**Request for Proposal**

Identification of Local Service Providers in Nigeria

|  |  |
| --- | --- |
| RFP title | **Provision of gender and nutrition technical assistance in agriculture in Nigeria** |
| RFP Release Date | January 12 2021 |
| Question/Inquiry Submission Deadline | Open |
| Proposal Submission Deadline | Open until filled |

# 1. INTRODUCTION

# The Impacting Gender & Nutrition through Innovative Technical Exchange in Agriculture (IGNITE) mechanism is a five-year investment implemented by Tanager, Laterite, and 60 Decibels to strengthen African institutions’ ability to integrate nutrition and gender into their way of doing business and their agriculture interventions. IGNITE works with African agricultural institutions – which we call clients–from private sector, NGOs and Governments. Our clients are primarily located in four countries: Ethiopia, Tanzania, Nigeria and Burkina Faso.

# To broaden and deepen our support in these four countries, IGNITE seeks to cultivate a network of local service providers (LSPs). These LSPs will work with IGNITE from 2021-2023 to support nutrition and gender integration in agriculture institutions and programs using the learning, models, and tools developed under IGNITE.

# For more information on Tanager, an ACDI/VOCA affiliate, please visit [www.tanagerintl.org.](http://www.tanagerintl.org/)

# 2. PURPOSE

# Tanager seeks proposals from qualified local service providers in Nigeria who can combine an existing skill set in gender and/or nutrition integration with IGNITE tools and approaches to deliver both immediate and long-term support to IGNITE clients in West Africa and especially Nigeria. Selected LSPs will expand IGNITE’s reach and deepen impact by providing current and future IGNITE clients with high-quality services. A network of established LSPs will ensure that IGNITE clients and other similar agriculture institutions can access and benefit from gender and nutrition integration services even after IGNITE ends.

# 2.1 Scope of work

# Tanager will identify one or several agriculture, gender, and/or nutrition LSPs who can provide services to IGNITE clients in Nigeria and/or West Africa. Tanager hopes to identify LSPs with demonstrated skill sets in IGNITE service areas and link these LSPs to IGNITE clients with corresponding needs. See 2.2 Potential LSP Services for an illustrative list of the types of services that LSPs might provide.

# Tanager will select IGNITE LSPs through this application process. Following the selection, Tanager anticipates that it will issue a Blanket Purchase Agreement (BPA) to IGNITE LSPs. Once the BPAs are in place, Tanager will issue purchase orders (POs) to specific IGNITE LSPs based on the services that the LSP provides and how those services match up with the IGNITE client’s needs. For instance, if an IGNITE client requests a gender sensitivity training, and an IGNITE LSP has experience delivering these types of trainings, IGNITE will issue a PO to the LSP so that they can conduct the training. Applicants may reasonably estimate that, within first year of engagement with IGNITE, IGNITE LSPs will receive approximately 2 – 3 purchase orders per year to provide concrete deliverables to IGNITE clients. Selected LSPs should expect to work collaboratively with Tanager and IGNITE staff on deliverables under any and all purchase orders.

# In addition to providing services to IGNITE clients, Tanager will issue a purchase order to selected LSPs to have relevant staff participate in approximately 3 days of general IGNITE onboarding and 3 - 5 days of targeted trainings relevant to the LSP’s work with IGNITE.

# Overall, within the first year of engagement, Tanager anticipates that the sum total of all purchase orders issued to an LSP will be up to, but not exceeding, costs of USD60,000.

# As engagement continues beyond the first year, Tanager and selected LSPs may issue a PO to selected LSPs to participate in a 1–2-day consultation to identify ways for LSPs to take on increasingly meaningful long-term engagements with clients so that they can support clients and other African agriculture institutions after IGNITE ends.

# 2.2 Potential LSP Services

# Depending on the individual LSP’s strengths and demonstrated experience, LSPs might provide IGNITE clients with services including, but not limited to:

# Gender and nutrition analysis and formative research in agriculture

# Illustrative examples include: Gender analysis, food environment analysis, gender- or nutrition-sensitive market analysis, barrier analysis on gender or nutrition behaviors

# Gender and nutrition training and sensitization in agriculture

# Illustrative examples include: gender sensitization trainings, nutrition trainings, trainings integrating gender and nutrition with topics such as agronomy, value chain or market systems interventions, crop research and breeding, poultry and livestock production, etc.

# Gender and nutrition strategic planning at intervention level in agriculture

# Illustrative examples include: gender and nutrition integrated program design at proposal and design stage of an intervention, gender- and nutrition integrated work planning based on analysis and formative research results, facilitating consultative work plan and strategy sessions, drafting workplan and strategy documents for gender and nutrition interventions and agriculture interventions that are integrated with gender and nutrition, etc.

# Monitoring, Evaluation, and Learning (MEL) for gender and nutrition in agriculture

# Illustrative examples include: indicator development, target setting, data systems, pro-WEAI and A-WEAI trainings and data collection, quantitative and qualitative data analysis for gender and nutrition research, gender-sensitive participatory research methods, etc.

# Institutional-level mainstreaming and capacity-building in agriculture

# Illustrative examples include: gender- and nutrition-sensitive budgeting training and capacity building, institution-level gender policy development and roll-out, institution-level nutrition strategy/approach development and roll-out, etc.

# 3. PROPOSAL PREPARATION AND SUBMISSION REQUIREMENTS

# Organizations’ proposals will be evaluated based on their written technical and cost proposals. Each section should be written according to the evaluation criteria in Section 5. Organizations are expected to examine the specifications and all information in the RFP. Failure to do so is at the organization’s risk. Interested organizations must provide the following documentation:

|  |  |  |
| --- | --- | --- |
| # | Document | Page limit |
| 1 | Executive Summary that provides highlights of the proposal, rationale as to why Tanager should partner with your organization as a local service provider, and how your services are distinguished from those of your competitors | 2 pages |
| 2 | An expression of interest, indicating the institution’s willingness to engage with IGNITE and support IGNITE clients in Nigeria. This expression of interest should include a letter of commitment from a governing body of the institution, such as a board, executive management team, or CEO. | 2 pages |
| 3 | Technical Proposal Submission Sheet (Appendix B) | 1 page |
| 4 | Detailed technical qualifications and cost proposal sheet (Appendix C) | 10 pages |
| 5 | Rate sheet for proposed team members, which should include position, areas of expertise, and daily rates of each member to be assigned to support IGNITE clients (Appendix D) | 1 page |
| 6 | CVs of proposed team members | 10 pages |
| 7 | Three reference letters from clients to whom your organization has provided services. Reference letters should include reference contact information. | 6 pages |

# 3.1. Instructions for Submission of Proposal

# Additional information and questions regarding these RFP instructions should be submitted in writing to Maureen Munjua at [kenyainfo@tanagerintl.org](mailto:kenyainfo@tanagerintl.org). Questions will be answered within 72 hours. Proposals and all supporting documentation must be submitted on email to [kenyainfo@tanagerintl.org](mailto:kenyainfo@tanagerintl.org%20) , with the subject line “LSP\_NIGERIA\_ Institutional Strengthening for Gender and Nutrition in Agriculture name of institution” For example, if company XYZ Ltd is applying to be an LSP, their subject line would read *LSP\_NIGERIA\_ Institutional Strengthening for Gender and Nutrition in Agriculture\_XYZ Ltd*

# 3.2. Questions and clarifications

Interested parties that have questions or seek clarifications on this RFP can contact [kenyainfo@tanagerintl.org](mailto:kenyainfo@tanagerintl.org). Questions will be answered within 72 hours. Please ensure you send questions in advance to avoid any delays in responses.

# 4. ELIGIBILITY

This request for proposals is open to organizations including, but not limited to, non-profit organizations, private consulting firms, research institutions, Non-Governmental Organizations (NGOs), Community Based Organizations (CBOs) and associations/federations[[1]](#footnote-2). Any applicant must have an interest, willingness, commitment and capacity (technical and management) to advance IGNITE’s goals for sustainable outcomes for gender equality and improving nutrition by African agriculture institutions. While there are no restrictions with respect to the location of the institution, Tanager will give preference to institutions that have local presence with a wide geographical coverage in Nigeria, knowledge of local agriculture sector and context.

All applicants must be able to demonstrate that they meet the following mandatory eligibility requirements:

* + 1. Legally registered to operate in Nigeria and legally able to implement the scope of this award in the country indicated if awarded. *Please attach relevant registration documents – Certificate of Incorporation, Tax certificate and registration etc. as part of the documentation for section A.*
    2. Locally present in Nigeria
    3. Does not appear on the Specially Designated Nationals (SDN) and Blocked Persons List maintained by the U.S. Treasury for the Office of Foreign Assets Control, or “OFAC List”.
    4. Not listed in the United Nations Security designation list.
    5. Demonstration of adequate management and financial resources to perform the contract. *Please attach the last 2 [2019, 2018] audited financial reports as part of the documentation for section A.*
    6. Satisfactory records of performance history, integrity, and business ethics.

Tanager reserves the right to request proof of legal registration and/or any other documents to verify eligibility.

# 5. CRITERIA FOR EVALUATION

Tanager will evaluate proposals based on a best-value determination. The successful Offeror(s) will be selected based on the proposal that represents the best value to TANAGER. Superior weight will be given to the technical services than to price, but price remains an important determinant for selection. Proposals will be evaluated through the following process and criteria.

## Eligibility evaluation

Tanager will first verify the following pieces of information:

* + - Does the proposal submitted fit within the Tanager’s objectives described in Section 2 above?
    - Does the organization meet the eligibility requirements outlined in Section 4 above?

## Proposal evaluation

If the proposal meets the eligibility criteria in Section 5.1, it will then be evaluated using the following criteria:

|  |  |
| --- | --- |
| **Specific Criteria** | **Maximum Score** |
| Technical Merits and interpretation of the RFP | 50 |
| Organizational capacity, portfolio and past performance | 40 |
| Scope of value addition and sustained impact | 10 |
| **Total** | **100** |

These evaluation criteria elements are described more fully below.

1. *Technical Merits and interpretation of the RFP:* **50 points**

Applicants should highlight:

* how their institution’s goals and objectives can support IGNITE’s overall goals of promoting women’s empowerment and/or positive nutrition outcomes through agriculture, and the institution’s commitment to gender and/or nutrition-sensitive programming. (10 points)
* structures that are in place within the institution to advance its work in either or both of these two thematic areas. (10 points)

Applicants should also describe in detail each technical service that they might hope to provide to IGNITE clients. This description should include, but would not need to be limited to:

* a list of the technical services and associated discrete deliverables that the applicant can provide. (15 points)
* a description of the team that would provide these deliverables, and how the applicant would draw on the team’s expertise. (15 points)

1. *Organizational Capacity and past performance:* **40 points**

Applications should provide evidence of experience and ability to deliver specified technical services to IGNITE clients. The application should demonstrate applicants’ effectiveness in terms of technical capacity, personnel, and management capabilities. The evaluation will be based on:

Experience of proposed personnel (8 points)

Evidence and explanation of technical capacities in the aforementioned/selected technical services (8 points)

Evidence and explanation of general technical capacity in gender integration, nutrition support, or both (8 points)

Evidence and explanation of effective management structure and practices that could support effective collaboration with programs like IGNITE and effective support provision to clients (8 points)

Past Performance*,* highlighting previous or ongoing experience implementing similar activities, with concrete examples and references to attest to this experience (8 points)

1. *Statement of Value, Scale and Impact:* **10 points**

Applicants should outline:

* How the applicant’s learning and continued engagement with IGNITE clients, and with the IGNITE program in and of itself, can influence broader systemic sectoral changes even after IGNITE has ended. (5 points)
* How the applicant achieves scale in its current programming, and the recommendations that it might make to IGNITE and to IGNITE clients to scale its work and broaden and deepen impact. (5 points)

# 6. SOLICITATION PROCESS

Once the RFP is released, the applicant must submit a formal proposal to be sent as per the instructions in Section 3. The submitted proposals will be reviewed against the criteria for evaluation defined in Section 5.

Tanager will, based on the results of this review, select a shortlist of applicants and invite them to advance to a second round of applications. This round will include work on a short case study; the applicant will be asked to respond to questions in the case study and to submit an accompanying budget related to the needs highlighted in case study. The applicant will also be asked to participate in an interview with Tanager staff. Selected preferred Applicant institution(s) will then be formally notified. A formal contract will be negotiated with the institution(s) selected to work with Tanager.

# 7. TERMS AND CONDITIONS

## Late Submissions

## Proposals received after the submission deadline stated in the cover page of this RFP may not be considered. Applicants will be held responsible for ensuring their proposals are received according to the instructions stated herein. A late offer may be considered if it is in the best interest of Tanager and the project.

## Modification of RFP Requirements

TANAGER retains the right to terminate the RFP or modify the requirements upon notification of the Applicant.

## Withdrawals of Proposals

Proposals may be withdrawn by written notice via email at any time before award. Proposals may be withdrawn in person by the Applicant or authorized representative, if the representative’s identity is made known and the representative signs a receipt for the proposal before award.

## Right of Negotiation and Acceptance of Proposal

This RFP represents a definition of requirements and is an invitation for submission of proposals. TANAGER reserves the right to award any or none of the submitted proposals. No commitment is made, either expressed or implied, to compensate Applicants for costs incurred in the preparation and submission of their proposal.

TANAGER may reject any proposal that is nonresponsive. A responsive proposal is one that complies with all terms and conditions of the RFP. A proposal must be complete, signed by an authorized signatory, and delivered no later than the submission time and date indicated on the cover sheet of this RFP. TANAGER may reserve the right to waive any minor discrepancies in a proposal.

TANAGER reserves the right to issue an award based on the initial evaluation of proposals without discussion. TANAGER also reserves the right to enter into best and final negotiations with any responsive Applicant for all or part of the proposed scope.

## Validity of Proposal

Proposals submitted shall remain open for acceptance for 30 days from the last date specified for receipt of proposals. This includes, but is not limited to, pricing, terms and conditions, service levels, and all other information. If your organization is awarded the contract, all information in the RFP and negotiation process is contractually binding based on formal incorporation in contract document.

## Minimum Applicant Qualifications

Applicants submitting proposals must (1) be officially licensed to do such business in focus country(ies), (2) not have been identified as a terrorist or linked to any terrorist organizations/movements. In addition, Applicant may be required to provide the following information:

* + Documentation to verify licensure (e.g., tax id, registration certificate, etc.)
  + Demonstration of adequate management and financial resources to perform the contract (e.g., Audited financial statements FY2019 and FY2018)
  + Satisfactory records of performance history, integrity and business ethics
  + Evidence of undertaking similar assignments – at least 3 references from clients delivered for similar assignments.

## Intellectual Property Rights

All tangible or intangible property created or acquired under this contract shall be the exclusive property of Tanager and Tanager’s clients through IGNITE. The term “property” includes all data and reports associated with this engagement.

## Other Information

The awardee is not allowed to hire another firm to accomplish the objectives of the scope, as outlined above.

# 8. ATTACHMENTS

* Appendix A: General terms and conditions
* Appendix B: Technical proposal submission sheet
* Appendix C: Technical qualifications and cost proposal
* Appendix D: Rate Sheet Template
* Appendix E: IGNITE Service Matrix

# APPENDIX A- GENERAL TERMS AND CONDITIONS

1. Offer & Agreement. The rights and obligations of both Parties shall be subject to and governed by the following documents in order listed: (a) This Purchase Order, including all attachments; (b) the Prime award noted at Block 9; (c) Vendor’s proposal, including all certifications and representations. Any conflict occurring among these documents will be resolved in the stated order of precedence.

2. Assignment; Vendor shall not have any right to assign this order or any benefits arising from this order without the prior written consent of TANAGER

1. Proprietary Information & Confidentiality. Vendor shall consider all data, documentation, drawings, specifications software and other information furnished by TANAGER to be confidential and proprietary and shall not disclose any such information to any other person, or use such information itself for any purpose other than that for which it was intended in completing this order, unless Vendor obtains written permission from TANAGER to do so. Vendor agrees to execute TANAGER’s standard Non-Disclosure Agreement upon request.
2. Terms of Payment. Subject to any superceding terms on the face hereof, Vendor shall invoice TANAGER at 50 F ST. NW, Suite 1075, NW, Washington, D.C. 20001, Attn: TANAGER Purchase Agent (Block 10) or at the local office address as directed by the authorized TANAGER personnel, and be paid upon completion/acceptance of the required supplies/services. Vendor shall be paid not later than thirty (30) days after TANAGER’s receipt of an acceptable invoice and TANAGER’s receipt of the completed products/services in accordance with paragraph 7 “Inspection” below, together with any required documents..
3. Compliance with Law**.** Vendor’s performance of work hereunder and all products to be delivered hereunder shall be in accordance with any and all applicable executive orders, Federal, State, municipal, and local laws and ordinances, and rules, orders, requirements and regulations. Such Federal laws shall include, but not be limited to, the Fair Labor Standards Act of 1938 as amended, E.O. 11246, “Equal Opportunity,” as amended by E.O. 11375, “Amending Executive Order 11246 Relating to Equal Employment Opportunity,” and as supplemented by regulations at 41 CFR Chapter 60, “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor”, the Copeland “Anti-Kickback” Act (18USC874 and 40USC276c and 18USC874 as supplemented by Department of Labor regulations at 29CFRpart 3, the Davis-Bacon Act, as amended (40USC276a-a7) and as supplemented by Department of Labor at 29CFRpart 5, the Contract Work Hours and Safety Standards Act (40USC327-333), and the Byrd Anti-Lobbying Amendment (31USC1352). Unless otherwise agreed, governing law shall be that of the District of Columbia.

6. Title and Risk of Loss**.** Title to and risk of loss of, each product and/or service to be delivered/provided hereunder shall, unless otherwise provided herein, pass from Vendor to TANAGER upon acceptance of such product/service by TANAGER.

1. Inspection**.** (a) Vendor shall work within professional standards and limitations specified on work statements, drawings and specifications covering the work and shall make such inspections as are deemed necessary to insure Vendor compliance, unless deviation there from is authorized in writing by TANAGER. (b) All shipments of materials shall be subject to final inspection by TANAGER after receipt by TANAGER at destination. If material supplied or work performed by Vendor is found to be defective, Vendor shall be given the opportunity to correct any deficiencies within a reasonable period of time. If correction of such work is impracticable, Vendor shall bear all risk after notice of rejection and shall, if so requested by TANAGER and at its own expense, promptly make all necessary replacements. Vendor shall provide immediate notice to TANAGER of any potential failure on the part of its suppliers to provide supplies/services required hereunder. Vendor is responsible for any deficiency on the part of its suppliers. VENDOR SHALL BE RESPONSIBLE FOR ANY COSTS OF REPROCUREMENT AS MAY BE NECESSARY FOR TANAGER TO SECURE THE SUPPLIES/SERVICES AS A RESULT OF VENDOR’S INABILITY TO PERFORM THAT EXCEED THE AGREED UPON PRICE HEREIN. (d) Final inspection and acceptance by TANAGER shall be

conclusive except for latent defects, fraud, or for any rights provided by any product warranty.

1. Force Majeure**.** Neither Party shall be liable by reason of any failure in performance of this Agreement in accordance with its terms if such failure arises out of causes beyond the control and without the fault or negligence of Vendor. Such cases may include, but are not restricted to, acts of God, acts of government or municipal or other authorities, fires, floods, epidemics, quarantines, strikes, and labor disputes. Such causes do not include deficiencies on the part of its suppliers.
2. General Warranty**.** Vendor warrants all supplies/services to be free from all materials defects and expressly represents that all such required supplies/services are capable of providing/performing the

function service for which they were intended. Vendor agrees to pass on all manufacturer’s warranties to TANAGER.

1. Liens**.** Vendor agrees to deliver/provide the products/services which are the subject-matter of this order to TANAGER free and clear of all liens, claims, and encumbrances.
2. Stop Work and Termination. (a) TANAGER shall have the right to direct Vendor to stop work at any time. Such direction must be in writing and shall be effective for a period of no more than 30 days after which time Vendor may continue work absent direction to do so or a notice of termination. Vendor may be paid for work completed and or reasonable actual costs for work in process incurred to time of termination notification Under no circumstances shall Vendor receive more than the original value of this Order . In the event of failure of the Vendor to deliver/complete any part of this order, then TANAGER shall, at its sole discretion, have the right to accept any delivered/completed part and unilaterally reduce the agreed upon price accordingly. (e) TANAGER acceptance of partial deliveries shall not constitute a waiver of any of the Vendor’s remaining obligations hereunder. (f) The preceding paragraph (e) shall not limit any legal rights of either party to cancel this order by reason of any default, and TANAGER further reserves the right to cancel this order without further liability for articles not accepted by TANAGER in the event Vendor commits an act of bankruptcy, files or has filed against the petition of bankruptcy or insolvency or suffers any receivership or other similar petition to be filed for or against it, or assignment.
3. Insurance & Work on TANAGER’s or TANAGER Client Premises**.** When Vendor performs work on TANAGER’s premises during the performance of this order, the Vendor agrees to maintain the standard amount of General Liability Insurance and such other insurance as may be required in writing by the TANAGER Client. Vendor, however, shall maintain adequate insurance coverage against claims arising from injuries sustained by Vendor on TANAGER’s facilities and agrees to be liable for all damages & claims arising against TANAGER for which the Vendor is responsible.
4. Independent Relationship. Nothing in this Agreement shall be construed as creating anything other than an independent Contractor/Vendor relationship between TANAGER and the Vendor. Vendor shall comply with all applicable laws and assume all risks incident to its status as an independent contractor. This includes, but is not limited to: compliance with all applicable laws, responsibility for all applicable taxes, licenses, fees, insurance, etc.
5. Work Product Presumptive TANAGER Property. All writings, books, articles, computer programs, databases, source and object codes, and other material of any nature whatsoever, including trademarks, trade names, and logos, that is subject to copyright protection and reduced to tangible form in whole or in part by Vendor in the course of Vendor’s service to TANAGER shall be considered a work made for hire, or otherwise TANAGER property. During this agreement and thereafter, Vendor agrees to take all actions and execute any documents that TANAGER may consider necessary to obtain or maintain copyrights, whether during the application for copyright or during the conduct of an interference, infringement, litigation, or other matter (TANAGER shall pay all related expenses). Vendor shall identify all materials in which Vendor intends to exempt from this provision prior to the use or development of such materials.
6. Rights in Data. The Vendor understands and agrees that TANAGER may itself and permit others, including government agencies of the United States and other foreign governments, to reproduce any provided publications and materials through but not limited to the publication, broadcast, translation, creation of other versions, quotations there from, and otherwise utilize this work and material based on this work. During the agreement and thereafter, Vendor agrees to take all actions and execute any documents that TANAGER may consider necessary to obtain or maintain copyrights, whether during the application for copyright or during the conduct of an interference, infringement, litigation, or other matter (all related expenses to be borne by TANAGER). The Vendor shall identify all materials it intends to exempt from this provision prior to the use or development of such materials. The Vendor shall defend, indemnify, and hold harmless TANAGER against all claims, suits, costs, damages, and expenses that TANAGER may sustain by reason of any scandalous, libelous, or unlawful matter contained or alleged to be contained in the work, or any infringement or violation by the work of any copyright or property right; and until such claim or suit has been settled or withdrawn, TANAGER may withhold any sums due the Vendor under this agreement. Vendor agrees to specifically identify to TANAGER any and all computer software licenses (“including shrink-wrap”) as may convey to the TANAGER. Vendor agrees that any and all computer software developed in the performance of this order using TANAGER monies shall, unless otherwise agreed, become and remain the property of TANAGER.
7. Indemnification. The Vendor shall defend, indemnify, and hold harmless TANAGER against all claims, suits, costs, damages, and expenses that TANAGER may sustain by reason of Vendor’s negligent or unlawful actions resulting from Vendor’s performance under this agreement.
8. Liquidated Damages. If the Vendor fails to deliver the supplies or perform the services within the time specified in this agreement, TANAGER may require that Vendor pay, in place of actual damages, liquidated damages in the amount of one percent (1%) of the agreement value for each day of delay. If TANAGER terminates this agreement in whole or in part for default, as provided under section 11 above, Vendor is liable for liquidated damages accruing until such time that TANAGER reasonably obtains delivery or performance from another vendor. These liquidated damages shall be in addition to any excess costs for re-purchase. Vendor will not be charged with liquidated damages when delay of delivery or performance is beyond the control and without the fault or negligence of the Vendor.
9. Debarment, Suspension, Ineligibility, and Voluntary Exclusion. Vendor certifies by acceptance of this agreement that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any U.S. Federal Government department of agency.
10. Drug Trafficking. TANAGER and/or the US Government reserve the right to terminate this purchase order/subcontract to demand a refund or take other appropriate measures if the vendor is found to have been convicted of a narcotics offense or to have been engaged in drug trafficking as defined in 22 CFR Part 140.
11. Terrorism E.O. 13224. Vendor agrees and certifies to take all necessary actions to comply with Executive Order No. 13224 on Terrorist Financing; blocking and prohibiting transactions with persons who commit, threaten to commit, or support terrorism.(E.O.13224 text available at: <http://www.whitehouse.gov/news/releases/2001/09/20010924-1.html> Note: Vendor is required to obtain the updated lists at the time of procurement of goods or services. The updated lists are available at:<http://treasury.gov/offices/enforcement/ofac/sanctions/terrorism.htm> and<http://www.un.org/Docs/sc/committees/1267>
12. Claims and Disputes.In the event of any dispute, a claim by the Vendor must be made in writing and submitted to the TANAGER Vice President of Contracts and Grants for a written decision. A claim by the Vendor is subject to a written decision by the Vice President of Contracts and Grants, who shall render a decision within 60 days of receipt of the Vendor's claim. If an equitable resolution cannot be resolved, both Parties agree to settlement by arbitration in accordance with the regulations of the American Arbitration Association in the District of Columbia, USA. The Subcontractor will proceed with performance of this purchase order pending final resolution of any claim.
13. Non-Liability: Vendor shall defend, indemnify and hold harmless TANAGER against all claims, suits, costs, damages and expenses that may be sustain by reason of the negligent or unlawful actions of the Vendor,.

# APPENDIX B. TECHNICAL PROPOSAL SUBMISSION SHEET

*Complete this form with all the requested details and submit it as the first page of your technical proposal, with the documents requested above attached. Ensure that your proposal is authorized in the signature block below. A signature and authorization on this form will confirm that the terms and conditions of this RFP prevail over any attachments. If your proposal is not authorized, it may be rejected.*

Click here to enter text.

Date of Technical Proposal

RFP Title

Click here to enter text.

We offer to provide the services described in the accordance to the scope of work and objective outlined in section 2 and in accordance with the terms and conditions stated in the Request for Proposal referenced above. We confirm that we are eligible to participate in public procurement and meet the eligibility criteria specified.

The validity period of our proposal is one month from the time and date of the submission deadline.

## Type of Business/Institution

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ☐ | Nonprofit | ☐ | For-Profit | ☐ | Government owned/operated |
| ☐ | College or University | ☐ | Women Owned | ☐ | Number of women in management: \_\_\_\_\_\_\_\_ |

## Anti-terrorism Certification

The Offeror, to the best of its current knowledge, did not provide, within the previous 10 years, and will take all reasonable steps to ensure that it does not and will not knowingly provide, material support or resources to any individual or entity that commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitated, or participated in terrorist acts.

The Offeror also verifies that it does not appear on 1) the website of the Excluded Party List: [www.epls.gov](http://www.epls.gov/) or 2) the website of the United Nations Security (UNSC) sanctions committee established under UNSC Resolution 1267 (1999) (the “1267 Committee”): [http://www.un.org/Docs/sc/committees/1267/consolist.shtml.](http://www.un.org/Docs/sc/committees/1267/consolist.shtml)

The undersigned declares s/he is authorized to sign on behalf of the company listed below and to bind the company to all conditions and provisions stated in the original RFP document including attachments from TANAGER.

|  |  |  |  |
| --- | --- | --- | --- |
| **Proposal Authorized By** | | | |
| Signature |  | Name | Click here to enter text. |
| Title | Click here to enter text. | Date | Click here to enter text. |
| **Authorized for and on behalf of** | | | |
| Company | Click here to enter text. | | |
| Address | Click here to enter text. | | |
| DUNS No. | Click here to enter text. | Business Registration No. | Click here to enter text. |
|  | | |  |

# APPENDIX C. TECHNICAL QUALIFICATIONS AND COST PROPOSAL

**Section A**: **Institutional Registration and Corporate information.**

Provide documentation that demonstrates the institution as legal entity registered in the country(ies) of operations and authorized by the government to operate in its core areas of functions. In addition, provide the following corporate information.

|  |
| --- |
| **Click or tap here to enter the name of the vendor** |
| **Click or tap here to enter the address** |
| **Click or tap here to enter the telephone number** |
| **Click or tap to enter the name of signatory authority** |
| **Click or tap here to enter the position/title of signatory authority** |
| **Click or tap here to enter telephone number beginning with the area code** |
| Click or tap here to enter primary email address |

Name of Vendor Address

Telephone Number

Name of Signatory Authority

Position/Title

Telephone Number

Email Address

**Section B: *Technical Merits and interpretation of the RFP***

1. Please provide a statement of purpose demonstrating your institution’s understanding of how gender/nutrition-sensitive approaches in agricultural programming relate to and support your institution’s vision, mission, and strategic goals/objectives. Additionally, please note the structures that have been put in place or steps that have been taken so far to advance the institution’s work in either or both of these two thematic areas.
2. Based on your understanding of the RFP, the list of potential LSP services in Section 2, the IGNITE service matrix in Appendix D of the RFP, please outline the potential services that your institution is in a position to provide to IGNITE clients. For each service that you list, please include the names of any relevant team members who might assist in the provision of the service. Please note that Tanager will cross-check these names with the position titles, areas of expertise, daily rates, and CVs that you submit as a component of this proposal.

**Section C: Institutional capacity, portfolio and experience in alignment to the RFP.**

1. Please provide a summary of your institution’s experience in gender/nutrition-sensitive technical assistance [TA] and capacity building [CB] in the last 5 - 7 years starting with the most recent. For major deliverables and services that you cite, please highlight the year that the deliverable was finalized and, if possible, the client or institution for which it was developed. Please note that the experience that you highlight should ideally correspond to the potential services that you highlight in Section B, Question 2.
2. Please describe the composition of the team, the background and skills of team members, and the appropriateness of the technical skill mix, gender balance and geographical representation. Provide a plan for identifying/selecting the relevant units or staff to participate in the technical assistance and capacity building work with IGNITE. Please note that Tanager will cross-check this response against the position titles, areas of expertise, daily rates, and CVs that you submit as a component of this proposal.
3. Beyond the skills that your team already has, please outline any additional technical support and capacity building that your team would need to better support IGNITE clients in the areas that you propose.

**Section E: Statement of value, Scale and Impact**

1. Please outline the degree to which your engagement with IGNITE and learning and continued engagement with IGNITE clients can influence broader systemic sectoral changes in Nigeria and/or West Africa even after IGNITE has ended.
2. Please explain how you achieve scale in your current programming, and the recommendations that you might make to IGNITE and to IGNITE clients to scale its work and broaden and deepen impact. (4 points)

**Section G: Cost Proposal:**

1. Please confirm whether your company can meet the following requirements:
   1. Confirm that your company has the ability to pre-finance 50% cost of engagement:

**Confirm (Yes or No)**

* 1. If your company does not have the ability to pre-finance 50% of the cost of the engagement, please explain:

# Confirm that your company has the ability to develop and issue an invoice:

**Confirm (Yes or No)**

* 1. If your company does not have the ability to develop and issue invoice, please explain:

# APPENDIX D. RATE SHEET TEMPLATE

Please complete the following table, adding additional rows as necessary to include anyone who would be working on IGNITE.

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Position Title | Area(s) of Expertise (please list any that apply) | Daily Rate as of January 1, 2021 |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# APPENDIX E. IGNITE SERVICE MATRIX

|  |
| --- |
| The IGNITE service matrix outlines a list of services that IGNITE offers to clients as standalone options or as a combined set of services to support gender mainstreaming and nutrition integration processes at institutional or programmatic levels. The matrix differentiates services between two categories - technical assistance and capacity building. Many of the services overlap with the Illustrative LSP options presented in section 2.1 of this RFP. |
| **Technical assistance support – program level / institutional level** |
| **A: Systems and structure strengthening support – institutional or program level** |
| Policy, strategy, business plan review to integrate gender and nutrition |
| Gender and nutrition policy, strategy, action plan development |
| Technical proposal review to integrate gender, nutrition and MEL |
| Review and development of budgets to ensure integration of gender and nutrition in institutional or project budget to cover activities such as audits, risk assessments, and MEL |
| Institutional review of gender structures – JDs, Orientation plans, Leadership, training calendars etc |
| Review of institutional or program M&E systems and structures including indicators, results frameworks, theory of change, logic models and impact pathways |
| Development of Institutional or program M&E systems and structures including indicators, results frameworks, theory of change, logic models, impact pathways and data management systems. |
| Development of reporting and tracking system for gender and nutrition risks |
| Develop and/or review internal structures, systems, processes and plans for accountability on gender and nutrition |
| **B: Tools and resources** |
| Gender, nutrition, and social behaviour change [SBC] toolkit review and /or development |
| Review and/or develop tools and templates for gender and nutrition budget tracking |
| Develop and provide ongoing support on data collection tools and templates |
| Develop tools and templates to capture continuous learning on gender mainstreaming and nutrition integration. |
| **C: Research and Learning** |
| Gender analysis, Social Behaviour Change analysis, Food environment analysis, household food and market access analysis, food consumption patterns and preferences studies |
| Consumer, end-user, and beneficiary insight surveys to inform decision making on intervention design and implementation |
| Gender audits |
| Support design of risk assessments and development of mitigation strategies |
| Review of research tools to integrate gender and nutrition |
| Facilitate learning on the nexus of gender, nutrition and agriculture |
| Design and implement research projects to identify successful models for mainstreaming gender and integrating nutrition in agriculture |
| **Capacity Building support – program level / institutional level**  ***IGNITE has a standard toolkit for gender, nutrition and SBC trainings with various modules. The list below is not exhaustive of trainings as these will be on demand basis and customized per client.*** |
| Institutional/ program gender and nutrition capacity audits |
| Institutional sensitization on nutrition, gender, social and behaviour change |
| Trainings on nutrition, gender, social and behaviour change, MEL with respect to Gender and nutrition. This can be delivered offline or virtual |
| Trainer of trainers on nutrition, gender, social and behaviour change, MEL with respect to Gender and nutrition. This can be delivered offline or virtual |
| Coaching and mentorship of gender and nutrition focal points |
| M&E training and on-going support on data collection, quality checks, analysis, ethics, and storage |
| Training on case study and documentation on success stories |

1. These are institutions that bring together key actors in the agriculture sector through their membership at a national level and have a mandate for institutional strengthening for their members. could be industry associations, federations, business membership organizations and other umbrella institutional bodies that can cascade the capacity building to their member organizations. [↑](#footnote-ref-2)