Request for Quote/Proposal (RFQ/RFP)

<table>
<thead>
<tr>
<th>Commodity/Service Required:</th>
<th>Assessment of the labor market and the economic, social, and structural factors constraining inclusive job growth and creation in the agri-food ecosystem of Rwanda</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type of Procurement:</td>
<td>Subcontract</td>
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<tr>
<td>Type of Contract:</td>
<td>Firm Fixed Price</td>
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<tr>
<td>Term of Contract:</td>
<td>Time of Delivery</td>
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<tr>
<td>Contract Funding:</td>
<td>USAID</td>
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<tr>
<td>This Procurement supports:</td>
<td>Feed the Future Hanga Akazi Activity</td>
</tr>
<tr>
<td>Submit Proposal to:</td>
<td><a href="mailto:HAprocurement@rti.org">HAprocurement@rti.org</a></td>
</tr>
<tr>
<td>Date of Issue of RFP:</td>
<td>16 November 2022</td>
</tr>
<tr>
<td>Date of Bidders' Conference</td>
<td>22 November 2022 at 11:00 Central Africa Time (CAT) Conference location: Norrsken House Kigali, KN 78 St, Kigali, Rwanda. Please confirm your attendance by 21 November 2022 at 12:00 CAT to <a href="mailto:HAprocurement@rti.org">HAprocurement@rti.org</a></td>
</tr>
<tr>
<td>Date Questions from Supplier Due:</td>
<td>22 November 2022 at 17:00 CAT</td>
</tr>
<tr>
<td>Date Proposal Due:</td>
<td>2 December 2022 at 17:00 CAT</td>
</tr>
<tr>
<td>Approximate Date Purchase Order Issued to Successful Bidder(s):</td>
<td>On/about 16 December 2022</td>
</tr>
</tbody>
</table>

Method of Submittal:

Via email to HAprocurement@rti.org

Respond via e-mail with attached document in MS Word / pdf format.
The Bidder/Seller agrees to hold the prices in its offer firm for 90 days from the date specified for the receipt of offers, unless another time is specified in the addendum of the RFP/RFQ.

Solicitation Number: HA/2022/033/Labor Market Assessment

Attachments to RFP:

1. Attachment “A” – Commodity Specifications
2. Attachment “B” – Instructions to Bidders/Sellers
3. All PO Terms and Conditions are listed on our website at:

RTI International is a trade name of Research Triangle Institute. RTI and the RTI logo are U.S. registered trademarks of Research Triangle Institute.

All bidders/sellers are responsible to carefully review each attachment and follow any instructions that may be relevant to this procurement.
PROJECT SUMMARY
RTI is an independent, nonprofit research institute founded in 1958 with the vision to address the world’s most critical problems with science-based solutions in pursuit of a better future. It provides research, development, and technical services to government and business clients worldwide.

RTI is implementing a five-year USAID-funded Feed the Future Rwanda Hanga Akazi Activity to facilitate inclusive employment and entrepreneurship opportunities. The activity will work with and through the Government of Rwanda (GOR) to boost and drive inclusive job creation and economic growth in Rwanda’s agriculture sector and complementary market segments (e.g., agriculture, businesses, finance, business development services, restaurant industry, training institutes). The program will use a market systems development approach to achieve its goals with emphasis on reaching women, youth, and persons with disabilities. The Activity will address the problem of insufficient employment opportunities and limited entrepreneurial success for Rwandans which negatively impacts the Rwandan economy and the country’s development goals through the following intermediate results:

1. Rwandans possess the knowledge and skills required to serve labor and consumer markets domestically, regionally, and globally;
2. The private sector has access to the resources required to grow their revenue and employment; and
3. Businesses are incentivized to grow inclusively.

Over the life of the Activity, Hanga Akazi interventions will support a minimum of 23,000 job seekers to access new or improved employment, while the Activity’s support to businesses will result in the creation of at least 19,000 full time jobs at partner firms. Hanga Akazi is not restricted to specific value chains or geographic areas.

PURPOSE OF ASSIGNMENT
Hanga Akazi aims to conduct a labor market ecosystem assessment (LMA) to analyze economic, social, and structural factors constraining inclusive job growth and creation. It must assess demand-driven employment, entrepreneurship, and business opportunities in the agri-food system, with an emphasis on opportunities for women, youth, and persons with disabilities. The assessment must identify high potential agri-food market segments for job growth by considering factors such as current sector size, growth potential, total employment, job creation potential, wages, productivity, and working conditions.

The LMA will include a Gender Equity Social Inclusion (GESI) Landscape Analysis to examine and identify barriers and opportunities to employment and entrepreneurship for women, youth, and persons with disabilities within agri-food system. These barriers and opportunities will be
understood by examining the formal (laws, regulations, policies) and informal (underlying norms, values, and mindsets of actors) norms and rules within the employment and entrepreneurship in the agri-food sector. Therefore, with a GESI lens, the LMA must consider (i) how a Hanga Akazi interventions under its three components will impact women, youth and persons with disability from a social and economic perspective; (ii) how the interventions will build the capacity of partners public sector, private sector and CSOs to address inequalities based on gender, age and disability factors based within their areas of influence.

The following elements must be covered to best understand labor market trends, supporting functions, and formal and informal rules for men, women, youth, and persons with disabilities within the agri-food ecosystem:

<table>
<thead>
<tr>
<th>Element</th>
<th>Details</th>
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<tbody>
<tr>
<td>Market opportunities/trends in agriculture and complementary sectors</td>
<td>recognizing the agriculture sector's role in gross domestic product (GDP) and job creation, barriers to job creation, and growth potential. This must include analysis of barriers and opportunities for the social and economic integration of youth, women, and persons with disabilities in the sub-sectors and or value chains within the agri-food system.</td>
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<tr>
<td>Labor market demand</td>
<td>including occupations and skills in demand for wage and/or self-employment at present and in the future.</td>
</tr>
<tr>
<td>Labor market supply</td>
<td>including occupations and skills currently available on the market for wage and/or self-employment and skills required for the future. This should include analysis on potential gaps and mismatches relative to labor market demand and should consider constraints to addressing such gaps.</td>
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<tr>
<td>Latent demand for labor and willingness to pay</td>
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<tr>
<td>Ecosystem of training providers</td>
<td>such as technical and vocational training institutes (TVETs), integrated regional Polytechnique centers (IPRCs), cooperatives, and the private sector. This must also include education financing options including their affordability and accessibility.</td>
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<tr>
<td>Ecosystem of business support services</td>
<td>including incubators, accelerators, and business development services, financial services</td>
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<tr>
<td>Regulatory and policy considerations</td>
<td>including understanding of the policies, institutions, and environment influencing employment and job creation in the agriculture sector (e.g., wages, labor law and regulations, tax system, financial market conditions and policies, labor migration legislation, collective bargaining system, Active Labor Market Policies [ALMP] and institutions, passive labor market policies and social protection policies and institutions).</td>
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<tr>
<td>Existence of social inclusion policies, practices, and procedures</td>
<td>at firm-level in the Rwanda agri-food sector</td>
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<td>Labor in the informal sector</td>
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<td>The assessment must pinpoint specific entry points (e.g., sectors, geographic zones) with high potential for employment and entrepreneurship in the agri-food system labor market for the target groups.</td>
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**METHODOLOGY AND SAMPLING**

Applicants must propose a methodology based on the requirements of this assessment. At minimum, the methodology must include a robust desk review before beginning primary data collection to avoid duplication of existing studies, assessments, and data. The desk review should
include but is not limited to: national statistics, labor market studies, enterprise surveys, policies, international benchmarks/diagnostic related to skills development and job creation, and skills audit reports. Illustrative examples include Rwanda Development Board (RDB) Labor Market Brief, Annual State of Skills Surveys, Entrepreneurship Development Policy (EDP), and relevant GESI Related assessments/policies. Applicants are responsible for identifying all relevant studies and assessments to be considered in the desk review including GESI-specific resources.

Primary data collection should then serve to fill in identified gaps and/or validate findings from the desk review and must consider a gender and social inclusion lens. Successful applicants must demonstrate a youth inclusive approach in the proposed methodology and sampling. The applicants should refer to the USAID Youth in Development Policy 2022. The assessment must include a micro-level political economy analysis to examine power dynamics, incentives, and entrenched interests impeding market entry and growth for toddler firms and start-ups. The study design and methodology will be discussed and agreed with the Hanga Akazi project team prior to implementation.

APPLICATION INSTRUCTIONS
Bidders are required to submit the following documentation:

1. A 25-pages max (excluding annexes) technical proposal, which demonstrates how the bidders' proposal meets all the technical requirements in the Terms of Reference, including the firm and proposed consultants experience, comments, and suggestions on the ToR, proposed technical methodology/approach and initial work plan.
2. A 3-pages max financial proposal, as well as an accompanying budget breakdown detailing the daily rate expected using the provided budget template. The project will cater for the costs of facilitating the validation workshop, but the financial proposals should include all other related to this assignment.
3. Summarized narrative of past performance of similar assignments accompanied by the copies of the evidence (contracts or certificate of good completion)
4. Copies of key personnel CV(s) which clearly state relevant expertise/experiences (see Annex A, key personnel minimum requirements).
5. The bidder's company profile. The profile must clearly show the number of years’ experience the bidder has been handling similar projects (or capability statements for individuals). It must also include the entity’s Unique Entity ID (SAM.gov) or proof of confirmation that Unique Entity ID has been requested.

To be eligible for consideration, bidders must submit copies of the following.
- The bidder's registration document, as per the laws of the company’s incorporation county or identification cards for individuals / any form of relevant registration
- The bidder’s business permit/license, as per the laws of the incorporation county.
- Applicable tax registration documents, as per the laws of the incorporation county.
- The bidder’s current tax compliance certificate.
- The relevant quality assurance certifications.

No part of this assignment can be subcontracted.
### EVALUATION CRITERIA

- **Technical Approach (40%)**
  - Degree to which the applicant’s proposed methodology (including the initial work plan) responds to the requirements of the assignment and will successfully identify sectors with high job growth potential. This includes demonstration of a clear plan for how the applicant will intentionally integrate GESI considerations, with an emphasis on positive youth development approaches.

- **Value for Money (20%)**
  - Cost proposed by the applicant relative to the quality of the technical approach and personnel

- **Past Performance (20%)**
  - Demonstrated track record of successful completion of similar assignments

- **Personnel (20%)**
  - Degree to which the proposed key personnel meet the key personnel minimum requirements in Annex A. Demonstration of diversity and inclusivity among proposed personnel is a strong added advantage.

### Expected Key Deliverables and Time Frames

<table>
<thead>
<tr>
<th>No.</th>
<th>Name</th>
<th>Deliverable Description</th>
<th>Estimated Due Date</th>
<th>Milestone Payment</th>
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<tbody>
<tr>
<td>1</td>
<td>Inception Report</td>
<td>Detailing the methodology including the main research methods, the sampling framework, proposed sources of data, procedures for data collection and analysis. The proposed research tools will be discussed and approved by the Activity team before data collection commences.</td>
<td>5 days from contract signing date</td>
<td>10%</td>
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<td>2</td>
<td>Desk Review Report</td>
<td>After the desk review, the firm shall submit the desk review report, present the findings of the desk review and make recommendations on the specific(s) to conduct additional primary data collection. The scope of the primary data collection and assessment will then be jointly set by the firm and the project team.</td>
<td>25 days from contract signing date</td>
<td>20%</td>
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<td>3</td>
<td>Data Collection Tools &amp; Report Outline</td>
<td>Working closely with the project team, the firm will design and submit the final electronic copy of all data collection tools for approval by the project team. Before approval, the firm will pilot the research instruments under the real research conditions, code the surveys and integrate feedback from the pilot surveys. The firms should also provide their proposed outline for the final report, including all main sections and subsections.</td>
<td>30 days from contract signing date</td>
<td>10%</td>
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<td>Field Preparation &amp; Enumerators Training Report</td>
<td>Working closely with the project team, the firm will develop and submit to the project team both the field plan and training report for approval. Before the start of training, the firm will prepare a training plan/agenda, a training manual and corresponding power-point presentations and share with the project team for approval. The field plan will among others include a list of relevant targeted stakeholders and key personnel to be met along with the proposed timelines.</td>
<td>35 days from contract signing date</td>
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<td>5</td>
<td>Data Cleaning and Field Report</td>
<td>The firm will provide a clean and labelled dataset of the labor market study along with a brief field report summarizing the implementation of the survey. The report will also document the data collection process, challenges encountered and recommendations.</td>
<td>50 days from contract signing date 20%</td>
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<td>6</td>
<td>Draft Final Report &amp; Validation</td>
<td>Highlighting preliminary findings &amp; recommendations from relevant stakeholders. A second round of revision may be required before the final version of the final report can be produced. The project will host a validation workshop at which the successful vendor will present their findings to the project team and key stakeholders. The project will cover the costs associated with facilitating this validation workshop.</td>
<td>65 days from contract signing date 15%</td>
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<td>7</td>
<td>Final report</td>
<td>A final report in English (one electronic copy in PDF Format and one in DOC format) after incorporating project team and stakeholder’s feedback. The anticipated maximum number of pages is 30 pages in line with the agreed outline.</td>
<td>70 days from contract signing date 25%</td>
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<td>Total</td>
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<td>70 days 100%</td>
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**Duration of the Assignment**

It is anticipated that the survey will be conducted within 70 days including travel days. This excluded number of off-days. The assessment is anticipated to start in December 2022 and end in February 2023.

**Annex A: Key Personnel Minimum Requirements**

It is anticipated that this assignment would be undertaken by an experienced consultancy firm. The successful firm will demonstrate the following expertise in their personnel.

**Lead/Senior Consultant**

Responsible for the overall completion of the entire study and shall be the principal contact person. The lead consultant should possess the following:

- Master’s or PhD in Social Sciences, Economics, Agriculture Economics, Business,
<table>
<thead>
<tr>
<th>Expertise</th>
<th>Details</th>
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<tbody>
<tr>
<td><strong>Development Studies, Statistics or a related field with at least 10 years of minimum relevant professional experience in market assessment and employment promotion.</strong></td>
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<td>- Significant work experience in the area of employment promotion</td>
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<td>- Have good knowledge in qualitative and quantitative data analysis</td>
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<td>- Very good understanding of the local labor market and institutional landscape</td>
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<td>- Strong methodological expertise</td>
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<td>- Demonstrated experience with labor market assessments in relation to businesses and skills development</td>
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<td>- Prior working experience in the Rwanda (or the region)</td>
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<td>- Previous work with USAID funded or other large multilateral donor funded projects will be an advantage.</td>
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<td>- A very good understanding of labor laws, education policies, and other programs targeting youth, women, and persons with disabilities</td>
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<td>- Strong advisory and facilitation skills in multi-stakeholder settings</td>
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<td>- Strong data analysis skills, including quantitative and qualitative data</td>
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<td>- Excellent communication and report writing skills.</td>
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<tr>
<td>- Fluent in English. Knowledge of French and Kinyarwanda will be an added asset.</td>
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<tr>
<td>- Ability to draw strong and valid conclusions.</td>
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</table>

**Other Senior Experts/Consultants**

1. **Workforce Development Consultant**
   - Master’s Degree in education, Social Sciences, Economics, Agriculture Economics, Business, Development Studies, Statistics or a related field with at least 10 years of minimum relevant professional experience in the field of workforce development and/or research and labor market studies
   - Demonstrated strong expertise on a wide range of employment-related topics in the area of education and skills development, private sector development, economic policy, labor market policies, social protection
   - Technical expertise in assessing issues of labor market demand and supply in Rwanda,
   - Good knowledge of the national labor market, including relevant studies and data sources
   - Strong background and experience in data collection and analysis.
   - Demonstrated ability to collaborate with technical institutes, tertiary institutes, and the private sector to expand availability and access to quality technical and soft skill training programs.
   - Prior experience in conducting labor market studies preferred
   - Demonstrated knowledge of the Rwandan workforce development landscape.
   - Fluent in English. Knowledge of French and Kinyarwanda will be an added asset.
   - Work experience in Rwanda required.

2. **Economic and Private Sector Development Consultant**
   - Master in Agribusiness, Agricultural Economics, Labor Economics, Business Development, Development Studies, or related field with at least 10 years of relevant professional experience supporting private sector development,
   - Knowledge of the agriculture sector entrepreneurship and/or job creation preferred
   - Good knowledge of the national labor market, including relevant studies and data sources
   - Strong knowledge of the local economic and political context, ability to independently identify and connect with relevant stakeholders
   - Experience working with USAID-funded projects preferred.
   - Good knowledge of Rwanda private sector
   - Demonstrated experience using the market systems development approach in agricultural
development projects.

▪ Demonstrated leadership skills, including building and managing relationships with government stakeholders, private sector stakeholders, and entrepreneurs.
▪ Knowledge and experience implementing USAID policies and procedures preferred.
▪ In-depth knowledge of the local operating environment in Rwanda.
▪ Excellent communication and interpersonal skills.
▪ Prior experience in conducting labor market studies preferred
▪ Fluent in English. Knowledge of French and Kinyarwanda will be an added asset.
▪ Excellent knowledge of MS Word, Outlook, PowerPoint, Excel.

3. Gender and Social Inclusion Consultant

▪ Master in Agricultural Economics, Gender Economics, Gender Studies, Social Sciences, Development Studies, or related field with at least 10 years of relevant professional experience supporting private sector development,
▪ Proven expertise in research methodologies applied to youth, persons with disabilities and women economic empowerment in the development sector – preferable in agri-food ecosystem.
▪ Good knowledge of the national labor market dynamics for marginalized groups especially youth, women and persons’ with disabilities. A good understanding of contemporary issues and innovations in youth, women, and persons with disabilities development and engagement;
▪ Previous working experience with USAID funded or other large multilateral donor funded youth, women, and persons with disabilities employment programs will be an advantage.
▪ Prior experience in conducting labor market studies preferred
▪ Fluency in English and Kinyarwanda (spoken and written);
▪ Strong writing and analytical skills, ability to produce clear and well-written reports under tight timeframes
▪ Ability to form constructive relationships with the relevant stakeholders

Note:
CVs and other detailed contacts of suggested potential personnel should be submitted along with other bidding documents and proposed consultants must be available throughout the survey period.

Annex B: Specific questions the labor market assessment will help answer

Market Opportunities and Trends: Analyze the patterns of labor market dynamics for men, women, youth, and persons with disabilities in agriculture food systems of Rwanda.

▪ What are the key political, economic, social, and technical factors/drivers that enable or hinder quality employment generation and entrepreneurial success in agriculture sector of Rwanda?
▪ What are the market opportunities/trends (internships/apprenticeship, formal employment, wage labor market, entrepreneurial) in agriculture and complementary sectors that can trigger employment creation and growth?
▪ Which trades/agriculture value chains related to the agri-food system have the highest potential for growth and job creation and are recommended for the project to prioritize?
Focus should be on the following:
  o How can the recommended value chains be developed to enhance wage and/or self-employment?
  o What are the key barriers that hold back job seekers from gaining employment or starting their own business in the recommended sector?
What are some of the existing programs and partners in the recommended sector the project can partner with?

What are the supporting functions that are required to make the sector work, including both existing and missing support functions (e.g., infrastructure, information, and related services?)

Clarify the rules and regulations (e.g., standards, laws, informal rules and norms) related to the value chain.

What gaps must be filled in order for sector to sustainably create employment?

Assess the competitiveness of the sector(s) and determine how to create competitive advantages for the targeted sectors in the context of local and regional trends,

Assess the cost, profit, marketing, and supply and demand dynamics of the value chain.

Labor Market Demand for men, women, youth and persons with disabilities:

- What are the factors that affect the demand for workers and entrepreneurial activities in agriculture and complementary sectors?

- Which type of knowledge and skill sets (technical, soft, etc) and work experience are most valued/demanded by employers in the targeted agriculture and complementary sectors that have significant demand and high growth potential, currently and in the future?

- Which type of knowledge and skill sets (technical, soft, etc) and work experience are currently found lacking by potential hires in the targeted agriculture and complementary sectors?

- Which trades currently absorb most of the labor force in agriculture and complementary sectors?

Labor market supply for men, women, youth and persons with disabilities:

- What is the education level and types of skills currently possessed by the labor force (soft and job-relevant skills)? How does this compare to the skills desired by employers?

- What type of highly demanded jobs in agriculture and complementary sectors are available in the market that can be filled? What skills do they require?

- What are the factors that affect quantity and quality of job seekers and workers in the agriculture food systems labor market?

- What are the existing workforce development and technical training providers (public, private, and NGO) and what are their main areas of skill development (training courses) and requirement for entrance?

- What are the key training institutions that provide business support services that should be targeted by project interventions and what type of training and business support services are they offering?

- What are the key specific capacity gaps faced by skills training providers that could be filled by the project interventions to enhance development and delivery of quality market driven skill sets and business support services?

- Which demand driven agriculture related trades have labor shortages? What are the workforce requirements and gaps?

- What barriers hold back job seekers from TVET and other education training institutions to get jobs in agriculture and complementary sectors?

Labor matching for men, women, youth and persons with disabilities:

- What are the factors that affect the mediation between labor supply and demand?

- What are gaps and challenges for potential employers to get the right employees or challenges of entrepreneurs to operate viable enterprises in agriculture and
complementary sectors?

▪ What are the key mismatches between prospective employee’s current skill sets and employers’ expectations around required skill sets for self and wage employment?
▪ What are the existing and/or missing job-matching platforms that may be relevant? What is the role of digital vs. non-digital matching platforms?
▪ What specific skills development and business support services programs project interventions should focus on to bridge the labor and supply skills gap/mismatch?

Private sector engagement:

▪ How actively are private sector actors currently involved in the formulation of skills development and business support programs?
▪ How do businesses invest in the skills development of their workforce, through on-the-job training, company sponsored courses, etc.?
▪ What kind of partnership should be developed between training providers and private sector actors to provide quality internships/on the job training/employment opportunities and how?
▪ What existing, innovative private sector skills development and business support services approaches and ideas have potential for duplication and or scaling?

Policy and Regulatory Environment:

▪ What policies promote or inhibit the enrichment of the labor pool relative to targeted systems?
▪ What policy reforms are needed?
▪ What are the key formal regulations/policies that have implication on firms, women, youth and persons with disabilities entry and growth in the labor market?
▪ What are the key informal regulations/policies that have implication on firms, women, youth and persons with disabilities entry and growth in the labor market?

Education financing for men, women, youth, and persons with disabilities

▪ What are the existing education financing opportunities that the project interventions can create synergies?
▪ Are these education financing options affordable and accessible by targeted beneficiaries?

Gender and Social Inclusion:

In addition to GESI-specific questions crosscutting in the other elements above, this element looks to respond to the following:

Target beneficiaries

▪ What are the key barriers and opportunities for employment and entrepreneurship in agri-food systems for women, youth, and persons with disabilities
▪ What entry points, quick wins, and approaches the project interventions can use and/or leverage on to create more jobs for women, youth, and persons with disabilities in the agri-food systems?
▪ Which specific agri-food systems market opportunities are traditionally attractive for women, youth, and persons with disabilities participation and why? What are the underlying norms, values and mindset that constrain inclusive practices?
▪ What are the awareness gaps that constrain implementation of inclusive practices?
▪ Which critical social determinants of life (e.g., shelter, transportation, childcare, gender-based violence, disabilities, nutrition) are affecting women, youth, and persons with disabilities in their quest for employment and entrepreneurship in the agri-food system?

Private Sector

▪ What are the existing financial services and financing options for women, youth, and persons with disabilities? What support services and institutional and capacity gaps in
accessing these services and products?

- What are the existing inclusive policies and practices do firms/institutions have? Why?
- What is the knowledge/capacity gaps and key barriers faced by firms in adapting and implementing inclusive policies and practices?
- What is the motivation, interest level and perception of firms towards implementing inclusive practices and policies?
- What are the underlying norms, values and mindset that constrain adoption and implementation of inclusive practices?
- What types of training and capacity development opportunities in agri-food systems should be targeted to enhance employability and entrepreneurship for women, youth, and persons with disabilities, taking into consideration cultural, physical, and other constraints?

**Government level**

- What are the existing GESI related policies and regulations relevant to employment and entrepreneurship?
- What are the existing efforts and key barriers in ensuring/encouraging implementation of inclusive policies and regulations in the private sector?
- How are the targeted beneficiaries (youth, women, and persons with disabilities) involved in development and reform of the policies and regulations?

By signing this attachment, the bidder confirms he has a complete understanding of the specifications and fully intends to deliver items that comply with the above-listed specifications.

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<thead>
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<th>Signature:</th>
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<tr>
<td>Title:</td>
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<td>Date:</td>
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</table>
Attachment “B”
Instructions to Bidders/Sellers

1. **Procurement Narrative Description:** The Buyer (RTI) intends to purchase commodities and/or services identified in Attachment A. The Buyer intends to purchase the quantities (for commodities) and/or services (based on deliverables identified in a Statement of Work). The term of the Ordering Agreement shall be from Award Date to the Delivery date of the Offeror unless extended by mutual agreement of the parties. The Buyer intends to award to a single “approved” supplier based on conformance to the listed specifications, the ability to service this contract, and selling price. We reserve the right to award to more than one bidder. If an Ordering Agreement is established as a result of this RFQ/RFP, supplier understands that quantities indicated in the specifications (Attachment A) are an estimate only and RTI does not guarantee the purchase quantity of any item listed.

2. **Procuring Activity:** This procurement will be made by Research Triangle Institute (RTI International), located at

Norrsken House Kigali, KN 78 St, Kigali, Rwanda

who has a purchase requirement in support of a project funded by

USAID

*(insert client’s name)*

RTI shall award the initial quantities and/or services and any option quantities (if exercised by RTI) to Seller by a properly executed Purchase Order as set forth within the terms of this properly executed agreement.

3. **Proposal Requirements.** All Sellers will submit a quote/proposal which contains offers for all items and options included in this RFQ/RFP. All information presented in the Sellers quote/proposal will be considered during RTI’s evaluation. Failure to submit the information required in this RFQ/RFP may result in Seller's offer being deemed non-responsive. Sellers are responsible for submitting offers, and any modifications, revisions, or withdrawals, so as to reach RTI’s office designated in the RFQ/RFP by the time and date specified in the RFQ/RFP. Any offer, modification, revision, or withdrawal of an offer received at the RTI office designated in the RFQ/RFP after the exact time specified for receipt of offers is “late” and may not be considered at the discretion of the RTI Procurement Officer. The Seller’s proposal shall include the following:

(a) The solicitation number:

(b) The date and time submitted:

(c) The name, address, and telephone number of the seller (bidder) and authorized signature of same:

(d) Validity period of Quote:

(e) A technical description of the items being offered in sufficient detail to evaluate compliance with the requirements in the solicitation. This may include product literature, or other documents, if necessary.
(f) If RTI informs Seller that the Commodity is intended for export and the Commodity is not classified for export under Export Classification Control Number (ECCN) “EAR99” of the U.S. Department of Commerce Export Administration Regulations (EAR), then Seller must provide RTI the correct ECCN and the name of Seller’s representative responsible for Trade Compliance who can confirm the export classification.

(g) Lead Time Availability of the Commodity/Service.

(h) Terms of warranty describing what and how the warranties will be serviced.

(i) Special pricing instructions: Price and any discount terms or special requirements or terms (special note: pricing must include guaranteed firm fixed prices for items requested).

(j) Payment address or instructions (if different from mailing address)

(k) Acknowledgment of solicitation amendments (if any)

(l) Past performance information, when included as an evaluation factor, to include recent and relevant contracts for the same or similar items and other references (including points of contact with telephone numbers, and other relevant information)

(m) Special Note: The Seller, by his response to this RFQ/RFP and accompanying signatures, confirms that the terms and conditions associated with this RFQ/RFP document have been agreed to and all of its attachments have been carefully read and understood and all related questions answered.

4. Forms: Sellers (potential bidders or suppliers) must record their pricing utilizing the format found on Attachment “A”. Sellers must sign the single hardcopy submitted and send to address listed on the cover page of this RFQ/RFP.

5. Questions Concerning the Procurement. All questions in regards to this RFQ/RFP to be directed to

Godefroid Nsekambabaye

at this email address:

HAp_procurement@rti.org

The cut-off date for questions is (insert date).

22 November 2022 at 17:00 CAT

6. Notifications and Deliveries: Time is of the essence for this procurement. Seller shall deliver the items or services no later than the dates set forth in the contract that will be agreed by both parties as a result of this RFQ/RFP. The Seller shall immediately contact the Buyer’s Procurement Officer if the specifications, availability, or the delivery schedule(s) changes. Exceptional delays will result in financial penalties being imposed of Seller.
7. **Documentation**: The following documents will be required for payment for each item:
   (a) A detailed invoice listing Purchase Order Number, Bank information with wiring instructions (when applicable)
   (b) Packing List
   (c) All relevant product/service documentation (manuals, warranty doc, certificate of analysis, etc.)

8. **Payment Terms**: Refer to RTI purchase order terms and conditions found in
   [http://www.rti.org/files/PO_FAR_Clauses.pdf](http://www.rti.org/files/PO_FAR_Clauses.pdf), or
   [http://www.rti.org/files/PO_FAR_Clauses_Commercial_Items.pdf](http://www.rti.org/files/PO_FAR_Clauses_Commercial_Items.pdf). Payment can be made via wire transfer or other acceptable form. Sellers may propose alternative payment terms and they will be considered in the evaluation process.

9. **Alternative Proposals**: Sellers are permitted to offer “alternatives” should they not be able to meet the listed requirements. Any alternative proposals shall still satisfy the minimum requirements set forth in Attachment A Specifications.

10. **Inspection Process**: Each item shall be inspected prior to final acceptance of the item. All significant discrepancies, shortages, and/or faults must be satisfactorily corrected and satisfactorily documented prior to delivery and release of payment.

11. **Evaluation and Award Process**: The RTI Procurement Officer will award an agreement contract resulting from this solicitation to the responsible Seller (bidder) whose offer conforms to the RFQ/RFP will be most advantageous to RTI, price and other factors considered. The award will be made to the Seller representing the **best value** to the project and to RTI. For the purpose of this RFQ/RFP, price, delivery, technical and past performance are of equal importance for the purposes of evaluating, and selecting the “best value” awardee. RTI intends to evaluate offers and award an Agreement without discussions with Sellers. Therefore, the Seller’s initial offer should contain the Seller’s best terms from a price and technical standpoint. However, RTI reserves the right to conduct discussions if later determined by the RTI Procurement Officer to be necessary.

   The evaluation factors will be comprised of the following criteria:
   
   a. **Technical Approach (40%)**: Degree to which the applicant’s proposed methodology (including the initial work plan) responds to the requirements of the assignment and will successfully identify sectors with high job growth potential. This includes demonstration of a clear plan for how the applicant will intentionally integrate GESI considerations, with an emphasis on positive youth development approaches.
   
   b. **Value for Money (20%)**: Cost proposed by the applicant relative to the quality of the technical approach and personnel
   
   c. **Past Performance (20%)**: Demonstrated track record of successful completion of similar assignments
   
   d. **Personnel (20%)**: Degree to which proposed key personnel meet the key personnel minimum requirements in Annex A. Demonstration of diversity and inclusivity among proposed personnel is a strong added advantage.

12. **Award Notice**: A written notice of award or acceptance of an offer, mailed or otherwise furnished to the successful supplier within the time acceptance specified in the offer, shall result in a binding contract without further action by either party.
13. **Validity of Offer.** This RFP in no way obligates RTI to make an award, nor does it commit RTI to pay any costs incurred by the Seller in the preparation and submission of a proposal or amendments to a proposal. Your proposal shall be considered valid for **90 days** after submission.

14. **Representations and Certifications.** Winning suppliers under a US Federal Contract are required to complete and sign as part of your offer RTI Representations and Certifications for values over $10,000.

15. **Anti-Kick Back Act of 1986.** Anti-Kickback Act of 1986 as referenced in FAR 52.203-7 is hereby incorporated into this Request for Proposal as a condition of acceptance. If you have reasonable grounds to believe that a violation, as described in Paragraph (b) of FAR 52.203-7 may have occurred, you should report this suspected violation to the RTI's Ethics Hotline at 1-877-212-7220 or by sending an e-mail to ethics@rti.org. You may report a suspected violation anonymously.

16. **The John S. McCain National Defense Authorization Act for fiscal year 2019 - section 889.** RTI cannot use any equipment or services from specific companies, or their subsidiaries and affiliates, including Huawei Technologies Company, ZTE Corporation, Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, and Dahua Technology Company (“Covered Technology”). In response to this request for proposal, please do not provide a quote which includes any Covered Technology. Any quote which includes Covered Technology will be deemed non-responsive. Additionally, if the United States Government is the source of funds for this RFP, the resulting Supplier shall not provide any equipment, system, or service that uses Covered Technology as a substantial or essential component.

**Acceptance:**
Seller agrees, as evidenced by signature below, that the seller's completed and signed solicitation, seller's proposal including all required submissions and the negotiated terms contained herein, constitute the entire agreement for the services described herein.

By: *(Seller Company Name)*

Signature: __________________________________________

Title:

Date: