

**Request for Proposal (RFP)**  
***Embedded & Independent M&E Services***

Date: October 1, 2020

**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 the TNS Coffee Practice.

**I. INTRODUCTION**

TNS is an independent, non-governmental organization providing professional support to smallholder farmers across a multitude of value chains, including both food and cash crops. By providing targeted training and forging market linkages, TNS seeks to improve the livelihoods of smallholder farmers.

**II. BACKGROUND**

TNS Coffee Practice is an area of excellence that has projects within the coffee sector across South America, Latin America and Caribbean, East Africa, and Southern Africa. The Coffee Practice implements activities across the coffee value chain from agronomy support to trainings on sustainability standards for processors.

**III. GENERAL REQUIREMENTS & SCOPE OF WORK**

TNS seeks a contractor that can perform a wide range of monitoring, evaluation and learning services to measure and demonstrate TNS's impact and progress toward achieving the outputs and outcomes of its coffee projects with a geographic focus on East Africa and the Caribbean, but not limited to this scope.

TNS seeks to enter into an Indefinite Delivery, Indefinite Quantity (IDIQ) umbrella agreement with a contractor under which task orders will be issued according to the specific project and required support. See Attachment A for a projected list of task orders to be delivered under this IDIQ in 2021.

TechnoServe has already identified a number of coffee programs that require support through this framework agreement. Geographies may include any country in which TNS has operations, however work is expected to be primarily in East and Southern Africa including Ethiopia, Kenya, Rwanda, Zimbabwe, DRC, and Uganda.

Below are example activities that the contractor may be requested to perform under this IDIQ:

1. Manage the overall monitoring, evaluation, and learning function through strategic planning, digitization, and systematization of policies;
2. Oversee and coordinate the implementation of ongoing evaluations, such as best practice adoption surveys, baseline and endline surveys, and yield surveys;

3. Conduct required analysis and reporting for donors and corporate partners;
4. Introduce analytical and design-level innovations in order to maximize learning.

**Interested firms should develop a technical and cost proposal responding to the two task orders below:**

***Task Order A: Support to the Coffee Agronomy and Quality Program, DRC***

1. **Evaluating the TNS Intervention - Agronomy Training to Coffee Farmers (around 5,000 households total)**
  - a. Demonstrate that farmers that attend TNS training are more likely to adopt best practices for Coffee
  - b. Conduct a baseline and endline Survey for Cohort 2021 with Coffee households, sample size to be defined. The baseline survey would be conducted in Q1 2021 and the endline survey would be conducted in Q1 2023. Field data collection would be made by the in country Monitoring, Evaluation and Learning (MEL) program team, all other responsibilities would lie with the applicant.
  - c. Survey to include (i) socio-economic modules, including individual and societal perceptions of regenerative agriculture (ii) best practice adoption for coffee iv. Design should exploit variation in attendance to demonstrate that high attendance = high probability of adoption

***Task Order B: Support to the Quality and Sustainability Program, Ethiopia and Kenya***

1. ***Demonstration Plot yield survey:***
  - a. Evaluate the impact of good agronomy practices on the program demonstration plots. Approximately 30 plots to be evaluated.
  - b. Conduct a survey in Ethiopia to measure yield over the 3-month harvest period on a selection of demonstration plots.
  - c. Design the survey instrument, back-checking system and training.
  - d. Monitor the data and provide feedback
  - e. Completed the analysis and report learnings.
  - f. Survey data will be collected by an independent field team.
2. ***Develop insights from analysis of Ethiopian annual coffee wet mill sustainability audit surveys which cover social and environmental responsibility. (Approximately 150 wet mills to be audited)***
  - a. Prepare the survey audit on tablet. Data collection will be conducted by the field team.
  - b. Monitor survey progress and data quality.
  - c. Analyze audits conducted at coffee wet mills for a period of 3 years, to show progression of adoption.

**IV. COST PROPOSAL REQUIREMENTS**

Cost proposals should detail all costs required to complete the task orders including personnel and other relevant costs. Bidders should indicate personnel staff daily rates along with illustrated level of effort in

days per staff for the sample task orders indicated above. Bidders are expected to include the following staff to support the implementation of the aforementioned task orders:

- Project Lead
- Research Associate
- Data Operations Associate
- Technical Expert
- Data Support

**V. PERIOD OF PERFORMANCE**

The period of performance of any contract resulting from this solicitation is anticipated to begin on or about January 2021 until December 2024. 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.

**VI. CRITERIA FOR SELECTION**

The evaluation of each response to this RFP will be based on the requirements set out in the solicitation and any addenda thereto. At the sole discretion of TNS, the top proposals may be selected for follow-up questions or to provide an oral presentation.

The following weighting and points will be assigned to the proposal for evaluation purposes:

|   |                     |  |                   |
|---|---------------------|--|-------------------|
| <b>Technical Proposal - 40%</b>                                 |                     |  |                   |
| Project Approach/Methodology                                    | 20 points (maximum) |  | 40 total          |
| Quality of Work Plan  | 10 points (maximum) |  | points            |
| Project Deliverables  | 10 points (maximum) |  |                   |
| <b>Management Proposal – 35%</b>                                |                     |  |                   |
| Project Team Structure and Internal Controls                    | 10 points (maximum) |  | 35 total          |
| Staff Qualifications/Experience (include CVs)                   | 15 points (maximum) |  | points            |
| Experience of the Firm  | 5 points (maximum)  |  |                   |
| In-Country Presence in TNS Project Countries (See Attachment A) | 5 points (maximum)  |  |                   |
| <b>Cost Proposal – 25%</b>                                      |                     |  | 25 total          |
|   |                     |  | points            |
| <b>TOTAL</b>  |                     |  | <b>100 POINTS</b> |

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 Organization 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.

## **VII. 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 contracts will be subject to TNS contractual terms and conditions and contingent on the availability of donor funding, hereby incorporated by reference as per 52.252-2 and with the same force and effect if they were given in full text. References in the text of incorporated clauses to "the Government", "USAID", or "Contracting Officer" may, depending on their context, refer to "TechnoServe" or "TNS", and references to "The Contractor" may refer to the "Subcontractor" or "Bidder".
6. All contracts will be subject to 48 CFR Chapter 1 – Federal Acquisition Regulation
7. All contracts will be subject to 48 CFR Chapter 7 – Agency for International Development
8. 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.
9. TNS reserves the right to accept all or part of the proposal when award is provided.
10. 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.
11. TNS reserves the right to require any bidder to enter into a non-disclosure agreement.
12. 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.
13. Bidders are required to identify and disclose any actual or potential Conflict of Interest.

## **VIII. 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 firm in providing the type of services being request by this RFP. Resumes or CVs of "key personnel" shall be submitted as an attachment. A statement of the company's approach to diversity and inclusion should also be

included.

5. Bidders must include a contact name, email address, and telephone number to facilitate communication between TNS and the submitting organization.
6. Bidders must provide 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
  - Year business was established

#### **IX. SCHEDULE OF EVENTS**

1. Questions regarding this request may be addressed to Madiha Nawaz [mnawaz@tns.org](mailto:mnawaz@tns.org) and [contracts@tns.org](mailto:contracts@tns.org), and must be received no later than 11:59 PM EDT on November 5, 2020. Responses to questions will be posted on [www.tns.org](http://www.tns.org) no later than November 6, 2020.
2. Responses to the RFP should be addressed to the attention of Madiha Nawaz, Coffee Program Manager and sent to [mnawaz@tns.org](mailto:mnawaz@tns.org) and [contracts@tns.org](mailto:contracts@tns.org) **no later than 11:59 PM EDT on November 16, 2020.**

End of RFP

Attachment A. Projected List of Task Orders for 2021

| <b>Project</b>     | <b>Activity</b>   |
|--------------------|---|
| <b>Kenya</b>       |   |
|                    | 2018 Cohort Farm Support Survey - Farm Visits collecting data on agronomy and sustainability practices. |
|                    | 2018 Agronomy Cohort Endline Survey: Best Practice Adoption Survey                                      |
|                    | 2020 Wet Mill Annual Audit – Sustainability Practices Survey  |
| <b>Ethiopia</b>    |   |
|                    | 2018 Cohort Farm Support Survey – Farm Visits collecting data on agronomy and sustainability practices  |
|                    | 2020 Wet Mill Annual Audit - Sustainability Practices Survey  |
|                    | 2015 Cohort Agronomy Demonstration plot yield survey - one survey during 3 months of harvest            |
|                    | 2019 Cohort Endline Survey: Best Practice Adoption Survey   |
|                    | 2020 Hulling Station Annual Audit Sustainability Practices Survey                                       |
| <b>Uganda</b>      |   |
|                    | 2020 + 2019 Cohort Attendance Monitoring + Training   |
|                    | 2021 Demo Plot Yield Survey: conduct one survey measuring yield at demo plots                           |
| <b>DRC</b>         |   |
|                    | 2019 + 2020 Cohort Attendance Monitoring + Training   |
|                    | 2019 Cohort Endline Survey: Best Practice Adoption Survey   |
|                    | 2020 Cohort Baseline Survey: Best Practice Adoption Survey  |
|                    | 2019 Cohort Demo Plot Yield Survey - conduct one survey measuring yield at demo plots                   |
|                    | 2021 Wet Mill Annual Audit  |
| <b>Zimbabwe</b>    |   |
|                    | 2019 Cohort Attendance Monitoring + Training  |
|                    | 2021 Demo Plot Yield Survey: conduct one survey measuring yield at demo plots                           |
|                    | 2021 Assessment of sustainability practices at estate and farm level                                    |
|                    | 2019 Cohort Endline Survey: Best Practice Adoption Survey   |
| <b>Puerto Rico</b> |   |
|                    | 2019 + 2020 Cohort Attendance Monitoring + Training   |
|                    | 2021 Wet Mill Annual Audit - Survey   |