



Request for Proposal # SSD/SNV/CDRD/004/25

14th Oct 2025

Dear Sir/ Madam,

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

SNV seeks the services of a qualified and experienced national consultant or consultancy firm to develop tailored, climate-smart GAP training materials and conduct training of trainers (ToT) for agricultural advisors (Extension service providers), SNV technical staff, and implementing partners. The consultancy will contribute to enhanced smallholder adoption of climate-resilient, market-oriented, and sustainable farming practices that improve productivity, environmental protection, and livelihoods.

Your proposals are due to SNV no later than 10:00AM on 27th Oct 2025, **while evaluations shall continue on rolling bases**. Late bids will be disqualified.

In the attached package you will find:

- Request for Proposal (RFP)
- Specification
- Your track record of relevant similar implemented projects
- Proposed approach
- Proposed budget
- Proposed personnel

We look forward to receiving your proposal.

Kind regards,

Country Operations Unit

Request for Proposals

Reference #: SSD/SNV/CDRD/004/25

CLOSING DATE: 27/Oct/2025

SECTION 1

1.0 INSTRUCTIONS

1.1 INTRODUCTION

SNV NETHERLANDS DEVELOPMENT ORGANISATION would like to invite interested and qualified National consultancy firms to develop climate-smart, market-oriented good agronomic practices (GAP) training materials for selected value chains and delivery of ToT training to project staff and agriculture advisors/extension workers.

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 27/10/2025

The RFQ Reference **SSD/SNV/CDRD/004/25** 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

The consultancy fee will be subjected to applicable 20% tax as per the South Sudan taxation rule. Payment to the consultant shall be upon the submission of assignment completion report and acceptance by the project. Payment shall be made via bank transfer.

2.2 CUSTOMS CLEARANCE

The Vendors shall be responsible for custom clearance when necessary.

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 consultant on the basis of the below;

Evaluation and Scoring Matrix

ASSESSMENT COMPONENTS		%WEIGHT
A. TECHNICAL PROPOSAL		
An understanding of the terms of reference		
1	Demonstrate understanding of the assignment and expected deliverables	5
2	Demonstrated knowledge and expertise in capacity building, offering TOT and curriculum development	10
3	Demonstrated understanding of the project context (Torit, Juba and Yambio counties)	5
Methodology and work plan		
1	Soundness and feasibility of the proposed technical approach and methodology that Demonstrates experience in executing similar assignments in South Sudan. - Adequacy of resources inclusive of technical composition	15
2	Realistic and well-structured timeline, deliverables, objectives and milestones.	10
Qualification and Experience		
1	Qualification and experience of the consultant/team and evidence of relevant certification	10
2	Demonstrated experience and relevant services undertaken by the applicant in past engagements with evidence links to previous work done / completion certificate /recommendations	15
3	All the required registration and certification documents and at least 3 signed reference letters of similar work done.	5
B	FINANCIAL PROPOSAL: Detailed showing the level of effort of the team, Clarity, relevance, and reality to market value/ value for money of cost for the assignment (inclusive of any applicable tax, reimbursable, and travel where applicable).	30

Total Score	100
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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:

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

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

Your Financial proposal shall include a statement indicating the following:

- A 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
 - TIN Certificate
 - 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:

- The information furnished in our application is accurate to the best of my/our knowledge.
- 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 National consultancy is to develop climate-smart, market-oriented good agronomic practices (GAP) training materials for selected value chains and delivery of ToT training to project staff and agriculture advisors/extension workers.

Context

- Smallholder farmers are the backbone of agricultural production in South Sudan, contributing significantly to food security, rural livelihoods, and the economy. Despite their vital role, they face persistent challenges such as limited access to quality inputs, extension services, markets, and updated agronomic knowledge. These constraints hinder productivity, sustainability, and compliance with food safety and environmental standards.
- Many smallholders are either unaware of Good Agronomic Practices (GAP) or lack the practical knowledge and skills to implement them effectively. Existing training materials are often not adapted to the local context, overly technical, or unavailable in farmer-friendly formats and local languages. To bridge this gap, there is a need for context-specific, accessible, and practical training materials aligned with crops and farming systems most relevant to South Sudan. These resources will support extension agents, NGOs, cooperatives, and farmer field schools in promoting sustainable farming practices.

Background

- 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.

Project Outcomes

- a. **Strengthened agricultural livelihoods** through increased productivity, improved FNS, and enhanced climate change adaptation, with a focus on building smallholder farmers' capacity for climate-resilient production.
- b. **Competitive and sustainable agriculture** through resilient value chains, improved service access, and empowerment of women and youth, including enhanced participation and leadership.
- c. **A cross-cutting output ensures learning and evidence** from the project are shared with decision-makers at county and state levels to foster scalability and policy uptake.

Purpose of the Consultancy

- SNV seeks the services of a qualified and experienced national consultant or consultancy firm to **develop tailored, climate-smart GAP training materials** and **conduct training of trainers (ToT)** for agricultural advisors (Extension service providers), SNV technical staff, and implementing partners. The consultancy will contribute to enhanced smallholder adoption of climate-resilient, market-oriented, and sustainable farming practices that improve productivity, environmental protection, and livelihoods.

Specific Objectives

The consultant will:

- Conduct a rapid review of existing GAP training materials and frameworks relevant to the South Sudanese context, specific counties under the project and value chains
- Develop a practical, context-specific training curriculum and materials tailored to priority crops and farming systems.
- Ensure alignment with national agricultural guidelines, GAP standards, and sustainable practices.
- Prepare facilitator guides, participant manuals, and visual aids to support effective learning.

- Deliver ToT sessions for SNV staff, implementing partners, and agricultural advisors (Extension service provider).
- Facilitate initial rollout training sessions at county level for agriculture advisors.

Scope of Work

The consultant will:

- Hold an inception meeting with SNV to agree on scope, deliverables, and timeline and share a detailed inception report with SNV
- Review and synthesize existing GAP and climate-smart agriculture materials.
- Develop a modular training curriculum with facilitator guides and visual aids (illustrations, posters, slides, infographics).
- Present draft materials to SNV technical team for validation and incorporate feedback.
- Finalize and produce print-ready and digital versions of training materials.
- Deliver structured training sessions at both organizational (SNV and partners) and county (agriculture advisors) levels.
- Document the process, lessons, and recommendations in a final consultancy report.

Key Deliverables

- Inception report with methodology**, workplan, and training outline.
- Draft training curriculum**, strategy, and schedule.
- Draft training materials**, facilitator guides, and visual aids for review.
- Finalized training materials in **soft and print-ready formats**.
- Delivery of **training to SNV staff, implementing partners**, and agricultural advisors.

Final consultancy report with recommendations

Duration & Level of Effort

The assignment is expected to take **up to 60 working days**, including material development, validation, training delivery, and reporting.

#	Activity description	Days allocated (up to)
a)	Material Development	
1	Inception meeting and project understanding with SNV team	1
2	Review of existing materials and development workplan for the assignment	5
3	Development of draft training curriculum/materials tailored to the local agronomic conditions and practices.	10
4	Prepare facilitator guides, visual aids, posters and PowerPoint slides for delivering the training	5
5	Conduct feedback and validation exercises with the SNV team for the training materials and the facilitator guides.	2
6	Complete the development of the training materials incorporating feedback	5
7	Submission of final training materials for use and final report to SNV	2
b)	Training delivery to Staff and Agriculture advisors	
1	Develop and submit training plan	1
2	Present, discuss and finalize training plan with SNV technical team	1
3	In-house delivery of the training (SNV and implementing partner staff)	5
4	County level delivery of the training to Agric advisors (Juba, Torit and Yambio)	15
5	Conduct de-brief with the SNV team on the county level trainings	1
6	Integrate feedback into the training manuals and share final versions	3
7	Writing report on the entire work done (material development and training)	2
8	Integrate input from SNV technical team and submit final version of the report	2

Total Number of days	60
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Required value chain for the materials development

Category	Specific value chains	Manuals needed	
		Facilitators guide	Participants handbook
a) Cereals	Maize	√	√
	Sorghum	√	√
	Upland Rice	√	√
	Millet	√	√
b) Legumes	Groundnuts	√	√
	Beans	√	√
	Cowpeas	√	√
	Sesame (Sim sim)	√	√
	Soybeans	√	√
c) Root crops	Sweet potatoes	√	√
	Irish potatoes	√	√
	Cassava	√	√
	Yams	√	√

Reporting:

The consultant will work under the supervision of the project experts (Cereal and horticulture experts). He/she shall consult and closely work in collaboration and guidance of the Project experts and the project technical team in Juba, Yambio and Torit.

Tax obligation

The consultancy fee will be subjected to applicable 20% tax as per taxation rule. Payment to the consultant shall be upon the submission of assignment completion report and acceptance by the project. Payment shall be made via bank transfer.

Payment terms

Payment will be made in installments based on the satisfactory delivery of outputs

Upon Approval of inception report and draft training curriculum and strategy	20%
Upon draft Training materials, guides, submission of final versions and training plan	40%
Upon delivery of training to SNV staff and implementing partner staff as well as Agric advisors and submission of final report	40%

Qualifications and Experience

- Master's degree in Agronomy, Agricultural Extension, Agriculture science, climate change, or related field (lead consultant for forms or team of consultants).

- Proven experience in developing agricultural training curricula, manuals, and extension strategies.
- Strong expertise in GAP, climate-smart agriculture, and agribusiness.
- Familiarity with agroecological zones of Central, Eastern, and Western Equatoria.
- Excellent facilitation, instructional design, and reporting skills.
- The consultant or consultancy firm must be **incorporated and have a physical presence** in South Sudan
- Over 5 years of experience in capacity building and offering TOT (training of trainers)
- The project lead should have a master's degree or above with and over 10 years' experience implementing program, particularly working with development partners and curriculum development

Reporting & Supervision

- The consultant will report to the SNV Project Technical Team and work closely with agricultural experts based in Juba, Yambio, and Torit. Weekly check-in meetings will be conducted to monitor progress and provide support.

Application Process

- Interested national consultants or consultancy firms should submit:
- Updated CV (maximum 5 pages).
- Motivation letter.
- Technical proposal (max. 10 pages) in a separate folder
- Financial proposal (including all related costs) in a separate folder.
- Sample of previously developed training material.

The deadline for receiving submissions is October 27, 2025. Only applicants that have been selected for further discussion will be contacted. If you do not hear from us by Dec 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.