Section 1: Introduction, Technical Background and Scope of Work

1.1 Introduction: The USAID Agriculture Program is a USAID-funded program implemented by CNFA in Georgia. The USAID Agriculture Program is a five-year activity that aims to accelerate growth of agricultural sub-sectors that demonstrate strong potential to create jobs and increase micro, small and medium enterprises (MSME) revenues. The USAID Agriculture Program provides competitive matching grants and technical assistance (TA) to address identified gaps in horticultural value chains (VCs), namely berries, stone fruits, pome fruits (apples), culinary herbs, perishable vegetables, table grapes and mandarins, that will result in the improved productivity and productive capacity of MSMEs, strengthened value chain linkages, increased access to markets, and improved capacity of MSMEs, cooperatives, associations and service/information/extension providers.

The USAID Agriculture Program provides competitive cost-shared grants and technical assistance to address identified gaps in targeted value chains (VCs) that will result in the improved productivity and productive capacity of MSMEs, strengthened value chain linkages, increased access to markets, and improved capacity of MSMEs, cooperatives, associations and service/information/extension providers.

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.

CNFA will consider proposals in response to this RFP from both Independent Consultants and Firms.

1.2: Scope of Work: A comprehensive sector selection and value chain analysis conducted by the USAID Agriculture Program in early PY1, as well as subsequent series of meetings and roundtable discussions held with primary producers, revealed that the lack of knowledge of modern production technologies remains a key impediment to achieving higher yields and quality produce within the selected VCs. Therefore, finding a lack of understanding, as well as implementation of modern production technologies, to be a primary factor, the Program planned to allocate resources and engage local and/or international consultants who will introduce farmers and agribusinesses to improved production practices, including new technologies for primary production, ports-harvest handling, and storage.

<table>
<thead>
<tr>
<th>RFP Number:</th>
<th>RFP-STTA-001</th>
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<tbody>
<tr>
<td>Issuance Date:</td>
<td>February 27, 2020</td>
</tr>
<tr>
<td>Deadline for Offers:</td>
<td>March 5, 2020</td>
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<tr>
<td>Description:</td>
<td>Culinary Herbs Production Consultant</td>
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<td>For:</td>
<td>The USAID Agriculture Program</td>
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<td>Funded By:</td>
<td>USAID</td>
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<td></td>
<td>Contract No. 72011418C00001</td>
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<tr>
<td>Implemented By:</td>
<td>CNFA</td>
</tr>
<tr>
<td>Point of Contact</td>
<td>Ms. Maka Tevdoradze Marketing and Export Promotion Manager 47, Kostava, Tbilisi, Georgia 2982207/13 <a href="mailto:mtevdoradze@apgeorgia.org">mtevdoradze@apgeorgia.org</a></td>
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</table>
Meanwhile, in order to support the growth of productivity of crops deemed priorities for both local and export markets, the USAID Agriculture Program has identified farmers and lead agribusinesses in strategic locations who are willing to establish knowledge plots, showcase new varieties and agricultural best-practices, and share their experiences with other farmers in the community. By organizing field days at these locations, a large number of farmers will obtain new knowledge and essential technical and practical information. Trainings will be delivered as a series of one-to-two day field-based education sessions, incorporating both theoretical and practical aspects of primary production, post-harvest handling, and storage.

In line with abovementioned, the USAID Agriculture Program plans to utilize the expertise of international consultants/firms, to provide targeted beneficiaries – greenhouse as well as open field producers of culinary herbs, post-harvest handling operators, and consolidators with tailored consultancies – thereby helping them improve operations and adopt best practices.

The purpose of this assignment is to provide technical support to culinary herbs growers and post-harvest handling operators, to increase the efficiency of their operations, and to strengthen technical skills of the private and state extension specialists, thereby strengthening linkages among VC actors and supporting the growth of the culinary herbs sub-sector in Georgia.

1.3: Period of Performance: The consultancy will be provided offsite and onsite, not exceeding a 20 day assignment during the anticipated period of March 10 – September 30, 2020. The assignment will be carried out through at least three field visits to the Imereti region of Georgia, as well as off-site follow-up work.

1.4: Tasks: Under this scope of work, the Consultant shall work closely with the USAID Agriculture Program’s VC specialist and technical assistance team to perform the following tasks:

- Deliver training of trainer (ToT) training at three different points in the growing season: pre-growing season, during the season, and post-harvest. These three ToT sessions should include both 1) one or two day classroom instruction for agronomists and extension service providers and 2) one or two-day field-based group training to growers to highlight modern technologies and practices for both greenhouse and open-field production of culinary herbs. These activities will take place in the Imereti region.
- Develop short guides (1-2 pages) on Culinary Herbs Greenhouse Production and postharvest handling. The Program will further disseminate the guide through ARDA’s state extension centers, FSCs, and sector associations;
- Develop a Trip Report for each visit highlighting implemented activities, findings, and recommendations.

1.5: Deliverables: Deliverables for this consultancy should include:

Deliverable No. 1: Pre-growing season training, both in classroom and in the field, to be comprised of:

- One-two day classroom ToT for agronomists/extension service providers
- One-two day field training for growers
- Short Production guides on modern technologies and practices for selected culinary herbs production
- Trip report highlighting activities, findings, and recommendations.
Deliverable No. 2: During the season training, both in classroom and in the field
- One-two day classroom ToT for agronomists/extension service providers
- One-two day field training for growers
- Short Production guides on modern technologies and practices for selected culinary herbs production
- Trip report highlighting activities, findings, and recommendations.

Deliverable No. 3: Post-harvest training, both in classroom and in the field
- One-two day classroom ToT for agronomists/extension service providers
- One-two day field training for growers
- Short Production guides on modern technologies and practices for selected culinary herbs production
- Trip report highlighting activities, findings, and recommendations.

1.6: Deliverables Schedule
The successful offeror shall submit the deliverables described above in accordance with a realistic deliverables schedule, as defined by the offeror, and outlined below:

<table>
<thead>
<tr>
<th>Deliverable Number</th>
<th>Deliverable Name</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Pre-Season Training</td>
<td>April 3, 2020</td>
</tr>
<tr>
<td>2.</td>
<td>In-Season Training</td>
<td>July 31, 2020</td>
</tr>
<tr>
<td>3.</td>
<td>Post-Harvest Training</td>
<td>September 30, 2020</td>
</tr>
</tbody>
</table>

*Deliverable numbers and names refer to those fully described in Section 1.5 above.

Section 2: Instructions to Offerors

2.1 Offer Deadline and Protocol: Offers must be received no later than 16:00, Georgia Standard Time, on March 5, 2020. Offers must be submitted by email to the following address: mtevdoradze@apgeorgia.org.

Please reference the RFP number 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. 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 Evaluation and Award: The award will be made to a responsible offeror whose offer follows the RFP instructions, meets the eligibility requirements, 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 individual criterion is indicated by the number of points below:

<table>
<thead>
<tr>
<th>Evaluation Criteria</th>
<th>Criteria Description</th>
<th>Maximum Points</th>
</tr>
</thead>
</table>
efficiently reaches the goal and objectives of this RFP. For the technical proposal, the Offeror is required to provide a detailed description of how the RFP requested activities will be implemented.

<table>
<thead>
<tr>
<th>Total Points – Technical Approach</th>
<th>35</th>
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<tbody>
<tr>
<td><strong>Management, Personnel and Resources</strong></td>
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<tr>
<td>Technical Capacity of Offer</td>
<td>Offeror will be evaluated on offered specialists’ relevant experience with similar activities. The USAID Agriculture Program will evaluate qualification, knowledge, and involvement of the personnel in similar activities.</td>
</tr>
<tr>
<td>Total Points – Management, Personnel, and Resources</td>
<td>35</td>
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<tr>
<td><strong>Cost Proposal</strong></td>
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<tr>
<td>Cost Effectiveness and Cost Realism of the Proposal</td>
<td>The proposed budget will be assessed on the degree to which the budget reflects the actual requirements of the technical proposal. The costs included in the budget should accurately represent the work effort described in the technical proposal.</td>
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<tr>
<td>Total Points – Cost Proposal</td>
<td>30</td>
</tr>
<tr>
<td><strong>TOTAL OFFER POINTS</strong></td>
<td>100</td>
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</table>

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 the USAID Agriculture Program;
- CNFA 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 will not issue an award to different offerors, entities, or third-parties other than the selected offeror(s). CNFA anticipates awarding a short-term international consultant agreement to the successful offeror.

2.4 Cost Proposal: Pricing must be presented in USD. Offers must remain valid for not less than ninety (90) 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:

(a) English language only

(b) Include the individual/agency/organization name, date, RFP number, and page numbers as a header or footer throughout the document.

(c) The Technical Proposal must be in the format provided in Annex 3.

(d) The Cost Proposal must be in the format provided in Annex 4.
A full proposal will include the following documents:
(a) A proposal offer checklist (Annex 1).
(b) A cover letter on company letterhead, signed by an authorized representative of the offeror (Annex 2).
(c) A complete Technical Proposal in response to the evaluation criteria in Section 2.3 and in the format provided in Annex 3.
(d) 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.
(e) A copy of the offeror’s business license, or, if an individual, a copy of his/her identification card.
(f) Three contacts for references from organizations/individuals for which the offeror has successfully performed similar work.
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:

- Offeror Checklist (Annex 1)
- 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, or, for individuals, a copy of his/her identification card
- Three contacts for references from organizations/individuals for which the offeror has successfully performed similar work
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: The USAID Agriculture Program
    47 Kostava Str., Tbilisi, Georgia
Reference: RFP no. STTA-001

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 the USAID Agriculture Program 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.

Authorized Signature:____________________  Name & Title of
    Signatory:______________________________

Date:___________________________________  Company Name:_________________________

Company Address:_______________________  Telephone:____________________________
    ____________________________________  Website:____________________________

Company Registration or Taxpayer ID  Does the company have an active bank account?
Number:______________________________  (Y/N):____________________________

Official name associated with the bank account (for payment):______________________________
Annex 3 – Technical Proposal

Technical Approach (30 points)
In 1,000 words or less, describe your approach to conducting the required training. What technical components would you focus on? What training methodology would you use? How would you empirically ensure that the training was impactful?

Management Personnel and Resources (35 points)
In 1,000 words or less, list the team members who will conduct the training and detail their experience and qualifications (attach CVs).
The table below contains the technical requirements of the commodities/services. 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 3 and submit a signed/stamped version to CNFA.

Do not include transportation-related costs in the cost proposal (air fare, hotel, per diem), as these will be arranged for the chosen consultant by the USAID Agriculture Program. Please describe in separate line items any miscellaneous costs which have been included in the budget.

<table>
<thead>
<tr>
<th>Description</th>
<th>Units</th>
<th>Unit Rate (USD)</th>
<th># of Units</th>
<th>Total Cost (USD)</th>
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<tbody>
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<td><strong>Subtotal Costs: Labor</strong></td>
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<td>III. Miscellaneous</td>
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<tr>
<td><strong>Subtotal: Miscellaneous</strong></td>
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<tr>
<td><strong>TOTAL BUDGET REQUEST</strong></td>
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<td>0.00</td>
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</tbody>
</table>
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 mtevdoradze@apgeorgia.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 via email at FraudHotline@cnfa.org or you may make an anonymous report by calling the CNFA Global Complaint Hotline at 202-991-0931.

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:

(a) 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.

(b) 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.

(c) 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.

(d) 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.

(e) 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.

(f) 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, the USAID Agriculture Program Project, or USAID to make an award or pay for costs incurred by potential offerors in the preparation and submission of an offer. In addition:

(a) CNFA may cancel RFP and not award;

(b) CNFA may reject any or all responses received;

(c) Issuance of RFP does not constitute award commitment by CNFA;

(d) CNFA reserves the right to disqualify any offer based on offeror failure to follow RFP instructions;

(e) CNFA will not compensate offerors for response to RFP;

(f) CNFA reserves the right to issue award based on initial evaluation of offers without further discussion;

(g) CNFA may negotiate with short-listed offerors for their best and final offer;

(h) CNFA reserves the right to order additional quantities or units with the selected offeror;

(i) CNFA may reissue the solicitation or issue formal amendments revising the original RFP specifications and evaluation criteria before or after receipt of proposals;
Request for Proposals

(j) CNFA may modify the specifications without issuing a formal notice to all offerors when the revisions are immaterial to the scope of the RFP;
(k) CNFA may choose to award only part of the activities in the RFP, or issue multiple awards based on multiple RFP activities;
(l) CNFA reserves the right to waive minor proposal deficiencies that can be corrected prior to award determination to promote competition;
(m) CNFA will contact all offerors to confirm contact person, address, and that the bid was submitted for this RFP;
(n) 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 the USAID Agriculture Program Project 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 USAID Geographic Code 937 and 110 in accordance with the United States Code of Federal Regulations (CFR), 22 CFR §228. The cooperating country for this RFP is Georgia.

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, road 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, road 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.

_________________________
[name, surname]
____________________________
[position/organization]
____________________________
[signature]
___________________________
[date]