



Request for Proposal # SSD/SNV/PCAV/LSP/002/25

12th Feb 2025

Dear Sir/ Madam,

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

SNV intends to enter a contract with qualified county-based partners for its project; Promoting Climate-resilient Cereal and Horticulture Value Chains (PCAV) in the County of JUBA, South Sudan.

Your proposals are due to SNV no later than 10:00AM on 1st March 2025. Late bids will be disqualified.

In the attached package you will find:

- Request for Proposal (RFP)
- Specification

We look forward to receiving your quote,

Kind regards,

Country Operations Unit

Request for Proposals

Reference #: SSD/SNV/PCAV/LSP/002/25

CLOSING DATE: 01/MARCH/2025

SECTION 1

1.0 INSTRUCTIONS

1.1 INTRODUCTION

SNV NETHERLANDS DEVELOPMENT ORGANISATION would like to invite interested and qualified county-based partners for its project; Promoting Climate-resilient Cereal and Horticulture Value Chains (PCAV) in the County of JUBA, South Sudan, Juba Afex Riverside.

The County-based partners will be contracted on a consultancy contract and payments will take place based on deliverables. Reporting directly to the SNV Project Manager for PCAV, the County-based partners will engage with both SNV personnel directly involved in the project and those providing indirect support, as well as collaborating with farmer organisations, private sector, and government.

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 partners to provide mandatory information for the tender.

1.3 EXPERIENCE

Prospective Vendors must have carried out successful supply and delivery of similar projects in size and complexity. Potential partners 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 partners.

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

1.6 SUBMISSION OF DOCUMENTS

A complete quotation 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 01/03/2025

The RFQ Reference **SSD/SNV/PCAV/LSP/002/25** should be clearly indicated in the subject line of the email alongside with the Vendor'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;

cdhama@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 IMPORTED GOODS

The Vendors will have to pay custom duty and VAT as applicable for any services offered.

2.2 CUSTOMS CLEARANCE

The Vendors shall be responsible for custom clearance.

2.3 CONTRACT PRICE AND CONTRACT

The contract shall be of unit price type.

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 legal consultant on the basis of cost, meeting and detailed specifications and past experience with NGOs/UN/Embassies etc.

CRITERIA	SCORES
Technical Proposal – demonstrating 1) a clear understanding of the assignment 2) a viable and appropriate methodology, and 3) a realistic work plan (including with proposed timeline)	30%
Team Composition and structure – Relevance of the proposed team structure to the methodology and the task assigned; Qualifications and relevant experience of the key personnel (CVs)	20%
Past Performance – Quality and relevance of previous work conducted by the lead consultant. Based on references provided by the contracting consultant, and 2 samples of a piece of comparable, previous work completed by the lead consultant within the last two years.	20%
TOTAL	70

Technical Scores are weighted at 70%. Financial scores are weighted at 30%.

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:

Bidders Cost – Lowest Cost

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

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

Your Financial proposal shall include a statement indicating the following:

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

SECTION 4

All firms must provide:

- Firm Data shown in Section 4
- Signed Sworn Statement as in Section 5
- Following mandatory requirements
 - Financial Proposal/Quotation
 - Company Profile
 - Certificate of Incorporation
 - TPIN Certificate
 - Valid Legal practicing licence
 - Proof of Physical address
 - 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

Scope of Work

Objective of the County Based PCAV Partner-Juba

In preparation for the implementation of the project "Promoting Climate-resilient Cereal and Horticulture Value Chains (PCAV) in South Sudan", SNV is recruiting a local implementing partner to undertake value chain analyses. The prioritized value chains include cereals, fruits and vegetables.

The project is the component implemented by SNV in a larger 4-year programme. The project aims to promote green, sustainable, and climate-resilient economic development; and to contribute to improved food and nutrition security and resilience to shocks in South Sudan. It seeks to improve the livelihoods of 9,250 smallholder farmers with increased sustainable production, access to markets and incomes. The component by SNV will be implemented in Juba, Torit and Yambio Counties, but the Value Chain Analyses is expected to take a broader geographical view.

Objective of the assignment

The provided services will have the following objective:

To support the PCAV project (SNV component) to realise its objectives in the outcome areas:

- Strengthening agricultural livelihoods through increased productive capacity, improved FNS and adaptation to climate change
- Developing a more competitive and sustainable agriculture through the development of resilient, context-specific agricultural value chains, the improvement of access to services, and the empowerment of women and youth

Deliverables

The following deliverables are expected:

Result 0	Deliverable 0: Registration for the project of 800 farmers and their farmer groups/organisations
Result 1 Smallholders' capacity for production, climate change adaptation and shock preparedness in food production is enhanced.	Deliverable 1.1 800 smallholder farmers (50% women, 25% youth) trained in the field on cereals/vegetable/fruit production, using good/improved agricultural practices Deliverable 1.2 30 demo plots operational
Result 2 Access for smallholders to inputs for climate-adapted production is sustainably enhanced.	Deliverable 2.1 4 private sector actors/agro dealers engaged in input supply to project target groups Deliverable 2.2 800 smallholder farmers (50% women, 25% youth) linked to input markets.
Result 3 Capacity of value chain actors for market and growth orientation is enhanced.	Deliverable 3.1 10 women and/or youth-led farmer groups/cooperatives strengthened in leadership governance and gender. Deliverable 3.2 800 smallholder farmers (50% women, 25% youth) linked to output markets.
Result 4 Access to sustainable finance of actors in the selected VCs is promoted.	Deliverable 4 Farmer groups engaged by project have initiated Village Saving and Lending.

Requirements/Profile:

Local service providers need to have demonstrable knowledge, experience, and skills in the following areas:

At least 5 years of experience in various development activities in the respective county and considerable number of staff.

- Good local networks and working relationships with relevant actors, including farmer groups, coops, VSLAs, SACCOs, SMEs, NGOs, and government actors.
- Already well established with office space in the respective county.
- Already well functioning HR and Financial systems in place.
- Proof of function board with well-placed and well-informed members.
- Proven track record in implementing activities related to market-oriented agricultural development and value chain development.
- Proven track record in promoting farmer field school or similar approaches.
- Experience with women and youth empowerment activities.
- Knowledge and skills in conflict sensitive implementation of development activities.
- Has networks and outreach to various parts of the respective county.
- Leadership and staff which are intrinsically motivated to support vulnerable groups, high level of ethical standards, and proven problem solving capacities.

Timeline

The assignment is expected to start somewhere May-June 2025. The contract will be initially for one year, with possibilities of extension in case of good performance.

1. Proposal requirement

Submit the documents as listed in 1) Required documents to be submitted;

Documents No 1, 2, 3 and 5 have attached formats, which you are required to use. Failure to meet any of the requirements will result in disqualification.

8. Evaluation

First screening, based on:

All required documents are submitted (See document 1) Required documents to be submitted)).

- Copy of Certificate of tax compliance
- Copy of recent and valid Tax Clearance Certificate
- Copy of valid Certificate of incorporation (copy of both sides)
- Audited Financial Statement for the financial year 2023/24

Non-compliance with any of the above may lead to rejection of the bid

Technical proposal: 70%

- Your track record of relevant implemented projects
- Your proposal approach
- Your proposed personnel
- Company/NGO profile or description

Financial proposal: 30%

- Your proposed budget (Note: staff are expected to receive payment according to the gross salaries stated).

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:

Bidders Cost – Lowest Cost

_____ * 100 = Deduction

Bidders Cost

100-Deduction= Bidders score

Additional assessments will be undertaken for the best 3 selected candidates.

11. Submission

All submissions should be sent electronically to: southsudanprocurement@snv.org with the subject "Proposal County-based partner – JUBA".

Your e-mail should have two zip-files attached:

- One zip-file named "Technical Proposal - Name of your organisation" which contains the documents 1-5, see List of required documents to be submitted)
- Second zip-file named "Financial Proposal – Name of your organisation" which contains the documents 6-10, see List of required documents to be submitted).

The deadline for receiving submissions is March 1, 2025. Only applicants that have been selected for further discussion will be contacted. If you do not hear from us by April 1, 2025, 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.