

Request for Proposal

Date: 5/4/2022

Subject: Zambia-based consultant for market assessment of food industry

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.

TechnoServe is looking for an experienced food industry professional to use the tools that have been developed to conduct a comprehensive market assessment of the Zambian food industry to identify primary opportunities to drive large scale food fortification with the private sector.

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: 5/23/2022

End Date: 8/12/2022

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+P0010602@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
5/6/2022	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
5/9/2022	Date that answers to questions will be distributed to all.
5/11/2022	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
15	Price, inclusive of all delivery fees and taxes
30	Required Skills
35	Professional Experience
20	Availability

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

Food Sector Consultant – Zambia: Terms of Reference

Background

MSP and TechnoServe are developing a guide or “toolkit” for the development of Large Scale Food Fortification (LSFF) Initiatives in emerging markets. This work is being conducted for the Center for Nutrition, which is part of USAID.

The toolkit is a set of steps, questions and analytical frameworks to conduct a food sector market assessment of a country and to identify primary opportunities to drive large scale food fortification with the private sector.

The toolkit builds on the broader experience of the food and development sectors with this type of work, as well as on TechnoServe’s own experience with similar projects, in particular the SAPFF project funded by the Bill & Melinda Gates Foundation.

A critical stage in the development of this toolkit is to pilot the tool in a select number of countries. The purpose of this piloting will be to a) validate the efficacy of the tool and use the lessons to strengthen it, and b) incorporate the output from this test as an element of the tool as a type of “case study” for replication by others. MSP together with USAID have decided that one of the pilot markets will be Zambia.

TechnoServe is looking for an experienced food industry professional to use the tools that have been developed to conduct a comprehensive market assessment of the Zambian food industry.

Project Activities

The consultant would conduct the following activities:

- Thoroughly review and understand the development “tool” materials, develop a list of questions where issues are unclear, and use the tool to inform a detailed workplan
- Develop a skeleton structure of the planned final output – a Powerpoint presentation analysis of Zambia’s food processing sector
- Work with TechnoServe, USAID and others to refine and focus the scope of the market assessment work – identify priority food vehicles and sub-sectors around which to focus.
- Leverage the tools to collate prior secondary research on the food sector market in Zambia, particular reports that focus on the relevant food vehicles and / or focus on nutritional and fortification dynamics in the market
- Leverage the tools to build a detailed research plan: identify list of processors, government official, pre-mix suppliers, and other food sector players in Zambia to interview, and develop interview guides and methodology for these interviews
- Conduct initial primary research with key stakeholders and comprehensively document insights and findings
- Develop an initial draft of the presentation with analysis, insights and opportunities identified. Use the first draft to identify data gaps and areas

requiring further investigation and use this input to inform development of a follow-up research plan

- Conduct follow-up interviews and additional primary research to address gaps
- Develop final presentation
- Iterate 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 consultant will be responsible for design and delivery of the research, they will be closely supported by TechnoServe team members who will provide guidance and lessons from similar, prior research projects.

Project Parameters

The project will be 12 weeks in duration and 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%.

Professional Requirements

- Proven experience to synthesize complex analysis in MS Word and Powerpoint
- Proven analytical abilities and the ability to triangulate numbers from different sources to estimate key data points
- Experience conducting food sector market analyses for the private, public or development sectors
- Professional development or private sector experience in Southern or Eastern Africa. Relevant professional experience in Zambia desirable
- Ability to be based in Zambia for at least six weeks during the delivery of the study
- Prior experience with engaging the private sector on food fortification preferred
- Evidence of interest in economic and nutrition development themes and priorities
- Evidence of ability to work in teams and incorporate feedback into workplan and approach