



Request for Proposal # RFP#SP2302-SSD-JUB-26-138

17th July 2026

Dear Sir/ Madam,

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

SNV is seeking to recruit a qualified Consulting Firm (or Consortium) to design and implement a comprehensive capacity strengthening and organizational development program over a twelve-month period. The CDRD project supports smallholder farmers, women and youth-led enterprises, Village Savings and Loan Associations (VSLAs), producer groups, cooperatives, and Micro, Small and Medium Enterprises (MSMEs) to improve productivity, market access, entrepreneurship, and economic resilience.

Your proposals are due to SNV no later than 10:00AM on 31st July 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-26-138

CLOSING DATE: 31/July/2026

SECTION 1

1.0 INSTRUCTIONS

1.1 INTRODUCTION

SNV NETHERLANDS DEVELOPMENT ORGANISATION would like to invite interested and qualified Consulting Firm (or Consortium) to design and implement a comprehensive capacity strengthening and organizational development program over a twelve-month period. The CDRD project supports smallholder farmers, women and youth-led enterprises, Village Savings and Loan Associations (VSLAs), producer groups, cooperatives, and Micro, Small and Medium Enterprises (MSMEs) to improve productivity, market access, entrepreneurship, and economic resilience.

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 below in two attachments (1. Technical Proposal, 2. Financial Proposal);

southsudanprocurement@snv.org

Not later than 10:00 AM (local time) on 31/07/2026

The RFQ Reference **RFP#SP2302-SSD-JUB-26-138** 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 firm/consultant shall be upon the milestone achieved as stipulated in the payment terms and conditions. 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 service. 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 (70%)

Assessment Component	Weight	Description
A. Understanding of the Terms of Reference	15%	
1. Demonstrate comprehensive understanding of the assignment's objectives, scope, and expected deliverables.	5%	Clarity and depth of interpretation of the ToR, including the capacity gaps to be addressed, the target groups (VSLAs, cooperatives, and MSMEs), and the operational context in Juba, Torit, and Yambio counties.
2. Demonstrated knowledge and expertise in VSLA methodology, cooperative development, and MSME capacity building.	5%	Evidence of familiarity with VSLA models, cooperative governance principles, business development services, and enterprise development approaches in the locations of assignment.
3. Demonstrated understanding of the project context and the specific challenges faced by target groups in the three counties.	5%	Insight into the socio-economic, cultural, and operational dynamics of the target counties, including gender and youth inclusion considerations.
B. Methodology and Work Plan	35%	
1. Soundness, creativity, and feasibility of the proposed technical approach and methodology.	15%	Clarity and logic of the proposed approach, including how the consultancy will deliver the six areas of assignment, integrate the five training stages, and achieve measurable improvements against the performance indicators. The methodology must demonstrate a participatory, gender-responsive, and context-adapted approach.
2. Adequacy of the work plan, timeline, and sequencing of activities.	10%	Realistic, well-structured, and detailed work plan with clear milestones, logical sequencing of activities across the three counties, and alignment with the twelve-month project timeline and the August 2026 deadline.
3. Quality assurance, monitoring, and reporting mechanisms.	10%	Robustness of the proposed M&E framework, including pre- and post-training assessments, feedback collection, evidence documentation against the measurable outputs listed in the ToR, and the clarity of reporting structures and deliverables.
C. Qualifications and Experience	20%	
1. Qualification and experience of the lead consultant/team members.	10%	Relevance of academic qualifications (advanced degrees in agribusiness, cooperative management, business administration, rural development, or related fields), professional certifications, and demonstrated expertise in delivering similar large-scale capacity-building assignments. The lead consultant must possess a minimum of 10 years of experience in capacity building, organizational development, and training of trainers (ToT).
2. Firm/consortium track record and relevant experience.	10%	Demonstrated experience in executing at least three (3) similar assignments in South Sudan or comparable fragile/conflict-affected contexts, with evidence of successful outcomes, completion certificates, and/or signed reference letters from previous clients.
Total Technical Score	70%	

Total Technical Score: 70%

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 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

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

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

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:

- 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

Purpose of the Assignment

The objective of the assignment is to develop the capacities of VSLAs, cooperatives, and MSMEs to grow their business and thereby contribute to inclusive value chain growth.

Sub-objectives include cooperatives and MSMEs:

- To strengthen their internal (business) management
- To identify opportunities for improved business operations
- To support a mindset and preparedness (planning) for business growth and service to members

This will be done through a structured program of: Capacity assessment, Training, Coaching and mentoring, Organizational development, Enterprise development support, financial inclusion facilitation, Market linkage support, and performance monitoring.

The consultancy is expected to generate measurable improvements in the functionality, sustainability, and performance of supported groups and enterprises

4. Scope of Work

The Service Provider will design and deliver a comprehensive, twelve-month capacity-building programme for Village Savings and Loan Associations (VSLAs), cooperatives, and Micro, Small, and Medium Enterprises (MSMEs) in Juba, Torit, and Yambio Counties. The scope encompasses:

1. **Training and Facilitation:** Delivering targeted, participatory training modules as outlined in the ToR, including a Training of Trainers (TOT) on the VSLA methodology, Business Development Services (BDS) for Local Business Service Providers, and direct capacity strengthening for cooperatives and MSMEs on governance, business management, financial literacy, and market access.
2. **Organizational and Enterprise Development:** Providing structured coaching and mentoring to supported groups and enterprises to facilitate the development of actionable business plans, governance improvement plans, gender and social inclusion strategies, and robust financial management and record-keeping systems. This includes the formation and legal registration of 25 new cooperatives.
3. **Resource and Linkage Support:** Procuring and distributing 100 VSLA kits and facilitating critical market linkages and connections to financial institutions to improve the investment readiness and economic resilience of target groups.
4. **Monitoring and Reporting:** Conducting pre- and post-training assessments to measure performance against established indicators and providing comprehensive inception, draft, and final reports that document outcomes, lessons learned, and tangible outputs against the project's targets.

The selected service provider will provide the following trainings in the three above-mentioned counties

Areas of the assignment	Main target Participants	Proposed number of days	Illustrative topics:
1. Training of Trainers (TOT) VSLA Model	50 participants	5 days per county	• Vision & goal setting • Financial Literacy • 9 modules of VSLA
2. Purchase of VSLA kits	100 Groups	N/A	Full set of kits including Metallic Box, Padlocks, Passbooks, drawstring bags, Wooden Stamp, Stamp pad, Stamp Pad ink, plastic bowls, metal washers, membership cards, ledger book, Calculator
3. Training of Trainers (TOT) for selected Local Business Service Providers (LBDS) on Business Development Services	30 participants (10 per county) At least 40% Female	5 days per location	• Vision & goal setting. • Entrepreneurship and Business Planning. • Cooperative management & governance. • Gender & social inclusion • Cooperative/MSMEs as a business/business mindset • Book & recordkeeping basics • Customer segmentation

			• Marketing strategy • Customer Service. • B2B Relationship management • Operation & Cost structure
4. Formation, Training and Legalisation/registration of New Cooperatives	25 participants per training 9 per co-op 30% must be women, 25% youth	15 days (in each county)	• Vision & goal setting • Entrepreneurship and business planning • Registration/legalisation of the new cooperative Societies • Cooperative governance • Participatory leadership • Gender & social inclusion • Cooperative as a business/business mindset • Book & record keeping basics • Marketing strategy • Customer service • B2B Relationship management
5. Cooperative strengthening training	25 participants per training 9 per co-op 30% must be women, 25% youth	All participants will receive training outlined under each of the categories in the table below: Number of days will be decided by the technical decision of the consultant.	• Vision & goal setting • Entrepreneurship and business planning • Cooperative governance • Participatory leadership • Gender & social inclusion • Cooperative as a business/business mindset • Book & record-keeping basics • Marketing strategy • Customer service • B2B Relationship management
6. Entrepreneurship & business planning training for MSMEs and Cooperatives	20 participants per training 1 per MSME, 2 per Coop 30% must be women, 25% youth	All participants will receive training outlined under each of the categories in the table below: Number of days will be decided by the technical decision of the consultant.	• Business mindset • Customer segmentation • Marketing strategy • Suppliers • Operation & Cost structure • Revenue • Access to Finance

Note: Detailed/exhaustive topics will be provided before the official working agreement. The project expects training to be carried out in the stages outlined in the table below. The outputs listed in the table will be used as evidence in report writing and must be adhered to.

Training in Stages	Illustrative Topic	Category	Possible Measurable/Tangible Output of the Training
Stage 0	VSLA Methodology (9 Modules)	project staff	Certified TOT facilitators, session plans, demonstration VSLA meetings conducted, and participant action plans developed.

Stage 1	Vision and Goal Setting	Coops & MSMEs	Individual or institutional vision statements and a 1–3-year strategic action plan developed.
	Participatory Leadership	Coops	Leadership action plans, meeting schedules, and decision-making procedures documented.
	Cooperative Governance	Coops	Governance improvement plans, updated organisational structures, and documented roles and responsibilities for leaders.
Stage 2	Business Planning	Coops & MSMEs	Complete business plans developed by each cooperative or MSME.
	Financial Literacy	Coops, MSMEs & VSLA	Household/business financial plans, savings plans, and cash flow management templates completed by participants.
	Cooperative/MSME Business Mindset	Coops	Institutional growth plans with annual business targets and performance indicators.
	Entrepreneurship	MSMEs	Business opportunity identification matrix and enterprise improvement plans prepared.
Stage 3	Gender and Social Inclusion	Coops	Gender and Social Inclusion Action Plans with participation targets for women and youth.
	Customer Segmentation	Coops & MSMEs	Customer profiles, market segmentation maps, and target customer lists developed.
	Marketing Strategy	Coops & MSMEs	Marketing plans including products, pricing, promotion, distribution channels, and sales targets.
	Customer Service	Coops & MSMEs	Customer service standards or service charters adopted by enterprises/cooperatives.
	Business-to-Business (B2B) Relationship Management	Coops	Business networking plans, buyer databases, and Memoranda of Understanding (MoUs) or linkage plans with buyers developed.
Stage 4	Bookkeeping and Record Keeping	Coops & MSMEs	Standardized cashbooks, ledgers, inventory registers, sales records, and financial reporting templates introduced and completed.
	Operations and Cost Structure	Coops & MSMEs	Cost analysis worksheets, operational process maps, and production cost calculations completed.
	Revenue Management	Coops & MSMEs	Sales projections, revenue targets, pricing models, and profit projections prepared.
	Cooperative Financial Management	Coops	Annual budgets, financial policies, internal control procedures, and financial reporting calendars developed.
Stage 5	Enterprise Growth Planning	Coops & MSMEs	Enterprise growth roadmaps with measurable expansion milestones prepared.
	Access to Finance	Coops, MSMEs & VSLAs	Loan application packages, investment proposals, financing readiness checklists, and financial institution linkage plans completed.

	Business Coaching and Mentoring	Coops, MSMEs	Individual business improvement action plans and coaching follow-up schedules agreed with each participant.
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Target Participants

	Cooperatives	Participants per coop	Total number of participants per county
Juba	10	9	90
Torit	10	9	90
Yambio	6	9	54
Total	26		234

	MSMEs	Participants per MSME	Total number of participants per county
Juba	15	2	30
Torit	15	2	30
Yambio	15	2	30
Total	45		90

	VSLA	Participants per VSLA	Total number of participants per county
Juba	30	25	750
Torit	30	25	750
Yambio	30	25	750
Total	90		2,250

Every Cooperative, MSME, will undergo combined 30 days (each) of Business Coaching and Mentorship.

The successful applicant should be aware that training/strengthening effectiveness will be measured by the following indicators:

Performance Indicators

Stronger VSLA facilitators

Indicator	Target
Training of assigned VSLA on 9 modules	≥90%
VSLAs conducting regular meetings	≥90%
Monthly Coaching and Mentoring sessions	≥90%

Stronger Cooperatives

Indicator	Target
Cooperatives with approved business plans	≥75%
Cooperatives maintaining financial records	≥80%
Cooperatives linked to buyers	≥60%
Cooperatives linked to financial institutions	≥60%
Cooperatives conducting AGMs	≥80%

Stronger MSMEs

Indicator	Target
MSMEs maintaining business records	≥70%
MSMEs with business plans	≥75%
MSMEs accessing finance	≥50%
MSMEs reporting increased revenues	≥60%
Jobs created	Project-specific target

Deliverables during the assignment

Inception report

To be submitted within 7 days after signing the contract. This report will include 1) detailed workplan; 2) detailed overview of training materials (PPTs, hand-outs, exercises, etc.); 3) pre and post training survey format.

Draft training report

To be submitted at the end of the assignment. This report contains the training details: 1) training programme, 2) lessons learnt by the trainers, 3) Evidence of output, 4) feedback received from the participants, 5) results of the pre & post training surveys, 6) participant attendance lists.

Final training report

This is an improved training report, wherein suggested improvements provided by SNV are incorporated into the final report.

Timeline

This assignment is to be completed in 12 months period (beginning in September 2026 and ending by August 2027). Specific training dates should be proposed in the technical proposal and must be coordinated with the SNV team during implementation.

Proposal evaluation efforts and scoring

Scoring is divided as follows:

Technical proposal: 70%

Financial proposal: 30%

Qualified service providers will submit the following:

Technical Proposal

- Organizational profile
- Detailed training programme (above-mentioned training topics are illustrative only)
- Detailed training material to be used
- CV(s) of all trainers involved

Financial Proposal

The following table should be used for preparing the financial proposal:

SN	Particular/description	Unit	Cost (USD)	Quantity	Budget (USD)	Explanation
A	Trainer/professional fees					
		Day				
		Day				
	Sub-total					
B	Non-personnel costs					
	Hotel nights					
	Stationary					
	Training materials					
	Communication					
	Others					
	Sub-total					
C	Transport					
	Flights	Trips				
	Local transport	Trips				
	Sub-total					
D	Total					
E	Overheads over D					
F	Grand Total					

Evaluation process

First screening, based on the compliance documents (see above)

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

Payment schedule

The payment schedule is as follows, unless agreed differently during contracting:

- 10% of the agreed amount after approval of the inception report.
- 70% after completion of each stage's training confirmed by a training report.
- 20% after approval of the final training report.

Submission Requirements

a. Requirement for technical proposal submission

- Company with up-to-date profile
- Overview of services currently offered in relation to the task at hand
- Description of experience working with farmers, cooperatives, VSLAs, MSMEs, women, and youth
- Description of previous partnerships with donor-funded or development programs
- Expression of interest outlining:
- Motivation to partner with the CDRD Project

- Proposed partnership location or locations (Juba, Torit and Yambio)
- Potential financing solutions/products for the target groups and linkage experience
- Contact details of at least three references
- CVs of the proposed trainers/lead personnels

b. Compliance documents/requirements:

- 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 not older than 3 years
- Proof of execution of previous assignments.

The deadline for receiving submissions is 31st July, 2026. Only applicants that have been selected for further discussion will be contacted. If you do not hear from us by 30th Aug, 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.