

## Request for Quote/Proposal (RFQ/RFP)

Commodity/Service Required:	Recruitment of an individual consultant to develop the Rwanda Organic Agriculture Movement (ROAM) 7-year Strategic plan
Type of Procurement:	Individual Consultancy
Type of Contract:	Firm Fixed Price
Term of Contract:	Time of Delivery
Contract Funding:	USAID
This Procurement supports:	Feed the Future Rwanda Kungahara Wagura Amasoko
Submit Proposal to:	procurementftfkwa@rti.org
Date of Issue of RFP:	May 3, 2024
Date Questions from Supplier Due:	May 13, 2024
Date Proposal Due:	May 23, 2024
Approximate Date Purchase Order Issued to Successful Bidder(s):	To be Determined

<b>Method of Submittal:</b>	
Respond via e-mail with attached document in MS Word / pdf format. The Bidder/Seller agrees to hold the prices in its offer firm for <b>180 days</b> from the date specified for the receipt of offers, unless another time is specified in the addendum of the RFP/RFQ.	
Solicitation Number:	FTF KWA 2024-20

### Attachments to RFP:

1. Attachment "A" – Commodity Specifications
2. Attachment "B" – Instructions to Bidders/Sellers
3. All PO Terms and Conditions are listed on our website at:  
<https://www.rti.org/sites/default/files/rti-purchase-order-terms-and-conditions-v1.16.pdf>,  
[http://www.rti.org/files/PO\\_FAR\\_Clauses.pdf](http://www.rti.org/files/PO_FAR_Clauses.pdf) or for commercial items:  
[http://www.rti.org/files/PO\\_FAR\\_Clauses\\_Commercial\\_Items.pdf](http://www.rti.org/files/PO_FAR_Clauses_Commercial_Items.pdf) (hereinafter the "Terms").  
 Supplier's delivery of products, performance of services, or issuance of invoices in connection with this purchase order establishes Supplier's agreement to the Terms. The Terms may only be modified in writing signed by both parties.

**RTI International is a trade name of Research Triangle Institute. RTI and the RTI logo are U.S. registered trademarks of Research Triangle Institute.**



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Telephone 919.541.6000 ■ Fax 919.541.5985 ■ [www.rti.org](http://www.rti.org)

All bidders/sellers are responsible to carefully review each attachment and follow any instructions that may be relevant to this procurement.

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## Attachment A

### Commodity Specifications or Statement of Work

#### Statement of Work

Indicate a description of the activity/service that is expected from the supplier. Provide product specifications or service expectations (both if applicable). Include deliverables, timelines, and any special terms and conditions.

Description of Activity/Service:

#### **PROJECT DESCRIPTION**

Feed the Future Rwanda Kungahara Wagura Amasoko is a five-year USAID-funded initiative designed to boost Rwanda's economic growth inclusively and sustainably by increasing the export of high-value agricultural products. Targeted high-value agricultural value chains include coffee, tea, horticulture and spices, livestock products (dairy and hides), and other emerging values chains (e.g., stevia, essential oils) within the districts of Bugesera, Kayonza, Ngoma, Gatsibo, Burera, Gakenke, Nyamagabe, Nyamasheke, Karongi, Rutsiro, Ngororero, Rubavu and Nyabihu.

Using a market systems approach, Kungahara Wagura Amasoko works with and through the Government of Rwanda (GOR), the private sector, and civil society to achieve the above goal. This includes implementation of the two following strategic objectives: (i) facilitate inclusive and resilience-focused policy reforms that promote agricultural export growth using evidence-based analysis and strengthen advocacy capacity of the private sector organizations, and (ii) support local actors (government and private sector) to attract, mobilize and direct public and private financing resources and/or investment towards increased agriculture and food exports.

#### **BACKGROUND AND RATIONALE**

Rwanda Organic Agricultural Movement (ROAM) is an umbrella organization for individuals and entities engaged in organic agriculture and related activities in Rwanda. ROAM currently has over 5,000 registered members, comprising of producers, farmers, processors, exporters, and importers involved in the cultivation, processing, and marketing of various organic products such as coffee, tea, fruits, vegetables, and essential oils. Additionally, ROAM is a member in prominent international and continental bodies, including the International Federation of Organic Agriculture Movements (IFOAM), founded in 1972, which represents nearly 800 affiliates across 117 countries, as well as AfroNet, established in 2008 as the umbrella organization uniting and advocating for African organic stakeholders.

The partnership between ROAM and Kungahara Wagura Amasoko was formalized through a memorandum of understanding (MoU) that underscored joint commitment to advancing the export of high-value organic agricultural products from Rwanda. This collaboration seeks to foster an enabling environment conducive to the expansion of Rwanda's organic production for

export-oriented ventures and to bolster the competitiveness of Rwandan organic goods in both regional and global markets. An assessment conducted by Kungahara Wagura Amasoko identified areas within ROAM's organizational capacity that require strengthening, notably the development of a comprehensive 7-year strategic plan. Consequently, ROAM is soliciting assistance in engaging a consultant to craft this strategic blueprint.

Product or Service Expectations (both if applicable):

**OBJECTIVE OF THIS ASSIGNMENT**

The main objective of this assignment is to craft a 7-year strategic plan for ROAM, geared towards offering guidance and bolstering its actions to fulfill its mission. The strategic document will serve as a roadmap for ROAM, aiding in the strategic execution of initiatives and plans aimed at realizing its long-term vision. It will align efforts towards a unified direction by implementing planned activities, facilitating decision-making, mobilizing, and allocating resources, all while prioritizing detailed objectives. Additionally, it will form the foundation for monitoring and evaluating progress performance against predetermined goals and targets.

**CONSULTANT TASKS/ACTIVITIES**

The consultant will work closely with ROAM to develop a 7- year strategic plan document and supports its validation process. The following are activities to be undertaken:

- Analyze ROAM’s organizational goals and objectives to create supporting interventions to respond to organization goals.
- Develop a clear long term strategic plan (SP) with clear objectives, logic framework, results matrix (baseline, indicator, and targets) with monitoring tools.
- Include in the strategic plan clear resource mobilization intervention that will further attract and mobilize funds on behalf of the movement.
- Identify all revenue streams, stakeholders mapping and methodology to mobilize them
- Include the implementation matrix and communication plan in the strategic document with detailed cost for each intervention.
- Support the data collection process to inform the formulation of baseline, indicators and clear targets and means of verification that will be used during the implementation of the strategic plan.
- Support and organize the validation session and stakeholders’ engagement to discuss and approve the 7- year strategic plan.

Deliverables, Timelines, Special Terms and Conditions:

**DELIVERABLES**

No	Deliverables	Level of efforts (LOE)
1.	Attend the kick -off meeting between ROAM team to be briefed on the assignment and develop an inception report	3 Days

	with clear methodology, stakeholders to be engaged and Gantt chart outlining key milestones and respective timelines.	
2.	Desk review and stakeholder engagement: Review the structure, working environment, source of data and all related documents of ROAM to understand the context and scope of work. Conduct interviews with key stakeholders as agreed with ROAM. Present the overall strategic direction and objectives for buy-in by ROAM leadership/management team.	5 Days
3.	Draft long-term 7-year SP (which includes M&E plan, members capacity building communication , resource mobilization, advocacy strategy & influencing plans, stakeholders mapping and all revenue streams)	15 Days
4.	Present the long-term SP for validation	1 Day
5.	Incorporate feedback from the validation session and present the final SP	2 Days
	<b>Total (LOE)</b>	<b>26 Days</b>

**PREFERRED QUALIFICATIONS**

- Master’s degree in economics, business administration, agribusiness, agricultural economics, development economics, development studies, or similar fields, with 6 years of experience; or, bachelor’s degree in the same fields with 8 years of experience
- Proven experience in strategic planning, demonstrable strategic thinking abilities and analytical mind with problem-solving aptitude
- Having a clear understanding of Rwanda agriculture sector context
- Demonstrated knowledge of Rwanda’s Private Sector setting, organization, and stakeholders
- Demonstrated ability to develop strategic plan and clear knowledge of planning process for both private and public sector.
- Demonstrated understanding of youth inclusion and gender mainstreaming approaches in the agribusinesses sector
- Proven track record conducting similar assignments and ability to work well in a team and with minimum supervision.
- Having knowledge on agro ecology/organic sector is an advantage.
- Rwandan citizen
- Oral and written fluency in both English and Kinyarwanda.
- Knowledge of French is an asset.

**ELIGIBILITY CRITERIA AND APPLICATION INSTRUCTIONS**

Interested applicants are required to submit their applications with the following content:

- A well elaborated Curriculum vitae in PDF format (3 pages maximum)
- One-page cover letter outlining similar/relevant work (PDF format)
- Proof of similar works completed supported with names and contact information (e.g., email and phone number) for at least 3 references and completion certificate)
- Clear methodology outlining the approach to deliver the assignment successfully (2 PAGES).
- Total cost of conducting the assessment, including a breakdown of the consultant’s daily rate and materials (1 PAGE PDF format).

**Bidders that do not meet the eligibility criteria will be considered unqualified and will be eliminated.**

Applications should be submitted to **procurementftkwa@rti.org** by May 23, 2024, with the title **“FTF KWA 2024-20/ROAM**. No portion of this assignment may be subcontracted.

**Pricing**

Item #	Quantity to be Purchased	Description of Preferred Commodity or Services Specifications	Unit of Measure	Unit Fixed Price (Each)	Total Fixed Price (Each)	Lead Time Availability (Number of Days)
1						
2						
3						
<b>Total Value</b>						

By signing this attachment, the bidder confirms he has a complete understanding of the specifications and fully intends to deliver items that comply with the above listed specifications.

Signature:

Title:

Date:


## Attachment “B” Instructions to Bidders/Sellers

1. **Procurement Narrative Description:** The Buyer (RTI) intends to purchase commodities and/or services identified in Attachment A. The Buyer intends to purchase the quantities (for commodities) and/or services (based on deliverables identified in a Statement of Work). The term of the Ordering Agreement shall be from Award Date to the Delivery date of the Offeror unless extended by mutual agreement of the parties. The Buyer intends to award to a single “approved” supplier based on conformance to the listed specifications, the ability to service this contract, and selling price. We reserve the right to award to more than one bidder. If an Ordering Agreement is established as a result of this RFQ/RFP, supplier understands that quantities indicated in the specifications (Attachment A) are an estimate only and RTI does not guarantee the purchase quantity of any item listed.
2. **Procuring Activity:** This procurement will be made by **Research Triangle Institute (RTI International)**, located at

RTI International SANLAM Towers, Second floor, KN 67 ST, NO.10. Kigali, Rwanda

who has a purchase requirement in support of a project funded by

USAID/Rwanda

RTI shall award the initial quantities and/or services and any option quantities (if exercised by RTI) to Seller by a properly executed Purchase Order as set forth within the terms of this properly executed agreement.

3. **Proposal Requirements.** All Sellers will submit a quote/proposal which contains offers for all items and options included in this RFQ/RFP. All information presented in the Sellers quote/proposal will be considered during RTI’s evaluation. Failure to submit the information required in this RFQ/RFP may result in Seller’s offer being deemed non-responsive. Sellers are responsible for submitting offers, and any modifications, revisions, or withdrawals, so as to reach RTI’s office designated in the RFQ/RFP by the time and date specified in the RFQ/RFP. Any offer, modification, revision, or withdrawal of an offer received at the RTI office designated in the RFQ/RFP after the exact time specified for receipt of offers is “late” and may not be considered at the discretion of the RTI Procurement Officer. The Seller’s proposal shall include the following:
  - (a) The solicitation number:
  - (b) The date and time submitted:
  - (c) The name, address, and telephone number of the seller (bidder) and authorized signature of same:
  - (d) Validity period of Quote:
  - (e) A technical description of the items being offered in sufficient detail to evaluate compliance with the requirements in the solicitation. This may include product literature, or other documents, if necessary.

- (f) If RTI informs Seller that the Commodity is intended for export and the Commodity is not classified for export under Export Classification Control Number (ECCN) “EAR99” of the U.S. Department of Commerce Export Administration Regulations (EAR), then Seller must provide RTI the correct ECCN and the name of Seller’s representative responsible for Trade Compliance who can confirm the export classification.
  - (g) Lead Time Availability of the Commodity/Service.
  - (h) Terms of warranty describing what and how the warranties will be serviced.
  - (i) Special pricing instructions: Price and any discount terms or special requirements or terms (special note: pricing must include guaranteed firm fixed prices for items requested.)
  - (j) Payment address or instructions (if different from mailing address)
  - (k) Acknowledgment of solicitation amendments (if any)
  - (l) Past performance information, when included as an evaluation factor, to include recent and relevant contracts for the same or similar items and other references (including points of contact with telephone numbers, and other relevant information)
  - (m) **Special Note:** *The Seller, by his response to this RFQ/RFP and accompanying signatures, confirms that the terms and conditions associated with this RFQ/RFP document have been agreed to and all of its attachments have been carefully read and understood and all related questions answered.*
4. **Forms:** Sellers (potential bidders or suppliers) must record their pricing utilizing the format found on Attachment “A”. Sellers must sign the single hardcopy submitted and send to address listed on the cover page of this RFQ/RFP.
5. **Questions Concerning the Procurement.** All questions in regards to this RFQ/RFP to be directed to

Procurement Team

at this email address:

procurementftkwa@rti.org

The cut-off date for questions is.

May 13, 2024

6. **Notifications and Deliveries:** Time is of the essence for this procurement. Seller shall deliver the items or services no later than the dates set forth in the contract that will be agreed by both parties as a result of this RFQ/RFP. The Seller shall immediately contact the Buyer’s Procurement Officer if the specifications, availability, or the delivery schedule(s) changes.



Exceptional delays will result in financial penalties being imposed of Seller.

7. **Documentation:** The following documents will be required for payment for each item:
  - (a) A detailed invoice listing Purchase Order Number, Bank information with wiring instructions (when applicable)
  - (b) Packing List
  - (c) All relevant product/service documentation (manuals, warranty doc, certificate of analysis, etc.)
8. **Payment Terms:** Refer to RTI purchase order terms and conditions found in <https://www.rti.org/sites/default/files/rti-purchase-order-terms-and-conditions-v1.16.pdf> , [http://www.rti.org/files/PO\\_FAR\\_Clauses.pdf](http://www.rti.org/files/PO_FAR_Clauses.pdf), or [http://www.rti.org/files/PO\\_FAR\\_Clauses\\_Commercial\\_Items.pdf](http://www.rti.org/files/PO_FAR_Clauses_Commercial_Items.pdf). Payment can be made via wire transfer or other acceptable form. Sellers may propose alternative payment terms and they will be considered in the evaluation process.
9. **Alternative Proposals:** Sellers are permitted to offer “alternatives” should they not be able to meet the listed requirements. Any alternative proposals shall still satisfy the minimum requirements set forth in Attachment A Specifications.
10. **Inspection Process:** Each item shall be inspected prior to final acceptance of the item. All significant discrepancies, shortages, and/or faults must be satisfactorily corrected and satisfactorily documented prior to delivery and release of payment.
11. **Evaluation and Award Process:** The RTI Procurement Officer will award an agreement contract resulting from this solicitation to the responsible Seller (bidder) whose offer conforms to the RFQ/RFP will be most advantageous to RTI, price and other factors considered. The award will be made to the Seller representing the **best value** to the project and to RTI. For the purpose of this RFQ/RFP, price, delivery, technical and past performance are of equal importance for the purposes of evaluating, and selecting the “best value” awardee. RTI intends to evaluate offers and award an Agreement without discussions with Sellers. Therefore, the Seller’s initial offer should contain the Seller’s best terms from a price and technical standpoint. However, RTI reserves the right to conduct discussions if later determined by the RTI Procurement Officer to be necessary.

The evaluation factors will be comprised of the following criteria:

### **STAGE 1: Technical evaluation (70%)**

**Bids will be evaluated on the merits of their technical submissions using the following criteria.**

#### **Technical Capacity and Expertise**

- Clear and comprehensive description of the consultant’s experience (CV and cover letter in PDF format not more than 3 pages) (30 marks)
- Proven references for similar works (reference letters in PDF format 1 page) (20 marks)

- Quality of proposed methodology and approaches for this assignment (PDF format not more than 2 pages). (20 marks)

**Only bids that will have scored 50 marks or more in the technical evaluation shall be marked as Technically qualified to advance to the financial evaluation stage. Bidders scoring less than 50 Marks will be considered technically unqualified and will be eliminated.**

**STAGE 2: Financial Evaluation (30%)**

**Financial Bids**

For scoring of Price for each criterion, financial bids shall be scored using the following formula:

**Marks awarded= Lowest Price of Technically Qualified Bid\* Available for Criteria  
Bidder's Price**

12. **Award Notice.** A written notice of award or acceptance of an offer, mailed or otherwise furnished to the successful supplier within the time acceptance specified in the offer, shall result in a binding contract without further action by either party.
13. **Validity of Offer.** This RFP in no way obligates RTI to make an award, nor does it commit RTI to pay any costs incurred by the Seller in the preparation and submission of a proposal or amendments to a proposal. Your proposal shall be considered valid for **180 days** after submission.

14. **Representations and Certifications.** Winning suppliers under a US Federal Contract are required to complete and sign as part of your offer RTI Representations and Certifications for values over \$10,000.

15. **Certifications.**

**Certification and Disclosure Regarding Payments to Influence Certain Federal Transactions** - Certification and Disclosure Regarding Payments to Influence Certain Federal Transaction as referenced in FAR 52.203-11 is hereby incorporated into this Request for Proposal as a condition of acceptance.

**Limitation on Payments to Influence Certain Federal Transactions-** Limitation on Payments to Influence Certain Federal Transactions as referenced in FAR 52.203-12 is hereby incorporated into this Request for Proposal as a condition of acceptance.

16. **Anti- Kick Back Act of 1986.** Anti-Kickback Act of 1986 as referenced in FAR 52.203-7 is hereby incorporated into this Request for Proposal as a condition of acceptance. If you have reasonable grounds to believe that a violation, as described in Paragraph (b) of FAR 52.203-7 may have occurred, you should report this suspected violation to the RTI’s Ethics Hotline at 1-877-212-7220 or by sending an e-mail to [ethics@rti.org](mailto:ethics@rti.org). You may report a suspected violation anonymously.

17. **The John S. McCain National Defense Authorization Act for fiscal year 2019 - section 889.** RTI cannot use any equipment or services from specific companies, or their subsidiaries and affiliates, including Huawei Technologies Company, ZTE Corporation, Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, and Dahua Technology Company (“Covered Technology”). In response to this request for proposal, please do not provide a quote which includes any Covered Technology. Any quote which includes Covered Technology will be deemed non-responsive. Additionally, if the United States Government is the source of funds for this RFP, the resulting Supplier shall not provide any equipment, system, or service that uses Covered Technology as a substantial or essential component

**Acceptance:**

Seller agrees, as evidenced by signature below, that the seller’s completed and signed solicitation, seller’s proposal including all required submissions and the negotiated terms contained herein, constitute the entire agreement for the services described herein.

By: *(Seller Company Name)*

Signature: \_\_\_\_\_

Title:

Date: