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| **RFP Number:** | RFP-ZAGP-IVPC-Scoping Study |
| **Issuance Date:** |  August 8, 2019 |
| **Deadline for Questions:** | August 16, 2019 |
| **Deadline for Offers:** | August 30, 2019 |
| **Description:** | Scoping study of green technology and quality management systems (QMS) of poultry value chains in Zimbabwe |
| **For:** | Zimbabwe Agricultural Growth Project (ZAGP): Inclusive Poultry Value Chain (IPVC) Activity |
| **Funded By:** | European Union - EuropeAid/157821/DD/ACT/ZW |
| **Implemented By:** | CNFA Europe |
| **Point of Contact** | Carlo Abuyuan, cabuyuan@cnfa.orgNega Berecha, nberecha@cnfa.org |

**Terms of Reference**

**Section 1: Introduction and Technical Background**

**1.1 Introduction**: The Zimbabwe Agricultural Growth Programme (ZAGP) Inclusive Poultry Value Chain (IPVC) is an EU program implemented by CNFA Europe in Zimbabwe and is a 3-year project implemented by a consortium led by the Cooperation for the Development in Emerging Countries (COSPE). Consortium partners include CNFA Europe, Livestock and Meat Advisory Council (LMAC), Welthungerhilfe (WHH), and Sustainable Agriculture Technology (SAT). The overall objective of the intervention is to promote an efficient poultry value chain that contributes to inclusive green economic growth in Zimbabwe. The intervention will support activities to improve economic, social and environmental performance and the enabling environment for sustainable and inclusive poultry value chains. The activity will work with small scale and medium producers of broilers and table eggs, retailers, financing institutions, private sector integrators, and public and civil society bodies to:

1. Improve profitability (net profit) of small and medium producers (SMP);
2. Increase the adaption of Decent Rural Employment (DRE) enhancing practices;
3. Increase the adoption of quality management system for improved biosecurity and natural resource management;
4. Develop replicable models to lower feed production/distribution costs for SMP;
5. Provide business development services to SMP for inclusive VC development; and
6. Collaborate with relevant government ministries for improved, responsive and efficient sub-sector specific regulatory, agricultural and livestock policies.

IPVC works to develop Quality Management System (QMS) to ensure poultry value chain actor’s activities meet customer and regulatory requirements as well as improve their effectiveness and efficiency on a continuous basis. Specifically, IPVC supports proper animal management and biosecurity, adherence to cold chain and food handling regulations, as well as a specific focus on improving the environmental performance of the value chain (VC) for improved efficiency, reduced costs and reduced environmental impact. IPVC works with private sector integrators to build the capacity of their extension team to promote emerging QMS minimum standards.

In Zimbabwe, frequent power outages force producers to use diesel-based generators to generate the necessary energy. This increases the costs of production while at the same time contributing more to environmental pollution. Preliminary research has identified potential limitations for adapting biogas technology for broiler production and warrants more in-depth research (through the QMS/green technology scoping study) to identify viable solutions for reduced emissions and sustainable/renewable energy usage for heating poultry houses. Preliminary research has identified options that range from locally constructed small-scale systems to specially manufactured biogas technology. Biogas has strong potential synergies for integrated farming systems where poultry SMPs may also keep cattle, for example, which contributes an improved energy source for gas production from cow dung, which is more efficient and viable than biogas from poultry production alone. This study will also rapidly assess the effectiveness of existing biogas digesters owned by SMPs. Another key area of interest for research will be to assess the financial viability of solar powered fans and heaters (in replacement of charcoal/fuelwood), solar powered incubators (in replacement of scarce electricity and petrol/diesel powered generators) or production/purchase of biomass briquettes as possible solutions for better poultry house climate control and FCR management.

IPVC will eventually develop viable and bankable business models for innovative solutions identified by the scoping study.

Offerors are responsible for ensuring that their offers are received by CNFA Europe in accordance with the instructions, terms, and conditions described in this RFP. Failure to adhere with instructions described in this RFP may lead to disqualification of an offer from consideration.

CNFA Europe will consider proposals in response to this RFP from both individual consultants and firms.

**1.2: Terms of Reference**: IPVC seeks to promote the identification and adoption of QMS and green technology along the value chain to ensure resilience and sustainability and stimulate green economic growth in the poultry value chain. This study will contribute to IPVC outcome 3: “100% of integrators and 50 % of SMPs and butcheries adopt Quality Management System enhancing practices for better biosecurity and Natural Resource Management”. The study will identify high-potential innovations to be adopted by poultry value chain actors for implementing QMS and the use of green technology, such as biogas waste-to-energy solutions and solar powered climate control systems for poultry houses. Business models will eventually be developed for each green technology pilot site, to demonstrate potential for viable return on investment and facilitate financial product development in collaboration with financial institutions supporting the poultry sector. The identified innovative QMS and green technology solutions will be supported under IPVC’s objective to improve SMP business services. The scoping study will compare the possible options as well as the specific requirements and limitations.

The study will contribute to the promotion of replicable innovative technical solutions for facilitating green economic growth in the poultry VC and for SMP productivity.

**1.3: Period of Performance:** This assignment is expected to be carried out during August/September 2019. Deliverable dates will be agreed upon with the selected offeror. The assignment will be carried out through a combination of field work in Zimbabwe and remote desk work.

**1.4: Tasks:** The selected offeror will identify high-potential innovations for implementing and scaling QMS and green technologies for the poultry value chain.

Specifically, the selected offeror will:

* Conduct preliminary desk research on viable green technology and QMS models globally and more specifically in the Zimbabwe context
* Identify innovative green technology or productivity-enhancing innovations to reduce bottle-necks in the poultry VC
* Advise on what technologies are appropriate for SMPs and how they can best adopt them to adhere to QMS, NRM and DRE standards developed through IPVC
* Identify viable and profitable innovative solutions for poultry value chain infrastructure and activities including but not limited to chicken houses, storage, and waste-management
* Recommended solutions should prioritize viable green technologies such as solar fans, solar cold storage, solar freezers, solar incubators and biogas
* Study should look carefully at the pros and cons of biogas as a solution to reducing emissions for heating poultry houses
* For all analyzed technologies, scoping study will compare the possible options as well as the specific requirements and limitations of each option
* Clearly articulate how each green innovation contributes to environmental performance of the VC
* Clearly articulate promotion/marketing strategy for each innovative technology
* Provide pros and cons and challenges for financial investment in each technology

**1.5: Deliverables:**

The successful offeror shall submit the deliverables described below in accordance with the above Terms of Reference:

|  |  |  |
| --- | --- | --- |
| **Deliverable Number** | **Deliverable Name** | **Estimated Due Date (to be finalized as part of contract)** |
| 1. | Work plan and scoping methodology that clearly articulate study approach and field plan | 2 weeks after contract signature  |
| 2. | 2a. Draft Report outlining the findings and recommendations of each performance task listed above2b. Any raw data and questionnaires used to conduct scoping study | 8-12 weeks upon signing of contract |
| 3. | Final report outlining the findings and recommendations of each performance task listed above | 12-16 weeks upon signing of contract |

**Section 2: Instructions to Offerors**

#  2.1 Offer Deadline and Protocol: Offers must be received no later than 4:00 pm, Eastern Standard Time, on August 30, 2019. Offers must be submitted by *email to* *cabuyuan@cnfa.org**,* *nberecha@cnfa.org**, and CNFAEurope@cnfa.org*

Proposals must be in Microsoft Word or PDF format.

Please reference the RFP title (“IPVC Scoping Study”) in any response to this RFP. Offers received after the specified time and date will be considered late and will be considered only at the discretion of CNFA Europe. The cover page of this solicitation summarizes the important dates of the solicitation process. Offerors must strictly follow the provided deadlines to be considered for award.

**2.2 Questions**: Questions regarding the technical or administrative requirements of this RFP may be submitted no later than August 16, 2019, 4:00 PM EST by email to Carlo Abuyuan at cabuyuan@cnfa.org, Nega Berecha at nberecha@cnfa.org, and CNFAEurope@cnfa.org. Questions must be submitted in writing; phone calls will not be accepted. Questions and requests for clarification—and the responses thereto—that CNFA Europe believes may be of interest to other offerors will be circulated to all RFP recipients who have indicated an interest in bidding.

Only the written answers issued by CNFA Europe will be considered official and carry weight in the RFP process and subsequent evaluation. Any verbal information received from employees of CNFA Europe or any other entity should not be considered as an official response to any questions regarding this RFP.

**2.3 Evaluation and Award**: The award will be made to a responsible offeror whose offer follows the RFP instructions, meets the eligibility requirements, using a trade-off approach evaluation. Trade-off approach is determined via a trade-off analysis to be the best value based on application of the below evaluation criteria. Best value determination will consider both technical and financial proposals, i.e., the best approach and anticipated results in combination with a reasonable cost. Proposed costs must reflect and clearly match the degree of sophistication of the technical approach.

The relative importance of each individual criterion is indicated by the number of points below:

| **Evaluation Criteria** | **Criteria Description** | **Maximum Points** |
| --- | --- | --- |
| **Technical Approach** |
| Proposed Methodology | Relevance and quality of proposed scoping methodology with proposed detailed work plan. Approach should demonstrate good understanding of green technology/QMS and Zimbabwean context  | 35 |
| **Management, Personnel and Resources** |
| Qualifications and relevant expertise of team leader responsible for leading the study  | Please see Annex E for strongly preferred qualifications of proposed team leader. | 30 |
| **Past Performance** |
| Past Performance/Experience | Past performance references for similar work done, highlighting relevant experience in Zimbabwe or similar contexts | 15 |
| **Cost Proposal** |
| Cost | Reasonableness of proposed costs in staffing, logistics, travel, and work plan to meet proposed objectives | 20 |
| **TOTAL OFFER POINTS** | 100 |

Best-offer proposals are requested. It is anticipated that award will be made solely on the basis of these original proposals. However, CNFA Europe reserves the right to conduct any of the following:

* CNFA Europe may conduct negotiations with and/or request clarifications from any offeror prior to award;
* While preference will be given to offerors who can address the full technical requirements of this RFP, CNFA Europe may issue a partial award or split the award among various suppliers, if in the best interest of the ZAGP IVPC Project;
* CNFA Europe may cancel this RFP at any time.

Award will be issued only to the entity which submits a proposal in response to this RFP. CNFA Europe will not issue an award to different offerors, entities, or third-parties other than the selected offeror(s). CNFA Europe anticipates awarding either a consultant agreement or fixed price contract, depending on the offeror selected.

**2.4 Cost Proposal**: Pricing must be presented in Euros. Offers must remain valid for not less than 90 (ninety) calendar days after the offer deadline. Offerors are requested to provide offers on official letterhead in accordance with the format provided in Annex D.

**2.5 Proposal Format Instructions:** All proposals must be formatted in accordance with the below requirements:

1. English language only
2. Include the individual/agency/organization name, date, RFP title, and page numbers as a header or footer throughout the document.
3. The Technical Proposal must be in the format provided in Annex C.
4. The Cost Proposal must be in the format provided in Annex D.

A full proposal will include the following documents:

1. A proposal offer checklist (Annex A).
2. A cover letter on company letterhead, signed by an authorized representative of the offeror (Annex B).
3. A complete Technical Proposal in response to the evaluation criteria in Section 2.3 and in the format provided in Annex C.
4. CVs of proposed personnel
5. A complete Cost Proposal in response to the terms of Section 2.4, the evaluation criteria in Section 2.3, and in the format provided in Annex D.
6. Three contacts for references from organizations/individuals for which the offeror has successfully performed similar work.

**Annex A – Offer Checklist and Submission Instructions**

To assist offerors in preparation of proposals, the following checklist summarizes the documentation to include an offer in response to this RFP:

□ Offeror Checklist (Annex A)

□ Cover letter on company letterhead, signed by an authorized representative of the offeror (see Annex B for template)

□ Technical Proposal (see Annex C for template)

□ CVs of proposed personnel

□ Cost Proposal (See Annex D for template)

□ Three contacts for references from organizations/individuals for which the offeror has successfully performed similar work

**Annex B – Offeror Cover Letter**

*The following cover letter must be placed on letterhead and completed/signed/stamped by a representative authorized to sign on behalf of the offeror:*

To: [enter project name]

 [enter address of field office]

Reference: RFP no. [enter RFP #]

To Whom It May Concern:

We, the undersigned, hereby provide the attached offer to perform all work required to complete the activities and requirements as described in the above-referenced RFP. Please find our offer attached.

We hereby acknowledge and agree to all terms, conditions, special provisions, and instructions included in the above-referenced RFP. We further certify that the below-named firm—as well as the firm’s principal officers and all commodities and services offered in response to this RFP—are eligible to participate in this procurement under the terms of this solicitation and under European Union regulations.

Furthermore, we hereby certify that, to the best of our knowledge and belief:

* We have no close, familial, or financial relationships with any CNFA Europe or ZAGP Inclusive Poultry Value Chain Project staff members;
* We have no close, familial, or financial relationships with any other offerors submitting proposals in response to the above-referenced RFP; and
* The prices in our offer have been arrived at independently, without any consultation, communication, or agreement with any other offeror or competitor for the purpose of restricting competition.
* All information in our proposal and all supporting documentation is authentic and accurate.
* We understand and agree to CNFA Europe’s prohibitions against fraud, bribery, and kickbacks.
* We understand and agree to CNFA Europe’s prohibitions against funding or associating with individuals or organizations engaged in terrorism or trafficking in persons activities.

We hereby certify that the enclosed representations, certifications, and other statements are accurate, current, and complete.

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| Authorized Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Name & Title of Signatory:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Company Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Company Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Telephone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Website:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Company Registration or Taxpayer ID Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Does the company have an active bank account? (Y/N):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Official name associated with the bank account (for payment): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Annex C – Technical Proposal**

**Technical Approach (35 points)**

Describe your approach to conducting the scoping study. What technical components would you focus on? What methodology would you use? Please include a description of the understanding of background context, and proposed methodology including appropriate research questions, and proposed work plan. (no more than 10 pages)

**Management Personnel and Resources (30 points)**

List the key team members who will conduct the study and detail their experience and qualifications (attach CVs in EU format). Please include who will manage the team, what resources will be used, and proposed staff qualifications.

**Past Performance (15 points)**

Provide no more than 5 examples of past performance for similar studies in Zimbabwe or in other relevant contexts.

**Annex D – Cost Proposal**

Offerors are requested to provide quotations containing the information below on official letterhead or official quotation format. In the event this is not possible, offerors may complete this section and submit a signed/stamped version.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Cost Item | Unit | Quantity | Unit PriceEuros | Total PriceEuros | Notes |
| 1. Personnel/labor
 |  |  |  |  |  |
| 1. Materials and supplies
 |  |  |  |  |  |
| 1. Ground Transportation
 |  |  |  |  |  |
| 1. Flights/Visas
 |  |  |  |  |  |
| 1. Communications
 |  |  |  |  |  |
| 1. Services
 |  |  |  |  |  |
| 7. Other Direct Costs |  |  |  |  |  |
| **TOTAL BUDGET** |  |  |  |  |  |

**Annex E – Preferred Qualifications of Team Leader**

**Preferred Qualifications:**

1. Master's degree in development economics, business, finance, engineering, livestock or a related field preferred
2. At least eight (8) years of relevant experience in the identification and promotion of suitable agricultural technologies for use by the private sector
3. Expertise in poultry value chain development
4. Expertise on the latest available green technologies that are suited for poultry industry
5. Experience articulating cost/benefit analyses for technology usage recommendations
6. Demonstrated work experience in poultry and/or livestock value chains
7. Demonstrated ability to interact and communicate with wide range of stakeholders both verbally and in writing
8. Demonstrated ability to collaborate, willingness to innovate and ability to think systematically
9. English proficiency and excellent written communications skills

**Annex F – CNFA Europe Terms and Conditions**

**5.1 Ethical and Business Conduct Requirements:** CNFA Europe is committed to integrity in procurement, and only selects suppliers based on objective business criteria such as price and technical merit.

CNFA Europe does not tolerate fraud, collusion among offerors, falsified proposals/bids, bribery, or kickbacks. Any firm or individual violating these standards will be disqualified from this procurement, barred from future procurement opportunities, and may be reported.

Employees and agents of CNFA Europe are strictly prohibited from asking for or accepting any money, fee, commission, credit, gift, gratuity, object of value or compensation from current or potential vendors or suppliers in exchange for or as a reward for business. Employees and agents engaging in this conduct are subject to termination and will be reported.

Offerors responding to this RFP must include the following as part of the proposal submission:

* Disclose any close, familial, or financial relationships with CNFA Europe or project staff. For example, if an offeror’s cousin is employed by the project, the offeror must state this.
* Disclose any family or financial relationship with other offerors submitting proposals. For example, if the offeror’s father owns a company that is submitting another proposal, the offeror must state this.
* Certify that the prices in the offer have been arrived at independently, without any consultation, communication, or agreement with any other offeror or competitor for the purpose of restricting competition.
* Certify that all information in the proposal and all supporting documentation are authentic and accurate.
* Certify understanding and agreement to CNFA Europe’s prohibitions against fraud, bribery and kickbacks.

Please contact cabuyuan@cnfa.org and nberecha@cnfa.org with any questions or concerns regarding the above information or to report any potential violations. Potential violations may also be reported directly to CNFA Europe at to FraudHotline@cnfa.org.

**5.2 Terms and Conditions**: This solicitation is subject to CNFA Europe’s standard terms and conditions. Any resultant award will be governed by these terms and conditions; a copy of the full terms and conditions is available upon request. Please note the following terms and conditions will apply:

1. CNFA’s standard payment terms are net 30 days after receipt and acceptance of any commodities or deliverables. Payment will only be issued to the entity submitting the offer in response to this RFP and identified in the resulting award; payment will not be issued to a third party.
2. United States law prohibits transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. The supplier under any award resulting from this RFP must ensure compliance with these laws.
3. United States law prohibits engaging in any activities related to Trafficking in Persons. The supplier under any award resulting from this RFP must ensure compliance with these laws.

**5.3 Disclaimers:** This is a Request for Proposals only. Issuance of this RFP does not in any way obligate CNFA Europe, the ZAGP IPVC Project, or EUROPEAN UNION to make an award or pay for costs incurred by potential offerors in the preparation and submission of an offer. In addition:

1. CNFA Europe may cancel RFP and not award;
2. CNFA Europe may reject any or all responses received;
3. Issuance of RFP does not constitute award commitment by CNFA Europe;
4. CNFA Europe reserves the right to disqualify any offer based on offeror failure to follow RFP instructions;
5. CNFA Europe will not compensate offerors for response to RFP;
6. CNFA Europe reserves the right to issue award based on initial evaluation of offers without further discussion;
7. CNFA Europe may negotiate with short-listed offerors for their best and final offer;
8. CNFA Europe reserves the right to order additional quantities or units with the selected offeror;
9. CNFA Europe may reissue the solicitation or issue formal amendments revising the original RFP specifications and evaluation criteria before or after receipt of proposals;
10. CNFA Europe may modify the specifications without issuing a formal notice to all offerors when the revisions are immaterial to the scope of the RFP;
11. CNFA Europe may choose to award only part of the activities in the RFP, or issue multiple awards based on multiple RFP activities;
12. CNFA Europe reserves the right to waive minor proposal deficiencies that can be corrected prior to award determination to promote competition;

In submitting a response to this RFP, offerors understand that EUROPEAN UNION is not a party to this solicitation and the offeror agrees that any protest hereunder must be presented – in writing with full explanations – to the ZAGP IVPC Project for consideration. EUROPEAN UNION will not consider protests regarding procurements carried out by implementing partners. CNFA Europe, at its sole discretion, will make a final decision on any protest for this procurement.

**5.4 Taxes and VAT**: Please fill in Annex G – VAT Declaration Form: VAT recovery will be discussed with offerors who are being considered for successful award and/or the successful bidder.

As an organization that is implementing a project on behalf of EUROPEAN UNION, CNFA is exempt from being charged VAT, customs duty or fee, excise tax, road tax, or any other form of tax or tariff for goods and services purchased for EUROPEAN UNION funded activities. As such, CNFA is exempt from being charged VAT, customs duty or fee, excise tax, road tax, and any other form of tax or tariff for goods and services purchased for EUROPEAN UNION funded activities. As such, offerors agree to exclude VAT or any similar taxes or fees from its cost proposal.

**5.5 Eligibility**: By submitting an offer in response to this RFP, the offeror certifies that it and its principal officers are not debarred, suspended, or otherwise considered ineligible for an award by the European Union. CNFA will not award a contract to any firm that is debarred, suspended, or considered to be ineligible by the European Union.

**Annex G**

**VAT Declaration Form**

The undersigned \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

In the capacity of. Legal representative

Of the organisation/

Company:

Partner in the project: BUDGET LINE: EuropeAid/157821/DD/ACT/ZW - CONTRACT NUMBER: FED/2018/403-186 - "*ZAGP – Inclusive Poultry Value Chain"*

Hereby declare that:

[ ]  Our organisation/company can recover VAT

[ ]  Our organisation/company cannot recover VAT

Further comments: ……………………………………………..

**In case the organisation can recover VAT:**

* VAT percentage: …… (please indicate)
* National VAT number:

Furthermore I declare that the costs that will be declared in the interim and final report for the project will be calculated according to the national regulations of \_\_\_\_\_\_(please indicate the country) as stated above.

Place,

Date,

Sign Legal Representative