

## **Request for Proposals (RFP)**

*Planning and Execution Services for Commodity Monetization - USDA Burundi*

**RFP Posting Date:** March 11, 2022

**RFP Deadline:** March 30, 2022

**Subject:** Request for Proposals

In preparation for a proposal under the USDA-FAS Food for Progress 2022 Notice of Funding Opportunity, TechnoServe Inc., (“TechnoServe” or “TNS”) with headquarters in Arlington, Virginia, invites firms to participate in this competitive solicitation for pricing, delivery, and terms for the following suite of services: market analysis and preparation of a commodity monetization plan, and execution of the monetization plan (e.g. sales agency).

### **INTRODUCTION**

TechnoServe is an independent, non-profit, non-governmental organization that provides technical assistance and business advisory services to entrepreneurs and farmers in Africa and Latin America.

### **BACKGROUND**

Subject to donor approval and contingent upon award of the program, TechnoServe seeks to monetize an estimated \$17 million (pending solicitation clarifications sought from USDA) in donated commodity (volumes and type TBD) in Burundi in order to fund economic development programs for smallholder farmers and small and medium enterprises (SMEs) in the coffee sector. TechnoServe seeks to propose a monetization strategy that generates the highest possible proceeds while minimizing the impact of monetizing the commodity/ies on domestic markets and optimizing the use of a limited freight budget over the life of the anticipated program, approximately five years. TechnoServe seeks a consultant or firm to develop the monetization strategy for inclusion in its overall proposal to the donor. Should TechnoServe’s proposal be selected for award, the consultant or firm selected under this RFP will be awarded the entirety of the following Scope of Work, including execution of the monetization plan.

### **GENERAL REQUIREMENTS & SCOPE OF WORK**

#### **Deliverable 1:** Market Analysis and Development of a Monetization Plan

The consultant or firm will conduct a commodity market analysis of the target country, propose a monetization strategy and approach (e.g. selection of commodities, destination markets, timing, etc.) and prepare relevant monetization sections of TechnoServe’s proposal. The monetization plan should endeavor to maximize the proceeds generated by the monetization and optimize

the available freight budget. Additionally, the commodity and monetization plan must detail how the consultant or firm will achieve at least 70% cost recovery, per the guidance in the USDA Food for Progress NOFO, [linked here](#).

The plan will be presented to TechnoServe for review and approval prior to the submission of TechnoServe's proposal to the donor. The plan shall include: proposed sales methodology; proposed timing of commodity shipments; identification of potential buyers of monetization commodities; applicable import requirements and identification of any potential risks regarding import of commodity; a contingency plan in the event that programmed tonnages cannot be sold as planned. Specifically, the plan will include the following elements:

- Basic Information: Commodity, Package Size/Type (from provided list)
- Commodity Usage Type (from provided list)
- Quantity MT
- Destination Country
- Delivery to U.S. Port Date (month/year)
- Estimated Sales Price Per MT (\$) and Estimated Proceeds (\$)
- Special Needs and Distribution Methods, inclusive of: Transportation and Storage/Processing or Packaging/Duty-Free Entry/Economic Impact/Impact on Other Sales/Private Sector Participation in Sales of Commodity/Assuring Receipt Procedure
- Estimate rate of return (70% minimum is target)

#### **Deliverable 2: Sales Agency and Execution of the Monetization Plan**

The consultant or firm will act as TechnoServe's monetization agent and be responsible for the sale of the commodity and provide the following services: update the initial monetization plan to reflect input from the donor and TechnoServe and any changes in the proposed markets; prepare tender documentation; advertise sale if using public tender methodology; review and evaluate bids and recommend buyer; negotiate and prepare sales contracts; work with financial institutions to secure payments; prepare call forward for commodities; coordinate logistics and documentation with TechnoServe-appointed freight forwarder; and oversee timely receipt of payment. The sale of the commodities must comply with USDA regulations 7 CFR 1499.

#### **PERIOD OF PERFORMANCE**

The period of performance of any contract resulting from this solicitation is anticipated to begin on or about April 4, 2022. If TechnoServe is notified by the donor that its proposal will be awarded/ funded, this Scope of Work's period of performance will have a duration of approximately five years, or until all commodities are monetized (through Deliverable 2). The bidder's fee for both Deliverables 1 and 2 is based on a percentage of the total monetization proceeds; therefore, if TechnoServe's proposal is not funded, the contract with the monetization agent will be terminated without payment. The due date for Deliverable 1 is anticipated to be April 19, 2022, but is contingent upon the donor's solicitation and TechnoServe's internal proposal timeline.

Responses to this RFP shall detail the estimated length of time required to accomplish all requirements, with detail on individual activities and timing of activities, as referenced in the Scope of Work.

## 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 invited for follow-up discussions to clarify questions or to provide an oral presentation.

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

a) Technical Proposal – 25%		
<ul style="list-style-type: none"> <li>● Approach/Methodology for developing the monetization plan and ability to adhere to TNS proposal timeline</li> </ul>	3 points (maximum)	___ total points
<ul style="list-style-type: none"> <li>● Quality and thoroughness of illustrative approach for executing the monetization plan/ sales agency</li> </ul>	3 points (maximum)	
b) Past Performance Qualifications – 25%	6 points (maximum)	___ total points
c) Cost Proposal – 25%	6 points (maximum)	___ total points
d) Experience with Monetizing in selected priority countries and familiarity with target market players – 25%	6 points (maximum)	___ total points
<b>TOTAL</b>	<b>24 points (maximum)</b>	<b>___ POINTS</b>

TechnoServe reserves the right to award the contract to the consultant or firm whose proposal is deemed to be in the best interest of TechnoServe and the donor. All bidders will be notified of TechnoServe's decision in writing.

Proposals shall remain valid through November 01, 2022.

## TERMS AND CONDITIONS

1. The RFP is not and shall not be considered an offer by TechnoServe.
2. Proposals submitted in response to this RFP must be received on or before the date and time indicated in the RFP. Any proposals received after the deadline will be deemed ineligible for consideration and rejected.

3. Incomplete proposals or proposals that do not comply with instructions described under the “Form/Content of Response” section of this RFP will be deemed ineligible for consideration and rejected.
4. All proposals will be considered binding offers. Prices proposed must be valid for the entire period indicated in the RFP.
5. All awards will be subject to TechnoServe contractual terms and conditions and contingent on the availability of donor funding. The award/ execution of Deliverable 2 is contingent upon TechnoServe’s successful offer and subsequent award from the donor.
6. Payment of fees is dependent upon TechnoServe's proposal being selected for award and successfully monetizing the selected commodity.
7. TechnoServe reserves the right to accept or reject any proposal or cancel the solicitation process at any time, and shall have no liability to consultants or firms submitting proposals for such rejection or cancellation of this RFP.
8. TechnoServe reserves the right to accept all or part of the proposal when awarding the purchase order/contract.
9. 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.
10. TechnoServe reserves the right to require any bidder to enter into a non-disclosure agreement.
11. Consultants or firms submitting proposals in response to this RFP are solely obligated to pay for any costs, of any kind whatsoever, which may be incurred by bidder or any third parties. All proposals 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.
12. Bidders are required to identify and disclose any actual or potential Conflict of Interest.
13. All unresponsive proposals will be rejected.

## **FORM/CONTENT OF RESPONSE**

All proposals shall:

1. Be in the English language.
2. Contain the fee for services, payable in US Dollars, with applicable Tax/Charges clearly identified. This should be presented as a percentage of the total amount received from the sale of the commodities and will cover both deliverables.
3. Describe the approach for executing both deliverables in the Scope of Work, including the estimated length of time to be devoted to Deliverable 1.
4. Describe the qualifications, experience and capabilities of the firm in providing the type of services requested by this RFP. Resumes or CVs of “key personnel” shall be submitted as an attachment.

5. Include a contact name, email address, and telephone number to facilitate communication between TechnoServe and the bidding organization.
6. Include 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 citizenship of company's President and/or Chief Executive Officer, and all other officers and senior managers of the company
  - Year business was established
7. Provide contact information for two recent references.
8. Proposals must contain a detailed cost breakdown with applicable taxes and other charges clearly identified.

**Submission Instructions:** All proposals must be emailed to the address below with your proposal attached in one or more files (PDF preferred). You will receive an auto-confirmation upon receipt. To ensure the integrity of this procurement exercise, DO NOT email your proposal to any employee of TechnoServe or deliver your proposal in hard copy to a TechnoServe office. **Failure to strictly adhere to these instructions may make your proposal ineligible for consideration.**

#### **SCHEDULE**

1. Please kindly confirm your intent to bid to [buy+US+P0008506@tns.org](mailto:buy+US+P0008506@tns.org) by **March 16, 2022**.
2. Questions regarding this RFP may be sent to [buy+US+P0008506@tns.org](mailto:buy+US+P0008506@tns.org), and must be received no later than 5:00 PM Eastern Time **March 16, 2022**. Responses to questions will be appended to this RFP and posted to TechnoServe's website no later than **March 21, 2022**.
3. Responses to this RFP should be sent to [buy+US+P0008506@tns.org](mailto:buy+US+P0008506@tns.org) and submitted no later than 5:00 PM Eastern Time **March 30, 2022**.

**End of RFP**