

USAID Resilience through Agriculture in South Sudan Activity (RASS)

REQUEST FOR QUALIFICATIONS (RFQ)

Issue Date: 10, Oct 2022

Deadline: 20, Oct 2022

Request No: REQ-JBA-22-0114

Recruitment of three (3) Consultants (Capacity Needs Assessment for various Producers Groups) to Strengthen community groups technical capacity to increase production in DAI/RASS Activity

NOTICE: Prospective Consultants who have 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 Consultants who fail to register their interest with DAI/RASS assumes complete responsibility if they do not receive communications prior to 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 an Independent Consultant Agreement and Consultants will not be reimbursed for any costs associated with the preparation of their application. No discussions or negotiations are permitted with Consultants under this RFQ. Consultants shall submit their best and final price

Request for Qualifications – Individual Consultant 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 Individual Consultants to provide Individual Consultant Services as **Capacity Needs Assessment for various Producers Groups**. 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.	REQ--JBA-22-0114
2. Issuance Date	October 10, 2022
3. Title	Capacity Needs Assessment for various Producers Groups Consultant
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 quotes must be submitted by email to rass_submissions@rassactivity.org with "Consultancy Services for Capacity Needs Assessment for various Producers Groups" in the email subject line. Any other form of submission will not be accepted.
6. Deadline for Receipt of Quotes	17:00 CAT, 20 th Oct,2022. Late submissions will not be accepted.
7. Submission of Questions / Clarification Requests	Consultants may submit questions and requests for clarifications by email no later than Oct 14 th , 2022, 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.
8. Anticipated Award Type	DAI anticipates awarding an Independent Consultant 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. The candidate who meets the selection criteria will be invited for an interview. The final candidates that successfully pass the interview will be recommended for award upon satisfactory reference checks, document verification for successful candidates and screening requirements. To be considered for award, Consultants must follow the instructions provided in this RFQ, submit a complete application (see section 11), and meet all of 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: 1. Attachment C – Application submission form 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 consultant is responsible for reading very carefully and understanding fully the terms and conditions of this RFQ. Failure to do so will be at the Consultant's risk. • All communications regarding this solicitation are to be made solely through the Issuing Office and must be submitted via email. • If this RFQ solicitation is amended, then all terms and conditions not modified through the amendment shall remain unchanged • By submitting an application, The interested consultant fully understand that their quote must be valid for a period of 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 shall submit applications <p>Consultants shall complete Attachment B: Price Schedule template in United States Dollars (USD) only</p>
<p>13. Procurement Ethics</p>	<p>By applying, the eligible & interested consultant certify that they have not/will not attempt to bribe or make any payments to DAI employees in return for preference, nor have any payments with Terrorists, or groups supporting Terrorists, been attempted. Any such practice constitutes an unethical, illegal, and corrupt practice and either the Bidders or the DAI staff may report violations to the Toll-Free Ethics and Compliance Anonymous Hotline at +1 855-603-6987, via the DAI website, or via email to FPI_hotline@dai.com.</p>

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Attachment A

TERMS OF REFERENCES

1) RASS ACTIVITY DESCRIPTION

USAID's four-year (2021-2025) Resilience through Agriculture in South Sudan (RASS) Activity will improve food security and community household recovery and resilience in 13 target counties, reducing long term reliance on humanitarian assistance. To achieve this ambitious aim, RASS will employ 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 production; facilitate increased production of diverse nutritious foods by strengthening productivity, reducing food loss, and improving nutrition behaviours; and strengthen and expand household and community opportunities for sustainable, locally driven livelihoods. RASS targets graduating communities from high integrated food security phase classifications to low IPC acute food insecurity and support a change from a focus on humanitarian assistance to inclusive development assistance and economic growth.

USAID has designed the RASS Activity as a vital companion to the many humanitarians' relief and recovery efforts. Layering, sequencing, and integrating development activities with these efforts, RASS will strengthen capacities to sustain gender-responsive, diversified, and market-sensitive agricultural production; increase availability of, access to, and utilization of diverse, safe, and affordable diet; and expand opportunities for sustainable, locally driven livelihoods, thereby graduating communities from emergency to insecure, per the IPC classification.

2) BACKGROUND

The United States Agency for International Development (USAID) funded Resilience through Agriculture in South Sudan Activity (RASS Project) is a four-year activity led by prime Contractor, DAI Global, LLC. and three partners: CARE International, International Fertilizer Development Center (IFDC), and The Waterfield Design Group, Inc. (WDG). The RASS Project's objective is to improve food security and community household recovery and resilience in 13 counties in Western Bahr El Ghazal, Unity, Upper Nile, Jonglei, and Eastern Equatoria States in line with USAID strategic partnership framework with the Republic of South Sudan. To achieve this goal, RASS Project employs a "resilience pathways" approach to (i) improve the effectiveness of local systems and strengthen the capacities of community groups to achieve gender responsive and diversified food and market-sensitive agriculture, (ii) increase availability, access to, and use of diverse, safe, and affordable diets, and (ii) expand opportunities for sustainable, locally driven livelihoods.

Human capacity in South Sudan is weak and community groups have very limited access to extension services, improved quality inputs, mechanization, and production capital, which are needed to improve agricultural production. The public extension system in the target counties is fragmented, extension services provided by private sector actors are non-existent or inconsistent and difficult to access, and women are frequently excluded from available services provision. To address the challenge of limited extension services, access to improved inputs and production capital, and to improve agricultural productivity, RASS is promoting the adoption of improved inputs and technologies through collaboration

with existing development and humanitarian IPs that will have agricultural input programs or respond to the current shocks and stresses (e.g., flooding, drought, conflicts etc.). RASS will also leverage Farmer Field and Business School (FFBSs) in the target counties to promote improved application practices of seeds and fertilizer as well as introduce farmer groups to appropriate agricultural practices.

3) CONTEXT OF THE CONSULTANCY AND GENERAL TECHNICAL REQUIREMENTS

1. Activity Scope, Rationale and Justification

Due to a weak human capacity, community groups in South Sudan have very limited access to production capital, mechanization, higher-quality inputs, and extension services, all of which are required to increase agricultural production. The public extension systems in the target counties are fragmented, private extension services are difficult to find because they are infrequent or inconsistent, and women are frequently excluded from available service delivery. RASS has used producer Groups approach as Farmer Field and Business Schools (FFBSs) methodology in the target counties to promote improved seed and fertilizer application practices and to introduce farmer groups to appropriate agricultural practices. As a way of deepening programmatic intervention, RASS promotes an integrated approach in which members of producers groups are sensitized and encouraged to form Village Savings and Loans Associations (VSLAs) for mobilization of local financial resources for enterprise start-ups as well expansion.

To Strengthen community groups' technical capacity to increase production, RASS intends to conduct inclusive Organizational Capacity Assessment (OCA) of the current producers' groups across its geographical scope, which will be used to develop and design a training curriculum, among other interventions, to improve agricultural production and productivity.

2. Key Performance Areas

The consultant is expected to conduct an inclusive Capacity Needs Assessment (CNA) that looks at the internal capacity of the Producers' Groups to establish their status quo i.e., their strengths and areas of improvement to make them effective and sustainable. A CNA will be required to identify and understand the Producers Groups' capacity assets and needs. This will involve identifying capacity that is already in place to determine opportunities and constraints to the achievement of clearly identified results. To accomplish this, the consultant is expected to develop appropriate data collection tool for soliciting the relevant information.

A Capacity Building Plan will be developed based on findings from the assessment. The CBP should provide clear pathways to achieve the expected results. An important principle of RASS in conducting the capacity needs assessments is that they should be 'owned' and driven by the organization to sustain results. The expert shall use the findings of the assessment to develop a training curriculum for building the capacity of the groups. The consultant is further expected to assess and identify the producers' groups which might be interested in forming VSLAs to enhance their financial resource mobilization efforts.

4) PERIOD AND PLACE OF PERFORMANCE

The period of performance is expected from 21 days.

DAI/RASS will contract the **Capacity Needs Assessment for various Producers Groups** on the following Level of Efforts (LOE):

Level	County	Estimated Number of Days for Completion
County	Akobo	15 days travel included
County	Budi and Kapoeta North	21 days travel included
County	Wau and Jur River	21 days travel included

Pre-meeting phase: The Consultant will meet with RASS/HQ in Juba and then travel one or a series of the five prioritized counties of Akobo, Budi, Jur River, Kapoeta North and Wau.

5) EXPECTED RESULTS AND SUPPORT

5.1) RASS expectations of the Consultant

Under the supervision of the DCOP that will provide overall technical direction and acceptance of all consultant deliverables, the Consultant is expected to:

- The consultant will provide his/her own working laptop with fully functioning Microsoft Word, Excel, and PowerPoint/
- The consultant will provide his/her own cell phone and connect to the internet when in the field to remain in contact with RASS, using the Microsoft Teams or other web-based conference, when available.
- The consultant will work closely with the RASS operations team to ensure adherence to travel schedules and to troubleshoot any field implementation challenges.
- The consultant is expected to adhere to all updated safety guidelines and restrictions for COVID-19 and identify solutions that may arise from limitations with in-person meetings.
- Given the current restrictions in the country, the Consultant is expected to communicate any security restrictions that may impede their work.
- Exude and apply standard ethical principles and practices for the duration of the assignment. Some of these must deal with confidentiality of interviewee statements when necessary, refraining from making judgmental remarks about stakeholders.
- The Consultant shall not either during the term or after 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 property of DAI/RASS.

5.2) RASS support to the Consultant

RASS support will consist to:

- Share available contacts for county level work and assist in the coordination, booking, and payment of approved regional travel arrangements.
- Provide reimbursement as approved in the consultant agreement for internet and communications costs

Expected deliverables

The following are expected deliverables:

1. An inception report including a work plan, detailed methodology, report format and timeline, to be submitted within 5 days from the commencement of the assignment.
2. Develop a training curriculum for building the capacity of the groups. This must be validated accordingly.
3. A consolidated report which includes findings of the capacity needs assessment and agreed capacity building plan, and capacity building curriculum to be submitted within 7 days after the validation workshop.

5. Proposed timeframe

This assignment should be completed at the very latest **by Monday October 31, 2022**. It is envisaged that the recruitment processes can kick-off immediately to ensure the on-boarding of the Short-Term Technical Assistants (STTAs). In view of the tight timelines, the approach is to identify competent expert who would be supported by the RASS frontline staff in collection of the data. It is envisaged that the STTAs would spearhead data collection processes in at least 2 of the five target counties. The timeframe for this consultancy is 21 days, from the time of signing the contract. The consultant must commit to finishing the consultancy assignment within the specified timeframe. The proposed timeline is divided as follows:

Timeframe and estimated working days (LOE)

S/N	Task	Deliverable	# of Days
1	Preparation of schedule for field work, data collection tools	An inception report including a work plan, detailed methodology, report format and timeline,	03
2	Fieldwork		07
3	Preparation of the draft report (process, findings, recommendations, capacity building plan and curriculum)	Develop a training curriculum for building the capacity of the groups. This must be validated accordingly.	08
4	Presentation of findings/validation, feedback, and final reporting		01
5	Submission of the final report	A consolidated report which includes findings of the capacity needs assessment and agreed capacity building plan, and capacity building curriculum to be submitted within 7 days after the validation workshop.	02
Total LOE			21

6. Management of the Consultants

Under the overall supervision of the RASS Chief of Party (COP) in collaboration with relevant DAI/RASS technical personnel, the Consultant will be directly under the supervision of the Deputy Chief of Party (DCOP).

7. Payment schedule

Task/Deliverable	Due Date	Payment	Approver
1. An inception report including a work plan, detailed methodology, report format and timeline	Not applicable	30% upon submitting an acceptable inception report	Not applicable
2. Develop a training curriculum for building the capacity of the groups.	Not applicable	30% upon validation of the training Curriculum for building the capacity of the groups	Deputy Chief of Party
3. Finalization and submission of the final report	9 business days upon returning from the field	40% upon approval of final consolidated report which should include findings of the capacity needs assessment and agreed capacity building plan, and capacity building curriculum for each of the targeted counties	Deputy Chief of Party

RASS will directly facilitate air tickets, airport pick up and drop off, ground transport and accommodation while in the field locations – depending on need. Payment will be as follows: first instalment (30%) of the total cost on submission and acceptance of inception report. Final payment (70%) upon completion and approval of the final report. Additional information on payment terms and conditions will be included in the contract.

8. Desired Qualifications

- A master's degree in Business Administration/or Business Studies or Commerce, Rural sociology, Entrepreneurship, Agricultural Economics, Development Studies or any another related field.
- Minimum 3 – 5 years, in-depth knowledge and experiences in curriculum development are strongly required.
- Minimum 3 Years demonstrated skills in developing and undertaking field research and business performance/farmer group assessments.
- One to two years of field experience in managing Small and Medium Enterprises.
- Minimum 3 years' experience in capacity building and knowledge on curricula development and training for FFBS, FaaFB, and FBOs
- Ability to work independently and in a team environment to inspire communities to succeed.
- Knowledge of English language, both written and spoken
- Excellent written and oral communication skills.

9. 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_recruitment@rassactivity.org. Your attachment must be not exceeded 1 megabyte in size. Please DO NOT submit any other recruitment documents currently. In the subject line, please include the: “**Consultancy Services for Capacity Needs Assessment for various Producers Groups**”. DAI/RASS encourages applicants to submit their applications electronically. Only shortlisted candidates who meet all the minimum qualifications will be contacted. DAI/RASS will carry out reference checks and document verification for successful candidates. The deadline for submissions is **Thursday 20 October 2022, at 05:00PM (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 **Capacity Needs Assessment for various Producers Groups Consultant** will be eliminated if its 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"> A master's degree in Business Administration/or Business Studies or Commerce, Rural sociology, Entrepreneurship, Agricultural Economics, Development Studies or any another related field. 	20
2	<u>Professional experience</u>	80
	<ul style="list-style-type: none"> Minimum 3-5 years, in-depth knowledge and experiences in curriculum development are strongly required. Minimum 3 years demonstrated skills in developing and undertaking field research and business performance/farmer group assessments. 	20
2.2	<ul style="list-style-type: none"> One to two years of field experience in managing Small and Medium Enterprises. Minimum 3 years' experience in capacity building and knowledge on curricula development and training for FFBS, FaaFB, and FBOs 	20
2.3	<ul style="list-style-type: none"> Ability to work independently and in a team environment to inspire communities to succeed. 	10
2.4	<ul style="list-style-type: none"> Knowledge of English language, both written and spoken 	5
2.5	<ul style="list-style-type: none"> Excellent written and oral communication skills. 	5
TOTAL POINTS		100

To be qualified, the

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

The final candidates 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 **Capacity Needs Assessment for various Producers Groups Consultant** must provide his/her complete and updated CV/Resume with a recent work plan or technical report that was originally authored by him/her. The CV must specify his/her Nationality.

1. Form 2. Financial proposal

Recruitment of three (3) Capacity Needs Assessment for various Producers Groups Consultant for the
DAI/RASS Activity
Procurement Ref: RASS-JBA-22-0114

Jonglei : Akobo

Item No.	Level of Efforts (LOE)	Daily rate (USD)	Total rate (USD)
1	10 days		

Western Bahr Ghazel State: Wau and Jur River

Item No.	Level of Efforts (LOE)	Daily rate (USD)	Total rate (USD)
1	21 days		

Eastern Equatoria: Budi and Kapoeta North

Item No.	Level of Efforts (LOE)	Daily rate (USD)	Total rate (USD)
1	21 days		

NB: The Consultant must provide its financial proposal for the county he applies only.
Biodata will be required for the selected Consultant.

We, the undersigned, provide the attached financial proposal in accordance with RASS-JBA-22-0114 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 fully the instructions provided in the subject RFQ which I intend to fully comply.

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 **Capacity Needs Assessment for various Producers Groups Consultant** must provide at least 3 past performance references 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:	