

Tender Package — Request for Proposal (RFP)



1. Invitation to Tender

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| Tender Name: Strategic Learning Consultant. | Tender No: MC-AG/NBO/069/SA/2023 |
| Location: Nairobi, Kenya | Correspondence Language(s): English |
| Brief Summary Description of Project: Mercy Corps AgriFin Program is seeking an individual for the provision of Strategic Learning consultancy services. | |

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| Tender Package Available from: 12 th April 2023 | Tender Package Pickup Location: Download from our website. www.mercycorpsafa.org or Interested bidders can submit a request for the tender documents to this email address agrifinprocurement@mercycorps.org |
| Deadline for Offer Submission: 28 th April 2023; 05.00 P.M | Submit Offers via Email to: tendersmca@mercycorps.org quoting the tender Reference Number and Name in the subject line. |

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

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| Questions and Answers (Q&A) | |
| If any, Submit Questions in writing to: agrifinprocurement@mercycorps.org | |
| Last Day for Questions: 19th April 2023 | Questions will be answered by: 20th April 2023 |
| Questions will be answered through: www.mercycorpsafa.org or agrifinprocurement@mercycorps.org | |

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| 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/BoQ |

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:

integrityhotline@mercycorps.org

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 or several company(ies) or organization(s). The successful offeror(s) 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. Offeror who do not submit these documents may be **disqualified** from any further technical or financial evaluation.

Eligibility Criteria:

- The Individual Consultant must be an eligible person under the applicable laws and regulations in their country(s) of operation.
- The Individual Consultant must be in good standing with the taxation or legal authorities
- The Individual Consultant must have a satisfactory record of performance and business ethics based on information available to Mercy Corps

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 Individuals, the lack of these items has the potential to severely and negatively impact the technical evaluation of an offer.

Documents supporting the Eligibility Criteria

- ID /Passport copy
- Tax registration and Compliance documents
- Three References from previous work projects (including contact information)

Documents to conduct the Technical Evaluation and additional Due Diligence:

- Detailed Proposal, CV and cover letter highlighting qualifications and experience.
- Evidence of professional membership and registration as independent contractors/consultants, licenses and certifications as applicable
- Evidence of similar services offered (including contact information, contract value, and geographic locations)
- Three References from previous work projects (including contact information)

- Detailed Proposal
- Portfolio of work
- Financial offer

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, as displayed in the Offer Sheet in Section 4. All items must be clearly labeled and included in the total offered price.

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

3.4 Currency

Offers should be submitted in: KES

Payments will be made in: KES

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

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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) |
| Advanced degree in business, engineering, economics or a relevant field by individuals or team members in the firm | 5% | 10 | |
| Work experience in providing advisory services for multi-year international agricultural and financial sector development projects. | 20% | 10 | |
| Proven expertise in proposal writing | 10% | 10 | |
| Demonstrated strong management, coordination, teamwork and planning skills. | 10% | 10 | |
| Familiarity with Mercy Corps Systems and local country geographical knowledge is a plus. | 5% | 10 | |
| Excellent communication skills (written and presentation skills in English and a proven ability to establish and maintain professional relationships. | 10% | 10 | |
| Ability to offer coaching, mentorship and development of technical capacity. | 10% | 10 | |
| The pricing is well documented, with the preferred payment schedule and is within the budget | 10% | 10 | |
| The proposal addresses all items requested by us whether verbally, electronically or in the TOR | 10% | 10 | |

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| The proposed fee is reasonable based on the experience, unique value and knowledge the firm/individual brings to the engagement. | 10% | 10 | |
| TOTAL POSSIBLE SCORE: | 100% | | |

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) or Individuals as applicable. 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):

- Reference Checks
- Supplier’s facility visits
- Analysis of audited financial statements
- Determination of relations and affiliations between offerors
- Other appropriate documented method giving Mercy Corps increased confidence in the supplier’s ability to perform

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

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 Price Offer detailing the unit price only, using the **Price Offer Sheet** template provided in section 7 or your own price sheet
 - 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

Mercy Corps AgriFin Digital Farmer 2

The challenges in agriculture in Africa, particularly for the smallholder farmers producing 80% of its' food for consumption, are complex, and no single solution exists to reverse age-old issues around markets, infrastructure, poverty and exclusion. Digital solutions can provide relatively low-cost solutions that reach scale quickly, open new markets, and surpass the traditional brick-and-mortar approach to customer acquisition and the distribution and sales of products and services. Over the past six years, AgriFin has worked both to build capacity of fintech and agtech innovators to scale and worked to broker partnerships for them onto larger digital platforms, typically hosted by banks, mobile network operators, large agricultural enterprises and government. Digital platforms are evolving as drivers for impact and viability in delivery of key services for agriculture and also for scale up of young, breakthrough technology providers. Digital platforms can host multiple service providers, working to offer “end to end” services to drive transformation in agricultural markets and impact for smallholders, while decreasing risks and increasing revenue models for fintechs, agtechs and other market actors.

Mercy Corps' AgriFin Digital Farmer(ADF II) program will work to reach five million smallholder farmers across Kenya, Tanzania, Ethiopia, and Nigeria - 40% of whom are women - living on less than \$2.00 per day, who will utilize DFS and/or DIS as a result of this project. In partnership with Bill and Melinda Gates and Bayer Foundations, ADF 2 seeks to support the expansion of digitally enabled services to 5 million smallholder farmers, delivered by growing ecosystems of diverse service providers and building farmer income, productivity and resilience across by 50% while reaching 40% women. ADF II will continue to target farmers who work across a wide variety of crop, livestock and fish value chains, most of whom have diversified production systems growing multiple crops for both home consumption and sale. The program is expected to have positive impacts for farmers and direct partners providing services to farmers and ecosystem actors adopting learnings from program activities. Results and learning from this body of work can be found on the www.mercycorpsagrifin.org website.

Purpose of Engagement

The purpose of this engagement is to engage a Knowledge Management and Strategic Learning Consultant to support the ADF2 in harnessing organizational knowledge and development of strategic learning outputs in support of achieving donor milestones, learning goals and a successful implementation of the AgriFin Annual Learning Event (ALE) set for October 2023 . Over the proposed consultancy, the consultant will engage deeply with the AgriFin technical team, MERAL team and related program consultants to ensure successful development of the AgriFin case learning grant milestones for the Gates Foundation and other donors.

Scope of Work

The consultant will engage with the AgriFin team across the following key activities:

1. Develop knowledge management (KM) plan, linking it with and updating the communication strategy, working closely with the communications officer, at program level and articulating the core components of a robust system.
2. Develop quality and targeted learning outputs that include two case studies documenting success stories and ancillary outputs such as blogs, social media, newsletters, events etc. as agreed with the MCA Program director and MERAL director and working in deep collaboration with the AgriFin technical and MERAL teams, partner organizations, as well as related consultants.
3. Work with AgriFin MERAL and communications team to ensure the two case studies are well formatted together with ancillary communications including blogs, social media, newsletters, events (internal and external) and by developing relevant dissemination strategy.
4. Incorporation of the case study learnings and related activities towards Annual Learning Event (ALE) in 2023 and finalization of the event proceedings report.

5. Support and coordinate with external partner engagement and representation, including other areas of programmatic support to facilitate the achievement of set deliverables, as agreed with the MCA director or MCA MERAL director.

Deliverables

The consultant will work to produce the following deliverables, in close collaboration with the AgriFin SMT:

1. Knowledge Management Plan with links to the communications strategy for the program and Sprout.
2. Two (2) case studies; well-formatted and supported by ancillary communications including blogs, social media, newsletters, events (internal and external) and relevant dissemination activities.
3. ALE event proceedings report

6. Sample Contract



Service Contract
Template 23-1.docx

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



Supplier information
Form.docx

7. Attachments to the Tender Package



Price Offer
Sheet-R.xlsx

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