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Fostering Agricultural Markets Activity II (FARMA II)

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RFP No. AID-168-C-16-00001/Sub-006-2017

Request for Proposals

Agri-Business / AgMENTOR Support Services

Date of Issue: February 22, 2017

Closing Date for Proposal: March 22, 2017

Table of Contents

Submission Details	3
Submission Deadlines and Details	3
Questions and Clarifications.....	3
Introduction and Executive Summary	3
Project Background	4
Detailed Scope of Work	5
Offeror Qualifications and Experience.....	12
Contents and Structure of Proposal	13
Assumptions & Constraints.....	14
Terms and Conditions	14
Type of Resulting Contract	16
Selection Criteria	16
Disclaimer	17

Submission Details**Submission Deadlines and Details**

All submissions for responding to this request must be submitted via e-mail to grants@farmabih.ba, **AND** by mail or personally to the FARMA II offices in either Sarajevo, Banja Luka or Tuzla no later than:

March 22, 2017, at 04:00 pm local time

Questions and Clarifications

All questions or clarifications must be submitted in writing (via email to the contact person(s) below), no later than

March 7, 2017, at 04:00 pm local time

No questions will be answered by phone. If any questions are submitted, a written response will be circulated to all offerors.

Contact Persons:
Email:

Meriha Manojlovic / Amra Hadzizahic
grants@farmabih.ba

On **March 9, 2017, at 10:00 am for Lot 1** and **14:00 pm for Lot 2**, FARMA II will organize information sessions to discuss the Scope of Work and to provide instructions for submitting proposals to interested bidders. The sessions will take place at FARMA II's offices in Sarajevo, Fra Anđela Zvizdovića I, Tower B, 18th Floor. All organizations interested in submitting proposals are encouraged to participate (RSVP no later than March 7, 2017).

Validity of the proposal: Proposals must be valid for 60 days from the closing date of submission.

Document standards:

- Technical proposals must be in Microsoft Word
- Budget must be in Microsoft Excel with formulae showing

Introduction and Executive Summary

In January 2016, USAID and the Government of Sweden have launched a five-year project called Fostering Agricultural Markets Activity II (FARMA II) in Bosnia & Herzegovina (BiH).

The purpose of the FARMA II Project is to create agricultural and agribusiness economic opportunities for BiH farmers and entrepreneurs. FARMA II will achieve this by assisting agricultural producer organizations to adopt European Union (EU) and international agricultural and food standards and new production techniques, produce new high value products and expand their access to foreign and domestic markets. The FARMA II project will also support the BiH government to implement new and revised laws and regulations that comply with EU and international requirements and strengthen institutional capacities.

This Request for Proposals (RFP) aims to support and contribute to the achievement of these objectives through linking existing and developing new agri-business services and rural support structures targeted at producer organisations and other intermediaries providing various support services to the agri-food and rural sector. As a new initiative, this should be considered as a pilot, for which future donor support could be extended, subject to verification of the results and impact of pilot actions.

The RFP is structured in two separate but related ‘Lots’, namely:

LOT 1: Agri-business and rural information, knowledge and learning support services

LOT 2: Agri-business and rural networking and advisory support services

Bidders may submit proposals for individual Lot and/or for both Lots, subject to fulfilment of minimum eligibility requirements for both lots.

Project Background

The agri-food sector in BiH is characterized by a lack of effective and sustainable structures, systems and support services to assist sector growth, both for primary agriculture and agri-business. A wide range of (predominantly donor funded) support has been provided to assist in the development of various agri-food businesses in BiH over the last decade or more. This support has led to the establishment of several regional service providers that are able to provide a limited scope of agri-business support services and modest growth of certain enterprises and expansion of some sub-sectors. However, this support has not led to the establishment of any coordinated overall structure or sustainable system for agri-business advisory or support services provision that can help to foster longer term trade competitiveness, sustained access to new markets and/or increases in domestic sales or exports. As a result, producer organizations and individual farmers remain exposed to ad-hoc advisory solutions to guide them in their business and investment planning, production mixes, approaches and methods, marketing and sales and/or broader agri-business development requirements etc. In essence, today in BiH, there are no effective, sustainable structures or mechanisms in place to link the growing demand for such services and their effective and sustained supply. Bridging the gap between the current situation and the development of more robust, sustainable agri-business support services represents one of the most significant challenges facing the agri-food sector in BiH today.

There is an urgent need to develop private and public sector capacities that can more effectively support the needs of small, medium and larger scale BiH agri-businesses to develop and grow or risk losing the sector to the growing domestic demand for lower cost imported agri-food products. This includes the development of sustainable agri-business and rural support services that can provide practical, technical and agri-business relevant and reliable information and knowledge; state-of art advisory and training services; tailored agri-business assessment, screening and planning services; more targeted and sector specific access to financial services and products; agri-food technology solutions; branding, marketing and sales support services; and promotion of innovative business solutions, targeting productivity enhancements and business growth.

Whilst it is recognized that various general and sector specific business support service providers already exist in BiH, it is also recognized that the most of these services have not tended to focus on the agri-food or rural sector of BiH and have also tended to provide a

somewhat restricted range of services, primarily due to funding and capacity constraints. These needs are both broad and varied and include:

- *Farmers*, who need access to reliable business and technical information, knowledge and advisory services that can help to improve the productivity, quality and overall management of their individual enterprises and provide essential support and guidance to enable them to meet the needs and demands of current and new markets for their products;
- *Agri-food processors and other agri-business managers* who also need access to state-of-art technical information, knowledge, training resources and advice that can allow their businesses to modernize, invest, expand and diversify;
- *Young farmers and rural entrepreneurs* seeking to enter the agri-business arena, who need informed advice and information on different aspects of running new agri-businesses from the basic administrative and legal requirements such as registration and applying for start-up grants and assistance, through to detailed technical advice, business planning support and development, accounting and finance, branding, market analysis and applications for loan finance and other needs essential to ensuring the successful launch of their new business ventures;
- *Experts, advisers and consultants* who need to expand their knowledge and skills base to allow them to respond to a broader range of business needs and clients.
- *Training organizations and trainers* who need to have access to reliable information, knowledge and training materials to support them in the delivery of their training services.

The range of services to be developed and tested under this RFP and related activities are aimed at addressing these various beneficiary needs on a pilot basis. It is also intended that the services developed will contribute to the longer-term goal of building a core cadre of professional agriculture and agri-business advisers, operating within a vibrant, transparent and efficiently functioning BiH agri-business consultancy market.

Detailed Scope of Work

Wider Objectives of the Activity

The purpose of this initiative is to increase the quality, range and access to agri-business support services in BiH. The aim is to pilot the establishment of a virtual and physical network which will link and support agri-business support services. The aim is not to create a monopoly service provider but rather to establish a reliable support mechanism that can provide an effective bridge between the demand and supply for agri-business support and development services, building upon existing provider services networks where possible, both in the public and private sector.

This will enable more effective cooperation and partnerships to be developed between the demand side (POs, individual farmers, start-up entrepreneurs, processors etc.) and the supply side (advisory services, experts, business support services providers, training organizations etc.).

In recognition of the diversity of the agri-food business services market place, the services to be provided through this sub-contract will be both virtual (lot 1) and physical (lot 2). All services will be developed to ensure complementarity with each other, providing multiple access points to target beneficiaries in the delivery of specific agri-business support services.

Virtual services (lot 1) to be developed will be predominantly (though not exclusively) web-based, to be linked through a dynamic web-portal, providing both direct access to certain services and links to other agri-business support services from the existing domestic and international business service provider network.

Physical services (lot 2) to be developed will be predominantly regionally based, from specific physical locations, accessible to targeted farmers and agri-business professionals, tailored to regional needs and requirements, where relevant and feasible. These will be known as AgMENTOR Centers. The name AgMENTOR is intended to convey the broad spectrum of services to be made available over time to support, guide, mentor and assist in the development of both new and existing agri-businesses. The AgMENTOR centers are intended to provide a one-stop regional shop for agri-businesses to access information and other agri-business development support services and/or link to existing service providers, where these exist.

Specific objectives of the Activity

The specific objectives of the activity are:

- a) To establish a demand-driven, virtual agri-business and rural information, knowledge and learning platform
- b) To establish a network of regional match-making, advisory and events services to support and facilitate agri-business development

Lot 1 – Agri-business & rural information, knowledge and learning support services

The agri-business and rural information, knowledge and learning support services will focus upon development of demand-driven web-based information, training and advisory services, thereby providing an on-line resource base for a Network of Agriculture Advisers (NAA)¹ and AgMENTOR service centers. This agri-food 'knowledge bank' will be based upon a dynamic, inter-active, web platform driven by and highly responsive to its target clients. The platform will provide instant and efficient communication between users, enabling a continuous connection with service providers, mentors and other key actors. The main benefits of the approach will be speed, distribution and wide outreach. The platform will include (but not necessarily be limited to) the provision of:

- ***Agri-food information services:*** Designed as an electronic on-line platform for the demand and supply of agri-food information materials, a dynamic website will provide access to real time information on a range of agri-food sector information services. This may include but not be limited to sector and sub-sector information on: legal and administrative options and baseline requirements for registering a craft organization, an agri-food business, association, cooperative etc. and other related business administration information; legal, regulatory and technical information on the agri-food product and market, trade and hygiene standards and requirements for domestic and international

¹ NAA is a collection of existing agricultural advisers active in support of farmers throughout BiH. It is intended that these advisers will form an informal network which will develop and agree upon minimum standards for training and advisory service delivery and other related services to be supported by various donor funded projects during the next period.

markets (including such aspects as EU labelling, packaging, storage and transport standards and requirements; financial and farm management information on gross margins, farm budgets, production requirements linked to Global GAP and Organic Certifications, etc.), access to finance options, crop insurance schemes, simple record keeping; etc.

- **Agri-food vocational training and education services:** The platform will provide technical and vocational training and education materials tailored to BiH farmers, agri-business and rural entrepreneurs needs. The aim will be to introduce a comprehensive education program by combining classical classroom approaches together with virtual classroom technology and step-by-step interactive video based educational and evaluation processes. A variety of sources of technical knowledge and information sources may be used to generate relevant, prioritized and state-of-art on-line training and education materials. This will include the use and adaptation of existing professional public, private and/or civil society training provider's content and materials; and the generation of new content and materials, using recognized leading technical experts and other sources in specific technical fields.

All materials will be adapted and provided in a modern, client-oriented format using all modern forms of on-line technologies including (but not limited to) videos, podcasts, interactive social media platforms, virtual farmer clubs etc. Gradual expansion of the platform will be planned on a demand-driven basis, guided by on-going farmer and agri-business enterprise screening, content utilization numbers and needs assessments.

Services will also be piloted to provide lecturing and training webinars (live-video, screen capture, live casting), best use cases (full animation), real projects and real practice examples, distance-learning integrated course capabilities and other on-line training and education support services to ensure out-reach programs to both high end mature agri-businesses and accessibility to more remote smaller scale agriculture and rural regions of the country.

The development of other targeted forms of off-line electronic and print-based vocational training and education services and materials will also be piloted, recognizing the limitations of on-line information services to many small and medium-scale agriculture and rural beneficiaries in BiH today.

- **Agri-business adviser information services:** Providing access to the most up-to-date information upon agricultural advisers and ways in which individuals needing advice and those that are able to provide such services can connect. As the Network of Agricultural Advisers develops, this service will provide a mechanism for registered, certified professional agricultural advisers to promote their services and for clients to verify the quality of service provision. This will also promote healthy market competition amongst the providers, ultimately benefiting the consumers of their services.
- **Platform impact monitoring system:** To ensure that all content is developed to respond to the priorities and needs of the sector the contractor will establish an impact monitoring system which will measure the demand, level of satisfaction and utility of all products and use the results to guide prioritization of new product development throughout the life of the project. The system will also be used to generate regular analytical data and reports on client utilization to measure overall performance, linked to project indicators. The offeror should describe how this system will be structured and used in their technical proposal.

- **Call center support:** To provide support and guidance to potential users unable or not fully conversant with on-line services, to provide the ability to speak to a person and be directed towards specific information services/ contact points etc.

Services should be targeted primarily at the development of vocational training and education products and services in support of the priority sub-sectors supported by FARMA II, namely dairy and poultry, fruit and vegetables, medicinal and aromatic plants and honey sub-sectors.

The offeror should propose specific products for each of the sub-sectors for each service area outlined above. Examples of such products should form an integral part of the technical proposal.

Priority curricula for training materials to be developed in each sub-sector will be determined together with all relevant lead technical experts proposed by the offeror and experts identified by FARMA II during the design phase of the project. Quality assurance of all content will be overseen by a Technical Advisory Body (see below for more details)

Lot 2 – Regional agri-business and rural networking and advisory support services

The regional agri-business and rural networking and advisory support services focuses on development of physical business support services in specific agro-climatic regions of BiH including (but not limited to) business services match-making and advisory services, business health checks and clinics, business growth planning and other related services which will form part of the AgMENTOR support center service network.

Whether an individual is struggling to develop their concept for a new business or product, or an existing business needs more sophisticated business support services to help launch a new product, the AgMENTOR center(s) service structures will be designed to assist in this process. If the business concept is still in the ideas stage, experts shall be made available to help with concept definition and to help determine potential customers for the product or service, provide ideas on how to finance the concept, and help the individual to decide if the concept is worth pursuing further. If an individual has already developed a business concept, the AgMENTOR center may help the individual to create a business plan to effectively communicate with bankers, investors, and customers, connect with experts within the center or outside to assist with advanced marketing or feasibility studies, assist with labeling, food safety and/or processing requirements to meet regulatory requirements etc.

Services should be targeted primarily at farms and agri-businesses active in the priority sub-sectors supported by FARMA II, namely dairy and poultry, fruit and vegetables, medicinal and aromatic plants and honey sub-sectors.

- Services to be provided under this Lot will initially be delivered through a regional pilot in the *Central Region (anticipated to be covering Sarajevo, Gorazde, Foca, Rudo, Zenica, Bugojno, Travnik)*

Note: FARMA II is in the process of establishing similar services through a separate regional pilot in the North West Region (covering Banjaluka, Prijedor, Bihac)

Services to be provided under this Lot are anticipated to include, as a minimum:

- **Regional business clinics:** Enabling existing POs to present their current business models and plans to experts from other business sectors, including but not necessarily limited to finance and accounting, business planning, agriculture and food technology, advertising, marketing, sales, information and communication technology.
- **Regional business group formation services:** Enabling groups of producers to be advised and guided in the formation of new associations, cooperatives or other legal entities that may facilitate the clustering of business needs for input procurement, production service provision, output collection, sorting, grading, packaging, marketing and sale and/or other related services.
- **Regional business networking events and B2B events:** Creating a platform for POs to meet, consult, explore and develop ideas for business development with other business professionals. Linked to this, the option of providing seed capital to partially fund or subsidize more detailed consultations on business development opportunities with individual POs may also be explored (potentially to be funded through a separate grant fund facility, subject to overall resource demand and availability).
- **Regional internship program:** Enabling students and/or recent graduates in the agri-food sector to secure practical work placements in targeted producer organization and/or agri-business advisory support institutions /service providers
- **Regional trainer-of-adviser program:** Enabling existing private and/or public agricultural advisers to receive targeted training, to be linked to a broader Network of Agricultural Advisers curriculum and training program.
- **Regional business innovation and diversification support services:** Facilitating opportunities for start-ups and existing businesses to explore new business solutions. For start-ups, the service will enable young farmers and agri-business entrepreneurs to explore their ideas and develop detailed business plans. In addition, for a small group of selected individuals interested in starting their own business that meet certain minimum requirements, the opportunity to be provided with time-bound access to office space within the centers will be offered. Options to provide modest initial seed capital to launch small business start-ups may also be piloted (potentially to be funded through a separate grant fund facility, subject to overall resource demand and availability).

Under this Lot, the offerors shall specify the number and the extent of the planned business networking activities and events, including the targeted minimum number of participants per activity and/or events.

Subject to successful implementation of pilot activities, this lot may be extended to include other parts of BiH.

Target beneficiaries:

Target beneficiaries shall include: individual farmers; producer organizations; farmer associations and cooperatives; agri-food processing companies; young entrepreneurs in agriculture, agri or rural business; experts and advisers in different fields related to agriculture and agribusiness; and other targeted business development service providers.

Priority will be given to farms and agri-businesses active in the sub-sectors supported by FARMA II, namely dairy and poultry, fruit and vegetables, medicinal and aromatic plants and honey sub-sectors.

Content management and oversight

In order to ensure minimum technical quality standards and consistency of all information, training materials and advisory services content a Technical Advisory Body (TAB) will be appointed and managed by FARMA II. The TAB is anticipated to include representation from other participating international donors and identified BiH technical institutions. It is also anticipated that technical sub-groups will be organized to oversee specific sub-sector content generation. The specific structure, roles and responsibilities of the TAB will be defined at the outset of the project and any approval and/or reporting obligations to be required of the contractor will be specified in the services contract.

Financial and technical sustainability

As has been stated above, this contract is a pilot initiative. However, the longer term aim is to establish an agri-business resource base which can be sustained through various partnerships and contributions from all key stakeholders, where possible. As such the offeror(s) should ensure that all proposals are developed to ensure that the on-line platform of agri-business support services and the physical agri-business support services are available to be used beyond the life of the contract and that all intellectual property rights remain with FARMA II. During the life of the contract the future ownership of the services will be explored and optimal solutions identified and agreed upon that will ensure the long term, sustainable access and availability of these services to the BiH agri-business sector. USAID will retain unlimited rights (defined as the right to use, disclose, reproduce, prepare derivative works, distribute copies to the public, and perform publicly and display publicly, in any manner and for any purpose, and to have or permit others to do so) in all intellectual property developed under the services contract. USAID further will be granted a paid-up, nonexclusive, irrevocable, worldwide license in such copyrighted data to reproduce, prepare derivative works, distribute copies to the public, and perform publicly and display publicly by or on behalf of USAID.

Linked to the above objectives, the successful contractor, together with FARMA II and other donors providing support for the development of this initiative and related activities will explore options for subscription charges to be made for various on-line services and for other agri-business support services covered by this contract. The framework for such service charges and/or other related financial mechanisms may be tested during the life of the project, subject to mutual agreement by all relevant parties of an appropriate *modus operandi*.

Deliverables:

Lot I deliverables are anticipated to include:

- Functional agri-food information, vocational training and education virtual platform launched and maintained, providing a range of agri-food sector information and training services (business, technical, managerial, financial and commercial), and distance learning capabilities. (Note: populating of the platform will be undertaken in cooperation and collaboration with FARMA II and other identified donor and institutional partners).
- As a minimum, this platform will include prioritized interactive information and training products and services covering all sub-sectors supported by FARMA II, namely dairy and poultry, fruit and vegetables, medicinal and aromatic plants and honey sub-sectors.
- Target on-line products are anticipated to include:

- At least 8 information service packages (min 2 per quarter) to include video introductions and examples, lecturing and practical examples, feedback questionnaires etc.
- At least 10 basic education packages (min 2 per quarter) to include introductions and examples, step-by-step curricula, lecturing, best use cases, examples and practice and real projects, feedback questionnaires etc.
- At least 10 advanced education packages (min 2 per quarter) to include introductions and examples, step-by-step curricula, lecturing, best use cases, examples and practice and real projects, feedback questionnaires etc.
- On line monitoring, data mining and analytical program established providing monthly and quarterly reports
- Target off-line products are anticipated to include:
 - Call center service established and operational to support services / system and improve accessibility
 - PDF info sheets (and/or other relevant formats) to support the above e-learning courses
 - Promotional materials to advertise the platform to all main target audiences

Lot 2 deliverables are anticipated to include:

- At least 1 business clinic organized quarterly with at least 20 participants per clinic, resulting in at least 3 individual business improvement advisory support service activities identified and provided
- At least 2 farm or agribusiness group formation initiatives supported per quarter
- At least 1 business networking/B2B meetings (with heterogeneous composition, incl. POs, Processors, farmers, start-ups, experts, donors, government) organized in each regional locations each quarter, with at least 10 participants per event
- At least 10 interns placed in relevant organizations for practical workplace experience
- At least 20 advisers provided with training in key baseline topics (to be agreed in line with common curricula to be agreed)
- Business innovation and diversification support services provided for at least 15 individual businesses or start-ups
- Promotional materials to advertise the AgMENTOR services to all main target audiences
- As a minimum, the above services will include agri-business support services and events covering all sub-sectors supported by FARMA II, namely dairy and poultry, fruit and vegetables, medicinal and aromatic plants and honey sub-sectors.

Note: activities under both Lot 1 and Lot 2 will be implemented in close collaboration with the FARMA II core technical team, where possible.

Environmental considerations

For assistance provided under this SoW the sub-contractor will comply with USAID environmental requirements in accordance with CFR 216, and the Initial Environmental Examination (IEE) approved for the FARMA II Project. Specifically, any technical assistance (TA) must comply with the following:

- FARMA II Programmatic Environmental Assessment (PEA), Section 7.3.1. (b), where all TA must promote Good Agricultural Practices (GAP's), including but not limited to: increased reliance on organic fertilizers, manure and mulch to maintain soil health; more efficient irrigation methods (drip irrigation); and maximum reliance on natural, renewable and non-farm inputs. This document was prepared specifically to address the required environmental action under the IEE.
- All pest management advices must comply with FARMA's II approved Pesticide Evaluation Report and Safer Use Action Plan (PERSUAP). Only pesticides approved in the PERSUAP may be used and recommended during training events, including any written material prepared by the implementer. It is USAID policy that all pest management advices must follow the principles of Integrated Pest Management (IPM). The approved pesticide list, in addition to the full PERSUAP, will be provided to the selected implementer prior to the signing of the contract and shall be fully complied with.

In addition, FARMA II encourages applicants to consider and address in the application necessary measures that proposes mitigation against environment and climate related risks.

Gender Equality Consideration:

Special attention must be paid to gender equality issues and the inclusion of women and young farmers in this activity. FARMA II places an emphasis on providing support to women participants and farmers in this training program to the largest extent possible, especially within the MAP sector. FARMA II Gender Advisor will provide advice and assist sub-contractor to integrate gender equality principles in their work. Women's participation and benefits from sub-contractor's activities will be tracked separately and evaluated. Narrative reports on project implementation and the final technical report should contain specific information on how sub-contractor(s)' activities influence gender equality. Women participation will be incorporated in the proposal evaluation criteria.

Offeror Qualifications and Experience

Eligibility Requirements:

FARMA II Fixed Price Subcontracts may be awarded to local not-for-profit, for-profit, and non-governmental organizations (NGO), public educational institutions, business service development providers, providing they are legally registered and recognized under the laws of BiH. Consortiums consisting of organizations fulfilling the above eligibility requirements will be eligible to submit their proposals for both Lot 1 and/or Lot 2. Government organizations and institutions are not eligible for funding under this subcontract.

Required Qualifications:

To be eligible for funding for Lot 1, the Applicant(s) must:

- A. Have a minimum of 3 years' experience in relevant e-business training and education activities;
- B. Have sufficient ICT infrastructure, technical and human resources capacities and expertise required for all tasks
- C. Submit copies of financial records for at least two last years of operations;
- D. Submit reference list that includes the names and descriptions of similar projects and/or activities implemented in the past;
- E. Submit examples of previous work (printed, electronic) similar to the tasks requested under this RFP
- F. Submit budget (financial proposal) for each of the proposed activities. The budget will also be reviewed for accuracy and consistency in line with the activities proposed in the technical application.

To be eligible for funding for Lot 2, the Applicant(s) must:

- A. Have a minimum of 5 years' experience in relevant regional business support service delivery activities and to clearly define the region to be covered;
- B. Have sufficient technical and human resources capacities and expertise required for the tasks
- C. Have sufficient physical infrastructure including adequate office and meeting space, vehicles, ICT equipment, training equipment and other relevant furniture required for the tasks
- D. Submit copies of financial records for at least two last years of operations;
- E. Submit reference list that includes the names and descriptions of the similar activities implemented in the past;
- F. Submit examples of previous work (printed, electronic) similar to the tasks requested under this RFP
- G. Submit budget (financial proposal) for each of the proposed activities. The budget will also be reviewed for accuracy and consistency in line with the activities proposed in the technical application. All cost price proposals must be presented in BAM. All prices should be net of VAT.
- H. Have the ability and experience to organize and work with farmers/POs/external advisers of all ethnic groups, including women all over BiH

Contents and Structure of Proposal

The structure of proposal for each Lot should follow the structure as described below:

- **Technical Approach:** Present a narrative that demonstrates understanding, creativity and added value for the tasks identified in the scope of work. This section should demonstrate the Offeror's approach, providing a detailed description of the activities, tools, methodologies, management, logistics, and resource requirements (non-financial). Information which the Offeror considers proprietary, if any, should be clearly marked "proprietary" next to the relevant part of the text and it will then be treated as such

- Detailed Implementation Plan: Present a narrative that demonstrates understanding, creativity and added value for the tasks identified in the scope of work. This section should demonstrate the Offeror’s approach, providing a detailed description of the activities, tools, methodologies, management, logistics, and resource requirements (non-financial). Information which the Offeror considers proprietary, if any, should be clearly marked “proprietary” next to the relevant part of the text and it will then be treated as such
- List of Key Personnel and experts/partners to be used for specific content preparation/ activities: CVs for key personnel may be included in an annex to the technical proposal. The Offeror shall determine, define and propose a team that has the appropriate range of skills and personnel positions necessary to implement the scope of work. The roles and responsibilities of each team member should be described.
- List of current and past clients (not more than 3 years old): This section should provide a brief description of the Offeror’s past and present activities. It should focus on services related to the proposal.
- Names and contact information of at least 3 references
- Financial records for minimum 2 years (Income statement and Balance Sheet)
- Detailed price structure (detailed budget)
- Attach samples of prior work (relevant when writing skills are highly important);
- Attach legal registration documents;
- For offers under Lot 2, details of the specific region proposed to be covered by the services should be defined.

Assumptions & Constraints

This will be a fixed price subcontract with payments made against specific deliverables. The budget may show necessary and allowable costs expected to occur during a course of the activity and be linked to the execution of the deliverables such as organization’ and trainers fees, trainer(s) per diem, travel expenses (if any), logging, training materials and other direct costs.

Terms and Conditions

- A. The award of a subcontract to procure the services related to this Request for Proposal (RFP) is subject to the availability of funds.
- B. The FARMA II project reserves the right to reject any and all proposals. No obligations either expressed or implied exist on the part of contractor (FARMA II) or USAID/Sweden Government to make an award for the work or for the cost incurred in the preparation of proposal in response to this RFP.
- C. The Proposal shall be submitted in accordance with the instructions set forth herein. Applicant shall submit its Proposal marked as follows:

RFP No. AID-I68-C-I6-0000I Sub-006-2017

The Proposal shall be submitted by via e-mail to grants@farmabih.ba **AND** by mail or personally to any **ONE** of the following FARMA II addresses:

FARMA II, 75000 Tuzla, Marsala Tita 34A/III

or

FARMA II, 71000 Sarajevo, Fra Anđela Zvizdovića I, Tower B, 18th Floor

or

FARMA II, Krajskog Korpusa bb, 2nd floor, 78000 Banja Luka,

- D. Applicants may submit Proposals for the work described in the Scope of Work. An Applicant may join with a partner organization(s) to perform the Work. However, the Proposal must be submitted in the name of one company only, and in the event the Proposal is accepted, FARMA II will subcontract with that company only.
- E. Ownership of Proposals: All Proposals received in response to the RFP will be the property of the FARMA II project and will not be returned.
- F. FARMA II expects that work will start in April/May 2017 and be completed no later than June /July 2018.
- G. All taxes of every nature and kind, including occupation, or property taxes, shall be the responsibility of the contractor. The contractor shall report and pay all taxes applicable to amounts received from FARMA II hereunder. However, FARMA II will exempt each invoice, submitted by the Vendor, from VAT (value added tax).
- H. USAID requires the purchase of Defense Base Act (DBA) insurance for work performed outside the United States. DBA insurance should be budgeted at a rate of 2% of employee salary. Employee salary does not include per diem, housing allowance, travel expenses, temporary quarters allowance, education allowance, and other miscellaneous post allowances.

The successful offeror must obtain DBA insurance from USAID's authorized vendor, Allied World Assurance Company. Contact Allied's agent, Aon Risk Insurance Services West, Inc. at:

AON Risk Insurance Services West, Inc
2033 N. Main St., Suite 760
Walnut Creek, CA 94596-3722
Hours: 8:30 A.M. to 5:00 PM, Pacific Time
Primary Contact: Fred Robinson
Phone: +1 (925) 951-1856
Fax: +1 (925) 951-1890
Email: Fred.Robinson@aon.com

Type of Resulting Contract

This will be fixed price subcontract with payments against specific deliverables.

Selection Criteria

- A. The Applicant shall assume that there is only one opportunity to submit a Proposal in response to this RFP. Therefore, careful attention is required in order to ensure that all of the technical documentation and other information necessary to support the Proposal are included therein.

The level of responsiveness to the details of this proposal as well as the overall quality and clarity of the proposal will be considered by FARMA II as an indicator of the work quality that the Applicant is likely to provide during project implementation assuming award.

- B. The evaluation will result in a determination that the Applicant's Proposal is acceptable or unacceptable. When the Proposal is determined to be unacceptable, no further consideration will be given to the offer. If an Offeror's proposal fails to fulfill requirements of the RFP in any respect, contains an irregularity, or contains a deviation from the requirement, it will be considered non-responsive and may be rejected.
- C. Proposals will be evaluated according to following criteria:
- Clarity and logical coherence
 - Understanding of Scope of Work
 - How implementation and results of the proposed activities will support FARMA's II objectives
 - Documented past performance consistent with type and scope of proposed activities
 - Competency of proposed staff
 - Feasibility of proposed activities considering proposed budget

Example of Criteria Evaluation Form

	Criteria	Score (From 1 to 5)	Weight	Total
1	Technical Proposal (understanding of Scope of Work, how implementation and expected results of the proposed activities support FARMA's II objectives)	5.00	30%	1.50
2	Proposed organization and/or consortium of organizations (experience, technical scope and range of expertise etc.)	5.00	20%	1.00
3	Proposed Staff (experience implementing similar activities, competency of proposed staff)	5.00	30%	1.50
4	Cost (cost proposal is realistic, and includes necessary cost for implementation of SOW)	5.00	20%	1.00
	Score	20.00	100%	5.00

Disclaimer

Issuance of this RFP does not constitute an award commitment on the part of USAID/Sweden FARMA II, USAID or the Government of Sweden, nor does it commit USAID/Sweden FARMA II, USAID or the Government of Sweden to pay cost incurred in the submission of proposals.

Nothing in this document shall be construed as an offer by USAID/Sweden FARMA II, USAID or the Government of Sweden and no terms, discussions or proposals shall be binding on either party prior to execution of a definitive agreement. USAID/Sweden FARMA II reserves the right to accept or reject any offer in part or full or to cancel the procurement without any obligation to any offeror.