



REQUEST FOR PROPOSAL (RFP)

NAME & ADDRESS OF FIRM	DATE: August 31, 2021
	REFERENCE: RFP/TZA/2021/006

Dear Sir / Madam:

We kindly request you to submit your Proposal for **ENGAGING A FIRM FOR CAPACITY BUILDING SERVICES FOR ENTREPRENEURSHIP AND AQUACULTURE BEST PRACTICES FOR FISH FARMING PROJECT IN MTWARA REGION.**

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

Proposals may be submitted on or before **Wednesday, September 22, 2021 , 1100AM GMT + 3HRS** via email address below:

tenders.tz@undp.org

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/unscocconduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sergio Valdini
Sincerely yours,
Sergio Valdini

UNDP Deputy Resident Representative
8/31/2021

Annex 1

Description of Requirements

Context of the Requirement	ENGAGING A FIRM FOR CAPACITY BUILDING SERVICES FOR ENTREPRENEURSHIP AND AQUACULTURE BEST PRACTICES FOR FISH FARMING PROJECT IN MTWARA REGION
Implementing Partner of UNDP	NA
Brief Description of the Required Services ¹	ENGAGING A FIRM FOR CAPACITY BUILDING SERVICES FOR ENTREPRENEURSHIP AND AQUACULTURE BEST PRACTICES FOR FISH FARMING PROJECT IN MTWARA REGION as per the TOR
List and Description of Expected Outputs to be Delivered	<ul style="list-style-type: none"> • At least twelve (12) registered companies whirling out of the twelve capacitated women and youth groups. • Training modules have been tailored and tested to meet the needs of the beneficiaries • Step-by-step Swahili Training and operational Manual for RAS System maintenance and troubleshooting • Final reports of training and capacity building of at least 120 women and youth on aquaculture best practices, In-pond RAS technical maintenance and troubleshooting <p>details as provided in the TOR</p>
Person to Supervise the Work/Performance of the Service Provider	<i>UNDP Tanzania – Head inclusive Growth pillar</i>
Frequency of Reporting	<i>As needed, based planning of the assignment</i>
Progress Reporting Requirements	Update on the milestones and detailed plans for the upcoming
Location of work	Mtwara
Expected duration of work	6 Months
Target start date	01/Nov/2021
Latest completion date	31 April 2022 after Contract signing / PO issuance
Travels Expected	N/A
Special Security Requirements	N/A

¹ 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.

Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	N/A			
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required			
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required			
Currency of Proposal	<input checked="" type="checkbox"/> Currency – USD/TZS			
Value Added Tax on Price Proposal ²	<input checked="" type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes			
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input checked="" 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.			
Partial Quotes	<input checked="" type="checkbox"/> Not permitted			
Payment Terms ³	Outputs	Percentage	Timing	Condition for Payment Release
	At least twelve (12) registered companies whirling out of the twelve capacitated women and youth groups.)		6 Months	6-months from commissioning and handover date of the concrete pond RAS

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

³ 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.

	Training modules have been tailored and tested to meet the needs of the beneficiaries		1 Month After Signing of Contract	1-month from contract date
	Step-by-step Swahili Training and operational Manual for RAS System maintenance and troubleshooting.		1 Month	1-month from contract date
	Final reports of training and capacity building of at least 120 women and youth on aquaculture best practices, In-pond RAS technical maintenance and troubleshooting		6 Months	6-months from commissioning and handover date of the concrete pond RAS
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	UNDP – Head of Inclusive Growth Pillar			
Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract for provision of Services / Purchase order			
Criteria for Contract Award	<input checked="" type="checkbox"/> Lowest Price Quote among technically responsive offers <input checked="" 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	<p><u>Technical Proposal</u></p> <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 40 <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel 30			
	<p><i>100 Points will be prorated into 70% to determine final technical score. The minimum technical score required to pass is 49%.</i></p> <p>Award will be made to Technical compliant Bidder with lowest financial offer</p>			

UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider
Contract General Terms and Conditions ⁴	<input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) Applicable Terms and Conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
Annexes to this RFP ⁵	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> Detailed TOR
Contact Person for Inquiries (Written inquiries only) ⁶	tenders.tz@undp.org 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.
Other Information [pls. specify]	N/A

⁴ 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.

⁵ Where the information is available in the web, a URL for the information may simply be provided.

⁶ 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.



UNITED NATIONS DEVELOPMENT PROGRAMME (UNDP) TERMS OF REFERENCE

ENGAGING A FIRM FOR CAPACITY BUILDING SERVICES FOR ENTREPRENEURSHIP AND AQUACULTURE BEST PRACTICES FOR FISH FARMING PROJECT IN MTWARA REGION.

1. General Information

Contract Type: National Company

Location: Mtwara

Languages Required: Fluent English and Swahili

Duration of Assignment: Six (6) months

Expected starting date: 1st November 2021.

8Completion Date: 31st April 2022

2. Organizational Context/Assignment Background

Country-specific background

Over the last decade, Tanzania has faced a rapidly rising demand for fish as a rising population (from 43.3 million in 2010 to 58 million in 2019) with increased per capita incomes (from US\$ 2050 in 2010 to US\$ 2600 in 2019 in GNI per capita PPP) ventures for improved food and nutritional security. Yet the unsustainable and undiversified fish supply has not been able to keep pace with this rapidly rising demand, driving prices up and exacerbating food security challenges, particularly for those in the lower- and middle-income segments of the population whose incomes have risen at a much slower rate.

Over the same time, Tanzania has made strides in fisheries production to meet this rapidly rising demand (by averaging between 398,000 to 480,000 tons per annum with an overwhelming 85% from inland fisheries, largely overfishing Lake Victoria, 14% from marine fisheries, and a mere 1% from aquaculture). On the one hand this trend, despite the rising prices, has improved per capita fish consumption in the country: estimated to be about 7-8 kg/year and contributing to 30% of the total protein intake. Yet, this level of consumption is quite low as compared to the global per capita consumption of about 20 kg in 2019 (Food and Agriculture Organization). On the other hand, despite this trend, there remains an estimated fish demand deficit of 480,000 tons per annum or, put differently, at least half of the demand in Tanzania goes unmet. This demand deficit represents both a serious food security issue, but also something more: a tremendous economic opportunity for substantially scaling-up aquaculture.

Today, the rising food security challenge in Tanzania has precisely given way to optimism for the immense economic opportunity to promote fish farming (aquaculture) as a means for increased food security, job creation, domestic and regional trade, and economic transformation. And while much needs to be done, the seeds for a transformative approach have been sown. Aquaculture in Tanzania is still largely a small-scale activity and usually not practiced as a stand-alone economic activity, but rather as subsistence

farming integrated with other agricultural activities. Women and youth make up most businesses and jobs in the value chain as they work on fish farms but also dominate the fish processing and fish trade.

2.1 About Mtwara Region.

Mtwara region is among the poorest regions in the country with a poverty head count of 33.9%. Livelihoods here center around agriculture, livestock, and fisheries, which unsurprisingly are characterized as low productivity and subsistence. Yet these characterizations often gloss over the bold and inspirational efforts local community make to improve their lives and livelihoods. For example, these poor local community groups have been proactively establishing and have already registered more than 72 aquaculture ponds. Such an effort has already led to an estimated 459 tonnes of fish catch per year, and it is believed that the potential could be as high as 10,157 tones. This effort has already generated new livelihoods particularly for women and youth small-scale fish farmers as well as those along the value chain, and the potential to create even more jobs, livelihoods and businesses may require a further bold and inspiring collaboration in this region.

Community engagements have revealed that one of the key constraint to improved livelihoods and economic transformation of the region is access to appropriate technology innovations without which the traditional fish farming methods and technology employed are proving to be inefficient, of low productivity and costly due to its total dependence on external conditions such as the water temperature of the water bodies, poor water quality; dissolved oxygen and pH levels, and/or debris/leaves drifting downstream and blocking the inlet screens.

These external conditions as the communities indicate are likely exacerbated by climate change and, in turn, are limiting fish carrying-capacity and fish production efficiency, attracting pathogen causing diseases during water changes, as well as entailing high cost of operations and maintenance. All this ultimately negatively affects yield and the sustainability of the pond system as well as the livelihoods and businesses it supports. Fisher farmers, on their part, have tried to come up with alternative solutions to increase yield such as establishing multiple ponds and cage farming (which have high investment costs and are highly regulated) but these too have also proven to be inappropriate and untenable.

In response to this challenge for improved and sustainable aquaculture livelihoods and economic transformation, UNDP seeks to build on the bold and inspiring efforts made in the region. UNDP will partner with Mtwara regional government, local community groups and other key stakeholders to play a catalytic role in providing access to the digital Recirculating Aquaculture System (RAS) technology in the Mtwara Region. RAS technology, when applied, has demonstrated the ability to largely or fully eliminate factors that limit carrying-capacity and productivity by eliminating the external conditions while conserving the environment.

The overall project approach shall target women and youths' employment and empowerment impact area. The project shall involve construction of Fish Farming ponds and install 13 RAS system for at-least 120 women and youth.

To achieve this, UNDP is looking for a registered entity in Tanzania to provide entrepreneurial, financial literacy, business management training services to 120 people, of which 60% women and 40% young entrepreneurs in Mtwara region, Tanzania. Among other things, the project seeks to support women and youth owned groups with a suite of skills and knowledge to increase their access to financial services and ultimately bring them into the formal economy.

UNDP together with other stakeholders is introducing a project called **Catalyzing Innovation into Smart Aquaculture in Mtwara Region**. Among other things, the project shall contain the following,

- Capacitate at-least 120 women and youth groups on Entrepreneurship and Basic Business Foundations.
- Capacitate at-least 120 women and youth groups on aquaculture best practices, technical maintenance and troubleshooting of the RAS system.

3. Key Roles, Results Expected Outcomes

Roles:

Key Roles

The selected firm or consortium of applicants is expected to be engaged in the activities and attain the deliverables as listed below.

1. Designing a training syllabus, manual, modules, and relevant templates that focus on the following topics:
 - a. How to create a business (market assessment, business model canvas, business plan, budget).
 - b. Access to finance. Basics of budgeting, savings and banking, access to loans, guarantees, leasing and other financial instruments.
 - c. Financial management and financial statements.
 - d. Business formalization (developing memorandum and articles of association (M&A), meeting other requirements and registration);
 - e. Aquaculture best practices
2. Provide training, mentoring services and support to 120 women and youth.

Outputs

The selected firm will work to define a training model and then a set of training modules that can contribute to attain the five outcomes listed below:

- i. Twelve registered companies of women and youth
- ii. Increased resilience and sustainable income of women and youth entrepreneurs and their families.
- iii. Increased autonomy, self-reliance and self-confidence of women and youths
- iv. 8 fully capacitated monitoring and extension officers
- v. At-least 120 capacitated women and youth on aquaculture best practices, In-pond RAS technical maintenance and troubleshooting.

4. Deliverables	Timeline
At least twelve (12) registered companies whirling out of the twelve capacitated women and youth groups.	6-months from commissioning and handover date of the concrete pond RAS.
Training modules have been tailored and tested to meet the needs of the beneficiaries.	1-month from contract date.
Step-by-step Swahili Training and operational Manual for RAS System maintenance and troubleshooting.	1-month from contract date.
Final reports of training and capacity building of at least 120 women and youth on aquaculture best practices, In-pond RAS technical maintenance and troubleshooting.	6-months from commissioning and handover date of the concrete pond RAS.

5. Institutional Arrangements
<ul style="list-style-type: none"> The National Company will report to Head of Inclusive Growth and Sustainable Livelihoods (IG&SL) Pillar. The National Company will work in collaboration with Inclusive Growth & Sustainable Livelihoods Team and support from other value chain stakeholders.

6. Required Qualifications
<p>6.1 Mandatory Vendor Competency</p> <ul style="list-style-type: none"> A reputable Legally Registered company/NGO with proven track records of tax and audited accounts. The Firm must have an existing solution/ training Programme having pilot tested for at least 3 years. The vendor should demonstrate experience in at least 3 similar assignments in aquaculture, agriculture, or food value chains. The vendor must demonstrate familiarity with RAS technology, aquaculture, aquaculture advisory and its investment costs. The vendor must have strong ingoing knowledge of aquaculture market context, its relation to national development needs, and fishery sector policies. The vendor must have deep knowledge of the local fish farming value chain with contacts to key players in the country and region, and close familiarity with needs of operations. The Vendor must Fulfill all obligations to gender sensitivity and zero tolerance for sexual harassment.
7. Evaluation Criteria
<p>A. Qualifications of the Service Provider – 30 POINTS</p> <p><i>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:</i></p> <ol style="list-style-type: none"> <i>Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations.</i> <i>Business Licenses – Registration Papers, Tax Payment Certification, etc.</i> <i>Latest Audited Financial Statement – income statement and balance sheet to indicate Its financial stability, liquidity, credit standing, and market reputation, etc.</i>

- iv. *Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references.*
- v. *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 – 40 POINTS

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.

C. Qualifications of Key Personnel – 30 POINTS

The Vendor should provide proof of Academic Qualifications-supported by Academic Credentials and Field experience- supported by Resumes of frontline experts as follows:

- 1 Team Leader - must have a minimum of a master's degree in business administration, Accounts, Finance, Management, Marketing, Administration, or comparable discipline is preferred. With Minimum of five (5) years of professional experience in business development, training, coaching and capacity building of entrepreneurship related programs in Tanzania.
- 1 Expert in Aquaculture field with at-least a bachelor's degree in aquatic engineering, Coastal Sciences, Marine Biology, or comparable discipline is preferred. Minimum of five (5) years of professional experience in aquaculture engineering field and training in Tanzania
- Other three Key Personnel in the list should be professionally qualified and at least three (3) years experienced individuals. Academic qualifications of other experts and preferred minimum number of competent personnel required include as follows:
 - ✓ 1 Expert with 1st degree or above in Aquatic Science/Nutrition/ and Technology
 - ✓ 1 Expert with 1st degree or above in business /Accounts/Finance/social sciences
 - ✓ 1 Expert with 1st degree or above in Education/Law/statistics/Information Technology.

The Service Provider must provide:

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

8. Approved by:

Name: Sergio Valdini

Designation: Deputy Resident Representative

Signature: _____

Date: _____

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL⁷

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery⁸)

[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- 30 Points

A. Qualifications of the Service Provider – 30 POINTS

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:

- i. Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations. (5 points)*
- ii. Business Licenses – Registration Papers, Tax Payment Certification, etc. (5 points)*
- iii. Latest Audited Financial Statement – income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc. (10 points)*
- iv. Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references. (5 Points)*
- v. 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. (5 points)*

B. Proposed Methodology for the Completion of Services – 40 points

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)

C. Qualifications of Key Personnel – 30 points

⁷ This serves as a guide to the Service Provider in preparing the Proposal.

⁸ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

C. Qualifications of Key Personnel – 30 POINTS

The Vendor should provide proof of Academic Qualifications-supported by Academic Credentials and Field experience- supported by Resumes of frontline experts as follows:

- 1 Team Leader - must have a minimum of a master's degree in business administration, Accounts, Finance, Management, Marketing, Administration, or comparable discipline is preferred. With Minimum of five (5) years of professional experience in business development, training, coaching and capacity building of entrepreneurship related programs in Tanzania.

- 1 Expert in Aquaculture field with at-least a bachelor's degree in aquatic engineering, Coastal Sciences, Marine Biology, or comparable discipline is preferred. Minimum of five (5) years of professional experience in aquaculture engineering field and training in Tanzania

- Other three Key Personnel in the list should be professionally qualified and at least three (3) years experienced individuals. Academic qualifications of other experts and preferred minimum number of competent personnel required include as follows:

- ☐ 1 Expert with 1st degree or above in Aquatic Science/Nutrition/ and Technology

- ☐ 1 Expert with 1st degree or above in business /Accounts/Finance/social sciences

- ☐ 1 Expert with 1st degree or above in Education/Law/statistics/Information Technology.

The Service Provider must provide:

i. Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.

ii. CVs demonstrating qualifications and certificates must be submitted if required by the RFP; and

iii. Written confirmation from each personnel that they are available for the entire duration of the contract.

D. Financial Proposal format

	Deliverables <i>[list them as referred to in the RFP]</i>	Percentage of Total Price <i>(Weight for payment)</i>	Price <i>(Lump Sum, All Inclusive)</i>
1			
2			
3			
4			
5			
6			
	Total	100%	

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

Also, total amount shall be used for financial evaluation

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

[Designation]

[Date]