REQUEST FOR QUOTATION (RFQ) 
FOR 
TRAINING FOR YOUTH IN FODDER VALUE CHAIN SERVICES

RFQ-KCDMS-FY2020-028

Kenya Feed the Future - Crops and Dairy Market Systems (KCDMS) Activity
Issuance Date: April 7, 2020
Closing Date: April 28, 2020

1.0 Introduction
The USAID funded Kenya Crops, and Dairy Market Systems (KCDMS) Activity is a program under Feed the Future (FtF) initiative implemented by RTI International. It is operational in 12 counties including: Kitui, Makueni, Taita Taveta, Homa Bay, Migori, Kisii, Kisumu, Siaya, Kakamega, Bungoma, Busia, and Vihiga. The project is designed to support value chain actors in dairy, fodder/feeds, and horticulture (mango, passion fruit, avocado, banana, pineapple, and sweet potato) and improve Kenya’s agricultural landscape in a sustainable manner. The long-term objective is to contribute to increasing agricultural productivity and thereby enhancing food security as well as creating income and employment opportunities, especially for the rural population.

1.1 Background
Feed and fodder are an essential component of the dairy industry. It has been reported that Kenya suffers large deficits of feed for its dairy sector, especially for forages. Farmers face challenges with sourcing of the forage because it is only readily available within 3 - 4 months in the year due to seasonality challenges. During the drier periods, forage availability decreases and the cost increases making it difficult for smallholder farmers to access the same. Some of the challenges faced in fodder production are inadequate supply of quality inputs and support services, poor service provision, lack of inclusive business models, limited knowledge on fodder production and conservation, low adoption of technologies, and weak marketing linkages. Therefore, need arises to develop a commercialized fodder value chain that can produce sufficient volumes of fodder efficiently hence provide the cows with quality fodder that they require for improved milk production. This calls for development of business models to make fodder production, conservation and marketing systems more efficient.

2.0 Objectives of the Assignment
KCDMS is soliciting bids from service providers who offer business management, entrepreneurship, and technical training for youth engaged in fodder services delivery. The objective of the assignment will be to deliver this training to 110 youth interested in taking up commercial fodder production and services delivery in the 12 focus counties, enabling youth to get involved in commercial opportunities like fodder production, harvesting and conservation services.

KCDMS plans to involve youth in providing commercial fodder production services. After training youth will be linked with In-Kind grants to facilitate access to necessary harvesting and conservation equipment.
3.0 Description of Service

Scope of Work
The period of performance of this assignment should be completed within 3 months and will comprise capacity building of 110 youth drawn from the KCDMS focus counties. The 110-youth drawn from Western, Nyanza and Eastern Kenya will be trained in 3 cohorts. The training should be preferably residential to allow for the theoretical knowledge to be complimented with the practical experience. It should be easy to understand and applicable to the regions that the youth will be working in. Transport reimbursement for the youth participants will be catered for by KCDMS. The specific objectives include:

1. Train the youth on good management practices of fodder production, harvesting and storage. This training should be hands on to equip the youth with the technical skills required in production. The training should incorporate the common fodder varieties used by farmers in the KCDMS focus regions.
2. Train the youth on entrepreneurship to strengthen their management skills for profitable and sustainable fodder businesses and provision of commercial fodder services.
3. Integrate soft skills training in the training package to complement the technical skills for more effective marketing and higher adoption of their services by the farmers.
4. Once the contract is signed, the vendor will hold a joint meeting with the KCDMS Social Inclusion and Productivity teams to discuss constraints facing youth in the fodder value chain and agree on training areas of focus. The vendor will provide a brief inception report outlining subtopics that will be included in training for both technical and business management and the training approaches that will be used. The approved inception report will form the basis of the training.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Deliverable</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Deliver curriculum to the 1st cohort of youth</td>
<td>40 youth from Western Kenya trained on commercial fodder management; training report</td>
<td>Within 4 weeks of contract</td>
</tr>
<tr>
<td>2. Deliver curriculum to the 2nd youth cohort</td>
<td>40 youth from Nyanza trained on commercial fodder management; training report</td>
<td>Within 7 weeks of contract</td>
</tr>
<tr>
<td>3. Deliver curriculum to the 3rd youth cohort</td>
<td>30 youth from Eastern Kenya trained on commercial fodder management; training report</td>
<td>Within 10 weeks of contract</td>
</tr>
</tbody>
</table>

4.0 General Requirements
KCDMS is soliciting fixed price bids from successful bidders in the call for Training for Youth in Fodder Value Chain Services.

5.0 Required Bid Documents
KCDMS intends to purchase the services identified in Section 3. KCDMS intends to purchase the services based on the deliverables identified in a Statement of Work. KCDMS intends to
award to a single “approved” vendor 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/RFQ, supplier understands that quantities indicated in the specifications (Section 3) are an estimate only and RTI does not guarantee the purchase quantity of any item listed.

Applicants should submit the following in their application:

1. Cover letter (maximum one page): This should summarize the firm’s technical experience, their competence in commercial fodder production, experience in training youth as the skilled service providers and capability to undertake this assignment in terms of curriculum, facilities, and personnel.

2. A capability statement: This should demonstrate the vendor’s previous experience offering this curriculum and the standard training costs as paid by previous clients. State the firm /individual’s experience relevant to the assignment, curriculum vitae of key resource personnel and details of at least 3 similar assignments including a brief of the work, contract value, number of participants trained, contact persons and their contact details as well as project duration and year performed. Approved detailed budgets for each assignment should be provided.

3. Written commitment regarding availability for the assignment.

4. Provide a description and outline of the of the topics included in the applicant’s curriculum (both business management/entrepreneurial and technical)

5. Quotation for training the 110 youth. The training will be conducted in 3 cohorts. The quotes should cover the Level of Effort (LOE) needed to efficiently complete the assignment and residential costs for the 110 participants. Please note that KCDMS will facilitate transport reimbursement for the participants. The quotation should utilize the following format:

<table>
<thead>
<tr>
<th>Deliverable</th>
<th>Service Specifications</th>
<th>Unit of Measure</th>
<th>Unit Fixed Price (Each)</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Training report(s)</td>
<td>Deliver curriculum to the 3 cohorts of youth. Invoicing on a per trainee basis upon submission of the final training report(s). Training reports must be submitted for each cohort.</td>
<td>110 Participants trained</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

VAT (if applicable)

Total Contract Value

The assignment is expected to be completed within a period of 3 months.

Please note that implementation will not begin until after movement restrictions under COVID are lifted, but we want to be prepared to start as soon thereafter as possible.
6.0. Eligibility

Eligible applicants include both individual consultants and any legally registered Kenyan organization that has experience in the areas laid out in this SOW. Must demonstrate previous relevant experience.

7.0. Evaluation Criteria

The RTI Procurement Officer will award an agreement contract resulting from this solicitation to the responsible Seller (bidder) whose offer conforms to the RFQ/RFQ 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/RFQ, 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.

8.0 Assignment duration

The duration of the assignment shall be not more than 3 months from signing of the contract. The projected start date is **beginning of October 2020**, but might be earlier if the situation allows. The selected firms are required to provide a detailed work plan for this activity as part of the inception report which will form the first deliverable.

9.0 Target Audience

The target audience of the participants to undertake commercial fodder production across the 12 KCDMS focus counties are youth who have a basic Form Four education level. For better management, the youth from each region will be trained together as a group to cater for the ecological variations in fodder production.

10.0 Reporting

The consulting firm will work closely with the KCDMS technical staff and submit a training report with high resolution photos, performance assessment of candidates trained, and recommendations from the trainings conducted based on the deliverables schedule outlined in Section 3.

11.0 Timeline

This activity is targeted to commence by October 2020, assuming the COVID 19 crisis is over by then. The anticipated Period of Performance is 3 months from time of contract, subject to USAID approval.
The selected vendor will be required to provide a detailed work plan for this activity as part of the inception report which will then guide the implementation of the training. The deliverables for this contract are as indicated in Section IV above.

12.0 Pricing

Vendor to provide a reasonable budget for the activity based on the number of trainees and projected period of not more than 3 months. Costing for this assignment should be provided on a per student trained basis. This will be contracted as a fixed amount per student trained. This proposed budget should be inclusive of VAT if the bidder is VAT registered.

13.0 Validity of Offer

This RFQ 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 quotation or amendments to a quotation. Your quotation shall be considered valid for 120 days after submission.

13.0 Confidentiality

It should be noted that all the information collected in the process of undertaking this exercise together with the manuals and reports shall be the property of KCDMS.

14.0 Conflict of Interest

This assignment shall be executed as per the terms of reference contained in the contract entered into during partnership engagement and any adjustment, must be agreed upon by all parties in advance before execution of the issue at hand. No conflict of interest is anticipated in the course of the undertaking this assignment.

15.0 Submission Guidelines

Application including cover letter, technical proposal and financial quotation should be submitted electronically to procurement@kcdmsd.rti.org by midnight on April 28th, 2020 with KCDMS Training for Youth in Fodder Value Chain Services in the subject line reference. The applications should be written in the English language and follow the guidelines in the following scope of work.

Disclaimer: Issuance of this RFQ does not constitute an award commitment on the part of KCDMS nor commit the project to pay for costs incurred in the preparation and submission of an application. Further, KCDMS reserves the right to reject any or all applications received. Similarly, an invitation for further negotiation or to submit a full application is not a commitment to fund that application.