**REQUEST FOR PROPOSALS**

Title of Consulting Services:

Baseline Survey of 1) Fruit, Vegetable and Mushroom Production and 2) Poultry in Urban and Peri-urban Localities of Juba City

Date: 21st June, 2021

Japan International Cooperation Agency

South Sudan Office

# Section 1. Letter of Invitation

**Subject: Request for Proposal**

Reference Title: Baseline survey of 1) Fruit, Vegetable and Mushroom Production and 2) Poultry in Urban and Peri-urban localities of Juba City

**Dear Sirs and Madams,**

The Japan International Cooperation Agency (JICA) South Sudan Office now invites proposals to provide the following consulting services on the Data Collection Survey and Analysis to obtain an overview of the fisheries sector in/around Juba and extract lessons, good practices and recommendations for future interventions in fisheries/aquaculture projects in/around Juba. More details of the services are provided in the Terms of Reference.

The RFP includes the following documents

Section 1 - Letter of Invitation (LOI)

Section 2 - Summary Sheet of the Instruction to Consultants

Section 3 - Instruction to Consultants (ITC)

Section 4 - Technical Proposal Forms

Section 5 - Financial Proposal Forms

Section 6 - Terms of Reference (TOR)

Section 7 - Standard Form of Contract (SFC) ([Lump-Sum])

Sincerely,

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SAGARA Fuyuki

Chief Representative

JICA South Sudan Office

**Section 2. Summary Sheet of the Instructions to Consultants**

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| 1. **Name of the assignment** | Baseline Survey of 1) Fruit, Vegetable and Mushroom Production and 2) Poultry in Urban and Peri-urban Localities of Juba City |
| 1. **Method of selection** | QCBS (Quality and Cost Based Selection) |
| 1. **JICA’s officer in charge** | Mr. Wani Lukak  JICA South Sudan Office  Address: Plot No.300, Block 3-K South, First Class Thongpiny, Juba, South Sudan  Telephone: +211-(0)917-216-797 (8:00-16:00)  E-mail: [WaniTombe-Lukak@jica.go.jp](mailto:WaniTombe-Lukak@jica.go.jp) |
| 1. **Pre-proposal conference** | A pre-proposal conference will be held: No |
| 1. **Type of contract** | Lump-sum Contract |
| 1. **Deadline of request for clarification** | 7 calendar days before the Proposals’ submission deadline |
| 1. **Proposal submission deadline** | **Date:** 30th June, 2021  **Time:** 16:00 Local Time |
| 1. **Proposal submission addresses** | To JICA’s E-mail: [WaniTombe-Lukak@jica.go.jp](mailto:WaniTombe-Lukak@jica.go.jp) |
| 1. **Expected date for the commencement of the Services** | Wednesday 7th July, 2021 |

# Section 3. Instructions to Consultants

# General Provisions

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| 1. **Introduction** | * 1. Consultants are invited to submit a Technical Proposal together with a Financial Proposal for consulting services required for the assignment (hereinafter called the “Proposal”). The Proposal will be the basis for negotiating and ultimately signing the Contract with the selected Consultant.   1.2 JICA will timely provide, at no cost to the Consultants, the inputs, relevant project data, and reports required for the preparation of the Consultant’s Proposal as specified below:  N/A |

# Preparation of Proposals

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| 1. **General Considerations** | In preparing the Proposal, the Consultant is expected to examine the Request for Proposal (hereinafter called the “RFP”) in detail. Material deficiencies in providing the information requested in the RFP may result in rejection of the Proposal. |
| 1. **Cost of Preparation of Proposal** | The Consultant shall bear all costs associated with the preparation and submission of its Proposal, and JICA shall not be responsible or liable for those costs, regardless of the conduct or outcome of the selection process. JICA is not bound to accept any proposal, and reserves the right to annul the selection process at any time prior to Contract award, without thereby incurring any liability to the Consultant. |
| 1. **Language** | The Proposal, as well as all correspondence and documents relating to the Proposal exchanged between the Consultant and JICA, shall be written in English. |
| 1. **Documents Comprising the Proposal** | The Proposal shall comprise the documents and forms listed below;  **Technical Proposal, Financial Proposal, Work Schedule and Planning for Deliverables, Curriculum Vitae** |
| 1. **Only One Proposal** | The Consultant (including the individual members of any Joint Venture) shall submit only one Proposal, either in its own name or as part of a Joint Venture in another Proposal. |
| 1. **Proposal Validity** | Proposal must remain valid for 30 calendar days after the Proposal submission deadline. |
| 1. **Technical Proposal Format and Content** | 8.1 The Technical Proposal shall not include any financial information. A Technical Proposal containing financial details shall be declared non-responsive.  8.2 The Consultant is required to submit a Technical Proposal using the standard forms provided in **Section 4. Technical Proposal Forms**. |
| 1. **Financial Proposal** | 9.1 The Financial Proposal shall be prepared using the provided in **Section 5. Financial Proposal Forms**. It shall list all costs associated with the assignment, including (a) remuneration, (b) reimbursable expenses indicated in the Financial Proposal Forms.  9.2 The Consultant is responsible for meeting all tax liabilities arising out of the Contract.  9.3 The Consultant shall express the price for its Services in US dollars. |
| 1. **Security and Safety Measures** | 10.1 The Consultant shall, at his/her own expense, employ the necessary measures to ensure the security of the work site and the protection, and insurance coverages of its employees within the work site. JICA shall be exempted from or kept free and harmless from any claim or liability for any accident or injury during the execution of the work and for any loss of damage to the contractor’s properties and those of sub-contractors, arising out of any cause whatsoever. |

# Submission, Opening and Evaluation

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| 1. **Submission, Sealing, and Marking of Proposals** | 11.1 The Consultant shall submit a signed and complete Proposal comprising the documents and forms in accordance with Clause 5 (Documents Comprising Proposal). The submission can be done by mail or by hand.  11.2 Any modifications, revisions, interlineations, erasures, or overwriting shall be valid only if they are signed or initialled by the person signing the Proposal.  11.3 The Proposal must be sent to the address and received by JICA no later than the deadline indicated in **Section 2. Summary Sheet of the Instruction to Consultants**, or any extension to this deadline. Any Proposal received by JICA after the deadline may be declared late and rejected, and promptly returned unopened. |
| 1. **Confidentiality** | From the time the Proposals are opened to the time the Contract is awarded, the Consultant should not contact JICA on any matter related to its Technical and/or Financial Proposal. Information relating to the evaluation of Proposals and award recommendations shall not be disclosed to the Consultants who submitted the Proposals or to any other party not officially concerned with the process, until the publication of the Contract award information. |
| 1. **Proposals Evaluation** | 13.1 The evaluators of the Technical Proposals shall have no access to the Financial Proposals until the technical evaluation is concluded.  13.2 The Consultant is not permitted to alter or modify its Proposal in any way after the proposal submission deadline. While evaluating the Proposals, JICA will conduct the evaluation solely on the basis of the submitted Technical and Financial Proposals. |
| 1. **Evaluation of Technical Proposals** | 14.1 JICA shall evaluate the Technical Proposals on the basis of their responsiveness to the TOR and the RFP, applying the evaluation criteria, sub-criteria, and point system described below;  I Consultant's general experience and competence in the field covered by the TOR: 40 Points  II Adequacy of the proposed approach, methodology and work plan in responding to the TOR: 60 Points  Total Points for Two Criteria: 100  14.2 Each responsive Proposal will be given a technical score (St). A Proposal shall be rejected at this stage if it does not respond to important aspects of the RFP or if it fails to achieve the minimum technical score required to pass: 70 |
| 1. **Correction of Errors** | * 1. Activities and items described in the Technical Proposal but not priced in the Financial Proposal, shall be assumed to be included in the prices of other activities or items, and no corrections are made to the Financial Proposal. |
|  | 15.2 If a Lump-sum Contract form is included in the RFP, the Consultant is deemed to have included all prices in the Financial Proposal, so neither arithmetical corrections nor price adjustments shall be made. |
| 1. **Taxes** | The JICA’s evaluation of the Consultant’s Financial Proposal shall include taxes and duties in South Sudan. |
| 1. **Combined Quality and Cost Evaluation** | 17.1 The total score is calculated by weighting the technical and financial scores and adding them as per the formula and instructions stated below.  **[Financial Score]**  The lowest evaluated Financial Proposal (Fm) is given the maximum financial score (Sf) of 100.  The formula for determining the financial scores (Sf) of all other Proposals is calculated as following:  Sf = 100 x Fm/ F, in which “Sf” is the financial score, “Fm” is the lowest price, and “F” the price of the proposal under consideration.  **[Combined Score]**  The weights given to the Technical (T) and Financial (F) Proposals are:  **W1 (T)** = 70%, and  **W2 (F)** = 30%  Proposals are ranked according to their combined technical (St) and financial (Sf) scores using the weights (W1 = the weight given to the Technical Proposal; W2 = the weight given to the Financial Proposal; W1 + W2 = 100(%)) as following: S = St x T% + Sf x F%  17.2 The Consultant achieving the highest combined technical and financial score will be invited for negotiations. |
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# Negotiations and Award

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| 1. **Negotiations** | The negotiations will be held shortly after notification to successful/unsuccessful consultant(s) with the successful Consultant’s representative(s).  **[Technical negotiations]**  18.1 The negotiations include discussions of the Terms of Reference (TOR), the proposed methodology, JICA’s inputs, the Conditions of the Contract, and finalizing the “Description of Services” part of the Contract. These discussions shall not substantially alter the original scope of services under the TOR or the terms of the contract, in order that the quality of the final product, its price, or the relevance of the initial evaluation may not be affected.  **[Financial negotiations]**  18.2 The financial negotiations will reflect the agreed technical modifications in the cost of the services.  18.3 The financial negotiations will, as necessary, include remuneration rate and quantities of items of reimbursable expenses that may be increased or decreased from the relevant amounts shown in the Financial Proposal but without significant alterations. |
| 1. **Conclusion of Negotiations** | 19.1 The negotiations are concluded with a review of the finalized draft Contract, which then shall be initialled by JICA and the Consultant’s authorized representative.  19.2 If the negotiations fail, JICA shall terminate the negotiations informing the Consultant of the reasons for doing so and will invite the next-ranked Consultant to negotiate a Contract. |
| 1. **Award of Contract** | 20.1 After completing the negotiations JICA shall award the Contract to the selected Consultant and promptly notify the other shortlisted Consultants. Technical Proposals of those consultants who were unsuccessful shall be disposed or returned.  20.2 The Consultant is expected to commence the assignment on the date specified in **Section 2. Summary Sheet of the Instruction to Consultants**. |

# Section 4. Technical Proposal Forms

{Notes to Consultant shown in brackets { } throughout Section 4 provide guidance to the Consultant to prepare the Technical Proposal; they should not appear on the Proposals to be submitted.}

###### Checklist of Required Forms

|  |  |  |
| --- | --- | --- |
| **Form** | **Description** | **Page Limit** |
| TECH-1 | Technical Proposal Submission Form | 2 |
| TECH-2 | Description of the Approach, Methodology, and Work Plan for Performing the Assignment | 5 |
| TECH-3 | Work Schedule and Planning for Deliverables | 1 |
| TECH-4 | Curriculum Vitae (CV) | 4 |

###### Form TECH-1

**Technical Proposal Submission Form**

{Juba, Date}

To: Chief Representative

Japan International Cooperation Agency (JICA) South Sudan Office

Dear Sir:

We, the undersigned, offer to provide the consulting services for Consultancy for Consultancy for Data Collection Survey of Fisheries Sector, with a Focus on Aquaculture in Juba and Surrounding Peri-urban Areas, in accordance with your Request for Proposals dated 17th February 20201 and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and a Financial Proposal sealed in a separate envelope.

We hereby declare that:

(a) All the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification by JICA.

(b) Our Proposal shall be valid and remain binding upon us for the period of time specified in the Instructions to Consultants (ITC).

(c) Our Proposal is binding upon us and subject to any modifications resulting from the Contract negotiations.

We undertake, if our Proposal is accepted and the Contract is signed, to initiate the Services related to the assignment no later than the expected date for the commencement of the Services indicated in the Summary Sheet of the Instruction to Consultants.

We understand that you are not bound to accept any Proposal that you receive.

We remain,

Yours sincerely,

Authorized Signature {In full and initials}:

Name and Title of Signatory:

Name of Firm:

Address:

Contact information (phone and e-mail):

Form TECH-2

**Description of Approach, Methodology, and Work Plan for Performing the Assignment**

{Form TECH-2: a description of the approach, methodology, and work plan for performing the assignment}

{Suggested structure of your Technical Proposal}

1. **Technical Approach, Methodology, and Organization of the Consultant’s team**.

{Please explain your understanding of the objectives of the assignment as outlined in the Terms of Reference (TOR), the technical approach, and the methodology you would adopt for implementing the tasks to deliver the expected output(s); the degree of detail of such output; and describe the structure and composition of your team. Please do not repeat/copy the TOR in here.}

1. **Work Plan**

{Please outline the plan for the implementation of the main activities/tasks of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by JICA), and tentative delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate them into a feasible working plan and work schedule showing the assigned tasks for each expert. A list of the final documents (including reports) to be delivered as final output(s) should be included here. The work plan should be consistent with the FORM Tech-4 (Work Schedule).}

1. **Comments (on the TOR and on counterpart staff and facilities)**

{Your suggestions should be concise and to the point, and incorporated in your Proposal. Please also include comments, if any, on counterpart staff and facilities to be provided by JICA. For example, administrative support, office space, local transportation, equipment, data, background reports, etc.}

Form TECH-3**:**

**Work Schedule and Planning for Deliverables**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **N°** | **Activity** | **Months** | | | |
| 1 | 2 | 3 | 4 |
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1. List the deliverables with the breakdown for activities required to produce them and other benchmarks such as JICA’s approvals. For phased assignments, indicate the activities, delivery of reports, and benchmarks separately for each phase.

2. Duration of activities shall be indicated in a form of a bar chart.

3. Include a legend, if necessary, to help read the chart.

**Form TECH-4**

**CURRICULUM VITAE (CV)**

|  |  |
| --- | --- |
| **Position Title** | {e.g., TEAM LEADER} |
| **Name of Expert:** | {Insert full name} |
| **Date of Birth:** | {day/month/year} |
| **Country of Citizenship / Residence** |  |

**Education:** {List college/university or other specialized education, giving names of educational institutions, dates attended, degree(s)/diploma(s) obtained}

**Employment record relevant to the assignment:**

{Starting with present position, list in reverse order. Please provide dates, name of employing organization, titles of positions held, types of activities performed and location of the assignment, and contact information of previous clients and employing organization(s) who can be contacted for references. Past employment that is not relevant to the assignment does not need to be included.}

|  |  |  |  |
| --- | --- | --- | --- |
| **Period** | **Employing organization and your title/position.**  **Contact info for references** | **Country** | **Summary of activities performed relevant to the Assignment** |
| [e.g., May 2005-present] | [e.g., Ministry of ……, advisor/consultant to…  For references: Tel…………/e-mail……;  Mr. Hbbbbb, deputy minister] |  |  |
|  |  |  |  |
|  |  |  |  |

**Membership in Professional Associations and Publications:**

**Language Skills (indicate only languages in which you can work):**

**Expert ’s contact information:** (e-mail, phone)

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience, and I am available to undertake the assignment in case of an award. I understand that any misstatement or misrepresentation described herein may lead to my disqualification or dismissal by JICA.

Name of Expert Signature Date{day/month/year}

Name of authorized Signature Date{day/month/year}

Representative of the Consultant

(the same who signs the Proposal)

# Section 5. Financial Proposal Forms

{Notes to Consultant shown in brackets { } provide guidance to the Consultant to prepare the Financial Proposals; they should not appear on the Financial Proposals to be submitted.}

Financial Proposal Forms shall be used for the preparation of the Financial Proposal according to the instructions provided in Section 2 and 3.

**FIN-1 Financial Proposal Submission Form**

**FIN-2 Breakdown of Remuneration, Reimbursable Expenses and Indirect Local Tax Estimates**

**Form FIN-1**

**Financial Proposal Submission Form**

{Juba, Date}

To:　　Chief Representative

JICA South Sudan Office

Dear Sirs:

We, the undersigned, offer to provide the consulting services for Consultancy for Data Collection Survey of Fisheries Sector, with a Focus on Aquaculture in Juba and Surrounding Peri-urban Areas accordance with your Request for Proposal dated 17th February 2021 and our Technical Proposal.

Our attached Financial Proposal is for the amount of {indicate the corresponding to the amount(s) currency} {Insert amount(s) in words and figures}, including of all indirect local taxes.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal.

We understand that you are not bound to accept any Proposal that you receive.

We remain,

Yours sincerely,

Authorized Signature {In full and initials}:

Name and Title of Signatory:

Name of Firm:

Address:

Contact information (phone and e-mail):

**Form FIN-2**

**Breakdown of Remuneration, Reimbursable Expenses and Indirect Local Tax Estimates**

{When used for Lump-sum Contract assignment, information to be provided in this Form shall only be used, if needed, to establish payments to the Consultant for possible additional services requested by the Client. This form shall not be used as a basis for payments under Lump-sum Contracts.}

**Total Costs of (1), (2) and (3) : {insert: total estimate cost}**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Remuneration** | | | | | |
| No. | Name | Position | Person-month Remuneration Rate | Time input in person/month | Cost |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
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|  |  |  |  |  |  |
| **Total of (1)** | | | | |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Reimbursable Items** | | | | | |
|  | Type of Reimbursable expenses | Unit | Unit Cost | Quantity | Cost |
| 1 | {e.g., office supplies} |  |  |  |  |
| 2 |  |  |  |  |  |
| **Total of (2)** | | | | |  |

|  |  |
| --- | --- |
| **Total Costs of (1)+(2)** |  |

**Section 6. Terms of Reference (See attached)**

**Section 7: Standard Form of Contract (See attached)**