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| **RFP Number:** | RFP-015 AWP Consultant to Facilitate Staff Annual Workplan Implementation Workshop |
| **Issuance Date:** | October 10th, 2019 |
| **Deadline for Questions:** | October 18th, 2019 |
| **Deadline for Offers:** | October 31th, 2019 |
| **Description:** | Procurement of a Workshop Facilitator for the USAID funded FTF Nigeria Agribusiness Investment Activity |
| **For:** | Feed the Future Nigeria Agribusiness Investment Activity |
| **Funded By:** | USAID- 72062019C00001 |
| **Implemented By:** | CNFA |
| **Points of Contact** | Ochuko Piserchia  Communications & Knowledge Management Specialist  28A Danube Street, Maitama Abuja  [opiserchia@ag-invest.org](mailto:opiserchia@ag-invest.org) |

**Section 1: Introduction, Technical Background and Scope of Work**

**1.1 Introduction**: CNFA is a non-profit international development organization based in Washington D.C. which currently implements the Feed-the-Future Agribusiness Investment Activity in Nigeria. CNFA is seeking the services of an experienced facilitator in Abuja to provide support in facilitating a 3-day CNFA Nigeria Agribusiness Investment Activity Staff annual workplan implementation and team building workshop.

Offerors are responsible for ensuring that their offers are received by CNFA 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. All offerors must be based in Abuja, Nigeria or be ready to bear the cost of logistics for the exercise, to facilitate face-to-face meetings and working relationship.

**1.2: Scope of Work:** CNFA requires the services of a national facilitator for the Activity’s upcoming Annual Workplan (AWP) Implementation and Team Building Workshop in Abuja, Nigeria. The potential candidate is required to facilitate a 3-day workshop aimed at ensuring that all Activity staff have a clear and mutual understanding of the project Year 2 Annual work plan, the implementation approach being led by the component and team leaders, the expected outcomes, and how it results in the achievement of the Activity’s Key Performance Indicators (KPIs). The facilitator is also expected to conduct team building exercises and other initiatives that will further enhance team performance. Please note that the workshop will be conducted in English.

The Activity has 4 program or technical components, and 4 operations related teams, and 2 cross cutting themes. Each of these is expected to present their year 2 workplan section, with a focus on the inter-dependencies across components and teams. The 4 components comprise of: Improvements to the Agribusiness Enabling Environment (policy reform and more effective and efficient review and PPD processes); Improved Access to Finance (debt), Facilitation of Investment (non-debt); and Support to SME Agribusinesses. The latter is in charge of our 7 staffed 1-person field offices in our seven focal states. The operations teams include Office and Administrative Management; Communications; Finance; and Monitoring, Evaluation, and Learning (MEL). The two cross cutting themes are women and youth. We suggest each component or team leader have a chance to present their Year 2 work plan section, with a focus on interventions, results, and interdependencies across the Activity. Another critical component will be a harmonizing presentation by the MEL Manager to build awareness, interest, understanding and motivation in achieving these targets.

**1.3: Anticipated Period of Performance:** November 12, 2019 through November 14, 2019 . More specifically, we estimate the Level of Effort (LOE) for his assignment to comprise 6 days as follows: 2 days in preparatory meetings with CNFA staff; 3 days delivering the workshop, and 1 day to write up the report.

**1.4: Tasks:** The selected offeror is expected to work closely with the Workshop Planning Committee beforehand and to provide in-person facilitation services throughout the 3-day AWP workshop in Abuja. Services include but are not limited to:

* Liaise and collaborate with Component Leads and Chief of Party to ensure adequate understanding of the teams’ annual workplan presentations and their objectives.
* Develop and submit a plan detailing intended team building activities and their objectives.
* Facilitate a 3-day CNFA Nigeria annual workplan implementation/team building retreat.
* Provide feedback after each day to the organizing committee on progress made.
* Facilitate team building/team dynamics/emotional intelligence exercises.
* Facilitate a session on a shared understanding of the Activity’s audiences.
* Emphasize the importance of internal communications as a key success factor.
* Stimulate an open and frank discussion on the need for alignment between program/technical teams and the operations, monitoring, learning and evaluation (MEL), and communications team.
* Identify what synergy looks like and how it can be achieved (e.g components and team interdependences).
* Identify opportunities for innovation to help make internal processes more efficient.
* Prepare and present a final report of the retreat, including findings, conclusions, questions that need further discussion and recommendations going forward.

**Section 2: Instructions to Offerors**

# 2.1 Offer Deadline and Protocol: Offers must be received no later than 17:00 Nigeria time (GMT +1), October 31, 2019. Offers must be submitted by email. All emailed offers must be emailed to info@ag-invest.org

Submissions MUST state “AWP Implementation Workshop” in the title or first line of all emails as well as refence the RFP number. Emails sent without stating the subject matter as above may be discarded. Offers received after the specified time and date will be considered late and will be considered only at the discretion of CNFA. 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 17:00 Nigeria time (GMT+1) on October 18, 2019 by email to Ochuko Piserchia at opiserchia@ag-invest.org. Questions must be submitted in writing; phone calls will not be accepted. Questions and requests for clarification—and the responses thereto—that CNFA 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 will be considered official and carry weight in the RFP process and subsequent evaluation. Any verbal information received from employees of CNFA 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, and meets or exceeds the minimum required technical specifications, and 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 criteria is indicated by the number of points below:

* **Technical, 60 points –** 
  + Prior successful experience providing support to international non-profit organizations in Nigeria funded by USAID or other donor organizations, supported by relevant references.
  + Ability to facilitate capacity building/training services for teams, specifically for NGOs.
  + Qualifications of proposed personnel
  + Suitability of proposed approach
  + Professionalism and responsiveness of proposal
* **Cost Proposal, 40 points –** overall price and payment terms for the facilitator services procured

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

* CNFA 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 may issue a partial award or split the award among various suppliers, if in the best interest of the CNFA;
* CNFA may cancel this RFP at any time.

CNFA anticipates awarding a service agreement to the successful offeror.

**2.4 Cost Proposal**: Pricing must be presented in Nigerian Naira. Please include payment terms as part of the cost proposal, noting that CNFA prefers to make payment following the completion of services rather than in advance. Offers must remain valid for not less than sixty (60) calendar days after the offer deadline. Offerors are requested to provide offers on official letterhead in accordance with the format provided in Annex 4.

**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 number, and page numbers as a header or footer throughout the document.
3. The Technical Proposal must be in the format provided in Annex 3.
4. The Cost Proposal must be in the format provided in Annex 4.

A full proposal will include the following documents:

1. A cover letter on company letterhead, signed by an authorized representative of the offeror (Annex 2).
2. A complete Technical Proposal in response to the evaluation criteria in Section 2.3 and in the format provided in Annex 3.
3. 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 4.
4. A copy of the offeror’s business license, or, if an individual, a copy of his/her identification card.
5. At least three (3) contacts for references from organizations/individuals for which the offeror has successfully performed similar work in the past 3 years.

**Annex 1 – 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:

□ Cover letter on company letterhead, signed by an authorized representative of the offeror (see Annex 2 for template)

□ Technical Proposal (see Annex 3 for template)

□ Cost Proposal (See Annex 4 for template)

□ Copy of offeror’s registration or business license

□ At least three (3) contacts for references from organizations/individuals for which the offeror has successfully performed similar work in the past 3 years.

**Annex 2 – 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: FTF Nigeria Agribusiness Investment Activity

28A Danube Street, Maitama Abuja

Reference: RFP-015 AWP Consultant to Facilitate Staff Annual Workplan Implementation

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 USAID 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 or 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’s prohibitions against fraud, bribery, and kickbacks.
* We understand and agree to CNFA’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 3 – Technical Proposal**

Please include the below sections and information in your firm’s technical proposal. Please keep responses to the technical proposal to a **maximum of 10 pages**. To the maximum extent practical, **please reference specific sections of the relevant local law** to support your responses:

1. **Introduction** - If the offeror represents a firm, describe the firm’s organization, size, structure, areas of practice, and office location(s). If the offeror is an individual, please provide areas of practice and location.
2. **Approach** – Please describe the firm’s or individual’s approach for supporting non-profit organizations such as CNFA. How does the firm/individual interact with the organization to respond to requests and meet the international NGO’s needs? What timeline can CNFA expect for responses to requests and questions? Does the firm/individual assign a consistent point of contact to manage the relationship or are different personnel assigned depending on the nature of the support needed? Please confirm the firm’s/individual’s ability to provide the required services in English.
3. **Technical Expertise -** Please provide answers to the questions listed below. Please reference specific sections of the relevant local law in your responses:
   * 1. What are the criteria’s needed in building effective teams?
     2. What methods would you deploy to keep a team engage and interactive for 3 days.
     3. What is most important factor in conflict resolution and why?
4. **Personnel** - Describe the qualifications of the candidate assigned to the representation. Descriptions should include:
   1. Professional and educational background of the facilitator;
   2. Prior experience of the facilitator with respect to the required experience listed above.
5. **Past Performance** - Describe relevant experience conducting the tasks in section 1.4 for internationally funded NGOs or other USAID implementers.

1. **References** - Provide the names, addresses, contact persons, and telephone numbers of at least 3 clients – preferably clients similar to CNFA.

**Annex 4 – Cost Proposal**

The offeror’s cost proposal should include the daily billing rates of the potential facilitator expected to work on this representation as well as the estimated amount of time/hours the offeror anticipates to complete the Scope of Work and Tasks required. As previously noted, the Activity anticipates a Level of Effort (LOE) of 6 days as described above although offers may submit otherwise. The cost proposal should also include the payment terms, noting that CNFA prefers to make payment following the completion of services rather than in advance.

CNFA reserves the right to negotiate with the offerors on the structure of the cost proposal and payment terms.

**Annex 5 – CNFA Terms and Conditions**

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

CNFA 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 to both USAID and the Office of the Inspector General.

Employees and agents of CNFA 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 to USAID and the Office of the Inspector General. In addition, CNFA will inform USAID and the Office of the Inspector General of any supplier offers of money, fee, commission, credit, gift, gratuity, object of value or compensation to obtain business.

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

* Disclose any close, familial, or financial relationships with CNFA 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’s prohibitions against fraud, bribery and kickbacks.

Please contact opiserchia@ag-invest.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 at to [FraudHotline@cnfa.org](mailto:FraudHotline@cnfa.org).

**5.2 Terms and Conditions**: This solicitation is subject to CNFA’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. No commodities or services may be supplied that are manufactured or assembled in, shipped from, transported through, or otherwise involving any of the following countries: Cuba, Iran, North Korea, Syria.
3. Any international air or ocean transportation or shipping carried out under any award resulting from this RFP must take place on U.S.-flag carriers/vessels.
4. 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.
5. 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.
6. The title to any goods supplied under any award resulting from this RFP shall pass to CNFA following delivery and acceptance of the goods by CNFA. Risk of loss, injury, or destruction of the goods shall be borne by the offeror until title passes to CNFA.

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

1. CNFA may cancel RFP and not award;
2. CNFA may reject any or all responses received;
3. Issuance of RFP does not constitute award commitment by CNFA;
4. CNFA reserves the right to disqualify any offer based on offeror failure to follow RFP instructions;
5. CNFA will not compensate offerors for response to RFP;
6. CNFA reserves the right to issue award based on initial evaluation of offers without further discussion;
7. CNFA may negotiate with short-listed offerors for their best and final offer;
8. CNFA reserves the right to order additional quantities or units with the selected offeror;
9. CNFA may reissue the solicitation or issue formal amendments revising the original RFP specifications and evaluation criteria before or after receipt of proposals;
10. CNFA 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 may choose to award only part of the activities in the RFP, or issue multiple awards based on multiple RFP activities;
12. CNFA reserves the right to waive minor proposal deficiencies that can be corrected prior to award determination to promote competition;
13. CNFA will contact all offerors to confirm contact person, address, and that the bid was submitted for this RFP;
14. CNFA will contact all offerors to inform them whether or not they were selected for award;

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

**5.4 Source/Nationality/Manufacture**: All goods and services offered in response to this RFP or supplied under any resulting award must meet **USAID Geographic Code 937** in accordance with the United States Code of Federal Regulations (CFR), [22 CFR §228](http://www.gpo.gov/fdsys/pkg/CFR-2012-title22-vol1/pdf/CFR-2012-title22-vol1-part228.pdf). The cooperating country for this RFP is Nigeria.

Offerors may not offer or supply any commodities or services that are manufactured or assembled in, shipped from, transported through, or otherwise involving any of the following countries: Cuba, Iran, North Korea, Syria.

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

**5.6 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 U.S. Government. CNFA will not award a contract to any firm that is debarred, suspended, or considered to be ineligible by the U.S. Government.

**Annex 5 – Scope of Work**

**Cultivating New Frontiers in Agriculture**

**Feed the Future Nigeria Agribusiness Investment Activity**

POSITION/TITLE: Consultant to Facilitate Staff Annual Implementation Workshop

**Location:**Abuja

**Project:**USAID Nigeria Agribusiness Investment Activity

**Country:**Nigeria

**Positions:**1

**Post Type:**Job

**Job Type:**STTA (contract)

**Position Description:**

Working under the direct supervision of the Chief of Party/his designee and will liaise with Component Leads.

**CNFA**

CNFA is a US-based nonprofit nongovernmental organization (NGO) that works to stimulate economic growth and improve rural livelihoods by empowering the private sector through five core capabilities: (1) Productivity, Food Security and Nutrition; (2) Input Supply and Farm Services; (3) Economic Resilience and Rapid Recovery; (4) Value Chain Development; and (5) Volunteer Technical Assistance. CNFA assists smallholders in increasing household-level food security and nutrition through improved agricultural practices, introduction of new varieties, diversification of crop production, food preservation and storage, development of farmer-based organizations (FBOs) and strengthened linkages to markets.

**Program Description**

The USAID/Nigeria Agribusiness Investment Activity is a 5-year year, $15 million-dollar project implemented by CNFA as part of the United States Government’s Feed the Future Initiative.  The project’s goal is to strengthen the business enabling environment to promote private sector investment in agriculture. Activities will encompass three broad but interrelated components. First, the Agribusiness Investment Activity will improve the ease of doing business in the agricultural sector; second, the Activity will expand access to finance by mitigating the credit risks of agribusinesses; and third, the Activity will promote investment opportunities for agribusinesses to strengthen their readiness to expand and scale up their operations. Taken together, these efforts will increase the volume, added value, and diversification of agribusiness investments.

**Major Duties and Responsibilities:**

The main duties of the **facilitator** are;

* Liaise and collaborate with Component Leads and Chief of Party to ensure adequate understanding of the teams’ annual workplan presentations and their objectives.
* Develop and submit a plan detailing intended team building activities and their objectives.
* Facilitate a 3-day CNFA Nigeria annual workplan implementation/team building retreat.
* Provide feedback after each day to the organizing committee on progress made.
* Facilitate team building/team dynamics/emotional intelligence exercises.
* Facilitate a session on a shared understanding of the Activity’s audiences.
* Emphasize the importance of internal communications as a key success factor.
* Stimulate an open and frank discussion on the need for alignment between program/technical teams and the operations, monitoring, learning and evaluation (MEL), and communications team.
* Identify what synergy looks like and how it can be achieved (e.g components and team interdependences).
* Identify opportunities for innovation to help make internal processes more efficient.
* Prepare and present a final report of the retreat, including findings, conclusions, questions that need further discussion and recommendations going forward.

LOE

2 days for meeting with event organizers, interviews with staff, and planning the agenda, 3 days for retreat facilitation, and 1 days for synthesizing results and prepare retreat report

TOTAL LOE

6 days

**Qualifications/Requirements:**

* At least 5 years of relevant professional experience
* Experience supporting donor-funded projects/multilateral agencies is required, USAID experience preferred;
* May possess relevant qualifications; social psychology or any social sciences and may be a certified team building facilitator
* Evidence of prior experience in team building activities
* Knowledge of challenges working with people from a diverse background
* A pleasant and positive personality who enjoys teamwork and is results oriented;
* Fluency in English is required.