



**Terms Of Reference (Tor) For Short-Term Heifer Nigeria Country Office Project Manager/
Building Consultant.**

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

REQUEST FOR PROPOSAL

**Funded by:
Heifer International**

RFP Release Date:	August 21 st 2023
Question/ Inquiry Submission Deadline:	August 21 st – 25 th August 2023
Proposal Submission Deadline:	August 25 th 2023
Performance Period:	August 25 th – October 31 st 2023
Electronic submission to the attention of:	procurement-ng@heifer.org
Contact information for inquiries about this RFP:	Love.koshi@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 expertise in Office fit-out Project design and Management. More specifically, the consultant or Lead consultant (in the case of a firm) should have a proven track record in modern office fit out and design project management.

The Firm/Consultant is free to seek any clarification on the expected deliverables prior to the 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 Firm/Consultant can sub-contract components of the assignment to appropriate qualified firms. However, Heifer Nigeria should be duly informed of the plan from the 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 business days for 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 potential 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 permanence of impact. The goal is to assist more than one million households to achieve sustainable living income by 2025, and scale to two million households by 2030, through strategic private and public sector partnerships to (a) build the 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 (e) 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 the potential to make an impact at a transformational scale.

Heifer Nigeria Country office design and fit-out

Heifer Nigeria seeks to engage a building consultant/firm to manage the fit-out project of its office space of a total of 455 square meter located on 10th floor, Bank of Industry Corporate building, which is currently an open floor space, with office design layout and fit out work on the designated floor.

III. Description of Expected Professional Services

a. Purpose

The building consultant is expected to supervise the building project plan of the selected firm ensuring the office design layout, internal finishing pattern including fit-out construction and supervision to accommodate the following facilities:

- Modern and outstanding design to reflect Heifer’s image and brand identity.
- Original, attractive, and adjustable open floor design with first class facilities using sustainable, smart and energy efficient materials.
- Meeting high security standard, and meeting standards that ensure maximum return on investment.
- Contracting with all subcontractors for construction works, interior design and furniture solutions in line with the HPI procurement rules (competitive negotiated procedure - providing several quotes for the HPI to choose between for items exceeding \$10,000 USD)
- Administrative and legal procedures, coordination, and receipt of works.

b. Scope of work:

The role of the participating firm/consultant is to present design concepts and ancillary consulting and project management services for design and fit out work for a wing of the 10th floor open space – a total gross surface area of 455-meter sq, which will accommodate Heifer Nigeria Country office.

Deliverables.

The Services include various inspections of the Site by Contractor in accordance with the following:

1. Inspection Activities and Reports

Inspection Activity	Report(s)	Number of days
Fortnightly Site visits	Biweekly reports	12
Monthly snagging of Works at the Site	Snagging reports	5
Practical work completion inspections of the Site	Monthly cost and valuation reports (“Valuation Report(s)”) (1)	4
Work completion inspection of the Site	Monthly progress reports	4
Final account (“Final Account”) of design and fitout company	Valuation Report & Final Account for the design and fitout company	1
Final Inspection of the site	Close out report, to include as built drawings, (the “Closeout Report”) (1)	1

The architectural design and fit out work should be more accurate and proactive through the firms’ own knowledge in modern office space management and discussions with Heifer Nigeria design team to assess its current and future needs.

c. Duration: The implementation period for the project is from August 2023 to October 2023

IV. Condition for Eligibility

Invited firms are required to submit prequalification documents detailing their company’s capabilities, evidence of registration with relevant professional bodies, and proven experience in modern office building fit out design. References will be required, and Heifer given the right to contact third parties directly.

- In addition to eligibility conditions, the participant should submit all relevant legal documents and registrations/licenses.
- Company's audited accounts for the last three years (2019-2022); evidence of having successfully carried out similar design works within the last five years.
- Comprehensive company profile and organizational structure; resumes of key Architects, Engineers and project managers to be deployed to the envisaged project.
- Evidence of availability of requisite and appropriate staff/skill for job; indication of the financial institution (bank or insurance company) which is usually used for performance or advance payment guarantees.

V. Application Process

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

Interested individuals or firms legally eligible to implement this assignment in 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 Individual will be required to provide the following information before entering into Independent Contractor Agreement (ICA) with Heifer:

- Professional/practice registration, licenses and permits - submit all necessary licenses and permits required to operate as a fit-out consultant in Nigeria.
- A detailed curriculum vitae
- Documented portfolio showcasing your past fit-out projects and successes.
- Professional liability insurance.
- At least two (2) reference letters from past clients or organizations.
- Project management plan.
- Evidence of tax

Firms 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 August 25th, 2023, to the Procurement Administrator through procurement-ng@heifer.org copying



Love.koshi@heifer.org Please quote “**HEIFER NIGERIA COUNTRY OFFICE PROJECT MANAGER/ BUILDING CONSULTANT**” 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 scope of work outlined above and with the appropriate level of detail. 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 technical proposal	20%
Completeness of proposal according to the RFP (general information, design, 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	August 25 th 2023
2.	Selection Committee review	August 28 th – August 30 th 2023
3.	Notification of award	September 1 st 2023
4.	Award agreement negotiation	September 4 th – September 6 th 2023
5.	Signing award	September 11 th 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.