



Request for Proposal # RFP#SP2302-SSD-JUB-26-122

08th June 2026

Dear Sir/ Madam,

You are invited to submit your proposal in response to the attached Request for Proposal.

SNV seeking for service providers for procurement of cereal Inputs, joint Seed System Strengthening, and Seed/input-Related Agricultural Extension Services. The purpose of this assignment is to engage a qualified service provider to supply cereal seeds and agricultural tools while supporting the establishment of sustainable seed production, distribution, and farmer support systems within the selected county. The assignment seeks to improve farmers' access to quality agricultural inputs and strengthen local capacity for cereal production through demonstration activities, farmer learning, seed multiplication, village-level input distribution mechanisms, and market engagement. The overall intention is not only to facilitate the distribution of inputs for a single production season but also to contribute to the development of locally managed systems that improve the availability, accessibility, and sustainability of quality seed beyond the duration of project support.

Your proposals are due to SNV no later than 10:00AM on 19th June 2026. Late proposals will be disqualified.

Refer to the detailed TOR herein.

We look forward to receiving your proposal.

Kind regards,

Country Operations Unit

Request for Proposals

Reference #: RFP#SP2302-SSD-JUB-26-122

CLOSING DATE: 19/June/2026

SECTION 1

1.0 INSTRUCTIONS

1.1 INTRODUCTION

SNV NETHERLANDS DEVELOPMENT ORGANISATION would like to invite interested and qualified service providers for procurement of cereal Inputs, joint Seed System Strengthening, and Seed/input-Related Agricultural Extension Services.

SNV is a mission-driven global development partner committed to sustainable and inclusive development, with a strong local presence and alignment with national priorities. In October 2024, SNV re-established its presence in South Sudan through the Community-Driven Rural Development (CDRD) Project, implemented in partnership with GIZ and funded by the EU Green Resilient Economy Fund.

The overall project objective is to promote green, sustainable, and climate-resilient economic development, while contributing to improved food and nutrition security (FNS) and resilience to climate shocks in South Sudan.

1.2 INVITATION TO BID

You are invited to submit your proposal documents to SNV Office in soft copies so they may be evaluated. SNV requires prospective bidders/firms to provide mandatory information for the tender.

1.3 EXPERIENCE

Prospective Vendors must have carried out successful delivery of similar projects in size and complexity. Potential bidders/firms must demonstrate the willingness and commitment to meet the tender criteria.

1.4 RFQ DOCUMENT

This document includes questionnaire forms and documents required of prospective bidders.

In order to be considered for the tender, prospective partners must submit all the information requested herein.

1.6 SUBMISSION OF DOCUMENTS

A complete proposal and other information requested should be submitted online through authorized signatory to the following address:

southsudanprocurement@snv.org

Not later than 10:00 AM (local time) on 19/06/2026

The RFQ Reference **RFP#SP2302-SSD-JUB-26-122** should be clearly indicated in the subject line of the email alongside with the bidder's company name.

1.7 QUESTIONS ARISING FROM DOCUMENTS

Questions that may arise from the RFP documents should be directed to Procurement whose address is below;

southsudanprocurement@snv.org

1.8 ADDITIONAL INFORMATION

SNV reserves the right to request submission of additional information from prospective Vendors/partners.

All data submitted will be maintained securely by SNV and used only for programming purposes. Data will be destroyed after 10 years in accordance with national law.

SECTION 2

2.1 TAXES ON CONSULTANCY CONTRACTS

Applicable consultancy fee will be subjected to applicable 20% tax as per the South Sudan taxation rule. Payment to the service provider shall be upon the full delivery of the inputs and submission of invoice and acceptance by the project, subsequently for the agriculture extension service will be done upon meeting specific TOR as maybe detailed. Payment shall be made via bank transfer.

2.2 CUSTOMS CLEARANCE

The service provider shall be responsible for custom clearance when necessary.

2.3 CONTRACT PRICE AND CONTRACT

The contract shall be of unit price type for the inputs. And service provision on consultancy bases.

2.4 PAYMENTS

Payments are made within 30 days of receipt of a valid invoice.

2.5 BID VALIDITY

Your tender must be valid for 30 days.

SECTION 3

3.1 WITHDRAWAL OF RFQ

Should a condition arise between the time the firm has tendered the bid and the opening date which in the opinion of the SNV South Sudan could substantially change the performance and qualification of the Vendor or his ability to perform such as but not limited to bankruptcy, change in ownership or new commitment, SNV South Sudan reserves the right to reject the tender from such a Vendor.

3.2 EVALUATION CRITERIA

SNV will determine the winning consultant on the basis of the below;

Evaluation and Scoring Matrix

Technical Evaluation (80%)

Evaluation Area	Description	Weight
Understanding of the Assignment	Demonstrated understanding of the objectives, scope of work, implementation context, and expected results.	10%
Technical Approach and Methodology	Quality, feasibility, and appropriateness of the proposed methodology for input delivery, demonstration plots, farmer support, seed multiplication, village-based input agents, and market linkage activities.	30%
Workplan and Implementation Strategy	Realism and practicality of the proposed implementation schedule, staffing arrangements, risk management measures, and operational approach.	10%
Relevant Experience and Past Performance	Demonstrated experience in agricultural input supply, demonstration plots, farmer training, seed systems, agro-dealer development, and market linkage activities.	15%
County Presence and Operational Capacity	Availability of offices, staff, logistical capacity, and operational experience within the selected county.	10%
Sustainability and Seed System Strengthening Approach	Quality and practicality of the proposed approach for strengthening local seed systems and promoting sustainability beyond the contract period.	5%

Total Technical Score: 80%

Financial Evaluation (20%)

Evaluation Area	Description	Weight
Financial Proposal	Competitiveness of the proposed budget, clarity of cost breakdown, realism of unit rates, and overall value for money.	20%

Technical Scores are weighted at 80%. Financial scores are weighted at 20%. Financial evaluation will be conducted for those proposals passing the technical evaluation. The lowest price is awarded maximum points and all other bidders are ranked beside the lowest bid on the following basis:

$$\frac{\text{Bidders Cost} - \text{Lowest Cost}}{\text{Bidders Cost}} * 100 = \text{Deduction}$$

$$100 - \text{Deduction} = \text{Bidders score}$$

Your Financial proposal shall include a statement indicating the following:

- a) A realistic breakdown of costs required to deliver the assignment that demonstrates value for money for the required extension service (including clear units/unit costs, separating professional fees, per diems and other reimbursable costs) and any contributions towards project activities. The budget for the agricultural extension service should be detailed enough to show number of days, involved professional, breakdown of office and field days etc.
- b) Whether or not your contract and personnel shall be tax-free or not; and if not,
- c) Show separately what the tax burden will be.

SECTION 4

All firms must provide:

- (a) Firm Data shown in Section 4
- (b) Signed Sworn Statement as in Section 5
- (C) Following mandatory requirements
 1. Financial Proposal/Quotation
 2. Company Profile
 3. Certificate of Incorporation
 4. TIN Certificate
 5. Proof of Physical address
 6. Bank detail

4. 1 FIRM DATA

Name of Vendor	
Trading Name (if different from above)	
Postal Address	
Physical location of Business Premises	Town
	Street
	Plot No.
	Building name
	Floor
Primary Contact Person	Name
	Mobile number
	Email

Nature of organisation (e.g. Sole Proprietorship, NGO, Public Limited Company, Partnership, etc.)	
Names of the Proprietor, Directors or Partners and their nationality	
Name, nationality and position held	
Name, nationality and position held	
Name, nationality and position held	
Name, nationality and position held	
Vendor's Operations	Year established/registered:
	Duration of Operation:
	Objectives, Mandate, Mission:
Vendor Registration No. and Country of Registration (Attach Copy)	Country of Registration:
	Number:
VAT Registration No. (Attach Copy)	Number
Tax Identification Number Registration.(Attach Copy)	Number
Trade Licence/ Business Permit (Attach Copy)	Number

4.2 ELIGIBILITY

Do any of the following apply to your Firm/ Company or Organisation, or to (any of) the Director(s) / Partner(s) / Proprietor(s)		
Have you or your principals been subject of legal proceedings for insolvency, bankruptcy, receivership or your business activities suspended for related reasons?	Yes / No	If Yes give details
Have you been convicted of a criminal offence related to business or professional conduct?	Yes / No	If Yes give details
Have you had any contracts terminated for poor performance in the last five years, or any contracts where damages have been claimed by the client?	Yes / No	If Yes give details

4.3 CONFLICT OF INTEREST

Please provide answers to the following statements:

To the best of your knowledge, have you or any employee or staff member of your organization or firm, ever been employed by SNV?	Yes or No
If Yes, provide the name of the person in your organisation, and a description of the employment period, including job title, the duration of the employment period, the country of employment.	
Is any employee or staff member of your firm, company or organisation related (by blood, marriage or otherwise) to any employee of SNV in South Sudan?	Yes or No
If yes, please provide the name of your staff and the name of the SNV staff member they are related to. State the nature of the relationship.	

SECTION 5

5.1 Sworn Statement

Having studied the information provided for the above project we/I hereby state:

- a) The information furnished in our application is accurate to the best of my/our knowledge.
- b) We enclose all the required documents and information required for the RFQ

Date:

Applicant's Name:

Represented by:

Signature:

Designation:

(Full name and designation of the person signing and stamp or seal.)

SECTION 6

Purpose of the Assignment

The purpose of this assignment is to engage a qualified service provider to supply cereal seeds and agricultural tools while supporting the establishment of sustainable seed production, distribution, and farmer support systems within the selected county.

The assignment seeks to improve farmers' access to quality agricultural inputs and strengthen local capacity for cereal production through demonstration activities, farmer learning, seed multiplication, village-level input distribution mechanisms, and market engagement. The overall intention is not only to facilitate the distribution of inputs for a single production season but also to contribute to the development of locally managed systems that improve the availability, accessibility, and sustainability of quality seed beyond the duration of project support.

The successful bidder will be expected to implement a package of integrated services that combines input delivery with practical technical support, farmer capacity strengthening, seed system development, and market linkage facilitation. The assignment will be implemented in one county only, and bidders shall apply for either Juba, Torit, or Yambio County.

3. Specific Objectives of the assignment

The selected service provider shall be responsible for delivering a package of integrated agricultural input supply and seed system strengthening services within the selected county. Specifically, the assignment shall seek to achieve the following objectives:

- 1) **Objective 1: Supply Quality Agricultural Inputs:** To procure, transport, and deliver certified or quality-declared cereal seed and approved agricultural tools in accordance with the quantities and specifications provided by SNV, ensuring that all supplied inputs meet required quality standards and are delivered within the agreed timeframe.
- 2) **Objective 2: Support Farmer Learning and Adoption of Improved Production Practices:** To establish and support learning and demonstration plots, provide technical guidance to farmers, and conduct post-distribution follow-up activities that promote the adoption of improved cereal production practices, climate-smart agriculture, and appropriate crop management techniques.
- 3) **Objective 3: Strengthen Local Seed Production and Multiplication Systems:** To establish and support seed multiplication groups, identify and train seed-producing farmers and groups, and strengthen local capacity for the production, storage, quality management, and distribution of quality seed within the target county.
- 4) **Objective 4: Improve Community-Level Access to Agricultural Inputs and Advisory Services:** To identify, train, and support village-based input agents and other local actors who can facilitate farmer access to quality seed, basic agricultural inputs, and agricultural advisory services beyond the project-supported distribution period.
- 5) **Objective 5: Facilitate Sustainable Market Linkages for Seed and Grain Producers:** To strengthen linkages between farmers, seed producers, traders, cooperatives, aggregators, and other market actors through market identification, buyer engagement, off-taker arrangements, and information-sharing mechanisms that support the marketing of both seed and grain.
- 6) **Objective 6: Promote Sustainable Seed System Development:** To design, pilot, and document practical approaches for strengthening local seed production, distribution, and marketing systems, including mechanisms that can continue to function through local institutions, producer groups, and market actors after the completion of project support.

4. Scope of Work

The assignment involves the implementation of an integrated package of agricultural input supply, farmer support, seed system strengthening, and market linkage activities within the selected county. Activities are expected to contribute to improved cereal production, stronger local seed systems, and enhanced access to agricultural services and markets.

a) Supply and Delivery of Agricultural Inputs

This component covers the procurement, transportation, and delivery of cereal seeds and agricultural tools specified by SNV for the selected county. Seeds supplied under the assignment must be certified or quality-declared seed, except where approved local varieties are specifically requested and supported by evidence of acceptable germination and purity standards.

All inputs must be delivered to locations designated by SNV within the agreed implementation schedule. To safeguard quality, SNV reserves the right to conduct independent verification and sample testing of delivered seed. Any seed found not to meet the required quality standards will be replaced by the supplier at no additional cost to SNV.

In addition to physical delivery, support is expected for beneficiary verification and maintenance of accurate distribution records in accordance with SNV requirements.

b) Farmer Learning, Demonstration Activities, and Technical Support

Farmer learning and technology adoption will be promoted through the establishment and management of learning and demonstration plots across the selected county. These plots are expected to function as practical learning sites where farmers can observe, compare, and apply improved cereal production practices, climate-smart agriculture techniques, and appropriate crop management approaches.

Technical support should be provided throughout the production cycle, covering land preparation, planting, crop management, pest and disease management, harvesting, post-harvest handling, and seed saving practices. Regular follow-up visits are expected during the season to monitor crop performance, address emerging challenges, and reinforce key technical messages among participating farmers.

The assignment also includes facilitation of farmer learning events, field demonstrations, and knowledge-sharing opportunities that encourage wider dissemination of improved agricultural practices within target communities.

c) Seed Multiplication and Seed Producer Development

A key focus of the assignment is strengthening local seed production capacity through the establishment and support of seed multiplication groups. Participating farmers and groups should receive practical support on seed production, quality management, harvesting, storage, and seed handling practices required for the production of quality seed.

Working closely with SNV and relevant local stakeholders, the service provider is expected to identify 100 farmers, 10 seed producer groups, or community-based enterprises with the potential to engage in seed production as a commercial or semi-commercial activity. Capacity strengthening activities should cover seed production standards, quality assurance procedures, record keeping, storage management, and basic seed business development.

Support under this component should ultimately contribute to a stronger network of local seed producers capable of producing, storing, marketing, and distributing quality seed within their communities.

d) Community-Based Input Distribution and Advisory Services

Improving long-term access to agricultural inputs and advisory services requires the development of local distribution mechanisms that remain functional beyond the life of the project. This component therefore focuses on identifying, training, and supporting village-based input agents or similar local service providers across the target county.

These actors are expected to serve as local entry points for seed distribution, farmer support, and agricultural information dissemination. Practical systems should be developed to enable them to access seed from local producers, maintain basic business records, provide advisory support to farmers, and contribute to improved last-mile access to agricultural inputs.

The overall intention is to strengthen local capacity and establish sustainable community-based structures that continue serving farmers after completion of the assignment. A target for each county is 05 village-based agents established and supported. Cooperatives can also do.

5: Market Linkages and Seed System Sustainability

The service provider shall facilitate linkages between farmers, seed producers, traders, cooperatives, aggregators, processors, and other relevant market actors in order to improve market opportunities for both seed and grain producers. Activities may include market mapping, buyer identification, farmer-buyer engagement, business networking events, and support for commercial agreements where appropriate.

The service provider shall also document practical approaches that strengthen the sustainability of local seed systems, including relationships between seed producers, input agents, farmer groups, and market actors. The assignment shall culminate in the development of a sustainability framework outlining how key seed system functions can continue after the completion of project support.

Throughout implementation, the service provider shall work closely with SNV, local authorities, farmer groups, and other relevant stakeholders to ensure that project interventions are aligned with local priorities and contribute to sustainable agricultural development within the selected county.

5. Input Quantities and Technical Specifications

The service provider shall supply the agricultural inputs listed below for the county selected in its proposal. Bidders shall apply for only one county and must provide unit rates and total costs for all items listed under the selected county.

All seed supplied under this assignment shall be certified seed, quality-declared seed (QDS), or other approved seed categories acceptable to SNV and the relevant government authorities. Local varieties may be supplied only where specifically requested and supported by evidence of acceptable germination and purity standards.

All agricultural tools shall be new, durable, and fit for their intended purpose. Detailed technical specifications for agricultural tools will be provided by SNV during the procurement process.

5.1 Torit County

Item	Unit	Quantity
Maize Longe 5 Variety	kg	8,410
Maize Bazooka	kg	300
Maize DK777	kg	1,500
Sorghum Seso 3	kg	3,370
Sorghum Serina	kg	500
Millet Local Variety	kg	300
Millet Hybrid	kg	200
Hand Hoes with Handles	pcs	1,300
Forked Hoes with Handles	pcs	650

5.2 Yambio County

Item	Unit	Quantity
Maize Longe 5 Variety	kg	650
Maize Sister Hybrid	kg	620
Maize Bazooka	kg	850
Sorghum Seso 3	kg	515
Sorghum Serina	kg	310
Rice Nerica 4	kg	2,060
Rice Barungbu	kg	20
Rice Rwanja	kg	1,020
Rice Kpokpoki	kg	1,020
Rice Gongga	kg	1,000
Millet Bazagbara	kg	520
Millet Ngindo	kg	520
Millet Hybrid	kg	24
Hand Hoes with Handles	pcs	1,010
Rakes with Handles	pcs	1,010
Pangas	pcs	100

5.3 Juba County

Item	Unit	Quantity
Maize Longe 5 Variety	kg	5,890
Maize Local Variety	kg	3,000
Maize DK777	kg	1,500
Maize Bazuga	kg	1,500

Sorghum Seso 3	kg	2,360
Sorghum Local Variety	kg	2,000
Hand Hoes with Handles	pcs	890
Forked Hoes with Handles	pcs	450

5.4 Quality Assurance Requirements

All seed supplied under this assignment shall be accompanied by appropriate certification or quality assurance documentation demonstrating compliance with national seed standards. SNV reserves the right to conduct independent verification and sample testing of any seed lot delivered under the contract.

Where seed fails to meet the agreed quality standards, including germination and purity requirements, the service provider shall replace the affected batch at no additional cost to SNV. The costs associated with replacement, transportation, and any required retesting shall be borne by the service provider.

Bidders shall clearly indicate the origin, variety, certification status, and expected germination rate of all seed proposed under their financial and technical submissions.

7. Deliverables and Expected Outputs

The service provider shall be responsible for delivering the outputs described below during the contract period. All deliverables shall be submitted in accordance with the reporting requirements and timelines agreed with SNV.

Deliverable 1: Agricultural Inputs Supplied and Delivered: The service provider shall successfully procure, transport, and deliver all approved cereal seed and agricultural tools to designated locations within the selected county. Delivery shall be accompanied by relevant documentation, including delivery notes, beneficiary verification records, and seed quality assurance certificates where applicable.

Deliverable 2: Learning and Demonstration Activities Established: The service provider shall establish and support learning and demonstration plots across the selected county and provide technical support throughout the production cycle. Demonstration activities shall be fully documented and supported by records of farmer participation, field observations, and technical guidance provided.

Deliverable 3: Seed Multiplication Groups Established and Supported: Seed multiplication groups shall be identified, organized, and supported to undertake quality seed production activities. Participating groups shall receive appropriate technical support and demonstrate improved capacity in seed production, storage, handling, and management practices.

Deliverable 4: Seed Producers Identified and Trained: The service provider shall identify and support seed-producing farmers, groups, or enterprises capable of contributing to local seed production and distribution. Evidence of training, mentorship, and technical support provided to seed producers shall be documented and submitted to SNV.

Deliverable 5: Village-Based Input Agents Established and Operational: Village-based input agents shall be identified, trained, and supported within the selected county. The service provider shall demonstrate that these agents have been equipped with the knowledge and systems required to support local access to seed, agricultural inputs, and basic advisory services.

Deliverable 6: Market Linkages Facilitated: The service provider shall facilitate linkages between farmers, seed producers, traders, cooperatives, aggregators, and other relevant market actors. Evidence of market engagement activities, buyer identification, business linkages, and any commercial arrangements facilitated during the assignment shall be documented.

Deliverable 7: Seed System Sustainability Framework Developed: The service provider shall prepare and submit a practical seed system sustainability framework describing how seed production, distribution, farmer support, and market linkage functions can continue after completion of project-supported activities. The framework shall identify key actors, roles, operational arrangements, and recommendations for sustaining the system beyond the contract period.

Deliverable 8: Progress and Completion Reports Submitted: The service provider shall submit all required progress reports and a final completion report documenting activities undertaken, outputs achieved, lessons learned, challenges encountered, recommendations, and evidence of implementation. Reports shall be supported by relevant documentation, including attendance records, photographs, field monitoring records, and other verification materials required by SNV.

7. Duration of the Assignment and Implementation Schedule

The assignment is expected to be implemented over a period of five (5) months from the date of contract signature. The successful service provider shall be responsible for planning and sequencing activities in a manner that ensures timely delivery of agricultural inputs, effective implementation of technical support activities, and achievement of all expected outputs within the contract period.

While bidders may propose detailed implementation schedules within their technical proposals, the assignment is expected to broadly follow the implementation phases outlined below.

Period	Key Activities and Deliverables
Month 1	Contract inception, procurement and delivery of agricultural inputs, verification of deliveries, identification of demonstration plot sites, identification of seed multiplication groups, seed producers, and village-based input agents.
Month 2	Establishment of demonstration and learning plots, commencement of farmer technical support activities, formation and training of seed multiplication groups, and initiation of capacity-building activities for seed producers and village-based input agents.
Month 3	Continued technical support and monitoring of demonstration plots, follow-up visits to participating farmers, seed producer mentoring, market actor mapping, and initiation of market linkage activities.
Month 4	Support to seed production and multiplication activities, monitoring of village-based input agents, farmer learning events, market engagement activities, and documentation of implementation progress.
Month 5	Harvest-related technical support, consolidation of market linkage activities, development of the seed system sustainability framework, final monitoring activities, stakeholder validation where required, and submission of the final completion report.

The service provider shall maintain regular communication with SNV throughout the implementation period and shall promptly report any significant operational, technical, or logistical challenges that may affect delivery of the assignment.

Any proposed changes to the implementation schedule shall require prior approval from SNV. The successful bidder shall remain responsible for ensuring that all contractual obligations and deliverables are completed within the agreed contract period.

8. Reporting and Coordination Arrangements

The successful service provider shall work under the overall supervision of SNV and shall maintain close coordination with relevant project staff, local government authorities, community structures, farmer groups, and other stakeholders involved in implementation. Regular communication and coordination will be required throughout the duration of the assignment to ensure effective planning, timely delivery of activities, and prompt resolution of implementation challenges.

The service provider shall designate a focal person who will serve as the primary point of contact for SNV and who will be responsible for coordinating all technical, operational, and reporting aspects of the assignment. Any significant implementation challenges, delays, quality concerns, or deviations from the approved workplan shall be communicated to SNV in a timely manner.

To facilitate effective monitoring and oversight, the service provider shall submit monthly progress reports summarising activities undertaken, outputs achieved, implementation challenges encountered, mitigation measures adopted, and planned activities for the subsequent reporting period. Reports shall provide sufficient evidence to demonstrate progress against the agreed deliverables and implementation schedule.

The service provider shall maintain comprehensive records of all activities conducted under the assignment. These records shall include, but not be limited to, attendance sheets for training sessions and meetings, distribution records, demonstration plot monitoring records, seed production records, village agent support records, and documentation of market linkage activities. All records shall be made available to SNV upon request.

Photographic documentation shall be maintained throughout implementation to provide visual evidence of key activities and outputs. Where possible, photographs should be accompanied by basic contextual

information, including date, location, activity description, and participant details. SNV reserves the right to use such documentation for monitoring, reporting, learning, and communication purposes.

Where seed multiplication, storage, distribution, or market linkage activities are undertaken, the service provider shall maintain appropriate inventories and transaction records to demonstrate transparency and accountability. These records shall capture relevant information on quantities handled, recipients, locations, and any sales or distribution arrangements established during implementation.

At the conclusion of the assignment, the service provider shall submit a comprehensive completion report documenting all activities undertaken, outputs achieved, challenges encountered, lessons learned, sustainability considerations, and recommendations for future programming. The report shall be supported by relevant annexes, including training records, attendance sheets, photographs, monitoring data, distribution records, and other verification materials required by SNV.

SNV may conduct field visits, spot checks, monitoring missions, and verification exercises at any stage of implementation. The service provider shall cooperate fully with such processes and provide access to relevant records, sites, personnel, and beneficiaries as reasonably required.

9. Minimum Qualifications and Eligibility Requirements

SNV invites applications from qualified and legally registered firms, organizations, or enterprises with demonstrated experience in agricultural input supply, seed system development, farmer capacity strengthening, and related agricultural service delivery. Interested bidders must demonstrate the technical, operational, and financial capacity required to successfully implement the assignment within the selected county.

To be eligible for consideration, bidders must be legally registered and authorized to operate in South Sudan and must provide evidence of compliance with all relevant statutory and regulatory requirements. The successful bidder shall be expected to maintain professional and ethical business practices throughout the duration of the assignment.

Given the field-based nature of the assignment, bidders must demonstrate an established operational presence within the county for which they are applying. Evidence of office facilities, permanent personnel, and previous operational experience within the selected county shall be required as part of the technical proposal. Bidders may apply for only one county and must clearly indicate their county of preference within their submission.

The bidder shall demonstrate a minimum of three years of relevant experience in agricultural input supply, farmer training, agricultural extension, demonstration plot management, seed production, seed system strengthening, agro-dealer development, market linkage facilitation, or related agricultural development activities. Experience gained within South Sudan, and particularly within the selected county, will be considered an added advantage.

Preference will be given to bidders with demonstrated experience in establishing and managing demonstration plots, supporting farmer learning activities, facilitating seed multiplication initiatives, strengthening local seed systems, supporting agro-dealer networks, or promoting agricultural market linkages. Bidders should provide evidence of similar assignments successfully completed, including references, completion certificates, contracts, or other supporting documentation.

The bidder shall demonstrate the availability of qualified personnel capable of implementing the assignment. Proposed staff should possess relevant technical expertise in agriculture, agronomy, seed systems, extension services, community mobilization, market development, or related disciplines. SNV reserves the right to verify the qualifications and experience of proposed personnel during the evaluation process.

In addition, bidders must demonstrate their willingness and capacity to comply with the quality assurance requirements outlined in this ToR, including acceptance of seed quality verification procedures, participation in monitoring and verification activities, and adherence to reporting and accountability requirements established by SNV.

Failure to meet the minimum eligibility requirements outlined in this section may result in disqualification from further consideration.

10. Proposal Submission Requirements

Interested bidders shall submit both a Technical Proposal and a Financial Proposal in response to this Terms of Reference. The proposals shall clearly demonstrate the bidder's understanding of the assignment, proposed approach, relevant experience, operational capacity, and financial offer for the selected county.

The Technical Proposal should provide sufficient information to enable SNV to assess the bidder's capacity to successfully implement the assignment. At a minimum, the Technical Proposal shall include a description of the bidder's understanding of the assignment, proposed implementation methodology, workplan, staffing arrangements, relevant organizational experience, and evidence of previous work related to agricultural input supply, demonstration plots, farmer training, seed systems, agro-dealer development, or market linkage facilitation.

The Financial Proposal shall present a detailed cost breakdown covering all goods, services, personnel, logistics, operational costs, reporting requirements, and any other expenses necessary for successful implementation of the assignment. Bidders shall provide unit rates where applicable and clearly indicate the total proposed contract value for the selected county.

Bidders shall also submit supporting documentation demonstrating their eligibility and capacity to undertake the assignment. Such documentation shall include proof of legal registration, evidence of operational presence within the selected county, organizational profile, references from previous assignments, and any additional documentation relevant to the evaluation process.

Applications must clearly indicate the county for which the bidder is applying. Bidders may submit proposals for only one county. Any proposal covering more than one county may be excluded from further consideration.

SNV reserves the right to request additional information, clarification, or supporting documentation from bidders during the evaluation process where necessary.

Required Submission Documents

The proposal package shall include the following documents:

1. Cover letter signed by an authorized representative of the bidder. (Expression of interest)
2. Technical Proposal (10 Pages max)
3. Financial Proposal (2 separate proposals) one for the requested seeds and tools and another for expected post distribution services
4. Certificate of business registration and relevant statutory documentation.
5. Evidence of operational presence within the selected county.
6. Organizational profile and staffing structure.
7. References, contracts, completion certificates, or other evidence of similar assignments previously undertaken. (at least three references)
8. CVs of available key personnel on the ground.
9. Signed declaration accepting SNV quality assurance and verification requirements.
10. Any additional supporting documents the bidder considers relevant to the assignment.

Proposals received after the submission deadline or proposals that do not meet the minimum submission requirements may not be considered.

12. Payment Terms and Contract Management

The successful bidder will enter into a contractual agreement with SNV for the implementation of the assignment in the selected county. The contract will define the scope of work, implementation schedule, reporting obligations, deliverables, payment arrangements, and other conditions governing performance of the assignment.

Payments shall be linked to the satisfactory completion of agreed milestones and submission of supporting documentation demonstrating achievement of the corresponding deliverables. No payment shall be made for activities or outputs that have not been satisfactorily completed and verified by SNV.

The proposed payment schedule is outlined below.

Proposed Payment Schedule

Milestone	Deliverable	Payment Percentage
Seeds and tools		
Milestone 1	Delivery and acceptance of all approved agricultural inputs, including submission of relevant quality assurance documentation and delivery records.	80%
Milestone 2	After farmers plant the seeds in the learning plots, a joint post-distribution monitoring report	20%
Related extension services		
Milestone 1	Establishment of demonstration and learning plots, formation of seed multiplication groups, and submission of the first implementation progress report.	40%
Milestone 2	Completion of key capacity strengthening activities for seed producers and village-based input agents, together with evidence of implementation progress and market engagement activities.	30%
Milestone 3	Submission and approval of the completion report, sustainability framework, and all supporting documentation required under the contract.	30%

All payments shall be made through bank transfer to the account specified by the successful bidder in the contract documentation. Payments shall be subject to applicable taxes, statutory deductions, and regulatory requirements in accordance with the laws of the Republic of South Sudan.

The service provider shall be responsible for maintaining accurate financial and operational records related to the assignment and shall make such records available to SNV upon reasonable request for verification, monitoring, audit, or compliance purposes.

SNV reserves the right to withhold, delay, or adjust payments where deliverables have not been completed satisfactorily, where reporting requirements have not been fulfilled, or where contractual obligations have not been met. Any such action shall be communicated to the service provider in writing, together with the reasons and any corrective actions required.

Throughout the contract period, the service provider shall maintain regular communication with SNV and shall promptly notify SNV of any circumstances that may affect implementation, delivery schedules, quality standards, or achievement of expected outputs. Any substantial changes to the approved workplan, staffing arrangements, implementation approach, or timelines shall require prior written approval from SNV.

SNV may undertake field monitoring visits, verification exercises, technical reviews, or performance assessments at any stage of implementation. The service provider shall cooperate fully with such processes and provide access to relevant personnel, sites, records, and documentation necessary for effective contract management and oversight.

Upon completion of the assignment and acceptance of all deliverables, the contract shall be formally closed following confirmation by SNV that all contractual obligations have been fulfilled.

The deadline for receiving submissions is 19th June, 2026. Only applicants that have been selected for further discussion will be contacted. If you do not hear from us by 30th July, 2026, consider your application unsuccessful.

We do not appreciate third-party mediation based on this advertisement. SNV believes in and follows competent selection procedures to ensure quality outcomes in all its assignments.