



**TERMS OF REFERENCE/SERVICES FOR FULFILMENT OF**  
**Procurement and Supply of Goats to the Fifteen (15) Pilot**  
**Districts**

**I. Procurement Information**

**Title:** Procurement and Supply of Goats to the Fifteen (15) Pilot Districts

**Department/Unit:** MOA/UNDP – Environment unit

**Reports to:** Project Manager- SCLARA/GCF

**Duty Station:** Chongwe, Chirundu, Siavonga, Luangwa, Sioma, Senanga, Namwala, Gwembe, Kazungula, Sesheke, Mulobezi, Nyimba, Mambwe, Chama, and Mafinga

**Duration of Assignment:** 30 days from Contract Signing

**Expected Period:** 4<sup>TH</sup> Quarter 2021

**II. Background Information**

**Background**

The Ministry of Agriculture through the support to the Government of Zambia by the United Nations Development Programme (UNDP) and grant from Green Climate Fund, is undertaking a project to strengthen the resilience to climate change risks of the vulnerable smallholder farmers in the country's Agro-Economic Regions I and II. This programme is targeting selected beneficiaries in 16 districts and will run from 2018 to 2025.

Strengthening climate resilience in Agriculture (SCLARA) project aims to increase the resilience of smallholder farmers in Agro-Ecological Regions I and II in Zambia in view of climate change and variability. The project will achieve this aim by taking a value chain approach, addressing risks posed across key stages of the value chain – planning, inputs, production and post-production.

The project will make targeted interventions to capitalize on opportunities to strengthen and promote viable climate- resilient value chains relating to smallholder agriculture in the target regions, specifically targeting value chains that are gender sensitive and provide viable economic opportunities for women. These includes three interrelated outputs:

- 1) **Strengthening capacity of farmers to plan for climate risk;**
- 2) **Strengthening resilient agricultural production and diversification practices (for both food security and income generation); and**

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**3) Strengthening farmers' access to markets and commercialization of introduced resilient agricultural commodities. The project interventions will have a strong focus on women, given their unique capacities and vulnerabilities.**

UNDP SCRALA Project invites bids from eligible bidders to apply for the tender **to supply goats to the 15 SCRALA Project implementing districts**. The technical parameters of supplier's bids must meet the specification requirements outlined in the terms of reference.

#### **Justification**

The need to diversify livelihoods is critical if rural populations are to improve their resilience to the adverse impacts of the changing climate on their crops, nutrition and income security. **Goat production has many positive attributes that make them favorable for smallholder farmers as a means of survival such as their prolific nature, the need for low inputs for a moderate level of production, ability to reach maturity early and of course the income.** In situations where land is of poor quality and constrained by environmental factors such as inadequate rainfall, very high temperatures, crop cultivation becomes difficult. Goats can make a significant contribution to poor farmers and the stability of small farm systems. They also contribute towards rural household food and nutritional security. Therefore, the local goat enterprises in smallholder farms are profitable and economically viable and financing programs to improve production of local goats is essential.

Therefore, the need to invest in local goats rearing is very critical if the rural populations are to improve their incomes and contribute to household's nutrition and food security. In addition, it can also boost the economy and enable them to become resilient to the adverse impacts of the changing climate given that goat rearing is less reliant on the climate. The project therefore seeks the services of a supplier to supply goats to SCRALA beneficiaries and conduct trainings on how to rear goats and benefit from it.

#### **III. Objective**

1. **To procure local female healthy goats, free from diseases, at productive age between 10-15 months preferable from the same district.**
2. **To procure healthy local improved male goats free from diseases of productive age between 12-15 months preferably from the same district.**

#### **IV. TECHNICAL SPECIFICATIONS/REQUIREMENTS & DISTRIBUTION PLAN**

<b>Qty</b>	<b>(i) Technical Specifications</b>	<b>Distribution Location</b>	<b>Proposed Distribution Timeline</b>
<b>2106</b>	<p>The local female goats should possess the following traits:</p> <ul style="list-style-type: none"> <li>• Strong and active.</li> <li>• Fits with the environmental conditions especially in the country's Agro-Ecological regions I and II.</li> <li>• Breeds twice a year.</li> <li>• Undergo vaccination and de-worming by the Livestock officer or veterinary doctor from the respective district department of Livestock before passing to the beneficiaries and under supervision of the district Livestock department.</li> <li>• The supplier will be responsible for feeding, transportation, accommodation, and medication up to the final beneficiaries and UNDP will pay only for the healthy goats delivered to the final beneficiaries.</li> </ul>	<b>All the 15 districts</b>	<b>30/10/2021</b>

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515	<ul style="list-style-type: none"> <li>The male goats must be of productive age between 12-15 months.</li> <li>Healthy and fit to all Vet inspections.</li> <li>The supplied goats will be vaccinated and de-wormed by the Livestock officer or veterinary doctor from the respective district department of Livestock before passing them to the beneficiaries and under supervision of the district Livestock department.</li> <li>The supplier will be responsible for feeding, transportation, accommodation, and medication up to the final beneficiaries and UNDP will pay only for the healthy goats delivered to the final beneficiaries.</li> </ul>	All the 15 districts	30/10/2021
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#### ADDITIONAL REQUIREMENTS

- The vendor will be responsible to supply goats of said age and breed **as per specifications laid out within this document.**  
**Goats that do not meet Technical Requirements above, will be rejected by the Veterinary Officer at Inspection Stage.**
- It is Mandatory for the Supplier to be present during the inspection and certification of the Goats at the District.**
- Goat Supply: Suppliers are required to supply local breed, female Goats and Improved local breed Male Goats.**
- All delivered goats will be received and checked by a veterinary doctor.
- Rates should be inclusive with transportation cost-Delivery at Place-DAP (loading/unloading).
- Goats must be delivered within a time specified in the Purchase Agreement to the following districts: -  
Chama (2) Mafinga (3) Mambwe (4) Nyimba (5) Namwala (6) Gwembe (7) Chongwe (8) Kazungula (9) Sesheke (10) Mulobezi (11) Luangwa (12) Siavonga (13) Sioma (14) Senanga (15) Chirundu
- All chosen goats must be certified by the veterinary doctor before being accepted by UNDP.
- UNDP in collaboration with MoA will facilitate the vendor engaging the district veterinary doctor for vaccination and certification at each delivery center. Distribution Plan will be shared with selected vendor. The goats which would not fall under the criteria would be returned to the vendor from vaccination and certification point.
- UNDP will not be liable for any Goat that will die during travel or any disease/sickness of a Goat. The Vendor must take care to supply Goats free of diseases for at **least 1 months** after delivery otherwise goats will be returned.
- Goats that are accepted, and die after 3 days, will be the responsibility of the Supplier. A new goat must be supplied in its place.
- Vendor will be liable to consider and accept any changes based on observations of the institution, on the age limits already provided.

#### GOATS DISTRIBUTION PLAN

- Goats to be procured per District as Follow: -**

S/No	District Name	Total No. of Goats Required Per District	Breakdown by Sex	
			Bucks	Does
1	Chama district	250	50	200
2	Mafinga district	125	25	100
3	Mambwe district	150	30	120
4	Nyimba district	275	55	220
5	Namwala district	325	65	260
6	Gwembe district	225	45	180
7	Chongwe district	175	35	140
8	Kazungula district	125	25	100
9	Sesheke district	125	25	100
10	Mulobezi district	150	30	120
11	Luangwa	125	25	100
12	Siavonga	125	25	100

13	Sioma	125	25	100
14	Senanga	150	30	120
15	Chirundu	125	25	100
	<b>GRAND TOTAL</b>	<b>2,575</b>	<b>515</b>	<b>2,060</b>

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## V. INSPECTION PROCESS

- **Following steps will be observed: (Will be repeated in all locations for each goat lot supplied by the recommended bidder)**

### Step 1:

- Suppliers bring goats to agreed location (aggregation center). Committee including Vet department team, Camp agriculture Committee, and Livestock officer certify each goat that meets the specifications.
- Vaccinations and de-worming are provided at this stage and documented.
- Each goat, once accepted, will be tagged to identify it as a selected goat.

### Step 2:

- Supplier will be responsible for transportation of live, healthy animals to distribution centers.
- Upon arrival, the Vet/Livestock Department and Camp Agriculture Committee will confirm the Goats are alive and healthy.
- Pictures of each accepted Goat including tag can be taken.

### Step 3:

- Any case of death or health concerns by veterinarian will be reported immediately to the supplier
- For these, Supplier will provide replacement and delivered to distribution point.
- UNDP in collaboration with Ministry of Agriculture (MoA) will engage the district Livestock / vet department to care for and feed animals for 2-3 days to rest from the journey and adapt.
- After final check the goats will be distributed to beneficiaries by the district agriculture department.

## VI. PAYMENT

- Payment will be made for Goats inspected and certified by Veterinary

## VII. REPORTING

The supplier shall notify the procurement unit/team once the goats are ready for delivery to the respective District. Procurement Unit shall notify the Ministry of Agriculture and share distribution plan

The Supplier should have in place a brief report on delivery, conditions of the goat, quantities of the goats to be delivered any other valid information pertaining to the consignment (the Goats) such as vaccination report etc.

## VIII. CLARIFICATIONS AND QUERY HANDLING

- UNDP will not accept responsibility for any misunderstanding of this document or any others relating to this tender.
- However, if any query arises, potential bidders are requested to send the query via dedicated email below [procurement.zm@undp.org](mailto:procurement.zm@undp.org)

## IX. EVALUATION OF OFFERS

- (i) **Evaluation Criteria: Evaluation Criteria is divided into three (3) Main Categories: -**

- a. Administrative requirements
- b. Technical requirements
- c. Financial Requirements

### Administrative Requirements

- Submitted offers will be reviewed to determine compliance with any formal criteria/ requirement included in the solicitation documents. Examples of formal requirements will include, but are not limited to, the following administrative requirements:

- a. Offers must be submitted within the stipulated deadline
- b. Offers must meet required Offer Validity
- c. Offers have been signed by the proper authority/power of Attorney
- d. Offers include requested company documentation, including documentation regarding the company's legal status and registration, company profile etc.

#### **Technical Requirements**

- Technical criteria shall be evaluated based on a (pass/fail).

The technical evaluation will consider the following factor: -

- **conformity to specifications/responsiveness of offers to specifications**
- **product quality (e.g., conformity to technical requirements**
- **acceptability of delivery time and terms.**
- **full compliance with UNDP General Terms and Conditions.**
- **acceptability of technical requirements**
- **the landed price is within budget for the goods required.**
- **acceptable payment terms**
- **previous experience in undertaking similar projects**
- **delivery time within strict timelines**

#### **Financial Requirements**

- **Quotations shall be reviewed based on a non-discretionary "pass/fail" method only.**
- **The lowest-priced offer among the technically compliant/responsive offers will be selected.**



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