**SELECTION OF GRANT RECIPIENT**

**REQUEST FOR PROPOSALS (RFP)**

**No.: APR/SEEDs/1-2023**

**Selection of an Implementation Partner for the Smallholder**

**Economic Empowerment through Digital Solutions (SEEDs) Project**

**International Fund for Agricultural Development (IFAD) Grant number** 2000004533

**Issued on: 16 May 2023**

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**Section 1. Letter of Invitation**

**RFP No. APR/SEEDs/1-2023 Grant No**. APR- 2000004533

*Rome, 16 May 2023*

Dear Mr. /Ms.:

1. The International Fund for Agricultural Development (IFAD) intends to allocate grant funds from the resources under the Supplementary Fund Grant from the Ministry of Agriculture, Food and Rural Affairs (MAFRA), Republic of Korea for the implementation of the grant Smallholder Economic Empowerment through Digital Solutions (SEEDs) (hereinafter called the “Grant”). IFAD is an international financial institution and a specialized United Nations agency dedicated to investing in people in rural areas of developing countries. The Fund provides different loans and grants to developing countries to finance pro-poor and gender-sensitive agricultural and rural development programmes. For more information on IFAD, please visit: [http://www.ifad.org/index.htm .](http://www.ifad.org/index.htm)

2. IFAD now invites proposals for the above mentioned Grant by responding to this

RFP and completing the Grant Design Document (please refer to Section 5).

3. This Request for Proposals (RFP) has been addressed to all potential Firms/Organizations/non-profit Institution/(the Applicants) who are interested to apply.

4. An organization or non-profit institution will be selected in accordance with the selection process, procedures and pre-identified criteria as indicated in the RFP, in accordance with the policies of IFAD.

5. The RFP includes the following documents: Section 1 – Letter of Invitation

Section 2 – Instructions to Applicants and Data Sheet

Section 3 – Eligible Countries

Section 4 – IFAD’s Anti-Corruption Policy

Section 5 – Grant Design Document

6. Please note that the deadline for submitting your application is June 23, 2023.

Proposals submitted after the deadline will be disregarded.

Yours sincerely,

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Grant Manager

Asia and the Pacific Division

International Fund for Agricultural Development

**Section 2. Instructions to Applicants and Data Sheet**

**A. General Provisions**

**1. Definitions** (a) “Affiliate(s)” means an individual or an entity that directly or indirectly controls, is controlled by, or is under common control with the Applicant.

(b) “Applicable Guidelines” means the policies of IFAD governing the selection award process as set forth in this RFP.

(c) “Applicant” means a legally-established organisation/ professional entity that may provide or provides the services to IFAD under the Grant Agreement.

(d) “Data Sheet” means an integral part of the Instructions to Applicants (ITA) Section 2 that is used to reflect specific country and assignment conditions to supplement, but not to over-write, the provisions of the ITA.

(e) “Day” means a calendar day.

(f) “Experts” means, collectively, Key Experts, Non-Key Experts, or any other personnel of the Applicant, Sub- contractee or Joint Venture member(s).

(g) “Grant Agreement” means a legally binding written agreement signed between IFAD and the successful Applicant and includes IFAD's General Conditions and all related policy documents and project documents.

(h) “GDD” (this Section 5 of the RFP) means the Grant Design Document that explain the objectives, scope of work, activities, and tasks to be performed, respective responsibilities of IFAD and the Recipient, and expected results and deliverables of the assignment.

(i) “IFAD” means the International Fund for Agricultural

Development.

(j) “ITA” (this Section 2 of the RFP) means the

Instructions to Applicant that provide~~s~~ the shortlisted

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Applicant with all information needed to prepare their

Proposals.

(k) Joint Venture (JV)” means an association with or without a legal personality distinct from that of its members, of more than one Applicant where one member has the authority to conduct all business for and on behalf of any and all the members of the JV, and where the members of the JV are jointly and severally liable to IFAD for the performance of the Grant Agreement.

(l) “Key Expert(s)” means an individual professional whose skills, qualifications, knowledge and experience are critical to the performance of the Services under the Contract and whose CV is taken into account in the technical evaluation of the Applicant’s proposal.

(m)“LOI” (this Section 1 of the RFP) means the Letter of Invitation being sent by IFAD to the interested Applicant.

(n) “Non-Key Expert(s)” means an individual professional provided by the Applicant or its Sub-contractors and who is assigned to perform the Services or any part thereof under the Contract and whose CVs are not evaluated individually.

(o) “Proposal” means the Technical Proposal and the

Financial Proposal of the Applicant.

(p) Recipient” means a legally-established non-profit professional entity or Applicant that is selected and signs a Grant Agreement with IFAD to provide the services described in this Invitation to Applicants (ITA).

(q) “RFP” means the Request for Proposals prepared by

IFAD for the selection of Recipient.

(r) “Services” means the work to be performed by the

Recipient pursuant to the Grant Agreement.

(s) “Sub-contractor” means an entity to whom the Applicant intends to subcontract any part of the Services while remaining responsible to IFAD during the performance of the Contract.

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| **2. Introduction** | 2.1 IFAD intends to select a Recipient from those  interested organisations, in accordance with the selection method defined in this document.  2.2 The interested Applicants are invited to submit a Technical and a Financial Proposal, for the services required for the implementation of the proposed grant programme named in the **Data Sheet**. The Proposal will be the basis for negotiating and ultimately signing the Grant Agreement with the selected Recipient.  2.3 The Applicants should familiarize themselves with IFAD mandate and take it into account in preparing their Proposals, including attending a pre-proposal conference if one is specified in the **Data Sheet**. Attending any such pre- proposal conference is optional and is at the Applicant’s expense.  2.4 IFAD will timely provide, at no cost to the Applicant, the inputs, relevant project data, and reports required for the preparation of the Applicant’s Proposal as specified in the **Data Sheet**. |
| **3. Conflict of**  **Interest** | 3.1 The Applicant in submitting its proposal shall avoid any conflict of interest or potential conflict with other assignments with IFAD or its own corporate interests, and shall act without any consideration for future work.  3.2 The Applicant has an obligation to disclose to IFAD any situation of actual or potential conflict that impacts its capacity to serve the best interest of IFAD. Failure to disclose such situations may lead to the disqualification of the Applicant or the termination of its Agreement and/or the imposition of sanctions by IFAD.  3.2.1 Without limitation to any of the foregoing provisions, the Applicant shall not be hired under the circumstances set forth below: |
| **a. Conflicting relationships** | (i) Relationship with IFAD’s staff : an Applicant (including its Experts and Sub-contractor) that has a close business or family relationship with a professional staff of IFAD, who are directly or indirectly involved in any part of (i) the preparation of the Terms of Reference for the assignment, (ii) the selection process for the Grant, or (iii) the supervision of the Grant, may not be awarded a |

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|  | Grant, unless the conflict stemming from this  relationship has been disclosed and resolved in a manner acceptable to IFAD throughout the selection process and the execution of the Grant Agreement. |
| **4. Corrupt and Fraudulent Practices** | 4.1 IFAD requires compliance with its Anticorruption Policy as set forth in Section 4.  4.2 In further pursuance of this policy, the Applicant shall permit and shall cause its agents, Experts, sub-contractors, services providers, or suppliers to permit IFAD to inspect all accounts, records, and other documents relating to the submission of the Proposal and grant performance (in case of an award), and to have them audited by auditors appointed by IFAD. |
| **5. Eligibility** | 5.1 IFAD permits Applicants registered in an IFAD Member State to submit proposals for the grant.  5.2 Furthermore, it is the Applicant’s responsibility to ensure that its Joint Venture Members, meet the eligibility requirements as established by IFAD.  5.3 Government-owned enterprises or institutions in the Applicant’s country shall be eligible only if they can establish that they (i) are legally and financially autonomous, (ii) operate under commercial law, and (iii) that they are not dependent agencies of Government.  5.3.1 To establish eligibility, the government-owned enterprise or institution should provide all relevant documents (including its charter) sufficient to demonstrate that it is a legal entity separate from the government; it does not currently receive any substantial subsidies or budget support; it is not obligated to pass on its surplus to the government; it can acquire rights and liabilities, borrow funds, and can be liable for repayment of debts and be declared bankrupt; and it is not competing for a contract to be awarded by the government department or agency which, under the applicable laws or regulations, is its reporting or supervisory authority or has the ability to exercise influence or control over it. |

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|  | 5.4 As an exception to the foregoing clauses above: |
| **a. Sanctions** | 5.4.1 A firm or an individual sanctioned by IFAD in accordance with “IFAD's Anti-Corruption Policy” and IFAD General Conditions shall be ineligible to be awarded a IFAD-financed grant, or to benefit from a IFAD-financed grant, financially or otherwise, during such period of time as IFAD shall determine. |
| **b. Prohibitions** | 5.4.2 Firms and individuals of a country or goods manufactured in a country may be ineligible if so indicated in Section 5 (Eligible Countries) and:  (a) as a matter of law or official regulations, the Applicant’s country prohibits commercial relations with that country, provided that IFAD is satisfied that such exclusion does not preclude effective competition for the provision of Services required; or  (b) by an act of compliance with a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations, the Applicant’s Country prohibits any import of goods from that country or any payments to any country, person, or entity in that country. |
| **c. Restrictions for public employees** | 5.4.3 Government officials and civil servants of the Applicant's country are not eligible to be included as Experts in the Applicant’s proposal unless such engagement does not conflict with any employment or other laws, regulations, or policies of the Applicant's country, and they  (i) are on leave of absence without pay, or have resigned or retired;  (ii) are not being hired by the same agency they were working for before going on leave of absence without pay, resigning, or retiring  (in case of resignation or retirement, for a period of at least 6 (six) months, or the period established by statutory provisions applying to civil servants or government employees in the country, whichever is longer. Experts who are employed by the government-owned universities, educational or research institutions are not eligible unless they have been full time |

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employees of their institutions for a year or more prior to being included in Applicant’s Proposal.; and

(iii) their hiring would not create a conflict of interest.

**B. Preparation of Proposals**

**6. General Consideratio ns**

6.1 In preparing the Proposal, the Applicant is expected to examine the RFP in detail. Material deficiencies in providing the information requested in the RFP may result in rejection of the Proposal.

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| **7.** | **Cost of** | 7.1 The Applicant shall bear all costs associated with the |
|  | **Preparation** | preparation and submission of its Proposal, and IFAD shall |
|  | **of Proposal** | not be responsible or liable for those costs, regardless of the |
|  | | conduct or outcome of the selection process. IFAD is not |
| bound to accept any proposal, and reserves the right to annul |
| the selection process at any time prior to Grant award, without |
| thereby incurring in any liability to the Applicant. |

**8. Language** 8.1 The Proposal, as well as all correspondence and documents relating to the Proposal exchanged between the Applicant and IFAD, shall be written in the language(s) specified in the **Data Sheet**.

**9. Documents Comprising the Proposal**

9.1 The Proposal shall comprise the documents and forms listed in the **Data Sheet**.

9.2 The Applicant shall furnish information on

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|  | | commissions, gratuities, and fees, if any, paid or to be paid to agents or any other party relating to this Proposal and, if awarded, Grant execution, as requested in the Grant Design Document (Section 5). |
| **10.** | **Only One**  **Proposal** | 10.1 The Applicant (including the individual members of any Joint Venture) shall submit only one Proposal, either in its own name or as part of a Joint Venture in another Proposal. If an Applicant, including any Joint Venture member, submits or participates in more than one proposal, all such proposals shall be disqualified and rejected. This does not, however, preclude a Joint Venture's members, or the Applicant’s staff from participating as Key Experts and Non-Key Experts in more than one Proposal when circumstances justify and if stated in the **Data Sheet**. |

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| **11. Proposal**  **Validity** | 11.1 **The Data Sheet** indicates the period during which the  Applicant’s Proposal must remain valid after the Proposal submission deadline.  11.2 During this period, the Applicant shall maintain its original Proposal without any change, including the availability of the Key Experts, the proposed rates and the total amount.  11.3 If it is established that any Key Expert nominated in the Applicant’s Proposal was not available at the time of Proposal submission or was included in the Proposal without his/her confirmation, such Proposal shall be disqualified and rejected for further evaluation, and may be subject to sanctions in accordance with Clause 5 of this ITA. |
| **a. Extension of**  **Validity Period** | 11.4 IFAD will make its best effort to complete the negotiations within the proposal’s validity period. However, should the need arise, IFAD may request, in writing, all Applicants who submitted Proposals prior to the submission deadline to extend the Proposals’ validity.  11.5 If the Applicant agrees to extend the validity of its Proposal, it shall be done without any change in the original Proposal and with the confirmation of the availability of the Key Experts.  11.6 The Applicant has the right to refuse to extend the validity of its Proposal in which case such Proposal will not be further evaluated. |
| **b. Substitution of Key Experts at Validity Extension** | 11.7 If any of the Key Experts become unavailable for the extended validity period, the Applicant shall provide a written adequate justification and evidence satisfactory to IFAD together with the substitution request. In such case, a replacement Key Expert shall have equal or better qualifications and experience than those of the originally proposed Key Expert. The technical evaluation score, however, will remain to be based on the evaluation of the CV of the original Key Expert.  11.8 If the Applicant fails to provide a replacement Key Expert with equal or better qualifications, or if the provided reasons for the replacement or justification are unacceptable to IFAD, such Proposal will be rejected. |

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| **c. Sub-**  **Contracting** | 11.9 The Recipient shall not subcontract the whole of the  Services. |
| **12. Clarification and Amendment of RFP** | 12.1 The Applicant may request a clarification of any part of the RFP during the period indicated in the **Data Sheet** before the Proposals’ submission deadline. Any request for clarification must be sent in writing, or by standard electronic means, to IFAD’s address indicated in the **Data Sheet**. IFAD will respond in writing, or by standard electronic means, and will send written copies of the response (including an explanation of the query but without identifying its source) to all shortlisted Applicants. Should IFAD deem it necessary to amend the RFP as a result of a clarification, it shall do so following the procedure described below:  12.1.1 At any time before the proposal submission deadline, IFAD may amend the RFP by issuing an amendment in writing or by standard electronic means. The amendment shall be sent to all shortlisted Applicants and will be binding on them. The shortlisted Applicants shall acknowledge receipt of all amendments in writing.  12.1.2 If the amendment is substantial, IFAD may extend the proposal submission deadline to give the shortlisted Applicants reasonable time to take an amendment into account in their Proposals.  12.2 The Applicants may submit a modified Proposal or a modification to any part of it at any time prior to the proposal submission deadline. No modifications to the Technical or Financial Proposal shall be accepted after the deadline. |
| **13. Preparation of Proposals**  **– Specific Consideratio ns** | 13.1 While preparing the Proposal, Applicants must give particular attention to the following:  13.1.1 If a shortlisted Applicants considers that it may enhance its expertise for the assignment by associating with other Applicants in the form of a Joint Venture or as Sub-contractor, it may do so with either (a) non- shortlisted Applicant(s), or (b) shortlisted Applicant if permitted in the **Data Sheet**. When associating with non-shortlisted sub-contractor in the form of a joint venture or a sub-contractor, the shortlisted Applicant shall be a lead member. If shortlisted Applicants associate with each other, any of them can be a lead member. |

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|  | 13.1.2 For assignments under the grants with a fixed-  budget ceiling, the available budget, with an indication whether it is inclusive or exclusive of taxes, is given in the **Data Sheet**, and the Financial Proposal for IFAD financing shall not exceed this budget. |
| **14. Technical Proposal Format and Content** | 14.1 The Technical Proposal shall not include any financial information except where figures support technical choices or methodology.  14.2 The Applicant is required to submit a grant detailed design document, using the Grant Design Document (GDD) template provided in Section 5 of the RFP.  14.3 The Applicant’s Technical Proposal shall provide the  following and any additional information:  (i) your technical proposal shall include a CV recently signed by the proposed key professional staff with a letter of long term irrevocable commitment signed by the staff himself. Key information should include number of years with the firm, and degree of responsibility held in various assignments during the last ten (10) years. (*N.B. The Fund encourages equal opportunity of employment between men and women).*  (ii) Activities, outputs and modalities for implementing the proposed grant.  (iii) Your technical proposal shall include:  (1) A description of the procedures your institution would apply for: procurement (including their compliance with IFAD procurement guidelines; insurance; flow of funds for Project implementation; accounting framework and financial reporting; cooperation modalities with targeted countries and partner national institutions; and a financial management checklist.  (2) Any adjustments you may propose to the project design parameters as described in the Project Draft Design Document. This should specify changes in implementation arrangements, if applicable. Your technical |

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|  | proposal shall also answer to the following  questions (maximum of one page per question):  (a) What is the implementation strategy and what are concrete modalities for implementing programme activities, including workplan for the duration of the programme?  (b) How will you organize the measurement of results, outcomes and impacts, and periodic planning and review exercises with partners?  (c) What is the knowledge management strategy for the programme including capturing and disseminating knowledge to targeted clients and programme beneficiaries?  (d) How do you appreciate the overall exit strategy planned in this Programme and defined in the design document? Would you like to add some additional proposals or amendments to the proposed sustainability strategy? |
| **15. Financial**  **Proposal** | 15.1 The Financial Proposal shall be prepared in accordance with the information requested in Grant Design Document. Applicant (s) can also supplement the details with additional information. It shall list all costs associated with the assignment, including (a) activity costs and financing; (b) remuneration for Key Experts and Non-Key Experts**,** (c) overheads and other administration costs or fees; and co- financing available from your organization, Programme partners, or other sources of funds accessible to your organization, and any concrete opportunities for mobilizing supplementary resources.  15.2 You may decide to propose a reduction of some of the costs mentioned under the various components or to increase some components and to reduce others. In any case, the Financial Proposal, inclusive of all costs, must be within the grant amount specified in the **Data Sheet**. A Financial Proposal that exceeds the specified amount shall be disqualified. |

15.3 The Applicant and its Sub-contractor are responsible for meeting all tax liabilities arising out of the Grant unless stated otherwise in the **Data Sheet**.

15.4 The Applicant may express the price for its Services in the currency or currencies as stated in the **Data Sheet**. Expenditures may be made in other currencies, for which cases the Applicant will need to reconcile periodic expenditure reports and work planning with the amounts disbursed or available at any given time, using the currency stated in the **Data Sheet**

**C. Submission, Opening and Evaluation**

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| **17.** | **Submission,** | 17.1 The Applicant shall submit a signed and complete |
|  | **Sealing, and** | Proposal comprising the documents and forms in |
|  | **Marking of** | accordance with Clause 9 (Documents Comprising |
|  | **Proposals** | Proposal). The submission can be done by mail or by hand. |
|  |  | If specified in the **Data Sheet**, the Applicant has the option |
|  |  | of submitting its Proposals electronically. |

17.2 An authorized representative of the Applicant shall sign the original submission letters in the required format for both the Technical Proposal and, if applicable, the Financial Proposal and shall initial all pages of both. The authorization shall be in the form of a written legal authorization attached to the Technical Proposal.

17.2.1 A Proposal submitted by a Joint Venture shall be signed by all members so as to be legally binding on all members, or by an authorized representative who has a written legal authorization signed by each member’s authorized representative.

17.3 Any modifications, revisions, interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the person signing the Proposal.

17.4 The signed Proposal shall be marked “ORIGINAL”, and its copies marked “COPY” as appropriate. The number of copies is indicated in the **Data Sheet**. All copies shall be made from the signed original. If there are discrepancies between the original and the copies, the original shall prevail.

17.5 The original and all the copies of the Technical

Proposal shall be placed inside of a sealed envelope

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|  | clearly marked “**TECHNICAL PROPOSAL**”, “[Name of the  Assignment]“, reference number, name and address of the Applicant, and with a warning “**DO NOT OPEN UNTIL [INSERT THE DATE AND THE TIME OF THE TECHNICAL PROPOSAL SUBMISSION DEADLINE]**.”  17.6 Similarly, the original Financial Proposal shall be placed inside of a sealed envelope clearly marked “**FINANCIAL PROPOSAL**” followed by the name of the assignment, reference number, name and address of the Applicant, and with a warning “**DO NOT OPEN WITH THE TECHNICAL PROPOSAL**.”  17.7 The sealed envelopes containing the Technical and Financial Proposals shall be placed into one outer envelope and sealed. This outer envelope shall bear the submission address, RFP reference number, the name of the assignment, Applicant’s name and the address, and shall be clearly marked “**DO NOT OPEN BEFORE** [insert the time and date of the submission deadline indicated in the Data Sheet]”.  17.8 If the envelopes and packages with the Proposal are not sealed and marked as required, IFAD will assume no responsibility for the misplacement, loss, or premature opening of the Proposal.  17.9 The Proposal or its modifications must be sent electronically via email or to the address indicated in the **Data Sheet** and received by IFAD no later than the deadline indicated in the **Data Sheet**, or any extension to this deadline. Any Proposal or its modification received by IFAD after the deadline shall be declared late and rejected, and promptly returned unopened. |
| **18. Confidentiality** | 18.1 From the time the Proposals are opened to the time the Grant is awarded, the Applicant must maintain professional ethical standards in any matter related to its Technical and/or Financial Proposal. Information relating to the evaluation of Proposals shall not be disclosed to the Applicant who submitted the Proposals or to any other party not officially concerned with the process.  18.2 Any attempt by Applicant or anyone on behalf of the Applicant to influence improperly IFAD in the evaluation of the Proposals or Grant award decision shall result in the rejection of the Applicant's Proposal, and may be subject |

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|  | to the application of prevailing IFAD’s sanctions  procedures.  18.3 Notwithstanding the above provisions, from the time of the Proposals’ opening to the time of Grant award publication, if an Applicant wishes to contact IFAD on any matter related to the selection process, it should do so only in writing. |
| **20. Proposals**  **Evaluation** | 20.1 The evaluators of the Technical Proposals shall have no access to the Financial Proposals until the technical evaluation is concluded.  20.2 The Applicant is not permitted to alter or modify its Proposal in any way after the proposal submission deadline. While evaluating the Proposals, IFAD will conduct the evaluation solely on the basis of the submitted Technical and Financial Proposals. |
| **21. Evaluation of Technical Proposals** | 21.1 IFAD’s evaluation committee shall evaluate the Technical Proposals on the basis of their responsiveness, quality and completeness of the RFP and the Grant Design Document, applying the pre-identified evaluation criteria and point system as specified in the **Data Sheet**. Each submitted Proposal will be given a technical score. Applicants whose scores are above the minimum score indicated in the **Data Sheet**, shall be further considered. Proposals whose scores are lower shall be rejected and their financial proposals shall not be evaluated. |
|  | 21.2 IFAD’s evaluation committee may seek clarifications in writing on the Technical Proposals and the Applicants are required to respond to the request for clarification within the specified period indicated in the **Data Sheet**. All responses to the clarification should be in writing. Failure to respond upon satisfaction of the Evaluation committee (in terms of completeness, relevance, etc.) and within the specified period may render the proposal non responsive and lead to the rejection of the proposal. |
| **23. Opening and Evaluation of Financial Proposals** | 23.1 The Financial Proposals of Applicants whose proposals have passed the minimum technical score shall be opened by IFAD’s evaluation committee. The Financial Proposals will be inspected to confirm that they have remained sealed and unopened.  23.2 IFAD’s evaluation committee shall evaluate the  Financial Proposals of Applicants on the basis of the |

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|  | financial proposals coherence with the technical proposal  and the detailed activities, applying the pre-identified evaluation criteria and point system as specified in the **Data Sheet** |
| **24. Correction of**  **Errors** | 24.1 Activities and items described in the Technical Proposal but not priced in the Financial Proposal, shall be assumed to be included in the prices of other activities or items, and no corrections are made to the Financial Proposal. |
| **25. Taxes** | 25.1 IFAD’s evaluation of the Applicants' Financial Proposal shall exclude taxes and duties in accordance with the instructions in the **Data Sheet**. |
| **27. Fixed-Budget**  **Ceiling** | 27.1 Proposals that exceed the budget indicated in  **Clause 15.2** of the **Data Sheet** shall be rejected. |
|  | 27.2 IFAD will select the Applicant that submitted the highest-ranked grant proposal with the combined score that does not exceed the budget indicated in the RFP, and invite such Applicant to finalise the Grant Project Design and the Grant Agreement. |
|  | 27.3 In case of an equal score, the proposal(s) would be ranked in the order of the percentage of administration cost (management and overhead costs) against the total cost. IFAD will select the Applicant with the lowest percentage of administration cost (management and overhead cost), and invite such Applicant to finalise the Grant Project Design and Grant Agreement. |

**D. Finalization of Grant Design Document and Award**

**28. Finalization of Grant Design Document**

**29. Conclusion of**

**Negotiations**

28.1 The discussions, clarifications and negotiations will be held with the Applicant’s representative(s) to finalise the Grant Design Document.

28.2 The invited Applicant shall confirm the availability of all key professional staff/experts included in the Proposal as a pre-requisite to the discussions, or, if applicable, a replacement in accordance the provision of the ITA. Failure to confirm the availability of Key Professional Staff/Experts’ availability may result in the rejection of the Applicant’s Proposal and IFAD proceeding to negotiate the Grant Agreement with the next-ranked Applicant.

28.3 Notwithstanding the above, the substitution of Key Professional Staff/Experts may be considered if due solely to circumstances outside the reasonable control of and not foreseeable by the Applicant, including but not limited to death or medical incapacity. In such case, the Applicant shall offer a substitute Key Professional Staff/Expert within a reasonable period of time as determined by IFAD, who shall have equivalent or better qualifications and experience than the original candidate.

28.4 The discussions include details of the Grant Design Document, the proposed design and methodology, outputs and outcomes, IFAD’s inputs, and finalizing the “Project Description” part of the Grant Agreement. The discussion and negotiations include the clarification of the Applicant’s tax liability in the Applicant's country and how it should be reflected in the Grant Agreement

29.1 The negotiations are concluded with a review of the finalized draft Grant Design Document and Grant Agreement, which then shall be initialed by IFAD and the Applicant’s authorized representative.

29.2 If the negotiations fail, IFAD shall inform the Applicant in writing of all pending issues and disagreements and provide a final opportunity to the Applicant to respond. If disagreement persists, IFAD shall terminate the negotiations informing the Applicant of the

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|  | reasons for doing so. IFAD shall not reopen the earlier  negotiations. |
| **30. Award of Grant** | 30.1 After completing the negotiations IFAD shall sign the Grant Agreement subject to its own internal approval processes; and promptly notify the other shortlisted Applicants. |

**E. Data Sheet**

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| **A. General** | |
| **ITA Clause** |  |
| **Reference** |  |
| **A 2.2** | **The name of the grant is**: Smallholder Economic Empowerment through Digital Solutions (SEEDS) |
| A **2.3** | **A pre-proposal conference will be held**: No. |
| **A 2.4** | The list of documents available for the Applicants are:  Basic IFAD Documents can be located at<http://www.ifad.org/pub/basic/index.htm> |
|
| **B. Preparation of Proposals** | |
| **B 8.1** | **Proposals shall be submitted in English language.**  **All correspondence exchange shall be in English language.** |
|
| **B 9.1** | **The Proposal shall comprise the following**:  **FULL TECHNICAL PROPOSAL:**  **1st Inner Envelope with the Technical Proposal:**  (1) Authorization to Sign the Proposal  (2) Proposal Submission Form and Grant Design Document  AND  **2nd Inner Envelope with the Detail Financial Cost Proposal:**  1) Summary of costs by expenditure category per year  2) Detailed cost of activities by components and financier per year |
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| **B 10.1** | **Not Applicable** |
| **B 11.1** | **Proposals must remain valid for 90 calendar days after the proposal submission deadline***.* |

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| **B 12.1** | **Clarifications may be requested in writing no later than 20 days prior to the submission deadline.**  The contact information for requesting clarifications is: E-mail: [apr\_seeds@ifad.org](mailto:apr_seeds@ifad.org)  IFAD will also create a space in its website linked to Project ID  2000004533 for posting responses to clarifications and other details. |
|
|
| **B 13.1.1** | Applicants may associate with other legally registered entities. |
| **B 13.1.2** | **The total available budget is US$ 900,000.** The cost per component is indicated as a percentage of the total cost as follows: Component 2: 45%  Component 3: 17% Component 4: 38%  Overheads and other administrative costs shall not exceed 10% of total project cost. |
|
| **B 15.2** | Total and component cost |
| **B 15.3** | Taxes shall be borne by the Grantee. |
| **B 15.4** | **The Financial Proposal shall be stated in USD.** |
| **C. Submission, Opening and Evaluation** | |
| **C 17.1** | The Applicant **shall** have the option of submitting their Proposals electronically via email in the following address: [apr\_seeds@ifad.org](mailto:apr_seeds@ifad.org) |
| **C 17.4** | **The Applicant must submit:**  (a) An electronic copy of the technical and financial proposals and,  (b) Hard copies as follows:  **Technical Proposal:** one (1) original and 2 copies;  **Financial Proposal:** one (1) original and 2 copies. |
| **C 17.7 and** | **The Proposals must be submitted no later than:** |
| **C 17.9** |  |
|  | **Date:** 23 June 2023 |
|  | **Time:** 1700 hrs Rome time |

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| --- | --- |
|  | *[If appropriate, add translation of the warning marking [“Do not open....”] in the national language to the outer sealed envelope]* |
|  | **For the proposal submission by email the address is:**  [**apr\_seeds@ifad.org**](mailto:apr_seeds@ifad.org) |
|  | **For the Proposal submission by courier the address is:** |
|  | **IFAD Headquarters** |
|  | **Via Paolo di Dono, 44, 00142 Roma RM** |
|  | **Italy** |
| **C 21.1** | Criteria and point system for the evaluation of the technical grant proposal:  Score (%) (i) Expertise and Experience of the Organization ***20***  (ii) Expertise and Experience of Proposed Personnel ***30***  (iii) Proposed Methodology, Approach and Implementation  Plan (including availability of local offices) ***40***  (iv) Management and Financial Proposal ***10***  **Total score for the four criteria*:***  ***100%*** |
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| **The minimum technical score (St) required to pass is***:* ***No less than ten points from the highest score among all applicants*** |
| **C 21.2** | Request for clarification by IFAD must be responded to within 3 working days or as communicated by IFAD. |
| **C 23.2** | Criteria and point system for the evaluation of the technical grant proposal:  Points  (i) the coherence of the financial proposal with the technical proposal detail and the detailed activities***: 5***  **Total points for the five criteria*: 5*** |
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| **C 25.1** | For the purpose of the evaluation, IFAD will exclude: (a) all local identifiable indirect taxes such as sales tax, excise tax, VAT, or similar taxes levied on the contract’s invoices; and (b) all additional local indirect tax on the remuneration of services rendered by experts in IFAD’s country. If a Grant is awarded, all taxes shall be paid by the Applicant. |

**Section 3. Eligible Countries**

**Only applicants that are a legally registered entity in an IFAD Member State are eligible to apply.**

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**Section 4. Revised IFAD Policy on Preventing Fraud and**

**Corruption in its Activities and Operations**

**I. Introduction**

1. The Fund recognizes that the prevention and mitigation of fraud and corruption in its activities and operations are core components of its development mandate and fiduciary duties. The Fund does not tolerate the diversion or waste of its resources through the practices defined in paragraph 6 below.

2. The objective of this policy is to establish the general principles, responsibilities and procedures to be applied by the Fund in preventing and addressing prohibited practices in its activities and operations.

3. This policy takes effect on the date of its issuance. It supersedes and replaces the IFAD Policy on Preventing Fraud and Corruption in its Activities and Operations (EB 2005/85/R.5/Rev.1) dated 24 November 2005.

**II. Policy**

**A. General principles**

4. The Fund has no tolerance towards prohibited practices in its activities and operations. All individuals and entities listed in paragraph 7 below must take appropriate action to prevent, mitigate and combat prohibited practices when participating in an IFAD-financed and/or IFAD-managed operation or activity.

5. The Fund endeavors to ensure that individuals and entities that help to prevent or report, in good faith, allegations of prohibited practices are protected

against retaliation and to protect individuals and entities that are the subject of unfair or malicious allegations.

**B. Prohibited practices**

6. The following practices are considered to be prohibited practices when engaged in connection with an IFAD-financed and/or IFAD-managed operation or activity:

(a) A “corrupt practice” is the offering, giving, receiving or soliciting, directly or indirectly, of anything of value in order to improperly influence the actions of another party;

(b) A “fraudulent practice” is any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party in order to obtain a financial or other benefit or to avoid an obligation;

(c) A “collusive practice” is an arrangement between two or more parties designed to achieve an improper purpose, including improperly influencing the actions of another party;

(d) A “coercive practice” is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party in order to improperly influence the actions of that or another party;

(e) An “obstructive practice” is: (i) deliberately destroying, falsifying, altering or concealing evidence that may be material to an investigation by the Fund or making false statements to investigators in order to materially impede

an investigation by the Fund; (ii) threatening, harassing or intimidating any party in order to prevent that party from disclosing its knowledge of matters relevant to an investigation by the Fund or from pursuing such an investigation; and/or (iii) the commission of any act intended to materially impede the exercise of the Fund’s contractual rights of audit, inspection

and access to information.

**C. Scope**

7. This policy applies to all IFAD-financed and/or IFAD-managed operations and activities and to the following individuals and entities:

(a) IFAD staff and other persons working for IFAD as non-staff personnel

(“IFAD

(b) staff and non-staff personnel”);

(c) Individuals and entities holding a commercial contract with the Fund and

any of their agents or personnel (“vendors”);

(d) Public entities receiving IFAD financing or financing managed by the Fund and any of their agents or personnel (“government recipients”) and private entities receiving IFAD financing or financing managed by the Fund and any of their agents or personnel (“non-government recipients”) (all collectively referred to as “recipients”); and

(e) Individuals and entities, other than those referred to above, that receive, apply to receive, are responsible for the deposit or transfer of, or take or influence decisions regarding the use of proceeds from IFAD financing or financing managed by the Fund, including, but not limited to, implementing partners, service providers, contractors, suppliers, subcontractors, sub- suppliers, bidders, consultants and any of their agents or personnel. (All such individuals and entities are collectively referred to as “third parties”.)

**D. Responsibilities**

**(i) Responsibilities of the Fund**

8. The Fund endeavours to prevent, mitigate and combat prohibited practices in its operations and activities. This may include adopting and maintaining:

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(a) Communication channels and a legal framework designed to ensure that this policy is communicated to IFAD staff and non-staff personnel, vendors, recipients and third parties and that it is reflected in procurement documents and contracts relating to IFAD-financed and/or IFAD-managed activities and operations;

(b) Fiduciary controls and supervisory processes designed to support adherence to this policy by IFAD staff and non-staff personnel, vendors, recipients and third parties;

(c) Measures relating to the receipt of confidential complaints, whistle-blower protection, investigations, sanctions and disciplinary measures which are designed to ensure that prohibited practices can be properly reported and addressed; and

(d) Measures designed to ensure that the Fund can report individuals and entities that have been found to have engaged in prohibited practices to other multilateral organizations which may be exposed to similar actions

by the same individuals and entities and to local authorities in cases where local laws may have been violated.

**(ii) Responsibilities of IFAD staff and non-staff personnel, vendors and third parties**

9. When participating in an IFAD-financed and/or IFAD-managed operation or activity, IFAD staff and non-staff personnel, vendors and third parties will:

(a) Refrain from engaging in prohibited practices;

(b) Participate in due diligence checks and disclose, as required, information relating to themselves or any of their key personnel concerning relevant criminal convictions, administrative sanctions and/or temporary suspensions; information concerning agents engaged in connection with a procurement process or contract, including the commissions or fees paid or to be paid; and information concerning any actual or potential conflicts of interest in connection with a procurement process or the execution of a contract;

(c) Promptly report to the Fund any allegations or other indications of prohibited practices that come to their attention by virtue of their involvement in an IFAD-financed and/or IFAD-managed operation or activity;

(d) Fully cooperate with any investigation conducted by the Fund, including by making personnel available for interviews and providing full access to any and all accounts, premises, documents and records (including electronic records) relating to the relevant IFAD-financed and/or IFAD-managed operation or activity, and by having such accounts, premises, documents and records audited and/or inspected by auditors and/or investigators appointed by the Fund; and

(e) Maintain strict confidentiality regarding any and all information received as a consequence of their participation in an IFAD investigation or sanctioning process.

10. When participating in an IFAD-financed and/or IFAD-managed operation or activity, vendors and third parties will maintain all accounts, documents and records relating to that operation or activity for an adequate period of time, as specified in the relevant procurement documents or contract.

**(iii) Responsibilities of recipients**

11. When participating in an IFAD-financed and/or IFAD-managed operation or activity, recipients will take appropriate action to prevent, mitigate and combat prohibited practices. In particular, they will:

(a) Adopt appropriate fiduciary and administrative practices and institutional arrangements in order to ensure that the proceeds of any IFAD financing or financing managed by the Fund are used only for the purposes for which they were provided;

(b) During selection processes and/or prior to entering into a contractual relationship with a third party, conduct appropriate due diligence checks of the selected bidder or potential contractor, including by verifying whether the selected bidder or potential contractor is publicly debarred by any of the IFIs that are signatories to the Agreement for Mutual Enforcement of Debarment Decisions1 and, if so, whether the debarment meets the requirements for mutual recognition under the Agreement for Mutual Enforcement of Debarment Decisions;

(c) Take appropriate action to inform third parties and beneficiaries (defined

as “persons whom the Fund intends to serve through its grants and loans”) of the present policy as well as the Fund’s confidential and secure e-mail address for the receipt of complaints concerning prohibited practices;

(d) Include provisions in procurement documents and contracts with third parties which:

(i) Require third parties to disclose, in the course of a procurement process and any time thereafter, information relating to themselves or any of their key personnel concerning relevant criminal convictions, administrative sanctions and/or temporary

suspensions; information concerning agents engaged in connection with a procurement process or the execution of a contract, including the commissions or fees paid or to be paid; and information concerning any actual or potential conflicts of interest in connection with a procurement process or the execution of a contract;

1 The Agreement for Mutual Enforcement of Debarment Decisions, dated 9 April 2010, was signed by five of the leading IFIs, namely, the African Development Bank Group, the Asian Development Bank, the European Bank for Reconstruction and Development, the Inter-American Development Bank and the World Bank Group.

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(ii) Require third parties to promptly report to the Fund any allegations or other indications of prohibited practices that come to their attention by virtue of their involvement in an IFAD-financed and/or IFAD-managed operation or activity;

(iii) Inform third parties of the Fund’s jurisdiction to investigate allegations and other indications of prohibited practices and to impose sanctions on third parties for such practices in connection with an IFAD-financed and/or IFAD-managed operation or activity;

(iv) Require third parties to fully cooperate with any investigation conducted by the Fund, including by making personnel available for interviews and by providing full access to any and all accounts, premises, documents and records (including electronic records) relating to the relevant IFAD- financed and/or IFAD-managed operation or activity and to have such accounts, premises, records and documents audited and/or inspected

(v) by auditors and/or investigators appointed by the Fund;

(vi) Require third parties to maintain all accounts, documents and records relating to an IFAD-financed and/or IFAD-managed operation or activity for an adequate period of time as agreed with the Fund;

(vii) Inform third parties of the Fund’s policy of unilaterally recognizing debarments imposed by other IFIs if such debarments meet the requirements for mutual recognition under the Agreement for Mutual Enforcement of Debarment Decisions; and

(viii) Provide for early contract termination or suspension by the recipient if such termination or suspension is required as a consequence of a temporary suspension or sanction imposed or recognized by the Fund;

(e) Promptly inform the Fund of any allegations or other indications of

Prohibited Practices that come to their attention;

(f) Fully cooperate with any investigation conducted by the Fund, including by making personnel available for interviews and by providing full access to any and all accounts, premises, documents and records (including electronic records) relating to the relevant IFAD-financed and/or IFAD- managed operation or activity and to have such accounts, premises, documents and records audited and/or inspected by auditors and/or investigators appointed by the Fund;

(g) Maintain all accounts, documents and records relating to an IFAD-financed and/or IFAD-managed operation or activity for an adequate period of time, as specified in the relevant financing agreement; and

(h) Maintain strict confidentiality regarding any and all information received as a consequence of their participation in an IFAD investigation or

sanctioning process.

12. Where the Fund finds that prohibited practices have occurred, recipients will: (a) Take appropriate corrective measures in coordination with the Fund; and (b) Give full effect to any temporary suspension or sanction imposed or recognized by the Fund, including by not selecting a bidder, not entering into a contract or suspending or terminating a contractual relationship.

13. Prior to the implementation of an IFAD-financed and/or IFAD-managed operation or activity, government recipients will inform the Fund of the arrangements that they have made for receiving and taking action in response to allegations of fraud and corruption relating to the IFAD-financed and/or

IFAD-managed operation or activity, including by designating an independent and competent local authority to be responsible for receiving, reviewing and investigating such allegations.

14. When participating in an IFAD-financed and/or IFAD-managed operation or activity, government recipients will, in consultation with the Fund, take timely and appropriate action to launch a local investigation into allegations and/or other indications of fraud and corruption relating to the IFAD-financed and/or IFAD- managed operation or activity; inform the Fund of the actions taken in any such investigation at such intervals as may be agreed upon by the recipient and the Fund on a case-by-case basis; and, upon the completion of such investigation, promptly share the findings and results thereof, including the supporting evidence, with the Fund. Government recipients will work with

the Fund to coordinate any actions other than investigations that they may wish to undertake in response to an alleged or otherwise indicated prohibited practice.

15. Government recipients are encouraged to have in place, in accordance with their laws and regulations, effective whistle-blower protection measures and confidential reporting channels in order to appropriately receive and address allegations of fraud and corruption relating to IFAD-financed and/or IFAD- managed operations and activities.

**E. Process**

**(i) Reporting**

16. A designated confidential and secure e-mail address for the receipt of

allegations of prohibited practices is available on the Fund’s website.

17. In the event of uncertainty as to whether or not an act or omission constitutes a prohibited practice, the designated confidential and secure e-mail address may be used to seek guidance.

18. The Fund treats all reported allegations with strict confidentiality. This means that the Fund does not normally reveal the identity of a reporting party to anybody outside of the investigative, sanctioning or disciplinary process without the consent of the reporting party.

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19. The Fund endeavours to provide protection from retaliation to any individuals

or entities that have helped prevent or have reported to the Fund, in good faith, allegations or other indications of prohibited practices. IFAD staff and non-staff personnel are protected from retaliation under the Fund’s Whistle-blower Protection Procedures.

**(ii) Investigations**

20. Where the Fund has reason to believe that prohibited practices may have occurred, the Fund may decide to review and investigate the matter, irrespective of any investigative actions launched or planned by the recipient.

21. The purpose of an investigation conducted by the Fund is to determine whether an individual or entity has engaged in one or more prohibited practices in connection with an IFAD-financed and/or IFAD-managed operation or activity.

22. Reviews and investigations conducted by the Fund are, inter alia:

(a) Strictly confidential, meaning that the Fund does not disclose to anyone outside of the investigative, sanctioning or disciplinary process any evidence or information relating to the review or investigation, including the outcome of a review or investigation, unless such disclosure is allowed under the Fund’s legal framework;

(b) Independent, meaning that no authority is allowed to interfere with an ongoing review or investigation or to otherwise intervene in, influence or stop such a review or investigation; and

(c) Administrative, as opposed to criminal, in nature, meaning that reviews and investigations conducted by the Fund are governed by the Fund’s rules and procedures, not by local laws.

23. The office within the Fund that is mandated to conduct reviews and investigations into alleged or otherwise indicated prohibited practices is the Office of Audit and Oversight (AUO). Without prejudice to paragraphs 9(d) and

11(f), AUO may agree not to disclose to anybody outside of AUO any evidence or information that it has obtained on the condition that such evidence or information may be used solely for the purpose of generating new evidence or information, unless the provider of the evidence or information consents.

**F. Sanctions and related measures**

**(i) Temporary suspensions**

24. During the course of an IFAD review or investigation, or pending the conclusion of a sanctioning process, the Fund may decide, at any time, to temporarily suspend payments to IFAD non-staff personnel, non-government recipients, vendors or third parties or to temporarily suspend their eligibility to participate

in IFAD- financed and/or IFAD-managed operations and activities for an initial period of six (6) months, subject to a possible extension of that suspension for an additional six (6) months.

25. IFAD staff may be temporarily suspended from their duties in accordance with the applicable human resources framework.

**(ii) Sanctions**

26. If the Fund determines that IFAD non-staff personnel, non-government recipients, vendors or third parties have engaged in prohibited practices, the Fund may impose administrative sanctions on such individuals or entities.

27. Sanctions are imposed on the basis of: (i) the findings and evidence presented by AUO, including mitigating and exculpatory evidence; and (ii) any evidence

or arguments submitted by the subject of the investigation in response to the findings presented by AUO.

28. The Fund may apply any of the following sanctions or a combination thereof: (a) Debarment, which is defined as declaring an individual or entity ineligible,

either indefinitely or for a stated period of time, to: (i) be awarded any

IFAD- financed contract; (ii) benefit, financially or otherwise, from any IFAD- financed contract, including by being engaged as a subcontractor; and (iii) otherwise participate in the preparation or implementation of any IFAD- financed and/or IFAD-managed operation or activity;

(b) Debarment with conditional release, which is defined as a debarment that is terminated upon compliance with conditions set forth in the sanction decision;

(c) Conditional non-debarment, which is defined as requiring an individual or entity to comply with certain remedial, preventive or other measures as a condition for non-debarment on the understanding that a failure to comply with such measures within a prescribed period of time will result in an automatic debarment under the terms provided for in the sanction decision;

(d) Restitution, which is defined as a payment to another party or the Fund (with respect to the Fund’s resources) of an amount equivalent to the amount of the diverted funds or the economic benefit obtained as a result of having engaged in a prohibited practice; and

(e) Letter of reprimand, which is defined as a formal letter of censure for the actions of an individual or entity which informs that individual or entity that any future violation will lead to more severe sanctions.

29. The Fund may extend the application of a sanction to any affiliate of a sanctioned party even if the affiliate has not been directly involved in the prohibited practice. An affiliate is defined as any individual or entity that is: (i) directly or indirectly controlled by the sanctioned party; (ii) under common ownership or control with the sanctioned party; or (iii) acting as an officer, employee or agent of the sanctioned party, including owners of the sanctioned party and/or those who exercise control over the sanctioned party.

30. For the purposes of IFAD-financed and/or IFAD-managed operations and activities, the Fund may consider as debarred individuals and entities that have

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been debarred by another IFI where: (i) that IFI is a signatory to the Agreement for Mutual Enforcement of Debarment Decisions; and (ii) such debarment meets the requirements for mutual recognition under the Agreement for Mutual Enforcement of Debarment Decisions.2

**(iii) Disciplinary measures**

31. If the Fund finds that IFAD staff have engaged in prohibited practices, the Fund may apply disciplinary measures and may require restitution or other compensation in accordance with the applicable human resources framework.

**G. Referrals and information-sharing**

32. The Fund may, at any time, refer information or evidence relating to an ongoing or completed investigative, sanctioning or disciplinary process to the local authorities of a Member State. In determining whether such a referral is appropriate, the Fund takes into consideration the interests of the Fund, the affected Member States, the individuals or entities under investigation and any other persons, such as witnesses, who are involved in the case.

33. If the Fund obtains information or evidence indicating potential wrongdoing in connection with the operations and/or activities of another multilateral organization, the Fund may make such information or evidence available to the other organization for the purposes of its own investigative, sanctioning or disciplinary processes.

34. In order to facilitate and regulate the confidential exchange of information and evidence with local authorities and multilateral organizations, the Fund seeks to conclude agreements which establish the rules for such an exchange.

**H. Operational responses to Prohibited Practices**

**(i) Rejection of an award of contract**

35. The Fund may refuse to give its no-objection to the award of a contract to a third party if it determines that the third party, or any of its personnel, agents, subconsultants, subcontractors, service providers, suppliers and/or their employees, engaged in a prohibited practice while competing for the contract in question.

**(ii) Declaration of misprocurement and/or ineligibility of expenditures**

36. The Fund may, at any time, declare a misprocurement and/or the ineligibility of any expenditures associated with a procurement process or contract if it determines that a third party or a representative of the recipient has engaged in a prohibited practice in connection with the procurement process or contract at issue and that the recipient has not taken timely and appropriate action, satisfactory to the Fund, to address such practices when they occur.

2 The Fund may, in the future, decide to also recognize debarments imposed by entities that are not signatories to the Agreement for Mutual Enforcement of Debarment Decisions.

**(iii) Suspension or cancellation of loan or grant**

37. If the Fund determines that a recipient has not taken timely and appropriate action, satisfactory to the Fund, to address prohibited practices when they occur, the Fund may suspend or cancel, in whole or in part, the loan or grant affected by such practices.

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**Section 5. Proposal Submission Form and Grant Design**

**Document**

**Section V. A. Technical Proposal Forms**

Disclosure in these technical forms of any proposed prices will constitute grounds for declaring the proposal non-responsive; see ITC sub-clause 15.4.

*[Comments in brackets on the following pages serve to provide guidance for the preparation of the technical proposal and therefore should not appear on the technical proposal to be submitted.]*

Form TECH-1. Technical Proposal Submission Form .............................................. 36

Form Tech-2A . Financial Capacity of the Consultant .............................................. 40

Form TECH-2B. Current and Past Proceedings, Litigation, Arbitration, Actions, Claims, Investigations and Disputes of the Consultant ................................................................ 41

Form TECH-3. Organization of the Consultant ......................................................... 42

Form TECH-4. Experience of the Consultant ............................................................. 43

Form TECH-5. Description of Approach, Methodology and Work Plan for Performing the

Assignment 44

Form TECH-6. Comments and Suggestions on the Terms of Reference & Assignment

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Form TECH-7. Team Composition and Task Assignments .................................... 46

Form TECH-8. Staffing Schedule (Key Professional Personnel and Support Staff)47

Form TECH-9. Work Schedule and Deliverables Schedule.................................... 48

Form TECH-10. Curriculum Vitae (CV) for Proposed Key Professional Personnel 49

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**Form TECH-1.Technical Proposal Submission Form**

To: *[The client]*

Address:

Ladies and Gentlemen:

*[Location, date]*

Re: *[insert title of assignment]* RFP Ref: *[insert reference as shown on cover page]*

1. We, the undersigned, offer to provide the services for the above-mentioned assignment in accordance with your Request for Proposal (RFP) dated *[insert date]*, any addenda issued thereto and our proposal.

2. We are hereby submitting our proposal, which includes this technical proposal, and a financial proposal, each sealed in separate and clearly marked envelope/parcel.

3. We are submitting our proposal in association with:

*[insert a list with full name and address of each associated consultant, otherwise delete this clause]*

4. Our firm, its associates, including any subcontractors or suppliers for any part of the contract, have not been declared ineligible by the Fund and have not been subject to sanctions or debarments under the laws or official regulations of the client’s country or not been subject to a debarment recognized under the Agreement for Mutual Enforcement of Debarment Decisions (the "Cross-Debarment Agreement")3 in accordance with ITB clause 4, beyond those declared in paragraph 12 of this technical proposal submission form.

5. We are attaching herewith information to support our eligibility in accordance with

Section IV of the RFP.

6. If negotiations are held during the initial period of validity of the proposal, we undertake to negotiate on the basis of the nominated key professional personnel.

3 The Cross-Debarment Agreement was entered into by the World Bank Group, the Inter-American Development Bank, the African Development Bank, the Asian Development Bank and the European Bank for Reconstruction and Development, additional information may be located at: [http://crossdebarment.org/.](http://crossdebarment.org/)

7. Our proposal is binding upon us and subject to the modifications resulting from contract negotiations, and we undertake, if our proposal is accepted, to initiate the services related to the assignment not later than the date indicated in this RFP.

8. We acknowledge and accept the IFAD Revised Policy on Preventing Fraud and Corruption in its Activities and Operations. We certify that neither our firm nor any person acting for us or on our behalf has engaged in any prohibited practices as provided in ITB clause 4. Further, we acknowledge and understand our obligation to report to [anticorruption@ifad.org a](mailto:anticorruption@ifad.org)ny allegation of prohibited practice that comes to our attention during the selection process or the contract execution. As part of this, we certify that:

(a) The price of our proposal has been arrived at independently, without any consultation, communication, or agreement with any other party, including another consultant or competitor, or for the purpose of restricting competition, relating to:

(i) those prices;

(ii) the intention to submit an offer; or

(iii) the methods or factors used to calculate the prices offered.

(b) The prices in our proposal have not been and will not be knowingly disclosed by us, directly or indirectly, to any other consultant or competitor before the opening of the financial proposals unless otherwise explicitly required by law; and

(c) No attempt has been made or will be made by us to induce any other consultant to submit or not to submit a proposal for the purpose of restricting competition.

9. We acknowledge and accept the IFAD Policy to Preventing and Responding to Sexual Harassment, Sexual Exploitation and Abuse. We certify that neither our firm nor any person acting for us or on our behalf has engaged in any sexual harassment, sexual exploitation or abuse, as provided in ITB Clause 6. Further, we acknowledge and understand our obligation to report to [ethicsoffice@ifad.org a](mailto:ethicsoffice@ifad.org)ny allegation of sexual harassment, sexual exploitation and abuse that comes to our attention during the selection process or the contract execution.

10. The following commissions, gratuities, or fees have been paid or are to be paid with respect to the creation of the proposal process: *[Insert complete name of each recipient, its full address, the reason for which each commission or gratuity was paid and the amount and currency of each such commission or gratuity].*

|  |  |  |  |
| --- | --- | --- | --- |
| Name of recipient | Address | Reason | Amount |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

If none has been paid or is to be paid, indicate “none.”

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11. We declare that neither our firm nor any of its directors, partners, proprietors, key personnel, agents, sub-consultants, sub-contractors, consortium and joint venture partners have any actual, potential or perceived conflict of interest as defined in ITB Clause 8.4 regarding this selection process or the execution of the contract. *[Insert if needed: “other than the following:” and provide a detailed account of the actual, potential or perceived conflict]*. We understand that we have an ongoing disclosure obligation on such actual, potential or perceived conflicts of interest and shall promptly inform the client and the Fund, should any such actual, potential or perceived conflicts of interest arise at any stage of the selection process or contract execution.

12. The following criminal convictions, administrative sanctions (including debarments) and/or temporary suspensions have been imposed on our firm and/or any of its directors, partners, proprietors, key personnel, agents, sub-consultants, sub- contractors, consortium and joint venture partners:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Nature of the measure (i.e., criminal conviction, administrative sanction or temporary suspension) | Imposed by | Name of party convicted, sanctioned or suspended (and relationship to consultant) | Grounds for the measure (i.e., fraud in procurement or corruption in contract execution) | Date and time (duration)  of measure |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

If no criminal convictions, administrative sanctions or temporary suspensions have been

imposed, indicate “none”.

13. We acknowledge and understand that we shall promptly inform the client about any material change regarding the information provided in this form.

14. We further understand that the failure to properly disclose any of information in connection with this proposal submission form may lead to appropriate actions, including our disqualification, the termination of the contract and any other sanction as applicable under the IFAD Policy on Preventing Fraud and Corruption in its Projects and Operations.

15. We understand that this proposal, together with your written preliminary acceptance thereof included in your Notification of Intent to Award, shall only constitute a binding contract between the firm and the client subject to successful negotiations and the preparation and execution of the appropriate contract.

16. We hereby declare that all the information and statements made in this proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

17. We understand and accept without condition that any protest to the process or results of this competition process may be brought only through the procedures defined in ITC clause 29.3.

18. We understand you are not bound to accept any proposal that you may receive.

Yours sincerely,

*[authorized signatory]*

*[name and title of signatory]*

*[name of consultant]*

*[address of consultant]*

Annexes:

1. Power of attorney (if required) demonstrating that the person signing has been duly authorized to sign the proposal on behalf of the consultant and its associates;

2. Letter(s) of incorporation (or other documents indicating legal status); and

3. Joint venture or association agreements or the letter of intent to enter into such a JV signed by the authorized representatives of all the members of the JV (if applicable, but without showing any financial proposal information).

4. *[Other documents required in PDS]*

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**Form Tech-2A. Financial Capacity of the Consultant**

The client reserves the right to request additional information about the financial capacity of the consultant. A consultant that fails to demonstrate through its financial records that it has the financial capacity to perform the required services may be disqualified.

*[To client—include this section if applicable]*:

The consultant’s financial capacity to mobilize and sustain the services may be important for specific types of services in which the consultant is required to pre-finance significant expenses in advance of receiving payment from the client. Under these circumstances, an evaluation of financial capacity will be included in the request for proposals in addition to the qualitative assessment conducted through form Tech-4. Form Tech-2A will include requirements on the documentation required to assess financial capacity. The types of documentation required will vary according to the country context, the type of services being solicited, and the extent of the financial capacity demanded within the assignment. Examples of possible documentation required are as follows, but may be supplemented by other types of documents determined by the client as long as the requirements are reasonable and relevant to the financial capacity demanded of the services being solicited:

• Audited financial statements for the last three (3) years, supported by audit letters.

• Certified financial statements for the last three (3) years, supported by tax returns.

• Evidence of financing dedicated for the implementation of the services as attested by an authorized representative of the consultant.

Failure to submit either of the documents as evidence of financial capacity will result in the rejection of the proposal.

If the proposal is submitted by a joint venture, all parties of the joint venture are required to submit the financial capacity information requested. The reports should be submitted in the order of the associate’s significance in the joint venture, greatest to least.

The client reserves the right to request additional information about the financial capacity of the consultant. A consultant that fails to demonstrate through its financial records that it has the financial capacity to perform the required services may be disqualified.

**Form TECH-2B. Current and Past Proceedings, Litigation, Arbitration, Actions, Claims, Investigations and Disputes of the Consultant**

*[Provide information on current or past proceedings, litigation, arbitration, action claims, investigations or disputes over the last five (5) years as shown in the form below. Each member of the JV shall fill a separate form]*

The consultant, or a related company or entity or affiliate, has been involved in any proceeding, litigation, arbitration, action, claim, investigation or dispute within the past five (5) years: No: Yes:\_ (See below)

**Litigation, Arbitration, Actions, Claims, Investigations, Disputes During Last Five (5) Years**

Year Matter in Dispute Value of Award Against

Consultant in INR

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**Form TECH-3. Organization of the Consultant**

*[Provide a brief description of the background and organization of your firm/entity and of each associated firm for this assignment. Include the organization chart of your firm/entity. The proposal must demonstrate that the consultant has the organizational capability and experience to provide home office project management of the contract as well as the necessary administrative and technical support to the consultant’s project team in country. The proposal shall further demonstrate that the consultant has the capacity to field and provide experienced replacement personnel on short notice.]*

*[Maximum 5 pages per each JV member]*

**Form TECH-4.Experience of the Consultant**

Using the format below, provide information on each relevant assignment for which your firm, and each associate for this assignment, was legally contracted as a corporate entity or as

one of the major companies within an association, for carrying out services similar to the ones requested under the terms of reference included in this RFP. The proposal must demonstrate that the consultant has a proven track record of successful experience in executing projects similar in substance, complexity, value, duration, and volume of services sought in this procurement.

*[Each JV member shall fill a separate form]*

*[Maximum 5 related/similar assignments]*

|  |  |
| --- | --- |
| Assignment name: | Approx. value of the contract (in current US$): |
| Country:  Location within country: | Duration of assignment (months): |
| Name of client: | Total No. of staff-months of the assignment: |
| Email and phone of references of the client: | Provide contact information for at least three (3) references that can provide substantial input about (1) the type of work performed by you and (2) the quality of the work. For each reference, list a contact individual, their title, address, phone and e-mail address: |
| Client address: | Approx. value of the services provided by your firm  under the contract (in current US$): |
| Start date (month/year): Completion date (month/year): | No. of professional staff-months provided by associated consultants: |
| Name of associated consultants, if any: | Name and profile of proposed senior professional  staff of your firm involved and functions performed (indicate most significant profiles such as project director/coordinator, team leader): |
| Narrative description of project: | |
| Narrative description of the project’s mobilization demands and how your firm managed that  mobilization’s administrative, logistical and financial requirements: | |
| Description of actual services provided by your staff within the assignment: | |

Name of firm:

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**Form TECH-5. Description of Approach, Methodology and**

**Work Plan for Performing the Assignment**

In this section, the consultant should provide a comprehensive description of how it will provide the required services in accordance with the terms of reference (TOR) included in this RFP. Information provided must be sufficient to convey to the technical evaluation committee that the consultant has an understanding of the challenges in performing the required services and that it has an approach, methodology and work plan suitable to overcome those challenges.

Your technical proposal should be divided into the following three (3) chapters:

(a) Technical Approach and Methodology,

(b) Work Plan, and

(c) Organization and Staffing

(a) Technical approach and methodology. In this chapter, you should explain your understanding of the objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. You should highlight the problems being addressed and their importance, and explain the technical approach you would adopt to address them. You should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach. Also comment here on any specialized equipment and/or software of which may be necessary to perform the scope indicated in the terms of reference.

(b) Work plan. In this chapter, you should propose the main activities of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the client), and delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate them into a feasible working plan. A list of the final documents, including reports, drawings, and tables to be delivered as final output, should be included here. The work plan should be consistent with the work and deliverables schedule of form TECH-9.

(c) Organization and Staffing. In this chapter, you should propose the structure and composition of your team. You should list the main disciplines of the assignment, the key expert responsible, and proposed technical and support staff.

Note: Where the terms of reference includes tasks relevant to gender and social inclusion, the proposal should explicitly address how the consultant will perform these tasks in the technical approach, and methodology, work plan, organization and staffing. We recognize that this type of expertise and experience may be outside of the normal work of some Consultants offering proposals, and thus call special attention to the importance of an adequately inter-disciplinary proposal and staffing plan.

*[Maximum 25 pages, including charts and diagrams]*

**Form TECH-6. Comments and Suggestions on the Terms of**

**Reference & Assignment**

The client welcomes comments and suggestions to improve the assignment to provide a better value for money. These comments and suggestions shall not be used for evaluation purposes, but may be discussed during negotiations. The client is not bound to accept anything proposed. If the proposed modifications/suggestions would require changes in the offered price, it shall be noted as such, without giving the price of the change.

*[Maximum 5 pages]*

A: On the terms of reference

*[Present and justify here any modifications or improvements to the terms of reference you are proposing to improve performance in carrying out the assignment (such as deleting some activity you consider unnecessary, or adding another, or proposing a different phasing of the activities).]*

B: On the staff and facilities

*[Comment here on the staff and facilities to be provided by the client.]*

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**Form TECH-7. Team Composition and Task Assignments**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Key Professional Personnel | | | | |
| Name of Staff | Organization | Area of  Expertise | Position Assigned | Task Assigned |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Form TECH-8. Staffing Schedule (Key Professional Personnel and Support Staff)**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | **Staff input (in the form of a bar chart)1** | | | | | | | | | | | | | **Total staff-month input** | | |
|  | **12** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **N** | **Home** | **Field3** | **Total** |
| Foreign (not applicable) | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1 | Name | *[Home]* |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | *[Field]* |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2 | Name | *[Home]* |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | *[Field]* |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3 |  | *[Home]* |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | *[Field]* |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| n |  | *[Home]* |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | *[Field]* |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  | **Subtotal** | | | |  |  |  |
| Local | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1 | Name | *[Home]* |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| *[Field]* |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| n |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Support Staff | | | | | | | | | | | **Subtotal** | | | |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  | **Total** | | | |  |  |  |

1. For key professional personnel, the input shall be indicated individually; for support staff it shall be indicated by category (e.g.: draftsmen,

clerical staff, etc.).

2. Months are counted from the start of the assignment. For each personnel, indicate separately staff input for home and field work.

3. Field work means work carried out at a place other than the consultant's home office.

|  |  |  |  |
| --- | --- | --- | --- |
| Full Time |  | Part Time |  |

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**Form TECH-9. Work Schedule and Deliverables Schedule**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Task | Months | | | | | | | | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 1 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| N | And so on |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Deliverable |  |  |  |  |  |  |  |  |  |  |  |  |
| 1 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| N | And so on |  |  |  |  |  |  |  |  |  |  |  |  |

*[Indicate all main activities of the assignment, including deliverables and other milestones, such as the client approvals. For phased assignments, indicate activities, deliverables and milestones separately for each phase. Duration of activities shall be indicated in the form of a bar chart. See TOR for the full list of deliverables. Above is a sample format (to be further completed by the consultant based on the TOR requirements) that shall be used by the consultant as an indicator of the proposed workload. The submission shall be evaluated as part of the approach and methodology.]*

*[Note to client: list activities in column before releasing RFP]*

**Form TECH-10. Curriculum Vitae (CV) for Proposed Key**

**Professional Personnel**

1. Proposed

Position

*[only one candidate shall be nominated for each position]*

2. Name of Firm *[Insert name of firm proposing the staff]*

3. Name of

Personnel

*[Insert full name]*

4. Date of Birth *[Insert birth date]*

5. Nationality *[Insert nationality]*

6. Education *[Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment]*

7. Membership in Professional Associations

8. Other Training *[Indicate appropriate postgraduate and other training]*

9. Countries of

Work Experience

*[List countries where staff has worked in the last ten years]*

10. Languages *[For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing]*

Language Speaking Reading Writing

11. Employment

Record

12. Detailed Tasks

Assigned

13. Work undertaken that best illustrates capability to handle the tasks assigned:

*[Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.]*

From *[month, year]*: To *[month, year]*: Client:

Position(s) held:

*[List all tasks to be performed under this assignment]*

*[Among the assignments in which the staff has been involved, indicate the following information for those assignments that best illustrate staff capability to handle the tasks listed under point 12.]*

Name of assignment or project:

Month, Year: Location: Client:

Main project features: Position held: Activities performed:

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14. References *[List at least three individual references with substantial knowledge of the person’s work. Include each reference’s name, title, phone and e-mail contact information.] [The client reserves the right to contact other sources as well as to check references]*

15. Certifications I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes me, my qualifications, and my experience. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

I, the undersigned, hereby declare that I agree to participate with the *[consultant]* in the above-mentioned request for proposal. I further declare that I am able and willing to work:

1. for the period(s) foreseen in the specific terms of reference attached to the above referenced request for proposal for the position for which my CV has been included in the offer of the consultant and

2. within the implementation period of the specific contract.

Signature of Key

Professional Personnel

If this form has not been signed by the key professional personnel, then in signing below, the authorized representative of the consultant is making the following declaration:

“In due consideration of my signing herewith below, if the key professional personnel has not signed this CV then I declare that the facts contained therein are, to the best of my knowledge and belief, a true and fair statement and that I confirm that I have approached the said key professional personnel and obtained his assurance that he will maintain his availability for this assignment if the contract is agreed within the proposal validity period provided for in the RFP.”

Signature of Authorized Representative of the

Consultant

**Section V. B. Financial Proposal Forms**

Financial proposal standard forms shall be used for the preparation of the financial proposal according to the instructions provided under sub-clause 15.5 of Section II Instructions to Consultants.

*[Note to client: add additional forms as appropriate and use forms FIN-3 and FIN-4 as appropriate. Comments in brackets on the following pages serve to provide guidance for the preparation of the financial proposal and therefore should not appear on the financial proposals to be submitted.]*

Form FIN-1. Financial Proposal Submission Form ................................................52

Form FIN-2. Price Summary..................................................................................53

Form FIN-3. Breakdown of Price by Activity ..........................................................55

Form FIN-4. Breakdown of Remuneration.............................................................56

Form FIN-5. Breakdown of Reimbursables ...........................................................57

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**Form FIN-1. Financial Proposal Submission Form**

To: *[client]*

Address:

Ladies and Gentlemen:

Re: *[insert title of assignment]*

RFP Ref: *[insert reference as shown on cover page]*

*[location, date]*

We, the undersigned, offer to provide the services for the above-mentioned assignment in accordance with your request for proposal (RFP) dated *[insert date]4* and our technical proposal.

Our price as per the attached financial proposal forms is *[insert amount(s) in words and figures and currency]* and shall remain fixed throughout the implementation of the assignment. Our price includes the estimated amount of local indirect taxes is *[insert amount in words and figures in name of currency]* which shall be confirmed or adjusted, if needed, during negotiations.

Our financial proposal shall be binding upon us subject to the modifications resulting from contract negotiations, up to expiration of the validity period of the proposal, as indicated in paragraph ITC 19.1 of the PDS.

Commissions and gratuities paid or to be paid by us to agents relating to this proposal and contract execution, if we are awarded the contract, are listed below:5

|  |  |  |
| --- | --- | --- |
| **Name and Address of Agents** | **Amount and Currency** | **Purpose of Commission or**  **Gratuity** |
|  |  |  |
|  |  |  |

We understand you are not bound to accept any proposal that you may receive. We acknowledge that our digital/digitized signature is valid and legally binding. Yours sincerely,

Authorized signatory

Name and title of signatory

Name of consultant

4 Amount must coincide with the ones indicated under total price of form FIN-2

5 If applicable, replace this paragraph with “no commissions or gratuities have been or are to be paid by us to agents relating to this proposal and contract execution”.

**Form FIN-2. Price Summary**

Re: *[insert title of assignment]*

RFP Ref: *[insert reference as shown on cover page]*

Price1

Currency 1 Currency 2

A. Remuneration:(From FIN-4) Phase (1) [if applicable]:

Fees:

Taxes in borrower/recipient’s country:

Phase (2) [if applicable]: Fees:

Taxes in borrower/recipient’s country:

B. Reimbursables: (from FIN-5) Phase 1:

Phase 2:

Total price of financial proposal

*[Note to client: if the TOR is broken into phases, like in design and supervision of construction works, then request the prices for both phases as above, phase 2 being optional depending*

*on satisfactory completion of phase 1. If there are no phases, then a single row representing the total proposed price of the assignment is sufficient.]*

*[Note to client: if there are elements of cost which are not to be priced by the consultant, but are to be reimbursed separately and will be the same for all consultants like a provisional*

*sum which is the same for all competing consultants, these should be identified on a separate line with instructions not to include the cost in the proposed price. If there are phases and the provisional sum cost would recur in those phases, the line and accompanying instruction should be repeated under the row for each applicable option.]*

1. Indicate the total price to be paid by the client in each currency. Such total price must coincide with the sum of the relevant sub-totals indicated in form FIN-3. (tax provisions relevant to this RFP are set out in Section VII General Conditions of Contract.)

2. If the RFP contains 2 phases, both phases will be subject to the proposal evaluation and the price to be evaluated will be the total price of the 2 phases, though the contract may be signed only for phase 1.

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3. Provide fully loaded prices (including any international travel, communication, local transportation, office expenses, shipment of personal effects, direct and indirect rates and profits. Taxes are presented separately).

**Form FIN-3. Breakdown of Price by Activity**

Re: *[insert title of assignment]*

RFP Ref: *[insert reference as shown on cover page]*

*[Please complete for each phase]*

|  |  |  |
| --- | --- | --- |
| **Group of activities by phase** | **Description2** | |
|  | **Price3** | |
| **Currency 1** | **Currency 2** |
|  |  |  |
|  |  |  |
|  |  |  |
| Total |  |  |

*[Note to client: list activities in column before releasing RFP. Names of activities (phase) should be the same as, or correspond to the ones indicated in the second column of form TECH-9.]*

1. Form FIN-3 shall be completed for the whole assignment. In case some of the activities require different modes of billing and payment (e.g.: the assignment is phased, and each phase has a different payment schedule), the consultant shall fill a separate form FIN-3 for each group of activities. Include base and option years.

2. A short description of the activities whose price breakdown is provided in this form.

3. Provide fully loaded prices (including international travel, communications, local transportation, office expenses, shipment of personal effects, direct and indirect rates and profit).

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**Form FIN-4. Breakdown of Remuneration**

Re: *[insert title of assignment]*

RFP Ref: *[insert reference as shown on cover page]*

*[Information to be provided in this form shall only be used to establish price reasonableness and to establish payments to the consultant for possible additional services requested by the client.]*

Name Position Person month fully loaded rate

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Foreign Staff** | |  | **Currency 1** | **Currency 2** |
|  |  | Home |  |  |
|  |  | Field |  |  |
|  |  | Home |  |  |
|  |  | Field |  |  |
|  |  | Home |  |  |
|  |  | Field |  |  |
| Local Staff |  |  |  |  |
|  |  | Home |  |  |
|  |  | Field |  |  |
|  |  | Home |  |  |
|  |  | Field |  |  |
|  |  | Home |  |  |
|  |  | Field |  |  |

1. Form FIN-4 shall be filled in for the same key professional personnel and other personnel listed in forms TECH-7 and 8.

2. Professional personnel shall be indicated individually; support staff shall be indicated by category (e.g., draftsmen, clerical staff).

3. Positions of the key professional personnel shall coincide with the ones indicated in forms TECH-7 and 8.

**Form FIN-5. Breakdown of Reimbursables**

Re: *[insert title of assignment]*

RFP Ref: *[insert reference as shown on cover page]*

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 ceiling amount, to calculate applicable taxes at contract negotiations and, if needed, to establish payments to the consultant for possible additional services requested by the client. This form shall not be used as a basis for payments under lump-sum contracts

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **B. Reimbursable Expenses**  **{Currency # {Currency # {Additional**  **N° Type of reimbursable Unit Unit Quantity 1- as in FIN- 2- as in FIN- currency, {Additional currency, expenses cost 2} 2} as appl.} as appl.}** | | | | | | | | |
|
|  | {e.g., per diem allowances\*\*} | {Day} |  |  |  |  |  |  |
|  | {e.g., international flights} | {Ticket} |  |  |  |  |  |  |
|  | {e.g., in/out airport transportation} | {Trip} |  |  |  |  |  |  |
|  | {e.g., communication costs between Insert place and Insert place} |  |  |  |  |  |  |  |
|  | { e.g., reproduction of reports} |  |  |  |  |  |  |  |
|  | {e.g., office rent} |  |  |  |  |  |  |  |
|  | .................................... |  |  |  |  |  |  |  |
|  | {training of the client’s personnel  – if required in TOR} |  |  |  |  |  |  |  |
| Total costs | | | | |  |  |  |  |

Legend:

“Per diem allowance” is paid for each night the expert is required by the contract to be away from his/her usual place of residence. Client can set up a ceiling.

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**Section VI. Terms of Reference**

Fixed Term Agreement for Technical and Policy related Services on Digital Agriculture

|  |  |
| --- | --- |
| **Service:** | Fixed Term Agreement for Technical and Policy  related Services on Digital Agriculture |
| **Organizational Unit:** | Programme Management Division (PMD), Asia and the Pacific Division (APR) |
| **Location:** | South East Asia (Cambodia, Philippines, Vietnam) |
| **Expected date of contract commencement:** | June - 2023 |
| **Expected tenor for contract:** | Fixed for 2,5 years/ 30 months - until December  2025 |
| **Working hours:** | For SEA 08:30 to 17:30 UTC + 07:00/08:00, Monday to Friday |

**I. BACKGROUND**

The International Fund for Agricultural Development (IFAD) is a specialized agency of the United Nations with its Headquarters in Rome, Italy.

IFAD was established as an international financial institution in 1977 to finance agricultural development projects primarily for food production in developing countries. IFAD's mission is to enable poor rural people to overcome poverty and is dedicated to eradicating rural poverty in [developing countries.](http://intradev:8015/governance/ifad/ms.htm) Working with rural poor people, governments, donors, [non-governmental organizations a](http://intradev:8015/ngo)nd many other [partners,](http://intradev:8015/partners) IFAD focuses on country-specific solutions. This can involve increasing rural poor peoples' access to financial services, markets, technology, land and other natural resources. IFAD is a not-for-profit institution that relies on funding from its Member States.

While the Headquarters are in Rome, there are approximately 40 field offices in Africa, Asia and America. More detailed information regarding IFAD is available

on the Organization’s website ([https://www.ifad.org/en/)](https://www.ifad.org/en/).

**II. BACKGROUND AND OBJECTIVE OF THIS TENDER**

The COVID-19 pandemic has highlighted the weaknesses in ASEAN food systems. In spite of the dynamic economic environment in many ASEAN countries, smallholder farmers in the region continue to struggle with competitiveness, productivity and food security. The promise of digital solutions in addressing many of these challenges is well documented and exists across multiple domains in the food system. Digital technologies hold the key to improving smallholder productivity through disseminating and promoting better farming techniques, lowering transaction and logistics costs, and facilitating access to markets and financing. These digital tools include financing platforms, pest and disease detection, farmer training, satellite monitoring, weather information, product traceability and logistics planning. With these digital tools, farmers can increase their agricultural output and—together with other actors in the value chain— become financially included and prosper as middle-income families.

Against this backdrop, IFAD and Grow Asia are partnering to deliver the Smallholder Economic Empowerment through Digital Solutions (SEEDS) Project financed by the Ministry of Agriculture, Food and Rural Affairs (MAFRA) of the Republic of Korea.

The Project will be implemented in Cambodia, Philippines and Vietnam with an expected completion at the end of 2025. The target countries were selected based on an analysis of challenges and opportunities that smallholder farmers in these countries face in the digitalization domain, the prospective linkages with IFAD’s ongoing portfolio and in-country capacity, and the support and momentum already established in the Grow Asia network.

The objective of the Project is to accelerate and scale-up social and economic development for smallholder households and poor rural people through digital and ICT solutions and interventions. The Project intends to bridge the digital gap that characterizes the majority of smallholder farmers in Southeast Asia, and in turn facilitate their access to services required for the modernization of their farms and agri-enterprises. This will allow smallholder farmers to be integrated into the evolving digital technology landscape, and to achieve higher farm productivity and incomes. SEEDS will build on Grow Asia’s and IFAD’s experience on bringing innovation through multi-stakeholder partnerships to the small-scale farming sector, as well as leveraging on the leadership of the republic of Korea in the field of digital agriculture. In doing that, the Project interventions will target three key sets of players in the digital ecosystem for smallholder agriculture.

 Developers of digital technologies (both startups and corporates).

 Smallholders and farmer organizations: building their capacity to use digital technologies.

 Policymakers and regulators: assisting them in establishing an enabling environment by identifying and addressing gaps in the regulatory and policy environment, including those that can provide the incentives to the private sector to expand coverage in rural and remote areas beyond the market frontier towards the public value frontier.

A holistic landscape approach is necessary to ensure complementarity and synergies between the interventions.

The purpose of this Tender is to identify a company/entity whose services, employees or consultants are experienced in the skills and technologies described in the *requirements* section in this tender and has presence in at least one of the three countries under this tender. The prospective company/entity will work with IFAD’s country teams in the three target countries, as well as with Grow Asia counterparts in the three countries to deliver on the activities under this project, outlined in the *scope of services* section. The company shall perform these activities in the countries specified (Cambodia, Philippines and Vietnam).

**III. CONTRACT DURATION AND COST REVISION**

The Fixed Term Agreement concluded between IFAD and the selected company will have a duration of 2.5 years/31 months until December 2025.

The agreement will have a fixed budget of approximately US$ 900,000 to cover total project costs (inclusive of related costs including activities implementation, travels and event logistics).

**IV. SCOPE OF SERVICES**

IFAD recognizes the importance of ICT in reaching food security, rural sustainable and inclusive transformation goals. Its [ICT for development (ICT4D) strategy](https://webapps.ifad.org/members/eb/128/docs/EB-2019-128-R-5.pdf?attach=1) aims to (i) build internal ICT4D awareness within IFAD; (ii) support the scalable uptake of ICT4D solutions; (iii) strengthen ICT4D partnerships; and (iv) promote knowledge management and sharing related to ICT4D. IFAD’s Asia and Pacific Division has set the long-term goal of supporting the integration of ASEAN smallholders into the evolving digital technology landscape in agriculture. IFAD believes that suitably designed digital technologies can play a powerful role in increasing poor rural people’s productive capacities, increase their benefits from market participation, and enhance their climate resilience. Furthermore, digital technologies can be leveraged to enhance the attractiveness of agriculture and agribusiness activities to the young, reduce the barriers that women engaged in agriculture face when accessing markets for outputs and inputs, and enhance the access to critical information on climate and production practices that smallholders require to adapt to climate change.

The proposed Project will build upon projects that were previously financed by the Republic of Korea6. IFAD has supported the development of, access to, and dissemination of digital technologies for smallholders in diverse countries in Asia. Specific initiatives, also funded by the Republic of Korea, are currently

6 The Republic of Korea – IFAD Partnership: [https://www.ifad.org/documents/38714170/41984124/IFAD12\_RepKorea\_web.pdf/86d3b956-5941-2809-7d97-](https://www.ifad.org/documents/38714170/41984124/IFAD12_RepKorea_web.pdf/86d3b956-5941-2809-7d97-9c8cceb7b65f?t=1668185556012)

[9c8cceb7b65f?t=1668185556012](https://www.ifad.org/documents/38714170/41984124/IFAD12_RepKorea_web.pdf/86d3b956-5941-2809-7d97-9c8cceb7b65f?t=1668185556012)

being implemented in the Philippines, and completed recently in [Cambodia a](https://www.ifad.org/en/web/latest/blog/asset/41939499)nd Vietnam. Such initiatives provide lessons and opportunities for targeted support and will complement a programmatic approach that will also develop an enabling and supportive environment for the systematic generation and diffusion of digital technologies, specifically designed for smallholders.

The Project references the nine [Principles for Digital Development:](https://digitalprinciples.org/) (i) design with the user; (ii) understand the existing ecosystem; (iii) design for scale; (iv) build for sustainability; (v) be data driven; (vi) use open standards, open data, open source and open innovation; (vii) reuse and improve; (viii) address privacy and security; and (ix) be collaborative.

Grow Asia and IFAD have designed the Project to be:

 Flexible and adaptable: With the pace of change in ASEAN’s digital landscape, any future program needs to adapt to emerging needs and opportunities

that will emerge over time.

 Supporting not directing: Supporting the on-going emergence of sustainable and scaled private sector solutions requires the program to allow those solutions to innovate and develop in their own ways.

 Supporting diverse technologies: Among the wide range of emerging digital solutions, Grow Asia and IFAD will support a variety of solutions that are smallholder relevant, but not always necessarily through direct service provision.

 Promoting key themes: Not all digital solutions will have specific gender, youth or climate outcomes but the program will seek to promote learning and innovation in these areas.

 Connected and collaborative: The program will seek to collaborate with other emerging digital programs wherever it makes sense. It will also need to be connected at the country level in ways that add unique value.

The SEEDs project has four components. The first component will be implemented by Grow Asia. The selected company is expected to implement components

and activities under IFAD’s responsibility as outlined in the table below (Components 2, 3 and activity 4.1).

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Description** | **Activities** | **Responsible**  **implementing**  **agency** |
| **Component 1** | Support the development  of digital technologies for smallholder agriculture | 1.1: Support for In-Country Digital Initiatives | Grow Asia |
| 1.2: Grow Asia Innovation Challenge | Grow Asia |
| 1.3: Human-Centered Design Training | Grow Asia |
| 1.4: Grow Asia Digital Directory | Grow Asia |
| **Component 2** | Building the capacity of  smallholders, through smallholder farmer | 2.1: Strengthening collaborative innovation  platforms for digital transformation mainstreaming | IFAD |

|  |  |  |  |
| --- | --- | --- | --- |
|  | organizations, in using  digital technologies | 2.2: Digital transformation of apex and  grassroots farmer organizations at national  and regional levels | IFAD |
| **Component 3** | Strengthening the enabling  policy and regulatory  environment for smallholder digital technologies | 3.1: Fostering the use of smallholder-centric  digital technologies through an enabling  policy and regulatory framework | IFAD |
| **Component 4** | Knowledge Management  on smallholder- centric digital solutions | 4.1: Knowledge Management for Policy  Engagement | IFAD |
| Activity 4.2: Digital Guides and Reports | Grow Asia |
| Activity 4.3: Digital Learning Series | Grow Asia |

The detailed description of the services that follows further divides the services and activities expected of the selected company into three phases (start-up phase, implementation phase and completion phase). During the whole duration of the project, from start-up to completion, the selected company will be expected to collaborate closely with Grow Asia to ensure that deliverables under its responsibility link to Grow Asia’s activities, thus ensuring a seamless implementation.

Should the selected company need to sub-contract any of the work for certain deliverables they will be responsible for preparing the Terms of Reference

(ToR) for the specific deliverables as required and submit to IFAD for clearance, both the ToR and the shortlisted candidate.

**1. Start-up phase**

During the start-up phase of the project, the prospective company will be closely liaising with HQ IFAD project team, as well as with IFAD country teams and

Grow Asia counterparts for the planning and execution of the start-up workshop for the project, which is expected to take place in July.

During the workshop, the prospective company, in consultation with all participating stakeholders, will facilitate the fine tuning of the annual work plan and budget and the stakeholder engagement plan, the development of a knowledge management plan and a monitoring and evaluation plan for the project. Under the M&E plan, the prospective company will also be responsible for developing and carrying out a baseline survey during the start-up phase of the project.

**2. Implementation phase**

During the implementation phase of the project, the prospective company will carry out activities as specified under the various components in the table above. The expected outputs/deliverables in relation to these activities are detailed in the section *expected deliverables* below.

In addition, the prospective company will be expected to maintain regular communication with the IFAD country teams throughout the course of the implementation and submit regular progress reports to IFAD as outlined in the section *reporting and management* below. The regular communication and coordination with Grow Asia and country teams will also be crucial throughout the implementation of the project.

**3. Completion phase**

During the completion phase of the project, the prospective company will be responsible carrying out a final impact assessment, and submitting to IFAD a final progress and outcome report, including financial and audit reports.

**V. EXPECTED DELIVERABLES**

The Project aims to directly benefit 12,000 smallholder beneficiaries (48,000 including family members) engaged in relevant farming systems. The Project is also going to directly benefit 30 start-ups and 150 government officials. The number of indirect beneficiaries over the longer-term is difficult to estimate at this stage.

**Component 2: Building the capacity of smallholders, through smallholder farmer organizations, in using digital technologies**

Activity 2.1: Strengthening collaborative innovation platforms for digital transformation mainstreaming

The Project will establish collaborative platforms involving apex regional and national farmer organizations, commercial agribusiness companies, developers, and management of IFAD-funded projects to identify the most relevant smallholder-oriented services to be addressed through innovative digital technologies.

 Output 2.1: Gaps Assessment and Action plans for digital transformation of target apex and grassroots farmer organizations. The action plans will be mapped to specific IFAD-funded projects to ensure consistency in their execution and monitoring. The gap identification and the action plans will be informed from the activities under Component 1 (implemented by Grow Asia).

Activity 2.2: Digital transformation of apex and grassroots farmer organizations at national and regional levels

The Project will assist grassroots farmer organizations engaged under IFAD-funded projects to acquire digital literacy and to master the use of digital technologies as identified through the preparation of the action plans. The Project aims to pilot a ToT modality that can be replicated and scaled-up through other initiatives, including IFAD-funded projects, Grow Asia’s Country Partnerships, or government agricultural development programs. The Project will target four Farmer Organizations in each country, for a total of 12 FOs and an estimated number of 12,000 farmer beneficiaries (48,000 beneficiaries including family members).

 Output 2.2: Development of training material and modules; trained managers and directive staff of agricultural cooperatives, rural micro and small enterprises; trained youth and women farmers and rural producers; business plans for the mainstreaming within the targeted farmer organizations of the acquired digital skills in support of their core operations.

The prospective company will develop and implement training modules for apex farmer organizations and for grassroots organizations, focused on developing skills tailored to maximize the benefits from access to the most relevant digital services. Training modules will be designed in collaboration with the startups and private sector partners engaged under Component 1 (see above). Furthermore, apex farmer organizations will assist grassroots organizations in formulating business plans that include equipment and facilities needed for transforming their training into practice with the objective of seeking additional funding. Training and other forms of engagement under this activity will target particularly youth and women, focusing on both staff engaged in relevant functions within the farmer organizations as well as farmer members. In all cases, and at the implied different levels, the Project will focus on identifying the role digital technologies can play in transforming the business model of the targeted farmer organizations within a realistic assessment of their operational environment and skills.

**Component 3: Strengthening the enabling policy and regulatory environment for smallholder digital technologies**

Activity 3.1: Fostering the use of smallholder-centric digital technologies through an enabling policy and regulatory framework

The prospective company will conduct a scan of the policy and regulatory environment influencing the uptake of digital innovations for smallholder agriculture, including policies aimed at fostering coverage in rural and remote areas. Once key issues are identified, it will work with governments and private sector partners (e.g. GSMA) to develop specific action plans and build their capacity to deliver solutions, including through reforms in policies and regulations.

 Output 3.1.a: Assessments for the target countries of policy and regulatory environments, identifying critical factors hindering uptake of digital technologies for smallholder farmers.

 Output 3.1.b: Staff of selected national and/or local government agencies and local governments trained on the design of regulations and policies aimed at fostering use of smallholder-oriented digital services.

 Output 3.1.c: Roundtables/knowledge exchanges among ASEAN policymakers and the private sector aimed at identifying issues and solutions for increased broadband coverage in rural and remote areas organized.

**Component 4: Knowledge Management on smallholder- centric digital solutions**

Activity 4.1: Knowledge Management for Policy Engagement

The Project partners will capitalize on the knowledge generated under Component 1 and Component 2 to inform policy engagement processes under

Component 3.

 Output 4.1.a: One study on economic returns and social benefits deriving from the inclusion of smallholder farmers in the digital technology market

 Output 4.1.b: One policy brief published

 Output 4.1.c: One policy dialogue workshop engaging government/policymakers

 Output 4.1.d: A baseline assessment undertaken during the start-up phase of the Project

 Output 4.1 e: A final impact evaluation report based on the baseline assessment

 Output 4.1.f: A final symposium on digital solutions in smallholder agriculture

**VI. REPORTING AND MANAGEMENT**

IFAD will coordinate the management of the project, communications with the donor and provide guidance and support as needed to ensure effective implementation of project activities. The prospective company will be expected to have monthly calls with IFAD to report on the progress of activities and raise any issues that might emerge.

In addition, the prospective company will be expected to prepare and deliver quarterly and annual reports on the delivery of project activities and coordinate with Grow Asia implementing partners on a regular basis to ensure the seamless implementation of the project.

The prospective company will also be expected to engage with key stakeholders as needed under the project, these may include start-ups, agribusiness companies, farmer organizations, CSOs, government agencies engaged in the implementation of IFAD-funded projects, and research centers. An indicative stakeholder engagement plan for this project can be found in Annex 1. The final plan will be developed and agreed during the start-up workshop for the Project.

**VII. REQUIREMENTS**

This process is open to all legally constituted companies that can provide the requested services to the highest standards and professionalism available on the market and have legal capacity to perform in the countries specified.

Bidders are expected to provide the information requested by IFAD in the format defined in the Technical Proposal to ensure that all information is clearly communicated. All submissions must be made in English. Any documentation submitted in a language other than English, must be accompanied by a translation into English.

All prices should be quoted in US Dollars.

**1. Location of service delivery:** The prospective company is expected to have an office in at least one country and capacity to operate across all three countries specified and whenever required, must travel to the sites where the project will be implemented in each country.

**2. Coordination:** The prospective company is expected to work under the supervision of IFAD personnel and coordinate with IFAD country teams on the ground, as well as with Grow Asia’s counterparts in the three countries.

**3. Communication skills:** All individuals proposed for this assignment should have excellent written and verbal communication skills in English. Experts with good communication skills in local languages are expected to be included in the team if needed.

**4. Experience:** All individuals proposed for this assignment should have substantial experience and expertise in the area of digital agriculture and/or on the policy landscape on ICT for development in the ASEAN.

**5. Professional Standards and Confidentiality:** The expert(s) will be expected to adhere to the highest professional standards both in the performance of the work, as well as in his/her conduct within the organization. Acceptance of this assignment will automatically imply the obligation to maintain strict confidentiality on all information that becomes known to the selected expert(s) as a result of this assignment. The selected expert(s) will not transfer outside the premises of the Fund or retain after the end of the assignment any documentation related to the content of which would entail risks for IFAD if divulged to other parties.

**VIII. MINIMUM REQUISITES**

A. Organisation must be legally registered in an IFAD Member State7.

B. Organisation must have at least three years of experience working with digital agriculture and/or farmers capacity building

C. Organisation must be able to prove that they have been audited in the last three years.

**IX. CONTENT OF THE TECHNICAL AND COMMERCIAL PROPOSAL**

Both a Financial Proposal and a Technical Proposal must be submitted to IFAD (templates found below). The overall Submission must be accompanied with the following minimum supporting documentation.

7 IFAD Member States: <https://www.ifad.org/en/member-states>

1. CVs (establishing competence and demonstrating qualifications/skills relevant to the TOR) of the technical, management and implementation support personnel proposed to work on the Project.

2. Profile of the company/entity, including the mission of the organization and date of founding of the organization.

4. Evidence of previous relevant experience that qualifies the organization to undertake this Project.

**X. PROPOSAL EVALUATION CRITERIA:**

IFAD will conduct a fair and transparent process to select successful organizations. Below is the scoring that will be used to rank the proposals:

**Technical and Financial Evaluation Scoring:**

|  |  |  |
| --- | --- | --- |
| **Categories** | **Sub-categories** | **Total Score**  **Weight** |
| 1. Expertise and Experience of the  Organization | Previous experience of organisation in  digital agriculture related projects and capacity building on ICT | 20% |
| Experience of organisation in  prioritised countries |
| 2. Expertise and Experience of Proposed  Personnel | Expertise and Experience of Team  Leader in digital advisory and or implementation of ICT4D in Agriculture projects and policy interventions. | 30% |
| Expertise and Experience of proposed  personnel on digital agriculture and policy related work in this domain |
| 3. Proposed Methodology, Approach and Implementation Plan (including availability of local offices) | Methodology | 40% |
| Approach and  Engagement/Coordination with other project stakeholder |

|  |  |  |
| --- | --- | --- |
|  | Implementation plan |  |
| 4. Management and Financial Proposal | Management | 10% |
| Financial Proposal |
| **Total** |  | **100%** |

**Financial Proposal Template: Budget (put to Excel)**

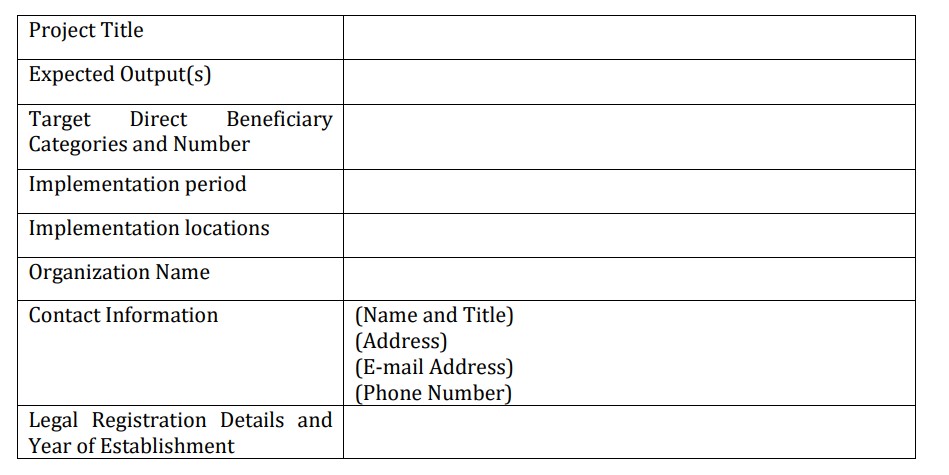
|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Activities** | **Outputs** | **Unit Price (USD)** | **Number of Units** | **Total Budget Amount (USD)** |
| **Activity 1** |  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Sub-total Activity 1** |  |  |  |  |
| **Activity 2** |  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Sub-total Activity 2** |  |  |  |  |
| **Activity 3** |  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Sub-total Activity 3** |  |  |  |  |
| **Activity 4** |  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Sub-total Activity 4** |  |  |  |  |
| **Project Management -**  **maximum 10% of total budget (e.g. relevant staff, M&E, reporting, logistics,** |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **office premises rent,**  **utilities, etc.).** |  |  |  |  |
| **TOTAL BUDGET** |  |  |  |  |

**Technical Proposal Template:**

The technical proposal should be written in English and should give an outline of the goals of the project and the activities that will be undertaken. The proposal can follow the different sections below:

**SECTION 1: Basic Information (put to Excel)**



**SECTION 2: Approach and Implementation Plan**

**2.1 Context and Problem Analysis**: Describe the situation, highlighting needs and challenges on the proposed countries and provide brief description of emerging opportunities and key objectives. Ensure relevant gender analysis as required for the work defined in the Terms of Reference is included.

**2.2 Justification**: Provide an analysis from the perspective of the Organization of why it is important to implement the proposed project.

**2.3 Project Design and Methodology**: Provide a detailed description of the methodologies and approaches that the organization proposes to adopt or utilize in order to achieve the scope of work in the Terms of Reference, keeping in mind the appropriateness to local conditions and project environment including accountability to FOs, gender equality and women’s empowerment, value for money, capacity building of national institutions as well as environmental and social impact.

Please ensure that explanations are provided as to whether any work will be sub-contracted (to whom, what % of work, the rationale for sub- contracting, and the proposed role to be assigned).

**2.4 Target Beneficiaries:** Describe the populations targeted and principles for identifying the target groups or beneficiaries. Ensure gender and other key considerations are referred to.

**2.5 Expected Project Outcomes, Outputs and Planned Activities:** State the expected outputs and outcomes the project aims to achieve and describe activities corresponding to each output.

**2.6 Technical Quality Assurance/Review Mechanisms:** Provide details of the Proposer’s internal technical and quality assurance review

mechanisms.

**2.7 Monitoring & Evaluation (M&E), Reporting and Knowledge Management:** Describe how the organization will conduct M&E, manage knowledge generated by the Project and ensure quality reporting to IFAD, including a reporting schedule. Please ensure reference to the relevant technical capacities required for this are also detailed. M&E plan is mandatory as part of the submission.

**Annex 1**

**Supporting documentation for grant technical proposal**

1. *Legal documentation*, including evidence of legal status and capacity, registration and good standing, evidence of the authority of the person who will sign the agreement for the recipient. The recipient must demonstrate that it has been registered and that its registration is current (evidence of good standing no more than 90 days old), that it has the corporate capacity to enter into the Grant Agreement, accept the Grant and carry out the Project, and that the person signing the agreement has the necessary authorization. Different jurisdictions have different laws, so the actual documentation required may vary. As a rule, the recipient must be registered in India.

2. *Financial documentation*, including the name/address of independent auditors, institutional audited financial statements and audit reports. Audit reports must be signed and dated on Auditor’s letterhead. For recipients that have not previously received an IFAD grant, two years’ audited financial statements and audit reports will be required. Otherwise, one year is sufficient. IFAD will undertake a financial due diligence of the successful Applicant prior to negotiations and signing of Grant Agreement.

3. *Recipient’s procurement procedures*. If the recipient does not have its own procedures, a declaration that it will use IFAD’s Procurement

Guidelines or other procedures acceptable to the Fund will suffice

4. *Procurement Plan.* The Procurement Plan, defined in paragraph 6.1(xiii) of the IFAD General Provisions, should be prepared where goods and services worth more than US$ 200,000 are to be procured under the project (attachment 16 of the Grant Procedures). The Grant Sponsor should review the Procurement Plan to ensure, among other things, that the grant is not used to purchase equipment or other durable goods if it would be economically appropriate to lease the equipment instead and that such goods or equipment are suitable and required for the effective implementation of the project.

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