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**REQUEST FOR PROPOSAL**

**RFP-005-LGL -2023**

**CONSULTANCY TO CONDUCT EVALUATION OF THE AGRA BOARD**

**Disclaimer:** AGRA reserves the right to determine the structure of the process, number of short-listed participants, the right to withdraw from the proposal process, the right to change this timetable at any time without notice and reserves the right to withdraw this tender at any time, without prior notice and without liability to compensate and/or reimburse any party.

**Synopsis of the Request for Proposal**

|  |  |
| --- | --- |
| Solicitation Reference No. | **RFP-005-LGL -2023** |
| Title of Solicitation | Consultancy to Conduct Evaluation of the AGRA Board |
| Issuing Office & Address | Alliance for a Green Revolution in Africa (AGRA)  Website: [www.agra.org](http://www.agra.org/) |
| Location of the Assignment | Kenya |
| Point of contact for clarifications & questions | AGRA General Procurement,  [Procurement@agra.org](mailto:Procurement@agra.org) |
| Email Address for submission of Proposals/Quotes | AGRA General Procurement,  [Procurement@agra.org](mailto:Procurement@agra.org) |
| Solicitation Issue Date | February 28th, 2023 |
| Confirmation of interest to bid | Interested consultants/bidders are requested to register on the link below by close of business, March 7th, 2023. Any additional communication will be shared with those that will have registered on the link below.  For Registration Link click: [**HERE**](https://forms.office.com/r/vksmZR0XFZ) |
| Deadline for submission of questions and clarifications | March 8th, 2023 |
| Deadline for Answering questions and clarifications | March 10th, 2023 |
| Deadline for Submission of Proposals | March 15th, 2023, 5:00PM, East African Time.  **Please include the subject line “RFP-005-LGL -2023” of the email.** |
| Type of Consultant | Individual Consultants Only |
| Anticipated Award Type | **Consultancy Agreement** |
| Submission and Evaluation Criteria | **Mandatory Eligibility Requirements:**   1. Detailed Curriculum Vitae including at least 3 referees. 2. Copy of academic certificate (s).   **Evaluation Criteria**   1. Academic Qualifications …...............................................................20% 2. Recent experience in similar assignments………….……………………….40% 3. Meets requirements as outlined under qualifications and experience. 4. Detailed reference list indicating the scope and magnitude of similar assignments carried out 5. Consultant’s methodology, work plan and understanding of the assignment …....................................................................................40%   **Total: …......................................................................................100%**  **NB.**   1. **Minimum technical pass mark is 75%** 2. **AGRA will negotiate with the consultant with the best technical score above 75%.** |

1. **Background**

AGRA is an African-led alliance focused on putting smallholder farmers at the center of the continent’s growing economy by transforming agriculture from a solitary struggle to survive into farming as a business that thrives. Founded in 2006, at a time when agricultural development was emerging from a 20-year decline characterized by minimal growth and investment in the sector, AGRA’s mission is to catalyze and sustain an agricultural transformation in Africa through innovation-driven productivity increases and access to markets and finance that improve the livelihoods of smallholder farmers.

AGRA’s Vision is to contribute to a food systems-led inclusive agricultural transformation across Africa, to reduce hunger, improve nutrition, and adapt to climate change. In delivering its mission, to catalyze the growth of sustainable food systems across Africa, by influencing and leveraging partners to build a robust enabling environment where the private sector thrives and smallholders are empowered to produce sufficient, healthy food, AGRA seeks to achieve the following four objectives: 1)Empower and build the resilience of smallholder farmers; 2)Support the development of inclusive markets and finance to strengthen agricultural systems; and 3) Strengthen state capability to sustain agricultural transformation.

For information about AGRA, please visit [www.agra.org](http://www.agra.org).

AGRA is seeking a consultant to conduct a Board evaluation in compliance with its governance documents and in line with recent best corporate governance practices on board evaluations. The AGRA Board strives to be the model of governance and therefore seeks to ensure that the AGRA board practices remain current, strategic and effective to enable the Board deliver its governance mandate.

1. **Scope of Work**

The Evaluation is expected to:

1. Obtain feedback and valuable input from all board members on how the full board and its committees are performing against generally accepted best governance practices.
2. Support the Board in its commitment to continuous enhancement of its capacity to fulfill its governance mandate.
3. Use the information provided through the evaluation to bolster the performance and effectiveness of Directors in their roles in executing the Board’s duties and set performance expectations for individual directors.
4. Support in identifying the developmental areas/needs of the Board as a whole and individual Directors to enhance the skills of the Directors for effective delivery of the Board’s mandate.
5. Provide the framework for setting Board and Board Committees priorities for the success of the institution.
6. The consultant is expected to employ methodology, skills and tools that will yield a higher level of success in the evaluation of the Board as a whole, its Committees and the individual directors. In this regard, the Consultant should have extensive recent experience managing similar assignments and have the capacity to deliver on the below scope and deliverables within the agreed timeline.
7. Consultants may propose additional scope and deliverables to ensure that a comprehensive review of the Board performance is carried out in line with recent best practice.
8. **Key Deliverables**
   1. Assessment of the performance of the Board as a whole, four Board Committees, one Sub- committee of the Board’s Committee, individual directors, and key Officers of the Company. The areas of assessment will include, but not limited to the following:
      1. Board and Committees compliance with Terms of Reference.
      2. Board and Committees meeting effectiveness.
      3. Board relationship with/support to the CEO.
      4. Director engagement.
      5. Board structure; board processes, board roles and responsibilities, information flow and presentation, decision making process etc.
      6. Assess the effectiveness of the Board succession plan and remuneration structure.
      7. The effectiveness of the corporate governance systems and processes (ethics, values, governance, controls, compliance, and risk management)
      8. Process for monitoring progress towards meeting the Board’s mandate, strategic plans, action plans and succession planning.
   2. Assessment of the Board’s relationship with its key stakeholders including the Donors, and senior management.
   3. Consultants may propose additional scope and deliverables to ensure that a comprehensive review of the Board performance is carried out in line with recent best practice.
9. **Management Arrangement**

During the assignment, the consultant will be required to report regularly on progress. Reporting will take the form of regular meetings with the General Counsel & Corporation Secretary. Access to files, databases, and other program related files depending on the consultant’s requirements will be availed, to the extent that these are critical for delivery of this assignment.

1. **Duration of the Assignment**

Consultants shall propose the most appropriate period for carrying out the assignment. The consultants shall share their proposed efficient time frame based on usual recent best practice and depending on the methodology they choose to adopt.

1. **Qualifications and Experience Required**

AGRA is looking for an individual consultant with strong demonstrated knowledge of and experience in board evaluations.

The individual consultant shall:

1. Be of good standing and reputation.
2. Have the ability to render consulting services in the most professional, effective and efficient manner.
3. Possess a minimum of advanced Degree and related qualifications in corporate governance, and/or law.
4. Have a minimum of 7 years’ recent experience in conducting board evaluations for organisations with a board composition and profile similar to AGRA.
5. Have strong influencing skills.
6. Have the ability to analyze complex data from multiple sources is required.
7. **Evaluation Criteria**

Interested individuals shall be evaluated against the following technical criteria:

1. Qualifications….................................................................................................................20%
2. Relevant academic qualifications
3. Experience of the consultant……………………………..……………………………………………………….40%
4. Meet requirements as outlined under qualifications and experience
5. Detailed reference list indicating the scope and magnitude of similar assignments carried out
6. Consultant’s methodology, work plan and understanding of the assignment…………….40%

**Total Score…...................................................................................................................100%**

**Note:**

* Minimum technical score – 75%

1. **Copyright**

All materials / documents arising out of this consultancy work shall remain the property of AGRA.

1. **Application Submission Requirements**
2. **Technical proposal**

Interested and qualified individual consultants are invited to submit their proposal(s) comprising of the following:

1. **Technical Proposal**
2. Detailed Curriculum Vitae.
3. Detailed reference list indicating the scope and magnitude of similar assignments carried out.
4. List of previous similar assignments completed in the last 5 years: detailing the date; assignment name and a brief description of key deliverables; the name of client and country of assignment; contract budget (in US$);
5. Provide methodology, work plan and understanding of the assignment. Consultants may propose additional scope and deliverables to ensure that a comprehensive review of the Board performance is carried out in line with recent best practice.
   1. **Financial Proposal**
6. The consultant shall provide a financial proposal for carrying out the assignment. Use the templates provided in annexes A, B and C for the financial proposal.
7. Reimbursable costs if applicable shall be quoted separately. These will be reimbursed based on actual cost incurred.
8. Professional fees shall include the applicable withholding tax.
9. If the financial proposal is silent on taxes, AGRA shall assume that these are inclusive.
10. Prices **must** be quoted in **USD ($).** Contracting will be in USD and bidders are encouraged to have a USD bank account.
11. The financial proposal shall be sent as a separate attachment and **MUST be password protected.**
12. **Guidelines for Preparations and Submission of Proposals**
13. The Proposals shall be prepared in English Language.
14. The proposals SHALL be submitted to [**procurement@agra.org**](mailto:procurement@agra.org)**by the deadline indicated in the synopsis**.
15. The technical proposal **shall not exceed 10 pages. CVs and certificates should be added under annexes.**
16. The proposal and ALL Attachments submitted via email **SHALL NOT exceed 10MB**. The technical proposal shall not exceed 15 pages.
17. VALIDITY of the proposal shall be for a period of 90 days from the date of bid closure.
18. Financial proposal shall be sent as a separate attachment and **MUST be password protected. The password shall be requested from the best technically qualified individual.**

**ANNEX A: FINANCIAL PROPOSAL FORM FPF-1 SUMMARY OF COSTS**

|  |  |  |  |
| --- | --- | --- | --- |
| **DESCRIPTION** | **Consultancy Days** | **Daily Rate** | **Amount in USD** |
| 1. **Professional Fees inclusive WHT[[1]](#footnote-1):** |  |  |  |
| 1. **Reimbursement Cost (if applicable):**  * Accommodation * International Travel * Local Travel * etc. |  |  |  |
| **Grand Total in USD** |  |  |  |

**Note: Payments and contracting will be made in USD**

**ANNEX B: FINANCIAL PROPOSAL FORM FPF-2 BREAKDOWN OF REMUNERATION**

*When used for Lump-Sum contract assignment, information to be provided in this Form shall only be used to demonstrate the basis for the calculation of the Contract’s amount; to calculate applicable taxes at contract negotiations; and, if needed, to establish payments to the Consultant for possible additional services requested by AGRA.*

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **A. Remuneration** | | | | | | | | |
| **No.** | **Name** | **Position** | **Daily Remuneration Rate** | **Time Input in Man-days** | ***Currency*** | **USD** | ***Total USD cost*** | |
|  | **Lead Consultant** |  |  |  |  |  |  |  |
| **K-1** |  |  | **[*Home*]** |  |  |  |  | |
|  | **[*Field*]** |  |  |  |  | |
|  |  |  |  | **Total Costs** inclusive of withholding taxes |  |  |  |  |

**ANNEX C: FINANCIAL PROPOSAL FORM FPF-3 BREAKDOWN OF [REIMBURSABLE EXPENSES]**

*When used for Lump-Sum contract assignment, information to be provided in this Form shall only be used to demonstrate the basis for calculation of the Contract amount, to calculate applicable taxes at contract negotiations and, if needed, to establish payments to the Consultant for possible additional services.*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **N°** | **Type of [*Reimbursable Expenses]*** | **Unit** | **Unit Cost** | **Quantity** | **{*Currency*}** | **Total value in USD** |
|  | ***{e.g., accommodation & meals\*\*}*** | **{Day}** |  |  |  |  |
|  | ***{e.g., International flights}*** | **{Ticket}** |  |  |  |  |
|  | ***{e.g., In/out airport transportation}*** | **{Trip}** |  |  |  |  |
|  | ***{e.g., Communication costs }*** | Lumpsum |  |  |  |  |
|  | ***{ e.g., reproduction of reports}*** | Lumpsum |  |  |  |  |
| **Total Costs** | | | | |  |  |

1. Professional fees should include all the applicable Withholding Taxes. [↑](#footnote-ref-1)