

Request for Proposal

Date: 5/24/2022

Subject: Management consultant: food fortification feasibility study in ZA

Introduction: TechnoServe is an international nonprofit organization that helps people lift themselves out of poverty by harnessing the power of the private sector. Operating in almost 30 countries, we work with 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.

General Requirements: The requirements for TechnoServe's anticipated purchase are listed below. An additional and more detailed Statement of Work is also attached.

Experienced management consultant with strong analytical, project management, and PowerPoint skills available to work on the ground in Zambia for at least 6 weeks out of the ~12 week assignment. The consultant will join food industry / food technology experts to pilot a draft methodology to identify opportunities to drive large-scale food fortification initiatives in Zambia.

Period of Performance: The period of performance of any contract resulting from this solicitation is anticipated to be between the start and end dates listed below. 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.

Start Date: 6/13/2022

End Date: 9/2/2022

Proposal Content Instructions: In addition to responding to the Statement of Work, all proposals must:

- Describe the qualifications, experience and capabilities of the firm in providing the type of services being requested by this RFP. Resumes or CVs of "key personnel" shall be submitted as an attachment.

- Include a contact name, email address, and telephone number to facilitate communication between TechnoServe and the submitting organization.
- A brief outline of the company 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, Chief Executive Officer, and/or all other principal officers of the company.
- Year the business was established.

Proposals must contain a detailed cost breakdown with applicable taxes and other charges clearly identified (and be presented in conformity with any further instructions included in the Statement of Work).

To ensure consideration, all quotes must be submitted in the language, currency, and by the due date noted below:

Language: English

Currency: USD

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. **Failing to strictly adhere to these instructions may make your proposal ineligible for consideration.**

Email: buy+US+P0011289@tns.org

Order of Events:

This solicitation exercise will be administered in accordance with the following dates (subject to change at TechnoServe's sole discretion):

Date	Event
5/26/2022	Last date that questions will be accepted. Note that questions and answers will be distributed to all interested parties, so questions should not disclose trade secrets, confidential information, or information that might give another vendor a competitive advantage. Questions should be emailed to: dlape@tns.org
5/27/2022	Date that answers to questions will be distributed to all.
5/30/2022	Last date that proposals will be accepted by TechnoServe.

Terms and Conditions:

- The Request for Proposal is not and shall not be considered an offer by TechnoServe.
- All responses must be received on or before the date and time indicated on the RFP. All late responses will be rejected.
- All unresponsive proposals will be rejected.
- All proposals will be considered binding offers. Prices proposed must be valid for the entire period provided by the respondent or required by the RFP.
- All awards will be subject to TechnoServe contractual terms and conditions and contingent on the availability of donor funding.
- TechnoServe reserves the right to accept or reject any proposal or cancel the solicitation process at any time, without assigning any reason, and shall have no liability to any vendors submitting proposals for such rejection or cancellation of the RFP.
- TechnoServe reserves the right to accept all or part of the proposal when awarding the purchase order/contract.
- 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.
- TechnoServe reserves the right to require any bidder to enter into a non-disclosure agreement.
- The bidders are solely obligated to pay for all 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.
- Bidders are required to identify and disclose any actual or potential Conflict of Interest.

Criteria for Selection:

The evaluation of each response to this solicitation will be based on the requirements set out in the Criteria for Selection and according to the requirements in this RFP. At the sole discretion of TechnoServe, the responsive bidders may be selected for follow-up questions or to provide an oral presentation. 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 TechnoServe. TechnoServe will not award a contract to any bidder where there is indication of a lack of business integrity. After TechnoServe receives proposals and written evaluations are completed, the selected bidder will be notified. Commitments made by the bidder after selection, and final demonstration will be considered. The following points will be assigned to the proposals for evaluation purposes.

Max Points	Criterion
25	Price, inclusive of all delivery fees and taxes
35	Availability for period of performance
40	Required Skills and Experience

The attached Statement of Work represents an integral part of this solicitation.

EXHIBIT 1: Scope of Work

Short-term Consultant (2-3 months) – Zambia, Food fortification

Background

Large-scale food fortification (LSFF) is an evidence-based and cost-effective system-level intervention that has the potential to reduce micronutrient inadequacies and improve diets when it is appropriately designed and implemented. To kick-start LSFF initiatives by USAID Missions and other interested institutions, USAID committed to design a set of rapid assessment methodologies to identify opportunities to drive LSFF in emerging markets.

On behalf of USAID's Center for Nutrition, TechnoServe and Feed the Future [Market Systems and Partnerships](#) (MSP) have developed a draft methodology to assess the capacity of a country's food industry (food processors) to support LSFF of staple foods and condiments. The goal of the methodology is to generate the data needed to identify context-relevant, feasible LSFF opportunities in a given country.

The methodology builds on the broader experience of the food and development sectors, and TechnoServe's own experience with similar projects like the [Strengthening African Processors of Fortified Foods](#) program funded by the Bill & Melinda Gates Foundation.

The next stage in the development of the methodology is to pilot the draft methodology in 2 countries, one of them Zambia. The purpose of the pilots is to:

- a) validate the efficacy of the methodology and improve it;
- b) incorporate the final deliverable from the pilot (a PowerPoint deck) as a "case study" in the methodology, which will provide guidance/a template for future LSFF feasibility assessments in other countries;
- c) provide action-oriented recommendations to the Zambia USAID Mission regarding opportunities to drive LSFF in the country.

What we're looking for

TechnoServe seeks an experienced management consultant with strong project management, information/data analysis, PowerPoint, and collaboration skills to team up with experts in the food industry (already identified by TechnoServe), in order to use the draft methodology to conduct a 2-3 month market assessment of the Zambian food industry.

Project Activities

The consultant would conduct the following activities:

- Together with the food industry experts, thoroughly review and understand the materials in the draft methodology, develop a list of questions where issues are unclear, and use the methodology to inform a detailed work plan;
- Develop a skeleton structure of the planned final output – a PowerPoint presentation analysis of Zambia's food processing sector, including the assessment process, findings, and recommendations re: opportunities for LSFF initiatives, as well as ways to improve the methodology;

- Support the food industry experts to develop interview guides and an interview methodology for conducting conversations with food processors, government officials, pre-mix suppliers, and other food sector players identified in the initial research plan that the food industry experts develop;
- Together with the food industry experts, conduct initial primary research (in-person interviews) with the stakeholders and document insights and findings;
- Develop an initial draft of the PowerPoint presentation with analysis, insights and opportunities identified. Use the first draft to identify data gaps and areas requiring further investigation;
- Together with the food industry experts, develop a follow-up research plan based on the identified data gaps and areas for further investigation;
- Conduct follow-up interviews and additional primary research to address gaps;
- Develop the final PowerPoint presentation;
- Iterate the presentation based on feedback from MSP, TechnoServe and other members of project steering group.

The deliverable from this project will be used to advance the food fortification agenda globally and has great importance to the sector. As such, while the consulting team (management consultant + food industry experts) will be responsible for design and delivery of the research, they will be closely supported by TechnoServe, who will provide guidance and learnings from prior research projects.

Project Parameters

The project will be ~12 weeks in duration from June – August 2022. It will take place in Zambia.

We anticipate that the core of the project will occur over the first 7-8 weeks and the consultant will need to be 100% dedicated to the work during this time.

During the final 4-5 weeks, we anticipate there will be a need for multiple review cycles and the LOE can be reduced to 50%.

Requirements

- Ability to be based in Zambia for at least 6 weeks during the consultancy;
- Experienced management consultant;
- Strong analytical skills, with an ability to triangulate numbers from different sources to estimate key data points;
- Sharp PowerPoint skills – proven ability to synthesize complex analysis in smart, easy-to-interpret PowerPoint decks;
- Self-starter
- Proven ability to drive projects and steer a team to deliver on-time, quality work;
- Ability to work well in teams and incorporate feedback into work plan / approach;
- Interest in economic and nutrition development themes and priorities.

Preferred, but not required:

- Professional experience in Southern or Eastern Africa, particularly in the private sector or in development work;
- Experience conducting market analyses for the private, public or development sectors.

Proposal Content Instructions (continued): Form/Content of Response

Please include the following in your proposal:

- 1) Cost, including estimated LOE and daily rate
- 2) Resume or CV to establish qualifications
- 3) Schedule of availability from June 13 - Sept 2 (dates and % LOE available).
Please note which dates you would be available to be in Zambia.
- 4) Sample PowerPoint deck (anonymized / removing confidential information)