

REQUEST FOR PROPOSAL

RFP/0237/TANZANIA/2020

CONSULTANY SERVICES TO PREPARE POLICY COMMUNICATION PRODUCTS FROM STUDY REPORTS COMMISIONED IN TANZANIA

CLIENT: ALLIANCE FOR GREEN REVOLUTION IN AFRICA (AGRA)

**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 (Individual Consultant (s))**

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| Solicitation Reference No. | **RFP/** **0237/TANZANIA/2020** |
| Title of Solicitation | Consultany services to prepare policy communication products from study reports commisioned in Tanzania |
| 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 ammendments | 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 | May 19, 2020 East African Time. |
| Deadline for submission questions and clarifications | May 21, 2020 12:00 PM, East African Time. |
| Deadline for Answering questions and clarifications | May 22, 2020 12:00 PM, East African Time. |
| Deadline for Submission of Proposals | May 25, 2020 12:00 AM, East African Time.  **Please include the subject line “RFP/ 0237/TANZANIA/2020” of the email** |
| Anticipated Award Type | **CONSULTANCY AGREEMENT** |
| Submission and Evaluation Criteria | Bidder must provide the below listed information  **Mandatory Eligibility Requirement**   * Must be an Individual consultant * CV of Consultant * Sample reports of similar assignments done * Three reference letters   **Technical Evaluation Criteria**   1. Consultant Academic Qualification-20% 2. Technical Approach and methodology- 30% 3. Consultant Past Experience-40% 4. Work Plan-10%   **NB. The minimum technical score shall be 75%. Only the best candidate shall be engaged for financial negotiations.** |

**TERMS OF REFERENCE**

**CONSULTANY SERVICES TO PREPARE POLICY COMMUNICATION PRODUCTS FROM STUDY REPORTS COMMISIONED IN TANZANIA**

**Consultancy task:** To prepared policy communication products from policy studies AGRA has commissioned in Tanzania, which will involve proofreading and revising final reports, writing abridged versions of the reports and formatting to high quality final branded communication products

## Background

AGRA seeks to catalyse inclusive and sustainable Agriculture Transformation that transforms smallholder agriculture into a highly productive, efficient, competitive and sustainable system. An important area of intervention for AGRA is the Policy and Advocacy work, and AGRA is working with government of Tanzania, the private sector, and with policy coalitions such as the Policy Analysis Group (PAG) to coordinate policy and regulatory reforms. Effective policies and regulations can catalyse and accelerate the food and agriculture systems transformation required to reach any goal of sustainably reducing hunger, malnutrition, and poverty. A good business-enabling environment is underpinned by effective policies and regulations that provide incentives for agribusinesses and farmers to invest in agricultural value chains. The blueprint developed by the government of Tanzania and the private sector represent an effort to enhance the business enabling environment through addressing problem policy and regulations that deter investments into the agribusiness.

AGRA strategy for intervention in the policy and advocacy arena involves grant making to government and private sector agencies to monitor and coordinate policy and regulatory reforms, and commissioning of technical economic and legal studies to generate evidence required for demonstrating justifications for specific reforms. Overtime, AGRA has produced a number of reports from these studies. However, AGRA requires broadening the reach of these reports by packaging them into appropriate communication products that are accessible to different audiences in government, the private sector, and development partners. The recent Independent evaluation of AGRA’s signature Policy project, the Micro Reforms in Africa Agribusiness Project (MIRA) noted that AGRA’s policy work could have been more impactful if communication of its work was enhanced. The evaluation found that the communication of AGRA’s policy work is weak and need to be enhanced. In the last couple of years of AGRA’s work in Tanzania, the following products have been produced.

1. An economic assessment of government incentives needed to promote wide scale utilization and local manufacture of hermetic storage technologies
2. Consultancy services to AGRA on agricultural reforms in Tanzania
3. Economic Impact Assessment Services for Agribusiness Reforms in Tanzania
4. Rapid assessment of methodologies of structuring functional food balance sheets:
5. A Tanzania Focus
6. Improving Generation of Data for Informed Policy Decision on Food Crops Exports
7. Improving Operational Linkages among Key Institutions with Roles on Food Security and Food Trade in Tanzania
8. National strategy for climate change adaptation and resilience of dryland agriculture

The assignment will involve proofreading and revising final reports to clean up errors, and produce final copies in correct style and format ready for publication. In addition, the work will require preparing abridged versions of the report that condense the report into digestible information without losing the essential content of the report.

## Objectives of the Assignment

The overall objective is to clean up the reports by proofreading and formatting the reports into high quality final products ready for dissemination to AGRA’s diverse stakeholders and partners, and to prepare abridged versions of the reports by condensing the essential information and recommendation into high quality branded publications that appeal to the target audience. AGRA expects the consultant to cover the following:

1. Review, proofread and revise AGRA final policy reports and produce high quality error-free final reports
2. Prepare abridged versions of the reports by condensing the information and recommendations into summary documents
3. Format the final reports and abridged versions to conform to the high standard required for technical reports
4. Brand the end products using the guidelines and templates provided by the AGRA Communication unit

## Scope and approaches of the consultancy

We expect the consultant to carry out the following tasks:

* Obtain the final policy reports from the **last three years** (About 8 in total as listed above) and clean them up from errors and format them to high standard
* Review the final clean reports and prepare abridged versions that summarize but retains key findings and recommendations
* Brand the final reports and the abridged versions using the guidelines and templates from AGRA communication unit

## Outputs/Deliverables

1. Clean final proofread and revised policy reports
2. Concise abridged versions of the reports that condense the information into digestible content without losing the key content and recommendations of the original main reports
3. Reports and abridged version of the reports in the recommended AGRA templates available at the AGRA communication unit
4. Reports and abridged version of the reports in a final form and style consistent with high quality formal technical reports/publications

The consultant will submit all deliverables in English, and these deliverables will be succinct and informative to the target government and industry audiences.

## Outcome

1. AGRA policy communication products have reached a large audience and are influencing policy and regulatory discourse and reforms in Tanzania and other countries
2. Policy and advocacy work at AGRA has high visibility

## Timeline

AGRA expects the work described above to be performed within a period of Thirty (30) man-days as per the following timeframe (to be adjusted and mutually agreed with the chosen consultants):

| **Timeline** | |
| --- | --- |
| Kick-off meeting | July 2020 |
| Submission of inception report | July 2020 |
| Presentation of preliminary deliverables to AGRA team | August 2020 |
| Submission of final report | August 2020 |

Interested individuals should submit separately their technical and financial proposals indicating how they plan to undertake the assignment to [procurement@agra.org](mailto:procurement@agra.org)

## Reporting arrangements

The consultant will report to the AGRA’s regional Policy and Advocacy Program Officer throughout the engagement period

**Important note:** Technical and Financial proposals will need to be submitted as **separate documents**. Financial proposals will not be opened until the conclusion of the technical evaluation and then only for those proposals that are deemed qualified and responsive.

## Evaluation Criteria for Selection of Consultant

## Technical Proposal

The consultant shall be selected on the basis of their proven experience, qualifications and ability to deliver a quality product in a timely and efficient manner. The consultant’s proposal shall be evaluated based on the consultants

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| --- | --- | --- |
| **Evaluation Criteria** | **Sub criteria/Description** | **Evaluation Score** |
| Technical Approach | **Maximum 5 pages,**  A description of the approach of execution which the consultant proposes to undertake   * Methodology proposed for the assignment (including tools proposed for the assignment) * An understanding of the assignment expectation * Similar studies previously conducted, * High-quality of the proposal * Please provide a minimum of two concrete samples of similar work done for other organizations) | 30% |
| Consultant (s) Past Experience | * Previous experience editing or proofreading technical reports * Strong English language skills as demonstrated in publications in peer reviewed journals or other academic catalogues * Experience in communications work or preparing communication materials for technical audiences * Strong writing skills * Summary resume(s) of key staff who will work on the AGRA account   ***Curriculum vitae and certificates must be attached*** | 40% |
| Consultants Academic qualification | A university degree in the sciences, economics, public policy, or other disciplines that incorporates statistics and modelling  ***Academic Certificates of the consultant must be attached.*** | 20% |
| Work Plan | Proposed workplan in calendar weeks in undertaking the assignment | 10% |
|  | **Total** | **100%** |

## Proposal submission

Taking into account the TOR, the candidate should submit a proposal containing the following elements:-

* Understanding of the assignment
* Outlining past experience of the firm/ consultant (Please provide a minimum of two concrete samples of similar work done for other organizations)
* Methodology proposed for the assignment (including tools proposed for the assignment)
* Work plan that includes clear timelines for the assignment
* Consultancy fee for undertaking the assignment and budget breakdown

## Financial Proposal

**FINANCIAL PROPOSAL** must be supported with a breakdown analysis and will provide the following information, but is not limited to:

1. Professional fees chargeable
2. Breakdown of the fees and disbursements
3. Price must be quoted in US Dollars (USD)
4. All applicable taxes (withholding taxes) shall be included. If the financial proposal is silent on taxes, AGRA shall assume that these are inclusive;
5. Financial proposal shall be valid for a period of 60 days from the date of bid closure
6. Financial proposal shall be sent as a separate attachment and MUST password protected

## HOW TO APPLY

**Submission**

* Proposals MUST be submitted **via email** to AGRA General Procurement: [Procurement@agra.org](mailto:Procurement@agra.org) on or before the deadline indicated on the synopsis of the RFP
* All bidders **must** use the RFP reference number in the subject line of their email submission.
* Technical proposal and Financial proposal shall be submitted as separate attachment.
* Neither technical nor financial proposals should exceed 10MB. The proposal with any subsequent modifications and counterproposals, if applicable, shall become an integral part of any resulting contract.
* Proposal must be provided in English Language

## DISCLAIMER

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