



Name of Signature Program:	Naija Unlock
Agresso Work order:	NG1001
Country:	Nigeria
RFP No.	230104NG

REQUEST FOR PROPOSAL

**Funded by:
Heifer International**

RFP Release Date:	January 24th 2023
Question/ Inquiry Submission Deadline:	January 31st 2023
Proposal Submission Deadline:	February 7th 2023
Performance Period:	March 13th - May 19th 2023
Electronic submission to the attention of:	Clara.Oguji@heifer.org Lekan.Tobe@heifer.org
Contact information for inquiries about this RFP:	Clara Oguji Clara.Oguji@heifer.org

Terms of Reference

I. General Information

This document is being issued to solicit applications from either an individual consultant or a consulting firm with key technical staff who have substantial experience in the development and integration of geographical information system (GIS) within the MEL systems in Nigeria. More specifically, the consultant or lead consultant should have a proven track record in setting up, developing GIS to enhance the functionality of MEL systems to meet a wide range of organizational needs, including and not limited to improvement of database design, data storage geographic data analysis and visualization that includes development and deployment of interactive dashboards. The bidder is free to seek any clarification on the preferred technical approach or expected deliverables prior to preparation and submission of the proposal. While Heifer understands that completing this assignment will require the experience of an individual or a single firm with all the requisite expertise, the successful candidate can sub-contract components of the assignment to appropriate qualified firms. However, Heifer Nigeria should be duly informed of the plan from onset, and this should be clearly stated in the bid as appropriate. It should also be noted that Heifer will make payments to each of the contractors based on submission and Heifer's approval of deliverables. The award agreement will include a payment schedule with specific deliverables; all payments require 15 days business days processing after approval of deliverables.



II. Background

About Heifer International

Heifer International is a global non-profit organization on a mission to end hunger and poverty in a sustainable way. Since 1944, Heifer International through its work in 21 countries (in Africa, Asia, and the Americas) has supported more than 39 million people around the world to end hunger and poverty in a sustainable way, and millions more now on a pathway to living incomes. Working with rural communities across Africa for 48 years, Heifer International supports farmers and local food producers to strengthen local economies and build secure livelihoods that provide a living income. Heifer's foundation was built on the belief that ending hunger begins with giving people the means to feed themselves, generate income and achieve sustainable livelihoods for their households. Heifer's global vision for 2020 - 2030 is to close the living income gap for additional 10 million families. This vision is a focused approach for the African continent to support at least 6 million smallholder farmers in Africa reach sustainable living income. As a part of this commitment, Heifer has expanded its presence in Africa to include Nigeria, with a goal of supporting at least two million households to achieve sustainable living income, through (a) strategic private and public sector partnerships, (b) unlocking demand and market opportunities, (c) investing in priority value chains, and (d) leveraging innovation and emerging agricultural technologies to reach transformational scale. More information about Heifer is available at: www.heifer.org

Heifer Nigeria Country Program

Heifer International established its Nigeria Country Program in 2021, and its Signature Program for Nigeria, named "Naija Unlock", was designed, and launched. Naija Unlock program's aim is to support the unlocking of the potentials in Nigeria's agricultural sector to achieve food self-sufficiency by working with smallholder farmers and local value chain actors to increase their productivity to meet local demand for food and raw material, while closing the living income gap for families in the rice, tomato, and poultry value chains, with plans to add cattle, and small ruminant value chains. Naija Unlock, is an evidence-based Signature Program designed to close the living income gap of smallholder farmers at scale with a permanence of impact. The goal is to assist more than one million households achieve sustainable living income by 2025, and scale to two million households by 2030, through strategic private and public sector partnerships to (a) build social capital of smallholder farmers, (b) unlock farmers access to innovative financing, (c) unlock demand and market opportunities, (d) increase farmers access to mechanization and emerging agricultural innovations, and increase farmers knowledge and adoption of climate smart agricultural practices. Naija Unlock program activities are being implemented currently in five (5) states in Nigeria (Ogun, Edo, Nasarawa, Benue, and Lagos States) with plans to scale to other states with potentials to make impact at transformational scale.

Heifer Nigeria Monitoring, Evaluation and Learning System

Heifer Nigeria commenced the implementation of Naija unlock program in 2021 and data management system have been suboptimal, with minimal access to real time data for timely decision making. As a result, making evidence-based decision making and learning not as efficient as expected. Therefore, there is a need to have an innovative system that integrates Geographical Information System with MEL and Power BI to provide real time information about smallholder



farmers, self-help groups (SHFs) and other value chain actors participating in the Naija Unlock Signature Program. The system being created will also be integrated with the Heifer international survey CTO which is the approved data collection tool used by the organization. Heifer Nigeria have considered using several data analytical technologies for data integration to have an interactive GIS-dashboard, which include R Shiny, Power Bi and licensed-Arc GIS.

III. Description of Expected Professional Services

a. Purpose

To support setup, develop and operationalize a web-based and interactive GIS for the Heifer Nigeria Country. This is intended to Enhance the functionality of the MEL system – including the robustness of the database, mapping of results by location, geographical analysis of performance data, improved effectiveness of the learning and adaptive management process and results visualization.

More specifically, which will include design of a web-based and interactive GIS dashboard that will enable visualization of data from several data sources accessible by officers at different levels (community, LGA, state, national, regional, and global).

The consultant will be responsible for turning datasets into interactive dashboards and building data quality and validation rules to minimize data quality issues with the datasets to be incorporated into the dashboard.

b. Objectives: this assignment is designed to enable Heifer Nigeria:

- Geo-reference program footprints (e.g., intervention locations) and participants, enhancing location-sensitive learning and adaptive management
- Use an interactive visualization dashboard to feedback summary statistics to staff and management for evidence-based decision-making and communication
- Improve timely data use and quality for program implementation
- Easy access to data and monitoring of progress towards intended goals
- Enhance learning and evidence generation

c. Scope of work: The specific tasks to be completed in phases are outlined below:

Phase I – Desk review to enable the consultant to gain an understanding of the program context and the database structure. This will involve review of Heifer Nigeria’s interventions database and use GPS technologies and Apps to generate coordinates of locations and attributes of interest.

Phase II - GIS setup, including hardware and software installation. Heifer Nigeria is procuring ArcGIS software, while there is also a plan to explore the use of ArcGIS Online for organization-wide access to the GIS products, particularly the dashboard

Phase III – Data capture, including base maps (i.e. foundational map layers) and development of relational database and attribute tables. The base maps should be both desktop-based and online.



It is expected that the consultant will digitize existing intervention locations for each project implemented under Naija Unlock

Phase IV – Spatial analysis and creation of web-based, interactive dashboards. Heifer Nigeria expects that the resultant GIS will offer robust visualization capabilities and provide users with multiple layer mapping, spatial analysis, and pattern modeling capabilities.

Upon completion of the assignment, one of the key milestones for the GIS expert will be a fully functional GIS which clearly shows Heifer Nigeria's footprint across target states in the country.

d. Deliverables: The expected deliverables of this work are:

1. Base maps and other data layers with their associated attributes
2. Turn-key stage of Heifer Nigeria's GIS
3. Interactive dashboard showing summary of results to inform management decision making
4. Detailed report that covers all the objectives of this assignment as outline above submitted
5. Presentation of the completed GIS and the integrated dashboard to Heifer team

Notable: All deliverables shall be submitted in softcopy in editable format, all access to dashboard will be given to the MEL team.

e. Duration: The duration of the consultant's mission includes the development and finalization of an interactive dashboard, test run, the production of the report of the consultancy as well as the validation of the deliverables is estimated at 60 days from the date of signature of the contract.

IV. Expected Roles of Heifer Nigeria

- Finalize and sign the contract with the consultant.
- Participate in project inception meeting with consultant.
- Review and validate all the deliverables that will be proposed by the consultant,
- Ensure that all payments are done as stated in the contract.
- Recommend key indicators that will be configured on the dashboard.

V. Expertise

Heifer Nigeria is looking for either an individual consultant or a consulting firm with key technical staff who have substantial experience in the development of an interactive dashboard using Arc GIS, R shiny applications. More specifically, the consultant or lead consultant should have proven track record in deploying functional GIS based dashboard and integrated data system. The consultant should have expertise in analytical skills and report writing skills in English.

(a) Academic Qualifications

At least a master's degree in a relevant field in data science, informatics, geographic information system qualifications from a recognized university.

(b) Experience

- Have a proven professional experience of at least Seven (7) years (with at least three years professional experience in geographic analysis, developing interactive dashboards using Shiny package; applications should include links to portfolio and role in developing related project.
- Have a good knowledge of experience in enterprise software development and languages; experience using other prominent visualization tools (such as Arc GIS, SurveyCTO, Tableau, Power BI, Qlik)
- Additional graphic design skills a plus
- Experience with good software engineering practices, including unit testing, technical documentation, code encapsulation and version control systems (Git)
- Basic knowledge of Continuous Integration principles and tools
- Experience working in diverse and geographically distributed teams
- Being a self-starter and problem solver; able to work independently; and comply with multiple, tight deadlines; and deliver highest quality results; applications should include references, which will be checked
- Creative, innovative problem solver: ability to turn data into compelling visualizations with the programming mettle to solve intractable problems to achieve results through beautiful code
- Excellent communication, advanced English reading, writing, listening, and speaking skills.
- Ability to work efficiently and deliver on committed outputs under the assignment within agreed timelines and deadlines.
- Eligible to work in Nigeria.

VI. Application Process

Individual or Consulting Firm Submission Requirements: All interested individuals or firms will submit their organization's profile with the following information:

Technical Proposal (not to exceed 10 pages)

- **General information (not to exceed 2 pages)**
 - Organization or highly experienced individuals overview highlighting related assignments completed with client name, contact person and mobile number
 - Capacity statement
 - Legal registration to work within Nigeria
- **Technical Approach (not exceeding 8 pages)**
 - A detailed methodology on how the assignment will be conducted, including data triangulation and validation methods, quality control practices and data analysis.
 - List and briefly describe the team and its proposed personnel, indicating what role each proposed individual will have; CVs of team members to be provided in an attachment. Lead Consultant's (who will lead the assignment) Maximum 3-page CV highlighting related assignment completed, role in the completed assignment. Other Team members' (who will be involved in the assignment) 2 paragraph short CV highlighting related assignment completed and role
 - A clear and comprehensive work plan (draft), outlining the major activities, people

responsible and time schedule.

- Organizational or individual capacity statement, including past experiences and activities related to the theme of the study. Reference information must include the location, award numbers, and brief description of work performed.
- At least three references of other clients for which similar assignments were undertaken with contact information for each, (sample of dashboard will be an added advantage)
- **Financial Proposal (in Naira)**
 - Itemized budget
 - Narrative explanations of line items
- **Annexes**
 - Documents in favor of the previous relevant work (links, live or dummy dashboard)
 - Organization's/Firm's Certificate, PIN and VAT registration
 - A summary of previous similar assignments undertaken within the last 3 years.

Interested individuals or firms legally eligible to implement this assignment in the Nigeria are requested to submit a proposal. Please include the name of the person in your organization who will be involved in negotiating the contract as well as your telephone and email contact information. Submissions must be in English and typed single-spaced using Times New Roman font size 12, with a complete set of appendices/attachments as applicable. All pages must be numbered and include the SOW reference number in the cover page, and name of the organization at the bottom of each page.

The successful consulting firm will be required to produce the following documents before entering into Independent Contractor Agreement (ICA) with Heifer:

- Certificate of Incorporation or Business Registration Certificate.
- A Partnership Deed if you are running a partnership business.
- Audited financial statements for the last 3 years.
- Valid CR12 Certificate
- KRA online PIN Certificate.
- Tax Compliance Certificate.
- Physical location including town, building, room number and postal address.
- Directors' / Partners' personal guarantee.
- Trade reference and clientele list including their respective contacts.

The technical and financial proposals should be submitted by February 7th 2023 to Signature Program Technical Lead and the Monitoring, Evaluation and Learning (MEL) manager through email to Clara.Oguji@heifer.org and Lekan.Tobe@heifer.org . Please quote “**GIS Integration dashboard**” in the subject line

Heifer retains the right to terminate this RFP or modify the requirements upon notification to the Offerors.

VII. Selection Criteria

Submitted proposals must clearly demonstrate alignment with the SoW outlined above and with the appropriate level of details. Heifer's goal is to ultimately sign on with the Offeror whose proposal best follows the instructions in this RFP, includes the strong evaluation team, and is most cost effective. Proposals will be evaluated according to the following criteria:

Proposal evaluation focus	Percentage
Accuracy and relevance of the proposed technical approach and methodology	20%
Completeness of proposal according to the RFP (general information, activity plan, budget, team expertise, etc.)	20%
Proposed team: expertise and competencies to address project components	20%
Relevance and capability/skill to implement/manage the assignment	20%
Budget justification and costs realism	20%

The selection committee will evaluate the technical proposal based upon the criteria listed above and they will evaluate the financial proposal based on cost reasonableness and cost-effectiveness in the budget.

VIII. Validity of Proposals

Proposals submitted shall remain open for acceptance for 14 days from the last date specified for receipt of the proposal. This includes, but is not limited to, pricing, terms and conditions, service levels, and all other information. If your organization is selected, all information in this document and the negotiation process are contractually binding.

IX. Award Process and Contract Mechanism

No.	Activity	Due date
1.	Proposal reception	February 7 th 2023
2.	Selection Committee review	February 14 th 2023
3.	Notification of award	February 17 th 2023
4.	Award agreement negotiation	March 1 st 2023
5.	Signing award	March 3 rd 2023

Heifer will issue a fixed award agreement based on the submission and Heifer's acceptance of deliverables. Once an award is issued, it will include the payment schedule with the deliverables specified above.



X. Limitations

This Request for Proposal does not represent a commitment to award a contract, to pay any costs incurred in the preparation of a response to this RFP, or to procure or contract for services or supplies. Heifer reserves the right to fund any or none of the applications submitted and reserves the right to accept or reject in its entirety and absolute discretion any proposal received in response to the RFP.

XI. Intellectual Property

a. Ownership Generally.

Any intellectual property (including but not limited to copyrights, trademarks, service marks, and patents), intellectual property rights, deliverables, manuals, works, ideas, discoveries, inventions, products, writings, photographs, videos, drawings, lists, data, strategies, materials, processes, procedures, systems, programs, devices, operations, or information developed in whole or in part by or on behalf of Contractor or its employees or agents in connection with the Services and/or Goods (collectively, the “Work Product”) shall be the exclusive property of Heifer International. Upon request, the Contractor shall sign all documents and take any and all actions necessary to confirm or perfect Heifer’s exclusive ownership of the Work Product.

b. Prior-Owned Intellectual Property.

Any intellectual property owned by a Party prior to the Effective Date (“Prior-Owned IP”) shall remain that Party’s sole and exclusive property. Regarding any of Contractor’s Prior-Owned IP included in the Work Product, the Contractor shall retain ownership, and hereby grants Heifer a permanent, nonexclusive, royalty-free, worldwide, irrevocable right and license to use, copy, reproduce, publicly display, edit, revise, perform, and distribute said intellectual property, in any format or any medium, as part of the Work Product.