

# Tender Package — Request for Proposal (RFP)



## 1. Invitation to Tender

<b>Tender Name: Business development services training for agents and cooperatives</b>	<b>Tender No:</b> KRT-1000
<b>Location:</b> South Kordofan State, (targeted localities Habila, Dilling, Kudugli and Alrief Alshagri)	<b>Correspondence Language(s):</b> English
<b>Brief Summary Description of Project:</b> The SAFE program supported 30 cooperatives to construct produce building stores and marketing hubs. The program plans to further support these cooperatives to turn into vibrant business entities which deliver economic and social benefits to their members. In order to do this, the cooperatives must start and manage two to three business enterprises. To equip the cooperative with business skills needed, Mercy Corps intends to identify a company or consultant to train the 30 farmer groups and up to 90 small agribusinesses, to support them to establish between 2-3 profitable businesses or diversify their existing businesses.	

<b>Tender Package Available from:</b> (24 /April / 2022,14:00)	<b>Tender Package Pickup Location:</b> - Mercy Corps Europe –Khartoum office, Eltaef Area,off Abdllah Eltayeb with Bador house No 39. - <a href="mailto:sd-tenders@mercycorps.org">sd-tenders@mercycorps.org</a> .
<b>Deadline for Offer Submission:</b> (8/ May/ 2022; 14:00)	<b>Submit Offers to:</b> Tender Package can be submitted through the following email <a href="mailto:sd-tenders@mercycorps.org">sd-tenders@mercycorps.org</a> . During the submission kindly indicate the tender number which is KRT-1000 Business Development Services Training for Agents & Cooperatives  Hard copy can be submitted to the following location:  -Mercy Corps Europe –Khartoum office, Eltaef Area,off Abdllah Eltayeb with Bador house No 39.

*Mercy Corps reserves the right to accept or reject any late offers*

<b>Questions and Answers (Q&amp;A)</b>	
If any, Submit Questions in writing to: <a href="mailto:sd-tenders@mercycorps.org">sd-tenders@mercycorps.org</a>	
Last Day for Questions: (27/April/ 2022; Time 1500)	Questions will be answered by: (28/April/ 2022; Time 1500)
Questions will be answered through:( <a href="mailto:sd-tenders@mercycorps.org">sd-tenders@mercycorps.org</a> )	

Documentation Checklist		
These documents are contained within this tender package:	✓	Invitation to Tender
	✓	General Conditions for Tender
	✓	Criteria and Submittals
	✓	Price Offer Sheet
	✓	Supplier Information Form
	✓	Scope of Work/Technical Specifications
	✓	Sample Contract

## 2. General Conditions for Tender

Mercy Corps invites proposals for the goods, services and/or works described and summarized in these documents, and in accordance with procedures, conditions and contract terms presented herein. Mercy Corps reserves the right to vary the quantity of work/materials specified in the Tender Package without any changes in unit price or other terms and conditions and to accept or reject any, all, or part of submitted offers.

### 2.1 Mercy Corps' Anti-Bribery and Anti-Corruption Statement

Mercy Corps strictly prohibits:

- Any form of bribe or kickback in relation to its activities  
This prohibition includes any *request* from any Mercy Corps employee, consultant or agent for anything of value from any company or individual in exchange for the employee, consultant or agents taking or not taking any action related to the award of a contract or the contract once awarded. It also applies to any *offer* from any company or individual to provide anything of value to any Mercy Corps employee, consultant or agent in exchange for that person taking or not taking any action related to the award of the contract or the contract.
- Conflicts of interests in the awarding or management of contracts  
If a company is owned by, whether directly or indirectly, in whole or in part, any Mercy Corps employee or any person who is related to a Mercy Corps employee, the company must ensure that it and the employee disclose the relationship as part of or prior to submitting the offer.
- The sharing or obtaining of confidential information  
Mercy Corps prohibits its employees from sharing, and any offerors from obtaining, confidential information related to this solicitation, including information regarding Mercy Corps' price estimates, competing offerors or competing offers, etc. Any information provided to one offeror must be provided to all other offerors.
- Collusion between/among offerors  
Mercy Corps requires fair and open competition for this solicitation. No two (or more) companies submitting proposals can be owned or controlled by the same individual(s). Companies submitting offers cannot share prices or other offer information or take any other action intended to pre-determine which company will win the solicitation and what price will be paid.

Violations of these prohibitions, along with all evidence of such violations, should be reported to:

<http://mercy Corps.org/integrityhotline>

Mercy Corps will investigate allegations fully and will take appropriate action. Any company, or individual that participates in any of the above prohibited conduct, will have its actions reported to the appropriate authorities, will be investigated fully, will have its offer rejected and/or contract terminated, and will not be eligible for future contracts with Mercy Corps. Employees participating in such conduct will have his/her employment terminated.

Violations will also be reported to Mercy Corps' donors, who may also choose to investigate and debar or suspend companies and their owners from receiving any contract that is funded in part by the donor, whether the contract is with Mercy Corps or any other entity.

## 2.2 Tender Basis:

- All offers shall be made in accordance with these instructions, and all documents requested should be furnished, including any required (but not limited to) supplier-specific information, technical specifications, drawings, bill of quantities, and/or delivery schedule. If any requested document is not furnished, a reason should be given for its omission in an exception sheet.
- No respondent should add, omit or change any item, term or condition herein.
- If suppliers have any additional requests and conditions, these shall be stipulated in an exception sheet.
- Each offeror may make one response only.
- Each offer shall be valid for the period of [180 days] from its date of submission.
- All offers should indicate whether they include taxes, compulsory payments, levies and/or duties, including VAT, if applicable.
- Suppliers should ensure that financial offers are devoid of calculation errors. If errors are identified during the evaluation process, the unit price will prevail. If there is ambiguity on the unit price, the Selection Committee may decide to disqualify the offer.
- Any requests for clarifications regarding the project that are not addressed in written documents must be presented to Mercy Corps in writing. The answer to any question raised in writing by any offeror will be issued to that offeror. In some cases Mercy Corps may choose to issue clarifications to all offerors. It is a condition of this tender that no clarification shall be deemed to supersede, contradict, add to or detract from the conditions hereof, unless made in writing as an Addendum to Tender and signed by Mercy Corps or its designated representative.
- This Tender does not obligate Mercy Corps to execute a contract nor does it commit Mercy Corps to pay any costs incurred in the preparation and submission of proposals. Furthermore, Mercy Corps reserves the right to reject any and all proposals, if such action is considered to be in the best interest of Mercy Corps.

## 2.3 Supplier Eligibility

Suppliers may not apply, and will be rejected as ineligible, if they :

- Are not registered companies
- Are bankrupt or in the process of going bankrupt
- Have been convicted of illegal/corrupt activities, and/or unprofessional conduct
- Have been guilty of grave professional misconduct
- Have not fulfilled obligations related to payment of social security and taxes
- Are guilty of serious misinterpretation in supplying information

- Are in violation of the policies outlined in Mercy Corps Anti Bribery or Anti Corruption Statement
- Supplier (or supplier’s principals) are on any list of sanctioned parties issued by; or are presently excluded or disqualified from participation in this transaction by: the United States Government or United Nations by the United States Government, the United Kingdom, the European Union, the United Nations, other national governments, or public international organizations.

Additional eligibility criteria, if applicable, are stated in section 3.2 of this tender package.

## 2.4 Response Documents

Offerors can either utilize the response documents contained in this tender package to submit their offer or they can submit an offer in their own format as long as it contains all the required documents and information specified by this tender.

## 2.5 Acceptance of Successful Response

Documentation submitted by offerors will be verified by Mercy Corps. The winning offeror will be required to sign a contract for the stated, agreed upon amount.

## 2.6 Certification Regarding Terrorism

It is Mercy Corps’ policy to comply with humanitarian principles and the laws and regulations of the United States, the European Union, the United Nations, the United Kingdom, host nations, and other applicable donors concerning transactions with or support to individuals or entities that have engaged in fraud, waste, abuse, human trafficking, corruption, or terrorist activity. These laws and regulations prohibit Mercy Corps from transacting with or providing support to any individuals or entities that are the subject of government sanctions, donor rules, or laws prohibiting transactions or support to such parties.

## 3. Criteria & Submittals

### 3.1 Contract Terms

Mercy Corps intends to issue a **Fixed Price** contract to one company/consultancy or organization. The successful offeror shall be required to adhere to the statement of work and terms and conditions of the resulting contract. The anticipated contract is incorporated in [Section 6](#) herein. By submitting an offer, offerors certify that they understand and agree to all of the terms and clauses contained in [Section 6](#).

### 3.2 Specific Eligibility Criteria

Eligibility criteria must be met and the corresponding supporting documents listed below under “Tender Submittals” **must** be submitted with offers. Offerors who do not submit these documents may be **disqualified** from any further technical or financial evaluation.

Eligibility Criteria:

- A degree in business studies or related discipline.
- ILO training and certification will be a strong advantage
- Experience in performing at least 2 similar assignments.
- Ability to tailor training to smallholder farmers with varying degrees of literacy.

- Ability to tailor training to female smallholder farmers with varying degrees of literacy.
- Able to deliver training in Arabic
- Able to complete the training in the required amount of time

### 3.3 Tender Submittals

Documents and required information listed in tender submittals are necessary in order to support the eligibility criteria and to conduct technical evaluations of received offers (and due diligence). While absence of these documents and/or information does not denote mandatory disqualification of suppliers, the lack of these items has the potential to severely and negatively impact the technical evaluation of an offer.

#### Documents supporting the Eligibility Criteria:

- If the offeror is a company or organization you must provide a company profile highlighting the website, products and services that align with this objective of this tender
- If the offeror is an individual consultant you must provide your CV
- Copies of academic credentials for individual(s) who will deliver the training
- Experience, two (2) references, including full contact details (email and phone) of organizations/companies for which you have provided similar type of training
- Training proposal plan and timeline for completion

#### Documents to conduct the Technical Evaluation and additional Due Diligence:

- Same as above

#### Price Offer :

The Price offer is used to determine which offer represents the best value and serves as a basis of negotiation before award of a contract. As a Fixed-Price contract, the price of the contract to be awarded will be an all-inclusive fixed price basis, either in the form of a total fixed price or a per-unit/deliverable fixed price. No profit, fees, taxes, or additional costs can be added after contract signing. Offerors must show unit prices, quantities, and total price, and contribution from expected parties as seen below. All items must be clearly labeled and included in the total offered price. The price offer should be broken down in a detailed budget form which has been provided.

Offerors must include VAT and customs duties in their offer where applicable.

### 3.4 Currency

Offers should be submitted in: SDG or USD if the offeror has a USD account  
Payments will be made in: SDG or USD if the offeror has a USD account

### 3.5 Tender Evaluation (Trade-Off Selection Method)

Based on the above submittals, a Mercy Corps Tender Committee will conduct a tender evaluation process. Mercy Corps reserves the right to accept or reject any or all proposals, and to accept the offer(s) deemed to be in the best interest of Mercy Corps. MC will not be responsible for or pay for any expenses or losses which may be incurred by

any Offeror in the preparation of their tender.

Evaluations will be conducted as described in the following subsections:

### 3.5.1 Scoring Evaluation

#### *Trade-Off Method*

Mercy Corps Tender Committee will conduct a technical evaluation which will grade technical criteria on a weighted basis (each criteria is given a percentage, all together equaling 100%). Offeror's proposals should consist of all required technical submittals so a Mercy Corps committee can thoroughly evaluate the technical criteria listed herein and assign points based on the strength of a technical submission.

Award criteria shall be based on the proposal's overall **“value for money”** (quality, cost, delivery time, etc.) while taking into consideration donor and internal requirements and regulations. Each individual criteria has been assigned a weighting prior to the release of this tender based on its importance to Mercy Corps in this process.

Offeror(s) with the best score will be accepted as the winning offeror(s), assuming the price is deemed fair and reasonable and subject to the additional due diligence in [section 3.5.2](#).

When performing the Scoring Evaluation, the Mercy Corps tender committee will assign points for each criteria based on the following scale:

Point	Rationale
0	Not acceptable; has not met any part of the specified criteria
1-4	Has met only some minimum requirements and may not be acceptable
5	Acceptable
6-9	Acceptable; has met all requirements and exceeds some
10	Acceptable; has exceeded all requirements

Evaluation Criteria	Weight (%)	Possible Points (1 to 10)	Weighted Score
	(A)	(B)	(A*B)
Experience performing at minimum 3 similar training projects-Summarize work undertaken	30		
Proposed training plan to meet stated objectives of tender	25		
Academic credentials, (business degree,economics, entrepreneurship or	15		

closely related discipline) of individual providing training			
Price/Cost/Delivery: Able to meet the delivery schedule stated in the Scope of work (section 5)	15		
If the offeror is a company/organization provide a company profile highlighting the website, products and services that align with this objective of this tender. If individual consultant, provide CV	10		
References 2, including full contact details (email, phone, etc.)	5		
<b>TOTAL POSSIBLE SCORE:</b>	<b>100%</b>		

### 3.5.2 Additional Due Diligence

Upon completion of both the technical and financial evaluations Mercy Corps may choose to engage in additional due diligence processes with a particular supplier or supplier(s). The purpose of these processes is to ensure that Mercy Corps engages with reputable, ethical, responsible Suppliers with solid financials and the ability to fulfill the contract. Additional due diligence may take the form of the following processes (though it is not limited to):

- Enhanced and Additional Reference Checks
- Short demo session (in person or online) whereby trainor presents to Mercy Corps a section of proposed training material to be delivered to cooperatives.
- Interview with proposed trainor demonstrating ability to engage and increase female participation of smallholder farmers.

## 4. Offer Form

**Offerors must submit their own independent offer including at least (but not limited to):**

- All documents requested in the “Eligibility Criteria” section of this Tender Package
- All documents requested in the “Tender Submittals” section of this Tender Package
- All information listed in the “Documents Comprising the Proposal” section below

**All offers must be duly signed (including position and full name of the signer) and stamped, with the date of completion.**

### *Documents Comprising the Proposal*

[Mercy Corps Procurement department to adjust content based on country context and nature of procurement]

The following information must be included in the offer of any potential offeror:

- Cover Letter** explaining interest to be a contracted vendor or supplier, and the details of the Proposal. The content of the cover letter shall include the following information:
  - A detailed specification of the offered services (Proposal)
  - Delivery time
  - Price validity date (for this purpose and as stated on the advertisement, quote given shall remain unchanged for 180 working days)
- A Price Offer detailing the unit price only, using the **Price Offer Sheet** template provided in [section 7](#)
- Completed and signed Mercy Corps **Supplier Information Form** (template provided in [section 7](#))
- Other important documents offeror feels need to be attached to support their proposal

The original proposal shall be signed by the offeror or a person or persons duly authorized to bind the offeror to the contract. Financial offer pages of the proposal shall be initialed by the person or persons signing the proposal and stamped with the company seal.

Any interlineations, erasures, or overwriting shall be valid only if they are initialed by the person or persons signing the proposal.



## 5. Scope of Work/Technical Specifications

### 5.1 Background

Mercy Corps, in partnership with the Adventist Development and Relief Agency (ADRA), is implementing a SIDA-funded program called 'Strengthening Agricultural Markets and Food Security (SAFE) in South Kordofan and Blue Nile states.

Mercy Corps is a leading global organization powered by the belief that a better world is possible. In disaster, in hardship, in more than 40 countries around the world, we partner to put bold solutions into action — helping people triumph over adversity and build stronger communities from within. Now, and for the future.

ADRA is the global humanitarian organization of the Seventh-day Adventist Church. Through an international network, ADRA delivers relief and development assistance to individuals in more than 130 countries—regardless of their ethnicity, political affiliation, or religious association. By partnering with communities, organizations, and governments, ADRA is able to improve the quality of life of millions through 9 impact areas.

### 5.2 Scope of Work (for Service)

#### 1. Project Description:

The SAFE program's overall goal is to reduce vulnerability, increase income and food security of small-scale farmers in South Kordofan and Blue Nile States. The program is not implemented through an approach of buying and distributing goods and services or paying for goods and services to be distributed to farmers. Rather, the program uses a Market systems development (MSD) approach: aimed at addressing root causes of why markets do not work well for the poor and smallholder farmers. The program aims at strengthening the supply systems and demand for goods and services that can support economic growth and improve social outcomes for smallholder farmers. To do this, the program (1) identifies barriers/constraints that prevent this supply and demand exchange from working effectively, (2) partners with private companies to develop and or scale-up specific market-based solutions to address these constraints. MSD programs adopt a light-touch role, facilitating linkages and interactions between market actors and stimulating market systems to deliver products or services over the long-term, rather than directly delivering goods and services in the program's short lifespan.

The program has partnered with (1) seed companies to expand supply of improved seeds to farmers, (2) contract farming companies to expand farming on contract to farmers, (3) banks and microfinance to expand financial services to farmers (4) a post harvest handling material supply company to provide to improve access to hermetic storage bags and now seeks to provide business training to farmer cooperatives and small scale rural retail agribusinesses. In doing this, the program is facilitating long-term development of the agricultural market systems which will bring more benefit to all parties involved in the system.

#### 2. Background to the consultancy services required

The SAFE program has established or identified 30 cooperatives whom it supported to construct produce building stores and marketing hubs and provided training on cooperatives principles and governance. The program has also supported the companies mentioned above to identify people in rural areas who can start up retail businesses as part of their supply chain to either sell to farmers or buy from farmers the products bought or sold by the companies. The SAFE program plans to support these cooperatives to turn into vibrant business entities which deliver economic and social benefit to their members and for the agribusinesses to be more profitable and to continue delivering goods and services to members of their communities. To do this, the cooperatives must start and effectively manage two to three profitable business enterprises and the agribusinesses agents must be able to diversify their businesses to cater for seasonality of agricultural products. To equip the cooperatives and rural agribusinesses with business skills, Mercy Corps intends to identify a company/organization to train the 30 farmer cooperatives and up to 60 agribusinesses and support them to establish between 2-3 profitable businesses or diversify their businesses respectively.

**Mercy Corps is aware that business development consultants/service providers have differing delivery strategies and curriculum models and thus, this SOW serves as a guide of services required for this call for proposal. It is understood that certain providers may have solutions with learning activities described differently than in this scope. Mercy Corps will assess the appropriateness of the customized activities to achieving the program targeted goal against proposals that will apply for this purpose.**

## 1. Objectives:

The objective of this activity is to increase revenue for farmer cooperatives and small scale rural agribusinesses through capacity building and supporting the establishment, and management of profitable agri-based enterprises.

## 2. Breakdown of the training and output required from the consultant

The consultant is required to train and mentor 30 farmer cooperatives and up to 90 small rural agribusinesses (selling seeds and buying produce from farmers) in business skills, business establishment and management. This training is envisaged to take about 5 days and will involve 5 members of each cooperative. Due to the number of people, it is foreseen that the consultant will train 6 cooperative groups each of 5 people at each time. It is therefore expected that the consultant will conduct 5 rounds of training to complete all the 30 cooperatives. For the agents, Mercy Corps estimates about 90 small businesses will be operational and it is expected that the consultant will train them in lots of 30 people at each time. It is expected that the consultant will conduct 2-3 rounds of training for agents depending on whether there are 60 to 90 actual agribusinesses that will be active..

The following are the topics which the consultant is expected to train cooperatives and agribusinesses on.

1. Business planning, establishment, and management
  - a. Introduction to business skills
  - b. Generation of business ideas, screening, prioritization, and selection of cooperative businesses and second business line for the agribusinesses
  - c. Business planning and development of actual business plans
  - d. Budgeting and business financing- sources of financing, advantages and disadvantages and development of a business financing plan for the cooperatives and agribusinesses

**Deliverable 1:** 150 cooperative leaders from 30 cooperatives understand skills required to manage a business, 2-3 business ideas selected per cooperative and agribusiness, business plans including a financing plan developed

2. Day-to-day management of a business: buying /production strategies, product pricing strategies, sales strategies, recording and development of templates for day-to-day business management for each cooperative and agribusiness

**Deliverable 2:** 30 cooperatives and 90 agribusinesses have been trained in and developed strategies for cooperative production/purchasing of products to be sold, selling and each is equipped with templates for recording purchases, sales, and stock reconciliation.

3. Financial management in business: pitfalls, good practices and templates and development of a financial management plan for each cooperative

**Deliverable 3:** 30 cooperatives and up to 90 agribusinesses trained on good financial management practices and provided with simple but complete templates.

4. Product Marketing which includes Advertising and Branding (definitions, types, marketing research, product costing and pricing).

**Deliverable 4:** 30 farmer cooperatives and up to 90 agribusinesses are trained on how to identify and assess market opportunities, how to price their products and are equipped with easy to understand templates.

5. Additional skills: customer care strategies, communication strategies, networking strategies, customer segmentation.

**Deliverable 5:** 30 farmer cooperatives and 90 agribusinesses are trained on how to identify and meet customer needs, how to communicate with different types of customers, how to develop their networks and are equipped with different templates.

### 3. **Mentorship and coaching support**

After the training, the business development service provider should provide rounds of coaching and mentorship split about two months apart to each of the 30 cooperative and up to 90 small agribusinesses. The training and mentorship are supposed to culminate into all cooperative starting, stabilizing and hopefully expanding the side of their businesses.

In the application, the consultant must forecast some of the topics and support which are foreseen to be provided for the cooperatives and agribusinesses.

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**Deliverable 6:** 30 farmer cooperatives and up to 90 agribusinesses mentored between July and August.

**Deliverable 7:** 30 farmer cooperatives and up to 90 agribusinesses mentored between September and October.

## 6. Sample Contract

This is the anticipated contract. However, if required, additional terms and conditions may be added by Mercy Corps in the final contract.

**[Insert Sample Contract]**

## 7. Attachments to the Tender Package

**Attachment 1 -Supplier Information Form template**

**Attachment 2 -Price Offer Sheet template**

No	Activity	frequency	Unit cost	Total cost
	Training of cooperative leaders ( 6 cooperatives at a time)	5		
	Training of small agribusinesses (30 agribusinesses at a time) for 5 days; (either 2 or 3 rounds depending on number of agribusinesses.	3		
	Round 1 mentorship and coaching of 30 cooperatives	30		
	Round 1 mentorship and coaching of agribusinesses	90		
	Round 1 mentorship and	30		

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	coaching of 30 cooperatives			
	Round 1 mentorship and coaching of agribusinesses	90		

Note: the consultant will bill based on the actual number of training held or number of entities mentored and coached. Depending on the number of agribusiness, 2 or 3 trainings may be held and less than 90 may be mentored.

Statement of Work (SOW) - Refer to section 5 above