

# Request for Proposal

**Date:** 8/22/2022

**Subject:** Call for consultants, writing Proposals for upcoming opp's

**Reference #:** P0013380

**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 contract are listed below. A more detailed Statement of Work is also attached.

We are looking for Proposal Writers with experience serving as a lead technical writer in response to USAID, USDA, FCDO, the Bill and Melinda Gates Foundation, and others. The Proposal Writer will work closely with TechnoServe Proposal Managers and Technical Leads to design and develop technical program narratives and other proposal sections as requested (executive summary, management plan, organization capacity, monitoring and evaluation plan, implementation plan, etc.).

**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.

**Start Date:** 9/19/2022

**End Date:** 9/30/2023

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

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

- Estimate the length of time required to accomplish all requirements, with detail on individual activity implementation dates, as referenced in the Statement of Work.
- 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). Consultants should provide their daily or hourly billing rate, or their proposed fixed fee for the requested deliverables.
- Provide at least 3 references for similar contracts with a description of the services provided, value of the contract, and the contract periods of performance.
- Include a contact name, email address, and telephone number to facilitate communication between TechnoServe and the submitting firm or consultant.
- For proposals from a firm, provide 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.
- If a consortium of firms or a team of consultants submits a proposal jointly, the above information should be provided for each member of the team.

To ensure consideration, all quotes must be submitted in the following language and 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. DO NOT email your proposal to any employee of TechnoServe or deliver your proposal in hard copy to a TechnoServe office. **Failing to adhere to these instructions may make your proposal ineligible for consideration.**

**Email:** buy+US+P0013380@tns.org

**Order of Events:** This procurement will be administered in accordance with the following dates (subject to change at TechnoServe's sole discretion):

<b>Date</b>	<b>Event</b>
9/5/2022	Last date that questions and notice of intent to bid will be accepted. Questions and answers will be distributed to all known interested parties, so questions should not disclose confidential information, and all interested parties should submit a notice of intent to bid by this deadline to ensure they receive a copy of TechnoServe's response to questions.

Questions and/or notice of intent to bid should be emailed to:

dlape@tns.org

9/7/2022 Date that answers to questions will be distributed to all known intended bidders.

9/13/2022 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 indicated on the RFP. All late responses will be rejected.
- All unresponsive proposals will be rejected.
- All proposals will be considered binding offers. Your proposal must be valid for acceptance for a minimum period of 90 days from the closing date of this solicitation.
- 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 known intended bidders will be provided with notification of any changes.
- TechnoServe reserves the right to require any bidder to enter into a non-disclosure agreement.
- Bidders are solely obligated to pay for all costs which may be incurred by the bidder or any third parties in connection with preparing the proposal.
- All proposals and supporting documentation shall become the property of TechnoServe and shall be treated confidentially.
- Bidders are required to identify and disclose any actual or potential Conflict of Interest.

**Criteria for Selection:**

TechnoServe's evaluation of proposals will be based on the factors set out below. At the sole discretion of TechnoServe, bidders may be selected for follow-up questions or to provide an oral presentation. TechnoServe reserves the right to award the contract to the bidder whose proposal is deemed to be in the best interest of TechnoServe. TechnoServe will not award a contract to any bidder where there is indication of a lack of business integrity.

<b>Max Points</b>	<b>Criterion</b>
10	Price, inclusive of all delivery fees and taxes
30	Years of experience writing proposals
20	Years of experience in New Business
20	Proposal Development experience with TechnoServe's Area of Excellence
20	Proposal Development experience with TechnoServe's list of priority funders
10	Favorable past performance with TechnoServe

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

## **Exhibit 1: Statement of Work**

### **Performance Location**

Global / Remote

Some travel required, based on assignment

### **Background and Objective**

We are looking for Proposal Writers with experience serving as a lead technical writer in response to USAID, USDA, FCDO, the Bill and Melinda Gates Foundation, and others. The Proposal Writer will work closely with TechnoServe Proposal Managers and Technical Leads to design and develop technical program narratives and other proposal sections as requested (executive summary, management plan, organization capacity, monitoring and evaluation plan, implementation plan, etc.). Proposal Writers will have demonstrated experience writing winning competitive proposals, will demonstrate an in-depth knowledge of public funder trends and priorities, and will have a strong background in economic development areas of agriculture, food processing, and/or entrepreneurship.

### **Contractor Tasks**

Responsibilities:

- Support the development of competitive technical applications in response to solicitations by contributing to the technical design
- Lead the drafting of key technical proposal sections, including following all internal review processes
- In collaboration with the Proposal Manager, identify and persuasively articulate win themes in the technical application
- Participate in bid team, partner, and stakeholder meetings as needed; conduct desk research as needed

### **Operation and Logistical Considerations**

*Structure of Agreement*

It is TechnoServe's intent to sign a Master Service Agreement (MSA) with the winning vendor for these services, as needed throughout the year. Specific deliverables and fees will be defined and finalized in Task Orders under the MSA.

*Period of performance (continued)*

The anticipated term of the MSA will be for one year, with an option to renew.

### **Deliverables**

The expected deliverables will be specific to the proposal, as outlined in each consecutive Task Order.

Generally, deliverables will include:

- Stakeholder meeting attendance
- Proposal review session attendance
- Desk research / write-ups
- Draft and final versions of project proposals to bid teams and donors

**Deliverable Acceptance Standards**

The Consultant will engage with TechnoServe's Associate Vice President for Program Development and/or a designee who will review each deliverable and be the sole judge of adequacy. The contractor will be responsible for rectifying any reasonable requests from TechnoServe for changes, clarification, corrections, etc.