

## Request for Quotation

**Date:** 6/22/2022

**Subject:** Consultant in Ghana for 3 weeks

**General Requirements:** The requirements for TechnoServe's anticipated purchase are listed below. An additional and more detailed Specifications Sheet is also attached.

The consultant will support the set up and execution of meetings with key stakeholders in Ghana by identifying the most relevant organizations, scheduling meetings with them, organizing and overseeing local logistics and accompanying the team during the meetings.

Broadly, the Consultant would conduct the following activities to achieve this objective:

- Prepare visit to Ghana

- Oversee and accompany during visit in Ghana

**Delivery:** TechnoServe requests that the requested goods be provided on or before the date listed below, and be delivered to the below address:

**Date:** 7/4/2022

**Address:** 1777 North Kent Street

Suite 1100

Arlington

VA

22209

**Criteria for Selection:** TechnoServe's evaluation of quotes will be based on the factors set out below. At the sole discretion of TNS, the quotes may be selected for follow-up questions or to provide an oral presentation. TechnoServe reserves the right to award the purchase to the vendor whose quote is deemed to be in the best interest of and most advantageous to TechnoServe. TechnoServe will not award the purchase to any vendor where there is indication of a lack of business integrity.

	Max Points	Criterion
1.	35	Price, inclusive of all delivery, fees, taxes, and other charges
2.	40	Quality of goods, factoring in vendor reputation
3.	10	Payment terms
4.	15	Delivery terms, relative to requested-by date

**Quote  
Instructions:**

All quotations must:

- Contain a detailed cost with applicable taxes and other charges clearly identified.
- Provide requested payment terms and conditions.
- Describe the qualifications, experience, and capabilities of the firm in providing the type of services being requested by this RFQ.
- Provide at least 3 references for similar procurements with a description of the goods provided and the dates of delivery.
- Include a contact name, email address, and telephone number to facilitate communication between TechnoServe and the vendor.
- 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.

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

**Language:** English

**Currency:** USD

**Due Date:** 6/30/2022

**Submission  
Instructions:**

All quotes must be emailed to the address below with your quote 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 quote to any employee of TechnoServe or deliver your quote in hard copy to a TechnoServe office. **Failing to strictly adhere to these instructions may make your quote ineligible for consideration.**

**Email:** buy+US+P0011999@tns.org

**Questions:**

Questions relating to this RFQ may be directed to the below email address. TechnoServe does not guarantee that questions will be answered, nor that questions and answers will be distributed to all others :

**Email:** dlape@tns.org

**Terms and Conditions:**

- The Request for Quotation 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 RFQ. All late responses will be rejected.
- All unresponsive quotes will be rejected.
- All quotes will be considered binding offers. Prices proposed must be valid for the entire period provided by the respondent or required by the RFQ.
- 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 quote 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 RFQ.
- TechnoServe reserves the right to accept all or part of the quote when awarding the purchase order/contract.
- All information provided by TechnoServe in this RFQ 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 preparing the quote. All quotes and supporting documentation shall become the property of TNS, subject to claims of confidentiality in respect of the quote 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.

**The attached Specifications Sheet represents an integral part of this solicitation.**

## Ghana Agricultural Development Strategy TechnoServe Consultancy Scope of Work June 2022



**Role:** Consultant

**Location:** Ghana

**Timing:** 3 weeks starting approximately July 4

**Language:** English (Twi and/or Fante strongly preferred)

### Background

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TechnoServe helps people lift themselves out of poverty by harnessing the power of the private sector. A leading nonprofit organization operating in almost 30 countries, we work with hardworking women and men in the developing world to build competitive farms, businesses, and industries.

TechnoServe has been engaged by a public-sector donor to carry out a study of the main delivery models that are used to develop output market and trade systems for increased farmer income and food security, with a particular focus on four markets: Mali, Mozambique, Ghana, and Rwanda. The main goal for this assignment is to compare existing and potential delivery models for strengthening output markets and trade systems with quantified potential/projection of impact. TechnoServe is developing a preliminary perspective on these markets based on secondary sources and seeks to validate and expand its findings through meetings with key stakeholders in each market, which include: input importers, blenders, producers, distributors and retailers. (agro-dealers), as well as government organizations involved in regulation, procurement and/or distribution, non-profit organizations, and any private organization also involved in purchasing and distribution (e.g., local, regional, or multi-national companies that serve as off-takers). On the basis of these conversations, the team will recommend best practices for creating effective technical assistance that can attract more impact investments in food crop value chains.

TechnoServe's overall purpose is to provide an objective perspective of the dynamics and opportunities in the output market systems, with the ultimate goal of supporting an accelerated transformation of food market systems to ensure that they are competitive, inclusive, resilient, and predictable.

### Consultant Role

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The consultant will support the set up and execution of meetings with key stakeholders in Ghana by identifying the most relevant organizations, scheduling meetings with them, organizing and overseeing local logistics and accompanying the team during the meetings.

Broadly, the Consultant would conduct the following activities to achieve this objective:

#### Prepare visit to Ghana

- Identify the most relevant organizations in the agricultural sectors to meet with (from the types listed in above)
- Reach out to those organizations and schedule meetings within suggested dates for travel

- Organize local logistics (make reservations for hotel, local transportation, English translator)

#### Oversee and accompany during visit in Ghana

- Accompany TechnoServe team to the scheduled meetings
- Oversee logistics throughout the duration of the visit
- Translate for TechnoServe team where required

## **Deliverables**

<b>Deliverable</b>	<b>Description</b>	<b>Indicative Timing</b>
<b>1. Meetings</b>	<ul style="list-style-type: none"> <li>• 12-15 meetings scheduled and executed</li> <li>• Contact details (e.g., contact, organization, telephone, email, address) for all meetings and/or phone interviews</li> <li>• Translate for team where required</li> </ul>	Week 1
<b>2. Logistics</b>	Local logistics (e.g., lodging, meals, transportation) coordinated	Week 2-3

## **Skills and Requirements**

- University degree in agricultural sciences, management, or related field
- Minimum of 5 years of work experience in Ghana
- Minimum of 3 years work experience in agri-business and/or rural development
- Sound understanding of key agricultural value chains in Ghana (e.g., cocoa, cashew, cassava, yam, plantain)
- Previous business interaction with agribusinesses in Ghana, preferred
- Strong communication and convening skills
- Advanced knowledge of English language is preferred

## **Logistics**

If travel is required, TechnoServe will cover travel-related costs including airfare, in-country accommodation, in-country transportation, and a per diem for living expenses.

The Consultant will report into TechnoServe's Strategic Initiatives team and will also collaborate with in-country teams. While under the supervision of the Strategic Initiatives team, the bulk of the Consultant's work will be independently driven and executed.

*TechnoServe is an Equal Opportunity Employer of Minorities, Females, Protected Veterans and Individuals with Disabilities.*

## About TechnoServe

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**Established in 1968, TechnoServe works with enterprising people in the developing world to build competitive farms, businesses and industries.** We are a U.S. based non-profit that develops business solutions to poverty by linking people to information, capital and markets. Our work is rooted in the idea that hardworking people can generate income, jobs and wealth for their families and communities, when they are empowered with the right knowledge and access to markets. We operate in 30 countries across Africa, Latin America, as well as in India, and have a global team of 1,300 individuals, more than 90% of whom are host country nationals.

**TechnoServe is highly focused on corporate partnerships, one of the central pillars of our strategy.** Revenues from corporations account for 25% of our ~\$90M global revenues. As such, TechnoServe has a dedicated Strategic Initiatives Team (15 individuals across U.S. and UK) focused on supporting corporate partners develop inclusive supply chains in emerging markets. This team combines strategic expertise from the private sector – team members are recruited from top-tier strategy consultancy firms such as McKinsey, BCG, Bain - with practical, grounded knowledge based on working in emerging markets.

**The Strategic Initiatives Team works with corporate partners to design their inclusive supply chain and local economic development objectives and to quantify the practical business case for what it would take to deliver.** We often then work with our partners as an implementing partner on the ground. The team currently manages TechnoServe's global relationships with various companies including, Anglo American, Walmart, Syngenta, The Coca Cola Company, Cargill, John Deere, Kellogg's, Visa, Mastercard, Mars, and Unilever.