**EXPRESSION OF INTEREST**

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| **Solicitation Reference No.** | EOI-RN00628-2020- FISFAP |
| **Title of Solicitation** | FISFAP FINAL LEARNING EXERCISE AGRA’S PARTNERSHIP MODEL IN SUPPORTING INNOVATIONS |
| **Issuing Office & Address** | Alliance for a Green Revolution in Africa (AGRA)  Website: [www.agra.org](http://www.agra.org) |
| **Point of contact for clarifications, questions and amendments** | 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** | January 31, 2020 12:00 Noon, East African Time. |
| **Deadline for submission questions and clarifications** | February 11, 2020 12:00 Noon, East African Time. |
| **Deadline for Answering questions and clarifications** | February 13, 2020 Local, East African Time. |
| **Deadline for Submission of Proposals** | February 21, 2020 12:00 AM Midnight, East African Time.  Please include the subject line “**EOI-RN00628-2020- FISFAP**” of the email |

1. **BACKGROUND INFORMATION**

The Alliance for a Green Revolution in Africa (AGRA) is an African-led, Africa-based institution transforming smallholder agriculture from a solitary struggle to survive into farming as a business that thrives. AGRA was established in 2006 with an aim of putting the smallholder farmer at the center of the continent’s growing economy. AGRA has its headquarters based in Nairobi, Kenya and is currently working in Burkina Faso, Ethiopia, Ghana, Malawi, Mali, Mozambique, Nigeria, Rwanda, Tanzania and Uganda.

1. **OBJECTIVES**

Through this FISFAP learning exercise, AGRA and Mastercard Foundation want to learn how the above-mentioned AGRA ‘value proposition’ or ‘service offering’ has contributed or failed to contribute to the success and failure of the FISFAP supported innovations. The findings will inform AGRA’s future value proposition as program developer and accelerator of innovations in building systems that work for smallholder farmers.

This proposed program final evaluative learning exercise is composed of three parts:

1. **Objective assessment of the results of the FISFAP program.** What was the catalytic nature of the innovations funded by FISFAP? What have the innovations unlocked in terms of change or adaptation at private sector or government level? What scaling has been achieved? Who has been benefitting from the results and learnings generated by the innovations? Is the model of ‘demonstration of innovations’ effective?
2. **Analysis of the AGRA services in relation to the results.** What can we learn about AGRA’s role in supporting innovations? What services led to which identified results? Which service offering was lacking which made some innovations unsuccessful? Which partnerships were successful in achieving which results? What can AGRA learn from FISFAP’s work in innovations and partnership development?
3. **Recommend improvements in the AGRA service offering proposed to support innovations** Based on the findings from AGRA’s implementation of FISFAP, provide ideas and recommendations on how AGRA can enhance the results, the measurement of results and the communication of the results of AGRA’s work in supporting innovations; Result include demonstration effects with private sector or government, Agri-SME development and growth, policy influence or convening stakeholders. What should AGRA do more, what should AGRA stop doing, what should AGRA start doing?
4. **SCOPE OF THE ASSIGNMENT**

The scope of work for this assignment is limited to the 22 FISFAP-funded innovations in 3 countries (Ghana, Kenya and Tanzania) and to the services provided by AGRA and its coalition of partnerships (private and public sector) in the context of the FISFAP program.

It is expected that all 22 grants are assessed, all partners are consulted, and all AGRA services delivered in the context of FISFAP, are considered.

1. Assessment of results
2. Analysis of AGRA services
3. Recommendations for AGRA’s support to future innovation programs
4. **ELIGIBILITY CRITERIA AND REQUIREMENTS**

AGRA invites eligible consulting firms to express their interest in providing this Service. The Expression of Interest (EOI) must be accompanied by the bidder's qualifications, professional capabilities and details of past experience related to the requested services.

Interested Firms must provide information indicating that they are qualified to carry out the task Bidders may constitute legal joint ventures to enhance their chances of qualification. Interested consultants/bidders are required to submit applications in English language with the following specific information: -

* 1. A brief profile of the consultant/firm including description of the firm or consortium members' incorporation details (Attach
     + Certificate of Incorporation or Joint Ventures Agreements where applicable).
     + Copies of Articles and Memorandum of Association,
     + Provide a valid Tax Compliance Certificate at the time of EOI opening.
  2. A description of relevant experience in carrying out at least two (2) similar assignments in the last five (5) years.
  3. Availability of appropriate skills among staff, provide a summary profile key staff proposed for the assignment.
  4. A declaration of no conflict of interest in providing similar services to AGRA.

Only firms shortlisted under this procedure will be invited to submit their technical and financial proposals.

1. **DOCUMENTS TO BE SUBMITTED.**

Interested firms should provide specific information as indicated below:

* 1. Name of firm who will participate in undertaking the assignment. To be submitted also are name(s) and position(s) of authorized representatives.
  2. Firms that bid jointly should submit consortium agreements between the parties, with the roles of each party clearly defined. (Not more than one consortium agreement of the same firms will be accepted).
  3. Description of management/ organization structure.
  4. Be composed of relevant consultants with a mix of appropriate expertise. The team lead member should have a relevant degree from a recognized university, they should have related experience of at least five years.
  5. Information regarding any current litigation involving the consulting firm certified by a reputable law firm.
  6. Bidders must provide their company profile together with Certificate of Registration.
  7. Attach at least two (2) references of similar work done in the last five years. Such information may description of similar assignments, experience in similar conditions, and availability of appropriate skills among staff with their most recent profiles showing their experience, qualifications, capabilities, and referees, letters of recommendation and details of past experience especially in their areas of expertise.

1. **CRITERIA FOR EVALUATION**

Only those companies, that have met the eligibility criteria, will be pre-qualified to proceed to request for proposal stage.

1. **PQ-1 REGISTRATION DOCUMENTS AND CRITERIA**
   1. **Mandatory Documents**

The Consulting firm shall submit the following documents to establish its eligibility to be considered for technical evaluation. Failure to submit any of the listed documents shall lead to automatic disqualification at this preliminary examination stage.

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| **No** | **Requirement** | **Scoring** |
| MR1 | Copy of certificate of registration or incorporation from Registrar of Companies | Pass/Fail |
| MR2 | Copy of valid Tax Compliance Certificate | Pass/Fail |
| MR3 | Completely filled Form PQ-1 prequalification data registration of supplier’s application form | Pass/Fail |
| MR4 | Completely filled Form PQ-2 key personnel | Pass/Fail |
| MR6 | Completely filled Form PQ-3 past experience | Pass/Fail |
| MR5 | Completely filled Form PQ-4 financial position and terms of trade | Pass/Fail |
| MR7 | Completely filled Form PQ-5 litigation history | Pass/Fail |

* 1. **Technical Evaluation Criteria**

The consulting firm that pass the preliminary examination stage, shall be assessed using the following evaluation criteria. The minimum technical score required to pass and be prequalified is 70%. Below is an example of an evaluation criteria for prequalification of firms for provision of services.

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| **No** | **Requirement- CRITERIA** | **Form** | **Score (%)** |
| **TE01** | **Firm Company Profile and Geographical scope**: Executive summary of firm’s profile; Management structure; geographical presence; affiliations and partnerships. | PQ-01 | **30** |
| **TE02** | **Staff Qualifications of the Firm**: The Consulting firm shall provide a summary profile of key staff capable of delivering on the services and meet the following minimum criteria; copies of the relevant certificates shall be submitted with the application: | PQ-02 | **25** |
| **TE03** | **Organization Past Experience of The Firm:** The firm financial statements to demonstrate a positive cash and cash equivalent position at the end of each of the past two years: | PQ-03 | **25** |
| **TE04** | **Financial Position of the Firm:** The firm financial statements to demonstrate a positive cash and cash equivalent position at the end of each of the past two years: | PQ-04 | **10** |
| **TE05** | **Litigation History of the Firm**-The firm shall have no litigation history with any of its Clients in the past 5 years and decisions not against the firm. | PQ-05 | **10** |
|  | **Total Score** |  | **100** |

1. **FORM PQ-1 –PRE-QUALIFICATION DATA REGISTRATION OF SUPPLIERS APPLICATION FORM**

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| **Expression of Interest Number** | **EOI-RN00628-2020 FISFAP** |
| Title of Expression of Interest | FISFAP FINAL LEARNING EXERCISE AGRA’S PARTNERSHIP MODEL IN SUPPORTING INNOVATIONS |
| Name of Firm/ Company |  |
| Registration Number of the Firm |  |
| Country of Firm Registration/ Incorporation |  |
| Firm/ Company year of registration |  |
| Physical Address of the Firm/ Company |  |
| Telephone and Official Email address of the firm/ company; Official website |  |
| Name of Managing Director of the firm/Company |  |
| Name of Contact Person of the Firm |  |
| Email Address of Contact Person of the Firm |  |
| Telephone of contact Person of the Firm |  |

I/We (*Name and Title of Director*) ………………………………………………………………hereby confirm that information provided herein is accurate for registration as a supplier(s) (*Name of Company/Firm*) Of……………………………………………for the above referenced Expression of Interest

1. **FORM PQ-2 –(TEP 01): FIRM EXPERIENCE AND GEOGRAPHICAL SCOPE**

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| **Firm Company Profile, Organization Structure, Leadership, subsidiaries or partner, geographical scope**: Consulting firm profile relating to the assignment as per the EOI; **(Maximum 2 pages)** |

1. **FORM PQ-2 (TE02)- STAFF QUALIFICATION OF THE FIRM**

Insert a list of and brief executive summary of key personnel and experts relevant to the assignment available to the organization.

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| Name of Personnel | Position at the Firm | Years of Experience in similar assignments | Academic Qualification | Professional Qualification | Brief Summary Profile |
| *e.g. John Doe* | *Managing Director* | *25* | *Undergraduate,*  *Postgraduate,*  *Diploma* | *Certified Accountant* |  |
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1. **FORM PQ – 3 PAST EXPERIENCE OF THE FIRM**

The applicant shall use the following format to provide the relevant experience gained within the past 5 years in consulting or training services.

1. The Consulting firm must submit a copy of a reference letter or copy of contract form of agreement or purchase order.

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|  | **Name of Client (organization) and physical address** | **Name of the Assignment** | **Summary Description of the assignment** | **Name of Client contact persons; email address and telephone** | **Value of the assignment (USD)** | **Duration of the Assignment** | **Geographical Location of the Assignment** |
|  | *e.g. AGRA, West End Towers, Nairobi Kenya* | *FISPA Learning* | *xyzzy* | *Joe Doe;* [*joe@gmail.com*](mailto:joe@gmail.com)*; 254700000* | *$75,000.00* | *Jan 2018-March 2019* | *Kenya, Ghana* |
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1. **FORM PQ-4: FINANCIAL POSITION OF THE FIRM**

The Applicant must submit

1. A copy of the executive auditor summary of the latest audited financial statements for the last three financial years to demonstrate a positive cash and cash equivalent position at the end of each of the past two years; and

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| **Financial Year** | **Auditor** | **Annual Turn Over** | **Auditors Remarks** |
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1. **FORM PQ – 7 LIGATION HISTORY**

**Name of Contract Supplier**

Bidders should provide information on any history of litigation or arbitration resulting from contracts executed in the last five years or currently under execution.

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| **Year** | **Awarded for or against** | **Name of client cause of litigation and matter in dispute** | **Disputed amount (current value, USD equivalent)** |
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1. **CLARIFICATIONS OF EOI**

Any request for clarification must be sent in writing by electronic mail to [procurement@agra.org](mailto:procurement@agra.org)

1. **SUBMISSION OF THE EOI**

The EOI should be submitted in an email by **February 21, 2020 17:00 East African Time**to [**procurement@agra.org**](mailto:procurement@agra.org)and the subject should clearly read **EOI-RN00628-2020 FISFAP.**