

Request for Proposal (RFP) **Wet Mill Advisory Consulting Services**

Date: January 7, 2021

Subject: Request for Proposal

TechnoServe Inc. – Arlington VA, invites applicants to participate in this competitive solicitation for pricing, delivery, and terms of potential sale on the following service for the TechnoServe Coffee Practice.

I. INTRODUCTION

TechnoServe is a leader in harnessing the power of the private sector to help people lift themselves out of poverty. A nonprofit organization operating in 29 countries, we work with enterprising men and women in the developing world to build competitive farms, businesses, and industries. By linking people to information, capital, and markets, we have helped millions to create lasting prosperity for their families and communities. With more than 50 years of proven results, TechnoServe believes in the power of private enterprise to transform lives.

The TechnoServe 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.

II. BACKGROUND

TechnoServe is currently implementing a five-year USDA-funded project REgrow Yirga in Yirgacheffe Woreda, Ethiopia. The project will enhance the sustainable competitiveness of the Ethiopian coffee sector, ultimately increasing smallholder coffee production and sales, and expanding international trade, through targeted training and incentives to farmers to undertake rejuvenation coupled with market strengthening efforts among wet mills, research institutes, and service providers.

A primary project activity is improving supply chain performance through coaching wet mills and facilitating market linkages. This project activity aims to improve the ability of wet mills to produce more high-quality coffee at a reduced cost. By providing technical and managerial skills development, along with new management tools to 45 wet mills in Gedeo Zone, the project aims to increase the price that farmers are paid. TechnoServe will provide a comprehensive training program, intensive coaching, and tailored technical advisory support to wet mills to improve processing and business management practices to meet industry standards, covering topics including environmental responsibility, social responsibility and ethics, occupational health and safety, record keeping, quality optimization, cooperative governance, and machine operations and maintenance. TechnoServe will facilitate stronger linkages between wet mills in Yirgacheffe and well-established international traders and coffee roasters to improve supply chain

transparency through the facilitation of direct market linkages. Using TechnoServe's extensive experience working with wet mills in other parts of Ethiopia and its longstanding relationships with international traders, TechnoServe will facilitate the exchange of key services, including piloting a fixed-fee exporter model, developing and deploying a client-oriented transparency dashboard, and testing technologies for improved traceability outcomes through a business service provider.

III. GENERAL REQUIREMENTS & SCOPE OF WORK

TechnoServe seeks a contractor that can perform a wide range of advisory services to support TechnoServe's work with wet mill processors under the Regrow Yirga program. TechnoServe 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 support required by the project.

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

1. Develop, review and provide feedback on educational and training materials for coffee processing;
2. Provide technical advisory support for coffee processing and experiments;
3. Review coffee processing protocols and experiment designs;
4. Support the delivery of coffee processing training.

Interested parties should develop a technical proposal of 1-3 pages demonstrating their capabilities to perform these services. The successful contractor will have demonstrated experience developing and delivering educational material on coffee processing for wet mills, providing technical advisory support for coffee processing, and supporting coffee processing quality experiments at wet mill site field settings. Include any relevant certifications and educational attainment in these areas.

IV. COST PROPOSAL REQUIREMENTS

Cost proposals should detail the daily rate for personnel. Specific non-labor expenses (e.g., travel expenses) will be negotiated during planning for each task order and will be paid directly by TechnoServe or reimbursed.

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 2022.

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 TechnoServe, 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:

Category	Breakdown	Total
Technical Proposal - 80%		80 total
-Coffee processing training/education experience	40 points	points

-Coffee processing technical advisory experience	40 points	
Cost Proposal – 20%	20 points	20 total points
TOTAL		100 POINTS

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

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

The bidder 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 TechnoServe.

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 TechnoServe 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”, “USDA”, or “Contracting Officer” may, depending on their context, refer to “TechnoServe” or “TechnoServe”, 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. TechnoServe 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 bidders submitting proposals for such rejection or cancellation of the request for proposals.
9. TechnoServe reserves the right to accept all or part of the proposal when award is provided.
10. All information provided by TechnoServe 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. TechnoServe is not responsible or liable for any use of the information submitted by bidders or for any claims asserted therefrom.
11. TechnoServe 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 TechnoServe, 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.
14. The Contractor shall be solely responsible for the payment of all income taxes, self-employment, and other taxes payable in connection with the services performed and the fee provided under this Agreement. TechnoServe will not be responsible for the withholding of any taxes for the country where the services will be performed unless required by laws of that country.

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 bidder in providing the type of services being request by this RFP. A resume or CV shall be submitted as an attachment.
5. Bidders must include an email address and telephone number to facilitate communication between TechnoServe and the bidder.

IX. SCHEDULE OF EVENTS

1. In case questions arise from this RFQ, these may be addressed to Janno van der Laan Chief of Party REgrow Yirga and sent to jlaan@TechnoServe.org and contracts@TechnoServe.org with a copy to Wesley Laytham at wlaytham@TechnoServe.org, and must be received no later than 11:59 PM EDT on January 13, 2021. Questions will be responded to no later than January 15, 2021.
2. Responses to the RFP should be addressed to the attention of Janno van der Laan Chief of Party REgrow Yirga and sent to jlaan@TechnoServe.org and contracts@TechnoServe.org with a copy to Wesley Laytham at wlaytham@TechnoServe.org **no later than 11:59 PM EDT on January 20, 2021.**

End of RFP