

Request for Proposal (RFP)
Monitoring and Evaluation Consultancy, Puerto Rico

Date: 10/29/2019

Reports to: Alejandro Marchand

Position Location: Adjuntas, Puerto Rico

Anticipated start date: November 18, 2019

Estimated Duration: 3 Months

Subject: Request for Proposal

TechnoServe Inc. (TNS) – Arlington VA, invites your firm to participate in this competitive solicitation for pricing, delivery and terms of potential sale on the following service for TNS office in *Adjuntas, Puerto Rico*.

INTRODUCTION

[TechnoServe, Inc.](#) is an international nonprofit development organization that develops business solutions to poverty. We work with enterprising men and women in about 30 developing countries to build competitive farms, businesses and industries. By linking people to information, capital and markets, we help create lasting prosperity for their families and communities. With millions of people positively impacted by TechnoServe's work since 1968, we believe in the power of private enterprises to transform lives.

BACKGROUND

This consultancy will support TechnoServe's Rebuilding Puerto Rico's Coffee Industry Program. This multi-year program aims to improve the livelihood of smallholder coffee farmers and reverse the damage caused by Hurricane Maria and years of steady declines in coffee production. To revive the coffee sector, the program will deliver training to selected coffee farmers to increase farm productivity, as well as processing mills to increase the quality of their product and the sustainability of their operations, all of which will increase the quality and volume of sustainably produced coffee on the island. The project is based in Adjuntas, Puerto Rico and is entering its second year of operation.

TechnoServe is seeks a dynamic and pro-active Monitoring and Evaluation (M&E) consultant to manage the project's Baseline Best Practice Adoption Survey, as well as the Monthly Attendance & Data Collection process. The consultant should be a top talent candidate that possesses unique and/or hard to find analytical skills and is bilingual in Spanish and English.

GENERAL REQUIREMENTS & SCOPE OF WORK

HEADQUARTERS

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The selected consultant will be expected to manage to two activities: 1) the Baseline Survey, and 2) the Monthly Attendance & Data Collection process. To complete the activities, the consultant will need to work closely with Laterite, an independent data, research, and technical advisory firm that provides M&E Support to TechnoServe’s Coffee Team, to ensure all tasks are completed as needed, as they will be responsible for analyzing all of the data collected. Below is a (non-exhaustive) list of tasks that will be required to successfully complete both activities.

Preparing for the Baseline Survey (approximately 1 month). To prepare for the survey, the consultant will be responsible for the following tasks:

- Development of a work plan for managing the process;
- Managing of government approvals, if applicable;
- Recruitment of 3-4 data collectors;
- Management of the translation of survey instrument and materials;
- Extensive survey testing in the field.

Management of the Baseline Survey (approximately 2 months). Once the survey is ready for launch, the consultant will provide the following oversight to ensure the process runs smoothly:

- Managing and training the data collectors;
- Providing logistical support to the field team during the data collection process (transport, communication allowances, etc.);
- Providing updates to TechnoServe and Laterite.
- Supervision of soil and leaf sample collection during baseline survey.
- Packaging and labelling of samples and preparation for shipment

Monthly Attendance Data Collection (approximately 3 months). The consultant will serve as the first line of quality assurance to ensure the monthly training attendance data we provide to donors is as accurate as possible by doing the following:

- Managing attendance sheets;
- Supervising data entry (including back-checks);
- Ensuring data quality by reviewing all databases before Laterite’s analysis;
- Relationship management between local team and Laterite.

All of the above activities will be executed in close partnership with the project team. The Consultant is expected to report to the Adjuntas project office on a regular basis, when not in the field, and to report on progress weekly.

Deliverables

Activity	Anticipated Duration
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Development of a Baseline Survey Work Plan	2 weeks
Identify and train 3-4 Data Collectors	2-3 weeks
Support finalization of Baseline Survey (after testing)	2 weeks
Completion of data collection for the Baseline Survey, as well as soil and leaf samples.	1 month
Collection of Monthly Attendance Data	Completed on a Monthly Basis

PERIOD OF PERFORMANCE

The expected time period is a total of three months, starting in mid-November 2019. *Proposals shall detail the estimated length of time required to accomplish all requirements, with detail on individual activity implementation dates, as referenced in the Scope of Work. Please ensure proposals do not exceed 5 pages.*

CRITERIA FOR SELECTION

Consultants will be evaluated on the following weighting and points, assessed through the Consultant’s proposal. At the sole discretion of TNS, the top proposals may be selected for follow-up questions.

Relevant Technical Proposal –10%		
Project Schedule/Period of Performance	5 points (maximum)	10 total points
Project Deliverables	5 points (maximum)	
Relevant Experience – 40%		
Experience working with on or managing evaluation surveys	20 points (maximum)	40 total points
Experience managing small teams	10 points (maximum)	
Experience cleaning data sets	10 points (maximum)	
Cost Proposal – 35%		
Competitive rates	35 points (maximum)	35 total points
Other – 15%		
Project Team Structure and Internal Controls	5 points (maximum)	15 total points
Fluency in Spanish and English	5 points (maximum)	
Willingness to travel	5 points (maximum)	
TOTAL		100 POINTS

TechnoServe reserves the right to award the contract to the organization whose proposal is deemed to be in the best interest of and most advantageous to TNS and the Donor.

TechnoServe will not award a contract to any bidder where there is indication of a lack of business integrity.

The Consultant with the winning proposal will be notified in writing. Those who were not selected may or may not be notified, at the sole discretion of TNS.

TERMS AND CONDITIONS

1. The Request for Proposal is not and shall not be considered an offer by TechnoServe.
2. All responses must be received on or before the date and time indicated below. All late responses will be rejected.
3. All unresponsive responses will be rejected.
4. All proposals will be considered binding offers. Prices proposed must be valid for entire period provided by respondent or required by RFP.
5. All awards will be subject to TNS contractual terms and conditions and contingent on the availability of donor funding.
6. TNS reserves the right to accept or reject any proposal or cancel the solicitation process at any time, and shall have no liability to the proposing organizations submitting proposals for such rejection or cancellation of the request for proposals.
7. TNS reserves the right to accept all or part of the proposal when award is provided.
8. All information provided by TNS in this RFP is offered in good faith. Individual items are subject to change at any time, and all bidders will be provided with notification of any changes. TNS is not responsible or liable for any use of the information submitted by bidders or for any claims asserted therefrom.
9. TNS reserves the right to require any bidder to enter into a non-disclosure agreement.
10. Submitted proposals must remain valid for at least 30 days after they are submitted to TNS.
11. The bidders are solely obligated to pay for any costs, of any kind whatsoever, which may be incurred by bidder or any third parties, in connection with the Response. All responses and supporting documentation shall become the property of TNS, subject to claims of confidentiality in respect of the response and supporting documentation, which have been clearly marked confidential by the bidder.
12. Bidders are required to identify and disclose any actual or potential Conflict of Interest.

FORM/CONTENT OF RESPONSE

All proposals shall:

1. Be in the English language.
2. Contain detailed cost in *US Dollar*, with applicable Tax/Charges clearly identified.
3. Provide requested payment terms and conditions.
4. Describe the qualifications, experience and capabilities of the consultant/team in providing the type of services being request by this RFP. Resumes or CVs shall be submitted as an attachment.
5. Include a contact name, email address, and telephone number to facilitate communication between TNS and the submitting organization.
6. A brief outline of the organization and services offered, including:
 - Full legal name, jurisdiction of incorporation and address of the company

- Full legal name and country of citizenry of company's President and / or Chief Executive Officer, and all other officers and senior managers of the company
- Year business was established

SCHEDULE OF EVENTS

1. Questions regarding this request may be addressed to Jessica Kane, jkane@tns.org and must be received no later than *11/1/2019 at 5pm EST*. Responses to questions will be distributed to all interested parties no later than *11/5/2019 at 5pm EST*.
2. Responses to the RFQ should be addressed to the attention of Jessica Kane, jkane@tns.org and **no later than 11/12/2019 at 5pm EST**.

End of RFP