

### Request for Quote/Proposal (RFQ/RFP)

Commodity/Service Required:	Firm Consultancy Services to Conduct Organizational Capacity Assessments (OCA)
Type of Procurement:	Consultancy Firm
Type of Contract:	Service
Term of Contract:	Approximately 2 months from award
Contract Funding:	US Department of Agriculture
This Procurement supports:	Ethiopia SunGold project (SunGold) implemented by RTI International (RTI)
Submit Electronic Proposal to:	Procurement@sungold.rti.org
Date of Issue of RFP:	June 14, 2026
Date Questions from Supplier Due:	June 22, 2026 by 14:00 East Africa Time (EAT)
Date Proposal Due:	June 29, 2026, at 5:00 PM EAT.
Approximate Date Purchase Order Issued to Successful Bidder(s):	TBD

<b>Method of Submittal:</b>	
Via email to <a href="mailto:procurement@sungold.rti.org">procurement@sungold.rti.org</a>	
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 <b>90 days</b> from the date specified for the receipt of offers, unless another time is specified in the addendum of the RFP/RFQ.	
Solicitation Number:	RTI-SunGold RFQ: SG-001-2026

**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](http://www.rti.org/files/PO_FAR_Clauses.pdf) or for commercial items: [http://www.rti.org/files/PO FAR Clauses Commercial Items.pdf](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/Services**

**PROJECT NAME:** Ethiopia SunGold project

**PROJECT SUMMARY**

The U.S. Department of Agriculture Food for Progress Ethiopia SunGold project (SunGold) implemented by RTI International (RTI) targets Ethiopia's underdeveloped sunflower sector using a U.S.-led value chain approach that benefits the United States and Ethiopia. The SunGold project will increase sunflower production and yields in Ethiopia through strategic partnerships that leverage U.S. technology (e.g. seed, equipment), build the capacity of both small and large scale Ethiopian farmers, and unlock access to finance through contract farming and new loan products. SunGold will also advocate for policy reforms to reduce trade barriers, aligning Ethiopian policies to international standards to increase the export of U.S. agricultural products to Ethiopia. SunGold is implemented by RTI in collaboration with two sub-recipients, Dimagi and American Chamber of Commerce in Ethiopia and co-investor partners, PepsiCo Food, John Deere/Gedeb Engineering, Corteva AgriScience and Samanu.

**PURPOSE OF ASSIGNMENT**

As part of these efforts, SunGold intends to assess the organizational, managerial, and technical capacities of selected agribusinesses, sunflower processors, commercial farmers and producer organizations that support sunflower cluster farmers. These include commercial farmers, agrodealers, farmer cooperatives, mechanization service providers, processors, aggregators, Farmer Agribusiness Companies (ABCs), and other value chain actors. The purpose of these Organizational Capacity Assessments (OCAs) is to systematically identify the strengths and gaps of these targeted groups and design appropriate capacity building interventions to address the gaps. This assessment helps organizations understand their current status and goals for growth, enabling them to plan suitable capacity-building interventions with the support of the project. It is an interactive and participatory process that enables organizations to develop and implement their organizational strengthening and improvement plans based on the identified gaps. The assessment will cover categories such as governance, business development (technical), human resources, financial issues, administration, organizational management and planning, resource mobilization and fundraising, project management and monitoring, and data management and learning. The assessment will also identify key strengths, service gaps, management challenges, and constraints that limit technology adoption, business performance, and effective service delivery to farmers. Once consensus is reached on the capacity development plan (CDP), implementation will be carried out jointly by each organization in collaboration with SunGold.

The purpose of this consultancy is to conduct an organizational capacity assessment of 20 selected organizations in three regions of Ethiopia and to develop practical, organization-specific capacity development plans that will guide SunGold's future technical assistance and capacity development support.

The results of this assignment are to establish a baseline for tracking organizational performance improvement over time and tailored capacity development plans for each participating organization.

## **OBJECTIVES OF THE CONSULTANCY**

- Develop a tool and assess the organizational, managerial, and technical capacity of 20 selected organizations using an agreed assessment framework and tools.
- Identify institutional strengths, weaknesses, risks, and priority performance gaps affecting service delivery, business growth, and support to farmers and the sunflower sector.
- Generate organization-specific findings and recommendations based on evidence collected through document review, interviews, observation, and participatory discussions in 20 organization capacity assessment reports.
- In close coordination and collaboration with each organization, develop 20 realistic and prioritized capacity development plans (CDP) for each assessed organization segregated with short term (1-2 years) and long term (3-4 years) milestones. The plans should at a minimum clearly indicate actionable capacity development interventions, resource required, roles and responsibilities of each organization, SunGold and stakeholders, and implementation timeline.
- Provide a baseline for monitoring the increased organizational performance over the life of the project.

The following activities will be the responsibility of the successful applicant with the oversight, input, and guidance of SunGold's DCoP and the MEL Manager:

## **SCOPE OF WORK**

The consulting firm will be responsible for designing and implementing the assessment process for 20 target organizations located in three regions of Ethiopia. The assignment will include, the following tasks:

1. Kick off meeting with Sungold team.
2. Review relevant project documents, existing organization capacity assessment tool, and background materials provided by SunGold.
3. Develop, refine or adapt the organizational capacity assessment methodology and tools, in consultation with the SunGold team, to fit the target organizations and project objectives.
4. Prepare an inception report detailing the OCA tool, methodology, assessment framework, data collection tools, engagement approach, work plan, and timeline.
5. Conduct field-based and participatory data collection, including key informant interviews, organizational self-assessment sessions, document review, and direct observation. When there are difficulties visiting the organizations, virtual data collection methods may be considered in consultation with the SunGold project.
6. Assess, in a participatory manner, key functional and organizational capacity domains such as governance and leadership, strategic planning, financial management, business management, operations and administration, human resources, service delivery capacity, linkages with farmers and markets, and other relevant domains agreed with SunGold.
7. Analyze findings for each organization and validate key results with the organization.
8. Prepare 20 concise assessment reports for the assessed organizations, including summary scores or ratings where applicable, key findings, identified gaps, and practical recommendations.

9. Develop 20 organization-specific capacity development plans for the assessed organizations, outlining priority actions, indicative timelines, and suggested areas of project support.
10. Assess and consult with other development partners, financial institutions, government bureaus, and other stakeholders which might extend support for the proposed interventions to expand options for capacity building support and also to incorporate convenience for the organization to implement later.
11. Prepare a final brief synthesis report summarizing the major cross-cutting findings, common capacity gaps, recommended interventions, and implications for SunGold programming.
12. Conduct final validation workshop at the end of the OCAs and CDPs, common gaps and recommendations.

**RTI (SunGold) will:**

- Share relevant background documents, a list of target organizations, and reasonable coordination support for planning the assignment.
- Share the list of active woredas.
- Organize validation and dissemination workshops.

**The consultancy Firm will:**

The firm will be responsible for all professional services required to complete the assignment, including data collection, analysis, and report writing, unless otherwise agreed in the contract. The consultant firm should incorporate all logistic related costs in its proposal and cover the same accordingly.

**Suggested Methodology**

The consultancy should use a participatory and practical methodology that encourages engagement and ownership by the assessed organizations. The methodology is expected to combine qualitative and quantitative approaches and should include document review, structured interviews and discussions, facilitated self-assessment sessions, observation, scoring/rating against agreed criteria, and validation of findings. The firm is expected to propose the most appropriate assessment framework, while ensuring that the final approach is feasible within the available level of effort and generates actionable Capacity Development Plans (CDP).

**DELIVERABLES**

The firm will deliver the following outputs:

1. Kick off meeting, and an inception report, including methodology, assessment tools, detailed work plan, and timeline.
2. Twenty organization-specific OCA reports, max 10 pages each.
3. Twenty organization-specific capacity development plans detailed with timeline and responsibilities by the organization, SunGold and/or other partners, max 10 pages each. One final brief synthesis report highlighting cross-cutting findings, priority capacity needs, and recommendations for SunGold support, max 5 pages.
4. Validation workshop - A debrief with presentation of key findings to the SunGold team. Dissemination workshop - present the same to participating organizations and partners. These workshops will be organized by the SunGold team.

**PAYMENT TERMS:**

Under this assignment, the consultancy firm is expected to complete the following deliverables by the illustrative date. Upon Chief of Party approval of the deliverable the firm will be paid based on the payment terms:

<b>DELIVERABLES</b>	<b>Illustrative Date</b>	<b>Deliverable Amount (% of total award amount)</b>
Deliverable 1 <ul style="list-style-type: none"> <li>Kick off meeting, and an inception report, including methodology, assessment tools, detailed work plan, and timeline.</li> </ul>	1 week after contract signing	20%
Deliverable 2 <ul style="list-style-type: none"> <li>Twenty organization-specific assessment reports, max 10 pages each.</li> </ul>	2 weeks after approved inception report	25%
Deliverable 3 <ul style="list-style-type: none"> <li>Twenty organization-specific capacity development plans detailed with timeline and responsibilities by the organization, Sungold and/or other partners, max 10 pages each.</li> <li>One final brief synthesis report highlighting cross-cutting findings, priority capacity needs, and recommendations for SunGold support, max 5 pages.</li> </ul>	3 weeks after approved OCAs.	30%
Deliverable 4 <ul style="list-style-type: none"> <li>Validation workshop - A debrief with key findings presentation to the SunGold team.</li> <li>Dissemination workshop - present the findings to participating organizations and partners. Workshops will be organized by SunGold team.</li> </ul>	1 week after approved CDPs	10%
Deliverable 5 <ul style="list-style-type: none"> <li>Submit final cleaned report</li> </ul>	1 week after dissemination workshop	15%

**KEY QUALIFICATIONS**

The consulting firm should demonstrate the following minimum qualifications and experience:

- The proposed consultant(s) must have an advanced degree in organizational development, business administration, management, agricultural economics, rural development, monitoring and evaluation, or a related field.

- Proven experience in conducting participatory organizational capacity assessments, institutional assessments, or similar assignments.
- Strong understanding of agricultural business operations, capacity building, organizational development, and performance improvement approaches.
- Demonstrated ability to design practical assessment tools, facilitate participatory processes, and develop actionable capacity development plans.
- Experience working with agribusinesses, cooperatives, producer organizations, private sector service providers, or agricultural development programs is highly desirable.
- Excellent analytical, report writing, and presentation skills in English.
- Knowledge of the Ethiopian agricultural and institutional context and local language is an advantage.

## ELIGIBILITY CRITERIA

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

- Proof of legal registration for similar services as demonstrated by commercial registration certificate and tax identification number (TIN) and Value added tax (VAT).
- The firm must submit a **valid and renewed business license** for the current fiscal year, demonstrating authorization to operate in the relevant sector.
- **Compliance with Tax Invoice Regulations:**  
In accordance with the **Ethiopian Ministry of Revenue (MOR) Directive No. 188/2024 on Tax Invoice Usage and Administration**, the firm must:
  - Issue **QR code-supported tax invoices** for all payments
  - Submit compliant invoices at each milestone payment stage

## APPLICATION INSTRUCTIONS

Interested firms must submit a **technical proposal** with:

- At least three examples of the consultancy firm's similar engagements undertaken previously, and the results achieved (including references on previous successful accomplishment of similar assignments) not exceeding 2 pages.
- Relevant experience and qualifications of the proposed consultant(s), educational background, professional certifications, technical expertise, and demonstrated experience in similar OCA and CDP consultancy assignments. This must include:
  - Updated curriculum vitae (max 3 pages per CV focusing on summary of experience and qualifications) of the lead consultant and key team members.
- Experience working in similar INGOs, NGOs, or donor-funded projects. A technical proposal (max 12 pages in Word) describing the understanding of the assignment, proposed methodology, work plan plus a Gantt chart, and timeline.

**Financial proposal (detailed budget):** Financial proposal for cost of undertaking the assignment in the template provided by SunGold, including brief budget notes under the column "Explanation/Notes" describing each proposed line item. The financial proposal should include all costs related to the logistics, travels. However, the validation workshop will be managed by SunGold.

**Pricing/Budget Template:** This budgeting template must be provided by the bidder in the following Excel format.

<b>Budget Template</b>					
<b>Project: Ethiopia SunGold Project</b>					
<b>Subcontractor Name:</b>					
Item	Unit Description	Rate (ETB)	Unit	Total (ETB)	Explanation/Notes
<b>Salaries</b>					
<b>Staff Name &amp; Title</b>					
	/day				
	/day				
<b>Total Salaries</b>					
<b>Consultants (if applicable)</b>					
<b>Consultant Name &amp; Role</b>					
	/day				
	/day				
<b>Total Consultants</b>					
<b>Travel, Transportation and Per Diem (if applicable)</b>					
	/trip				
	/trip				
<b>Total Travel</b>					
<b>Equipment or Supplies (if applicable)</b>					
	/unit				
	/unit				

	/unit				
<b>Total Equipment or Supplies</b>					
<b>Workshops and Trainings (if applicable)</b>					
<b>Total Equipment or Supplies</b>					
<b>Other Direct Costs (if applicable)</b>					
	/unit				
	/unit				
<b>Total Other Direct Costs</b>					
<b>Subtotal (ETB)</b>					
<b>VAT (ETB)</b>					<b>*Please insert formula where VAT rate * Subtotal</b>
<b>Total, VAT inclusive (ETB)</b>				<b>0</b>	

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

Minaye Building 11<sup>th</sup> Floor, Addis Ababa, Ethiopia

*(insert full address of the office)*

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

US Department of Agriculture / 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) Financial proposal for cost of undertaking the assignment in the template provided by SunGold in Attachment A, including brief budget notes under the column "Explanation/Notes" describing each proposed line item.

- (f) A technical proposal (max 12 pages in Word) describing the understanding of the assignment, proposed methodology, work plan plus a Gantt chart, and timeline.
  - (g) Updated curriculum vitae (max 3 pages per CV focusing on summary of experience and qualifications) of the lead consultant and key team members
  - (h) Relevant experience and qualifications of the proposed consultant(s) Educational background, professional certifications, technical expertise, and demonstrated experience in similar -OCA and CDP consultancy assignments. experience working in similar INGOs, NGOs, or donor-funded projects.
  - (i) **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 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 regard to this RFQ/RFP to be directed to

SunGold Procurement team

*(insert name of procurement officer)*

at this email address:

[Procurement@sungold.rti.org](mailto:Procurement@sungold.rti.org)

*(insert email address of the procurement ).*

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

June 22,2026 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](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(s) (bidders) whose offers conform 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(s) 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.

Eligible companies will be evaluated based on the following criteria:

<b>SN</b>	<b>Criteria</b>	<b>Qualification</b>	<b>Rate (100%)</b>
1	Understanding of the Scope of Work and proposed methodology and approach, and proposed team qualification	Clarity in understanding the tasks, objectives, and expected deliverables, as well as the appropriateness and practicality of the proposed methodology and approach. Team composition and qualification of key personnel	30
2	Relevant experience and qualifications of the proposed consultant(s)	Educational background, professional certifications, technical expertise, and demonstrated experience in similar OCA and CDP consultancy assignments. experience working in similar INGOs, NGOs, or donor-funded projects.	30
3	Quality of previous work in similar assignments and contextual knowledge	Evidence of successfully completed similar assignments, including at least three confirmation or reference letter verifying satisfactory performance. Understanding of the operating environment	20
5	Cost	Reasonableness of the proposed cost to complete the assignment.	20

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.
16. **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.
17. **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](mailto:ethics@rti.org). You may report a suspected violation anonymously.
18. **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: