



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

Commodity/Service Required:	Recruitment of an individual consultant to conduct climate change institutional capacity assessment of high value agriculture export SMEs
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 7, 2024,
Date Questions from Supplier Due:	May 14, 2024
Date Proposal Due:	May 24, 2024
Approximate Date Purchase Order Issued to Successful Bidder(s):	To be Determined

### Method of Submittal:

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 **180 days** 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 2024-19
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### 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 inclusively and sustainably increase 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 organizations 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.

#### **Description of Activity**

Environmental concerns have emerged as a global problem in international agriculture trade because agricultural trade worldwide has the potential to increase environmental externalities such as environmental pollution, associated greenhouse gas (GHG) emission and climate change, deforestation, expansion of plant pests and diseases, etc.

Building institutional capacity to address climate change is recognized as an important result across USAID's and other donors' climate change adaptation and mitigation efforts to support governments, private sector and civil society organizations in moving their countries' or sectors' climate change agenda forward. In its effort to support governments, private sector and civil society organizations to address climate change issues, USAID developed a Global Climate Change (GCC) Institutional Capacity Assessment framework, which is a structured tool for assessing, monitoring, measuring the progress and reporting organizations' capacity to address climate change issues.

The GCC Institutional Capacity Assessment framework covers five areas, namely, (i) Governance to assess whether the organization has a clear mandate and or mission to address climate change issues and the level of commitment of leadership or organizational ownership to address climate change issues, (ii) Information, Data and Analysis to assess how institution accesses quality

information/ data, conducts analysis, monitors, generates and uses data, (iii) Planning to assess the institution's processes, procedures, tools to integrate climate change into planning, relevant stakeholders (internal and external) involved with integrating climate change into planning process and institution's current plans and strategies to integrate climate change, (iv) Resources to assess institution's budget for addressing climate change issues, human resources including adequate numbers of trained staff assigned to address climate change issues and available infrastructure (hardware, software, etc.) and (v) Implementation, Monitoring and Evaluation, and Knowledge Management to assess institution's climate change planned actions implemented, climate change services provided, targeted stakeholders/constituents benefitting these services, climate change actions monitored, feedback from stakeholders solicited, open reporting on results of implementation, performance of services and programs evaluated and system in place to disseminate information on and improve strategies, implementation, services and programs for climate change adaptation and mitigation.

As Kungahara Wagura Amasoko supports high value agriculture export SMEs to increase export volumes and values, it is important to understand the capacities of these SMEs to adapt and mitigate climate change issues within their organizational structures and business operations and processes. It is against this background that Kungahara Wagura Amasoko intends to recruit an individual consultant to conduct climate change institutional capacity assessment of its partner high value agriculture export SMEs to identify their capacity gaps for climate change adaptation and mitigation, opportunities, and priorities areas for improvement.

Product or Service Expectations (both if applicable):

## **OBJECTIVE**

The purpose of this assignment is to conduct climate change institutional capacity assessment of Kungahara Wagura Amasoko's partner SMEs partners (at least 15 SMEs) to address climate change issues using the GCC Institutional Capacity Assessment framework described above. This assessment will help identify capacity gaps within these target 15 SMEs, measure and document their progress and performance in adapting and mitigating climate change issues.

## **ACTIVITIES**

To achieve the above objective, the consultant will undertake the following activities:

- Review relevant national and regional policies, strategies, and action plans related to climate change adaptation and mitigation in the agriculture sector,
- Review the target 15 SMEs' organizational structures and operations including, the planning processes, MEL systems, human, technical and infrastructural resources to understand how they integrate climate change issues into their structure and systems,
- Based on this understanding, tailor the GCC assessment framework to reflect why improving the climate change capacity of the target 15 SMEs is critical to achieve USAID's and the country's climate change and development goals and objectives

- Review the GCC assessment framework and agree on which areas are relevant to the assessment,
- Develop a documentation checklist that will help to capture objective data relevant to the assessment area agreed upon, encouraging the partner SME participants to consider that information before they start to interpret it and ascribe scores on a scale of one to four (with four representing the highest capacity in the tool)
- Discuss with the target 15 SMEs the shared (USAID and SME) climate change and development goals and objectives and the role of the SMEs in achieving those goals and objectives,
- Organize in advance sessions with target 15 SMEs to define and explain to them the objectives and content of the assessment so they prepare adequately
- Work with target 15 SMEs to select appropriate participants within SMEs who will be participating in the assessment and how various GCC Assessment framework areas will be approached and assigned to participants (whether the assessment will either be conducted with a single set of participants for all sections or different participants for the various sections within the target 15 SMEs)
- Organize and facilitate assessment sessions (if possible, at the offices of the target partner SMEs) so that additional staff can be brought in to answer specific questions if needed and additional supporting documentation can be obtained quickly,
- Guide the assessment process, helping the participants understand the characteristics of different levels of capacity so they can assess their strengths and weaknesses related to addressing climate change ,
- Based on the assessment findings, support the 15 SMEs to develop and own action plans that are directly tied to the shared climate change goals and objectives between USAID and the SMEs. The action plans should contain priority areas for improvement, designate next steps, a lead, and other staff responsible for overseeing each priority item, a timeline for capacity development activities, resource requirements, and possible sources of technical assistance.
- Develop an M&E tool for SMEs to monitor implementation progress.

Deliverables, Timelines, Special Terms and Conditions:

No	Deliverable	Estimated Level of Effort
1.	Inception report including methodology and work plan for the GCC institutional assessment, with clear actions, timing, and milestones	5 days
2.	Develop a tailored GCC institutional assessment framework/tool designed to fit the need for the target SMEs, in preparation for the assessment. The tool should reflect upon why improving the	5 days

	climate change capacity of this organization is critical to achieve the country's climate change and development goals and objectives	
3.	Draft GCC institutional assessment report that contains SMEs' capacity gaps in adapting and mitigating climate change issues, opportunities, and priorities areas for improvement to address them as well as recommendations for enhancing institutional capacity to address the identified gaps related to climate change challenges.	12 days
4.	M&E tool for SMEs to monitor implementation progress of climate change adaptation and mitigation initiatives	3 days
5.	Organize and facilitation a validation workshop to discuss the assessment findings	1 day
6.	Final GCC institutional assessment report with inputs from the workshop incorporated	4 days

**PREFERRED QUALIFICATIONS**

- Master's degree in environmental sciences, Development Economics, trade economics, biodiversity sciences, Public Finance Management, Environmental Law or other closely related or similar fields, with 6 years of experience
- Proven experience in Global climate change analysis for policy implementation, preferably involving agriculture and food supply and transport systems.
- Private sector experience with demonstrable strategic thinking abilities and analytical mind with problem-solving aptitude
- Demonstrated knowledge of Rwanda agribusiness and ecological challenges related to food, and agriculture sectors, particularly the horticulture sector for high value exports products,
- At least 5 years of relevant experience preferably around climate change and natural resources management, vulnerability mapping, governance, or closely related fields programmes
- Demonstrated understanding of approaches to deal with climate change and economic shocks and integration in policies and strategies
- Proven track record conducting similar assignments and ability to work well individually or in a team and with minimum supervision.
- Proven experience in organizing and facilitating government institutions workshop and dialogue,
- Previous experience supporting USAID-funded projects or other development organizations, or projects and programs preferred.
- Oral and written fluency in Kinyarwanda and English

**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 [procurementftfkwa@rti.org](mailto:procurementftfkwa@rti.org) by May 24, 2024, with the title "**FTF KWA 2024-19/Climate change**". 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 14, 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). (20marks)

**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: