

USAID Resilience through Agriculture in South Sudan Activity (RASS)

REQUEST FOR PROPOSAL (RFP)

Issue Date: **September 11, 2023**

Deadline: **September 29, 2023**

Request No: RASS-RFP-2023-005

Provision for Vocational and Business Skills training for
DAI/RASS Activity in Nine (9) Counties

NOTICE: Prospective Training Firms/NGO,s who have received this document from a source other than the RASS Activity should immediately contact rass_procurement@rassactivity.org and provide their name and mailing address so that any amendments to this RFP or other solicitation-related communications can be sent directly to them. Any prospective Consultancy firm or individual who fail to register their interest with DAI/RASS assumes complete responsibility if they do not receive communications prior to the closing date of this RFP. Any amendments to this solicitation will be issued via email.

Issuance of this RFP in no way obligates DAI to award applicants an Agreement and the applicants will not be reimbursed for any costs associated with the preparation of their application. No discussions or negotiations are permitted with firms or individual under this RFP. Training firms or NGO,s shall submit their best and final price

Request for Proposal – Training firms/NGO, s

Overview: DAI Global LLC, a legally registered company in South Sudan and implementer of the USAID-funded Resilience through Agriculture in South Sudan (RASS) Activity, hereby invites eligible training services providers to provide **Training on vocational and business skills across nine (9) counties**. The RASS Activity will improve food security and community household recovery and resilience in 17 target counties, reducing long term reliance on humanitarian assistance (HA).

1. RFP No.	RASS-RFP-2023-005
2. Issuance Date	Sept 11, 2023
3. Title	Vocational and Business training Skills across nine (9) counties
4. Issuing Office	DAI Global LLC USAID-funded RASS Activity Afex Camp River, Hai Malakal, Along side Nile River, Juba, South Sudan
5. Email Address for Submission of Quotations	All quotes must be submitted by email to rass_submissions@rassactivity.org with “Vocational and Business training Skills” in the email subject line. Any other form of submission will not be accepted.
6. Deadline for Receipt of Applications	17:00 CAT, 29th September 2023. Late submissions will not be accepted.
7. Submission of Questions / Clarification Requests	Consultancy firms may submit questions and requests for clarifications by email no later than 25th September 2023, at 17:00 CAT. Please only submit questions to: rass_procurement@rassactivity.org . All questions received will be compiled and answered in writing and distributed to all registered Consultants or firms.
8. Anticipated Award Type	DAI anticipates awarding a fixed-price sub-contract/Purchase Order for the services
9. Basis for Award	Any application that does not meet the technical minimum score of 70 out of 100 points will be rejected. Any application that does not meet the mandatory criteria set out in Attachment B will be rejected. The candidate who meets the selection criteria will be invited for an interview. The final candidates that successfully pass the interview will be recommended for the award upon satisfactory reference checks, document verification for successful candidates and screening requirements. To be considered for award, the bidding organizations must follow the instructions provided in this RFP, submit a complete application (see section 11), and meet all the requirements identified in Sections 10, 12 and 13 prior to award.
10. Technical Specifications and Requirements	See Attachment A – Terms of references See Attachment B – Evaluation criteria
11. Complete Applications Response	A complete submission in response to this RFP includes: 1. Attachment C – Application submission form Form 1. CV with relevant attachments Form 2. Financial Proposal

Form 3. Past Performance References	
<p>12. General Instructions to Consultants</p>	<ul style="list-style-type: none"> • Each eligible and interested applicant/offeror is responsible for reading very carefully and understanding fully the terms and conditions of this RFP. Failure to do so will be at the firms' or individual risk. • All communications regarding this solicitation are to be made solely through the Issuing Office and must be submitted via email. • If this RFP solicitation is amended, then all terms and conditions not modified through the amendment shall remain unchanged • By applying, the interested consultant or firm fully understand that their quote must be valid for a period of 90 days, which shall be indicated in the cover letter submission. • Prior to any award the Offeror must meet all determination of responsibility requirements as listed in Box 13. • Consultants or firms shall submit applications • Individual consultants or firms shall complete Attachment B: Price Schedule template in United States Dollars (USD) only
<p>13. Anti-Corruption and Anti-Bribery Policy and Reporting Responsibilities</p>	<p>DAI conducts business under the strictest ethical standards to assure fairness in competition, reasonable prices and successful performance or delivery of quality goods and equipment. DAI does not tolerate the following acts of corruption:</p> <ul style="list-style-type: none"> • Any requests for a bribe, kickback, facilitation payment or gratuity in the form of payment, gift or special consideration by a DAI employee, Government official, or their representatives, to influence an award or approval decision. • Any offer of a bribe, kickback, facilitation payment or gratuity in the form of payment, gift or special consideration by an offeror or subcontractor to influence an award or approval decision. • Any fraud, such as mis-stating or withholding information to benefit the offeror or subcontractor. • Any collusion or conflicts of interest in which a DAI employee, consultancy firm or individual, or representative has a business or personal relationship with a principal or owner of the offeror or subcontractor that may appear to unfairly favor the offeror or subcontractor. Subcontractors must also avoid collusion or conflicts of interest in their procurements from vendors. Any such relationship must be disclosed immediately to DAI management for review and appropriate action, including possible exclusion from award. <p>These acts of corruption are not tolerated and may result in serious consequences, including termination of the award and possible suspension and debarment by the U.S. Government, excluding the</p>

	<p>offeror or subcontractor from participating in future U.S. Government business.</p> <p>Any attempted or actual corruption should be reported immediately by either the offeror, subcontractor or DAI staff to:</p> <ul style="list-style-type: none">• Toll-free Ethics and Compliance Anonymous Hotline at (U.S.) +1-503-597-4328• Hotline website – www.DAI.ethicspoint.com, or• Email to Ethics@DAI.com• USAID’s Office of the Inspector General Hotline at hotline@usaid.gov. <p>By signing this proposal, the offeror confirms adherence to this standard and ensures that no attempts shall be made to influence DAI or Government staff through bribes, gratuities, facilitation payments, kickbacks or fraud. The offeror also acknowledges that violation of this policy may result in termination, repayment of funds disallowed by the corrupt actions and possible suspension and debarment by the U.S. Government.</p>
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Attachment A

TERMS OF REFERENCES

1) RASS ACTIVITY DESCRIPTION

I. RASS Activity Background

The Resilience through Agriculture in South Sudan (RASS) Activity is a four-year USAID-funded project implemented by DAI Global LLC and three sub-contractors: CARE International, International Fertilizer Development Center (IFDC), and The Waterfield Design Group Inc (WDG) aimed at improving food security and community household recovery and resilience across 17 counties in Western Bahr el Ghazal, Unity, Upper Nile, Jonglei, Western Equatoria, Eastern Equatoria and Lakes States in-line with USAID strategic framework for South Sudan. To achieve this, RASS employs a resilience pathways approach to improve the effectiveness of local systems and strengthen the capacities of community groups to achieve gender-responsive and diversified market-sensitive agriculture production; facilitate increased production of diverse nutritious foods by strengthening productivity, reducing food loss, and improving nutrition behaviors; strengthen and expand household and community opportunities for sustainable, locally driven livelihoods; and enhanced private sector productivity of honey and shea nuts value chains. Gender Equality, Youth, and Social Inclusion (GEYSI) and Social Behavior Change Communication (SBC) are integral to RASS programming. The work is aimed at transitioning communities from humanitarian assistance to a phase of inclusive development assistance and economic growth.

The RASS Project works closely with other United States Government funded projects as well as collaborate with other United Nations (UN) Agencies and Funds, International Non-Governmental Organizations (INGOs), and National Non-Governmental Organizations (NNGOs) to ensure maximum benefit to the communities and minimal duplication of assistance.

2. CONTEXT, SCOPE, AND HIGH-LEVEL EXPECTED RESULTS

RASS is working in the selected counties to create alternative pathways for South Sudanese youth and women to acquire skills and competencies that will enable them to suit the labour market or pursue entrepreneurial/business ventures. The objective of this intervention includes economic empowerment of the youth and women by capacitating them to engage meaningfully in the affairs of their lives and to enable them to earn a decent livelihood. In line with its fundamental approach, RASS intends to implement with and through partnerships, benefiting from existing knowledge, best practices, and the human resources of other implementers in the target counties. Further, RASS is working to foster an inclusive collaboration at the grassroots with other agencies, input dealers, and farmers among others for successful capacity building and adoption of entrepreneur/business skills.

More specifically, RASS is seeking to engage a sub-contractor to:

- Build capacity of the 90 enterprise groups across the 9 counties in areas including vocational, entrepreneurship skills and business skills and development of business plan.
- Provide tailoring training to 2 women groups in Budi County who are currently engaged in sanitary pads sewing.
- Technically support and mentor groups for continuous skills development and success of their business.

2.1. High Level Expected Results

Through the vocational and entrepreneurship skills training programs, RASS anticipates enhancing the skills of youth and women groups to enable them to gain productive and fulfilling work to meet their livelihood aspirations.

Building their capacity will also widely promote the establishment of private enterprise which will create jobs for more people. Engagement of the target groups in employment and business opportunities will reduce exposure to climatic and non-climatic risk through diversification of income sources. RASS will refine and expand targeted training through local organizations and other partners to more interested community members during the project period.

These interventions aim to create safe and rewarding economic opportunities for the youth and women through skills transfer to enable them to gain productive and fulfilling work to meet their livelihood aspirations.

These efforts are neatly weaved and will contribute to the attainment of the RASS objectives and core outcome of graduating communities from high Integrated Food Security Phase Classification (IPC) to low IPC Acute Food Insecurity (AFI).

On the accomplishment of this activity, RASS anticipates that through the implementation of these key activities, the following results will be achieved:

- 1) Create pathways for increased employment through skill building (vocational, entrepreneurship and business skills) for youth and women.
- 2) Expand entrepreneurship opportunities for youth, including young women through the utilization of the acquired skills to operationalize business.
- 3) Economic empowerment of youth and women through income generating to diversify their livelihood thus reducing exposure to risks from agriculture.

2.2. Objectives

The training will be focused on the 90 enterprise groups across the 9 counties and 10 groups per county. The groups are currently engaged in various enterprises/businesses which include bakery, shea butter processing, soap making, sanitary pads, VSLA, studio and saloon, restaurant, fish mongers, vegetable production, and agro dealership, among others. The sub-contractor will develop a vocational training manual aligned with the potential business areas prioritized by the groups. Considering the low literacy level of programme participants, the sub-contractor training approach and training materials should reflect the low literacy and numeracy levels and promotes social cohesion/teamwork.

The vocational skills aspect of the training will mainly focus on bread baking and pastry, tailoring (sewing, garment construction, sketching, marking, cutting, pinning, stitching, trimming, pressing, simple mechanics) and saloon (hair cutting/shaving, styling, plaiting, hair perming etc.). The business skills component will be focused on entrepreneurship, marketing, financial management, business

management and ethics. In addition, all the enterprise groups will need to be trained in business skills and develop a business plan that will support the operationalization of their business.

Overall, the objective of the assignment includes.

- Provide entrepreneurship and business skills training to the 90 enterprise groups across the 9 counties.
- Support 90 enterprise groups with the development of a comprehensive operational and bankable business plan
- Provide vocational skills training to producer groups on bread making, salon/hair cutting on tailoring.
- Equip the tailoring group in Budi with basic knowledge of operating a sewing machine including skills to set up the machine and minor repairs in case of malfunctions.
- Technical support and mentorship for continuous skills development and success of the business.

2.3. Geographical Locations

Households and communities within the target counties of Wau, Jur River, Akobo, Kapoeta North and Budi, Panyijar, Baliet, Duk, and Pibor are reliant on agriculture for their survival and given their vulnerability, any shock or stress to this sector has the potential to push them further into poverty and food insecurity. Off-farm activities strengthen livelihoods for households and communities in the target counties by focusing on expanding opportunities for livelihood diversification for marginalized, vulnerable populations, and safeguarding those livelihoods.

This activity is scheduled to take place within the target counties of Wau, Jur River, Akobo, Kapoeta North and Budi, Panyijar, Baliet, Duk, and Pibor to strengthen livelihoods for households and communities in the target counties by focusing on expanding opportunities for livelihood diversification for marginalized, vulnerable populations, and safeguarding those livelihoods.

2.4. Approach and Methodology

The training method will be more participative, with all participants, regardless of gender or cultural beliefs, being encouraged to participate and express their thoughts. This will not only help instructors to detect knowledge gaps but will also provide young people (women) with a friendly setting in which to learn and contribute to discussions. The consultant is required to deliver this hands-on training to guarantee that the project is finished on time.

The selected training service provider will travel to the assigned counties and work collaboratively with the RASS frontline teams to undertake the training sessions accordingly. During the completion of the training, a facilitator is expected to gather feedback for participants for future programming:

4) PERIOD AND PLACE OF PERFORMANCE

The period of performance is expected within 60 days from contract inception date and spread across the Nine (9) and to run concurrently.

DAI/RASS will contract the vocational and business training service provider on the following Level of Efforts (LOE):

Pre-meeting phase: The individual or staff of the sub-contractor will meet with RASS/HQ in Juba and then travel to one or a series of the Nine (9) counties.

5) EXPECTED RESULTS AND SUPPORT

5.1) RASS expectations of the Training service Provider

Under the supervision of the DCOP that will provide overall technical direction and acceptance of all deliverables, the organization/subcontractor is expected to come up with his or her own training guide which are relevant to the objective of RASS activity. The training help to reflect and address the needs of trainees in a local context and as spelled out in the SOW (Annex 1)

5.2) RASS support to the Training service provider

RASS support will consist to:

- RASS will only facilitate the service provider on ground including transportation in the field, share available contacts for county level work and assist in the coordination and beneficiary mobilization.

Expected Post -Award deliverables.

The following will be the deliverables upon the successful vocational and business skills training.

No.	Description	Deliverable Indicator	Due Date
1	An inception report clearly outlining the approach and methodology, proposed activity implementation timelines, and the training outline indicating locally acceptable, easy-to-replicate fuel-efficient technologies to be promoted based.	Inception Report	Within 10 days
2	Provide entrepreneurship and business skills training to the 90 enterprise groups across the 9 counties.	Training Report	Within 60 days
3	Support 90 enterprise groups with the development of a comprehensive operational and bankable business plan	Group operational and bankable business plan	Within 60 days

No.	Description	Deliverable Indicator	Due Date
4	Provide vocational skills training to producer groups on bread making, salon/hair cutting on tailoring.	Training report	Within 60 days
5	Provide vocational skills training to producer groups on bread making, salon/hair cutting on tailoring.	Training report	Within 60 days
6	Quarterly technical support and mentorship for continuous skills development and success of the business.	Quarterly mentorship reports	Quarterly post training period

1. Proposed timeframe

The assignment indicated in this Terms of Reference to train the Ninety (90) enterprise groups should be completed by **30th September, 2024**. The timeframe for this consultancy is 60 days, from the time of signing the contract. The consultants must commit to finishing the consultancy assignment within the specified timeframe. The proposed timeline is divided as follows:

2. Management of the Training service provider

Under the overall supervision of the RASS Chief of Party (COP); and in collaboration with Objective 1 Lead and relevant DAI/RASS technical personnel, the Consultancy firm or individual will be directly under the supervision of the Deputy Chief of Party (DCOP).

6. Payment schedule

Task/Deliverable	Due Date	Payment	Approver
1. An inception report clearly outlining the approach and methodology, proposed training practice regulations and safety measures to trainees before, during and after training.	10 business days upon contracting	20% upon submitting the inception report	Not applicable
2. Submission of Draft Training Reports	7 Days after the conducting the training	30% upon submitting the draft report	Deputy Chief of Party
3. Finalization and submission of the final training reports	7 business days upon returning from the field	20% upon approval of Final validated training report on vocational training recommendations on the next course of action	Deputy Chief of Party
4. Quarterly mentoring reports	7 days after every quarter	10% upon each quarterly mentoring report submission (3 quarter)- Total 30%	Deputy Chief of Party

3. Service Provider Profile/ Competencies

Applications from registered organizations with extensive experiences are welcome and will be assessed on their ability to demonstrate the following competencies.

- Organization with TVET certified and qualified trainers with practical hands experience in delivering vocational and business skills in low setting environment.
- Trainers should have at least one year experience in capacity empowerment in relation to livelihood, economic recovery and in post conflict /development settings
- Experience in adult learning methodology , presentation and report writing
- Experience working with community groups, vulnerable /women groups, CBOs, etc.
- Strong knowledge of TVET sector with key focus on vocational training models that are both adaptable and sustainable.
- Excellent organizing, facilitating, presentation, communication, and report-writing skills.
- Sound knowledge of the context in South Sudan and the geographic scope of the study area. Fluency in English and working capability of Local Arabic

1.1 Additional Information

- Consultancy firms or individuals shall abide by WHO and the Government of South Sudan COVID-19 SOPs.

- Consultancy firms or individuals shall be required to sign and abide by DAI Safeguarding Policy (which includes prevention of sexual exploitation and abuse, and behavior protocols).
- Consultancy firms or individuals shall abide by USAID beneficiary data privacy/management policies.

2.

2.1 *Ethical Considerations, Confidentiality and Proprietary Interests*

- The organization must apply standard ethical principles during the assignment. Some of these must deal with confidentiality of interviewee statements when necessary, refraining from making judgmental remarks about stakeholders.
- The organization shall not either during the term or after the termination of the assignment, disclose any proprietary or confidential information related to the service without prior written consent by the contracting authority. Proprietary interests on all materials and documents prepared by the contract holder under this assignment shall become and remain properties of DAI/RASS.

4. Submission

To apply, please send your complete and updated CVs/resumes of the proposed experts, technical and financial proposals detailing methodology, work plan, required resources and budget; and previous reports as one single document to: rass_submissions@rassactivity.org. Your attachment must be not exceeded 1 megabyte in size. Please DO NOT submit any other recruitment documents currently. In the subject line, please include the: “**Group Vocational and business training call**” DAI/RASS encourages applicants to submit their applications electronically. Only shortlisted candidates or firms who meet all the minimum qualifications will be contacted. DAI/RASS will carry out reference checks and document verification for successful firms or candidates. The deadline for submissions is **Friday 29th September 2023, at 05:00 PM (17:00) CAT**. Kindly be reminded that DAI does NOT tolerate canvassing and will not answer questions via phone calls.

DAI Organization and Values: DAI is a global development company with corporate offices in the United States, the United Kingdom, EU, Nigeria, Pakistan, and Palestine and project operations worldwide. We tackle fundamental social and economic development problems caused by inefficient markets, ineffective governance, and instability. DAI works on the frontlines of global development. Transforming ideas into action—action into impact. We are committed to shaping a more livable world.

DAI and its employees are committed to confronting racism and holding ourselves accountable for positive change within the company and in the communities, cultures, and countries in which we live and work. DAI is committed to attracting and retaining the best employees from all races and backgrounds in our continued effort to become a better development partner. DAI upholds the highest ethical standards. We are committed to the prevention of sexual exploitation, abuse, and harassment as well as other ethical breaches. All of our positions are therefore subject to stringent vetting and reference checks.

DAI is an equal opportunity/affirmative action employer with a commitment to diversity. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or status as a protected veteran.

ATTACHMENT B EVALUATION CRITERIA

Mandatory criteria

The vocational and business training sub-contractor will be eliminated if the application does not demonstrate that it meets the following minimum mandatory criteria:

Evaluation criteria

#	Evaluation criteria	Maximum Points
1	<u>Education and qualifications</u>	40
1.1	<ul style="list-style-type: none"> • TVET certified and qualified trainers with practical hands experience in delivering vocational and business skills in low setting environment. 	40
2	<u>Professional Training Experience</u>	60
	<ul style="list-style-type: none"> • Trainers should have at least one year experience in capacity empowerment in relation to livelihood, economic recovery and in post conflict /development settings 	10
2.2	<ul style="list-style-type: none"> • Appropriateness of the training approach and methodology to the terms of reference. (<i>Perform the tasks required by the terms of reference</i>). At a minimum, this should cover the organization's approach/methodology to undertake the tasks described in the terms of reference.) 	20
2.3	<ul style="list-style-type: none"> • The extent to which the proposed training activities are planned in a realistic manner (duration and implementation period) and the compliance of the deliverable schedule with the terms of reference requirement. 	10
2.4	<ul style="list-style-type: none"> • Examples of previous work experience and references as it relates to this kind of service 	10
	<ul style="list-style-type: none"> • Proposed training curriculum and course content 	10
TOTAL POINTS		100

To be qualified, you must obtain a minimum of 70/100 points.

The final candidates or firm that successfully pass the interview will be recommended for the award upon satisfactory references.

Attachment C APPLICATION'S SUBMISSION FORM

1. Form 1. CV

The **vocational and business training sub-contractor** must provide his/her complete and updated CV/Resume of key staff . The CVs must specify the **staff Nationality**.

1. Form 2. Financial proposal

Vocational and business raining for the DAI/RASS Activity
Procurement Ref : RFP-JBA-23-006

No.	Deliverable Description	Deliverable Indicator	Amount
1	An inception report clearly outlining the approach and methodology, proposed activity implementation timelines, and the training outline indicating locally acceptable, easy-to-replicate fuel-efficient technologies to be promoted based.	Inception Report	
2	Provide entrepreneurship and business skills training to the 90 enterprise groups across the 9 counties.	Training Report	
3	Support 90 enterprise groups with the development of a comprehensive operational and bankable business plan	Group operational and bankable business plan	
4	Provide vocational skills training to producer groups on bread making, salon/hair cutting on tailoring.	Training report	
5	Provide vocational skills training to producer groups on bread making, salon/hair cutting on tailoring.	Training report	

No.	Deliverable Description	Deliverable Indicator	Amount
6	Quarterly technical support and mentorship for continuous skills development and success of the business.	Quarterly mentorship reports	
GRAND TOTAL IN Click here to enter text.			
GRAND TOTAL IN UNITED STATES DOLLARS			\$

Delivery Period: [Click here to enter text.](#)

We, the undersigned, provide the attached financial proposal in accordance with **RASS-RFP-2023-005** dated [\[Insert full date\]](#).

I certify a validity period of 90 days for the rates provided in the attached proposal. I have read and understood the instructions provided in the subject RFQ, which I intend to fully comply with.

We understand that DAI is not bound to accept any applications it receives, and that DAI will not reimburse any costs associated with the preparation of this application.

Consultant's signature

2. Form 3. Past performance references

The Vocational and Business training service provider must provide at least 3 past performance references information. This may include any good performance certificate he/she may have received during his/her past performance.

Reference # 1

Name of Project:	
Location of Project:	
Period of Performance:	
Description of Services Provided:	
Reference Contact Name:	
Reference Contact Number:	

Reference # 2

Name of Project:	
Location of Project:	
Period of Performance:	
Description of Services Provided:	
Reference Contact Name:	
Reference Contact Number:	

Reference # 3

Name of Project:	
Location of Project:	
Period of Performance:	
Description of Services Provided:	
Reference Contact Name:	
Reference Contact Number:	