainable outcomes. This consultant will specifically build his/her work for CABI on the CABI commissioned end-of-project evaluation of PlantwisePlus Burundi.

Objectives and leading questions for the evaluation

The end-of-project evaluation of the on-going PlantwisePlus project in Burundi is required by EKN to review progress made since the start of project in August 2024. Therefore, the evaluation should be built upon, not replicate, the comprehensive end-of-project evaluation of Plantwise in Burundi (2020-2023). It should review and assess what project results have been delivered so far, identify areas that need further focus, consolidation and strengthening between 2027 and 2030, with additional resources.

The evaluators shall verify, analyse and assess PlantwisePlus in Burundi according to selected OECD-DAC criteria (effectiveness, sustainability and impact). Given the limited time and budget available, this evaluation will focus on three OECD criteria that are currently considered most relevant by the embassy and CABI: The **effectiveness**, **sustainability** and **impact** (legacy) of project activities undertaken since August 2024. Since the farmer advisory element of PlantwisePlus was able to build on the achievements of Plantwise, the assessment of likely sustainability and impact should concentrate on this specific pathway of PlantwisePlus. The assessment of effectivity should be concentrating on the other two pathways, given that these have only been implemented since Q3-2024.

The end evaluation should provide information that is credible and useful, enabling the incorporation of lessons learnt into the decision-making process of CABI, its partners and donors. The findings of the end evaluation will be used to review the objectives and progress of implementation; identify implementation challenges and reasons in case the project may not have evolved as planned; inform the development of follow-up activities from January 2027 onwards; and develop PlantwisePlus Burundi project adjustments to respond to evaluation recommendations. The end evaluation should consider the various PlantwisePlus elements but also the project, including all aspects of coordination and implementation, with a focus on in-country activities in Burundi.

The objectives of this evaluation will therefore be to:

1. Make an independent assessment about the performance of PlantwisePlus in Burundi since August 2024, paying particular attention to progress towards its main objectives as set out in the programme document, in particular its effectiveness, impact and sustainability (according to the OECD-DAC criteria).

2. Identify key lessons learned, good practices and examples, project responsiveness to challenges in implementation and innovations since August 2024.

3. Provide an objective opinion (through review of available study reports) on benefits to be expected beyond December 2026 and which follow-up PlantwisePlus activities (2027-2030) hold great potential to achieve the full expected benefits from the project.

Specific evaluation questions in relation to effectiveness, sustainability and impact are to be based on the PlantwisePlus Burundi project implementation plan and assess the following:

Pathway 1 – Farmer advisory: *To what extent has the project embedded plant clinic network operations into the national plant health system of Burundi whilst linking with other farm advisory approaches and mainstreaming gender inclusive approaches to support women's access to plant health advisory services?*

1. To what extent have recipients of plant doctor training (field extension officers, partner institution staff, students of agricultural ITABs) changed behaviour and/or performance in delivering gender-inclusive farmer advisory? (Effectiveness)
2. To what extent will plant doctors remain motivated and continue to provide access to timely plant health advice to farmers through plant clinic, plant health rally or other agricultural advisory services, without project funding and/or further capacity building? (Sustainability)
3. To what extent are national plant health system stakeholders capable of interpreting and drawing conclusions from plant clinic data and deliver complementary extension campaigns? Do stakeholders have enough confidence in the data? (Sustainability)
4. To what extent has evidence been gathered whether the benefits of operating plant clinic networks outweigh costs? (Sustainability)
5. To what extent has the government taken actions to institutionalise the plant clinic approach e.g. through inclusion in job description of staff, budget allocation etc.? (Sustainability)

Pathway 2 – Plant protection practices: *To what extent has the project achieved its objective of reducing risks associated with crop protection practices among smallholder farmers in Burundi through the introduction of lower-risk alternatives?*

6. To what extent have smallholder farmers in Burundi and extension officers adopted biological control solutions and other lower-risk pest management approaches promoted by the project? (Effectiveness & sustainability)
7. How effectively did the combination of awareness raising, promotion of biological control, and enterprise development contribute to reducing reliance on high-risk pesticide practices among target farmers? (Effectiveness)
8. To what extent did the project increase awareness among farmers, agro-dealers, and other stakeholders of the risks associated with pesticide use and of safer plant protection practices? (Effectiveness & sustainability)
9. To what extent did the project facilitate access to and adoption of biological control agents and bio protection products for priority pests in Burundi? (Effectiveness)
10. To what extent have awareness activities and training led to changes in knowledge, attitudes, and practices regarding pesticide use and risk reduction among target stakeholders? (Effectiveness & sustainability)
11. How effectively were information materials, training programmes, and awareness campaigns used to promote the adoption of lower-risk crop protection practices? (Effectiveness)

Pathway 3 – Phytosanitary services: *To what extent has the project contributed to improving phytosanitary services in Burundi through better compliance with international standards and more effective prevention and management of regulated pests?*

12. To what extent did the Burundian government develop and implement pest prevention, rapid response, and management plans for priority pests? (Effectiveness & sustainability)
13. To what extent has the project established and embedded effective pest prioritization and risk assessment processes within the national plant health system? (Effectiveness & sustainability)
14. How effectively did the project's combined activities (capacity strengthening, pest prioritization, and management planning) contribute to a more effective national phytosanitary system? (Effectiveness)
15. How effective were the project's interventions in supporting the development and implementation of phytosanitary protocols and measures aligned with international standards? (Effectiveness)
16. To what extent did the project strengthen the capacity of diagnostic laboratories to accurately identify regulated pests and produce reliable diagnostic results? (Effectiveness & sustainability)

17. To what extent have national institutions and stakeholders (e.g., regulatory bodies, laboratories, universities, and extension services) improved their knowledge and capacity to implement phytosanitary measures? (Effectiveness & sustainability)
18. How effectively were pest risk assessments, monitoring systems, and evidence reports used to inform decision-making on regulated pest management? (Effectiveness)
19. How effective were project-supported interventions in improving coordination and collaboration among stakeholders involved in pest prevention and management? (Effectiveness)

Impact (overall and across the three pathways):

20. To what extent has improved access to plant clinic services contributed to changes in farmers' pest and disease management practices in Burundi?
21. To what extent has the project contributed to improvements in crop health, yields, or agricultural productivity among farmers using plant clinic services
22. To what extent has the consolidation and expansion of the plant clinic network led to system-level improvements in the delivery of agricultural advisory services?
23. To what extent has integrating plant doctor training into formal agricultural education contributed to a sustainable pipeline of plant health professionals in Burundi?
24. To what extent has the project contributed to institutionalization of plant clinics within national extension systems, policies, or funding mechanisms?
25. How has the project influenced the capacity of national institutions and stakeholders to sustain plant clinic operations and advisory services beyond the project period?
26. How has the project influenced gender norms or participation of women in agricultural decision-making and knowledge exchange?

Please note that CABI, including the PlantwisePlus Burundi project, is being financially evaluated on a yearly basis by external auditors. Therefore, this external evaluation will not assess project finances or use of funds.

Scope of the evaluation

The PlantwisePlus Burundi end-of-project evaluation will be conducted in Burundi among project participants and stakeholders where interventions have been and continue to be implemented. The evaluation will target smallholder farmers that have utilized the plant clinics /doctors' services, ISABU, DPV, MINEAGRIE, target Cooperatives, etc.

Methods to be used in the evaluation

The end evaluation will be carried out by one external consultant with international experience (“evaluation leader”), with support from a national expert, with rural development experience in Burundi. The overall responsibility for the detailed development and implementation of the methodology lies with the evaluation leader. The evaluation should not replicate, but rather complement the assessments already made by the end evaluation of Plantwise Burundi.

Inception Phase

CABI will brief the evaluation leader immediately after the contract is signed, enabling them to elaborate the Terms of Reference and finalize the proposed methodology and work plan. This plan will outline how and when each evaluation question will be addressed, as well as identify the stakeholders who will be involved.

The evaluator will begin by reviewing the end-of-project evaluation report for Plantwise Burundi (2020–2023), followed by a thorough examination of PlantwisePlus Burundi documentation. This includes project plans, the MEL framework, progress reports, publications, and special study reports. Based on this review, the evaluator will design the evaluation methodology. The methodology should not only outline how the evaluation will be conducted but also assess the rigor of the project’s approach to monitoring, evaluation, and learning (MEL), as well as the quality and robustness of the special studies undertaken.

In validating project report findings, the evaluation can use participatory and transparent approaches to maximise possibilities for joint learning and mutual understanding e.g. it is anticipated that the evaluation will include key informant interviews with partners, interviews of selected stakeholders in Burundi based on topic lists / semi-structured interview formats.

The evaluation methodology and work plan should be documented in a draft inception report and shared with CABI. CABI and a reference group formed by EKN, consisting of EKN, CABI and partner experts, will provide feedback, based on which the draft inception report should be finalised.

Evaluation phase

Once the final inception report is approved, the evaluation will proceed in line with the agreed methodology and available project documentation. Key stakeholders, including project partners and other relevant actors, will be engaged through necessary meetings, both virtual and in-person, while field visits will be conducted to support triangulation of findings.

After the evaluation data has been collated and analysed, an in-country validation workshop will be organized with CABI and its partners to present and discuss preliminary conclusions and recommendations. This workshop will provide space for reflection, feedback, and validation. Ideally, it will be held face-to-face, with the option for key partners outside the country to join online.

The evaluation results will be documented in a draft report and shared with CABI and the EKN reference group for review. Following their feedback, the draft will be revised and finalized to ensure accuracy, completeness, and alignment with stakeholder expectations.

Deliverables

All (draft) reports and presentations shall be distributed as electronic documents only.

Reports

- Draft and final inception report, in English and French (**max 10 pages each**)
- Draft and final evaluation report, in English and French (**max 30 pages each**) containing the following chapters: (1) Executive Summary; (2) Background; (3) Methodology; (4) Findings; (5) Conclusions and Recommendations. Supporting information, including a list of persons with whom discussions were held, and a list of sources used, should be attached.

Presentation

Based on the final evaluation report, a presentation should be delivered during a hybrid (in-person & on-line) meeting with CABI and the EKN Reference group.

Timeframe

Description	Timeframe	Responsible entity
Initiate procurement procedure	Day 1	CABI
Respond to TOR and submit proposal	Day 21	Consultant/s
Confirm evaluation team and finalise contract	Day 35	CABI; EKN
Inception meeting between CABI and evaluator	Tbc	CABI; Consultant/s
Review of project documentation and development of methodology	Tbc	Consultant/s
Submit draft Inception Report	Day 49	Consultant/s
Feedback on the Inception Report by CABI and EKN reference group	Day 56	CABI; EKN Reference group
Final Inception Report	Day 63	Consultant/s

Conduct evalution through partner meetings, field visits, data collection, interviews, etc., analyse and collate findings	Tbc	Consultant/s; project partners
Evaluation validation workshop	Tbc	Consultant/s; CABI and EKN Reference group
Draft Evaluation Report	Day 91	Consultant/s
Feedback on the Draft Evaluation Report by CABI and EKN Reference group	Tbc	CABI; EKN Reference group
Final Evaluation Report	Day 100	Consultant/s
Presentation (virtual) of Evaluation findings to CABI, EKN Reference group	Tbc	Consultant/s

Documents to be made available to the evaluation team

It is expected that the evaluation team treats information and contents of all documents with the necessary care. The PlantwisePlus website contains annual reports, study reports and evaluative assessments that may be of use to the evaluation team.

CABI will provide access to:

1. External evaluation report on Plantwise Burundi (2020-2023) and corresponding CABI management response
2. PlantwisePlus Burundi project documents, including:
    a. PlantwisePlus Burundi document (amended version 14 August 2024), with its associated documents:
        i. Logical framework / theory of change and updated results framework (MEL plan) documents
    b. Partnership agreements and relevant implementation guidelines
3. PlantwisePlus Burundi annual reports (2024, 2025)
4. Study/survey reports/briefings:
    a. Baseline, midline, endline, or rapid assessment studies
    b. Surveys, evaluations, and analytical studies (special studies) related to extension services, pesticide risk reduction, or phytosanitary pathways
    c. Technical briefs, learning notes, and operational studies
    d. Any additional unpublished or internal research outputs relevant to the evaluation questions
5. Publications (journal articles)
6. Visibility (blog posts, news items)

Duration of the assignment

Service provision will commence once the contract between the consultant and CABI is signed. While activities may begin earlier, the recommended timeframe for in-country evaluation work (following approval of the inception report) is late August to September 2026.

Qualifications and skills of the evaluation team

The selected evaluation leader is an experienced independent consultant, with the following qualifications:

1. At least Masters' qualification or equivalent experience in agriculture, environment, international relations, extension and consultancy or related field, including in M&E. He/she will have at least 8 years' experience in development cooperation
2. A proven track record in design, implementation and leading external evaluations on donor-funded development projects.
3. Familiar with the national and international policy context of development cooperation. Fully conversant with the principles and working methods of donor aid delivery methods
4. Full working knowledge of English and French and proven excellent report writing in English
5. Be able to be legally working in Burundi.

The evaluation leader should identify the national expert, who should have the following qualifications:

1. Some experience in the specific field of expertise needed (extension services, integrated pest management, agricultural research for development, M&E). He/she will have at least 4 years' experience in development cooperation
2. Knowledge of programme evaluation methods and techniques. Understanding of donor development policies and practices
3. Fully conversant with the principles and working methods of project cycle management and donor aid delivery methods
4. Fluent in Kirundi and full working knowledge of French and English

Ethical code of conduct

While conducting this assignment, the Evaluation team is expected to observe and adhere to ethical standards of conduct expected of all research activities involving human participants. These are geared towards maximizing privacy and minimizing risks to respondents. All survey data collected should comply with the country's data protection legislation.

Budget

The evaluation will be funded by CABI's PlantwisePlus Burundi budget. The highest-quality and most cost-effective proposal will be selected.

Submission requirements

Interested candidates are requested to submit:

1. A proposal detailing their interpretation of the TORs, qualifications of the evaluation team, proposed work schedule and initial plan of activities including timelines. The proposal should not exceed 15 pages. Additionally, please attach the relevant statutory documents of your firm.
2. Financial Proposal: The proposal should be presented in Euros and include a detailed breakdown of staff costs, travel, and other expenses. The budget must cover only those costs directly attributable to the proposed activities, with clear explanations provided for each budget line item. All costs should be inclusive of applicable taxes.
3. Evidence that the evaluator(s) can deliver the work in Burundi

Upon review of the submissions, CABI may require additional documentation to fulfil due diligence requirements. Requests for this will be made on a case-by-case basis, and a timeframe for turnaround mutually agreed.

Deadline for submission

All Interested consultants should upload their technical and financial proposals to the CABI contractors work suit platform using the link below

- For existing contractors who are yet to update their profiles https://cabi.worksuite.com/invite/58edd5c5e4e14b44b49c4933f786d18b/**.**
- For new contractors who should first create an account into the system and update their profiles. https://cabi.worksuite.com/invite/d48e3ba552a6484eb3d2759f4aec5b38/**.**
- For any queries/clarification/challenges in uploading the proposal, please write to procurement-africa@cabi.org;
- The deadline for submission of proposals is on or before **7th May 2026.**

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