



REQUEST FOR PROPOSALS

Value Chain Actors Landscape Analysis for potential biofortification businesses (seed, grain and food products) in Nigeria

Issued by HarvestPlus and the Global Alliance for Improved Nutrition

Date: 30th October 2020

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Request for Proposal (RFP)

Issued by: HarvestPlus and the Global Alliance for Improved Nutrition (GAIN)

Dear Sir/Madam,

Subject: RFP - Value Chain Actors Landscape Analysis for potential biofortification businesses (seed, grain and food products) in Nigeria.

1. You are invited to submit a proposal for the **Value Chain Actors Landscape Analysis for potential biofortification businesses (seed, grain and food products) in Nigeria** to identify and characterize commercialization channels in a range of settings, as per enclosed Terms of Reference (TOR). The eight (8) core CBC project states for this assignment are IMO, NIGER, KADUNA & OYO for **PVA Maize**, while OSUN, ANAMBRA, CROSS RIVER & NASARAWA for **PVA Cassava**, and other fourteen (14) expansion states within catchment of the focus/core states.
2. You are to state which of the CBC states per Value Chain you are bidding for, categorically stated as email subject and written in upper case on the enclosed envelope.
3. To enable you to submit a proposal, attached are:
 - Terms of Reference (TOR)(Annex I)
 - Instructions to Offerors(Annex II)
 - Proposal Submission Form(Annex III)
4. Your offer comprising of a **technical proposal** and a **financial/operational proposal**, in separate sealed envelopes or as email attachment, should reach the following persons no later than **November 15th, 2020, 11:59pm Nigerian time**:

Complete proposals should be submitted in electronic copy to **Sarah Manning** at s.manning@cgiar.org and **Happiness Simeon** at H.Simeon@cgiar.org with the following subject line - *RFP Value Chain Actors Landscape Analysis for potential biofortification businesses (seed, grain and food products) in Nigeria*. Please direct all inquiries and other communications to **Sarah Manning** and **Happiness Simeon** at s.manning@cgiar.org and H.Simeon@cgiar.org . Responses will not be confidential except in cases where proprietary information is involved.

5. If you request additional information, we will endeavor to provide information expeditiously, but any delay in providing such information will not be considered a reason for extending the submission date of your proposal.

**Yours sincerely,
HarvestPlus and GAIN**

About partners:

HarvestPlus works with partners to tackle hidden hunger on a global scale by breeding vitamins and minerals into everyday food crops. Together, we build sustainable food systems and bridge the gap between agriculture and nutrition.

The Global Alliance for Improved Nutrition (GAIN) works with partners to make healthier food choices more affordable, available, and desirable. GAIN's purpose is to improve nutrition outcomes by enhancing the consumption of nutritious and safe food for all people, especially the most vulnerable.

Annex I

Terms of Reference (TOR)

Value Chain Actors Landscape Analysis for potential biofortification businesses (seed, grain and food products) in Nigeria

Background:

At HarvestPlus, we believe that hidden hunger (micronutrient deficiency) should not be inevitable for the people most at risk. We break down silos between agriculture and nutrition to develop creative and marketable food solutions to hidden hunger. Our food-based approach targets some of the most vulnerable populations around the world. We use a process called **Biofortification**, which adopts conventional breeding to improve the nutrient content in crops. This approach complements other nutrition interventions, and is evidence-based, cost-effective, and sustainable. We work across the entire value chain to develop and deliver nutrient enriched seeds, grains and foods to the people who need it the most via a large collection of innovative and traditional supply chain activities. HarvestPlus is part of the CGIAR Research Program on Agriculture for Nutrition and Health (A4NH). CGIAR is a global agriculture research partnership for a food secure future. Its science is carried out by its 15 research centers in collaboration with hundreds of partner organizations.

The Global Alliance for Improved Nutrition (GAIN) is a Swiss-based foundation launched at the UN in 2002 to tackle the human suffering caused by malnutrition. Working with both governments and businesses, we aim to transform food systems so that they deliver more nutritious food for all people. At GAIN, we believe that everyone in the world should have access to nutritious and safe food. We work to understand and deliver specific solutions to the daily challenge of food insecurity faced by poor people.

By understanding that there is no “one-size-fits-all” model, we develop alliances and build tailored programmes, using a variety of flexible models and approaches. We build alliances between governments, local and global businesses, and civil society to deliver sustainable improvements at scale. We are part of a global network of partners working together to create sustainable solutions to malnutrition. Through alliances, we provide technical, financial and policy support to key participants in the food system. We use specific learning, evidence of impact, and results of projects and programmes to shape and influence the actions of others. HarvestPlus improves nutrition and public health by developing and promoting biofortified food crops that are rich in vitamins and minerals while providing global leadership on evidence and technology.

The Commercialization of Biofortified Crops programme in Nigeria:

Previously, the development and delivery of biofortified staple crops (**Vitamin A Cassava and Maize**) had a strong social orientation with emphasis on seed multiplication and distribution of seed-packs to smallholder farmers towards creating awareness and increasing demand for more nutritious staple foods. The quest to reach a larger population in Nigeria with nutritious foods has necessitated ***a change from social to commercial delivery systems.***

The Commercialization of Biofortified Crops (CBC) Project is designed to meet this quest in **eight (8) focus states** in Nigeria with possible expansion states in Nigeria. The CBC Project in Nigeria focuses on 2 biofortified crops, **vitamin A cassava and maize** with implementation activities in 8 States as shown respectively: Vitamin A Maize (Kaduna, Niger, Imo,

Oyo) and Vitamin A Cassava (Nasarawa, Anambra, Cross River and Osun), and other fourteen (14) catchment, but expansion states in Nigeria.

In May 2018, HarvestPlus and GAIN launched a landmark partnership to accelerate progress in improving access to biofortified seeds, grains and foods via commercial channels with the Commercialization of Biofortified Crops (CBC) programme. The CBC programme works with national partners to catalyze commercial markets for biofortified crops and foods in six countries with pervasive levels of malnutrition: Bangladesh, India, Kenya, Nigeria, Pakistan, and Tanzania. Initial funding for the program is from Germany's Federal Ministry of Economic Cooperation and Development (BMZ) and the Dutch Ministry of Foreign Affairs.

The partnership brings together two leading actors in the global nutrition space. It combines the deep expertise of **HarvestPlus** in all aspects of biofortification with **GAIN's** proven track record of working with fortification and food companies to create sustainable market models for nutritious food systems. As part of this work, **HarvestPlus** and **GAIN** are jointly issuing this Request for Proposals (RFP) with **HarvestPlus** serving as the administrative lead organization. The purpose of this Request for Proposal (RFP) is to source for a seasoned contractor that will conduct a *Mapping and Commercialization Landscape Analysis of Value Chain Actors for Biofortification Business/Enterprise Development in CBC Project States and other expansion states in Nigeria*.

Mapping of Value Chain Actors

The reason for this mapping activity is to provide a commercialized platform where biofortified crops and food product value chain and markets actors can be linked through a digital place called **Biofortstat**. The mapped value chain and markets actors from this task will feed in to the **Biofortstat** for easy operationalization of the biofortification market, thereby promotes the commercialization of biofortified crops and food products in Nigeria.

The mapping will entail market sizing assessment among various actors involved in the **Provitamin A Maize and Cassava Value Chain** sector. This is to establish commercialization channels and linkages to markets via knowing exact locations, current size, capacity, transactional arrangements and business models of PVA Maize and Cassava in terms of seed producers, seed companies, community seed producers, agric. input dealers, farmer groups, cooperatives, SMEs-grain producers, aggregators, logistic service providers, Grain millers, allied food industries, Commercial farms – seed, stem and root production, bulking agents, farmer groups, cooperatives, SMEs root processing, products marketing, Food markets and sales point - wholesalers, retailers, networks, restaurants, schools and hotels.

This information is critical in developing a scale-up commercialization plan for production, distribution, marketing, and demand creation of the PVA Maize and Cassava varieties, and provides some signposts in helping investors, donors and government to develop a viable response strategy to Commercialization of Biofortified Crops in Nigeria.

Building directly on this work, a team of consultants is required to undertake a mapping exercise and commercialization landscape analysis to identify and characterize value chain actors on the

ground of updating, test and deploy user-friendly digital platform (Biofortstat) for linking farmers to food processors and consumers, providing Business Development Support (BDS) to wholesalers and retailers of biofortified foods, in a range of different settings (see settings matrix below), with a view to identifying good practice and actors to scale up commercialization programme in Nigeria.

The overall aim of the mapping exercise is to characterize the field by mapping a range of value chain actors and interventions (private sector investment/partnerships, donor, government and NGO supported) in a range of settings. The exercise will be informed by the *Biofortification Business/Enterprise Development* lens and will prioritize the principle of local ownership and sustainability. The mapping exercise should identify potential good practice and programmes on the ground based on a set of agreed criteria (see context and criteria section below), which could then be the subject of a more detailed evaluation as part of a separate exercise.

Context and Criteria:

Building a clear understanding of the local context will be the key starting point for the mapping **and Commercialization Landscape Analysis** in each specific setting and state. In this regard, it will be important to clearly describe both the commercialization challenges and the risk factors faced in a given setting. The mapping exercise should then be placed within the realities of the local context.

The exact criteria for mapping the value chain actors, investments and sites that supports commercialization of biofortified crops and food products is clearly and comprehensively outlined. The criteria provide a useful starting point to build upon (keeping in mind that the focus should stretch from interpersonal to collective mapping and should cover all aspects of the *Biofortification Business/Enterprise Development* lens - institutions, instruments, actors and consumers). Equally, the mapping exercise should cover both direct programmes (programmes with *Biofortification Business/Enterprise Development* as the central objective) and indirect programming (programmes that are sensitive to *Biofortification Business/Enterprise Development*, but not the central objective – health care programmes for example). In terms of indirect programming, programmes should be chosen that have an explicit link (if not reference) to *Biofortification Business/Enterprise Development* in the programme objectives. Some of these programmes may be embedded in larger nutrition and food security, poverty reduction, youth and women empowerment programmes for example.

The **Mapping and Commercialization Landscape Analysis** should also take the work of a number of existing initiatives on board, including – but not exclusively - work by the Biofortification and Nutritious Food Alliance run by HarvestPlus Core Programme, National and State's work on strengthening biofortification indicators, the Partners in Food Solution Programme, and other bilateral donor programming including DFID, USAID and German Development Cooperation in Nigeria etc.

Task: Mapping of Value Chain Actors

Objectives, Scope and Description of Activities:

- ❖ Use a standardized methodology to characterize all, of the *Biofortification Business/Enterprise Development* programmes across the state(s). The methodology should focus on context and criteria as outlined above.
- ❖ Create a report with key objectives, deliverables and Means of Verification (MoV) around the following:
 - Map seed companies, community seed producers and distribution and marketing channels across the 10 focus LGAs per state. (See table below-Audiences)
 - Develop data collection tools (questionnaire and mobile apps) for mapping seed companies, community seed producers and distribution channels and to capture major players in maize grain marketing and food processing.
 - Organize trainings for extension agents to increase efficiency of data collection using questionnaires and mobile apps,
 - Train extension agents and supervisors to collect data on millers in target and non-target LGAs,
 - Describe the broad profile of *Biofortification Business/Enterprise Development* programming in the state(s) studied (i.e. reach, type of program, level of relevant baseline data available, underpinning theory of change, risk factors to be/being addressed, nature and level of intervention needed.
 - Describe the main findings in terms of geographical and functional commonalities as well as gaps, and successes / failures.
 - Select commercial food sites from the array of business and sites surveyed which appear to be promising in the state (i.e. based on an empirically effective practice, well managed/implemented, good data gathering – while also leaving it open to select business sites that are particularly innovative, even if they have no baseline data) and propose that they be more thoroughly evaluated. These selected programmes should cover both direct and indirect *Biofortification Business/Enterprise Development* programming and help illuminate programmes that take a comprehensive (multi-sectoral) approach in line with the *Biofortification Business/Enterprise Development* lens and local ownership.
 - Map grain millers and allied food industries to improve market decisions.
 - Document the market size of certified PVA Maize seed and PVA cassava stems at various marketing nodes (seed companies, community seed and stem entrepreneurs, distributors, agro-dealers, farmers).
 - Map and profile key agro-dealers (market coverage, volumes of PVA maize seed traded, willingness to stock PVA seed, links to seed companies, participation in promotions, links with farmer networks, use of digital platforms) in selected states for Vitamin A Maize (Kaduna, Niger, Imo, Oyo) and Vitamin A Cassava (Nasarawa, Anambra, Cross River and Osun), and other expansion states in Nigeria.
 - Map SMEs in grain production and marketing by field, location, maize type, volume and coverage to improve linkages with other value chain actors in Kaduna, Niger, Imo, Oyo (for Vitamin A Maize) and in Nasarawa, Anambra, Cross River and Osun (Vitamin A Cassava), and for both value chains in the other expansion states in Nigeria.

- Map and name the key aggregators (assemblers) of maize (sourcing zones, volumes, willingness to aggregate PVA maize, mode of farmer payment, contractual arrangements, pricing, farmer input support, use of digital platforms) in selected states for Vitamin A Maize (Kaduna, Niger, Imo, Oyo), and Vitamin A Cassava in (Nasarawa, Anambra, Cross River and Osun), and the other expansion states in Nigeria.
- Recommend a short list and criteria for selection of agro-dealers and aggregators with a potential to commercialize new varieties of Vitamin A Maize in (Kaduna, Niger, Imo, Oyo) and Vitamin A Cassava in (Nasarawa, Anambra, Cross River and Osun), and the other expansion states in Nigeria.
- Identify challenges and consumer needs for accessing vit-A based processed foods in Kaduna, Niger, Imo, Oyo (for Vitamin A Maize) and in Nasarawa, Anambra, Cross River and Osun (Vitamin A Cassava), and for both value chains in the other expansion states in Nigeria.
- Carry out net-mapping of key influencers in the PVA maize and cassava sector in Kaduna, Niger, Imo, Oyo (for Vitamin A Maize) and in Nasarawa, Anambra, Cross River and Osun (Vitamin A Cassava), and for both value chains in the other expansion states in Nigeria.
- Map food markets and sales points including wholesaler and retailer networks, restaurants, schools and hotels in in Kaduna, Niger, Imo, Oyo (for Vitamin A Maize) and in Nasarawa, Anambra, Cross River and Osun (Vitamin A Cassava), and for both value chains in the other expansion states in Nigeria.

Scope of work

The successful applicant shall provide the following services:

- Develop a detailed study protocol (including detailed methodology and justification, sampling plan (where applicable), and data analysis plan) and data collection tools for review and approval by HarvestPlus Nigeria.
- Conduct desk review of project documents and secondary data sources as appropriate.
- Obtain relevant access and data collection permissions as appropriate, e.g. from government.
- Carry out all aspects of primary data collection, quality assurance, and data entry, cleaning, management and analyses.
- For any primary data collected, provide HarvestPlus Nigeria with raw and clean datasets, accompanying codebooks, and syntax and output of all data analyses.
- Develop final report outline for review and approval by HarvestPlus Nigeria.
- Draft full report, including literature review, methods, data collection activities, results and conclusions/recommendations.
- Revise and finalize report based on inputs from HarvestPlus Nigeria and prepare summary PowerPoint slides.

Product and audience for Mapping:

The mapping exercise can lead to a number of products. However, the two initial products – under this ToR for mapping will be:

- 1) An inception report which lays out the methodology, criteria, settings and contexts for discussion and decision by the Nigeria CBC HarvestPlus Advisory Panel.
- 2) A mapping report (which should be no longer than 30 A4 pages, font 12, excluding annex). The mapping study should include short and reader-friendly accounts of specific programmes that can help characterize the field and build knowledge about an array of *Biofortification Business/Enterprise Development* and emerging promising and profitable markets that can provide value chain actors and other interested investors in biofortification, and donors with viable support options in different contexts.

Audiences:

| Cassava | | Maize | |
|-----------------------------------|--|----------------------------|--|
| Production | Data Points | Production | Data Points |
| Commercial farms | Farm size, harvest, stem multiplier, tuber producer, both, Location, PVA variety | Seed companies | Location, seed variety, volume of sales, number of outlets, number of commission agents |
| Bulking agents | location, number of farmers bought from, location of farmers, number of years aggregating, who sell to | Community seed producers | Location, seed variety, farm size, harvest, volume sold |
| Farmers Association | Name of coordinator, Contact, number of members, benefits to members | Aggregators | location, number of farmers available/bought from, location of farmers, logistic service providers, who sell to |
| Cooperative | Name of coordinator, Contact, number of members, benefits to members | Logistic service providers | Location, aggregators serviced, coverage |
| Agric. input-dealers | location, products sold, when started PVA stems, annual throughput, number of outlets | Agric input-dealers | location, products sold, when started PVA maize seed, PVA maize variety, annual throughput, number of outlets |
| Processing | | Processing | |
| SMEs - cassava processing centers | location, scale, product, volume of stems needed, quality specifications, delivery systems, payment structure; challenges and needs in milling, packaging, storage and marketing | Grain millers | location, scale, product, volume of grain needed, quality specifications, delivery systems, payment structure; challenges and needs in milling, packaging, storage and marketing |
| | | Allied industries | location, scale, product, volume of grain needed, quality specifications, delivery systems, payment structure; challenges and needs in milling, packaging, storage and marketing |
| Food Markets | | Food Markets | |
| Wholesalers | Location, food type, volume, coverage, number of micro-retailers | | Same |
| Retailers | Location, food type, volume, major suppliers | | |

| | | | |
|-----------------|--|--|------|
| Schools | Location, food type, volume procured, school population | | |
| Restaurants | Location, food type, volume of sales | | |
| Hotels | Location, food type, volume of sales | | |
| Point of sales | Location, food type, volume, coverage, | | Same |
| Key Influencers | Name, address, organization, role, related action, policy influenced | | Same |

Timeline:

It is expected that this task will commence on **16th November 2020**. Initial work on the inception report could be shared with the Nigeria CBC HarvestPlus advisory panel for review in **December 2020**. The mapping study will be reviewed by the Nigeria CBC HarvestPlus advisory panel. **The work is to be completed by 31st January 2021.**

Setting

The mapping exercise will take place in **eight (8) CBC Project states and fourteen (14) expansion states** that satisfy the following criteria. Settings should cover different geographical regions (South). The precise settings (possibly states and local settings) will be agreed between the team of consultants and the Nigeria CBC HarvestPlus advisory panel.

Team of consultants:

The team of consultants should include a representation of partners who are also working in *Biofortification Business/Enterprise Development* for the past 5 years. The team should have first rate expertise in the following areas:

- The policy and practice of *Biofortification Business/Enterprise Development* (including gender aspects)
- A strong network of donor and practitioner contacts who work on *Biofortification Business/Enterprise Development* issues – especially in Nigeria and Africa.
- Programming methodologies in *Biofortification Business/Enterprise Development*.
- Practical and up to date knowledge of *Biofortification Business/Enterprise Development* donor programming on the ground in developing countries.
- Experience in managing *Biofortification Business/Enterprise Development* programmes would be beneficial.

The team leader will need to have first rate expertise in:

- Leading a multinational team located in a number of different states
- Ensuring consistency of methodology and drafting across the settings of *Biofortification Business/Enterprise Development*
- Ensuring deadlines are met as well as respecting financial limits
- Providing the link between **CBC HarvestPlus** Advisory Panel and the team of consultants
- Drafting skills suitable for a donor audience (in English)

The consultants will need to be prepared to take direction from and work closely with the CBC HarvestPlus Nigeria CBC Project Office in drafting the final mapping and commercialization

landscape analysis report (which should be no **longer than 30 A4 pages, font 12, excluding annex**).

CBC HarvestPlus Nigeria Advisory Panel:

The CBC HarvestPlus Nigeria Advisory Panel will have sole responsibility for providing overall direction and quality control regarding the drafting and finalization of this report. The Advisory Panel will provide advice to the secretariat on fulfilling the terms of reference.

Remuneration:

The consultant will **receive 75%** of the remuneration package prior to commencing the task and the **remaining 25%** when the task is complete.

Deliverables and Timelines

| Deliverable | Deadline |
|--|---------------------|
| Post request for proposals | November 5th, 2020 |
| Close receipt of proposals | November 15th, 2020 |
| Agency identification/contracting | November 18th, 2020 |
| Report for review | November 30th, 2020 |
| Send Comments to consultant | December 8th, 2020 |
| Submit final report and summary power point Slides | December 15th, 2020 |

Instructions to Offerors for responding to this RFP

A. Introduction

1. General

This RFP is for a mapping exercise to identify and characterize **Commercialization Landscape of VALUE CHAIN ACTORS for Biofortification Business/Enterprise Development in CBC Project States and its extension in Nigeria** in a range of settings below.

- Value chain actors specified below will be mapped in **eight (8) focus, and fourteen (14) expansion states in Nigeria**. States where mapping of VCAs is on-going will be reviewed to increase the scope of work. The Value Chain Actors includes: *Seed producers, seed companies, community seed producers, agric. input dealers, farmer groups, cooperatives, SMEs - grain producers, aggregators, logistic service providers, Grain millers, allied food industries, Food markets and sales point - wholesalers, retailers, networks, restaurants, schools and hotels; Cassava Commercial farms – stem and root production, bulking agents, farmer groups, cooperatives, SMEs root processing, products marketing, Food markets and sales point - wholesalers, retailers, networks, restaurants, schools and hotels that readily promotes Biofortification Business/Enterprise Development.*
- The CBC Project Activities to link Value Chain Actors to markets adopts both the “top-down” approach, which involves identifying market demand and then seeking a group of farmers to satisfy it, and the “bottom-up” approach of identifying Value Chain Actors to work with and then finding markets that they could supply.

As such, the Value Chain Actors Landscape Analysis exercise is crucial to achieve the **Biofortification Business/Enterprise Development (seed, grain and food products) in CBC Project States and its extension in Nigeria**.

2. Cost of proposal

The Offeror shall bear all costs associated with the preparation and submission of the Proposal. HarvestPlus will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the solicitation.

B. Solicitation Documents

3. Contents of solicitation documents

Proposals must offer services for the total requirement. Proposals offering only part of the requirement will be rejected. The Offeror is expected to examine all corresponding instructions, forms, terms and specifications contained in the Solicitation Documents. Failure to comply with these documents will be at the Offeror’s risk and may affect the evaluation of the Proposal.

4. Clarification of solicitation documents

A prospective Offeror requiring any clarification of the Solicitation Documents may notify the procuring HarvestPlus entity in writing at the organization's mailing address or fax number indicated in the RFP. The procuring HarvestPlus entity will respond in writing to any request for clarification of the Solicitation Documents that it receives earlier than two weeks prior to the deadline for the submission of Proposals.

5. Amendments of solicitation documents

At any time prior to the deadline for submission of Proposals, the procuring HarvestPlus entity may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Offeror, modify the Solicitation Documents by amendment.

All prospective Offerors that have received the Solicitation Documents will be notified in writing of all amendments to the Solicitation Documents.

In order to afford prospective Offerors reasonable time in which to take the amendments into account in preparing their offers, the procuring HarvestPlus entity may, at its discretion, extend the deadline for the submission of Proposals.

C. Preparation of Proposals

6. Language of the proposal

The Proposals prepared by the Offeror and all correspondence and documents relating to the Proposal exchanged by the Offeror and the procuring HarvestPlus entity shall be written in the English language. Any printed literature furnished by the Offeror may be written in another language so long as accompanied by an English translation of its pertinent passages in which case, for purposes of interpretation of the Proposal, the English translation shall govern.

7. Documents comprising the proposal

The Proposal shall comprise the following components:

- (a) Proposal submission form;
- (b) **Financial/Operational and technical part of the Proposal**, including documentation to demonstrate that the Offeror meets all requirements;
 - Technical proposal:**
 - Description of previous relevant work done on biofortification and
 - Composition of team with names and brief biographies of all key staff, partners and their roles in this assignment

- Detailed proposal explaining how the areas of work mentioned in Scope of Work will be addressed, and timeline;
- Perceived challenges that may arise in the project and mitigation strategy.
- References.

The Technical Proposal should not exceed 15 pages

Financial/Operational proposal:

- Budget;
- Detailed budget justification;
- Offer of services.

8. Proposal form

The Offeror shall structure the **Financial/operational and technical part** of its Proposal as follows:

- **Statement of Experience (3 pages):** This section should outline a statement of institutional capabilities and include details of previous related assignments and current work being undertaken on the area of the assignment.
- **Management Plan (3 pages):** This section should specify the general management approach towards the assignment and include details of roles and responsibilities among institutions (if applicable) and proposed partnership arrangements with institutions from partner countries. Priority will be given to bids that include southern consultants.
- **Resource Plan (4 pages):** This section should describe a portfolio of the lead consultant and other key staff, and programme partners with details on assigned roles and responsibilities and guaranteed availability of lead consultants (CV's of key personnel can be attached as annexes).
- **Proposed Methodology (4 pages):** This section should demonstrate how the institution would approach the preparation of the study and address the requirements in the ToR, including proposed settings. Specific focus should be put on the methodology to be used, building on the methodology outlined in the annex of the ToR.
- **Timelines (annex):** This annex should include the overall time schedule and give an indication whether the assignment could be undertaken between 1 November 2020 and 31 January 2021, in line with the ToR. A shorter time frame would be looked upon favourably.

9. Proposal prices

The price schedule must provide a detailed and separate cost breakdown of the process of proposed services for each of the **8 focus states and 14 expansion states** to be mapped, (including fees and travel costs). **The bid should be below 35,000 USD for mapping of at least three states.**

The Offeror shall indicate on an appropriate Price Schedule, an example of which is contained in these Solicitation Documents, the prices of services it proposes to supply under the contract.

10. Proposal currencies

All prices shall be quoted in **US dollars** or **any convertible currency** (Nigerian Naira #).

11. Period of validity of proposals

Proposals/Contracts shall remain valid for a hundred and fifty (150) days after the date of Contract Award prescribed by the procuring HarvestPlus entity. A Proposal valid for a shorter period may be accepted by the procuring HarvestPlus entity on the grounds that it is responsive to the agreed TOR and finances.

In exceptional circumstances, the procuring HarvestPlus entity may solicit the Offeror's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. An Offeror granting the request will not be required nor permitted to modify its Proposal.

12. Format and signing of proposals

The Offeror shall prepare **two copies of the Proposal**, clearly marking each "**Original Proposal**" and "**Copy of Proposal**" as appropriate. In the event of any discrepancy between them, **the original shall govern**. The two copies of the Proposal shall be typed or written in indelible ink and shall be signed by the Offeror or a person or persons duly authorized to bind the Offeror to the contract. The latter authorization shall be indicated by written power-of-attorney accompanying the Proposal.

A Proposal shall contain no interlineations, erasures, or overwriting except, as necessary to correct errors made by the Offeror, in which case such corrections shall be initial led by the person or persons signing the Proposal.

13. Payment

HarvestPlus shall effect payments to the Contractor after acceptance by HarvestPlus of the invoices submitted by the contractor, upon achievement of the corresponding milestones outlined in the TOR.

D. Submission of Proposals

14. Sealing and marking of proposals

The Offeror shall seal the Proposal in one outer and two inner envelopes, as detailed below.

(a) The outer envelope shall be:

- addressed to –

Sarah Manning at s.manning@cgiar.org and Happiness Simeon at H.Simeon@cgiar.org
HarvestPlus

and,

- marked with “RFP: **Value Chain Actors Landscape Analysis for potential biofortification businesses (seed, grain and food products) in Nigeria.**”

(b) Both inner envelopes shall indicate the name and address of the Offeror. The first inner envelope shall contain the information specified in Clause 8 (*Proposal form*) above, with the copies duly marked “Original” and “Copy”. The second inner envelope shall include the price schedule duly identified as such.

Note, if the inner envelopes are not sealed and marked as per the instructions in this clause, the procuring HarvestPlus entity will not assume responsibility for the Proposal’s misplacement or premature opening.

15. Deadline for submission of proposals

Proposals must be received by the procuring HarvestPlus entity at the address specified under clause *Sealing and marking of Proposals* no later than **November the 15th, 2020, 11:59 pm Nigerian time.**

The procuring HarvestPlus entity may, at its own discretion extend this deadline for the submission of Proposals by amending the solicitation documents in accordance with clause *Amendments of Solicitation Documents*, in which case all rights and obligations of the procuring HarvestPlus entity and Offerors previously subject to the deadline will thereafter be subject to the deadline as extended.

Unacceptable to this Proposal are:

16. Late Proposals

Any Proposal received by the procuring HarvestPlus entity after the deadline for submission of proposals, pursuant to clause *Deadline for the submission of proposals*, Proposals received by fax or post, and Incomplete proposals or those that do not follow the required format, will be rejected.

17. Modification and withdrawal of Proposals

The Offeror may withdraw its Proposal after the Proposal’s submission, provided that written notice of the withdrawal is received by the procuring HarvestPlus entity prior to the deadline prescribed for submission of Proposals.

The Offeror's withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of clause Deadline for Submission of Proposals. The withdrawal notice may also be sent by telex or fax but followed by a signed confirmation copy.

No Proposal may be modified subsequent to the deadline for submission of proposals.

No Proposal may be withdrawn in the Interval between the deadline for submission of proposals and the expiration of the period of proposal validity specified by the Offeror on the Proposal Submission Form.

E. Opening and Evaluation of Proposals

18. Opening of proposals

The procuring entity will open the Proposals in the presence of a Committee formed by the Head of the procuring HarvestPlus entity.

19. Clarification of proposals

To assist in the examination, evaluation and comparison of Proposals, the Purchaser may at its discretion, ask the Offeror for clarification of its Proposal. The request for clarification and the response shall be in writing and no change in price or substance of the Proposal shall be sought, offered or permitted.

20. Preliminary examination

The Purchaser will examine the Proposals to determine whether they are complete, whether any computational errors have been made, whether the documents have been properly signed, and whether the Proposals are generally in order.

Arithmetical errors will be rectified on the following basis: If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If the Offeror does not accept the correction of errors, its Proposal will be rejected. If there is a discrepancy between words and figures the amount in words will prevail.

Prior to the detailed evaluation, the Purchaser will determine the substantial responsiveness of each Proposal to the Request for Proposals (RFP). For purposes of these Clauses, a substantially responsive Proposal is one which conforms to all the terms and conditions of the RFP without material deviations. The Purchaser's determination of a Proposal's responsiveness is based on the contents of the Proposal itself without recourse to extrinsic evidence.

A Proposal determined as not substantially responsive will be rejected by the Purchaser and may not subsequently be made responsive by the Offeror by correction of the non-conformity.

21. Evaluation and comparison of proposals

A two-stage procedure is utilized in evaluating the proposals, with evaluation of the technical proposal being completed prior to any price proposal being opened and compared. The price proposal of the Proposals will be opened only for submissions that passed the minimum technical score of 70% of the obtainable score of 1000 points in the evaluation of the technical proposals.

The technical proposal is evaluated on the basis of its responsiveness to the Term of Reference (TOR).

In the Second Stage, the price proposal of all contractors, who have attained minimum 70% score in the technical evaluation will be compared. The contractor will be awarded to the Contractor offering the best value for money.

Technical Evaluation Criteria

| Summary of Technical Proposal Evaluation Forms | | Score Weight | Points Obtainable | Company / Other Entity | | | | |
|--|---|--------------|-------------------|------------------------|---|---|---|---|
| | | | | A | B | C | D | E |
| 1. | Expertise of Firm / Organization submitting Proposal on Biofortification in Nigeria and other countries | 20% | 200 | | | | | |
| 2. | Proposed Work Plan and Approach to Commercialization of Biofortified Crops | 50% | 500 | | | | | |
| 3. | Personnel | 30% | 300 | | | | | |
| Total | | | 1000 | | | | | |

Evaluation forms for technical proposals follow on the next two pages. The obtainable number of points specified for each evaluation criterion indicates the relative significance or weight of the item in the overall evaluation process. The Technical Proposal Evaluation Forms are:

Form **1**: Expertise of Firm / Organization Submitting Proposal

Form **2**: Proposed Work Plan and Approach

Form **3**: Personnel

| Technical Proposal Evaluation Form 1 | | Points obtainable | Company / Other Entity | | | | |
|--|--|-------------------|------------------------|---|---|---|---|
| | | | A | B | C | D | E |
| Expertise of firm / organization submitting proposal | | | | | | | |
| 1.1 | Reputation of Organization and Staff (Competence / Reliability) in biofortification Programming | 40 | | | | | |
| 1.2 | Litigation and Arbitration history | 10 | | | | | |
| 1.3 | General Organizational Capability which is likely to affect implementation (i.e. loose consortium, holding company or one firm, size of the firm / organization, strength of project management support e.g. project financing capacity and project management controls) | 30 | | | | | |
| 1.4 | Extent to which any work would be subcontracted | 15 | | | | | |

| | | | | | | | |
|-----|--|-----|--|--|--|--|--|
| | (subcontracting carries additional risks which may affect project implementation, but properly done it offers a chance to access specialized skills). Does the offeror possess the human resource and management skills to effectively steer and administer sub-contractors? | | | | | | |
| 1.5 | Quality assurance procedures, warranty. What mechanisms have been put in place to ensure scientific objectivity on biofortification? | 25 | | | | | |
| 1.6 | Relevance of: <ul style="list-style-type: none"> - Specialized Knowledge on Biofortification - Experience on Similar Programme / Projects - Experience on Projects in the Region - Work for HarvestPlus/GAIN/major multilateral/ or bilateral programmes on biofortification | 80 | | | | | |
| | | 200 | | | | | |

| Technical Proposal Evaluation Form 2 | | Points Obtainable | Company / Other Entity | | | | |
|--------------------------------------|---|-------------------|------------------------|---|---|---|---|
| | | | A | B | C | D | E |
| Proposed Work Plan and Approach | | | | | | | |
| 2.1 | To what degree does the Offeror understand the objectives and to what extent does the offeror feasibly respond to those objectives in the work plan. | 80 | | | | | |
| 2.2 | Have all important aspects of the task been addressed in sufficient detail? | 30 | | | | | |
| 2.3 | Is there sufficient coverage and expertise to undertake the specified tasks in all or part of the eight (8) CBC Project implementing states in Nigeria? | 80 | | | | | |
| 2.4 | Is there an adequate methodology in place for collecting in-country data. | 40 | | | | | |
| 2.5 | Is the conceptual framework adopted appropriate for the task? | 70 | | | | | |
| 2.6 | Is the scope of task well defined and does it correspond to the TOR? | 100 | | | | | |
| 2.7 | Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project? | 100 | | | | | |
| | | 500 | | | | | |

| Technical Proposal Evaluation Form 3 | | Points Obtainable | Company / Other Entity | | | | |
|--------------------------------------|---|-------------------|------------------------|---|---|---|---|
| | | | A | B | C | D | E |
| Personnel | | | | | | | |
| 3.1 | Task Manager/Team Leader | 120 | | | | | |
| | Sub-Score | | | | | | |
| | General Qualification – (as a specialist, manager on Commercialization of Biofortified Crops in Nigeria). | 60 | | | | | |
| | Suitability for the Project | 60 | | | | | |
| | - Biofortification Programme Experience and language proficiency | 10 | | | | | |
| | - Policy Drafting Experience | 10 | | | | | |
| | - Professional Experience in the area of specialization | 20 | | | | | |
| | - Management experience | 20 | | | | | |

| | | | | | | | | | |
|-----|---|----|-----------|-----|--|--|--|--|--|
| | | | 120 | 120 | | | | | |
| 3.2 | Senior Expert | | | 120 | | | | | |
| | | | Sub-Score | | | | | | |
| | General Qualification (as an expert on Biofortification in Nigeria) | | 60 | | | | | | |
| | Suitability for the Project | | 60 | | | | | | |
| | - National Experience and language proficiency | 10 | | | | | | | |
| | - Field-work Experience | 10 | | | | | | | |
| | - Professional Experience in the area of specialization | 30 | | | | | | | |
| | - Knowledge of data collection methodologies | 10 | | | | | | | |
| | | | | | | | | | |
| | | | 120 | 120 | | | | | |
| 3.3 | Junior Expert | | | 60 | | | | | |
| | | | Sub-Score | | | | | | |
| | General Qualification (as a expert on Marketing of Biofortified Crops and Food Products in Nigeria) | | 30 | | | | | | |
| | Suitability for the Project | | 30 | | | | | | |
| | - National Experience of Biofortification and language proficiency | 10 | | | | | | | |
| | - Knowledge of data collection methodology and drafting skills | 10 | | | | | | | |
| | - Professional Experience in the area of specialization | 10 | | | | | | | |
| | | | 60 | 60 | | | | | |
| | | | | | | | | | |
| | Total Part 3 | | | 300 | | | | | |

F. Award of Contract

22. Award criteria, award of contract

The procuring HarvestPlus entity reserves the right to accept or reject any Proposal, and to annul the solicitation process and reject all Proposals at any time prior to award of contract, without thereby incurring any liability to the affected Offeror or any obligation to inform the affected Offeror or Offerors of the grounds for the Purchaser's action

Prior to expiration of the period of proposal validity, the procuring HarvestPlus entity will award the contract to the qualified Offeror whose Proposal after being evaluated is considered to be the most responsive to the needs of the organization and activity concerned.

23. Purchaser's right to vary requirements at time of award

The Purchaser reserves the right at the time of award of contract to vary the quantity of services and goods specified in the RFP without any change in price or other terms and conditions.

a) Notice of non-binding solicitation

HarvestPlus reserves the right to reject any and all bids received in response to this solicitation and is in no way bound to accept any proposal. HarvestPlus additionally reserves the right to negotiate the substance of the successful applicants' proposals, as well as the option of accepting partial components of a proposal if deemed appropriate.

(b) Confidentiality

All information provided as part of this solicitation is considered confidential. In the event that any information is inappropriately released, HarvestPlus will seek appropriate remedies as allowed. Proposals, discussions, and all information received in response to this solicitation will be held as strictly confidential.

(c) Right to final negotiations on the proposal

HarvestPlus reserves the right to negotiate on the final costs, and the final scope of work of the proposal. HarvestPlus reserves the right to limit or include third parties at HarvestPlus' sole and full discretion in such negotiations.

24. Signing of the contract

Within 5 days of receipt of the contract the successful Offeror shall sign and date the contract and return it to the Purchaser.

