

Request for Proposal:

PMP Data Collection in Agago

Reference No.: NURI/2022.02



Preface

This Request for Proposal (RFP) has been prepared by NURI Coordination Function (NURI CF) for outsourcing of required Consultancy Services.

Engaging in this RFP, the Bidder should get acquainted with Part 1, the Proposal Procedure; Part 2, the Bidding Forms; and Part 3, the Terms of Reference.

The Bidder will not be permitted to take advantage of any errors or omissions in the RFP. Should such errors or omissions be discovered, the Bidder shall notify NURI CF to have such errors considered.

The Bidder shall bear any and all costs related to the preparation and/or submission of the Proposal, regardless of whether its Proposal was selected or not. NURI CF shall not be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process.

Part 1: Proposal Procedure

A. Preparation of the Technical Proposal:

The technical proposal shall include the following documents and information:

1. The Technical Proposal Submission Form A (see Part 2);
2. An outline of recent experience on assignments of a similar nature. For each assignment, the outline should indicate the duration of the assignment, contract amount and the consultant's involvement;
3. Any comments or suggestions to the Terms of Reference (see Part 3);
4. A description of the methodology for performing the services;
5. CV's recently signed by each of the Experts proposed for the assignment by the consultancy firm and the degree of responsibility held in the various assignments;
6. Activity (work) plan and time schedule in consideration to the man days available for this assignment;
7. Documentary evidence to support the proposal.

The Technical proposal may not include any financial information.

B. Preparation of the Financial Proposal:

The financial proposal shall include the following documents and information:

1. The Financial Proposal Submission Form B (see Part 2);
2. A copy of the quoted lump sum amount in **Uganda Shillings** (Form C) showing all the cost for the assignment, breakdown into fees, reimbursables and miscellaneous costs; and summary of the total costs for the assignment inclusive of all applicable taxes (see Part 2);
3. The Consultant shall be liable for all local taxes applicable to this assignment.

Any output and activities described in the Technical Proposal but not explicitly quoted in the Financial Proposal shall be assumed to be included in the quotes for other activities or items as well as in the final total quoted amount.

C. Only one Proposal:

The Bidder (including the individual members of any Joint Venture) shall submit only one Proposal, either in its own name or as part of a Joint Venture. Proposals submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:

1. They have at least one controlling partner, director or shareholder in common; or
2. any one of them receive or have received any direct or indirect subsidy from the other/s; or
3. they have the same legal representative for the purposes of this RFP; or
4. they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Proposal of another Bidder regarding this RFP;
5. they are subcontractors to each other's Proposal, or a subcontractor to one Proposal also submits another Proposal under its name as lead Bidder; or
6. some key personnel proposed to be in the team of one Bidder participates in more than one Proposal received as per this RFP. This condition relating to the personnel does not apply to subcontractors being included in more than one Proposal.

D. Submission of Proposal

Electronic submission by e-mail is required.

The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE and clearly labelled: "TECHNICAL PROPOSAL" and "FINANCIAL PROPOSAL". The Financial Proposal (Form B: Financial Proposal Submission Form) shall be protected with a password.

The password for opening the Financial Proposal shall be provided only upon request of NURI CF. NURI CF will request password only from bidders whose Technical Proposal has been found to be technically responsive. Failure to provide correct password may result in the proposal being rejected. The file must be sent to rilla.kirk@nuri.ag and in PDF format only.

All files must be free of viruses and not corrupted.

The Technical and the Financial Proposal must be submitted not later than **Friday 18th February 2022 at 1:00 pm.**

The Proposal shall be signed by the Bidder or person(s) duly authorized to commit the Bidder. The authorization shall be communicated through a document evidencing such authorization issued by the legal representative of the bidding entity, or a Power of Attorney, accompanying the Proposal.

E. Prebid Meeting

No Prebid meeting will be organized, however bidders may raise, in writing, clarifications of proposal and submit electronically the queries through the e-mail address provided in section D above.

NURI CF shall endeavor to provide its responses to clarifications in an expeditious manner but any delay in such response shall not cause an obligation on the part of NURI CF to extend the submission date of the Proposals, unless NURI CF deems that such an extension is justified and necessary. Deadline for receiving clarifications shall be one week prior to bid submission date.

F. Proposal Opening

There is no public bid opening for RFP's. NURI CF shall open the Proposals in the presence of an ad-hoc committee formed by NURI CF consisting of at least three (3) members.

G. Other Provisions

S/n	Data required	Specific instruction / Requirements
1	Proposal validity period shall be	90 calendar days
2	Advance payment upon contract signing	Not permitted
3	Bid security and performance bond	Not required
4	Expected date for commencement of Contract	28 th February 2022
5	Liquidated Damages	Will not be imposed
6	Manner of disseminating supplemental information to the RFP and responses/clarifications to queries	Direct communication to prospective Bidders by email
7	Payment provision	Payment will be made only upon NURI CF's acceptance of the work performed. The terms of payment shall be within thirty (30) days, after receipt of invoice and certification of acceptance of work issued by M&E Coordinator. Payment will be affected by bank transfer in the currency of contract.

H. Evaluation of Proposals

The evaluation of proposals received will apply the Quality and Cost Based Selection (QCBS) methodology as detailed below:

1. Preliminary examination to determine eligibility (as defined in I below) and administrative compliance to this RFP on pass / fail basis;
2. Detailed evaluation to assess:
 - Responsiveness to the terms and conditions of this RFP document; and
 - the technical quality of proposals against the criteria defined in J below to determine the technical score for the proposal and to determine whether the proposal reaches the minimum technical scores given in J below; and if pass
3. Financial comparison to determine the financial score of the proposal; and to weight the technical and financial scores to determine the total score of the proposal.

If the proposal fails at any stage, it will be eliminated and not considered in any subsequent stages.

I. Eligibility Criteria and Documents evidencing eligibility

The Bidders are required to meet the following criteria and avail the necessary documents evidencing eligibility:

S/No.	Eligibility Criteria	Documents evidencing eligibility
1	Have legal capacity to enter into a contract	A certificate of incorporation/registration showing that the company is duly incorporated and separate from the owners or its equivalent AND A Registered Power of Attorney specific to this assignment AND A valid trading licence
2	The entity has fulfilled the obligation to pay taxes	Tax clearance certificate or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder
3	Not to be insolvent, in receivership, bankrupt or in the process of being wound up or subject to legal proceedings for any of these circumstances	Copies of the audited financial statements (last three years) and financial standing (annual turnover for the last 3 years) including latest credit rating (if any)
4	Not have a conflict of interest in relation to this proposal procedure	A signed declaration by the bidder for compliance to this criterion by the authorized person

J. Technical Criteria

Proposals shall be scored basis the maximum number of points indicated below for each of the following criteria:

Section 1: Bidder's qualification, capacity and experience.		Points obtainable
1.1	Reputation of Firm and industry standing	5
1.2	General organizational capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls	5
1.3	Relevance of specialized knowledge and experience on similar engagements done in the region/country. At least 2 projects in the last 5 years.	5
1.4	Quality assurance procedures and risk mitigation measures	5
Total Section 1		20

Section 2: Proposed Methodology, Approach, and Implementation Plan		Points obtainable
2.1	Understanding of the requirement: Have the important aspects of the task been addressed in sufficient detail?	10
2.2	Description of the Firm's approach and methodology for meeting or exceeding the requirements of the Terms of Reference	20
2.3	Details on how the different service elements shall be organized, controlled, and delivered	5
2.4	Demonstration of ability to plan and effectively integrate corrective measures in the execution of the contract	5
Total Section 2		40

Section 3: Management Structure and Key Personnel			Points obtainable
3.1	Composition and structure of the team proposed. Are the proposed roles of the management and the team of key personnel suitable for the provision of the necessary services?		20
3.2	Qualifications of key personnel proposed		
3.2a	Lead Consultant		10
	- At least holder of Master's degree in agriculture or similar, international development, social science or M&E related discipline with	3 points	
	- At least 3 years of experience in planning and conducting rural agricultural data collection exercise, M&E surveys, baseline and evaluation studies for reputable organizations	7 points	
3.2b	Team Leader, field work		10
	- At least holder of bachelor's degree in social science, agriculture or development field	3 points	
	- Demonstrated leadership and experience in agricultural data collection or similar activity, hereunder ability to comprehend tools for data collection in the local language of Agago District	7 points	
Total Section 3			40
Grand Total (sections 1+2+3)			100 points

The minimum technical score required to pass the technical evaluation is **75 points**

K. Financial Criteria

A financial comparison will be conducted using the following methods where specified. The lowest financial proposal (F_m) shall be given a financial score (S_f) of 100 points. The financial scores of the proposal shall be computed as follows:

$$S_f = 100 \times \frac{F_m}{F}$$

in which S_f is the financial score, F_m is the lowest price and F is the price of the proposal under consideration.

Proposals will be ranked according to their combined technical (St) and financial Sf scores using the weights (T = the weight given to the Technical Proposal; P = the weight given to the Financial Proposal: the total scores, $S = St * T\% + Sf * P\%$. Total scores shall be determined using a weighting of 80% for the technical proposal and a weighting of 20% for the financial proposal.

L. Nonconformities, Reparable Errors and Omission

1. Provided that a Proposal is substantially responsive, NURI CF may waive any nonconformities or omissions in the Proposal that, in the opinion of NURI CF, do not constitute a material deviation.
2. NURI CF may request the Bidder to submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial, nonconformities or omissions in the Proposal related to documentation requirements. Such omission shall not be related to any aspect of the price of the Proposal. Failure of the Bidder to comply with the request may result in the rejection of its Proposal.
3. For the Financial Proposal that has been opened, NURI CF shall check and correct arithmetical errors as follows:
 - a) if there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of NURI CF there is an obvious misplacement of the decimal point in the unit price; in which case the line item total as quoted shall govern and the unit price shall be corrected;
 - b) if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail, and the total shall be corrected; and
 - c) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail.

If the Bidder does not accept the correction of errors made by NURI CF, its Proposal shall be rejected.

M. Best Evaluated Bid

The best evaluated bid shall be the Proposal with the highest combined technical and financial score and shall be recommended for award of contract.

N. Award of Contract

Award of contract shall be by notification. The consultant shall be expected to submit a bid acceptance prior to contract signing.

Part 2: Bidding Forms

Form A: Technical Proposal Submission Form

Procurement Reference Number: NURI/2022.02

Proposal addressed to	
Date of technical proposal	
Reference number for the proposal	NURI/2022.02
Subject of procurement	

We, the undersigned, offer to provide the services for [*Insert Title of services*] in accordance with your Request for Proposal No. [*Insert RFP Reference Number*] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate envelope.

We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium /Association members or subcontractors or suppliers for any part of the contract:

- a. have no conflict of interest in accordance with Instruction to Bidders
- b. have not been suspended, debarred, sanctioned or otherwise identified as ineligible
- c. have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future.
- d. undertake not to engage in proscribed practices, including but not limited to corruption, fraud, coercion, collusion, obstruction, or any other unethical practices.

We declare that all the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification.

We offer to provide services in conformity with the Bidding documents and in accordance with the Terms of Reference.

Our Proposal shall be valid and remain binding upon us for the period of time specified in the RFP.

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

I, the undersigned, certify that I am duly authorized by [*Insert Name of Bidder*] to sign this Proposal and bind it should NURI CF accept this Proposal.

Name: _____

Title: _____

Signature: _____

Date: _____

[Stamp with official stamp of the Bidder]

Form B: Financial Proposal Submission Form

Procurement Reference Number: NURI/2022.02

Proposal addressed to	
Date of technical proposal	
Reference number for the proposal	NURI/2022.02
Subject of procurement	

We, the undersigned, offer to provide the services for *[Insert Title of services]* in accordance with your Request for Proposal No. *[Insert RFP Reference Number]* and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate envelope.

Our attached Financial Proposal is for the sum of *[Insert amount in words and figures]*.

Our Proposal shall be valid and remain binding upon us for the period of time specified in the RFP.

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

Name: _____

Title: _____

Signature: _____

Date: _____

[Stamp with official stamp of the Bidder]

Form C: Breakdown of Lump Sum Price

Procurement Reference Number: NURI/2022.02

Currency of Cost: **UGX**

FEES				
Name and position of personnel	Input Quantity	Unit of Input	Rate	Total Price
Total:				

Reimbursable and Miscellaneous Costs				
Description of Cost	Quantity	Unit of Measure	Unit Price	Total Price
Total:				

Part 3: Terms of Reference

The Northern Uganda Resilience Initiative (NURI) is one of three engagements under the Uganda Programme on Sustainable and Inclusive Development of the Economy (UPSIDE), which is one of the two thematic programmes of the Danish Country Programme for Uganda 2018-2022, for which a Memorandum of Understanding (MoU) has been signed between the Government of Denmark and the Government of Uganda.

NURI will pursue enhanced resilience and equitable economic development in Northern Uganda, including for refugees and host communities, by supporting 1) Climate Smart Agriculture (CSA), 2) Rural Infrastructure (RI), and 3) Water Resources Management (WRM). Refugees and host communities will be among the beneficiaries as NURI is designed to support Uganda's progressive refugee policy and the nexus between development and humanitarian action.

Geographically NURI covers 13 districts in the West Nile and Acholi Sub Regions of Northern Uganda. The districts are Agago, Kitgum and Lamwo in Acholi sub region and Arua, Madi-Okollo, Terego, Pakwach, Nebbi, Zombo, Moyo, Adjumani, Obongi and Koboko in West Nile sub region. Besides targeting nationals in these districts, NURI will work with refugee settlements within some of the selected districts. Selected settlements are Rhino Camp Refugee Settlement in Arua District, Imveppi in Terego district, Palorinya Refugee Settlement in Obongi District, 5 selected refugee settlements in Adjumani District and Palabek Refugee Settlement in Lamwo District.

Production and Marketing Plans

Under the CSA output, farmer groups are supported to make production and marketing plans for a period of three years; these plans are reviewed annually. The plans are to guide the groups towards a market-oriented production with focus on the strategic crops they are trained to cultivate. Unlike the rest of the districts, where farmer groups were selected in lots and continuing to their third year in 2022, Agago district started in 2019 with all the farmer groups, who are now in their third year. CSA activities in Agago district ceased by the end of 2021; by the time of closure, data collection for the production and marketing plans was not completed since marketing activities normally overlap into the next production cycle of the farmer groups.

NURI CF therefore seeks the services of a firm to complete the data collection.

Purpose of the Assignment

To complete the collection of production and marketing data for 240 national farmer groups supported under CSA in Agago district.

Objectives of the Assignment

1. To complete collection of yield data for 2021 season-B for all the strategic crops cultivated by the farmer groups in the district
2. To collect marketing data for season-B for all the strategic crops cultivated by the farmer groups in the district
3. To clean all the data collected before submission to NURI CF

Scope of the Assignment

The assignment is to collect data and submit to the NURI CF. It will not involve technical analysis and report writing.

The assignment will be limited to Agago District covering all the sub counties of implementation. Data will be collected from a total of 1,919 individual farmer group members, which is equivalent to 65 Farmer Groups supported under CSA in Agago district.

Areas of Focus during Data Collection

Data collection shall be aligned with the production and marketing plan tool, which will be provided to the service provider. Details of the data need will be provided to the service provider before the start of the assignment.

Methodology

Sample Size

PMP data will be collected only from a sample of the total farmer groups population in Agago district. Using the recommended research formula, a confidence level of 95%, margin of error of 0.03 and standard deviation of 1.96 was employed. To provide an equal chance of participation of the farmer groups, the total population of individual group members will be used rather than the total number of farmer groups. The calculation will be done by strategic crop types.

By the time of closure of operation in the district, PMP data was to be collected from a total of 6,000 individual farmer group members equivalent to 200 farmer groups distributed by strategic crop types as: Cassava: 12/360; Sesame: 25/750; Soybeans: 71/2130; Sunflower: 92/2760.

It has been decided that cassava shall not be included in the exercise since the produce will not be ready for harvest by the time of data collection. In this case, the sample size is reduced to 5,640 individual farmer group members equivalent to 188 FGs. Using the statistical formula, a total of 1,919 individual farmer group members equivalent to 65 FGs will be targeted during the exercise.

The table below provides the breakdown per strategic crop type:

Strategic crop	Total FGs	Total individuals	Sample individuals	Sample FGs
Soybean	71	2,130	710	24
Sunflower	92	2,760	769	26
Sesame	25	750	440	15
Cassava	12	360	0	0
Total	200	6,000	1,919	65

Data Collection Method

It is anticipated that data is collected using individual household interviews. Other data collection methods do not appear applicable in this case. This however should not downplay records of other matters that could arise during carrying out the assignment.

Data Cleaning

It is required that raw data collected is cleaned before submission to NURI CF. NURI CF/RAU Kitgum/Lamwo will provide guidance during the cleaning process.

The Role and Responsibilities of the selected Firm

1. Assemble the data collection team as per the qualifications provided by NURI CF;
2. Participate in the training of data collection team and verify the data collection exercise;
3. Printing of data collection forms and required tools;
4. Planning and managing the transportation of enumerators for the data collection;
5. Collect PMP data from 65 farmer groups (1,919 individual households) in Agago district;
6. Monitor and supervise the data collection exercise in the field;
7. Monitor the cleaning of data collected;
8. Submit the cleaned data to NURI CF;
9. Compile a completion report for the exercise.

Expected Deliverables from the selected Firm

1. Cleaned and completed PMP data sets from 65 farmer groups
2. Completion report for the exercise

The Role of NURI CF

1. Provide orientation to the service provider on the PMP methodology and other related NURI CSA activities;
2. Mobilize the farmer groups for the data collection;
3. Link the service provider with the farmer groups;
4. Train the data collection team including testing of the tool;
5. Monitor the field data collection;
6. Support in the cleaning of collected data;
7. Provide a format for the completion report;
8. Management of the survey by M&E Coordinator, Regional Coordinator and Data Officers.

Preliminary Schedule

The assignment is expected to run from 28th February 2022 to 30th March 2022. This period shall include planning activities, training as well as actual field work.

The breakdown of activities is given in the table below:

Activity	Timeframe	Responsible person
Selection and contracting with the selected Firm	7/2 – 25/2/2022	NURI Procurement Committee
Assembling the data collection team	28/2 – 4/3/2022	The selected Firm
Training of the data collection team	7/3 – 11/3/2022	M&E Coordinator, Data Officer, RC
Data collection, cleaning and submission of data and report	14/3 – 30/3/2022	The selected Firm

The Team Composition to be provided by the Firm

The Firm shall assemble a team consisting of:

1. A Technical Lead – the main consultant and contact point to NURI CF
2. A Team Leader – the supervisor of the field work
3. Enumerators – the data collecting team (anticipated 16 pax)

This composition emanates from NURI's experience in managing data collection activities. NURI CF shall nevertheless remain flexible as to the proposed team structure.

The minimum qualifications of the proposed team shall be as follows:

Lead consultant:

- Master's degree in agriculture, international development, social science or M&E related discipline
- A minimum of 3 years' experience in planning and conducting rural agricultural data collection exercises, M&E surveys, baseline and evaluation studies and similar for reputable organizations (contact details to be provided)
- Demonstrated experience in quantitative analysis of agricultural production data
- Demonstrated ability in professional management of and working with data collection teams
- Experience in Agago district will be an added advantage
- Good oral and written communication skills
- Reliable and available when contacted physically and on e-mail

Team Leader:

- As a minimum, a degree in social science, agriculture or any development field
- A master's degree or post graduate training will be an added advantage
- Demonstrated team leadership and management ability
- Demonstrated experience in agricultural data collection and handling similar activity
- Ability to speak, comprehend and translate the tool for data collection in the local language spoken in Agago district (this is a requirement)
- Good data recording and analysis skills
- Demonstrated communication skills

Enumerators:

- Diploma in agriculture or development discipline
- Demonstrated experience in data collection from rural communities
- Ability to speak, comprehend and translate the tool for data collection in the local language spoken in Agago district (this is a requirement)
- Demonstrated ability to work well in teams
- Demonstrated good oral and written communication skills.