

**Request for Proposal (RFP)
Strategic Planning Consultancy**

Date: February 12, 2021

Subject: Request for Proposal

TechnoServe Inc. (TNS) invites your firm to participate in this competitive solicitation for proposals from firms or organizations for the pricing, delivery and terms for the following services. TechnoServe encourages small businesses, minority-owned businesses, and women-owned businesses to apply.

INTRODUCTION

TechnoServe is an independent, non-governmental organization providing professional support to hardworking women and men 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.

BACKGROUND

TechnoServe is undertaking a strategic planning process in 2021, with two substantial components. Phase one will be focused on determining where we want to go. Using a participatory process that engages hearts and minds of staff around the world, we will articulate a succinct description of the change that TechnoServe seeks to make in the world over the next 10 years – linked to the Sustainable Development Goals - and the core beliefs and values that have been at the core of TechnoServe for over 50 years.

GENERAL REQUIREMENTS & SCOPE OF WORK

TechnoServe is seeking proposals from firms and organizations to plan and execute this first phase of our strategic planning process, including the following responsibilities:

- Engage with representatives of the Senior Management team, and staff to plan the process in detail over the course of April
- Manage a staff engagement process to launch in June and conclude in August that provides opportunities for our ~1,400 staff worldwide to contribute their insights and learn from each other, using a variety of communication channels for remote engagement
- Engage Board of Directors, and key external stakeholders / groups that may be identified, through group discussions and a limited number of one-on-one interviews
- Deeper engagement and cross-pollination across mid- to senior-level staff around the world through facilitated focus group discussions on key questions and topics
- Documentation of insights arising from each round or phase of engagement with staff
- In August, collaborate with a small team of analysts to support articulation of a 3-year ambition for the organization building upon a review of macro-trends and competitive analysis

The key output of this process is expected to be a compelling, visual 1-page summary of TechnoServe’s ‘north star’ and strategic direction, and one explanatory page each on:

- Envisaged change we aim to bring about
- Mission
- Values
- Beliefs
- Primary routes to impact, deepening or expanding upon existing Areas of Excellence

PERIOD OF PERFORMANCE

The period of performance of any contract resulting from this solicitation is anticipated to begin on or about March 15, 2021. 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.

FORM/CONTENT OF RESPONSE

All proposals shall:

1. Be in the English language and not more than 4 pages plus appendix. The cover page is not included in the 4 pages.
2. Describe a proposed approach to the scope of work
3. Include relevant qualifications, experience and capabilities of the offeror
4. Introduce key staff that would be engaged with a short description of their relevant experience (resumes may be submitted as an attachment)
5. Contain detailed cost in US Dollar with major line item breakdown and brief description with applicable Tax/Charges clearly identified.
6. Cover page should include a contact name, email address, and telephone number to facilitate communication between TNS and the offeror and the full legal name, jurisdiction of incorporation and address of the offeror, and year of establishment.

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:

Technical Proposal –35%		
Project Approach/Methodology	20 points (maximum)	35 total points
Project Schedule	5 points (maximum)	

Project Deliverables	10 points (maximum)	
Management Proposal – 35%		35 total points
Staff Qualifications/Experience	25 points (maximum)	
Experience of the Firm	10 points (maximum)	
Cost Proposal – 30%		30 total points
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 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.

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 standard contractual terms and conditions.
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. 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.
11. Bidders are required to identify and disclose any actual or potential Conflict of Interest.

SCHEDULE OF EVENTS

Responses to the RFP should be addressed to the attention of Contracts@tns.org no later than 4pm EST, February 26, 2021 .

End of RFP