



## **Terms of Reference (ToR) for short-term technical assistance to support the Optimization of Implementing Partner’s Application.**

### REQUEST FOR PROPOSAL

Funded by: Heifer International

RFP Release Date:	June 9th 2023
Question/ Inquiry Submission Deadline:	June 10th – 15th 2023
Proposal Submission Deadline:	June 23rd 2023
Performance Period:	July 14th – September 30th 2023
Electronic submission to the attention of:	<a href="mailto:procurement-ng@heifer.org">procurement-ng@heifer.org</a>
Contact information for inquiries about this RFP:	<a href="mailto:procurement-ng@heifer.org">procurement-ng@heifer.org</a>

## **1. BACKGROUND**

### **1.1 Heifer International Nigeria Program**

Heifer Project International (HPI) is a global non-profit working to end hunger and poverty and care for the Earth by using sustainable practices and engaging smallholder farmers in agricultural development. Heifer was founded on the simple belief that ending hunger begins with giving people the means to feed themselves, generate income, and achieve sustainable livelihoods. Since 1944, Heifer has helped 20.7 million households – more than 105 million people – in over 125 countries, through community-based training, appropriate technologies, and agricultural resources, enabling communities to lift themselves out of poverty and hunger onto a path of self-reliance and economic prosperity. More Info on Heifer: [www.heifer.org](http://www.heifer.org)

### **1.2 Heifer International Nigeria Program**

In 2021, Heifer International commenced its interventions in Nigeria. Heifer Nigeria aim to assist with unlocking Nigeria’s potential for food self-sufficiency, working with smallholder farmers and local value chain actors to fill local demand while closing the living income gap for families in selected value chains. To achieve this, Heifer Nigeria has designed a Signature Program “Naija Unlock” to improve value chain productivity, bridge market system gaps, and improve economic livelihood, food self-sufficiency, farmers’ resilience, and the environment. The program focus on the development of three priority value chains: (i) Poultry value chain; (ii) rice value chain; and (iii) tomato value chain. In addition to these value chains, Heifer Nigeria is completing the design of its livestock strategy for Nigeria to include cattle, sheep, and goats. Through the Naija Unlock signature program, Heifer Nigeria aim to close the living income gap of two million smallholder households by the end of 2030. The overall strategy deployed by Heifer will be a combination of strengthening social capital of smallholders through Values-Based Holistic Community Development (VBHCD) and reinforcing or strengthening inclusive market systems.

## **2. THE SITUATION**

Heifer Nigeria commenced the implementation of a signature program called Naija Unlock with a goal to help 2 million smallholder farmers close their living income gaps, improve local food production to meet rising demand, and transform Nigeria's agricultural sector through increased participation of women and youth, and adoption of new technologies and innovation. In addition to the Heifer's Value Based Holistic Community Development approach for building smallholder farmers capacities and social capital, a Market System Development (MSD) model has also been deployed to build and strengthen the ecosystem for all market system actors to enable sustainable impact. As a result of the MSD approach, Heifer Nigeria established strategic partnerships with the private sector, social enterprises, and Agritech organizations, and other partners, who provide extension and support services to smallholder farmers, access to market and finance, and climate smart agricultural solutions utilizing tech-based and digital applications to geo-map, onboard, train, monitor, and transact business with smallholder farmers. Through partnerships with Heifer Nigeria, it anticipated that these organizations will improve their service offerings to the farmers, impact more farmers to collectively reach 2 million farmers by 2030, and need to update the capability of their tech-based applications to track performance indicators required to track progress towards closing the living income of smallholder farmers and path towards self-reliance and economic prosperity. To this end, Heifer Nigeria is seeking the services of a consultant or consulting firm, who will support the optimization of the existing tech-based and digital applications used by its strategic implementing partners to achieve the objectives stated above.

## **3. SCOPE OF THE ASSIGNMENT**

### **3.1 PURPOSE OF THE ASSIGNMENT**

The purpose is to optimize the tech-based applications used by Heifer Nigeria implementing partners for improved support to smallholder farmers (access to extension service, inputs, finance, market, technology, insurance, weather forecast etc.), expand agribusiness opportunities to more farmers, and link the required dataset to the Heifer MEL system for efficient impact indicator tracking and reporting. The consultant or consulting firm will be responsible for turning datasets into interactive dashboards and supporting the cleaning and structure of the datasets to be incorporated into the dashboards.

### **3.2 SPECIFIC OBJECTIVES**

The aim of this project is to optimize the partner's tech-based application performance for improved service delivery to smallholder farmers and to enhance data use and evidence-making for improving signature programming. Specific objectives include the following:

- Support implementing partners to upgrade their tech-based applications used for supporting or transacting with smallholder farmers.
- Support the design of exchange interphase for easy sharing of data from partners applications to Heifer Nigeria's MEL system.

- Set-up an interactive visualization dashboard to provide feedback and summary of statistics to staff and management for evidence-based decision-making and communication, where there is a real-time visualization of data as it has been entered on the field.
- Improve timely data use and quality for program implementation.
- Enhance learning and evidence generation.

#### **4. DELIVERABLES**

The main expected results of this study are as follows:

1. An Inception Report with a specifics of App upgrade to be done, proposed methodology, detailed activity work plan, timeline, and validation plan for the delivery of the integrated dashboard.
2. Comprehensive plan on how best-practice design principles will adopt in the integration, in addition to details on the security of data. The Consultant will ensure to adhere to the nine Principles for Digital Development and Web Content Accessibility Guidelines. These principles include:
  - i. Design with User
  - ii. Understand ecosystem.
  - iii. Design for scale
  - iv. Build for sustainability.
  - v. Be data driven.
  - vi. Use open standards.
  - vii. Reuse and improve.
  - viii. Address privacy and security
  - ix. Be collaborative.
3. Weekly check-in calls to provide updates on the process.
4. Detailed report that covers all the objectives of this assignment as outlined above (Section 3.2) is submitted, with supporting evidence to confirm successful completion and delivery.
5. Presentation of the upgraded application and integrated system to Heifer Stakeholders
6. Additionally, the consultant will provide ad-hoc support to resolve coding problems for a specified duration.

#### **5. DURATION**

The duration of the consultant's mission, as well as the validation of the deliverables, is estimated at 60 working days from the date of signature of the contract.

#### **6. EXPECTED ROLES OF HEIFER NIGERIA**

1. Finalize and sign the contract with the consultant.
2. Review and validate all the deliverables and tools that will be proposed by the consultant,
3. Ensure that all payments are done as stated in the contract.
4. Coordinate familiarization engagement between our partners and consultant.
5. Organize learning sessions with Heifer staff and other partners.
6. Provide transport, communication, and other logistics necessary for the assignment as will be agreed.

## 7. EXPERTISE

Heifer Nigeria is looking for either an individual consultant or a consulting firm with key technical staff who have substantial experience in developing and deploying the backend of several tech-based applications and data analytical tools which include coding and crating system, shiny applications, business analytics and Agricultural Operating Systems. 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, a bachelor's degré in one of the related Field (Computer Science, Data Science, Health Informatics, Computer Engineering, and Mathematical Engineering) or related field; or any other equivalent qualifications from a recognized university. Proven track records in developing and deploying applications and information systems will be an additional advantage.

### (b) Experience

- Above 5 years' experience in programming, developing, and upgrading tech-based applications, and interactive dashboards using Shiny packages and other tools.
- A solid understanding of user experience, user-interface design principles, and conceptual design
- Experience in enterprise software development and languages with proven success rates and examples
- Basic knowledge of continuous integration principles and tools
- Ability to collaborate and work with complex and multiple organizations.
- Creative, innovative problem solver: the ability to turn data into compelling visualizations with the programming langages to solve intractable problems to achieve results.
- Evidence of having undertaken a similar assignment
- Ability to work efficiently and deliver committed outputs under the assignment within agreed timelines and deadlines.

## 8. APPLICATION PROCESS

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

**Technical Proposal (not to exceed 10 pages)**

### a) 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

**b) Technical Approach (not exceeding 8 pages)**

- A detailed methodology on how the assignment will be conducted, including systems/technology to use, procedures, and quality control practices.
- List and briefly describe the team and its proposed personnel, indicating what role each proposed individual will have; CVs of team members are to be provided in an attachment. Lead Consultant (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 assignments 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 this assignment. Reference information must include the location, award numbers, and a brief description of the work performed.
- At least three references of other clients for which similar assignments were undertaken with contact information for each.

**c) Financial Proposal (in Naira)**

- Itemized budget
- Narrative explanations of line items

**d) Annexes**

- Documents in favor of the previous relevant assignments.
- Organization's/Firm's Certificate, PIN and VAT registration
- A summary of previous similar assignments undertaken within the last 3 years.

Interested firms/consultants must be legally eligible to implement this assignment in Nigeria. Please include the name of the person in your organization who will be involved in negotiating the contract as well as their telephone and email contact information.

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

- Comprehensive Resume for individuals
- Certificate of Incorporation or Business Registration Certificate for firms
- 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 street name and number, building, room number, town, state, and postal address.
- Trade reference and clientele list including their respective contacts.



The technical and financial proposals should be submitted on or before June 23, 2023, to the procurement manager via email at [PROCUREMENT-NG@HEIFER.ORG](mailto:PROCUREMENT-NG@HEIFER.ORG). Please quote “**Optimization of partner Application**” in the subject line. Heifer retains the right to terminate this RFP or modify the requirements upon notification to the Offerors.

#### Selection criteria

The consultancy can be done by a firm or an individual, anyone with the highest points as per the herein below criteria will be awarded the contract. The criteria will be based on the technical capacity of the consultants (80%) and financial viability (20%). Please see the table below.

#### Sélection Criteria Table

No.	Criteria	Score (%)
1	Accuracy and relevance of the proposed technical approach and methodology	25
2	Completeness of proposal according to the TOR (general information, activity plan, budget, team expertise, etc.)	25
3	Proposed team: expertise and competencies to address project components	15
4	Relevance and capability/skill to implement/manage the assignment	15
5	Budget justification and costs realism	20

#### Validity of Proposals

Proposals submitted shall remain open for acceptance for fifteen (15) days from the last date specified for receipt of the proposal. This includes, but is not limited to, pricing, terms and conditions, and service levels. If your organization is selected, all information in this document and the negotiation process are contractually binding.

#### Limitations

This call 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 to contract for services or supplies. Heifer Nigeria 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.

#### Intellectual Property

**Section 1. Ownership Generally:** Subject to Section 2 below, 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 Nigeria and Heifer Project International (HPI). Upon request, Contractor shall sign all documents and take all actions necessary to confirm or perfect Heifer Nigerias exclusive ownership of the Work Product.

**Section 2. 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. With regard to any of Contractor’s Prior-Owned IP included in the Work Product, Contractor shall retain ownership, and hereby grants Heifer Nigeria a permanent, non-exclusive, 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.



**Section 3. Work Made for Hire:** To the extent copyright laws apply to the Work Product, the Parties agree that (a) Heifer Nigeria specially ordered or commissioned the Work Product, (b) the Work Product is a “work made for hire” under United States copyright laws, and (c) Heifer Nigeria shall be deemed the author thereof and shall own all right, title, and interest therein. To the extent such rights, in whole or in part, do not vest in Heifer Nigeria as a “work made for hire”, Contractor hereby irrevocably grants, assigns, and transfers to HPI, exclusively and in perpetuity, all of Contractor’s rights of any kind or nature, now known or hereafter devised, in, to, and in connection with the Work Product, and Heifer Nigeria shall solely and exclusively own any and all rights therein, and in the elements thereof, including but not limited to any and all allied, ancillary, subsidiary, incidental, and adaptation rights. Contractor hereby waives all rights known as “moral rights”, and any similar rights, which Contractor may have in connection with the Work Product. The description of Services and/or Goods provided in this Agreement shall in no way limit the way Heifer Nigeria may use the Work Product.

## **9. PAYMENTS**

The consultant will be paid professional fees as compensation for his/her technical/professional expertise and time invested in the delivery of the expected outputs. This will be discussed and agreed amicably for a win-win for both the consultant and Heifer International. All fees shall be paid in Nigeria local currency (the Nigerian Naira) and the financial proposal should be in local currency.