



BUILDING FLOURISHING COMMUNITIES

**REQUEST FOR PROPOSAL FOR CAPACITY BUILDING OF SASRA REGULATED
SACCOS TO PARTICIPATE IN THE RK-FINFA PROJECT**

TENDER NO: CORDAID/RFP/03/2025

**CLOSING DATE: TUESDAY 8th JULY 2025 AT 11.00 A.M. EAST AFRICA
TIME**

JUNE 2025

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INVITATION TO BID

The Catholic Organization for Relief and Development Aid (CORDAID), under Tender Reference No. CORDAID/RFP/03/2025, hereby invites sealed bids from eligible and qualified Technical Service Providers (TSPs) for the provision of capacity-building services in financial literacy for smallholder farmers.

Section 1: Synopsis of the Request for Proposal

a) Title of Consultancy	REQUEST FOR PROPOSAL FOR CAPACITY BUILDING OF SASRA REGULATED SACCOS TO PARTICIPATE IN THE RK-FINFA PROJECT
b) Tender Number	CORDAID/RFP/01/2025
c) Eligibility	Consultancy firms legally registered in Kenya and existing in the last 5 years
d) Location of the assignment	Kenya, 7 counties (Kakamega, Bungoma, Busia, Siaya, Kisii, Nandi and Trans-Nzoia)
e) Type of Consultant	Consultancy firm
f) Issuing Office & Address	Catholic Organization for Relief and Development Aid (CORDAID) Futuristic Centre Block 4, Church Road, Westlands P.O. Box 40278 - 00100 Nairobi, Kenya www.cordaid.org
g) Point of contact for clarifications and questions	CORDAID Kenya Email: cordaidke@cordaid.org
h) Bid Submission	Electronically via the CORDAID official email: cordaidkenyatenders@cordaid.org

i) Solicitation Issue Date	24 th June 2025
j) Deadline for submission of questions and clarifications	1 st July 2025
k) Deadline for Answering questions and clarifications	3 rd July 2025
l) Deadline for Submission of Proposals	8 th July 2025 at 11.00am EAT
m) Selection method	<p>Quality and Cost Selection Method (QCBS)</p> <p>Weightage: Technical – 80%; Financial – 20%</p>

Instruction to Bidders

1. Eligible interested tenderers may obtain further information, addendums or clarifications in respect to this Tender from the CORDAID's website www.cordaid.org. All eligible Tenderers are advised to regularly check the website during the bidding period.
 - 1) A complete set of the tender documents may be downloaded from CORDAID's website www.cordaid.org **free of charge**.
 - 2) All the relevant forms in the Annex below **must** be completed. Both Technical and Financial Proposals must be submitted in two separate PDF files.
 - 3) Tenders must be shared via email cordaidkenyatenders@cordaid.org and the subject indicating only **RFP No. CORDAID/RFP/03/2025** to be received on or before **11:00 a.m. on Tuesday, 8th July 2025**. Hard copy bidding will *not* be permitted. Late tender submissions will not be accepted.
 - 4) Technical Proposals will be opened on **15th JULY 2025**. Interested bidders **MUST** forward their company's email address to cordaidke@cordaid.org to receive the meeting link prior to the tender opening.
 - 5) The **validity** of the proposal shall be for a period of 90 days from the date of bid closure.
 - 6) Prices must be quoted in Kenya shillings (KES) currency.

1.0 Introduction

Catholic Organization for Relief and Development Aid (CORDAID) is an internationally operating emergency relief and development organisation headquartered in the Netherlands with a country office in Nairobi, Kenya. CORDAID's mission is to strengthen the capacities and resilience of vulnerable people and communities in fragile settings so that they are better prepared to face their future challenges. For over two decades, Cordaid has been working closely with the Government of Kenya and development partner organisations to address these challenges through three thematic pillars namely sustainable livelihoods; equitable access to humanitarian assistance; equitable access to water, health care, education, and justice; and inclusive peace and reconciliation processes.

Catholic Organization for Relief and Development Aid (CORDAID) in partnership with the Government of Kenya, International Fund for Agricultural Development (IFAD), Agricultural Finance Cooperation (AFC), Financial Sector Deepening-Kenya (FSD-K), AGRA and other Partners are implementing a six-year Programme: Rural Kenya Financial Inclusion Facility (RK-FINFA) with the objective of increasing rural financial inclusion and green investments by agriculture value chain stakeholders. The RK FINFA Project is implemented under the Financial and Sectoral Affairs Department of the National Treasury. As part of the implementation of RK-FINFA, the Government of Kenya in collaboration with CORDAID is seeking bids from qualified Technical Service Providers (TSPs) to conduct Capacity building of SASRA regulated SACCOs to participate in the RK FINFA project whose aim is to enhance the capacities of selected financial institutions, smallholder producers and allied agribusinesses to avail and increase the uptake of green financial services and products under RK-FINFA. Successful applicants under this specific call for proposals will work under the direct supervision of CORDAID to develop a plan for and engage in the capacity building of at least 15 rural SACCOS regulated under SASRA expected to participate in the implementation of the programme.

1.1 Overview of the RK-FINFA Project

The Rural Kenya Financial Inclusion Facility (RK-FINFA) is a project funded by Government of Kenya and International Fund for Agricultural Development (IFAD). The project's goal is to reduce poverty, enhance climate change resilience, and improve livelihoods in rural areas. The projects' development objective is to increase rural financial inclusion and green investments by agriculture value chains stakeholders leading to equitable employment opportunities, innovative and resilient production systems and increased incomes for smallholder farmers, poor and marginalised rural households, women, and youth. The six-year RK-FINFA project builds upon the Programme for Rural Outreach of Financial Innovations and Technologies (PROFIT), which piloted various financing models and business development innovations for producer groups. The project targets the entire country, with the initial two years focusing on 14 counties. These counties are: 1) Central and Eastern Regions: Kirinyaga, Nyeri, Embu, Machakos, Meru, Tharaka Nithi, and Nakuru, 2) Western Regions: Kisii, Siaya, Nandi, Trans Nzoia, Bungoma, Busia, and Kakamega. RK-FINFA aims to reach 190,000 rural households across Kenya through a combination of financing and capacity-building initiatives. The project emphasises inclusivity, with specific targets of 50% women, 30% youth participation and 5% participation of people living with disabilities. The direct beneficiaries include 66,000 smallholder households and 2,000 Micro, Small, and Medium-Sized Enterprises (MSMEs), which will gain access to financial resources and technical services.

To achieve the RK-FINFA project goal and development objective, the project activities are structured in the following three components:

Component 1: Technical Support and Innovation Services (TSIS); with its sub components

- i. Capacity building for rural outreach, and innovations
- ii. *Business Development Services for Agribusinesses and Smallholders* including financial literacy for Smallholders and business development services for MSMEs

Component 2: Rural Investment Instruments

- i. Rural Credit Guarantee Scheme R-CGS and
- ii. Green Financing Facility (GFF).

Component 3: Enabling Rural Finance Policy Environment and Project Coordination.

- i. Enabling Rural Finance Environment (digital innovations to reduce risk of lending to agriculture).
- ii. Programme implementation

1.1.1 The Technical Support and innovation Services (TSIS)-Component 1

Component 1: Technical Support and Innovation Services (TSIS). This component is composed of two fully inter-linked sub-components, i.e. (i) strengthen Participating Financial Institution (PFI) capacities for innovation, rural outreach, and green finance services in Kenya, and (ii) build MSME and smallholder sustainable investment capacities and financial literacy skills particularly tailored to reach women, youth, and marginalized groups. The TSIS packages will support the PFIs in the implementation of the rural investment instruments, in line with each PFI's respective rural and agriculture finance strategy.

Sub-component 1.1: PFI Capacity Building for Rural Outreach and Innovation. The expected outputs of this sub-component are: (i) the capacity of five (5) participating commercial banks, six Micro Finance Banks / Microfinance Institutions and 30 Deposit Taking-SACCOs improved to provide rural and agriculture financial services including products tailored to reach 30 per cent youth, 50 per cent women and 5% people with disabilities; (ii) the capacity of all 41 PFIs built to implement and monitor green investment portfolios; and (iii) Environmental and Social Management Systems operationalized/strengthened by 41 PFIs.

Sub-component 1.2: Business Development Services for Agribusinesses and Smallholders. The expected outputs of this subcomponent are: (i) 1,500 small and microenterprises receive Business Development Services (BDS) and can submit bankable business plans; and (ii) 50,000 male and female smallholder producers receive financial literacy training including for preparation of simple business plans appropriate for SACCO/MFB/MFI loan applications. The BDS is a key tool for social inclusion targeting of RK-FINFA: minimum of 50 per cent women, 30 percent youth and 5 percent people living with disabilities. .

Both aspects of the TSIS, supply and demand side, will be embedded into the rural growth strategies of Participating Financial Institutions (PFIs) to foster sustainability and scalability and support the effective use of the resources provided through the project's Investment Instruments in component 2.

Under the project, CORDAID will offer Technical Innovation Support Services in terms of capacity building and business development services to 1 Commercial Bank, 3 MFBs/MFIs, 15 Saccos, 750 MSMEs and 25,000 smallholder farmers and their organisations in 7 counties in Western region namely Trans Nzoia, Bungoma, Busia, Kakamega, Nandi, Siaya and Kisii counties.

2.0 Objectives of the Assignment

The objective of this assignment is to strengthen capacities of at least 15 pre-selected rural SACCOs (including Skyline and Wevarsity SACCO) for innovation, rural outreach and provision of green finance services in Kenya (supply side) and to enhance their capacity to qualify for credit from Agricultural Finance Corporation (AFC) under the green financing facility (GFF). The key technical support areas will be to expand the SACCOs rural agricultural finance outreach tailored for the needs of its clientele of organized small-scale producers.

3.0 Scope of Work

The envisaged tasks on the technical support and innovation for SACCOs include:

- Validate and assess capacity needs of SACCOs selected to deliver GFF to smallholder farmers and rural MSMEs based on the initial information already collected from the on-going IFAD funded projects by CORDAID, NT and AFC.
- Support SACCOS in developing their Green Finance Strategy, products and toolkits for delivering the Green Finance to smallholder producers and agro MSMEs including a taxonomy and monitoring framework.
- Develop (innovative) capacity building plan for the SACCOS implementing the GFF in consultation with individual SACCOs and AFC as the GFF host institution. Innovation is required in delivery of the capacity building as well as in the technical content of the support provided (innovation to take place in financial products, risk mitigation, distribution channels or partnerships).
- Implement the capacity building to address the needs identified under the needs assessment ensuring that individual SACCOS contribute 10% towards capacity building costs, allocate adequate staff time and clearly define expected outputs of the capacity building exercise.
- Support the development of knowledge management products in collaboration with CORDAID and RK- FINFA Project Management Unit at the National Treasury.
- Conduct monitoring, evaluation and reporting in alignment with the RK-FINFA M&E framework including the facilitation of AFC staff to learn from the GFF implementation.
- Implement women, youth and social inclusion strategies in the lending products supported with focus on equipping rural SACCOS with adequate skills and tools.
- Harness and use of in-house experts and provide technical backstopping support to the MFIs while their staff take over responsibilities.
- Ensure Environmental and Social Governance standards and management systems strengthened or introduced to the participating SACCOS including risk management.
- Strengthen the skills of PFI in-house experts to provide agribusiness technical backstopping support to the rest of the staff to support the RK-FINFA facilities.
- Support the development of the group lending model together with the SACCOs.

3.1 Complementarities with other projects

The TSP will be expected to work closely with projects that complement the objectives of RK FINFA, and to leverage these activities to create synergies between RK FINFA activities and the on-going activities under IFAD and Cordaid funded projects

3.2 Cross-cutting themes to be mainstreamed in all technical support interventions

- Gender, women, and youth inclusion at a minimum of 50% for women and 30% for youth
- Environment and climate change adaptation and mitigation measures
- Scaling up and sustainability of project outcomes

The TSP will be expected to develop adapted risk mitigation strategies, specific strategies for women and youth and for environment and climate change adaptation and mitigation and ensure that approaches and services developed are sustainable and scalable.

4.0 Expected Results of the Assignment

The expected outcome of the TSIS MFIs sub-component is to have 15 stronger rural financial institutions (SACCOS) that can deliver “Green finance products” to rural MSMEs and households at reduced cost and risk. Innovations in products, delivery channels, and collateral are expected to result from the TSPs' support work so that more rural lending can take place in selected counties and value chains.

More specifically the outputs would include:

- i) Capacity needs assessment done for the 15 SACCOS
- ii) The capacity and performance of 15 participating SACCOS improved to provide rural and agriculture green financial services including products tailored to reach 30 per cent youth and 50 per cent women, measured through a standardized performance assessment or rating tool and agreed upon monitoring and evaluation indicators.
- iii) 15 SACCOS trained, mentored, coached and connected for accessing finance from the Green Finance Facility.
- iv) Value of GFF facilities accessed and the leverage obtained from MFIs whose capacity has been built.
- v) Number of SHF and MSMEs (disaggregated by gender and age) accessing credit from the MFIs trained.
- vi) Value of credit accessed by Small-scale producers (disaggregated by gender and age) from beneficiary MFIs.

The learnings generated from the technical support and the innovative approaches (knowledge products, knowledge events, exchanges among MFIs, policy briefs,) documented and disseminated.

5.0 Reports and Schedule of Deliverables

- The TSP shall Prepare and submit quarterly and annual progress reports to CORDAID and reports of any workshop or training conducted in the formats agreed upon with CORDAID.
- The Consultant shall also submit certified deliverable reports on preparation of training materials and delivery of training.
- The TSP shall support the project's implementation team and supervision missions from IFAD
- Reports on loan products redesigned or new loans developed

6.0 Location and Period of Execution

The location of the assignment shall be in Kenya coordinated by Cordaid and RK FINFA PMU and covering the seven counties: Kisii, Nandi, Kakamega, Siaya, Busia, Bungoma and Trans Nzoia. The assignment will commence in July 2025 and terminate in July 2027.

7.0 Project Coordination

The project TSPs will work under the direct supervision and oversight of CORDAID and may be linked up with the RK-FINFA PMU for data collection purpose

8.0 Consultant's Team Composition, Qualifications, and Experience

- 1) Experience conducting similar work: Demonstrated expertise and experience in conducting similar work in agricultural finance, financial literacy, or business development services, working with farmers, Bank, MFIs, SACCOs and Agri-MSMEs, especially in partnership with international development agencies.
- 2) Experience and deep working knowledge of Agri-food systems in Kenya.
- 3) Experience in backward and forward linkages: Evidence of linking financial service providers with the demand side of financial services after interventions such as financial literacy training, business plan development for MSMEs, value chain integration, and green agricultural practices.
- 4) Expertise in knowledge management: Proven ability to develop training materials, knowledge products, and digital platforms that enhance capacity building for rural communities.
- 5) Track record in gender and youth inclusion: Success in implementing projects where 50% women and 30% youth participation has been achieved.
- 6) Legally registered in Kenya: A Kenyan-registered entity with compliance to local laws, tax obligations, and labor regulations.

The consulting firm/individual consultants will assemble a team of multidisciplinary professionals who have wide experience and competences in the following fields:

- Inclusive finance – Team Leader
- Rural Finance and project management expert
- Monitoring and evaluation & Knowledge management
- Green and climate Smart expert
- Gender and Inclusivity expert

The specific qualifications of the experts will be:

8.1 Key Expert 1: Team Leader and Inclusive Finance Expert

Master's degree in economics, finance, business administration, or any related field. Demonstrated experience in designing and implementing capacity building trajectories for rural SACCOs including developing green or climate smart financing products for MFIs. Understanding of Green Finance practises, value chain finance and digital finance products, to make financial services systems work for agricultural MSMEs and smallholder farmers that are active in food crops and livestock value chains. The expert should have at least 10 years of experience in inclusive finance with hands-on experience with rural financial service providers.

8.2 Key Expert 2: Rural Finance Expert and Project Management Expert

Master's degree in economics, finance, or any related field. Demonstrated experience in development of innovative financial products with hands-on experience in MFIs project management, governance, regulation, and management in the rural finance sector. The expert should have a minimum of 7 years of experience in agriculture finance with hands-on experience with rural financial service providers.

8.3 Key Expert 3: Monitoring, Evaluation, and Knowledge Management Expert

Master's degree in economics, development studies, or any other related field. Experience in monitoring, evaluation, and knowledge management in development projects. Practical knowledge of digital management information systems with a good understanding of logical framework development and utilisation. This expert should have a minimum of 5 years in monitoring, evaluation, and knowledge management.

8.4 Key Expert 4: Agricultural Value Chain Development Expert

Bachelor's degree in agriculture, agricultural economics, agribusiness, or any other related field. Experience in development of agricultural value chains and linkage to markets. Knowledge of digital applications in value chain development will be an added advantage. This expert should have a minimum of 5 years in agricultural value chain development.

8.5 Key Expert 5: Gender and Community Development Expert

Bachelor's degree in Gender studies, Community development or a related field with experience in gender analysis, gender mainstreaming, social inclusion and proficiency in designing inclusive programs for marginalized populations. Knowledge of gender equality, women and youth empowerment; Gender transformative approaches like Gender Action Learning system (GALS) methodology. This expert should have a minimum of 5 years in inclusive development programming.

It is expected that the proposed team can demonstrate experience in working with SACCOs and green investments and financing for the project targets (smallholder farmers and rural MSMEs).

The technical proposal should include Curriculum Vitae (CV) of the above key personnel with the experts signing against their CVs to indicate their availability during the assignment period.

9.0 Terms of Payment

The payments will be made as per CORDAID and ADS-W's rules and regulations and will be discussed with the winning bidder before signing the contract. There will be a formal contract for the service. The payments will be made on a milestone basis and the total value of the service will be paid by a bank transfer to the firm's bank account.

10. Number of Consultants to Be Shortlisted

CORDAID will shortlist and engage the best (1) consultant with the highest combined technical and financial score

11. Payment Modality

The project will release payment to the bidder as per the agreement during the contract signing with CORDAID and ADS-W. Applicable taxes will be deducted before making payment to the bidder.

12. Rejection of Proposals, Tender Cancellation

Should any proposal fail to comply with terms and conditions stipulated in this RFP, or be incomplete, conditional or obscure, or contain additions not called for or irregularities of any kind or does not respond to important aspects of the RFP, or if the bidder does not meet the eligible criteria, or if it fails to achieve the minimum technical score, it may be rejected as non-responsive.

CORDAID reserves the right to accept or reject any proposal, and to annul the bidding process and reject all proposals at any time prior to contract award, without thereby incurring any liability to the participating bidder(s).

13. Qualification and Evaluation Criteria

Evaluation Criteria

The consultant will be rejected if its proposal does not clearly demonstrate that it meets the following minimum mandatory criteria:

Ref	Item		
Mandatory Criterion 1			
	No.	Requirements	Bidder's Response YES/NO
	1.	Provide copy of certificate of Incorporation or Certificate of Registration (For each party/member of consortium in case of a joint venture)	
	2.	Provide copy of valid Tax Compliance Certificate (For each party/member of consortium in case of a joint venture) Or Tax Exemption Certificate	
	3.	Provide copy of certificate of Confirmation of Directors and Shareholding (CR 12) (Issued within the last 12 Months to Tender Opening Date) (For each party/member of consortium in case of a joint venture) or List of Board of Directors.	
	4.	Detail Organizational profile	
	5.	Submit the required number of copies of both Technical and Financial Proposals i.e. one (1) original for technical and 1 Copy of financial proposal	
	6.	Duly filled, signed and stamped technical proposal	
	7.	One-year financial statements (most recent financial statement not earlier than 2024)	
AT THIS STAGE, THE CONSULTANT SUBMISSION WILL EITHER BE RESPONSIVE OR NON-RESPONSIVE. THE NON-RESPONSIVE SUBMISSIONS WILL BE ELIMINATED FROM THE ENTIRE EVALUATION PROCESS AND WILL NOT BE CONSIDERED FURTHER.			

The client shall use the following criteria in scoring the technical proposal of each consultant

No	Description	Maximum score
A	Experience of the firm/consultant related to the assignment (10 Marks)	
	General Experience Experience in CAPACITY BUILDING OF SASRA REGULATED SACCOs	3 marks
	Specific Experience <ul style="list-style-type: none"> • Create awareness and build capacity of SACCOs in green finance • Experience in linking SACCOs to access finance. • Experience in mainstreaming women, youth and PWDS in agricultural projects. • Experience in developing training manuals 	8 marks
B	Adequacy of the proposed work plan and methodology in responding to the Terms of Reference (45 Marks)	
	a. Detailed Methodology or Approach for implementing the assignment	20 Marks
	b. Understanding the scope of work / interpretation of TORs	16 Marks
	c. Work plan/programme of action incorporating all the activities to be undertaken as per the Terms of Reference	10 Marks
C	Qualifications and competence of the key staff for the assignment (copies of certificates, signed curriculum vitae and other relevant supporting documentation MUST be submitted) (40 marks)	
	<u>Key expert 1: Team leader and inclusive finance expert</u> Qualifications and skills Master's degree in economics, banking, finance, business administration or any related field. Demonstrated experience in designing and implementing Inclusive Finance programs at MFI and SACCO level including developing financial literacy programs for smallholder farmers, Familiar with Green Finance practises, value chain finance and digital finance products, to make financial services systems work for agricultural MSMEs and smallholder farmers that are active in food crops and livestock value chains. The expert should have a minimum of 10 years of experience in inclusive access to finance with hands on experience with rural finance development services	10 marks
	<u>Key expert 2: Rural finance expert and project management expert</u> Master's degree in economics, finance or any related field. Demonstrated experience in development in farmer group training on financial literacy management and group dynamics, governance, regulation and management in the rural finance sector. The expert should have a minimum of 7 years of experience in farmer capacity building development services with a heavy focus	6 marks

	on financial literacy; bankable farmer groups and producer groups' economic empowerment	
	<u>Key expert 3: Monitoring, Evaluation and Knowledge Management Expert</u> Master's degree in economics, development studies or any other related field. Experience in monitoring, evaluation and knowledge management in development projects. Practical knowledge of digital management information systems with good understanding of logical framework development and utilization. This expert should have a minimum of 5 years in monitoring, evaluation and knowledge management and directly involved in rural development projects	8marks
	<u>Key expert 4: Green and Climate Smart Expert</u> Bachelor's degree in agriculture, agricultural economics, agribusiness or any other related field. Experience in development of agricultural value chains and linkage to markets is desirable. Knowledge of greening investment practises at farmer level is mandatory. This expert should have a minimum of 5 years in climate smart agriculture and greening practises in food systems.	7 marks
	<u>Key expert 5: Gender and Community Development Expert</u> Bachelor's degree in Gender studies, Community development or a related field with experience in gender analysis, gender mainstreaming, social inclusion and proficiency in designing inclusive programs for marginalized population. Knowledge of gender equality, women and youth empowerment; Gender transformative approaches like Gender Action Learning system (GALS) methodology. This expert should have a minimum of 5 years in inclusive development programming.	6
	Monitoring Evaluation and Reporting Expert	
D	<ul style="list-style-type: none"> Must have done three similar assignments (Attach evidence e.g LPO, LSO, Ref. Letter etc) 	6 marks
	Total	100

14. Selection Method

CORDAID and ADS Western shall employ Quality-Cost-Based-Selection (QCBS) method [Technical Proposal Weightage: 80% and Financial Proposal Weightage: 20%].

The financial proposal will be opened only after the technical proposal is rated. Technical proposals with score less than 70 marks will not be further evaluated.

The formula for determining the financial scores is indicated below:

$Sf = 100 \times Fm / F$, in which Sf is the financial score, Fm is the lowest price and F the price of the proposal under consideration. The weights given to the technical and financial proposals are:

$T = [insert]$ and $F = [insert]$.

CORDAID will shortlist and engage the first TWO consultants with the highest combined technical and financial score. Please note that the successful firm will be required to submit eTims invoice.

Annex 1: Technical Proposal Forms

Disclosure in these technical forms of any proposed prices will constitute grounds for declaring the proposal non-responsive;

[Comments in brackets on the following pages serve to provide guidance for the preparation of the technical proposal and therefore should not appear on the technical proposal to be submitted.]

Form TECH-1.
Technical Proposal Submission Form

[Location, date]
To: *[The client]*
Address:

Ladies and Gentlemen:

Re: *[insert title of assignment]* RFP Ref: *[insert reference as shown on cover page]*

1. We, the undersigned, offer to provide the services for the above-mentioned assignment in accordance with your Request for Proposal (RFP) dated *[insert date]*, any addenda issued thereto and our proposal.
2. We are hereby submitting our proposal, which includes this technical proposal, and a financial proposal, each sealed in separate and clearly marked envelope/parcel.
3. We are submitting our proposal in association with:

[insert a list with full name and address of each associated consultant, otherwise delete this clause]

4. If negotiations are held during the initial period of validity of the proposal, we undertake to negotiate on the basis of the nominated key professional personnel.
5. Our proposal is binding upon us and subject to the modifications resulting from contract negotiations, and we undertake, if our proposal is accepted, to initiate the services related to the assignment not later than the date indicated in this RFP.

6. We acknowledge and accept the existing government, Cordaid and ADS Policy on Preventing Fraud and Corruption in its Activities and Operations. As part of this, we certify that:

(a) The price of our proposal has been arrived at independently, without any consultation, communication, or agreement with any other party, including another consultant or competitor, or for the purpose of restricting competition, relating to:

(i) those prices.

(ii) the intention to submit an offer; or

(iii) the methods or factors used to calculate the prices offered.

(b) The prices in our proposal have not been and will not be knowingly disclosed by us, directly or indirectly, to any other consultant or competitor before the opening of the financial proposals unless otherwise explicitly required by law; and

(c) No attempt has been made or will be made by us to induce any other consultant to submit or not to submit a proposal for the purpose of restricting competition.

7. The following commissions, gratuities, or fees have been paid or are to be paid with respect to the creation of the proposal process: ***[Insert complete name of each recipient, its full address, the reason for which each commission or gratuity was paid and the amount and currency of each such commission or gratuity].***

Name of recipient	Address	Reason	Amount

If none has been paid or is to be paid, indicate “none.”

8. We declare that neither our firm nor any of its directors, partners, proprietors, key personnel, agents, sub-consultants, sub-contractors, consortium and joint venture partners have any actual, potential or perceived conflict of interest. ***[Insert if needed: “other than the following:” and provide a detailed account of the actual, potential or perceived conflict].*** We understand that we have an ongoing disclosure obligation on such actual, potential or perceived conflicts of interest and shall promptly inform the client and the Fund, should any such actual, potential or perceived conflicts of interest arise at any stage of the selection process or contract execution.

9. The following criminal convictions, administrative sanctions (including debarments) and/or temporary suspensions have been imposed on our firm and/or any of its directors, partners, proprietors, key personnel, agents, sub-consultants, sub-contractors, consortium and joint venture partners:

Nature of the measure (i.e., criminal conviction, administrative sanction or temporary suspension)	Imposed by	Name of party convicted, sanctioned or suspended (and relationship to consultant)	Grounds for the measure (i.e., fraud in procurement or corruption in contract execution)	Date and time (duration) of measure

If no criminal convictions, administrative sanctions or temporary suspensions have been imposed, indicate “none”.

10. We acknowledge and understand that we shall promptly inform the client about any material change regarding the information provided in this form.
11. We understand that this proposal, together with your written preliminary acceptance thereof included in your Notification of Intent to Award, shall only constitute a binding contract between the firm and the client subject to successful negotiations and the preparation and execution of the appropriate contract.

12. We hereby declare that all the information and statements made in this proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.
13. We understand and accept without condition that any protest to the process or results of this competition process may be brought only through the procedures defined
14. We understand you are not bound to accept any proposal that you may receive.

Yours sincerely,
[authorized signatory]

[name and title of signatory]

[name of consultant]

[address of consultant]

Form Tech-2A

Financial Capacity of the Consultant

The client reserves the right to request additional information about the financial capacity of the consultant. A consultant that fails to demonstrate through its financial records that it has the financial capacity to perform the required services may be disqualified.

The consultant's financial capacity to mobilize and sustain the services may be important for specific types of services in which the consultant is required to pre-finance significant expenses in advance of receiving payment from the client. Under these circumstances, an evaluation of financial capacity will be included in the request for proposals in addition to the qualitative assessment conducted through form Tech-4. Form Tech-2A will include requirements on the documentation required to assess financial capacity. The types of documentation required will vary according to the country context, the type of services being solicited, and the extent of the financial capacity demanded within the assignment. Examples of possible documentation required are as follows, but may be supplemented by other types of documents determined by the client as long as the requirements are reasonable and relevant to the financial capacity demanded of the services being solicited:

- Provide copy of Tax Compliance or Exemption Certificate.
- Evidence of financing dedicated for the implementation of the services as attested by an authorized representative of the consultant.

Failure to submit either of the documents as evidence of financial capacity will result in the rejection of the proposal.

If the proposal is submitted by a joint venture, all parties of the joint venture are required to submit the financial capacity information requested. The reports should be submitted in the order of the associate's significance in the joint venture, greatest to least.

The client reserves the right to request additional information about the financial capacity of the consultant. A consultant that fails to demonstrate through its financial records that it has the financial capacity to perform the required services may be disqualified.

Form TECH-3.
Organization of the Consultant

[Provide a brief description of the background and organization of your firm/entity and of each associated firm for this assignment. Include the organization chart of your firm/entity. The proposal must demonstrate that the consultant has the organizational capability and experience to provide home office project management of the contract as well as the necessary administrative and technical support to the consultant's project team in country. The proposal shall further demonstrate that the consultant has the capacity to field and provide experienced replacement personnel on short notice.]

[Maximum 5 pages per each JV member]

Form TECH-4.
Experience of the Consultant

Using the format below, provide information on each relevant assignment for which your firm, and each associate for this assignment, was legally contracted as a corporate entity or as one of the major companies within an association, for carrying out services similar to the ones requested under the terms of reference included in this RFP. The proposal must demonstrate that the consultant has a proven track record of successful experience in executing projects similar in substance, complexity, value, duration, and volume of services sought in this procurement.

[Each JV member shall fill a separate form]

[Maximum 5 related/similar assignments]

Assignment name:	Approx. value of the contract (in current US\$):
Country: Location within country:	Duration of assignment (months):
Name of client:	Total No. of staff-months of the assignment:
Email and phone of references of the client:	Provide contact information for at least three (3) references that can provide substantial input about (1) the type of work performed by you and (2) the quality of the work. For each reference, list a contact individual, their title, address, phone and e-mail address:
Client address:	Approx. value of the services provided by your firm under the contract (in current US\$):
Start date (month/year): Completion date (month/year):	No. of professional staff-months provided by associated consultants:
Name of associated consultants, if any:	Name and profile of proposed senior professional staff of your firm involved and functions performed (indicate most significant profiles such as project director/coordinator, team leader):
Narrative description of project:	
Narrative description of the project's mobilization demands and how your firm managed that mobilization's administrative, logistical and financial requirements:	
Description of actual services provided by your staff within the assignment:	

Name of firm: _____

Form TECH-5.

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

In this section, the consultant should provide a comprehensive description of how it will provide the required services in accordance with the terms of reference (TOR) included in this RFP. Information provided must be sufficient to convey to the technical evaluation committee that the consultant has an understanding of the challenges in performing the required services and that it has an approach, methodology and work plan suitable to overcome those challenges.

Your technical proposal should be divided into the following three (3) chapters:

- (a) Technical Approach and Methodology,
- (b) Work Plan, and
- (c) Organization and Staffing

(a) Technical approach and methodology. In this chapter, you should explain your understanding of the objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. You should highlight the problems being addressed and their importance and explain the technical approach you would adopt to address them. You should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach. Also comment here on any specialized equipment and/or software of which may be necessary to perform the scope indicated in the terms of reference.

(b) Work plan. In this chapter, you should propose the main activities of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the client), and 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. A list of the final documents, including reports, drawings, and tables to be delivered as final output, should be included here. The work plan should be consistent with the work and deliverables schedule of form TECH-9.

(c) Organization and Staffing. In this chapter, you should propose the structure and composition of your team. You should list the main disciplines of the assignment, the key expert responsible, and proposed technical and support staff.

Note: Where the terms of reference includes tasks relevant to gender and social inclusion, the proposal should explicitly address how the consultant will perform these tasks in the technical approach, and methodology, work plan, organization and staffing. We recognize that this type of expertise and experience may be outside of the normal work of some Consultants offering proposals, and thus call special attention to the importance of an adequately inter-disciplinary proposal and staffing plan.

[Maximum 25 pages, including charts and diagrams]

Form TECH-6.
Comments and Suggestions on the Terms of Reference & Assignment

The client welcomes comments and suggestions to improve the assignment to provide a better value for money. These comments and suggestions shall not be used for evaluation purposes, but may be discussed during negotiations. The client is not bound to accept anything proposed. If the proposed modifications/suggestions would require changes in the offered price, it shall be noted as such, without giving the price of the change.

[Maximum 5 pages]

A: On the terms of reference

[Present and justify here any modifications or improvements to the terms of reference you are proposing to improve performance in carrying out the assignment (such as deleting some activity you consider unnecessary, or adding another, or proposing a different phasing of the activities).]

B: On the staff and facilities

[Comment here on the staff and facilities to be provided by the client.]

Form TECH-7.
Team Composition and Task Assignments

Key Professional Personnel				
Name of Staff	Organization	Area Expertise	of Position Assigned	Task Assigned

Form TECH-8.
Work Schedule and Deliverables Schedule

	Task	Months											
		1	2	3	4	5	6	7	8	9	10	11	12
1													
3													
4													
5													
6													
N	And so on												
	Deliverable												
1													
2													
3													
N	And so on												

[Indicate all main activities of the assignment, including deliverables and other milestones, such as the client approvals. For phased assignments, indicate activities, deliverables and milestones separately for each phase. Duration of activities shall be indicated in the form of a bar chart. See TOR for the full list of deliverables. Above is a sample format (to be further completed by the consultant based on the TOR requirements) that shall be used by the consultant as an indicator of the proposed workload. The submission shall be evaluated as part of the approach and methodology.]

[Note to client: list activities in column before releasing RF]

Form TECH-9.

Curriculum Vitae (CV) for Proposed Key Professional Personnel

1. Proposed Position *[only one candidate shall be nominated for each position]*
2. Name of Firm *[Insert name of firm proposing the staff]*
3. Name of Personnel *[Insert full name]*
4. Date of Birth *[Insert birth date]*
5. Nationality *[Insert nationality]*
6. Education *[Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment]*
7. Membership in Professional Associations
8. Other Training *[Indicate appropriate postgraduate and other training]*
9. Countries of Work Experience *[List countries where staff has worked in the last ten years]*
10. Languages *[For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing]*

Language	Speaking	Reading	Writing
11. Employment Record *[Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.]*
From [month, year]: To [month, year]:
Client:
Position(s) held:
12. Detailed Tasks Assigned *[List all tasks to be performed under this assignment]*
13. Work undertaken that best illustrates capability to handle the tasks assigned: *[Among the assignments in which the staff has been involved, indicate the following information for those assignments that best illustrate staff capability to handle the tasks listed under point 12.]*

Name of assignment or project:
Month, Year:
Location:
Client:
Main project features:
Position held:
Activities performed:
14. References *[List at least three individual references with substantial knowledge of the person's work. Include each reference's name, title, phone and e-mail contact information.] [The client reserves the right to contact other sources as well as to check references]*

15. Certifications

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes me, my qualifications, and my experience. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

I, the undersigned, hereby declare that I agree to participate with the *[consultant]* in the above-mentioned request for proposal. I further declare that I am able and willing to work:

1. for the period(s) foreseen in the specific terms of reference attached to the above referenced request for proposal for the position for which my CV has been included in the offer of the consultant and
2. within the implementation period of the specific contract.

Signature of Key
Professional Personnel

If this form has not been signed by the key professional personnel, then in signing below, the authorized representative of the consultant is making the following declaration:

“In due consideration of my signing herewith below, if the key professional personnel has not signed this CV then I declare that the facts contained therein are, to the best of my knowledge and belief, a true and fair statement and that I confirm that I have approached the said key professional personnel and obtained his assurance that he will maintain his availability for this assignment if the contract is agreed within the proposal validity period provided for in the RFP.”

Signature of Authorized Representative of the Consultant

Financial Proposal Forms

Financial proposal standard forms shall be used for the preparation of the financial proposal

Form FIN-1.
Financial Proposal Submission Form

[location, date]

To: *[client]*

Address:

Ladies and Gentlemen:

Re: *[insert title of assignment]*

RFP Ref: *[insert reference as shown on cover page]*

We, the undersigned, offer to provide the services for the above-mentioned assignment in accordance with your request for proposal (RFP) dated *[insert date]*¹ and our technical proposal.

Our price as per the attached financial proposal forms is *[insert amount(s) in words and figures and currency]* and shall remain fixed throughout the implementation of the assignment. Our price includes the estimated amount of local indirect taxes is *[insert amount in words and figures in name of currency]* which shall be confirmed or adjusted, if needed, during negotiations.

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, as indicated in paragraph ITC 19.1 of the PDS.

Commissions and gratuities paid or to be paid by us to agents relating to this proposal and contract execution, if we are awarded the contract, are listed below:²

Name and Address of Agents	Amount and Currency	Purpose of Commission or Gratuity

¹ Amount must coincide with the ones indicated under total price of form FIN-2

² If applicable, replace this paragraph with "no commissions or gratuities have been or are to be paid by us to agents relating to this proposal and contract execution".

We understand you are not bound to accept any proposal that you may receive.
We acknowledge that our digital/digitized signature is valid and legally binding.
Yours sincerely,
Authorized signatory

Name and title of signatory

Name of consultant

**Form FIN-2.
Price Summary**

Re: *[insert title of assignment]*

RFP Ref: *[insert reference as shown on cover page]*

Price ¹	Currency 1	Currency 2
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A. Remuneration:(From FIN-4)

Phase (1) [if applicable]:

Fees:

Taxes in borrower/recipient's country:

Phase (2) [if applicable]:

Fees:

Taxes in borrower/recipient's country:

B. Reimbursable: (from FIN-5)

Phase 1:

Phase 2:

Total price of financial proposal

1. Indicate the total price to be paid by the client in each currency. Such total price must coincide with the sum of the relevant sub-totals indicated in form FIN-3. (tax provisions relevant to this RFP are set out in Section VII General Conditions of Contract.)
2. If the RFP contains 2 phases, both phases will be subject to the proposal evaluation and the price to be evaluated will be the total price of the 2 phases, though the contract may be signed only for phase 1.
3. Provide fully loaded prices (including any international travel, communication, local transportation, office expenses, shipment of personal effects, direct and indirect rates and profits. Taxes are presented separately).

Form FIN-3.
Breakdown of Price by Activity

Re: *[insert title of assignment]*

RFP Ref: *[insert reference as shown on cover page]*

Group of activities by phase	Description ²	
	Price ³	
	Currency 1	Currency 2
Total		

1. Form FIN-3 shall be completed for the whole assignment. In case some of the activities require different modes of billing and payment (e.g.: the assignment is phased, and each phase has a different payment schedule), the consultant shall fill a separate form FIN-3 for each group of activities. Include base and option years.
2. A short description of the activities whose price breakdown is provided in this form.
3. Provide fully loaded prices (including international travel, communications, local transportation, office expenses, shipment of personal effects, direct and indirect rates and profits)

CORDAID SPECIAL CONDITION

CORDAID and ADS-W reserve the right to determine the structure of the process, number of short-listed participants, the right to withdraw from the proposal process, the right to change this timetable at any time without notice and reserves the right to withdraw this tender at any time, without prior notice and without liability to compensate and/or reimburse any party. CORDAID and ADS-W reserve the right to negotiate budget with the bidder(s) prior to awarding the contract. In case of unsuccessful negotiation with the first placed bidder, the bidder with the next highest score bidder will be invited for negotiation. Anyone found canvassing will be disqualified. Bidders with any conflict of interest must declare.