

Invitation to submit a tender (published on 29 April 2024), according to §9 UvgO: public invitation to tender

Service provider for Coordination of pool of experts on agroforestry trainings

TIMEFRAME/DURATION: June 2024 -December 2024

DEADLINE FOR SUBMISSION OF BIDS: 29 May 2024, 12.00 PM (CET)

1. Client and background

Naturland – Verband für ökologischen Landbau e.V. (“Naturland”) is a German-based international farmers’ association that develops and disseminates organicfarming practices regionally, nationally and worldwide.

With a project financially supported by the German Federal Ministry for Economic Cooperation and Development (BMZ), Naturland aims to improve the livelihood of Rwandan coffee farmers and to create more and better jobs through organic agroforestry systems and capacity development.

Partnering with seven coffee cooperatives and companies, the project Job Partnership with Rwanda (“Better livelihoods for organic coffee growers and climate-risk mitigation through enhanced organic agroforestry systems and fair trade”) runs until March 2025.

The project focuses on local capacity development and fair-trade facilitation. Through local capacity development, Naturland will support the seven coffee cooperatives and companies in their conversion towards organic agroforestry systems. To achieve this objective, 6 master trainers and 61 suitable trainers will need to be selected and assigned to the project so that they can conduct trainings on agroforestry-based organic coffee production with the various coffee farmer groups and this requires contracting of a service provider /consultancy who will be able to hire, lead and coordinate these two pools of experts (master trainers and trainers).

Naturland is, therefore, looking for an experienced service provider/consultancy firm in agriculture sector who can hire, assign, lead and coordinate the tasks of the two pools of experts for the project.

2. Description of the service sought

The following services and deliverables will be provided by the service provider to be commissioned:

- Select, conclude all administrative requirements and contract 2 pools of experts (the 1st pool for 6 master trainers and the 2nd one for 61 trainers). During the selection of the two pools, full CVs with relevant certificates from master trainers and short bios of 61 trainers should be presented to Naturland. Naturland reserves the right to accept or reject the proposed Master Trainers and Trainers based on objective qualification.
- Lead and coordinate the master trainers and trainers in delivering all the trainings to various farmer groups. The service provider is expected to ensure that the responsibilities of the master trainers and trainers are met as planned and timely. The task of the service provider will be mainly to do the coordination of the trainings to ensure the trainings take place within the planned time frame (including but not limited to logistics, catering etc.).
- The responsibilities of the 6 master trainers include:
 - Train the 61 trainers on organic standards, including key aspects related to the new EU

- organic regulation, Naturland standards and East African Organic Products Standards.
 - Train the 61 trainers on the training methodologies to apply when delivering the training to farmers, including developing training manuals to be used by trainers when training farmer groups.
 - Train the key staff of the 7 coffee partners on organic guarantee systems (i.e., internal control system, ICS, and participatory guarantee systems, PGS), supporting them towards compliance with the new EU regulation and Naturland requirements.
 - Train lead farmers on how to operate the demonstration plots and which records to keep.
- The responsibilities of the 61 trainers include:
 - Conduct all the trainings to various farmer groups including 21 lead farmers on Naturland agroforestry-based organic coffee production, preparation for conversion to Naturland standards and preparation for inspection and first quality assurance visit.
 - Organize the farm visits necessary to check implementation progress of recommended practices per the conversion transition plans (action plans) developed as part of the mentorship/ coaching program.
 - The contracts with the master trainers and trainers will be concluded by the service provider, and the service provider will assume full legal responsibility for their services and deliverables as described above as a **general contractor**. The service provider will be solely responsible for remunerating the master trainers and trainers and the remuneration to be quoted by the service provider under no. 4 below will include all remuneration, taxes and expenses relating to the master trainers and trainers.

The service provider will be required to obtain and arrange for, at its cost and risk, all supplies and materials required for the provision of the services and deliverables, including, without limitation, transportation, communication, and other related costs.

3. Performance period

The service provider will select, conclude all administrative requirements and contract the two pools of experts in June 2024 and carry out the rest of the activities listed under no. 2 until the end of December 2024. Naturland can provide a non-binding list of possible master trainers and trainers.

4. Scheduling for the Services

Performance	Delivery date
Detailed planning of the training program of the master trainers and trainers	10 th – 14 th June, 2024
Master trainers provide trainings to the 61 trainers on organic standards, including on aspects related to the new EU organic regulation, Naturland standards and East African Organic Products Standards.	17 th – 28 th June, 2024
Master trainers provide trainings to key staff of the 7 coffee partners on organic guarantee systems (i.e., internal control system, ICS, and participatory guarantee systems, PGS), supporting them towards compliance with the new EU regulation and Naturland requirements.	1 st – 12 th July, 2024
Master trainers provide trainings to the 21 lead farmers on how to operate the demonstration plots	15 th -19 th July, 2024

Trainers conduct all the trainings to various farmer groups (to be identified by Naturland) including 21 lead farmers on agroforestry-based organic coffee production, preparation for conversion to Naturland standards and preparation for inspection and first quality assurance visit.	22 nd July- 2 nd August, 2024
Trainers organize the farm visits necessary to check implementation progress of recommended practices.	8 th -22 nd August, 2024
Implementation of the corrective actions identified during the farm visits for enhancing fully compliance.	September 2024-October 2024

5. Price structure

The remuneration includes all costs incurred by the service provider for its services (including all remuneration, taxes and expenses payable with respect to the master trainers and trainers). The service provider should clearly indicate in the offer the breakdown of the costs (Annex 3). Offers should be provided on net basis without VAT.

6. Exclusion criteria

- 1) Public contracts shall be awarded to competent, efficient (suitable) enterprises which are not excluded by analogous application of Sections 123 or 124 of the Act against Restraints of Competition (GWB). In the case of grounds for exclusion, section 125 of the Act against Restraints of Competition shall apply mutatis mutandis to self-cleaning and section 126 of the Act against Restraints of Competition shall apply mutatis mutandis to the maximum permissible duration of the exclusion. Section 123(1) no 4 and 5 of the Act against Restraints of Competition shall also apply insofar as the infringement is directed against public budgets. Section 124(1)(7) of the Act against Restraints of Competition shall apply mutatis mutandis with the proviso that the defective performance of the contract may not have led to the premature termination of the contract or to damages or a comparable legal consequence. In order to check any grounds for exclusion, the self-declaration (Annex 2) must be completed and duly executed.
- 2) Proof of entry in the commercial/professional register which confirms engagement and providing services in agriculture sector; not older than 12 months.
- 3) Completed information sheet being submitted (Annex- 1)

7. Evaluation criteria

The following core elements and competences are sought:

- 1) Proven experience in leading and coordinating pool of experts in the provision of trainings in the agriculture sector (max. 14 points)

Requirements to achieve 1-14 points with reference to the competences mentioned under Article 2.

Requirements to achieve 1 point	Requirements to achieve 5 points	Requirements to achieve 8 points
The applicant has the experience of leading and coordinating less than 50 experts in the provision of trainings in the agriculture sector	The applicant has the experience of leading and coordinating 50-80 experts in the provision of trainings in the agriculture sector.	The applicant has the experience of leading and coordinating more than 80 experts in the provision of trainings in the agriculture sector

The Applicant having trained experts in agroforestry topics will receive additional 6 points regardless of the number of experts trained.

- 2) Proven administrative experience in hiring and managing contracts and payments of experts (max. 12 points).

Requirements to achieve 1-12 points with reference to the activities mentioned under Article 2

Requirements to achieve 1 point	Requirements to achieve 6 points	Requirements to achieve 12 points
The applicant has already successfully managed contracts of pools of experts in the past (1 reference)	The applicant has already successfully managed contracts of pools of experts in the past (2 references)	The applicant has already successfully managed contracts of pools of experts in the past (3 or more references)

- 3) Allocation of fee budget to Trainers and Master Trainers: It is very important to Naturland that the master trainers and trainers are compensated fairly for their time invested in their engagement. The offer with the highest allocation towards the fees of the trainers and master trainers receives 6 points, the offer with the lowest allocation receives 1 point. All others receive 3 points.
- 4) Price: The offer with the lowest total price receives 5 points, the offer with the highest price receives 1 point. All other offers receive 3 points.

8. Type of contract - Implementation of the contract

The procedure will lead to the conclusion of a contract based on the "Terms of reference" (for sample see Annex 5 and Annex 6).

9. Timetable of the call for tenders

- a. Deadline for submission of tenders: 29.05.2024; 12.00 PM (CET)
- b. Opening of documents and evaluation: 31.05.2024
- c. Information on results: Planned for 04.06.2024
- d. Binding period for the Offer: 15.09.2024

10. Submission of a bid

We ask you to submit your offer, consisting of:

1. Completed information sheet (Annex 1)
2. Completed self-declaration (Annex 2)
3. Completed price sheet (Annex 3)
4. Proof of entry in commercial/professional register; not older than 12 months
5. Proof/certificate of a rendered services in the past

To the following address: s.getahun@naturland.de

11. Bidder questions

Contact for bidders' questions: Ms. Selome Getahun (s.getahun@naturland.de). All questions and answers will be made available to all bidders immediately.

12. Consultation

In case of ambiguities with regard to the submitted documents, Naturland e.V. reserves the right to ask questions to the bidders.

13. Annexes to the call for tender

- a. Info sheet (Annex 1)
- b. Self-declaration (Annex 2)
- c. Price sheet (Annex 3)
- d. Evaluation sheet (Annex 4)
- e. Terms of reference (Annex 5)
- f. Sample service agreement (Annex 6)