



Request for Quote/Proposal (RFQ/RFP)

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| Commodity/Service Required: | Establishment and operationalization of Block farms for HWC mitigation and livelihoods improvement |
| Type of Procurement: | Sub Award |
| Type of Contract: | Firm Fixed Price |
| Term of Contract: | Within the Delivery Period |
| Contract Funding: | USAID |
| This Procurement supports: | UB4R |
| Submit Proposal to: | procurement@ugandabiodiversity.rti.org . |
| Date of Issue of RFP: | March 24, 2023 |
| Date Questions from Supplier Due: | March 31, 2023 |
| Date Proposal Due: | April 7, 2023 |
| Approximate Date contract Issued to Successful Bidder(s): | To be determined |

| | |
|--|------------------|
| Method of Submittal: | |
| Email procurement@ugandabiodiversity.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. | |
| Solicitation Number: | UB4R/014/03/2023 |

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All bids must be submitted as follows.

- 1) A signed copy of this **RFP (see page no. 11 of this RFP)**
- 2) A duly completed and signed proposal corresponding to the scope of work provided in this RFP.
- 3) Financial proposal (**Refer to the budget template annex**).
- 4) Updated CVs of key personnel

How to apply

Interested Companies and organizations should submit **Concept note proposal (Including past performance experience, and a Budget in USD)** via email to:

procurement@ugandabiodiversity.rti.org.

Deadline for submissions: Thursday **April 7, 2023**.

Attachments to RFP:

1. Attachment "A" – Scope of Work and 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.

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**Attachment A
Commodity Specifications or Statement of Work**

Statement of Work

Description of Activity/Service:

| USAID Uganda Biodiversity for Resilience Activity Short Term Technical Assistance (STTA) | |
|---|---|
| Assignment Title: | Establishment and operationalization of Block farms for HWC mitigation and livelihoods improvement |
| Activity: | Activity 2.5: Communities are equipped to mitigate HWC Activity 2.6: Promote sustainable land management practices |
| Contractor’s Name: | TBD |
| Country: | Uganda |
| Location: | Kidepo Valley Landscape |
| Level of Effort: | 19 months |
| Period of Performance: | May 1, 2023 – December 30, 2024 |

1. Introduction

The goal of the USAID/Uganda Biodiversity for Resilience (B4R) Activity, implemented by RTI International, is to assist communities, the Government of Uganda (GOU), and the private sector to conserve and manage biodiversity in target ecosystems for lasting environmental and economic sustainability and increased community and household resilience. The B4R Activity will achieve this through three Strategic Approaches:

- Strategic Approach 1: Engage the Private Sector
- Strategic Approach 2: Support conservancies, Protected Areas and Central Forest Reserves to be professionally, operationally and financially sustainable
- Strategic Approach 3: GOU strengthens its sustainable management of targeted protected areas and biodiversity adjacent to protected areas.

However, B4R’s efforts to ensure benefits for communities from biodiversity conservation have been frustrated by the ever-increasing Human Wildlife Conflict (HWC) in the Kidepo landscape. This Scope of Work proposes to establish and operationalize Block farms for HWC mitigation and livelihoods improvement.

2. Background

Block farming has been identified as an approach that can help mitigate HWC in the Kidepo landscape. The USAID/ICAN activity implemented some block farming on a limited scale, and with great success. There is strong interest from community members in the 6 target districts of Karenga, Kitgum, Agago, Kaabong, Kotido, and Abim Districts, where the Community Wildlife Association (CWA), KKAKKA is operating.

While the demand for block farming is overwhelming, there is a need to select HWC hotspots, where the block farming approach can be implemented, to inform future expansion to other areas. Candidate sites include those where UWA has HWC data with repeat and intense crop damage, and where there are well organized

wildlife scouts that would help in protecting the block farms.

3. Objectives of Assignment:

The assignment aims at strengthening the capacity of KKAKKA to implement block farming as one of the approaches to mitigate HWC. The subcontractor will provide technical support to KKAKKA members at landscape, subcounty and parish levels to carry out planning, design, and implementation of block farming in HWC hot spots in KKAKKA areas of operation.

4. Activities / Scope of Services

The subcontractor is expected to provide technical and other implementation support services for the block farming as a model for addressing HWC, while increasing farm productivity for livelihood and income enhancement in Kidepo landscape. Block farming will initially target 30 block farms, with each block farm established where there is a community wildlife scout group. The area for each block farm will depend on number of participating households, with each household cultivating initially a one acre, with each block having a minimum of 50 acres. The subcontractor shall specifically undertake the following:

4.1 Conduct initial consultative meetings with KKAKKA executives and UWA at the landscape and subcounty levels

- Conduct initial consultative meetings with KKAKKA CWA members at landscape level and UWA, to identify HWC hot spots, following the recently concluded parish meetings
- Conduct baseline survey to establish status of HWC in the proposed block farm areas. The methods and tools should be developed, discussed, and approved by B4R in consultation with partners.
- Conduct 30 sub-county/hotspot level meetings to agree on specific areas for block farming.
- Compile information about each of the proposed block farm areas such as land ownership, number of farmers/households, level of organization, crops of interest.
- Mobilize and farmers' groups to ensure participation in block farming and mitigation of HWC. Community wildlife scouts should be specifically targeted to ensure that their operations supplement block farming model.

4.2 Develop and support implementation of detailed plans for 30 block farms in selected HWC hot spots in the landscape

- Conduct planning meetings with landowners, farmers and LGAs, and develop detailed implementation plans for each of the block farms
- Compile detailed implementation plans developed for each of the 30 block farms
- Promote crop enterprises that are not or are less palatable to wildlife
- Design a planting pattern that helps protect crops that are more palatable to wildlife

4.3 Provide technical support to farmers for effective implementation of block farming in Kidepo landscape

- Establish linkages with farm input and services suppliers such as tractor service operators to achieve a critical mass of area under block farming
- Promote crop protection technologies among farmers participating in the block farms such as making and use of chili blocks and ropes and using beehives fences

- Provide ongoing technical support to farmers for effective implementation of the block farm model
- Integrate the community wildlife scouts operations into block farming approach ensuring that farmers provide some incentives to the scouts.
- Create crop produce bulking centers and establish linkages with private sector crop off takers
- Provide market linkage to crop produce to enhance farmers’ incomes

4.4 Generate data and compile information highlighting approaches, successes and lessons learned to inform future expansion of the block farming model in the Kidepo valley landscape

- Design data collection tools and methods
- Conduct seasonal reflections meetings at each block form to share experiences on approached and evaluate effectiveness of block farming approach

5 Deliverable and Deadlines

Detailed deliverables and outputs will be developed during the assignment and will include the following. The proposed timelines below can be adjusted based on the sub contractor’s proposed workplan/schedule:

The following deadlines assume start of the implementation on May 1, 2023

| | Deliverables | Deadline |
|---|---|-----------------|
| 1 | <p>Inception Report (including work plan) and criteria for selected of block farm areas</p> <ul style="list-style-type: none"> • Summary of proceedings of meetings held with KKAKKA landscape and specific sub-county KKAKKA executives • Workplan outlining detailed activities and schedule • Criteria for selection of block farms • A list of candidate block farm areas | May 1, 2023 |
| 2 | <ul style="list-style-type: none"> • Baseline report outlining the HWC situation in the selected block farm areas • Report detailing implementation plans for each of the 30 block farms • Report of meetings held with interested groups • A list of farmers groups (30) participating in block farming and selected from different sub-counties and district in Kidepo valley landscape | May 15, 2023 |
| 3 | <p>An activity report outlining the following:</p> <ul style="list-style-type: none"> • Summary of service provision linkages and how each has served various groups of farmers participating in block farming • Level of deployment of different crop protection technologies among farmers participating in the block farms providing an evaluation of their effectiveness. | July 15, 2023 |

| | | |
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| | <ul style="list-style-type: none"> • Training events conducted including training content, attendance by gender, and up to 10 photos of training event • Community wildlife scouts operations into block farming approach ensuring that farmers provide some incentives to the scouts | |
| 4 | <ul style="list-style-type: none"> • Quarterly reports outlining block farming implementation progress | At end of September, December 2023, March 2024, June 2024, and September 2024 |
| 5 | Final report highlighting approaches, successes and lessons learned to inform future expansion of the block farming model in the Kidepo valley landscape. The report to be presented and discussed by B4R, KKAKKA executives, representatives of Community wildlife scouts, UWA and selected local governments at sub-county and district levels. | December 20, 2024 |

6 Technical Direction, Management & Communication

The USAID B4R COP together with the Kidepo Landscape Lead will provide overall technical direction, with support from other USAID B4R personnel from Kampala and at landscape level. The sub-contractor is expected to work with and coordinate closely with KKAKKA executives at sub-county and landscape levels. UWA and respective district local government extension staff will be key counterparts helping with technical backstopping from time to time.

7 Monitoring and Evaluation

Apart from the deliverables mentioned in subsection VII above, this Activity will contribute to the following USAID B4R indicators:

- Number of people with improved economic benefits derived from sustainable natural resource management and/or biodiversity conservation
- % Reduction in Human Wildlife Conflict (HWC) incidents in landscapes where B4R is implementing HWC mitigation measures

8 Required Qualifications

The contractor should have experience working the Kidepo landscape on HWC mitigation issues and promotion of block farming as one of the HWC mitigation approaches. The team leader should have over ten (10) years of experience leading community conservation/agricultural activities in rural landscapes. Other team members should have up to five (5) years of experience working with farming communities and demonstrate ability to mobilize the farmers into producer groups.

9 Period and Place of Performance

The period of performance is about eighteen months, expecting to commence around **May 1, 2023**, and ending

around **December 30, 2024**. The level of effort is somewhat flexible requiring intense effort during the crop season with less during off season save for preparatory activities for the upcoming season. The work is to be performed in Uganda.

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:

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**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

Plot 50, Upper Kololo Terrace, Kampala

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

USAID

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 regard to this RFQ/RFP to be directed to
- Procurement Unit
- at this email address:
- procurement@ugandabiodiversity.rti.org
- The cut-off date for questions is
- March 29, 2023
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) All relevant product/service documentation (manuals, warranty doc, certificate of analysis, etc. (when applicable)
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.

The evaluation factors will be comprised of the following criteria:

Stage One

MANDATORY REQUIREMENTS - Submission of the following.

- Technical proposal
- Financial proposal
- Updated CVs of technical team

Only those bidders who meet the Mandatory requirements will be evaluated further.

Stage Two

- I. **Technical Understanding of the Assignment** – Contractor clearly states their understanding of the specifications cited in SOW subsections titled Objective of Study, Scope of the Assignment and Deliverables). **15 points**
- II. **Proposed Approach, Methodology & Outcomes** - Clear outline of activities proposed, the rationale for each activity, the implementation team and time schedule proposed, the methodology that you will use to successfully achieve desired deliverables and outcomes. **25 points**

- III. **Required Qualifications** - The Contractor is expected to have professional qualifications in the relevant field as cited in the SOW subsection titled Qualifications and Skills, with demonstrable experience in working with community conservancy development. **15 points**
- IV. **Past Performance** - Contractor can demonstrate his/her capability and resources to provide the items/services requested in this solicitation in a timely and responsive manner. **10 points**
 - In your proposal, provide at least 3 professional contacts (firms/individuals) for whom similar work/services have been provided for our reference request checks.
- V. **Delivery** – Contractor provides the most advantageous delivery schedule. **5 points**

Stage Three

- **FINANCIAL EVALUATION** – Most advantageous financial proposal. **30 points**

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.

- 12. **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 30 days after submission.
- 13. **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.
- 14. **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.
- 15. **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: