



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

Commodity/Service Required:	<b>Technical Assistance for Financial Institution Agribusiness Clients</b>
Type of Procurement:	Fixed contract
Type of Contract:	30 days fixed contract
Term of Contract:	Time of Delivery
Contract Funding:	USAID
This Procurement supports:	Feed the Future Rwanda Hanga Akazi Activity
Submit Proposal to:	<a href="mailto:HProcurement@hanga-akazi.org">HProcurement@hanga-akazi.org</a>
Date of Issue of RFP:	<b>May 10, 2024</b>
Date Questions from Supplier Due:	<b>May 17, 2024</b>
Date Proposal Due:	<b>May 24, 2024, at 17:00 CAT</b>
Approximate Date Purchase Order Issued to Successful Bidder(s):	<b>On/about June 2024</b>

### Method of Submittal:

Via email to [HProcurement@hanga-akazi.org](mailto:HProcurement@hanga-akazi.org)

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 **90** days from the date specified for the receipt of offers unless another time is specified in the addendum of the RFP/RFQ.

### 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.

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

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

# Attachment A

## Commodity Specifications or Statement of Work

### Statement of Work

#### PROJECT SUMMARY

RTI is an independent, nonprofit research institute founded in 1958 with the vision to address the world's most critical problems with science-based solutions in pursuit of a better future. It provides research, development, and technical services to government and business clients worldwide.

RTI is implementing a five-year USAID-funded Feed the Future Rwanda Hanga Akazi Activity to facilitate inclusive employment and entrepreneurship opportunities. The activity will work with and through the Government of Rwanda (GOR) to boost and drive inclusive job creation and economic growth in Rwanda's agriculture sector and complementary market segments (e.g., agri-businesses, finance, business development services, restaurant industry, training institutes). The program will use a market systems development approach to achieve its goals with emphasis on reaching women, youth, and persons with disabilities. The Activity will address the problem of insufficient employment opportunities and limited entrepreneurial success for Rwandans which negatively impacts the Rwandan economy and the country's development goals through the following intermediate results:

1. Rwandans possess the knowledge and skills required to serve labor and consumer markets domestically, regionally, and globally.
2. The private sector has access to the resources required to grow their revenue and employment; and
3. Businesses are incentivized to grow inclusively.

Over the life of the Activity, Hanga Akazi interventions will support a minimum of 23,000 job seekers to access new or improved employment, while the Activity's support to businesses will result in the creation of at least 19,000 full time jobs at partner firms. Hanga Akazi is not restricted to specific value chains or geographic areas.

#### PURPOSE OF ASSIGNMENT

Feed the Future aims to build long-term food security and stimulate broad-based, long-lasting economic growth. For HA to be able achieve that, there is need to collaborate with private sector players such as financial institutions/ service providers and agribusinesses, other stakeholders whose interventions aims towards improved skills development and job creation.

It is in this regard that HA partnered with one of the financial institutions (FI) in Rwanda to support the expansion of its agricultural lending activities through capacity building of its agribusiness clients to sustainably manage their loans and businesses professionally.

The proposed intervention is based on the successful similar intervention done in Year 1. The previous intervention yield results in terms of access to finance indicator while the expected result for this assignment is expected to yield number of jobs from trained agribusinesses and value of loan accessed as a result understanding their needs and eligibility to access loans from FIs as per project indicators.

- Furnish the participants with an understanding of Financing Options. Provide an overview of different types of financing available for agriculture, including loans, grants and subsidies in an investment structure putting into consideration the impact of cost of capital.
- Equip the participants with information about the available government programs and incentives. The consultant will provide an overview of government/development organizations' programs and incentives available to support agriculture financing, such as subsidies, grants, tax exemptions, and loan guarantees.
- Equip the FI agribusiness clients to understand the loan management and what the bank requires in the loan application to grow their agribusiness activities while maintaining business operations sustainably.
- Train the participants on Financial Management. This should cover financial management practices for accessing and managing financing, including budgeting, record-keeping, and financial reporting as commonly required by the lenders.
- The participants will also be equipped with skills of preparing business plans and its importance towards better management of the businesses. The consultant will equip SMEs with knowledge of how to develop a comprehensive business plan that attracts lenders to offer financing.
- Enlighten the business operators with strategies of identifying, assessing, and managing risks associated with agricultural projects, including market risks, production risks, and financial risks.
- To increase the capacity of the bank's client to manage their businesses professionally.

It is in line with this background that Hanga Akazi wishes to recruit a qualified service provider/ consultant (independent consultant) to provide the technical assistance to FI agribusiness clients.

**METHODOLOGY OF THE TRAINING**

The methodology for the trainings will be almost the same for completing the assignment which includes:

- ✓ **Theoretical session** where each component will have its theory part.
- ✓ **Group discussions and presentation:** trainees divided in groups will manipulate moderation of group work.
- ✓ **Case studies discussions** related to Rwandan context

**APPLICATION INSTRUCTIONS**

The firm is expected to produce and deliver:

1. Providing an inception report including capacity building plan for each step of the assignment.
2. Conduct training of 76 targeted agribusinesses in two group each (1) consisting of 30 agribusinesses for 3 days and (2) consisting of 46 women owned agribusiness for 3 days
3. Providing training modules and any other training materials.
4. Providing the training report

**1. Required Profiles and Qualifications**

**Required Expertise and experience for the Lead Consultant.**

- The consultant should have key qualifications and competencies as follows:
- Master's degree in agriculture finance, Finance, International Development, Project Management and Economics
- Demonstrate understanding of Agriculture value chain financing working context including entrepreneurial and agriculture finance ecosystem in Rwanda.

- Minimum of 10 years' practical experience in project design, business plan preparation, financial management, market research, project implementation, training of SMEs in business management, agribusiness financing requirement, credit management, equity, and grant management for Small, Medium, and large projects coupled with training bank staff handling agriculture financing, and financed agribusinesses ,investments financing particularly training Financial Institutions staff in agriculture value chain finance, potential and financed MSMEs entrepreneurs on de-risking, business development services, business ecosystem influencing work, or access to finance initiatives in Rwanda.
- Previous experience with similar assignment will be an advantage.

## Feed the Future Rwanda Hanga Akazi Activity

Subcontractor Name:

Dates of Performance:

Item	Unit Description	Rate (RWF)	Unit	Total (RWF)	Explanation/Notes
<b>Salaries</b>					
<b>Long-Term Staff Title</b>					
Title	/day	0	0	0	
Title	/day	0	0	0	
<b>Corporate Management &amp; Admin Support (STTA)</b>					
Title	/day	0	0	0	
Title	/day	0	0	0	
<b>Total Salaries</b>					
			<b>0</b>	<b>0</b>	
<b>Travel, Transportation and Per Diem</b>					
Transport in Kigali	/trip	0	0	0	
Transport out of Kigali	/trip	0	0	0	
Per Diem outside Kigali	/trip	0	0	0	
<b>Total Travel</b>					
			<b>0</b>	<b>0</b>	
<b>Other Direct Costs</b>					
Communications	/day	0	0	0	
<b>Total Other Direct Costs</b>					
			<b>0</b>	<b>0</b>	
<b>Subtotal</b>				<b>0</b>	
<b>VAT</b>			<b>18.00%</b>	<b>0</b>	
<b>Total (VAT inclusive)</b>				<b>0</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

Cogebanque Building, 5th Floor KN 63 St, Kigali, Rwanda

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

USAID

*(Insert client’s name)*

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 regard to this RFQ/RFP to be directed at this email address:

Angella Tugume

(insert name of procurement officer)

at this email address:

[haprourement@hanga-akazi.org](mailto:haprourement@hanga-akazi.org)

(insert email address of the procurement officer).

The cut-off date for questions is (insert date).

May 17<sup>th</sup>, 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:**

- a. **Technical Approach (35%):** Degree to which the applicant’s proposed methodology (including the initial work plan) responds to the requirements of the assignment and will successfully identify sectors with high job growth potential. This includes demonstration of a clear plan for how the applicant will intentionally integrate GESI considerations, with an emphasis on positive youth development approaches.
- b. **Value for Money (20%):** Cost proposed by the applicant relative to the quality of the technical approach and personnel.
- c. **Past Performance (15%):** Demonstrated track record of successful completion of similar assignments.
- d. **Qualification of the Consultant (15%):** The Consultant should have a masters degree in agriculture finance, Finance, International Development, Project Management and Economics and minimum of 10 years’ practical experience in project design, business plan preparation, financial management, market research, project implementation, training of



SMEs in business management, agribusiness financing requirement, credit management, equity, and grant management for Small, Medium, and large projects coupled with training bank staff handling agriculture financing, and financed agribusinesses ,investments financing particularly training Financial Institutions staff in agriculture value chain finance, potential and financed MSMEs entrepreneurs on de-risking, business development services, business ecosystem influencing work, or access to finance initiatives in Rwanda.

- e. **Presentation (15%):** Successful consultant will be invited for a presentation.
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 **90 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. **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.
16. **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: