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**REQUEST FOR PROPOSAL**

**RFP-037-AGRF-2023**

**TECHNOLOGY PLATFORM PROVIDER FOR AGRF VIRTUAL SUMMIT**

**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-037-AGRF-2023** |
| Title of Solicitation | Technology Platform Provider for AGRF Virtual Summit |
| Issuing Office & Address | Alliance for a Green Revolution in Africa (AGRA)  Website: [www.agra.org](http://www.agra.org/) |
| Location of the Assignment | Dar es Salaam, Tanzania |
| 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 | May 31st, 2023 |
| Deadline for submission of questions and clarifications | June 12th, 2023, 1700 hours, East African Time |
| Pre-bid conference | **Date of pre-bid conference:** June 14th, 2023  Interested bidders are requested to register on the link below by 1700 hours, June 12th, 2023. A Microsoft Teams link for the pre-bid meeting will be shared with bidders who will have registered.  For Registration Link click: [**HERE**](https://forms.office.com/r/vksmZR0XFZ) |
| Deadline for Answering questions and clarifications | June 15th, 2023, 1700 hours, East African Time |
| Deadline for Submission of Proposals | June 20th, 2023, 5:00PM, East African Time.  **Please include the subject line “RFP-037-AGRF-2023” of the email.** |
| Type of Consultant | Consultancy Firm |
| Anticipated Award Type | **Consultancy Agreement** |
| Selection Method | **Quality and Cost Based Selection (QCBS)** |
| Submission and Evaluation Criteria | **Mandatory Eligibility Requirements:**   1. Company profile. 2. Trading license or Certificate of incorporation or Certificate of Registration 3. Tax clearance certificate (Applicable to firms originating from Kenya, Rwanda, Ghana, Tanzania and Mozambique). 4. Three reference letters of similar work carried out. 5. CVs of key personnel.   **Evaluation Criteria**   1. Organizational Capacity …....................................................................10% 2. Experience in similar assignments………………………..…………………….25% 3. Proposed approach, methodology and workplan…............25% 4. Experience and qualifications of key personnel ....................40%   **Total: …....................................................................................100%**  **NB.**   1. **Minimum technical pass mark is 75%** 2. **Selection Criteria**  * **Technical weight: 90%** * **Financial weight: 10%** |

1. **Background**

[Africa’s Food Systems Forum](https://agrf.org/) (AGRF) is the world's premier forum for African agriculture, bringing together stakeholders in the agricultural landscape to take practical actions and share lessons that shall move African agriculture and food value chains forward. The AGRF is a multi-sector platform comprising twenty-six (26) partners leading in African agriculture development and committed to the AGRFs mission of supporting African stakeholders to enhance food security, economic prosperity, and sustainability of natural resources on the continent.

Africa’s Food Systems Forum 2023 Summit (AGRF 2023 Summit) shall be hosted in Dar es Salaam, Tanzania from 5 – 8 Sept 2023 with a pre-summit event scheduled for 4th, September 2023.

Building on the commitments made at the AGRF 2022 Summit and the Common African Position for food systems, the Summit shall showcase leadership from African countries that taking these [pathways] to the next level. Recognizing the urgent need for action; the Summit shall call upon leaders from the private sector, national and local governments, youth, and other organizations to put forward bold actions that can play a key role in transforming how Africa produces and consumes food.

## The Summit shall continue to shape Africa’s food systems agenda and highlight priorities for intervention as set out in previous AGRF communiques. Priorities identified earlier focused on the importance of nutrition, the integration of resilient African food systems in the global and regional COP 28 climate action agenda, achieving inclusive growth for women and youth, addressing sustainable input and soil health on the continent, the criticality to close the investment gap in Africa’s food systems transformation and the importance of an accountability mechanism that includes food system indicators.

For information about AGRA, please visit <https://agra.org/>

## For information about AGRF, please visit  <https://agrf.org/>

1. **The task:**

The AGRF secretariat is seeking the services of a technology firm to support in the development and management of a virtual platform to support the streaming element of the summit and to enable virtual participation globally.

1. **Scope of Work**

* Set up an online virtual platform for Webcasting of AGRF Summit Program Sessions for the AGRF 2023 Summit, supporting multiple streams for multiple languages.
* Setup a mobile app to allow access to the virtual platform via mobile devices.
* Integrate the virtual platform with the on-site delegate management platform to allow provide unified access to both virtual and in-person delegates.
* Integrate and adapt AGRF brand identity on the virtual platform and mobile app.
* Ensure, source, and integrate reliable and resilient cyber security protocols to ensure the virtual platform and event is not compromised.

1. **Deliverables**

The responsibilities for key deliverables are outlined below indicating primary responsibility.

|  |  |  |
| --- | --- | --- |
| **Deliverable** | **Key Activities** | **Technology Consultancy Firm** |
| Virtual Platform | Design and set up an online virtual platform for webcasting summit sessions and hosting virtual elements of the AGRF 2023 summit. The virtual platform should provide, at a minimum:   1. The ability for delegates that will be attending virtually to register for the summit. 2. Integration with the on-site delegate management platform to enable in-person delegates to be automatically registered onto the virtual platform. 3. A unified experience for both virtual and in-person delegates 4. Live streaming of all summit sessions, with session retained as recordings once ended, with the ability to stream multiple sessions concurrently. 5. The ability to integrate on-site language interpretation streams and create alternate language streams of summit sessions. 6. The ability to display and update the summit Program and agendas for different days. 7. The ability to class or categorize summit sessions under named headings, e.g., Dealroom sessions, or Media Briefing sessions. 8. A comprehensive suite of delegate engagement and collaboration capabilities, including, but not limited to:    1. The ability to set up a personal profile detailing organizational affiliation, contacts, interests etc. that are visible to all registered delegates.    2. The ability to search for individuals in a public directory showing all registered delegates.    3. The ability to request to and chat with other delegates.    4. The ability to start and participate in group chats over specific topics.    5. the ability to set up a personalized agenda by adding individual summit sessions to one’s private agenda.    6. The ability to view individual summit sessions and make comments in real-time.    7. The ability to send live pop-up announcements either to all delegates logged in to the platform, or to a group of delegates (in-person; virtual only).    8. The ability to create polls and/or surveys to receive feedback from delegates.    9. The ability to send email notifications to all registered delegates. 9. An API to provide integration with the on-site delegate management platform for automatic account creation on the virtual platform for in-person registered delegates. 10. An FAQ/Help section to provide answers to frequently asked questions and basic help information on how to use the platform.   The platform vendor should provide technical support staff to offer dedicated support for both virtual and mobile versions of the platform for the contracted period, with a clearly established method for delegates and AGRF staff to conveniently communicate to support staff.  The platform vendor must also work with partners including contracted local service providers and global event managers to develop and incorporate requirements for a seamless experience.  The platform must remain accessible with full functionality for a period of 12 months. | Technology Consultancy Firm will take lead in developing the technology platform |
| AGRF App | Set-up, execute and monitor the AGRF Summit 2023 Virtual Event App, available for both Android and Apple iOS ecosystems. The virtual app must:   1. Integrate fully and seamlessly with the virtual platform with the ability to sign-in with the same credentials used on the virtual platform. 2. Replicate the full functionality and features available on the virtual platform as highlighted above in the “virtual platform” deliverable. 3. Provide notifications for summit sessions, announcements, polls, surveys, and individual and group chat messages. | Technology consultancy firm will take lead in developing the Virtual Event Application. |
| Security | Ensure, source and integrate reliable and resilient cyber security protocols to ensure the virtual platform and event is not compromised. | Technology consultancy firm support by integrating acceptable security protocols as advised by Government of Tanzania. |
| Branding & Signage | Development of an integrated brand identity that incorporates host country and differentiates AGRF and adapted for all virtual touchpoints and environment. | Technology consultancy firm will support by integrating branding in the virtual touch points. |
| Reporting & Analytics | The virtual platform must provide the ability to generate and export event reports and analytics including, but not limited to:   1. Registered delegate information and demographics – gender, title, industry, organization, home country etc. 2. Individual session statistics – attendance, engagement, likes, etc. 3. Overall summit statistics – total registrations, total attendees, engagement, session attendance comparisons, countries that attendees are connecting from, survey & poll results.   The reports and analytics should be displayed via a dashboard but also allow both raw and process data to be exported. | Technology Consultancy Firm will take lead in developing the technology platform |

1. **Duration of the Assignment**

The proposed assignment commencement date is July 1st, 2023 and end date is December 30th, 2023.

1. **Copyright**

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

1. **Management and Reporting**

The Consultant will report to the Head of AGRF or his/her designate. All deliverables submitted by the consultant shall be approved by the supervisors before any payment is made.

1. **Key Qualifications and Experience Required**

The firm shall:

1. Companies shall possess 5 years of experience in developing similar web based digital platforms.
2. Technical team with strong IT experience
3. Technical team with strong web design experience
4. Companies shall demonstrate experience in carrying out similar assignments for similar organisations. Please share list of similar assignments carried out.
5. Share client list including assignments carried out and contact person
6. Share any available company accreditations.
7. Propose key personnel with the following qualifications, experience and competencies:

The team members should have skills that complement each other to facilitate effective delivery of the assignment. The key positions should include but not limited to the following: Lead Consultant/Project team leader, Associate Consultant, etc.

**Additional experts**

The firm shall provide the profile of the additional experts to support on the assignment.

1. **Evaluation Criteria**

Interested firms shall be evaluated against the following technical criteria:

* 1. **Organizational Capacity …..................................................................................................10%**

Company profile, company accreditations and certifications.

* 1. **Experience in similar assignments …….............................................................................25%**
  2. **Proposed approach, methodology and work plan.........................................................25%**

Understanding of the project/assignment requirements, practicality of the proposed methodology relative to the context of the assignment, proposed work plan, staffing schedule, risk assessment and mitigation strategies integrated into the assignment, planning, appropriateness of the implementation schedule to the project timelines and project quality assurance measures.

* 1. **Experience and Qualification of key personnel…...........................................................40%**

The key positions should include but not limited to the following: Lead Consultant/Project team leader, Associate Consultants etc. The team shall have the qualifications and experience (Key qualifications & Experience Required).

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

**NB:**

* Selection Method - Quality and Cost Based Selection (QCBS)
* Minimum technical pass mark is 75%
* Selection Criteria

Technical weight: 90%

Financial weight: 10%

1. **Pre-Bid Meeting**

A pre-bid meeting has been scheduled as per the timeline summarized in the synopsis above. The purpose of the pre-bid meeting is to respond to bidder’s questions and provide further clarification on the objectives and scope of the assignment.

Interested bidders are required to register on the [link](https://forms.office.com/r/vksmZR0XFZ) provided in the synopsis above. A calendar invite will be shared to bidders who have registered by the deadline indicated above.

1. **Application Submission Requirements**
2. **Technical Proposal**
   * 1. Company profile, Certifications and accreditations.
     2. Proposed Methodology, approach and workplan with clear timelines.

* The technical approach and methodology should explain the understanding of the assignment objectives; analytical strategies; and the degree of detail of expected outputs.
* The work plan should describe the implementation of the main activities/tasks of the assignment, their content and duration, phasing and interrelations, and tentative delivery dates of the deliverables. A list of the final deliverables (including reports) to be delivered as final output(s) should be included here.
  + 1. Assignment project plan
    2. Maintenance plan
    3. Detailed reference list indicating the scope and magnitude of similar assignments carried out including the client, dates and budget.
    4. Proposed key staff, their roles including their CVs, academic and professional certificates.
    5. The technical proposal **shall not exceed 20 pages.** CVs, copies of academic certificates and other supporting documentation may be attached as annexes.

1. **Financial Proposal**
2. The firm shall provide a financial proposal for carrying out the assignment. The breakdown of unit and total fees per person (for each proposed consultant) shall be provided. Use the templates provided under Annexes A, B and C for the financial proposal. You may modify them where necessary.
3. Reimbursable costs if applicable shall be quoted separately. These will be reimbursed based on actual cost incurred.
4. Professional fees shall include the applicable withholding tax.
5. VAT shall be quoted separately and is only applicable to firms registered in the following countries (Kenya, Tanzania, Rwanda, Ghana and Mozambique)
6. If the financial proposal is silent on taxes, AGRA shall assume that these are inclusive.
7. Prices **must** be quoted in **USD ($).** Contracting will be in USD, bidders are encouraged to have a USD bank account.
8. The financial proposal shall be sent as a separate attachment and **MUST be password protected.**
9. **Guidelines for Preparations and Submission of Proposals**
10. The Proposals shall be prepared in English Language.
11. The proposals SHALL be submitted to [**procurement@agra.org**](mailto:procurement@agra.org)**by the deadline indicated in the synopsis**.
12. The technical proposal **shall not exceed 20 pages.**
13. The proposal and ALL Attachments submitted via email **SHALL NOT exceed 10MB**.
14. VALIDITY of the proposal shall be for a period of 90 days from the date of bid closure.
15. Financial proposal shall be sent as a separate attachment and **MUST be password protected. The password shall be requested from firms that meet the minimum technical score of 75%).**

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

|  |  |
| --- | --- |
| **DESCRIPTION** | **AMOUNT IN USD** |
| 1. **Professional Fees[[1]](#footnote-1):** |  |
| 1. **Reimbursement Cost:**  * Accommodation * International Travel * Local Travel * etc. |  |
| **Total Assignment Cost (Exclusive of VAT)** |  |
| **VAT (Only applicable to firms registered in Kenya, Tanzania, Rwanda, Ghana, Mozambique)** |  |
| **Grand Total (inclusive of VAT)** |  |

**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*]** |  |  |  |  | |
|  | **Associate Consultant (s)** | | | | | | | |
| **K-2** |  |  | ***[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 }*** | Lampsum |  |  |  |  |
|  | ***{ e.g., reproduction of reports}*** | Lampsum |  |  |  |  |
| **Total Costs** | | | | |  |  |

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