Request for Proposal – Feed the Future Global Supporting Seed Systems for Development activity (S34D)

Dear Sir or Madam,

The United States Agency for International Development (USAID) has granted CRS and its Consortium Partners (IP’s) a five-year Leader with Associates (LWA) award to implement the Feed the Future Global Supporting Seed Systems for Development activity (S34D), which was created to enhance farmers’ access to a full range of seed choices and options to maximize their responsive decision making and planning for production. The activity just started its fourth year (Oct 1) and seeks to improve functioning of national and regional seed sectors in Feed the Future focus countries and in aligned countries with resilience and emergency seed security programs. By identifying and removing constraints and bottlenecks within the seed systems, the S34D activity will increase the number of smallholder farmers utilizing quality, high-impact seeds, including high yielding and stress tolerant commercial and staple crop varieties. The goal of the S34D activity is to assist in the improvement of the functioning of high-impact integrated seed systems

CRS realizes that Bidders may have additional questions after reading this RFP.

Interested Bidders can submit their questions to procurement.zambia@crs.org (+260 097 775 2684) according to the instructions in the RFP. If necessary, CRS will provide answers to all relevant questions by email to all companies or organizations that expressed interest.

This RFP does not obligate CRS to execute a contract, nor does it commit CRS to pay any costs incurred in the preparation and submission of the proposals. Furthermore, CRS reserves the right to reject any and all offers, if such action is considered to be in the best interest of CRS.

Sincerely,

John Shumlansky
Country Representative
Request for Proposals
Feed the Future Global Supporting Seed Systems for Development activity (S34D)
Contracting Entity: Catholic Relief Services (CRS)

Plot No: 377 A/43/C/2 Ibex Hill Road, Lusaka | P.O. Box 38086, Lusaka
Funded by: USAID

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1. Introduction

The Feed the Future Global Activity Supporting Seed Systems for Development activity (S34D) will conduct an activity in Zambia that aims at landscaping the forage sector which comprises forage seed system, forage cultivation, and an assessment of the demand for cultivated forages for the increasing livestock sub-sector in Zambia. The national Consultant will play a key role in this activity as described below.

The objective of this consultancy is to provide support to the development of economics driven business models that could strengthen forage seed systems and production of cultivated forages in Zambia.

2. Deadline for Submission

The deadline for receiving proposals is 4th March 2022 at 10:00AM Zambia Time. Bidders shall submit their proposals electronically by email only procurement.zambia@crs.org

Bidders are responsible for ensuring that their offers are received in accordance with the instructions stated herein. Late offers may be considered at the discretion of CRS. CRS cannot guarantee that late offers will be considered.

3. Submission of Offers

Separate technical and financial proposals must be submitted by email no later than the time and date specified in 2. The proposals must be submitted to the point of contact designated in 2.

The Bidder must submit the proposal electronically with up to 20 GB limit per email compatible with (MS Word, MS Excel, readable format, or Adobe Portable Document (PDF) format in a Microsoft XP environment). Bidders must not submit zipped files. Those pages requiring original manual signatures should be scanned and sent in PDF format as an email attachment.

4. Requirements

To be determined responsive, an offer must include all of documents and sections included in Section 6 below.

4.1. General Requirements

Companies and organizations that submit proposals in response to this RFP must meet the following requirements:

4.2. Required Proposal Documents

Cover Letter

The Bidder’s cover letter shall include the following information:

i. Name of the company or organization
ii. Type of company or organization
iii. Address
iv. Telephone
v. E-mail
vi. Full names of members of the Board of Directors and Legal Representative (as appropriate)
vii. Tax Registration or equivalent document.
ix. Copy of registration or incorporation in the public registry, or equivalent document from the
government office where the Bidder is registered.
x. Copy of trade license, or equivalent document.

4.3. Technical Proposal

The technical proposal shall comprise the following parts:


Part 2: Management and Key Personnel. CVs for key personnel may be included to the technical proposal and will not count against the page limit.

Part 3: Corporate Capabilities, Experience, and Past Performance. Part 3 must include a description of the company and organization, with appropriate reference to any parent company and subsidiaries. Bidders must include details demonstrating their experience and technical ability in implementing the technical approach/methodology and the detailed work plan. Additionally, Bidders must include past performance references of similar work (under contracts or contracts) previously implemented as well as contact information for the companies for which such work was completed. Contact information must include at a minimum: name of point of contact who can speak to the Bidder’s performance, name and address of the company for which the work was performance, and email and phone number of the point of contact.

Part 4: Samples of final assessment reports

The sections of the technical proposal stated above must respond to the detailed information set out in Section II of this RFP, which provides the background, states the scope of work, describes the deliverables, and provides a deliverables schedule.

4.4. Financial Proposal

Bidder to indicate Daily rate

5. Source of Funding

Any contract resulting from this RFP will be financed by USAID funding and will be subject to USAID regulations.

5.1. Chronological List of Proposal Events

The following calendar summarizes important dates in the solicitation process. Bidders must strictly follow these deadlines.

RFP published 25th January 2022
RFP republished 16th February 2022

Deadline for written questions 4th March 2022 at 10:00AM Zambia Time.
Proposal due date 4th March 2022 at 10:00AM
Contract award (estimated) 18th March 2022

The dates above may be modified at the sole discretion of CRS.

5.2. Validity Period

Bidders’ proposals must remain valid for 60 calendar days after the proposal deadline.

6. Evaluation and Basis for Award

A Contract will be executed with the Bidder whose proposal is determined to be responsive to this solicitation document, meets the eligibility criteria stated in this RFP, meets the technical, management/personnel, and corporate capability requirements, and is determined to represent the best value to CRS.

This RFP will use the technical scope to determine best value. That means that each proposal will be evaluated and scored against the evaluation criteria and evaluation sub-criteria, which are stated in the table below.

In evaluating proposals, CRS will use the following evaluation criteria:

2. Management and Key Personnel. CVs for key personnel may be included to the technical proposal and will not count against the page limit.
3. Corporate Capabilities, Experience, and Past Performance. Part 3 must include a description of the company and organization, with appropriate reference to any parent company and subsidiaries.
4. Corporate Capabilities, Experience, and Past Performance Financial Proposal
5. CVs of all team members (if institution or team), 2 or more samples of a final assessment reports, and
6. Reference contact information of at least 2 individuals or institutions that have conducted research with the individual or institution in the past.
7. Financial Proposal
8. Company Legal documents

7. Negotiations

Best offer proposals are requested. It is anticipated that a contract will be awarded solely on the basis of the original offers received. However, CRS reserves the right to request clarifications prior to award. Furthermore, CRS reserves the right to conduct a competitive range and to limit the number of Bidders in the competitive range to permit an efficient evaluation environment among the most highly rated proposals. Highest-rated Bidders, as determined by the technical evaluation committee, may be asked to submit their best prices or technical responses during a competitive range. At the sole discretion of CRS, Bidders may be requested to conduct oral presentations. If deemed an opportunity, CRS reserves the right
to make separate awards per component or to make no award at all.

**Section II. Background, Scope of Work, Deliverables, and Deliverables Schedule**

1. **Background**

Refer to the attached Terms of Reference

2. **Scope of Work, Duration and Deliverables**

Refer to the attached Terms of Reference

3. **Deliverables Schedule**

Refer to the attached Terms of Reference

**Section III. Annexes**


Annex 2 - CRS Policy on Safeguarding

The Bidder must verify that it does not appear on:


**SAFEGUARDING DISCLAIMER CLAUSE:**

Catholic Relief Services (CRS) tender for supplier registration and contracts process reflect our commitment to moral and legal obligations to treat all people with respect; to actively prevent all forms of harassment, abuse, and exploitation, including all forms of misconduct and human trafficking.

Safeguarding is the responsibility of the organization to ensure that its programs and staff, and those engaged by, or in service to, the organization, honor and protect the rights and dignity of all people—especially children and vulnerable adults—to live free from abuse and harm.
Feed the Future Global Supporting Seed Systems for Development activity (S34D)

SCOPE OF WORK

Activity Title: 2.1.1.4 Scoping business models to strengthen forage seed systems and production of cultivated forage in Zambia.

Consultancy Title: Provide contextual support, country intelligence, and deep analyses to develop cultivated forage based viable business models in Zambia

Location: Zambia

Duration/No. of days: maximum allowable billable days 35

S34D contact person: procurement.zambia@crs.org

POET: 401735.129

Introduction:
The Feed the Future Global Activity Supporting Seed Systems for Development activity (S34D) will conduct an activity in Zambia that aims at landscaping the forage sector which comprises forage seed system, forage cultivation, and an assessment of the demand for cultivated forages for the increasing livestock sub-sector in Zambia. The national Consultant will play a key role in this activity as described below.

Objective:
The objective of this consultancy is to provide support to the development of economics driven business models that could strengthen forage seed systems and production of cultivated forages in Zambia.

Description of Work:
In close collaboration with the S34D team, the national Consultant will do the following tasks:

1) Using guided literature from S34D, finalize the literature review needed for the activity
2) Participate in team calls and present findings to donor partners
3) Finalize the stakeholder interview template to:
   a. Refine and validate the promising business opportunities
   b. Collect the relevant data from interviews with key stakeholders
   c. Support in identifying key informants for the activity
   d. Map out various important stakeholders including feed manufacturers and forage seed producers
   e. Identify interesting case study sites for potential in-depth data collection for each of the business opportunities
   f. Identify areas/locations for forage cultivation and forage densification; assess market pull entities for densified forages (quarantine areas, commercial fattening lots, drought periods/areas, and dairy hub, and assess practicability of densifying forages into pellets in Zambia
   g. Collect cost and benefit data for economic and gross-margin analyses
   h. Review and validate the forage seed value both desk-based and through key stakeholder interviews
4) Assess the feasibility of the different business opportunities (input supply and output market opportunities, return on investment, weaknesses, constraints, stakeholders’ capacity) by conducting a survey. This task includes Support S34D with local and regional contexts and information bits to develop business cases (examples include but not limited to – on the ground information on where the Zambian livestock sector is heading, key strategic insights on the important pillars as identified by the Zambian government, information on local and regional trade aspects etc.).
5) Summarize the data and information gathered into a report to be included as a chapter in the main study and lead writing of the section that summarizes data and information collected from the ground.

6) Support with finalizing of the report writing incorporating comments and feedback from S34D – especially on formatting, doing tables and graphs / charts, annexes, bibliography, list of abbreviations etc. This task includes support S34D in formulating a set of recommendations and next steps, including policy implications.

7) Contribute towards dissemination of findings to global audience and partners.

**Deliverables:**

<table>
<thead>
<tr>
<th>Activity</th>
<th>Deliverables</th>
<th>Location</th>
<th>Due date</th>
<th>Max. no. of days</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Lit review</td>
<td>A brief literature review of seed policies and livestock sub-sector strategy in Zambia</td>
<td>Zambia</td>
<td>2 weeks from start date</td>
<td>5</td>
</tr>
<tr>
<td>2. Participate in meeting and help in framing the overall work</td>
<td>Annotated outline of the main report</td>
<td>Zambia</td>
<td>2 weeks from start date</td>
<td>2</td>
</tr>
<tr>
<td>3. Support in finalizing key survey instruments and in identifying key stakeholders as KII for the study</td>
<td>Finalized instruments; identified key informants</td>
<td>Zambia</td>
<td>2 weeks from the first deliverable</td>
<td>2</td>
</tr>
<tr>
<td>4. Conduct surveys on the ground to assess the feasibility of the different business opportunities</td>
<td>Raw data files from the survey</td>
<td>Zambia/field work</td>
<td>4 weeks from the first deliverable</td>
<td>8</td>
</tr>
<tr>
<td>5. Summarize the data and information gathered into a report to be included as a chapter in the main study</td>
<td>Draft report</td>
<td>Zambia</td>
<td>6 weeks from the first deliverable</td>
<td>10</td>
</tr>
<tr>
<td>6. Incorporate feedback to finalize draft report, including annexes, bibliography; abbreviations, and formatting the main report for the overall study. Support with recommendations and next steps</td>
<td>Report finalized</td>
<td>Zambia</td>
<td>8 weeks from the first deliverable</td>
<td>6</td>
</tr>
</tbody>
</table>
7. Support in preparation of findings to present to donor partners and international audience

Support to preparation of the presentation deck and participate in meetings

Zambia

9 weeks from the first deliverable

2

TOTAL NO. OF DAYS

35

Period of Performance: 35 billable days over a period from February 22nd till July 15th, 2022

Communication:
The Consultant will report to CRS S34D Senior Technical Advisor (STA) for M&E, Learning, Policy, Advocacy and Strategy on a regular basis, which will include weekly calls. The Consultant will conduct independent work under the guidance of the CRS S34D STA, and any changes suggested shall be duly and promptly incorporated by the Consultant. Adaptive responses are a must to deliver the required level of quality deemed in this short-term research. Any contractual questions from the consultant should be asked in writing and addressed to the STA with copy to the Director of Operations and Chief of Party.

Payment Methodology:
Payment will be provided upon completion and approval of required deliverables submitted along with invoices. Prior agreed upon and approved by S34D/CRS, as per CRS Zambia’s policy, local and domestic travel expenses in Zambia (Hotel, airfare and per diem) will be reimbursed upon submission of receipts. Recommended payment schedule is to make payments after deliverables 1, 2 and 3 (invoice one), deliverable 4 and 5 (invoice 2), deliverable 6 and 7 (invoice 3)).

Requirements/Qualifications:
- Master’s degree in economics, Sustainable Livestock Production and Sustainable Bioeconomy, or another equivalent quantitative field.
- At least 15 years’ experience working in seed systems and agricultural political economy in Zambia
- Must demonstrate national expertise and leadership.
- Excellent communication in English and a local vernacular
- Superb collaboration skills to work with a diverse set of partners, especially with Zambian stakeholders
- Must be a national or resident of Southern Africa