

Request for Quote/Proposal (RFQ/RFP)

Commodity/Service Required:	Business Development Services
Type of Procurement:	Subcontract agreement
Type of Contract:	Firm Fixed Price
Term of Contract:	Approximately 9 months from award
Contract Funding:	USAID
This Procurement supports:	Feed the Future Ethiopia Transforming Agriculture
Submit Proposal to:	Address below mentioned
Date of Issue of RFP:	January 30, 2024
Date Questions from Supplier Due:	February 09, 2024
Date Proposal Due:	February 16, 2024 before 14:00 East Africa Time (EAT)
Approximate Date Purchase Order Issued to Successful Bidder(s):	March 05, 2024

Method of Submittal:	
Via email to procurement.eta@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:	RTI-ETA RFQ: ETA-24-0020

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: <https://www.rti.org/sites/default/files/rti-purchase-order-terms-and-conditions-v1.16.pdf>, http://www.rti.org/files/PO_FAR_Clauses.pdf or for commercial items: http://www.rti.org/files/PO_FAR_Clauses_Commercial_Items.pdf (hereinafter the “Terms”). Supplier’s delivery of products, performance of services, or issuance of invoices in connection with this purchase order establishes Supplier’s agreement to the Terms. The Terms may only be modified in writing signed by both parties.

All bidders/sellers are responsible to carefully review each attachment and follow any instructions that may be relevant to this procurement.

Attachment A

Statement of Work

Description of Activity/Service:

Activity: Strengthen MSMEs in agriculture and food market systems through business development services (BDS).

Expected Period of Performance: The activity will be performed for approximately nine months from award (on/about January 2024 – September 2024, in three phases/cohorts)

Location: One regional town and 9 woredas in the Somali Region namely Afdem, Awbare, Babile, Dembel, Erer, Jigjiga, Kebribeyah, Shebelle, & Shinile

About Feed the Future Ethiopia Transforming Agriculture

Feed the Future Ethiopia Transforming Agriculture (ETA) is a 5-year project funded by the U.S Government through the United States Agency for International Development (USAID). It aims to increase access to healthy diets for Ethiopians, particularly for women and children. The activity is implemented by a consortium made of four organizations including RTI International (prime contractor), First Consult, Land O'Lakes Venture 37, and WI-HER. ETA has three intermediate results:

- Increased availability of safe, diverse, nutritious foods.
- Increased incomes in the food and agriculture sectors.
- Increased convenience and desirability of safe, diverse, nutritious foods.

Together, these intermediate results will improve the competitiveness, inclusiveness, resilience, and sustainability of Ethiopia's food and agriculture system.

Background

Agricultural MSMEs (agri-MSMEs) play vital roles in the puzzle to address the food and nutrition crisis in Ethiopia. These enterprises perform a variety of key functions, including supplying inputs to farmers, aggregating, transporting, and processing farmers' yields, and selling agricultural products to consumers. These actors in the food system engage in a variety of commodities and/or value chains, such as poultry egg production, milk collection, sheep and goat collection, horticulture production, and food processing. However, most agri-MSMEs fail to realize their potential because they lack sufficient access to finance due to higher collateral requirements and a fear of default risk.

To improve the above situation, Feed the Future Ethiopia Transforming Agriculture has designed a joint intervention to facilitate access to finance by leveraging an existing innovative financing model combined with BDS. These capacity-building interventions aim to enhance the performance of businesses by increasing access to markets and improving their competitiveness, profitability, and bankability.

Adhering to the key principle of engaging the private sector, Feed the Future Ethiopia Transforming Agriculture wants to commission this activity to private BDS providing firms with the opportunity to create sustainable and lasting relationships between local agri-MSMEs and the BDS providers.

Assignment Objective

The overall objective of this assignment is to enhance the competencies and performance of the MSMEs in the food

and agriculture system by building the business and technical capacity of 100 agri-MSMEs, enhancing the MSME's ability to participate in agriculture as a profitable business.

- Delivering training and capacity building on agri-business management and participatory business plan development using tailored business development packages
- Provide tailored and effective business development support to existing agri-MSMEs to accelerate their growth and enable them to run their enterprises competitively via coaching and mentorship.
- Assist the MSMEs in developing bankable business plans to increase the bankability of the enterprises and in business registration processes.

ETA will select and provide a list of the 100 agri-MSMEs who will be supported to the successful BDS firm upon award. The 100 agri-MSMEs will be clustered into approximately 3 cohorts.

Activities

The service provider will be expected to bring expertise, agri-MSMEs business development packages, and industry knowledge to execute the following list of activities:

Task 1: Workplan and outlines.

- Develop a detailed work plan, including updated timelines and strategy for executing the assignment at the regional level based on feedback from ETA.
- Provide outline for the business plan based on requirements in task 4 below and capacity gap assessment tools tailored to the needs of agri-businesses, particularly agri-MSMEs. This must include considerations for gender and social inclusion.

Task 2: Agri-BDS context analysis.

- Through observation and interviews with MSMEs, identify the binding constraints holding back agri-MSMEs from expanding their businesses and accessing credit from banks and microfinance institutions (MFIs).
- Develop tailored gender sensitive and inclusive BDS packages based on the needs and gaps identified to meet the requirements in task 3.

Task 3: Provide tailored BDS for 100 agri-MSMEs.

- Provide three-months of inclusive mentoring, coaching, advisory services, and capacity building specific to each of the three MSME cohorts, with all services tailored the unique needs of agri-MSMEs. At minimum, the BDS package must include:
 - Deliver three-to-five-day training customized to address the unique needs of agri-MSMEs operating in different sectors and provide signed training lists.
 - Provide three months of continuous demand-driven, sector-specific BDS support to growth-oriented agri-MSMEs to help them grow, increase their number of employees, and accelerate their expansion. This includes monthly updates to Feed the Future Ethiopia Transforming Agriculture.
 - Support informal agri-MSMEs in their business formalization processes to obtain commercial, cooperative, and/or trade licenses (as applicable) and tax identification numbers (TIN) and

provide copies of completed documents. Approximately 60% of the 100 MSMEs will be supported to obtain trade or cooperative license at the end of the support.

Task 4. Develop business plan for each agri-MSMEs.

- Engage agri-MSMEs in participatory business plan development.
- Support each agri-MSME to have a one- or two-page business plan at the end of the BDS support. At minimum, the business plan must include detailed budget and sustainability plan for how the MSMEs can meet its co-investment, type of business, location, activity, and sector/commodity.

Product or Service Expectations (both if applicable):

Selected service providers will be paid a fixed price based on successful completion of the deliverables outlined in the table below.

S.No.	Deliverable	Deliverable Description	Timeframe	Weight
1	Develop inception report with detail workplan and report outlines	Prepare and submit detailed work plan including updated timelines and strategy, business consultation steps, and outlines for the business plan and capacity gap assessment.	1 week after award	10%
2	Final Agri-BDS Context Analysis and Draft BDS Packages	<ol style="list-style-type: none"> 1. Final Agri-BDS Context Analysis including feedback from ETA focal point. The context analysis must include the following at a minimum: <ul style="list-style-type: none"> ▪ status of target agri-MSMEs (their capacities), ▪ gaps and areas of technical support required, etc. 2. Draft tailored gender sensitive and inclusive BDS packages based on the needs and gaps identified in the context analysis. 	3 weeks after award	15%
3	Cohort 1: Provide tailored BDS to 40 agri-MSMEs	<ol style="list-style-type: none"> 1. Copies of training material/modules as per the need identified. 2. Copies of training lists signed by all participants and training report from the technical training. 3. Monthly coaching report for each of the 3 months 	10 weeks after award	10%

4	Cohort 1: Business plan and cooperative or trade license	<ol style="list-style-type: none"> 1. List of all businesses supported on business planning at the end of each cohort. 2. Copies of all final business plans meeting the requirements described under task 4 3. List of businesses supported to obtain trade or cooperative license at the end of each cohort. 4. Copies of licenses/TIN numbers 	12 weeks after award	15%
5	Cohort 2: Provide tailored BDS to 30 agri-MSMEs	<ol style="list-style-type: none"> 1. Copies of training material/modules as per the need identified. 2. Copies of training lists signed by all participants and training report from the technical training. 3. Monthly coaching report for each of the 3 months 	20 weeks after award	10%
6	Cohort 2: Business plan and cooperative or trade license	<ol style="list-style-type: none"> 1. List of all businesses supported on business planning at the end of each cohort. 2. Copies of all final business plans meeting the requirements described under task 4 3. List of businesses supported to obtain trade or cooperative license at the end of each cohort. 4. Copies of licenses/TIN numbers 	22 weeks after award	15%
7	Cohort 3: Provide tailored BDS to 30 agri-MSMEs	<ol style="list-style-type: none"> 1. Copies of training material/modules as per the need identified. 2. Copies of training lists signed by all participants and training report from the technical training. 3. Monthly coaching report for each of the 3 months 	31 weeks after award	10%
8	Cohort 3: Business plan and cooperative or trade license	<ol style="list-style-type: none"> 1. List of all businesses supported on business planning at the end of each cohort. 2. Copies of all final business plans meeting the requirements described under task 4 3. List of businesses supported to obtain trade or cooperative license at the end of each cohort. 4. Copies of licenses/TIN numbers 	33 weeks after award	15%

Deliverables, Timelines, Special Terms and Conditions:

Eligibility Criteria

This assignment is open for firms only (**individual CVs are not accepted**). To be considered eligible under this opportunity, firms must meet the following criteria:

- A minimum of 6 years of relevant experience in business management, rural business development support (RBDS), and food systems approach.
- Proof of legal registration for similar services as demonstrated by commercial registration certificate and tax identification number (TIN).
- Private sector companies, as shown by renewed business/trade license.

Key Qualifications Expected from Applicant Firm Experts

- Master's degree in agribusiness, business administration, agricultural economics, and related fields and 6 and above years of relevant experience in business development service provision for businesses like Agri-MSMEs
- Proper understanding of the agricultural and agri-business sector, especially women and youth owned business.
- Practical experience in providing mind-set, life skills, entrepreneurial skills trainings and/or BDS.
- Proven experience and familiarity with challenges facing Agri-MSME's growth potential in a manner that responds to the specific needs of women and youth business owners.
- Excellent analytical, technical, and conceptual knowledge about agribusiness and grasp of business management principles and practices.
- Experience working in the Somali Region. Local presence preferred.
- Self-directed individuals with a commitment to quality final products, collaboration, capacity building, and successful development outcomes.

Other Special Terms

- Quote validity is **90 days** from the date specified for the receipt of offers.
- Service availability – Lead-time if applicable. Indicate the lead time after a subcontract has been issued.
- Include Bank Wire Transfer information.
- Offer Must be denominated in local currency (Ethiopia Birr)
- The excel version of the budget template can be requested through email Procurement.eta@RTI.org

Pricing/Budget Template

Budget Template					
Project: Ethiopia Transforming Agriculture					
Subcontractor Name:					
Item	Unit Description	Rate (ETB)	Unit	Total (ETB)	Explanation/Notes

Salaries					
Staff Name & Title					
	/day				
	/day				
	/day				
Total Salaries					
Consultants (if applicable)					
Consultant Name & Role					
	/day				
	/day				
	/day				
Total Consultants					
Travel, Transportation and Per Diem (if applicable)					
	/trip				
	/trip				
	/trip				
Total Travel					
Equipment or Supplies (if applicable)					
	/unit				
	/unit				
	/unit				
Total Equipment or Supplies					
Workshops and Trainings (if applicable)					
<i>See workshop training detail tab</i>					
Total Equipment or Supplies					
Other Direct Costs (if applicable)					
	/unit				

	/unit				
	/unit				
	/unit				
	/unit				
Total Other Direct Costs					
Subtotal (ETB)					
VAT (ETB)					
Total, VAT inclusive (ETB)				0	

*Please insert formula where
VAT rate * Subtotal

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.

Signature:

Title:

Date:

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

Central Printing Press 2nd Floor, Addis Ababa, Ethiopia

(insert full address of the office)

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

USAID/Ethiopia

(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 proposal** with:
 - At least three examples of similar engagements undertaken previously, and the results achieved (including references on previous successful accomplishment of similar assignments) not exceeding 2 pages.

- Detailed CVs (2 pages per CV) of the proposed team member(s) for carrying out the assignment and copies of degrees from recognized academic institutions.
 - A brief methodology/process for executing the assignment not exceeding two pages. At minimum, the methodology must outline the methods and strategies employed while executing the assignment at regional level (i.e., approach to customize services to local context), approach to develop capacity gap assessment tools that fit for agri-businesses particularly for MSMEs, and activities with associated timelines.
- (f) **Financial proposals** in local currency reflective of all costs for completing the assignment, including taxes, in the budget template provided by RTI in **Attachment A**.
- (g) 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.)
- (h) Payment address or instructions (if different from mailing address)
- (i) Acknowledgment of solicitation amendments (if any)
- (j) 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)
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 regard to this RFQ/RFP to be directed to
- Feed the Future Ethiopia Transforming Agriculture Procurement Team
- (insert name of procurement officer)
- at this email address:
- Procurement.eta@rti.org
- (insert email address of the procurement officer).
- The cut-off date for questions is (insert date).
- February 09, 2024 by 14:00 East Africa Time (EAT)
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 <https://www.rti.org/sites/default/files/rti-purchase-order-terms-and-conditions-v1.16.pdf>, http://www.rti.org/files/PO_FAR_Clauses.pdf, or 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.
 - **Technical Capacity (40%):** Extent to which the applicant has a clear approach to all components of the assignment as outlined in the “activities” section of Attachment A. Applicants must clearly explain their methods, including how they will customize their services to the local context and how they will deliver the BDS to target woredas and agri-MSMEs.
 - **Expertise (25%):** Extent to which the profile and experience of the company and proposed team members to carry out the assignment aligns with the “key qualifications” section of Attachment A.
 - **Cost (20%):** Reasonableness of the proposed cost to complete the assignment.
 - **Past Performance (15%):** Extent to which applicant can demonstrate successful accomplishment of similar assignments, including references from prior clients.

(a) OTHER EVALUATION CRITERIA.

N/A

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. **Certifications.**
Certification and Disclosure Regarding Payments to Influence Certain Federal Transactions - Certification and Disclosure Regarding Payments to Influence Certain Federal Transaction as referenced in FAR 52.203-11 is hereby incorporated into this Request for Proposal as a condition of acceptance.
- Limitation on Payments to Influence Certain Federal Transactions-** Limitation on Payments to Influence Certain Federal Transactions as referenced in FAR 52.203-12 is hereby incorporated into this Request for Proposal as a condition of acceptance.
16. **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.
17. **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.

: (*Seller Company Name*)

Signature: _____

Title:

Date:

I am writing to request for the Excel version of the budget template for the RFP.

- Template shall be shared separately.

Is there a set budget for this assignment.

- We have a set budget but agreed to keep internal secret not to be revealed to vendors.

In the RFP, the overall objective of the assignment is to enhance the competencies and permanence of MSMEs in the food and agriculture system by building the business and technical capacity of 100 Agri MSMEs, enhancing the MSME's ability to participate in agriculture as a profitable business. Are the expectations that the seller should be able to offer both business and technical skills?

- The expectations are explicitly indicated in the ToR and mainly include:
- Training on agribusiness management (business)
- Enterprise specific BDS support (technical)
- Business plan development for individual MSMEs

Are the trainings expected to be conducted in person? Would virtual training be considered?

- Expected to be 100% in person, we don't expect the enterprises have necessary facilities for virtual trainings.

When will the response to questions be sent out? Will there be a live session for responses?

- The question will be posted on the RTI website and will also be shared with potential suppliers through email. There will not be any live events, only the Q&A.

Please clarify which documents need to be signed as mentioned in clause 16: '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.

- The Reps and Cert file is a form to be filled out and signed by the vendor, who gets to win the bid and if the total agreement is above 10,000 USD. This form is to be completed once the supplier is successful.

Must all sellers have an Ethiopian bank account, or can foreign bank accounts be considered?

- Locally registered companies should only submit in local currency. If an internationally registered organization is applying, they may submit in USD and use a foreign account.

Must the seller have a registered office in Ethiopia or would registrations outside Ethiopia but with an Ethiopian country representative be allowed?

- It was clearly stipulated in the ToR that eligible service providers need to have commercial registration certificate and tax identification number (TIN). Besides, key qualifications sought include "Experience working in the Somali Region. Local presence preferred."

Project: Ethiopia Transforming Agriculture

Subcontractor Name:

Item	Unit Description	Rate (ETB)	Unit	Total (ETB)
Salaries				
Staff Name & Title				
	/day	-	0	0
	/day	-	0	0
	/day	-	0	0
Total Salaries			0	0
Consultants (if applicable)				
Consultant Name & Role				
	/day	-	0	0
	/day	-	0	0
	/day	-	0	0
Total Consultants			0	0
Travel, Transportation and Per Diem (if applicable)				
	/trip	0	0	0
	/trip	0	0	0
	/trip	0	0	0
Total Travel			0	0
Equipment or Supplies (if applicable)				
	/unit	0	0	0
	/unit	0	0	0
	/unit	0	0	0
Total Equipment or Supplies			0	0
Workshops and Trainings (if applicable)				
<i>See workshop training detail tab</i>				0
Total Equipment or Supplies				0
Other Direct Costs (if applicable)				
	/unit	0	0	0
	/unit	0	0	0
	/unit	0	0	0
	/unit	0	0	0
	/unit	0	0	0
Total Other Direct Costs			0	0
Subtotal (ETB)				0
VAT (ETB)				0
Total, VAT inclusive (ETB)				0