

Subaward Request for Applications

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| RFA Release Date: | 16 September, 2020 |
| Deadline for Questions: | 12:00pm (BST), 28 September 2020 |
| Closing/Submission Deadline: | 7:00pm (BST), 2 October 2020 |
| RFA Code: | IP01IB04TAP03b |
| SUBJECT: | Impact Advisory to Osam's digitisation and extension Pilot |

Dear Applicants,

This document constitutes a request for applications (RFA) from eligible bidders for a project funded by the Commercial Agriculture for Smallholders & Agribusinesses (CASA) Technical Assistance Facility. It is accompanied by a template for a letter of intention to submit an application

Issuance of this RFA does not constitute an award commitment on the part of TechnoServe, nor does it constitute a commitment to pay for costs incurred in the development of an application.

The letter of intention to submit an application and questions regarding the RFA requirements must be submitted in writing to tmulder@tns.org by the deadline listed above. Following the receipt of the letter of intention, a budget template will be shared for the proposal submission. Include the RFA Code and Subject in the subject line for your questions.

TechnoServe, CASA TAF & DFID aim to create an inclusive culture of best practice with the delivery partners with whom it engages and which receive UK taxpayers' funds. All Supply Partners and Subrecipients should adhere to the overarching principles of the Supply Partner Code of Conduct to:

- Act responsibly and with integrity
- Be transparent and accountable
- Seek to improve value for money
- Demonstrate commitment to poverty reduction and DFID priorities
- Demonstrate commitment to wider HMG priorities

A. Background

Established in 1968, TechnoServe works with enterprising people in the developing world to build competitive farms, businesses, and industries. We have worked in more than 40 countries across Africa, Latin America, and Asia, assisting thousands of businesses and improving the incomes of millions of people.

We provide business solutions to poverty by linking people to information, capital and markets. With five decades of proven results, we believe in the power of private enterprise to transform lives.

TechnoServe has been competitively selected in 2019 by the UK government's Department for International Development (DFID) to lead part of a five-year programme – Commercial Agriculture for

Smallholders and Agribusinesses (CASA) – focused on driving catalytic change in how investors view and invest in agribusinesses operating in supply chains with significant numbers of smallholder producers. CASA is focused on increasing economic opportunities for smallholder farmers (SHF) by:

- Enabling more smallholder farmers to engage with and trade into commercial markets;
- Demonstrating the commercial viability of agribusinesses with significant smallholder supply chains and attracting more investment into these businesses;
- Deepening the smallholder impact of investments made by development finance institutions and impact investors.

TechnoServe’s role on CASA is to establish and operate a £8 million Technical Assistance Facility (TAF)¹ to support agribusinesses that have received development finance institution (DFI) or impact investor financing to extend and deepen their smallholder impact. CASA TAF’s aim is to increase the development impact of individual deals and help build an evidence base of the potential development returns from agribusiness investments that can be used to raise expectations of investors from future deals. CASA TAF has the potential to re-define the role private investments in agriculture can play towards driving development impact for millions of smallholder producers across the globe. Over five years, our objective is to increase sales and productivity of over 100,000 smallholders, and increase jobs and rural income generation opportunities on farms and in invested agribusinesses.

As a part of CASA TAF’s engagement with selected agribusinesses we undertook a rigorous analytical study with HR Foods (T/A Osam Dairy or “Osam”) to identify opportunities for deepening or broadening their smallholder-oriented sourcing model. The resultant Inclusive Business Plan completed in Q2 2020 is focused on understanding the business’ commercial priorities and value drivers, and identifying smallholder-oriented initiatives that intersect with commercial priorities. In particular, in line with Osam’s ambitious strategy to achieve a 7x volume uplift in milk volumes sourced from a high-potential district, Begusarai, Osam has proposed to pilot a new village-level procurement model considering such elements as digital procurement methods and extension.

Farmer extension and input support has potential to drive significant benefits for small dairy farming households. However, at current procurement volumes, investing in extension does not make commercial sense for Osam. Technical assistance will be provided by CASA to develop and test a way for village-level extension to become a commercially-sustainable component of Osam’s sourcing model. If the pilot is successful it can reshape Osam’s growth strategy to be significantly more impactful in the future.

B. Project Description:

Project Goal

For Osam, providing a combination of enhanced extension services and digitisation of procurement, could result in increased market share and increased earnings for the company. At the same time, smallholder access to quality extension and transparent payment terms, will support increased productivity and earnings. These commercial and impact drivers will be tested out and need to be carefully monitored and measured during the pilot.

Therefore, the goal of the TAF funded project is to 1) establish the KPI framework and methods for capturing data to measure the performance of the pilot, and to 2) conduct a baseline and follow up

¹ <https://www.casaprogramme.com/technical-assistance/>

midline assessment, considering quantitative and qualitative research methods, and make recommendations for improving the performance of the pilot ahead of the second year of implementation.

Required qualifications

The TA provider(s) or the key personnel in the proposed team must demonstrate the following experience and expertise:

- Bachelor's Degree with a minimum of five years of experience working in private sector
- Experience working with corporations around shared value initiatives required
- Minimum five years of work experience in monitoring and evaluating complex, large, multi-year agricultural sector development projects
- Proven expertise in quantitative and qualitative methodologies, operations research, farmer information systems, reporting, data quality assessments, data analysis and presentation and setting up and managing M&E systems that track performance as per the objectives
- Experience in dairy sector in India or South Asia preferred
- Ability to speak fluent Hindi required
- Experience in or passion for implementing field work in eastern India required
- Demonstrated leadership skills, teamwork and relationship building
- Excellent written and verbal communication and interpersonal skills
- Strong computer skills, including MS Word, PowerPoint, and Excel
- Ability to work independently, flexibly, and responsively
- Ability to adapt to changing working conditions
- Ability to prioritise and meet deadlines

Scope of work

Detailed project description

A baseline analysis was conducted by the CASA TAF in the IBP development phase in the last quarter of 2019. Given the small sample size, and that the impacts of COVID-19 may have affected baseline data since the analysis was conducted, CASA TAF is seeking services from a qualified M&E provider to conduct a more comprehensive baseline analysis to validate baseline assumptions; and recommend a robust KPI framework to measure impact of a digitised procurement and extension pilot. This will ensure proper assessment of feasibility and impact (at the company and farmer level); changes that should be made to the model based on progress and ultimately inform the company's scale up strategy. The service provider will set up the KPI framework, determine the impact measurement strategy and data capturing methods and clearly measure the performance of the pilot at midline assessment.

Whilst the company is in a position to track KPIs that are core to the business (e.g. volumes, milk sales per farmer), deeper insights are needed in relation to the impact of technology in increasing transparency and market share (and how this compares/interacts with other drivers); and better understand/validate the impact at the farmer level (e.g. incremental incomes from digital payment, increased productivity and sales to Osam). This phase will require close engagement with Osam and the extension design TA provider.

Following one year of implementation the impact advisor would conduct a follow up midline analysis to assess the progress against the key drivers of change, qualitatively and quantitatively, and make recommendations for improving data collection and analysis against the KPI framework; and make recommendations for improving the performance of the pilot ahead of the second year of implementation.

Logic of intervention

Osam Dairy's digitisation of dairy procurement & extension programme will test whether the combination of digital procurement of milk and extension services can drive a step-change in volume per village; and drive market share increase whilst improving farmer productivity and smallholder farmer incomes. If successful, this model can reshape Osam's sourcing strategy to incorporate village level extension and be significantly more impactful in the future.

Results chain

The results chain shows the linkage between activities, outputs and expected impact of the projects on household incomes, improved rural food security and gender equality, contributing to SDGs 1, 2, 5. The results chain is linked to a measurement plan that will be updated in key reporting periods by the TA Provider(s).

Illustrative activities and expected deliverables

The following are specific activities that the candidate could consider undertaking to complete the baseline and midline analyses for the project; taking into account the outputs and outcomes outlined in the results chain and key metrics being reported by the main programme. The candidates are encouraged to consider how they would go about achieving the objectives of the project, and to indicate where they would amend or add further activities to gain further insights.

Through the project, the TA Provider will:

- a. Submit a TA workplan at project kick-off
- b. Develop interview guides/questionnaires
- c. Capture raw data/outputs of interviews in a structured format (TBC)

Part 1 – Baseline analysis and support to pilot design

- d. Review inclusive business model, results chain, company KPI tracker, company and farmer-level data collection sheets, lean data study outputs and other key historic and incoming information and data; participate in orientation discussions with key stakeholders including Osam management, CASA TAF team, StellApps & other related providers
- e. Interview key staff members to understand current milk procurement approach and digital collection centre rollout strategy; assess key issues and validate the selection of the 5 collection centres recommended for the pilot
- f. Define impact measurement strategy to measure adoption and impact of digitised procurement services and extension services; set up data collection framework - verify available and required data from Osam, from extension team, from StellApps technology (eg. are there unique identifiers in the data, can the data reveal customer acquisition and

retention) and from the survey; and make recommendations to data collection support team towards the operationalisation of data collection processes

- g. Establish comparison group and sampling strategy
- h. Review and refine key farmer metrics and the KPI framework
- i. Conduct a household level baseline survey to validate baseline data and key drivers of change including, for example, middleman manipulation, farmer loan traps, and farmer pricing
- j. Develop the baseline report, inclusive of analysis on research takeaways, impact measurement strategy, KPI framework and any other recommendations for the pilot

Part 2

- Conduct deep-dive impact survey at the midline of the pilot, qualitative and quantitative data analysis to establish impact of the programme at the farmer level;
- Develop the impact evaluation report; inclusive of analysis on research takeaways, qualitative and quantitative insights to inform decision making processes and recommendations for the pilot into its second year of implementation

The below Figure 1 provides a summary of baseline indicators for SHFs; the actuals will be shared with the TA provider for validation at project kick-off.

Figure 1: Summary of Company and SHF baseline indicators

| | Key baseline assumptions | Units |
|----|---|---------------------------|
| 1 | Villages targeted for intervention | Number |
| 2 | Osam's current daily milk collection per center | Liters per day |
| 3 | Osam's current daily collection per household | Liters per day |
| 4 | Proportion of household production sold | % |
| 5 | Current daily production per household | Liters per day |
| 6 | Current farmers per village selling to Osam | Number |
| 7 | Cattle per household | Number |
| 8 | Milk pricing: Fat | Rupees/kilogram |
| 9 | Milk pricing: Solid not fat (SNF) | Rupees/kilogram |
| 10 | Milk pricing: Rate w/o premium | Rupees/kilogram |
| 11 | Milk quality: Fat % | % |
| 12 | Milk quality: SNF% | % |
| 13 | Current farmer inputs and costs ² | Rupees per day per cattle |

An illustrative list of additional farmer-level impact indicators for the impact monitoring and evaluation include:

- Daily, monthly, and annual sale and revenue per farmer in the extension program
- Input purchases per farmer in the extension programme
- Household-level adoption of key practices
- Household-level uptake of Osam's digitised procurement services
- Household-level sales to Osam (of households that received extension services)

² Per Osam management; cost line items include: green fodder, dry fodder, cotton seed cake, godrej super pellets, mineral mixture, vet costs

- Household-level total production
- Household-level number of cattle per household
- Household-level costs of production

TA Providers are expected to provide a list of additional output indicators, assumptions and means of verification relevant for the project as they will implement it.

This role will require deep engagement with Osam Dairy including significant time spent in the field engaging with management and staff at the company, as well as smallholder producers within and outside the business' supply chain. This role offers an excellent opportunity to engage with management of a mid- to large sized agribusiness operating in India, as well as the smallholder suppliers to these businesses.

The TA provider will work within CASA TAF team, and will be supported and managed by an Agribusiness Advisor-level member of the team. The TA provider will work very closely with experts in TechnoServe, primarily the CASA TAF team to understand existing frameworks and technical assistance approaches, and how they can be applied or adapted to deliver on the direct sourcing pilot and season plans outlined above.

At the end of this engagement the consultant will deliver required outputs related to the impact advisory in PowerPoint, Excel or word format (to be determined), along with any back up research and analysis files.

Monitoring and evaluation

The overall project KPI metrics are included in Table 1. As a part of the activities outlined above, the TA provider will be expected to support the collection of data and to propose additional KPIs (as well as the assumptions and means of verification) relevant to the impact advisory in their proposals and during the design phase.

Table 1: Key monitoring and evaluation metrics reported by Osam Dairy, CASA TAF and programme partners for the 5-village pilot

| Results chain type | Organisation responsible | Metric | Units | Data source | Reporting frequency |
|----------------------------|---------------------------|----------------------------------|--------|---------------------------------------|---------------------|
| TA spend | CASA | CASA Spend | INR | CASA records | Monthly |
| | Osam | Agribusiness cost share | INR | Financial reports/ Osam farmer P&L | Quarterly |
| | Stellapps (if applicable) | Third-party leverage | INR | Stellapps records | Quarterly |
| Output _s (Comm) | Osam | Volume of goods (milk) purchased | Litres | Osam procurement database | Quarterly |

| | | | | | |
|------------------------------|-------------|--|-----|--|-----------|
| | Osam | Total outgrowers/ SHFs selling directly to Osam at pilot villages | # | Osam procurement database (gender disaggregated) | |
| | Osam | Average fat and SNF % of milk procured from SHFs | # | Osam procurement database | |
| Outputs (SHF) | Osam | Number of SHF participants | # | Osam gender disaggregated database of individuals in extension programme with attendance records | Quarterly |
| | Osam | Costs per SHF (including costs from extension programme) | INR | Osam farmer P&L; Input costing | |
| | Osam | Revenue per SHF from programme (price paid to SHFs) | INR | Osam farmer P&L/ procurement database | |
| Outcomes (SHF) | CASA | Additional SHF income | INR | Revenue & cost calculated above, general baseline | Quarterly |
| | Osam | Number of SHF beneficiaries | INR | Osam procurement database | |
| Outcomes (Commercial) | Osam | Incremental EBITDA | INR | Osam financial reports/ procurement data | Quarterly |

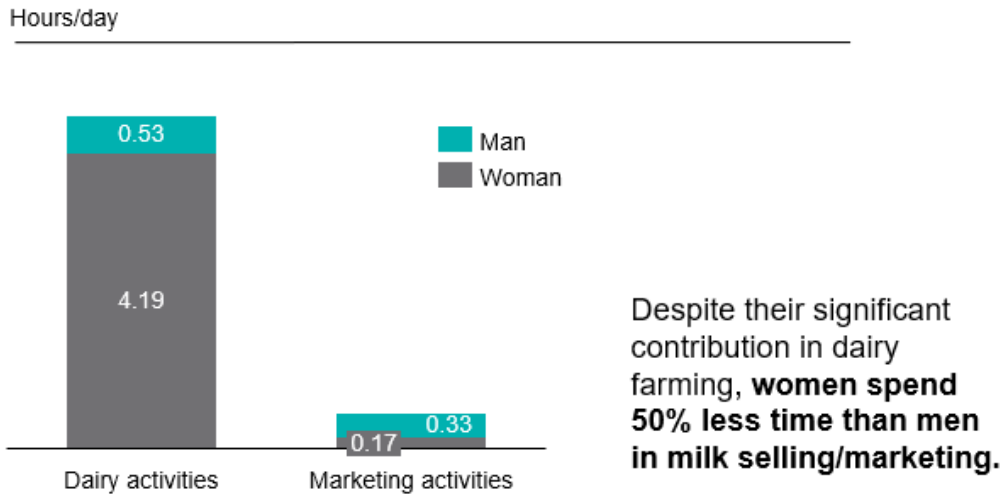
Gender

Women are key agricultural producers in Africa and Asia and as such the project team must structure activities in this project to take into account the impact on women and report on gender.

The project team must ensure there is equal access for men and women to the project's benefits. Gender related targets must be clearly articulated. In addition, farmer training should be gender sensitive and should include modules on the different roles of men and women.

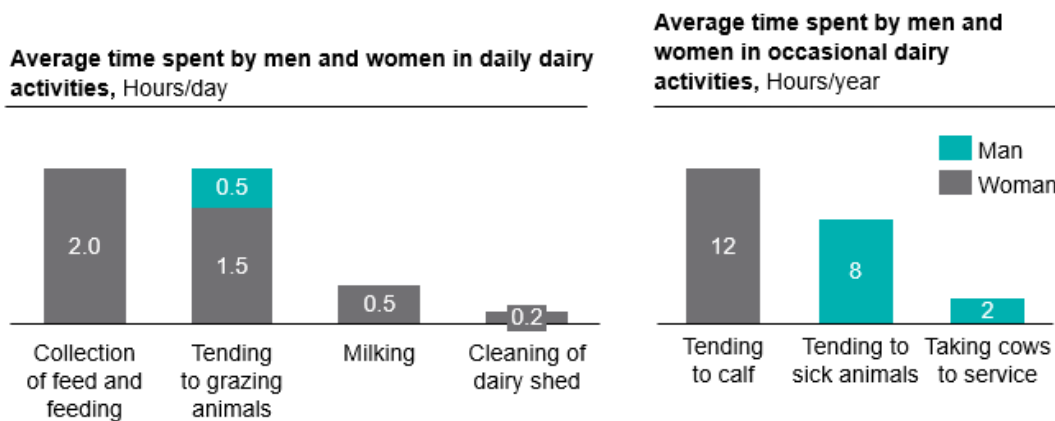
As Osam scales up digital payments, we recommend a concerted effort to register women as recipients as much as possible.

Figure 1: Average time spent by men and women in various dairy activities



The team should intentionally engage women to drive behavior change as women spend significant time on dairy activities.

Figure 2: Breakdown of average time spent by men and women in various dairy activities



While women tend to spend 4x more time than men managing dairy activities at the household level, yet they tend to be excluded from training activities unless intentionally engaged and supported. Osam’s current training efforts fall short in this area.

Environment

The TA Provider must include, at a minimum, how the impact of the project on local biodiversity will be minimised, how use of scarce natural resources will be minimised and how waste and effluents will be adequately managed to have low /no adverse effect on the environment and nearby communities.

³ Source: Kaur. Participation of Rural Women in Dairy Activities, 2015

The TA Provider may want to introduce commercially viable climate-smart livestock farming techniques. Farmer training should at a minimum include modules on responsible use of fodder, rotational grazing (if relevant), the importance of biodiversity and how to preserve it in local areas and the importance of preserving scarce natural resources.

Budget

A total of up to £30,000 is available for the cost of implementing this project. These funds are provided by the CASA TA Facility. A performance-based fixed fee contract will govern the fee payments for the project.

Value for money

Potential TA providers will be evaluated in terms of value for money with a benchmarking of bidder costs in relation to outputs before TA contracts are awarded.

The selected subrecipient will be subject to a Risk Assessment Analysis prior to contracting which will ascertain the TAF service provider's value for money capabilities and commitment. Proposed costs will be analysed in relation to market rates. However, payment will be based on performance once the project is contracted.

Location

The project will be based in Jharkhand and Bihar, India. Some project management / oversight may be remote.

Duty of care

The Subrecipient owes a duty of care to the Subrecipient personnel and is responsible for the health, safety, security of life and property and general wellbeing of such persons and their property and this includes where the Subrecipient personnel carry out the Services. An assessment of the subrecipient's duty of care capabilities will be undertaken pre-award.

Timing

The impact advisory project will be undertaken over a total of four months in two phases; Part 1 baseline and M&E set-up will take place in the design phase of the pilot (~October to December 2020) and part 2 midline and recommendations will take place at the same time of year one year into the implementation of the pilot (~October to December 2021).

C. The Application and Subaward Process

Application Submission

The subaward application process under this RFA will consist of one phase of competition where full applications shall be submitted by interested parties to TechnoServe for evaluation. Application sections must include, but not limited to

- How the organisation intends to carry out the project – proposed approach, actions/activities and timelines presented in a workplan, and project/stakeholder management plan.
 - Particular attention must be given to how the Applicant would sample (including sample and control group size and methods) for the baseline and midline assessment, given that the target participants group is ~5,000 farmers.
 - Particular attention must be given to how the Applicant would undertake the assignment during October–December 2020 given COVID-19 related social distancing requirements and travel restrictions (adaptation measures must be included).
- Milestones and results to be achieved over the life of the project
- Team structure; roles and responsibilities of each team member and CV’s of key team members included in the Appendix
- Budget details (including any value for money arguments), which must be provided in Attachment 3 – Budget Template and compliant with DFID’s Cost Eligibility Guidance for Commercial Contracts (found here: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/828309/FINAL_v3.0_Cost_Eligibility_Guidance_for_commercial_contracts_01.09.19.pdf)
- Past performance and institutional capacity
- Risk Matrix and risk mitigation strategy - A risk matrix should be included that outlines the risks to project success, the size/importance of each risk to the project, and the proposed mitigation strategy that the TA Provider will take to minimise the risk becoming a reality. The table should also include a column indicating how the TA Provider will track the status of the risk and how this will be reported on during the project.
- Signed declarations – Attachment 1 to this RFA
- Duty of Care Response – Attachment 2 to this RFA

Step 1:

Applications will be developed and submitted by the Applicant to TechnoServe utilising the templates provided (or other referenced material as stated in the RFA) in accordance with all guidelines by the stated submission deadline. Late submissions will not be accepted.

Organisations/Individuals must register on the CASA TAF service provider database ([here](#)). This is required and can be completed any time prior to submitting the application.

The main body of the technical proposal should be no longer than 10 pages.]

Step 2:

Applications will be vetted by TechnoServe staff to ensure each application meets the requirements set forth in this RFA. Any applications failing to meet minimum requirements will be disqualified from competition. The minimum requirements include the eligibility criteria, use of application templates provided, submission by the deadline, etc. [delete if sole sourced]

Step 3:

Applications received within the application deadline that meet the minimum requirements set forth in the RFA will be evaluated by a Selection Committee using the following criteria:

| Selection Criteria | Scoring |
|--|----------------|
| 1. Technical Approach: <ul style="list-style-type: none"> a. Relevance: the extent to which the proposed project addresses the terms of reference and objectives of the project b. Approach: robustness of proposed workplan and resources for delivering project | 30% |
| 2. Qualifications/Experience: <ul style="list-style-type: none"> a. Relevant experience: extent to which the TAP has delivered similar projects in the past including level of local knowledge and experience b. Previous results: quality and magnitude of results of projects delivered in the past c. References: quality of references provided | 20% |
| 3. Personnel: <ul style="list-style-type: none"> a. Expertise: level of qualifications and relevant experience of technical team proposed; adequate project management included in team b. Availability: Readiness of proposed team to commence project | 30% |
| 4. Cost: <ul style="list-style-type: none"> a. Absolute cost: reasonableness of costs proposed b. Return on investment: value for money taking into account quality of output/impact of project | 20% |
| Maximum Score | 100% |

Step 4:

The Selection Committee will recommend those applications with the highest scores for award. As applicable, the Selection Committee may request applicants to provide additional information and edit their applications. In such cases, the Selection Committee will also establish a deadline for submission of revised applications.

Step 5:

Successful applicants will be notified by TechnoServe and will begin to work with TechnoServe staff to revise their applications to be incorporated into a full subaward. This step will include a pre-award risk assessment.

Step 6:

Following the successful conclusion of the application process and acquisition of any required donor approvals, TechnoServe will issue the successful applicant(s) with a subaward with details on the scale, scope, cost, and terms and conditions. Whenever possible, TechnoServe will meet with new subrecipients to provide an orientation outlining the main requirements for performance and reporting.

Step 7:

Throughout the duration of the subaward, TechnoServe will monitor the subrecipient's performance and compliance with all subaward terms and conditions.

D: Project Budget Submission and Costing guidelines

Individual subawards will vary depending on availability of funding, nature and scope of project activities, the period of implementation, and justification of costs proposed. Although consideration will be given to all applications received by the deadline, it is recommended that the total budget requested from TechnoServe does not exceed £30,000. Subawards will be issued on a competitive basis and only to a selected number of applicants.

While reviewing application budgets, the Selection Committee will ensure that:

1. The budget application reflects all the resources necessary for program implementation (Direct and Indirect Costs, as applicable).
2. The budget notes column provides details on all types of costs planned and cost justification.
3. All costs budgeted are eligible. Information on eligible and ineligible costs can be found here: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/828309/FINAL_v3.0_Cost_Eligibility_Guidance_for_commercial_contracts_01.09.19.pdf. Budgeted costs categories may include but are not limited to:

- a. **Personnel:** Salaries and benefits for full and part-time staff involved in the project. Staff can be paid only for activities performed within the framework of the proposed project. All personnel expenses must be justified with information on the role of the proposed staff in project implementation.
- b. **Consultants and Other Outside Services:** Fees for any external consultants or contracted firms required to support subaward activities.
- c. **Travel:** Flights, per diem, and any other required travel costs for project personnel to conduct implementation activities.
- d. **Office Costs:** Any required cost for the subrecipient's local office to support project implementation.
- e. **Supplies and small equipment under £500:** Any project-related supplies and small equipment with a unit cost under **£500**.
- f. **Equipment:** Any project-related equipment with a unit cost above **£500**, such as project vehicles or generators.
- g. **Other Direct Costs:** Any other direct costs of the project, such as costs for conducting trainings, developing publications, etc.
- h. **Indirect Costs:** If applicable, organizational overhead costs. This must be an annually audited rate, or negotiated through DFID's NPAC procedure.

Pre-Agreement Costs - TechnoServe will not reimburse costs incurred prior to the effective date of the subaward. In special cases where pre-agreement costs are necessary to comply with the proposed delivery schedule, TechnoServe may discuss and negotiate with the applicant the approval of certain pre-agreement costs. Such costs are only eligible with the prior written approval of TechnoServe.

E. Submission Guidelines

Applicants must submit their applications, budgetary information as well as any other information responding to the terms, conditions, specifications and requirements of this RFA to:

TechnoServe-South Africa

To: Tasmin Mulder

Agribusiness Advisor Commercial Agriculture for Smallholders & Agribusinesses (CASA)

Technical Assistance Facility

Email Address: tmulder@tns.org

Applications must be received by the submission deadline specified on the first page of this RFA. Late submissions will not be accepted.

F. Reporting Guidance

1. Financial Reporting

This is a Fixed Amount subaward. No financial reporting on expenditures is required.

2. Program Reporting

Program/technical reporting will be defined during the contract negotiation stage and is expected to be closely linked to the milestones to be defined in the Subaward.

Attachments to this RFA:

| | |
|---------------|--|
| Attachment 1: | Declarations |
| Attachment 2: | Duty of Care Response |
| Attachment 3: | Letter of Intention to submit an application |

Attachment 1 - Declarations

Declaration to Adhere to The Overarching DFID Code of Conduct Principles

As a Supply Partner to the Department for International Development funded CASA-TAF, [ORGANIZATION NAME] is committed to adhering to the overarching principles of the Supply Partner Code of Conduct and to conducting business in an ethical, legal and socially responsible manner. We agree to adhere to DfID's overarching principles to:

- act responsibly and with integrity create impact with integrity by holding ourselves to high ethical standards, respecting the rule of law and behaving honestly and openly;
- be transparent and accountable by being aware of and complying with relevant laws and regulations, meeting our commitments to donors, and reporting any potential misconduct related to donor contracts or awards quickly; isk
- always seek to improve value for money by implementing strong policies and procedures around procurement, and providing economy, efficiency, and effectiveness in all of our work;
- always work to recognize, mitigate and manage risks; and
- demonstrate commitment to DFID and HMG priorities.

[ORGANIZATION NAME] certifies that is has read and understood the DFID Supply Partner Code of Conduct.

Declaration Regarding Anti-Terrorism, Security and Safeguarding

As a Supply Partner to the Department for International Development funded CASA-TAF, [ORGANIZATION NAME] is committed to implementing due diligence processes to provide assurance that UK Government funding is not used in any way that contravenes the provisions of the Terrorism Act 2000, and any subsequent regulations pursuant to this Act. [ORGANIZATION NAME] hereby certifies that it and its principles are not linked to terrorist offences, terrorist activities or terrorist financing.

[ORGANIZATION NAME] is committed to maintaining high levels of data security and is committed to demonstrating good to assure the prevention of actual, attempted or threatened sexual exploitation or abuse by employees or any other persons engaged in activities relating to DFID funded work.

Declaration Regarding Tax Evasion, Bribery, Corruption and Fraud

[ORGANIZATION NAME] recognizes that DFID and TechnoServe take a zero tolerance approach to tax evasion, corruption, bribery and fraud. [ORGANIZATION NAME] hereby certifies that it fully understands and is in compliance with relevant country level tax regulations and has policies in place to identify and mitigate potential or actual corruption, bribery and fraud.

Declaration Regarding Whistleblowing and Reporting

[ORGANIZATION NAME] will ensure staff involved in any DFID funded business, can immediately report all suspicions or allegations of aid diversion, fraud, money laundering or counter terrorism finance to the Counter Fraud and Whistleblowing Unit (CFWU) at reportingconcerns@dfid.gov.uk or on +44(0)1355 843747.

Declaration Regarding Duty of Care

[ORGANIZATION NAME] recognizes it owes duty of care to its personnel and is responsible for the health, safety, security of life and property and general wellbeing of such persons and their property.

[ORGANIZATION NAME] warrants that it has:

- carried out the appropriate risk assessment with regard to its delivery of the services;
- provided the personnel with adequate information, instruction, training and supervision;
- appropriate emergency procedures in place to enable their provision of services so as to prevent damage to its personnel's health, safety, security of life and property and general wellbeing.

Name:

Title:

Date:



IP01IB04TAP03b TA Provider Letter of Intention to Submit Proposal

To:

Tasmin Mulder
Agribusiness Advisor
CASA Technical Assistance Facility (TAF)
E-mail: tmulder@tns.org

Applicant: *[Applicant's name]*

Dear Ms Mulder,

Herewith **we/I** are confirming our intention to submit a proposal in response to IP01IB04TAP03b released on 14 September 2020 for the Impact Advisory to Osam's digitisation and extension Pilot (the **Project**).

We/I further confirm and agree that:

1. the undersigned is duly authorised to represent *[Applicant's name]* and to sign this letter on **our/my** behalf;
2. **we/I**, our employees and representatives (together, the **Recipients**) shall maintain the confidentiality of all confidential information provided in connection with the Project, whether pertaining to DFID, the investors CDC, Lok Capital, the CASA TAF or the Company which will receive the service (each, a **Disclosing Party**). (For these purposes, **confidential information** means all information (howsoever recorded) disclosed or made available, directly or indirectly, to a Recipient pertaining to the business, affairs, customers, clients, suppliers, plans, intentions, or market opportunities of a Disclosing Party or its operations, processes, product information, know-how, designs, trade secrets or software, but excluding any information (i) that was available to the Recipient on a non-confidential basis prior to disclosure by a Disclosing Party, (ii) that has come into the public domain (other than as a result of a breach of this agreement), or (iii) a Recipient is required by law to disclose (to the extent only of that requirement);
3. **we/I** acknowledge the rights of the Disclosing Parties in the confidential information, and shall return to you on demand all confidential information and shall not keep copies thereof (save to the extent required by law); and
4. **we/I** shall not use any confidential information for any purpose other than for the purposes of the Project.

This letter shall be governed in strict accordance with the laws of the Commonwealth of Virginia, USA.

Subject to receipt of this letter we look forward to receiving additional information relating to the Project.

Yours sincerely,

Name and position in capital letters:

Applicant's name:

Date (day/month/year):