

USAID Resilience through Agriculture in South Sudan Activity (RASS)

REQUEST FOR PROPOSALS (RFP)

Issue Date: Aug 22 2024

Deadline: Aug 30 2024

Request No: #RFP-RASS-24-007

Recruitment of Consultancy Firm or individuals to conduct
Hide & Skin Training for DAI/RASS Activity in Three Counties

NOTICE: Prospective Consultancy firm or individual who has received this document from a source other than the RASS Activity should immediately contact rass_procurement@rassactivity.org and provide their name and mailing address so that any amendments to this RFQ or other solicitation-related communications can be sent directly to them. Any prospective Consultancy firm or individual who fails to register their interest with DAI/RASS assumes complete responsibility if they do not receive communications before the closing date of this RFQ. Any amendments to this solicitation will be issued via email.

Issuance of this RFQ in no way obligates DAI to award the Consultancy Firm or individual an Agreement and the Firm or individual will not be reimbursed for any costs associated with the preparation of their application. No discussions or negotiations are permitted with firms or individuals under this RFQ. Consultancy firms or individuals shall submit their best and final price.

Request for Qualifications – Consultancy Firm or individual recruitment

Overview: DAI Global LLC, a legally registered company in South Sudan and implementer of the USAID-funded Resilience through Agriculture in South Sudan (RASS) Activity, hereby invites eligible Firms or individuals to provide **Hide & Skin Training to Youth Groups in the three Counties of Akobo, Wau and Kapoeta North**. The RASS Activity will improve food security and community household recovery and resilience in 13 target counties, reducing long term reliance on humanitarian assistance (HA).

1. RFQ No.	RFP-RASS-24-007
2. Issuance Date	Aug 22, 2024
3. Title	Hide & Skin Training Consultancy in three Counties
4. Issuing Office	DAI Global LLC USAID-funded RASS Activity Afex Camp River, Hai Malakal, Along side Nile River, Juba, South Sudan
5. Email Address for Submission of Quotations	All Proposals/Applications must be submitted by email to rass_submissions@rassactivity.org with “ Hide & Skin Training Consultancy ” in the email subject line. Any other form of submission will not be accepted.
6. Deadline for Receipt of Applications	August 30, 2024 (17:00 CAT) Late submissions will not be accepted.
7. Submission of Questions / Clarification Requests	Consultancy firms may submit questions and requests for clarifications by email no later than 26th Aug 2024, at 17:00 CAT . Please only submit questions to: rass_procurement@rassactivity.org . All questions received will be compiled and answered in writing and distributed to all registered Consultants or firms.
8. Anticipated Award Type	DAI anticipates awarding a Firm fixed-price Consultancy or individual Agreement (ICA) for the services
9. Basis for Award	Any application that does not meet the technical minimum score of 70 out of 100 points will be rejected. Any application that does not meet the mandatory criteria set out in Attachment B will be rejected. Firms or individual candidates that meets the selection criteria will be invited for an interview. To be considered for award, the Consultants firms or individual must follow the instructions provided in this RFQ, submit a complete application (see section 11), and meet all the requirements identified in Sections 10, 12 and 13 prior to award.
10. Technical Specifications and Requirements	See Attachment A – Terms of references See Attachment B – Evaluation criteria
11. Complete Applications Response	A complete submission in response to this RFQ includes: <ul style="list-style-type: none"> 1. Attachment C – Application submission form <ul style="list-style-type: none"> Form 1. CV with relevant attachments Form 2. Financial Proposal Form 3. Past Performance References

<p>12. General Instructions to Consultants</p>	<ul style="list-style-type: none"> • Each eligible and interested consultancy firm or individual is responsible for reading very carefully and understanding fully the terms and conditions of this RFP. Failure to do so will be at the firm’s or individual risk. • All communications regarding this solicitation are to be made solely through the Issuing Office and must be submitted via email. • If this RFP solicitation is amended, then all terms and conditions not modified through the amendment shall remain unchanged. • By applying, the interested consultant or firm fully understands that their proposal must be valid for 90 days, which shall be indicated in the cover letter submission. • Prior to any award the Offeror must meet all determination of responsibility requirements as listed in Box 13. • Consultants or firms shall submit applications Individual consultants or firms shall complete Attachment B: Price Schedule template in United States Dollars (USD) only
<p>13. Anti-Corruption and Anti-Bribery Policy and Reporting Responsibilities</p>	<p>DAI conducts business under the strictest ethical standards to assure fairness in competition, reasonable prices and successful performance or delivery of quality goods and equipment. DAI does not tolerate the following acts of corruption:</p> <ul style="list-style-type: none"> • Any requests for a bribe, kickback, facilitation payment or gratuity in the form of payment, gift or special consideration by a DAI employee, Government official, or their representatives, to influence an award or approval decision. • Any offer of a bribe, kickback, facilitation payment or gratuity in the form of payment, gift or special consideration by an offeror or subcontractor to influence an award or approval decision. • Any fraud, such as mis-stating or withholding information to benefit the offeror or subcontractor. • Any collusion or conflicts of interest in which a DAI employee, consultancy firm or individual, or representative has a business or personal relationship with a principal or owner of the offeror or subcontractor that may appear to unfairly favor the offeror or subcontractor. Subcontractors must also avoid collusion or conflicts of interest in their procurements from vendors. Any such relationship must be disclosed immediately to DAI management for review and appropriate action, including possible exclusion from award. <p>These acts of corruption are not tolerated and may result in serious consequences, including termination of the award and possible suspension and debarment by the U.S. Government, excluding the offeror or subcontractor from participating in future U.S. Government business.</p>

	<p>Any attempted or actual corruption should be reported immediately by either the offeror, subcontractor or DAI staff to:</p> <ul style="list-style-type: none">• Toll-free Ethics and Compliance Anonymous Hotline at (U.S.) +1-503-597-4328• Hotline website – www.DAI.ethicspoint.com, or• Email to Ethics@DAI.com• USAID’s Office of the Inspector General Hotline at hotline@usaid.gov <p>By signing this proposal, the offeror confirms adherence to this standard and ensures that no attempts shall be made to influence DAI or Government staff through bribes, gratuities, facilitation payments, kickbacks or fraud. The offeror also acknowledges that violation of this policy may result in termination, repayment of funds disallowed by the corrupt actions and possible suspension and debarment by the U.S. Government.</p>
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Attachment A

TERMS OF REFERENCES

1) RASS ACTIVITY DESCRIPTION

I.

The Resilience through Agriculture in South Sudan (RASS) Activity is a four-year USAID-funded project implemented by DAI Global LLC and two sub-contractors: CARE International and International Fertilizer Development Center (IFDC), aimed at improving food security and community household recovery and resilience across 13 counties in Western Bahr el Ghazal, Unity, Upper Nile, Jonglei, Western Equatoria, Eastern Equatoria and Lakes States in-line with USAID strategic framework for South Sudan. To achieve this, RASS employs a resilience pathways approach to improve the effectiveness of local systems and strengthen the capacities of community groups to achieve gender-responsive and diversified market-sensitive agriculture production; facilitate increased production of diverse nutritious foods by strengthening productivity, reducing food loss, and improving nutrition behaviors; strengthen and expand household and community opportunities for sustainable, locally driven livelihoods; and enhanced private sector productivity of honey and shea nuts value chains. Gender Equality, Youth, and Social Inclusion (GEYSI) and Social Behavior Change Communication (SBC) are integral to RASS programming. The work is aimed at transitioning communities from humanitarian assistance to a phase of inclusive development assistance and economic growth.

The RASS Project will work closely with other United States Government funded projects as well as collaborate with other United Nations (UN) Agencies and Funds, International Non-Governmental Organizations (INGOs), and National Non-Governmental Organizations (NNGOs) to ensure maximum benefit to the communities and minimal duplication of assistance.

2. Context, Scope, and High-level expected results

RASS is working in the selected counties to create alternative pathways for South Sudanese youth to acquire skills and competencies that will enable them to suit the labor market or pursue entrepreneurial/business ventures. The objective of this intervention includes economic empowerment of the youth by capacitating them to engage meaningfully in the affairs of their lives and to enable them to earn a decent livelihood.

Therefore, RASS will invest in these areas and work closely with youth to enhance the use of hides and skins in the three respective Counties (Akobo, Kapoeta, and Wau). RASS will begin rebuilding the basic infrastructure of three proposed slaughterhouses in Kapoeta North, Akobo, and Wau to enhance the capacity of butchers, flayers, and other actors in the hide and skin value chain to produce and sell higher-quality hides and skin products. More specifically, RASS is seeking to engage a sub-contractor to:

- Build capacity of the 60 youth members across the 3 counties in areas including **shoes, wallets, and women hand handbag design, Hide & Skin processing skills, and business skills.**
- **Technically support and mentor groups for continuous skills development and success of their business.**

2.1. High Level Expected results.

Through the mentorship training programs, RASS anticipates enhancing the skills of youth groups to enable them to gain productive and fulfilling work to meet their livelihood aspirations.

Building their capacity will also widely promote the establishment of private enterprise which will create jobs for more people. Engagement of the target groups in employment and business opportunities will reduce exposure to climatic and non-climatic risk through diversification of income sources.

These interventions aim to create safe and rewarding economic opportunities for the youth through skills transfer to enable them to gain productive and fulfilling work to meet their livelihood aspirations.

These efforts are neatly weaved and will contribute to the attainment of the RASS objectives and core outcome of graduating communities from high Integrated Food Security Phase Classification (IPC) to low IPC Acute Food Insecurity (AFI).

On the accomplishment of this activity, RASS anticipates that through the implementation of these key activities, the following results will be achieved:

- 1) Create pathways for increased employment through skill building (vocational, and mentorship skills) for youth.
- 2) Expand opportunities for youth through the utilization of the acquired skills to operationalize business.
- 3) Economic empowerment of youth and women through income generating to diversify their livelihood thus reducing exposure to risks from agriculture.

2.2. Objectives

The overall objective is to develop participant skills and competence to contribute to the improvement of food security and incomes of the population in targeted counties with the specific purpose of improving food security and incomes for rural smallholders in consideration of the axial roles and potentiality of smallholders to boost the rural economy and reach a sustainable food security level in the country.

The main objective of engaging a Subcontractor /Firm/Individual Consultant is to train and equip participants with knowledge and practical skills on different aspects of animal production such as stunning, animal slaughtering, bleeding, ripping, flaying, and processing of hides and skins and craft techniques. By the end of the training the trainees are expected to acquire the following skills:

- A sound knowledge of basic principles of hygiene and sanitation during the production and processing of hides and skins.
- Improved knowledge and technical skills in the production of good quality hides and skins.
- Improved knowledge and technical skills on different aspects of preservation/processing of hides and skins and crafts techniques.
- Knowledge of grading and storage of hides and skins.
- Improved understanding of marketing channels and benefits of collective marketing.

2.3. Geographical Locations

This activity is scheduled to be piloted in three (3) counties in Year III: namely Akobo, Kapoeta North, and Wau counties, and later extend to other locations on a need basis. These locations were assessed to have an abundance of Hide & Skin that are not being used due to inadequate skills and knowledge from the youth. Strengthening the local capacity of youth in production and productivity systems or chains will enhance future sustainability and reduce dependency syndromes.

2.4. Approach and Methodology

The training method will be more participative, with all participants, regardless of gender or cultural beliefs, being encouraged to participate and express their thoughts. This will not only help instructors detect knowledge gaps but will also provide young people (women and men) with a friendly setting in which to learn and contribute to discussions. The consultant is required to deliver this hands-on training to guarantee that the project is finished on time.

The Consultants will travel to the assigned counties and work collaboratively with the RASS frontline teams to undertake the training sessions accordingly. During the completion of the training, a facilitator is expected to gather feedback for participants for future programming:

4) PERIOD AND PLACE OF PERFORMANCE

The period of performance is expected for 45 days spread across three (3) Counties (15 days per County).

DAI/RASS will contract the Hide & Skin Trainer or firm on the following Level of Effort (LOE):

Level	County	Estimated Number of Days for Completion
County	Akobo	17 days travel included
County	Wau	17 days travel included
County	Kapoeta North	17 days travel included

Pre-meeting phase: The individual or staff of the Consultancy firm will meet with RASS/HQ in Juba and then travel to one or a series of the Three (3) prioritized counties of Akobo, Wau, and Kapoeta North.

5) EXPECTED RESULTS AND SUPPORT

5.1) RASS expectations of the Consultancy firm or individual

Under the supervision of the DCOP that will provide overall technical direction and acceptance of all consultancy firm's or individual deliverables, the firm or individual is expected to come up with his or her training guide which is relevant to the objective of RASS activity. The training helps to reflect and address the needs of trainees in a local context. Major topics should include but not be limited to the following.

- Sharing Perceptions of the Training Program: an icebreaker
- Assessing Group Resources
- Defining Expectations of the Training Program
- Workshop safety regulations and requirements
- Eye hook and link: technology transfer
- Record keeping and financial literacy
- Advertisement and marketing.
- Designing belts, wallets, and handbags.
- Branding.
- Grading the Hide & Skin

5.2) RASS support to the Consultant or firm

RASS support will consist to:

- RASS will only facilitate the Consultancy firms or individuals on the ground (at County levels; Akobo, Kapoeta North and Wau) including transportation in the field, share available contacts for county-level work, and assist in the coordination and beneficiary mobilization.

Expected post-award deliverables.

The following will be the deliverables upon the successful training of Hide & Skin trainers.

S/N	Task	Deliverable	# of Days
1	Preparation of schedule for fieldwork	An inception report clearly outlining the approach and methodology, proposed training practice regulations, and safety measures to trainees before, during, and after training.	02
2	Provide Hide & Skin training	Conduct the training and support Hide & Skin trainees in designing the best craft that fits the market.	36
3	Preparation of report capturing key findings and recommendations	A fact sheet or abstract and PowerPoint Presentations to be used for dissemination of findings to RASS.	03
4	Presentation of findings/validation, feedback, and final reporting	Draft presentation slide deck	02
5	Finalization and submission of the final report	Final validated training report on the Hide & Skin and recommendations on the next course of action	02
Total LOE			45

1. Proposed timeframe

The assignment indicated in this Terms of Reference to train Youths on Hide and Skin in all the selected counties will be completed by **Thursday, October 31, 2024**. The timeframe for this consultancy is 45 days, from the time of signing the contract. The consultants must commit to finishing the consultancy assignment within the specified timeframe. The proposed timeline is divided as follows:

2. Management of the Consultancy firm or individual consultant

Under the overall supervision of the RASS Chief of Party (COP); and in collaboration with Objective 1 Lead and relevant DAI/RASS technical personnel, the Consultancy firm or individual will be directly under the supervision of the Deputy Chief of Party (DCOP).

6. Payment schedule

Task/Deliverable	Due Date	Payment	Approver
1. An inception report clearly outlining the approach and methodology, proposed training practice regulations, and safety measures to trainees before, during, and after training.	7 business day after contracting	30% upon submitting the inception report	Not applicable
2. Submission of Draft Report	7 Days after conducting the training	30% upon submitting the draft report	Deputy Chief of Party
3. Finalization and submission of the final report	7 business days upon returning from the field	40% upon approval of the Final validated training report on Hide & Skin and recommendations on the next course of action	Deputy Chief of Party

RASS will only facilitate the Firm or Consultants on the ground and that means, consultancy proposals should be inclusive of Air Tickets to the field, Accommodation, Feeding, Airtime, some Stationaries, etc. Payment will be as follows: First installment (30%) of the total cost on submission and acceptance of the inception report, Second payment (30%) upon submission of the draft report, and final payment (40%) upon completion and approval of the final report. Additional information on payment terms and conditions will be included in the contract.

3. Consultancy firm or individual Competencies

Applications from registered consulting firms are preferable and as well as individuals with extensive experiences are welcome and will be assessed on their ability to demonstrate the following qualifications and competencies.

- Extensive experience in facilitating training related to animal production.
- Knowledge of livestock-based systems in South Sudan and the role of stakeholders.
- Experience conducting similar trainings in three (3) regions of South Sudan.
- Bachelor's degree/Diploma in Animal production or other related fields.

- Strong analytical, facilitation and communication skills.
- Excellent reporting and presentation skills.
- Fluency in spoken and written English.
- Ability to communicate confidently in one of the local languages in Eastern Equatoria, Western Bahr el Ghazal, and the greater Upper Nile region.
- **Excellent adult training facilitation skills**

Firms / Candidates with demonstrable practical experience in community-based livestock systems in South Sudan, livestock product value addition will be preferred.

1.1 *Additional Information*

- Consultancy firms or individuals shall abide by WHO and the Government of South Sudan's COVID-19 SOPs.
- Consultancy firms or individuals shall be required to sign and abide by the DAI Safeguarding Policy (which includes prevention of sexual exploitation and abuse, and behavior protocols).
- Consultancy firms or individuals shall abide by USAID beneficiary data privacy/management policies.

2.

2.1 *Ethical Considerations, Confidentiality, and Proprietary Interests*

- The Consultancy firm or individual must apply standard ethical principles during the assignment. Some of these must deal with the confidentiality of interviewee statements when necessary, refraining from making judgmental remarks about stakeholders.
- The Consultancy firm or individual shall not either during the term or after the termination of the assignment, disclose any proprietary or confidential information related to the service without prior written consent by the contracting authority. Proprietary interests on all materials and documents prepared by the contract holder under this assignment shall become and remain properties of DAI/RASS.

4. Submission

To apply, please send your complete and updated CVs/resumes of the proposed experts, technical and financial proposals detailing methodology, work plan, required resources and budget; and previous reports as one single document to: rass_submissions@rassactivity.org. Your attachment must not exceed 1 megabyte in size. Please DO NOT submit any other recruitment documents currently. In the subject line, please include the: **“Hide & Skin Training Consultancy”**. DAI/RASS encourages applicants to submit their applications electronically. Only shortlisted candidates or firms who meet all the minimum qualifications will be contacted. DAI/RASS will carry out reference checks and document verification for successful firms or candidates. The deadline for submissions is **Friday 30th August 2024, at 05:00 PM (17:00) CAT**. Kindly be reminded that DAI does NOT tolerate canvassing and will not answer questions via phone calls.

DAI Organization and Values: DAI is a global development company with corporate offices in the United States, the United Kingdom, EU, Nigeria, Pakistan, and Palestine and project operations worldwide. We tackle fundamental social and economic development problems caused by inefficient markets, ineffective governance, and instability. DAI works on the frontlines of global development. Transforming ideas into action—action into impact. We are committed to shaping a more livable world.

DAI and its employees are committed to confronting racism and holding ourselves accountable for positive change within the company and in the communities, cultures, and countries in which we live and work. DAI is committed to attracting and retaining the best employees from all races and backgrounds in our continued effort to become a better development partner. DAI upholds the highest ethical standards. We are committed to the prevention of sexual exploitation, abuse, and harassment as well as other ethical breaches. All of our positions are therefore subject to stringent vetting and reference checks.

DAI is an equal opportunity/affirmative action employer with a commitment to diversity. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or status as a protected veteran.

ATTACHMENT B EVALUATION CRITERIA

Mandatory criteria

The Hide & Skin Training Consultancy firm or individual will be eliminated if the application does not demonstrate that it meets the following minimum mandatory criteria:

Evaluation criteria

#	Evaluation criteria	Maximum Points
1	<u>Education and qualifications</u>	20
1.1	<ul style="list-style-type: none"> Bachelor's degree/Diploma in Animal production or any related field 	20
2	<u>Professional experience</u>	80
	<ul style="list-style-type: none"> Experience in facilitating training related to animal production. Knowledge of livestock-based systems in South Sudan and the role of stakeholders. 	20
2.2	<ul style="list-style-type: none"> Minimum experience of 3 years in conducting training in three (3) regions of South Sudan. 	20
2.3	<ul style="list-style-type: none"> Demonstrated ability to write high-quality, methodologically sound, analytical papers, and reports in user-friendly English language. 	10
2.4	<ul style="list-style-type: none"> Strong analytical, facilitation and communication skills. Ability to work independently and in a team environment to inspire communities to succeed 	10
	<ul style="list-style-type: none"> Excellent organizing, facilitating, presentation, communication, and report writing skills. 	10
2.5	<ul style="list-style-type: none"> Demonstrable practical experience in community-based livestock systems in South Sudan, livestock product value addition will be preferred. 	5
	<ul style="list-style-type: none"> Sound knowledge of the context in South Sudan and the geographic scope of the study area. 	5
TOTAL POINTS		100

To be qualified, you must obtain a minimum of 70/100 points.

The final candidates or firms that successfully pass the interview will be recommended for the award upon satisfactory references.

Attachment C APPLICATION'S SUBMISSION FORM

1. Form 1. CV

The **Hide & Skin Training Consultancy firm or individual** must provide his/her complete and updated CV/Resume with a recent work plan or technical Proposal that was originally authored by him/her. The CV must specify the **staff's Nationality**.

1. Form 2. Financial proposal

Recruitment of a consultancy firm or individual to conduct Hide & Skin Training for the DAI/RASS
Activity

Procurement Ref : RFP-RASS-24-007

NB: Please use the attached detailed budget template in excel sheet



Attachment%20-%20
Detailed%20Budget%

We, the undersigned, provide the attached financial proposal by **RFP-RASS-24-007** dated **[Insert full date]**.

I certify a validity period of 90 days for the rates provided in the attached proposal. I have read and understood the instructions provided in the subject RFP, which I intend to fully comply with.

We understand that DAI is not bound to accept any applications it receives and that DAI will not reimburse any costs associated with the preparation of this application.

Consultant's signature

2. Form 3. Past performance references

The **Hide & Skin Training Consultancy Firm / Individual** must provide at least 3 past performance reference information. This may include any good performance certificate he/she may have received during his/her past performance.

Reference # 1

Name of Project:	
Location of Project:	
Period of Performance:	
Description of Services Provided:	
Reference Contact Name:	
Reference Contact Number:	

Reference # 2

Name of Project:	
Location of Project:	
Period of Performance:	
Description of Services Provided:	
Reference Contact Name:	
Reference Contact Number:	

Reference # 3

Name of Project:	
Location of Project:	
Period of Performance:	
Description of Services Provided:	
Reference Contact Name:	
Reference Contact Number:	