



**REQUEST FOR PROPOSAL
RFP AGRA-NB-1288**

**CONSULTANCY FOR MONITORING FOOD POLICY AND TRADE DEVELOPMENTS IN
SOUTHERN AND WEST AFRICA**

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.

Section 1: Synopsis of the Request for Proposal

a) Solicitation Reference No.	RFP AGRA-NB-1288
b) Title of Consultancy	Consultancy for Monitoring Food Policy and Trade Developments in Southern and West Africa
c) Eligibility	Open to all eligible consultants
d) Location of the assignment	Regional (Zambia, Malawi, Zimbabwe, Mozambique, Ghana, Mali, Niger)
e) Type of Consultant	Consultancy firm
f) Issuing Office & Address	AGRA, Nairobi West End Towers, 4th Floor Muthangari Drive, off Waiyaki Way Nairobi <u>Website: www.agra.org</u>
g) Point of contact for clarifications and questions	AGRA, General Procurement Email: Procurement@agra.org
h) Bid Submission	Electronically via the AGRA Oracle SCM System
i) Solicitation Issue Date	As per Open Date on AGRA Oracle system
j) Deadline for submission of questions and clarifications	12 th March 2025
k) Deadline for Answering questions and clarifications	14 th March 2025
l) Deadline for Submission of Proposals	As per Close Date on AGRA Oracle system
m) Selection method	Quality and Cost Selection Method (QCBS) Weightage: Technical – 80%; Financial – 20%

1. Introduction

AGRA invites qualified consulting firms to submit proposals for a Consultancy for Monitoring Food Policy and Trade Developments in Southern and West Africa. This document outlines the requirements and guidelines for the submission of proposals.

2. Background

a. AGRA

AGRA is a not-for-profit organization working with African governments, other donors, NGOs, the private sector, and farmers to improve the productivity and incomes of resource-poor smallholder farmers in Africa. AGRA aims to catalyze an inclusive agricultural transformation in Africa by increasing incomes and improving food security for millions of smallholder farmers in Africa. For more information about AGRA, please visit www.agra.org.

b. About the Assignment

Africa, especially Southern and Western regions, has been particularly affected by shocks caused by climate change which have had adverse effects on food production. In addition, these regions, like the rest of Africa, are yet to fully recover from the adverse impacts of the COVID-19 pandemic which resulted in disruption of agricultural value chains, including free flow of food commodities from surplus to deficit areas. In Southern Africa Countries such as Malawi, Zimbabwe and Zambia, last year's (2024) drought had a devastating impact on crop yields resulting in very poor harvests and reduced availability of food, especially the staple crop, maize and other grains. In Mozambique political conflict has further exacerbated this situation resulting in displacement of communities and hence their reduced participation in food production and trading activities. On the other hand, in the West African region countries such as Ghana, flooding greatly interfered with food production by destroying crops in the field and through increasing post-harvest losses. In order to protect their populations, governments in the two regions have reacted by taking certain policy measures such as export restrictions which in the long run negatively affect the proper functioning of markets, which is essential for long term food security. On the positive side, it is also possible that governments

and other stakeholders have taken certain initiatives which if upscaled, can promote improved food security and livelihoods, especially of small holder farmers who are the major target group for AGRA 's food systems improvement efforts. Unfortunately, no regular information and documentation on the above developments are available as limited information gathering and monitoring are conducted to capture the trends. The gap created by the lack of accurate, reliable and timely information, for example, on trade developments, commodity prices and ongoing interventions in food security and trade leads to a deficit in strategic decision making by key stakeholders from both the public and private sectors. This in turn hinders investment in appropriate interventions that can enhance national and regional food security as well as food systems' transformation in general. In addition, Africa has the youngest population in the world with more than 400 million young people aged between the ages of 15 to 35 years. The youth population in Africa is rapidly growing and is expected to double to over 850 million by 2050. If properly harnessed, this youth demographic can be a driving force in addressing some of the continent's major challenges and contribute to increased productivity and stronger inclusive economic growth across the continent¹. Young people, due to their ability to adapt to new methodologies and technologies have a vital role to play in modernizing and, ultimately, transforming the agricultural sector and food systems². Put alternatively, agriculture and food systems need young people for the sector to move ahead, sustainably produce and trade food for rising population in African cities and create opportunities for dignified and fulfilling employment.

Youth and particularly women play a key role in trade in Africa and will be essential to Africa's success in exploiting its trade potential. Youth and women make a major contribution to trade in most African countries through their involvement in the production and marketing of tradable goods as farmers, cross-border traders and as managers and owners of firms involved in trade. Hundreds of thousands of women, cross borders in Africa every day to deliver goods from areas where they

¹ [https://www.afdb-org.kr/wp-content/themes/meteo/pdf/Top_5_\(English\).pdf](https://www.afdb-org.kr/wp-content/themes/meteo/pdf/Top_5_(English).pdf)

² **Young Africa Works Summit: 2017** <https://mastercardfdn.org/wp-content/uploads/2018/09/Young-Africa-Works-Summit-2017-Report-accessible.pdf>

are relatively cheap to areas in which they are in shorter supply. However, Africa's trade potential is undermined by constraints that women and youth face³.

3. Rationale

Unless closely monitored and findings from analysis used to provide strategic options to decision makers in the Africa, the situation may worsen and governments will be forced to apply unfavorable and unpredictable policies– linked to food reserves, food imports, food exports, and food production subsidies. As such these cross-border trade restrictions require close and regular monitoring of policy dynamics as well as supply chain and border measures that could have negative effects on food security with the aim of developing immediate and effective interventions to mitigate against disruptions.

In addition, there is also a need identify and address barriers to economic opportunities for disadvantaged youth and women by improving regional agricultural value chains. A localized (within countries, along trade corridors, etc.) political economy analysis (PEA) is essential to understand the underlying dynamics of targeted value chains (maize, rice, soya beans, groundnuts, fruits and vegetables, livestock – e.g. poultry, etc) including power relations, institutional frameworks, and market conditions that affect equitable participation and benefit distribution. AGRA's Africa Food Trade and Resilience (AFTR) Programme's principal aim is to ensure relatively unfettered flow of key foods from surplus to deficit areas of production in sub-Saharan Africa, reduce price inflationary tendencies, and support essential but economically vulnerable actors along priority regional value chains. In order to mitigate any disruptions from these decisions, there is need to document these measures, collect market intelligence, and their impact on food supply chains to inform appropriate decisions. The proposed assignment fits well into and will complement existing AGRA programmes such the COMESA Regional Food Balance Sheet project and the Food Trade Coalition for Africa, FTCA will benefit from the new information and analysis generated through the assignment.

4. Objectives

This assignment has two main objectives:

- 1.** To provide localized political economy analysis (PEA) for regional value chains

³<https://openknowledge.worldbank.org/bitstream/handle/10986/16629/825200WP0Women00Box379865B00PUBLIC0.pdf>

of targeted value chains to identify challenges and improvement of economic opportunities for disadvantaged youth and women along different trade corridors (such as Nacala, Northern) covered by Youth Entrepreneurship for the Future of Food and Agriculture (YEFFA) Programme⁴.

2. To monitor and document real-time food system related policies and other decisions at national and regional levels, delineating those that adversely affect food security at country and regional levels. This will also include market intelligence for each market based on ground-level investigative research. The generated intelligence will facilitate rapid action to redress unfolding restrictive issues and explore opportunities for new investment in agriculture. The work will initially focus on countries that have recently experienced shocks in Southern Africa Region (Zambia, Zimbabwe, Mozambique and Malawi) and in the West Africa Region (Ghana, Mali and Niger), a total of seven countries.

Localized political economic analysis for targeted regional Value chains to identify challenges and improvement of economic opportunities for disadvantaged youth and women.

The sub-specific objectives are to:

- a. Identify structural and systemic challenges and opportunities within the value chains (e.g. (maize, rice, soya beans, groundnuts, fruits and vegetables, livestock – e.g. poultry, etc.) in specific localized areas (national, regional – COMESA, SADC, ECOWAS – trade corridors, etc) covering YEFFA programme priority countries.
- b. Track food security and agricultural policies and regulatory changes, including agricultural subsidies, policy coordination, NTBs and any other changes in policies and regulatory frameworks likely to affect food trade and food security within regional blocks (ECOWAS, SADC, COMESA), trade corridors and at national level affecting regional value chains.

⁴ AGRA's YEFFA programme covers Burkina Faso, Malawi, Tanzania, Rwanda, Mozambique, Ghana, Mali, and Uganda.

- c. Explore the roles, interests, and influence of key stakeholders (e.g., private sector actors, government agencies, civil society, and producer organizations) in different value chains in different countries.
- d. Highlight gender and youth-specific barriers and opportunities within the value chains in different trade corridors and/or countries. This will focus on challenges and enablers specific to disadvantaged youth and women in accessing and benefiting from the value chains.
- e. Provide actionable recommendations to improve economic opportunities for disadvantaged youth and women for specific regional value chains in different corridors and/or countries.

Monitoring and documenting real-time food system related policies and other decisions at national and regional levels, delineating those that adversely affect food security at country and regional levels.

The sub-specific objectives are to:

- a. Collect and analyze data on governments and private sector responses to acute food shortages, and information on food trade in key value chains, on a bi-weekly basis.
- b. Document, where feasible, the impact of these measures.
- c. Provide tactical and strategic advice on the implications of the political economy for AGRA's engagement approach in each country or region.
- d. Support the identification of critical measures affecting regional food trade and investments in the region.
- e. Provide recommendations or strategic options for trade policy actions (or other policy levers) required to address key identified issues.

5. Scope of Work

The consultancy seeks to focus the assessment around political and policy context, regulatory environment, regional trade, food security and stakeholder context (analysis & mapping). The assessment will: delve into measures taken and their

implications for food system functionality; identification of the underlying political economy drivers (if any); and provision of tactical and strategic advice on the implications of the political economy for AGRA's engagement approach in each country and region. It will also complement current initiatives of AGRA's food trade and food security related initiatives such as implementation of the Simplified Trade Regime in Eastern and Southern Africa, the Regional Food Balance Sheet Initiative and the Food Trade Coalition for Africa.

6. Expected Deliverables

The following are the expected outcomes:

- a. An inception report submitted to AGRA before commencement of work highlighting the proposed methodological approach and understanding of the assignment, expected outputs and key milestones.
- b. Bi-weekly technical briefs identifying the nature and extent of key political economy issues and/or measures taken by governments, Regional Economic Communities (RECs), and major private sector actors, impacts of these measures, value chain actors' response to these measures and prioritized tactical recommendations for short term policy and advocacy engagement in each market (country and region - southern and west Africa).
- c. Monthly technical briefs of the localized (national, regional – COMESA, SADC, ECOWAS – corridor) political economy analysis for regional value chains of targeted value chains to identifying developments (challenges and improvement of economic opportunities) for disadvantaged youth and women.
- d. Monthly updates at regional and country levels on key developments in food policy, food security and trade.
- e. Bi-weekly summary of implications of findings for AGRA's decision-making and strategy for each of the seven countries covered in the brief. This may include including the use of infographics to highlight key insights into findings and recommendations.
- f. Monthly call to discuss key insights, findings and recommendations of the past month's reporting.

- g. A final report (report at the end of the assignment) of key insights and actionable recommendations for AGRA's engagement in the long term, including major challenges and improvement of economic opportunities for **disadvantaged youth and women** along different trade corridors (such as Nacala, Northern, etc.) covered by YEFFA Programme.

7. Implementation Approach

The consultancy will involve robust and inclusive online and physical consultations, involving a range of stakeholders. Secondary data and information will enrich the assignment by providing additional context to the findings and analysis derived from the primary data collection exercise. In addition, it will entail reviewing existing literature and publicly available documents related to food systems in southern and West Africa regions. The envisaged sources of secondary data include, among others, previous value chain studies; agricultural sector strategies, policy and programme documents; government notices, circulars, etc., and sectoral survey reports by government and/or reputable organizations. Mainstream media at national, regional, continental and global levels will be important sources of needed information. The consultant will elaborate on methodology and approaches to be used for this assignment in covering the two broad objectives.

8. Duration of the assignment

The level of effort for this assignment is expected not to exceed 7 (seven) calendar months upon signing of the contract.

9. Reporting, Communication and Coordination

The consultant will be supervised directly by AGRA's Head of Markets and Trade and supported by relevant experts in the programme. The reports need will be submitted to AGRA's Head of Markets and Trade.

10. Qualifications and Experience

i. Consultancy firm

The consultancy firm should have the following qualifications and experience;

- a. Experience in delivering market intelligence, political economy analysis and policy strategy.
- b. Expertise in designing and conducting qualitative and quantitative assessments in developing private public partnerships.
- c. Strong experience in data and analytics in the agriculture sector.
- d. Excellent knowledge of agricultural development issues and policy advocacy in sub-Saharan Africa.
- e. Possessing a great network across the focus countries and ability to achieve consensus between different stakeholders.
- f. Demonstrated experience in conducting similar work in the specified regions will be an added advantage.

ii. Project team

The project team should have the following qualifications and experience:

a. Team Leader

- i) A minimum of a Masters degree in Economics, political science international trade, trade or public policy or related social science. A PhD will be an added advantage
- ii) A minimum of 15 (fifteen) years of work experience in delivering market intelligence, political economy and food security analysis, policy strategy, and in designing and conducting qualitative and quantitative assessments.
- iii) Strong experience in data and analytics in the agriculture sector.
- iv) Excellent knowledge of agricultural and food security development issues and policy advocacy in sub-Saharan Africa
- v) Demonstrated experience in conducting similar work in the regions
- vi) Excellent knowledge of project management
- vii) Knowledge of English and a working knowledge of French will be an added advantage
- viii) Must be domiciled in one of the regions/countries of interest to this work.

b. Other consultants

- i) A minimum of a bachelors degree in economics, political science, international trade, trade or public policy or related social science. A masters degree will be an added advantage.
- ii) A minimum of 10 (ten) years of work experience in delivering market intelligence, political economy and food security analysis, policy strategy, and in designing and conducting qualitative and quantitative assessments.
- iii) Strong experience in data and analytics in the agriculture sector.
- iv) Should be locally based (within region/country) with experience in research and expertise in investigative journalism, legal and policy reforms, agricultural sector, and business and advisory services relevant to this assignment.
- v) Excellent knowledge of agricultural and food security development issues and policy advocacy in sub-Saharan Africa.
- vi) Knowledge of English and a working knowledge of French will be an added advantage

11. Evaluation Criteria

a) Mandatory Requirements if firms are targeted:-

- i) Company profile.
- ii) Trading license or Certificate of incorporation or Certificate of Registration
- iii) Valid Tax Compliance certificate (Applicable to firms originating from Kenya, Rwanda, Ghana, Tanzania, Malawi and Mozambique).
- iv) CVs of Key personnel.

b) Technical Evaluation Criteria Summary

Interested firms shall be evaluated against the following technical evaluation criteria:

a. Organizational Experience in Similar Services (30%)

- i) Company profile, background, size, mission, and history.
- ii) Experience in delivering market intelligence, political economy analysis and policy strategy.
- iii) Expertise in designing and conducting qualitative and quantitative assessments in developing private public partnerships.
- iv) Strong experience in data and analytics in the agriculture sector.
- v) Excellent knowledge of agricultural development issues and policy advocacy in sub-Saharan Africa.

- vi) Possessing a great network across the focus countries and ability to achieve consensus between different stakeholders.
- vii) Demonstrated experience in conducting similar work in the regions will be an added advantage.

b. Proposed Approach, Methodology and Work Plan (30%)

- i) Demonstrated Understanding of the ToR
- ii) 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.

c. Qualifications and Experience of Key Personnel (40%)

As outlined in section 10 (ii) above.

NB: Only Firms with the best technical proposal equal or above 75% shall be considered for financial negotiations.

Weightage: Technical – 80%; Financial – 20%

12. Copyright

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

13. Proposal Submission Requirements

To be considered for this consultancy, consultants must include the following in their proposal:

- a. Technical Proposal (see template in annex 1)
 - o Technical submission letter
 - o Detailed reference list indicating the scope and magnitude of similar assignments carried out
 - o Approach and methodology to deliver on the scope of work
 - o CVs of key personnel
 - o Staffing schedule
 - o Proposed work plan

- b. Financial Proposal (see template in annex 2)
 - o Financial submission letter
 - o Detailed cost breakdown (including fees, taxes, etc.)
 - o Payment schedule based on deliverables or milestones

14. Payments

a. Invoices

The consultant shall submit invoices to AGRA as per guidance provided in the contract. Payments are made upon AGRA's approval of deliverables, which must incorporate AGRA's comments.

b. Reimbursable costs

Reimbursable expenses, pre-approved by AGRA, must be invoiced with valid receipts. They will be paid with the consultancy fees if documentation is complete and satisfactory.

15. Proposal Submission Instructions

- i. Proposals shall be submitted electronically through our oracle system by the deadline indicated in the system.
- ii. Bidders shall use the bid submission forms that have been provided under Annex 1 & 2.
- iii. The proposals **SHALL** be submitted via oracle system by the deadline indicated on the **oracle system**.
- iv. The Proposals shall be prepared in **English**.
- v. Late submissions will not be accepted, as the system is configured to automatically reject proposals after the deadline. To avoid any issues, especially for new users, bidders are strongly encouraged to submit proposals at least one day before the deadline.
- vi. AGRA assures bidders that we can't access proposals before the deadline provided by the system.
- vii. **VALIDITY** of the proposal shall be for a period of **90 days** from the date of bid closure.
- viii. The detailed financial proposal shall be uploaded under the lines section in oracle.
- ix. The financial proposal shall include all taxes. If the financial proposal is silent on taxes, AGRA shall assume that these are inclusive.

- x. Prices must be quoted in GBP Currency. The financial proposal attached in the system should include the GBP amount and USD (\$) equivalent.
- xi. Please note that the oracle system will seal the financial proposals until the technical evaluation is completed.
- xii. All communications regarding the RFP should be directed to procurement@agra.org

16. Contract template

Please refer to Annex 4 for the contract template.

17. Annexes

Annex 1: [FIRM- TECHNICAL PROPOSAL SUBMISSION FORM.docx](#)

Annex 2: [FIRM- FINANCIAL PROPOSAL SUBMISSION FORM.docx](#)

Annex 3: AGRA Partner code of conduct: [LINK](#)

Annex 4- Contract template: [MzN Consultancy Agreement \(company\).pdf](#)