

Request for Proposal

Date: 6/7/2022

Subject: Facilitation of In-Person Gender Champion Network Meeting

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.

Co-design and facilitate 3-day Gender Champion Network conference

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: 7/22/2022

End Date: 11/30/2022

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+P0011603@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
6/27/2022	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
6/28/2022	Date that answers to questions will be distributed to all.
7/1/2022	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
50	Price, inclusive of all delivery fees and taxes
50	Experience & Past Performance (proposal & reference-check based

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

EXHIBIT 1: Scope of Work (SOW)

Facilitation of In-Person Gender Champion Network Gathering

Purpose of Assignment: Co-design and facilitate 3-day Gender Champion Network conference

Deliverable(s):

- Inception Report (including work plan)
- Draft conference and facilitator’s agenda
- Final conference and facilitator’s agenda
- Facilitation for 3-days
- Debrief and conference report

Anticipated Period of Performance: On or About July 22 – November 30, 2022

A-Background and Program Context

TechnoServe is an international nonprofit organization that promotes business solutions to poverty in the developing world. It is headquartered in Washington, DC and operates in 29 countries worldwide. TechnoServe's mission is to work with enterprising men and women in the developing world to build competitive farms, businesses and industries. It does this by linking people to information, capital and markets. With over 50 years of proven results, TechnoServe believes in the power of private enterprise to transform lives.

TechnoServe is committed to advancing gender equality guided by our Gender Equality Policy, recently updated in 2022, which necessitates actions focused on both our programming and our corporate practices and culture. By investing in gender equality and women’s economic empowerment, we increase project effectiveness, strengthen our organization, and mobilize greater resources. We recognize that maximizing the inclusive economic growth that is required to achieve widespread prosperity requires the full and unencumbered participation of women and girls. Our Gender Equality Policy and commitment to programmatic excellence necessitates that our work and our organization engage, empower, and benefit both women and men.

The Gender Practice leads TechnoServe’s efforts to fulfill its Gender Policy and advance women’s economic empowerment across its programs in entrepreneurship, agriculture – especially coffee – and food processing practice areas. It delivers targeted technical assistance to programs, builds a foundation of knowledge and best practice resources associated with gender equality and women’s economic empowerment, and works with a network of Gender Champions situated across the organization. Its work is supported by TechnoServe’s Gender Champion Network (GCN) is made up of roughly 70 staff who have expressed an interest in serving as gender equality change and

knowledge agents on their team. Each country¹ has approximately two Gender Champions who organize activities and support the work of the Gender Practice. The Network is divided into four (4) regions and led by Regional staff with support from the Gender Practice. Regional networks come together monthly or quarterly to build their capacity on gender equality, share lessons from their offices and projects, and strengthen their confidence as change agents.

B- General Requirements & Scope of Work

This Scope of Work (SOW) outlines the tasks and responsibilities associated with co-designing and facilitating an in-person² gathering for the Gender Champions Network. The gathering aims to strengthen the GCN with the objective creating an opportunity for Champions to:

- Strengthen their knowledge and skills on gender-related topics
- Build connections with other Gender Champions
- Learn and share lessons and experiences
- Contribute to building an identity for network

It will bring together roughly half of the Gender Champions Networks for up to three (3) days of skill building workshops (e.g., how to effectively facilitate participatory workshops, how to conduct a gender training), knowledge building discussions on specific topics related to gender equality and inclusion, and sharing and learning across the regions. The conference will run November 8-10, 2022.

The participants in the conference include English, Spanish, French, and Portuguese speakers. Gender Champions are from different parts of the organization: Business Advisors, Human Resource Business Partners, Gender Specialists, and Coordinators. We expect to have interpretation services available, at least for Spanish speakers.

The gathering is being organized by the Global Gender Practice in collaboration with a small team of representatives from the Regional Teams for Latin America, East Africa, and Southern Africa. The consultant(s) will work closely with the Global Gender Practice and this committee and report to the Global Gender Director. The specific activities under the responsibility of the consultant(s) include:

1. Co-design the agenda and session structure with the Global Gender Practice, including the development of any supporting documents and materials. *The agenda will need to include a contingency plan for COVID.*
2. Co-facilitate the gathering with assistance from the Global Gender Practice
3. Design an approach to capture key lessons from the gathering
4. Prepare a summary report on key takeaways and recommendations for Gender Champion Network and future conferences
5. Other logistical and facilitation support as identified.

¹<https://www.technoserve.org/our-work/where-we-work/>

²In the event that COVID interferes with the gathering, we will be looking for a venue that has the capacity to allow participants to dial-in. The design and facilitation will need to have a contingency plan for COVID.

C- Deliverables

- Inception Report (including work plan)
- Draft conference and facilitator's agenda
- Final conference and facilitator's agenda
- Facilitation for 3-days
- Debrief and conference report

D-Period and Location of Performance

This consultancy can be a blend of remote/in-person. The facilitator(s) will be required to be in DC in person one day prior to the conference and for the 3 days of the conference.

The assignment will begin on or about July 22 – November 30, 2022.

E-Required Skills & Experience

A competitive bid for the consultant(s) or firm will demonstrate:

- Experience designing and facilitating participatory and interactive conferences and workshops, using a variety of methods like liberating structures and/or other adult learning techniques
- Experience facilitating change through participatory and inclusive learning and reflection, especially in international and cross-cultural environments
- Ability to facilitate and relate to stakeholders at multiple levels
- Strong cross-cultural communication skills are necessary
- Ability to adapt quickly under pressure
- Proven ability to work within limited time constraints in the preparation of high quality documents
- Knowledge of international development, agriculture, entrepreneurship and/or women's economic empowerment desired
- Proficiency in English required; proficiency in Spanish, French, or Portuguese a plus

F-Form and Content of Response (cont'd)

Candidates meeting the aforementioned criteria and interested in being considered for this consultancy should submit one-word document (*with a maximum of 5 pages*) with the following contents:

- A maximum one-page cover letter summarizing the applicant's interest and capacity to design and facilitate the conference.
- A description of the different methodologies and approaches that can be used to facilitate an interactive and participatory conference.



- CV(s) and a summary of the contractor or team’s experience in designing and facilitating conferences.
- List of three professional references we may contact who can attest to your experience and expertise in gender and social inclusion. Include contact information (daytime phone numbers and email contacts).
- List of the three most recent relevant assignments that you have undertaken, including a description of why these are relevant to this RFP and what learnings were drawn from that assignment.
- Detailed budget to deliver the scope of work.

*Optional, outside of the page limits, applicants may choose to submit one example of a relevant assessment report recently completed or any other document that demonstrates strong writing ability as a separate attachment. All documents will be handled with the utmost confidentiality.

We encourage all qualified individuals and organizations who share TechnoServe's vision of improving the lives of others through proven business solutions to apply. Candidates based within the region are encouraged to apply.

With our commitment to diversity, we are proud to be an equal opportunity employer and affirmative action employer and do not discriminate on the basis of gender, race, color, ethnicity, religion, sexual orientation, gender identity, age, HIV/AIDS status, protected veteran status, disability, and all other protected classes.

END of SOW