



## REQUEST FOR PROPOSAL (RFP) (For Low-Valued Services)

**Title: National Consulting firm to conduct trainings in green job livelihoods and value chain transformation for the inhabitants of Mudende Green Village**

<b>NAME &amp; ADDRESS OF FIRM</b>	<b>DATE: October 26, 2020</b>
	<b>REFERENCE: RFP/UNDP/RWA/2020/048</b>

Dear Sir / Madam:

We kindly request you to submit your Proposal for Consulting firm to conduct trainings in green job livelihoods and value chain transformation for the inhabitants of Mudende Green Village.

Please be guided by the form attached hereto as Annex 2, in preparing your Proposal.

Proposals may be submitted on or before Monday, November 09, 2020 and via email, to the address below:

**United Nations Development Programme  
KN 67 Street No 4; P.O Box 445, Kigali**

Attn: Head of Procurement Unit,

**SUBMISSION ONLY By email address at [offers.rw@undp.org](mailto:offers.rw@undp.org)**

not later than 9 November 2020,

Time: 12h00 PM Kigali Rwanda local time.

Your Proposal must be expressed in the English, and valid for a minimum period of 90 days

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it reaches the address above on or before the deadline. Proposals that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your Proposal by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.

Services proposed shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the RFP and all other annexes providing details of UNDP requirements.

The Proposal that complies with all of the requirements, meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price shall be re-computed by UNDP, and the unit price shall prevail, and the total price shall be corrected. If the Service Provider does not accept the final price based on UNDP's re-computation and correction of errors, its Proposal will be rejected.

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the Proposal. At the time of Award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP, herein attached as Annex 3.

Please be advised that UNDP is not bound to accept any Proposal, nor award a contract or Purchase Order, nor be responsible for any costs associated with a Service Providers preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a Purchase Order or Contract in a competitive procurement process. In the event that you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link:

<http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html>

UNDP encourages every prospective Service Provider to prevent and avoid conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this RFP.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its Service Providers to adhere to the UN Supplier Code of Conduct found in this link :

[https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unscc/conduct\\_english.pdf](https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unscc/conduct_english.pdf)

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

**Varsha Redkar-Palepu**  
**Deputy Resident Representative**  
10/26/2020



## Description of Requirements

Context of the Requirement	<b>Consulting firm to conduct trainings in green job livelihoods and value chain transformation for the inhabitants of Mudende Green Village</b>		
Implementing Partner of UNDP	<b>Ministry in charge of Emergency Management (MINEMA)</b>		
Brief Description of the Required Services <sup>1</sup>	<b>Consulting firm to conduct trainings in green job livelihoods and value chain transformation for the inhabitants of Mudende Green Village</b>		
List and Description of Expected Outputs to be Delivered	<ul style="list-style-type: none"> <li>• Training 1. Conducting a 4-day training of Mudende Green Village Community on off-farm livelihood Cooperative formation, management and sustainability</li> <li>• Training 2. Conducting a 4-day training of Mudende Green Village Community in greenhouse farming and Post- Harvest storage mechanisms</li> <li>• Training 3: Conducting a 5-day training of Mudende Green Village Community on Milk Value chain with a practical session of butter and cheese demonstration</li> </ul>		
Person to Supervise the Work/Performance of the Service Provider	<b>Working in close consultation with UNDP, the Ministry of Environment (MoE) and Rwanda Housing Authority (RHA);</b>		
Frequency of Reporting	<b>Two deliverables</b>		
Progress Reporting Requirements	<ul style="list-style-type: none"> <li>- <b>Deliverable 1. Three separate training manuals for each of the training to be conducted</b></li> <li>- <b>Deliverable 2. Training completion reports including evaluation for three trainings to be conducted and recommendations with checklist for training impacts</b></li> </ul>		
Location of work	<input type="checkbox"/> Exact Address/es <i>[pls. specify]</i> <input checked="" type="checkbox"/> <b>At Contractor's Location</b>		
Expected duration of work	<b>25 working days in 8 weeks</b>		
Target start date	<b>Immediately</b>		
Latest completion date	<b>December 2020</b>		
Travels Expected			<b>Brief Description</b>

<sup>1</sup> A detailed TOR may be attached if the information listed in this Annex is not sufficient to fully describe the nature of the work and other details of the requirements.

	Destination/s	Estimated Duration	of Purpose of the Travel	Target Date/s
Special Security Requirements	<input type="checkbox"/> Security Clearance from UN prior to travelling <input type="checkbox"/> Completion of UN's Basic and Advanced Security Training <input type="checkbox"/> Comprehensive Travel Insurance <input type="checkbox"/> Others <i>[pls. specify]</i>			
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input type="checkbox"/> Office space and facilities <input type="checkbox"/> Land Transportation <input type="checkbox"/> Others <i>[pls. specify]</i>			
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> <b>Required</b> <input type="checkbox"/> Not Required			
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> <b>Required</b> <input type="checkbox"/> Not Required			
Currency of Proposal	<input type="checkbox"/> United States Dollars <input type="checkbox"/> Euro <input checked="" type="checkbox"/> <b>Local Currency RWF</b>			
Value Added Tax on Price Proposal <sup>2</sup>	<input checked="" type="checkbox"/> <b>must be inclusive of VAT and other applicable indirect taxes</b> <input type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes			
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input type="checkbox"/> 60 days <input checked="" type="checkbox"/> <b>90 days</b> <input type="checkbox"/> 120 days  In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.			

<sup>2</sup> VAT exemption status varies from one country to another. Pls. check whatever is applicable to the UNDP CO/BU requiring the service.

Partial Quotes	<input checked="" type="checkbox"/> <b>Not permitted</b> <input type="checkbox"/> Permitted <i>[pls. provide conditions for partial quotes, and ensure that requirements are properly listed to allow partial quotes (e.g., in lots, etc.)]</i>	
Payment Terms <sup>3</sup>	<b>%</b>	<b>Milestones</b>
	20%	Three separate training manuals for each of the training to be conducted
	80%	Training completion reports including evaluation for each of the training to be conducted and recommendations with checklist for training impacts
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	UNDP, the Ministry of Environment (MoE) and Rwanda Housing Authority (RHA)	
Type of Contract to be Signed	<input type="checkbox"/> Purchase Order <input type="checkbox"/> Institutional Contract <input checked="" type="checkbox"/> Contract for Professional Services <input type="checkbox"/> Long-Term Agreement <sup>4</sup> <i>(if LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.)</i> <input type="checkbox"/> Other Type of Contract <i>[pls. specify]</i>	
Criteria for Contract Award	<input type="checkbox"/> Lowest Price Quote among technically responsive offers <input checked="" type="checkbox"/> <b>Highest Combined Score (based on the 70% technical offer and 30% price weight distribution)</b> <input type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.	
Criteria for the Assessment of Proposal	<b>Technical Proposal (70%)</b> <input checked="" type="checkbox"/> Expertise of the Firm 30% <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan 30%	

<sup>3</sup> UNDP preference is not to pay any amount in advance upon signing of contract. If the Service Provider strictly requires payment in advance, it will be limited only up to 20% of the total price quoted. For any higher percentage, or any amount advanced exceeding \$30,000, UNDP shall require the Service Provider to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the payment advanced by UNDP to the Service Provider.

<sup>4</sup> Minimum of one (1) year period and may be extended up to a maximum of three (3) years subject to satisfactory performance evaluation. This RFP may be used for LTAs if the annual purchases will not exceed \$150,000.00.

	<p>X <input type="checkbox"/> Management Structure and Qualification of Key Personnel 40%</p> <p><b>Financial Proposal (30%)</b> To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.</p>
UNDP will award the contract to:	<p><input checked="" type="checkbox"/> <b>One and only one Service Provider</b></p> <p><input type="checkbox"/> One or more Service Providers, depending on the following factors: <i>[Clarify fully how and why will this be achieved. Please do not choose this option without indicating the parameters for awarding to multiple Service Providers]</i></p>
Contract General Terms and Conditions <sup>5</sup>	<p><input type="checkbox"/> General Terms and Conditions for contracts (goods and/or services)</p> <p>X <input type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000)</p> <p>Applicable Terms and Conditions are available at: <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a></p>
Annexes to this RFP <sup>6</sup>	<p><input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2)</p> <p>X <input type="checkbox"/> Detailed TOR <i>[optional if this form has been accomplished comprehensively]</i></p> <p><input type="checkbox"/> Others<sup>7</sup> <i>[pls. specify]</i></p>
Contact Person for Inquiries (Written inquiries only) <sup>8</sup>	<p><i>[Name]</i> Immaculee UWIMANA <i>[Designation]</i> <b>Programme Analyst</b> <i>[Fax/Email]</i>. <b>Immaculee.uwimana@undp.org</b></p> <p>Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</p>
Other Information <i>[pls. specify]</i>	

<sup>5</sup> Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.

<sup>6</sup> Where the information is available in the web, a URL for the information may simply be provided.

<sup>7</sup> A more detailed Terms of Reference in addition to the contents of this RFP may be attached hereto.

<sup>8</sup> This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

## FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL<sup>9</sup>

*(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery<sup>10</sup>)*

[insert: Location].

[insert: Date]

To: [insert: Name and Address of UNDP focal point]

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the RFP dated [specify date] , and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions :

### A. Qualifications of the Service Provider

*The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating the following :*

- a) Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;*
- b) Business Licenses – Registration Papers, Tax Payment Certification, etc.*
- c) Latest Audited Financial Statement – income statement and balance sheet to indicate Its financial stability, liquidity, credit standing, and market reputation, etc. ;*
- d) Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references;*
- e) Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.*
- f) Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.*

### B. Proposed Methodology for the Completion of Services

*The Service Provider must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work.*

<sup>9</sup> This serves as a guide to the Service Provider in preparing the Proposal.

<sup>10</sup> Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes



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**C. Qualifications of Key Personnel**

*If required by the RFP, the Service Provider must provide :*

- a) *Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;*
- b) *CVs demonstrating qualifications must be submitted if required by the RFP; and*
- c) *Written confirmation from each personnel that they are available for the entire duration of the contract.*

**D. Cost Breakdown per Deliverable\***

	<b>Deliverables</b> <i>[list them as referred to in the RFP]</i>	<b>Percentage of Total Price</b> <i>(Weight for payment)</i>	<b>Price</b> <i>(Lump Sum, All Inclusive)</i>
1	Deliverable 1		
2	Deliverable 2		
3	....		
	Total	100%	

*\*This shall be the basis of the payment tranches*

**E. Cost Breakdown by Cost Component [This is only an Example]:**

<b>Description of Activity</b>	<b>Remuneration per Unit of Time</b>	<b>Total Period of Engagement</b>	<b>No. of Personnel</b>	<b>Total Rate</b>
<b>I. Personnel Services</b>				
1. Services from Home Office				
a. Expertise 1				
b. Expertise 2				
2. Services from Field Offices				
a. Expertise 1				
b. Expertise 2				
3. Services from Overseas				
a. Expertise 1				
b. Expertise 2				
<b>II. Out of Pocket Expenses</b>				
1. Travel Costs				
2. Daily Allowance				
3. Communications				
4. Reproduction				
5. Equipment Lease				
6. Others				
<b>III. Other Related Costs</b>				

*[Name and Signature of the Service Provider's Authorized Person]  
[Designation]*

[Date]



## TERMS OF REFERENCE

### **Consultancy firm to conduct trainings in green job livelihoods and value chain transformation for the inhabitants of Mudende Green Village**

Contract Type:	Local Consultancy Firm
Location:	Rubavu
Languages Required:	Kinyarwanda
Duration of Assignment:	25 days
Expected Starting Date and Timing:	November, 2020

#### **1. BACKGROUND AND CONTEXT**

The Government of Rwanda (GoR) has demonstrated a strong commitment to transform Rwanda's economy to a Green Economy. This intent is well articulated in the National Strategy for Transformation (NST1; 2017-2024) and the Green Growth and Climate Resilience Strategy (GGCRS).

Although the Environment and Natural Resources (ENR) sector has made notable progress over the past decade, gaps still remain in the technical and institutional capacities of national and decentralized institutions to better coordinate activities, implement policies and mobilize resources to effectively deal with a broad-range of existing and emerging issues.

On the other side, "The Green Village concept was designed to demonstrate how addressing poverty related environmental problems such as soil erosion, inadequate access to water, deforestation and clean energy, among others, can help achieve national development goals and priorities. From the introduction of this concept in 2011, many Stakeholders have channeled various interventions in these villages with the aim to improve national systems to pursue a green economy approach to economic transformation.

In this framework, the Ministry of Environment (MoE) has received fund from the United Nations Development Program (UNDP) to implement the “Strengthening Capacities of the Environment and Natural Resources (ENR) Sector for Green Economy Transformation” program under which support to the Scaling up of Green Villages concept through the Rwanda Housing Authority (RHA) and Districts will be enhanced and institutionalized. By working closely with local private sector for instalment and maintenance of appropriate technologies, technology transfer and local innovation will be enhanced. By developing and providing a replicable training program for districts with a human-centered design approach in addition to the already existing Green Village Toolkit, technical capacity will be strengthened in selected districts and ready to be used for replication.

The above-mentioned trainings are organized in this whole integrated approach to achieve sustainable climate resilient human settlements by building capacities and enhancing sustainability in green job livelihoods and value chain transformation for the inhabitants of Mudende Green Village.

## **2. OBJECTIVE & SCOPE OF THE TRAININGS**

### **2.1. *General Objective***

The Trainings are organized in the context of building capacities of Mudende Green Village community to enhance their resilience and access to opportunities offered by the resettlement program and improve significantly their living conditions.

#### **2.1.1. *Specific Objectives***

- Train beneficiaries in Livelihood income generating activities of Milk Collection Value chain and Smart Greenhouse farming;
- Train beneficiaries in sustainable cooperative management;
- Train Beneficiaries in developing Income Generating Activities to sustain their livelihood.

### **2.2. *SCOPE of the Trainings***

The scope of the trainings will cover the following distinct subject areas:

#### **2.2.1. *Training in Cooperative formation and Management***

- Cooperative Membership and leadership;
- Cooperative registration and legal status;
- Income generating activities and monitoring framework;
- Membership fees and benefits distribution;
- Cooperative sustainability and access to market

### **2.2.2. Training in Smart greenhouse farming**

- Crop management in Greenhouse;
- Challenges and benefits of Greenhouse farming;
- Suitable crops for greenhouse;
- Production guidelines;
- Nursery breeding;
- Greenhouse field preparation;
- Hygiene and maintenance of the greenhouse;
- Greenhouse harvesting mechanisms;
- Development of small-scale community projects on smart green farming

### **2.2.3. Training in Milk Value chain**

- milk handling & hygiene;
- Milk Processing into Butter and Cheese;
- milk marketing (dairy business);
- Animal health, feeding and breeding;
- MCC management & record keeping,
- Transformation of Milk Collection Centers (MCCs) into dairy business centers aimed to revitalize the Milk Collection Network for efficient service delivery to dairy farmers;
- Development of small-scale project proposals on milk value chain;
- On ground experience in Mudende MCC (Practical Session already booked at the nearby MCC)

## **3. TASKS**

Working in close consultation with UNDP, the Ministry of Environment (MoE) and Rwanda Housing Authority (RHA);

The Local Consulting Firm is required to undertake above scope of work in three trainings, with specific tasks outlined below:

**Training 1. Conducting a 4-day training of Mudende Green Village Community on off-farm livelihood Cooperative formation, management and sustainability**

**Training 2. Conducting a 4-day training of Mudende Green Village Community in greenhouse farming and Post- Harvest storage mechanisms**

**Training 3: Conducting a 5-day training of Mudende Green Village Community on Milk Value chain with a practical session of butter and cheese demonstration**

## **4. DELIVERABLES**

The consultancy firm will deliver the following deliverables:

- **Deliverable 1.** Three separate training manuals for each of the training to be conducted
- **Deliverable 2.** Training completion reports including evaluation for three trainings to be conducted and recommendations with checklist for training impacts

## **5. REPORTING AND INSTITUTIONAL ARRANGEMENTS**

UNDP will contract the local consultancy firm that fulfill the criteria outlined in these ToRs. It will manage the contract and will execute all payments in accordance with the agreed payment schedule to be stipulated in the contract.

UNDP will cover all training related logistics cost including conference room, transport of trainees related costs.

The Ministry of Environment (MoE) will coordinate the training process in collaboration with local authorities and Rwanda Housing Authority (RHA). This involves to select and provide a list of trainees, to prepare concept note and send invitations.

The consultancy firm will conduct all the listed three **trainings** in the stipulated time frame and submit the proposed deliverables to the UNDP before payments;

## **6. DURATION, TIMING**

The total duration of this assignment is 25 days **(for three trainings)**.

## **7. DUTY STATION**

The trainings will be conducted in Rubavu District. Each trainer is supposed to stay in Rubavu during the period of his/her training. Refer to the description of tasks.

## **8. REQUIRED COMPETENCIES**

### **General Requirement:**

The Local consulting firm should have proven experience of at least 7 years in training smallholder farmers on off-farm livelihoods; dairy processing; greenhouse operationalization for small holder farmers; cooperative formation in business generation and/or agribusiness.

### **Requirement for team members**

#### **1) Expert for training on livelihoods, cooperative formation and management (Team Leader)**

- Advance degree (Master's or PhD) in Agri-business, Rural development, Development studies, Business development;
- 5 years of proven experience in livelihood, agri-business and business development;
- Having at least conducted 3 similar trainings for rural community;
- Demonstrate capacity to lead the team of consultants and task them to do the required work;

#### **2) Expert for training on greenhouse farming and post- harvest storage mechanisms**

- At least bachelor's degree in Agriculture or Agri-business;
- 5 years of proven experience in agriculture and post-harvesting mechanisms
- Having at least conducted 3 similar trainings for rural community;

#### **3) Expert for training on Milk Value chain**

- At least bachelor's degree in food science;
- 3 years of proven experience working in milk value chain or food/dairy industry;
- Having at least conducted 2 similar trainings;

## 9. EVALUATION CRITERIA

CRITERIA	MAX. POINTS
<b>1. General Criteria</b>	<b>150</b>
Reputation of Organization and Staff Credibility / Reliability / Industry Standing/ of research	50
General Organizational Capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted	50
Evidence and references of quality performance and products (bidders should indicate their quality assurances and risk mitigation measure)	20
<b>Organizational Commitment to Sustainability (mandatory weight)</b>	
Organization has accreditation/ permission to work in Rwanda	20
Organization is a member of the UN Global Compact	5
Organization demonstrates significant commitment to sustainability through some other means- for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues	5
<b>2. Specification and experience of the company</b>	<b>300</b>
7 years in training smallholder farmers on off-farm livelihoods cooperative formation, business generation and/or agribusiness;	80
7 years in training on dairy processing and/or milk value chain	80
7 years in training on greenhouse operationalization for smallholder farmers;	80
Relevance of specialized knowledge and experience on similar engagements done in the region/country. Attach company previous references of where similar assignments were done.	60
<b>3. Personnel</b>	<b>400</b>
<b>livelihoods, cooperative formation and management and (team leader)</b>	
Advance degree (Master's or PhD) in Agri-business, Rural development, Development studies, Business development;	30
; 5 years of proven experience in livelihood, agri-business and business development;	50
Having at least conducted 3 similar trainings for rural community;	50
Demonstrate capacity to lead the team of consultants and task them to do the required work;	50
<b>Greenhouse farming and post- harvest storage mechanisms</b>	



<b>CRITERIA</b>	<b>MAX. POINTS</b>
At least bachelor's degree in Agriculture or Agri-business;	30
5 years of proven experience in agriculture and post-harvesting mechanisms	40
Having at least conducted 3 similar trainings for rural community;	40
<b>Milk value chain expert</b>	
At least bachelor's degree in food science;	30
3 years of proven experience working in milk value chain or food/dairy industry;	40
Having at least conducted 2 similar trainings;	40
<b>4. General Competencies of all team members</b>	<b>150</b>
Understanding of the requirement: Have the important aspects of the task been addressed in sufficient detail?	50
Proposed methodology for training with strong national context and concrete plan to cover all trainings and coaching and given timeline.	50
Strong interpersonal and managerial skills, ability to work with people from different backgrounds and evidence of delivering good quality evaluation and research products in a timely manner.	30
Demonstration of ability to plan, integrate and effectively implement sustainability measures in the execution of the contract	20
<b>TOTAL</b>	<b>1000</b>

## **1. APPLICATION PROCEDURE**

Interested firms should apply by presenting the following documents:

- (i) Letter of Confirmation of Interest and Availability using the template provided by UNDP;
- (ii) Personal CV of trainers, indicating education background/professional qualifications, all past experience, as well as the contact details (email and telephone number) of the candidate and at least three (3) professional references;
- (iii) Brief description of why the firm considers itself as the most suitable for the assignment;
- (iv) Financial Proposal that indicates all-inclusive fixed total contract price supported by a breakdown of costs, as per template provided.
- (v) Interested firms are required to submit an expression of interest and relevant

Curriculum Vitae that demonstrates the qualifications, skills, experience and track record to deliver the services required and that reflects an understanding of key issues relating to the scope of work. Please also provide three contactable references. Technical enquiries can be directed Immaculee Uwimana at [Immaculee.uwimana@undp.org](mailto:Immaculee.uwimana@undp.org), and enquiries about the procurement process to Mbasu Rugigana at [mbasa.rugigana@undp.org](mailto:mbasa.rugigana@undp.org)

## 2. PRICE PROPOSAL AND SCHEDULE OF PAYMENTS

The consultancy fee will be paid as a lump sum (inclusive of all expenses related to the consultancy) and will be fixed regardless of changes in the cost components of the consultancy. The consultancy fee will be paid upon completion of the following milestones:

<b>%</b>	<b>Milestones</b>
20%	Three separate training manuals for each of the training to be conducted
80%	Training completion reports including evaluation for each of the training to be conducted and recommendations with checklist for training impacts

**UNDP is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with the strictest confidence.**

**Prepared by:**