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**REQUEST FOR PROPOSAL**

**RFP/003/RFT/2023**

**CONSULTANCY TO SUPPORT AGRA IN FINALIZATION OF THE MARKET INFORMATION SYSTEM (MIS) FRAMEWORK INITIATIVE AND TO DEVELOP AN ACTION PLAN FOR PILOTING AND IMPLEMENTING THE MIS**

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**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-003-RFT -2023** |
| Title of Solicitation | Consultancy to Support Agra in Finalization of the Market Information System (Mis) Framework Initiative and to Develop an Action Plan for Piloting and Implementing the MIS |
| Issuing Office & Address | Alliance for a Green Revolution in Africa (AGRA)  Website: [www.agra.org](http://www.agra.org/) |
| Location of the Consultant | Home country of the consultant with limited travel to Malawi |
| 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 | January 19th, 2023. |
| Confirmation of Interest to bid for the consultancy | Interested consultants/bidders are requested to register on the link below by close of business January 26th, 2023, 2022. 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 | January 27th 2023 |
| Deadline for Answering questions and clarifications | January 30th, 2023 |
| Deadline for Submission of Proposals | February 3rd, 2023, 5:00PM, East African Time.  **Please include the subject line “RFP-003-RFT--2023” of the email.** |
| Type of Consultant | Individual Consultant |
| Anticipated Award Type | **Consultancy Agreement** |
| Submission and Evaluation Criteria | **Mandatory Eligibility Requirement:**   1. Detailed Curriculum Vitae including at least 3 referees. 2. Copy of academic certificate (s). 3. Copy of passport or National Identification Card.   **Evaluation Criteria**   1. Qualifications…..............................................................................20% 2. Experience of the consultant……………………………...……………………...50% 3. Consultant’s methodology, work plan and understanding of the assignment………….…………….…….………………………………………………….30%   **Total: …..........................................................................................100%**  **NB.**   1. **Minimum technical pass mark is 75%** 2. **AGRA will negotiate with the individual that attains the best technical score above 75%.** |

1. **Background**

The Africa Food Trade and Resilience (AFTR) Programme is an initiative of AGRA and the IDH – Sustainable Trade Initiative with funding from the Government of the United Kingdom’s Foreign, Commonwealth and Development Office (FCDO) to increase food trade in sub-Saharan Africa to fulfil the anticipated increase and shifts in food demand.

The AFTR Programme under the Programme COVID-19 response plan commissioned a consultancy on Strengthening Data Collection and Analysis of food production, storage, trade, consumption and prices. The consultancy piloted an agile market information system (MIS) that collected food prices, stocks and trade information for food and nutrition commodities across nine selected East, Southern and West African countries. The objective of the market information collection and dissemination exercise was to help guide governments to make better informed food trade market regulation decisions and to minimize disruption of food systems and markets amidst the COVID-19 pandemic.

The MIS pilot exercise was conducted over a seven-month period (April- November 2021) providing monthly market information reports which was disseminated to stakeholders through the AGRA Food Security Monitor bulletin. Building on lessons learned over the six-month data collection period, the consultancy conducted a regional food trade market information needs survey, aimed at establishing market information needs of the various food trade market actors required to inform their various food trade decisions and activities. More than 100 stakeholders across several stakeholder groups including farmers, farmer groups, traders, financial institutions, development partners, academia and research institutions participated in the survey. Results from the survey confirmed the need for an MIS that caters to the broad market information needs of the food trade sector.

As such and in the absence of a dedicated regional food trade MIS in Africa, AGRA building on lessons learned from the MIS pilot phase and information needs survey developed a Regional Food Trade Market Information Systems Framework. The Framework seeks to define the institutional framework for the establishment and operationalization of regional market information systems that collect, analyze, and disseminate market information services that contribute to increased regional food trade, security and nutrition.

Having developed the first draft of the Regional Food Trade MIS Framework, AGRA would like to finalize the framework for implementation. To achieve this, AGRA would like to conduct a workshop to validate the MIS business model, institutional framework, and other aspects of the framework with various food trade market actors. Inputs from this validation workshop will be incorporated into the draft framework for implementation.

1. **Objective of the consultancy**

The objective of the consultancy is to support AGRA to finalize the MIS Framework initiative and to develop an action plan for piloting and implementing the MIS. The specific activities to be finalized under this consultancy include:

1. Moderating and facilitating the MIS Framework validation workshop. The consultant will be required to present findings from the MIS pilot, Information needs survey and draft framework for stakeholder validation.
2. Drafting the final the MIS Framework incorporating inputs and feedback from the validation workshop
3. Drafting the action plan for piloting and implementing the MIS Framework. The action plan should provide the institutional framework for both the pilot and full roll out phase.

An inception meeting will be held with the selected consultant to clarify expectations under each activity and to share all the necessary documents needed to achieve the objectives of the consultancy.

1. **Expected deliverables**

The consultancy is expected to deliver the following:

1. MIS Framework Validation Workshop presentation covering the MIS Pilot, Trade information Needs survey and Draft MIS Framework.
2. MIS Framework Validation workshop report highlighting inputs and feedback from stakeholders.
3. Final MIS Framework document and Action Plan.
4. **Timelines**

The consultancy will be conducted over a 3-month period.

1. **Reporting**

The consultant will report to the Head of Food Trade, AGRA or his assigned designate.

1. **Copyright**

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

1. **Required Qualifications, experience and competencies**

* Master’s degree in agricultural economics, agribusiness management, or other related fields.
* Strong background and experience in developing market development initiatives including market information systems or related activities.
* Strong background in general market systems development and regional food trade.
* Strong data analysis, synthesis, and presentation skills.
* Experience facilitating and coordinating multi-stakeholder workshops.
* Experience developing general frameworks for agricultural development work.
* Availability of qualified and experienced personnel to undertake the assignment
* Excellent communication skills and consultation skills (both written and spoken English).

1. **Evaluation Criteria**

Interested individuals shall be evaluated against the following technical criteria:

1. Academic Qualifications….............................................................................................20%
2. Relevant academic qualifications as per section 6 above.
3. Experience of the consultant……………………….………………….……………………………………...50%
4. Meet requirements as outlined under competencies.
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…………. 30%

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

**Note:**

* Minimum technical score – 75%

1. **Application Submission Requirements**
2. **Technical Proposal**
3. Detailed Curriculum Vitae
4. Detailed reference list indicating the scope and magnitude of similar assignments carried out
5. Demonstrate possession of qualification and experience required.
6. Provide methodology, work plan and understanding of the assignment **not exceeding 5 pages.** Any supporting documents may be attached as annexes.
7. **Financial Proposal**
8. 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. You may modify where necessary.
9. Reimbursable costs if applicable shall be quoted separately. These will be reimbursed based on actual cost incurred.
10. Professional fees shall include the applicable withholding tax.
11. If the financial proposal is silent on taxes, AGRA shall assume that these are inclusive.
12. Prices **must** be quoted in **USD ($).** Contracting will be in USD and bidders are encouraged to have a USD bank account.
13. The financial proposal shall be sent as a separate attachment and **MUST be password protected.**
14. **Guidelines for Preparations and Submission of Proposals**
15. The proposals SHALL be submitted to [procurement@agra.org](mailto:procurement@agra.org) by deadline indicated in the synopsis
16. The proposal and ALL Attachments submitted via email SHALL NOT exceed 10MB.
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**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Item*** | **Cost** | | | |
|  | | | |
| {*Insert Foreign Currency # 1*} | USD value | Total cost | |
| **Cost of the Financial Proposal, including** |  |  |  | |
| (1) **Remuneration** |  |  |  | |
| (2) *[****Reimbursables]*** |  |  |  | |
| **Total Cost of the Financial Proposal:** |  |  |  | |
| **Indirect Local Tax Estimates – to be discussed and finalized at the negotiations if the Contract is awarded** | | | | |
| 1. {insert type of tax. e.g., VAT or sales tax} |  |  |  | |
| 1. {e.g., income tax on non-resident experts} |  |  |  | |
| 1. {insert type of tax} |  |  |  | |
| Total Estimate for Indirect Local Tax: |  |  |  |  |

**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 /GHS** | ***Total USD /GHS 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 [*Reimbrsable Expenses]*** | **Unit** | **Unit Cost** | **Quantity** | **{*Currency*}** | **Total value in USD** **/GHC** |
|  | ***{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** | | | | |  |  |