



REQUEST FOR PROPOSAL
No. HPI20230421US

Smallholder Livestock Value Chain Phase II (SLVC II)

RFP Release Date:	March 31, 2023
Performance Period:	Approximately 2.5 months following contract signing
Proposal Submission Deadline:	April 24, 2023
Question/ Inquiry Submission Deadline:	April 6, 2023
Electronic submission to the attention of:	Carlas Smith, Procurement Office
Electronic submission:	RFP@HEIFER.ORG



1. General Information

This Request for Proposal (RFP) is being issued in order to solicit applications from potential consulting firms to conduct the final evaluation of Heifer International's flagship project 'Smallholder Livestock Value Chain Phase II (SLVC II) in Nepal. The project has been implemented in 29 districts of Nepal from October 2017 to June 2023.

The request for proposal contains brief background information, the desired methodology (including objectives), the timeframe, and a list of deliverables. This document also incorporates information about the kind of expertise that Heifer International seeks for this activity and guidance on how to submit a proposal to conduct the data collection activities. Heifer anticipates awarding a Quality and Cost Based Selection (QCBS) for the study with payments based on the submission and approval of deliverables. The award agreement will include a fixed price payment schedule with specific deliverables.

2. Project Background

Heifer International 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 International 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 on to a path of self-reliance and economic prosperity.

Heifer started work formally in Nepal with its first project in 1993. As of December 2022, Heifer has assisted more than 325,000 families and transformed their livelihoods through a community-led approach with a focus on livestock development programs. Heifer aims to bring project participants from a state of poverty and vulnerability to sustainability and resilience through their engagement in competitive, sustainable, and inclusive goat and dairy value chain enterprises in a holistic system approach for bringing economic growth, improved livelihoods, and food and nutrition security. Heifer is implementing project activities focusing on goat and dairy value chains in 29 districts of Nepal in collaboration with local and provincial governments, civil society organizations, and private sectors.

2.1 Intended Results

After the successful completion of Strengthening Smallholder Enterprises of Livestock Value Chain for Poverty Reduction and Economic Growth in Nepal (SLVC I), Heifer Nepal designed the second phase of the project (SLVC II). This project aimed to enhance sustainable living income of project families through strengthening capacity of smallholder farmers organizations, enhance supply chain efficiency, market linkages and engagement of stakeholders with creating enabling environment. The project primarily focuses on meat goat value chain followed by dairy, vegetables, and local chicken as secondary value chains commodities.

2.2 Existing Data

Heifer Project International (HPI) and the project team will provide the evaluation team with a package of briefing materials, including:

- Baseline and mid-term studies were carried out through external service provider. Global and project specific indicators were assessed during the evaluations.
- Project monitoring data: Outputs of the project have recorded and reported through digital reporting system. To assess the performance, project monitoring data can be reviewed and referred during the document review phase.
- Annual outcome survey: To assess the global indicators, an annual outcome monitoring survey is carried out on a regular basis. Due to COVID 19 situation, the survey was not carried out in FY2020 and 21.
- Periodic reports: Reports prepared and submitted to external stakeholders and donors are available for the reference of the evaluation. This will provide qualitative part of the project like perception of stakeholders, changes of beneficiaries' livelihood etc.
- Project work plans, and management reviews developed as part of routine monitoring.
- Project document/proposal, including results framework.

3. Evaluation Objectives

The overall purpose of the final evaluation is to assess high level outcomes of the project interventions. The finding of the evaluation will provide the way forward for the future course of action. It will identify and document the achievements, challenges, lessons learned and best practices. It will look for evidence regarding the impact of the project's activities and sustainability of these results. The final evaluation will focus on qualitative part of the study. Quantitative data can be complemented the study that will be collected through the local vendors separately.

3.1 Evaluation Questions

- Is the project intervention and strategy adopted realistic, appropriate, and adequate for the achievement of the results?
- Assess to what extent the project contributes to strengthen farmers' institutions and how are farmers benefitting from these institutions?
- How has the project impacts to enhance supply chain efficiency of target value chains and link famers institutions to markets?
- To what extent has the economic opportunity of smallholder farmers and institutions increase? How successful has the project been in leveraging resources and facilitating investment towards enhancing MSMEs.
- In the spirit of locally led development, how has collaboration with governments and private sectors contributed to leverage resources, opportunities and sustain the results?
- From system change perspective, how has the project contributed to wellbeing and growth of smallholder farmers?

3.2 Evaluation Design and Methodology

The evaluation study covers qualitative part of the project results and indicators. Complete set of raw data and standard data analysis sheet of global and project specific indicators will be provided for reference of the study as needed.

The detailed methodology and field work schedule will be finalized during the inception phase of the study.

Major steps will be:

- Visit Heifer Nepal office and hold interactions with project core team to get acquainted with project, its activities, and the proposed work.
- Prepare detail methodology for qualitative study.
- Share final version of evaluation tools, checklist, methodology.
- Prepare a detailed plan of action/schedule covering orientation to field surveyors, field work plan of experts, data collection, analysis, interpretation, draft and final report preparation with concerned project staff.
- Share draft report and obtain comments/inputs and incorporate the same into final report,
- Prepare final report and submit (hard copy and electronic version in word format) to Heifer Nepal Country Office.

To collect firsthand information, key Informant/Focused Group discussion/consultation with project families, cooperatives, and value chain actors, private sectors, and enablers will be carried out to dig the deeper on cooperative capacity building, supply chain strengthening, private sector engagement, and market linkages. The service provider should engage in field observations, interactions, interviews (structured, semi-structured) and consultation with project beneficiaries. The service provider should ensure the triangulation of various data sources to maximize the validity and reliability of the data. In addition, any relevant methodologies for ensuring that the evaluation addresses the needs of target groups as identified in the project document, could be considered while designing survey tools.

4. Study Products

4.1. Deliverables

The service provider will be responsible for the following deliverables within the timeframe stated:

1. Inception Report: within 10 working days of contract start date, a detailed report on the proposed approach to the study will be submitted for approval. This will provide a detailed description of the methodology and tools, ethical consideration, expected outputs, HR involved in the evaluation, budget with a breakdown of costs and detailed work plan along with the field movement plan for the entire evaluation. Draft data collection tools will also be submitted for review at this stage.

The inception report should include:

- Conceptual framework for undertaking the evaluation.
- Final methodology: including detailed plan and field procedures, final list sample size, data sources, detail out data collection framework and data collection tools/instruments, data analysis plan.
- Discussion of any limitations to proposed methodology or approach.
- Quality control measures
- Field work protocol.

- Work plan /schedule indicating key deliverables and milestones, including outputs and timeline.
- Evaluation team composition, roles, and field engagement

2. Revised Inception report: within 5 working days after receiving comments and feedback from Heifer in the inception report.
3. Draft Report and Presentation: within 35 days after the submission of revised inception report, the service provider will present the preliminary findings for discussion. The consulting firm should submit the final report with incorporating comments and feedback provided by Heifer.
4. Validation Workshop - The draft report will be validated through a workshop organized to corroborate the findings. The cost of this workshop will be taken care of by Heifer International.
5. Final Report: within 7 days of submission of draft report, a detailed report of the overall findings of the evaluation study will be submitted for approval. This report should incorporate specific, practical, and feasible recommendations for improving project delivery and impact based on learning from project design, implementation, and delivery.
6. A copy of the raw data, content analysis, and clearly labelled, without calculations or amendments.
7. A copy of the 'cleaned' data and all working sheets used during the analysis. Include the scripts that were used to clean up and to run the statistics.

It is envisaged that the methodology used during this evaluation will include, but not necessarily limited to the following (service provider is free to suggest additional or other suggestions):

Proposed deliverable schedule:

No.	Deliverable/Task	Due date
1	Inception Report	Within 10 days of contract start date
2	Revised Inception Report	5 days after received comments
3	Draft Evaluation Report	35 days after approval of inception report
4	Validation workshop	Half day workshop, with incorporating feedback on draft evaluation report
5	Final report	5 working days after the validation workshop
6	Raw and final version of quantitative data sets, analysis sheets/files, qualitative transcripts, and photos	With final report

4.2. Reporting guidelines

The consulting firm should prepare a final version of evaluation report on following structure.

1. Executive Summary—concisely state the most salient findings and indicator wise summary base value with unit and quantity (3 pages);
2. Table of Contents (1 Page);

3. Introduction—purpose, audience, and scope of work (1 page);
4. Background—brief overview of the project, HPIN long term plans, strategies and priority areas, purpose of the evaluation study (2–3 pages);
5. Methodology—study areas, methods, sample size, survey tools and limitation (3 pages);
6. Findings- recommended format will be provided by HPIN; (10-12)
8. Conclusion and recommendation—provide a list of key technical and/or administrative, if any (2-3 pages);
9. References (including bibliographical documentation, meetings, interviews, and focus group discussions);
10. Annexes—annexes that document the survey methods and tools, schedules, sampling procedure, interview lists and tables—should be succinct, pertinent, and readable.

5. Composition and responsibilities of service provider's team

Required and preferred skills

The team of experts should have experience of qualitative and quantitative research; clear understanding on research methodology and experiences on using different social research tools and techniques. Work experiences in the areas of agriculture economics, social capital and women empowerment will be an added advantage.

Team Leader

Team Leader should have an advanced university degree with experience of having conducted at least three evaluation studies related to local economic development, livestock value chains, and market system development. Additional skills will be:

- Expertise in baseline, and evaluation design,
- Expertise working in international development, including rural development,
- A good understanding of cooperatives, value chains, smallholder farmers, market system development, and public private partnerships,
- Expertise on quantitative and qualitative data management

The team members should have experience in the following areas:

- Minimum Masters' Degree in agricultural economics with demonstrated experience in agri-business, inclusive business, economic policies, national policies on agribusiness etc.
- Advance degree on social science, gender studies, international development with solid research background of social capital and women empowerment.

Responsibilities of evaluation team

- Develop/design evaluation framework including checklist and tools.
- Share study design including process, methods and questionnaires/checklist with project team, collect feedback and finalize the study design.
- Prepare data analysis plan, finalize survey methodology, required tools.
- Submit inception report.
- Debrief/discuss with project team about effectiveness of questionnaire, checklists and other tools used in pre-test, collect feedback and finalize them.
- Orient, train and supervise the field surveyors as needed.
- Carryout field work.

- Ensure the quality of information collected from fields, cross check with the validity of information collected and verify/revise where needed.
- Update progress of the study to concerned project staff of Heifer.
- Prepare quality report.
- Present draft report to Heifer, and
- Submit final report (a compiled version of the report - both hard copy and electronic version in word format) to the project after incorporating the feedbacks and suggestions from Heifer.

6. Survey management

6.1 Logistics

The Associate Director–PME will be the primary contact and liaise between the service provider and the project team and facilitate the required support from Heifer. Any change in SOW, plan and process, methodology etc. must be agreed with the primary contact. During the study, the consulting firm may seek and receive additional advice or guidance from the HPIN, but the firm will operate independently, without direct supervision by any Heifer staff.

The assignment will require travel to and staying in project area, the logistics will have to be managed by the consulting firm.

6.2 Work Schedule

Detail will be worked out jointly with the consulting firm and project staff. However, the work is expected to commence from the time of contract signing for an estimated 2.5 months' period.

The final report of evaluation will be expected to come within 2 months. The tentative timeframe of the study is given in the following table.

S.N.	Activities	M1		M2				M3			
		3	4	1	2	3	4	1	2	3	4
1	Project orientation meeting										
2	Inception report: methodology, sample size, survey tools										
3	Submission of revised inception report										
4	Training to Enumerators/ pre-test tools										
5	Data Collection										
6	Data Analysis										
7	Draft Report Submission (first draft)										
8	Submission of final report after incorporating feedback										

6.3 Budget

Budget should cover all costs for remuneration, travel, workshops, and meetings. Prevailing Government of Nepal rules will be applied for tax purposes.

Mode of payment: payments will be made in the following three installments.

- 30% of the agreed budget as an advance after submission of revised inception report
- 40% of the agreed amount after the submission of the 1st draft report.
- The remaining 30% after satisfactory quality check by Heifer after submitting the final report after incorporating the feedback and comments.

All interested consulting firm will submit their proposals with the following information:

6.3.1 Technical Proposal (not to exceed 10 pages)

General information (not to exceed 2 pages):

- Organization name, legal status, VAT number (if applicable), Tax clearance status
- Website
- Contact person from the consulting firm
- No blacklisting declaration of organization

Technical Approach (not to exceed 8 pages):

- A detailed methodology on how the assignment will be conducted, including a data collection approaches, sampling and data collection methods, systems/technology to use, field procedures, quality control practices and data analysis.
- List and briefly describe the team and its proposed personnel, indicating what role each proposed individual will have. (Curriculum vitae (CV) of the team members to be provided in an attachment)
- A clear and comprehensive work plan (draft), outlining the major activities, responsible and time schedule.
- Organizational 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 one.

Financial Proposal (in USD or NPR)

- Itemized budget as mentioned in annex.
- Narrative explanations of line items;

Interested applicants that are legally eligible to implement this assignment in Nepal are requested to submit a proposal by **23 April 2023** via email to RFP@HEIFER.ORG. Subject line must include: **SLVC II**. 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.

Submission must be in English and typed single-spaced using Times New Romans font size 12, with a complete set of appendices/attachments as applicable. All pages must be numbered and name of the organization at the bottom of each page.

Submission must be in English and US Dollar amounts and typed single-spaced. All pages must be numbered, included the RFP reference number and name of the organization at the bottom of each page.

6.3.2 Late Submissions and Modifications:

Proposal received after the submission deadline will not be considered. Offerors are responsible to ensure that their proposals are submitted according to the instructions stated herein. Heifer retains the right to terminate this RFP or modify the requirements upon notification to the Offerors.

6.3.3 Selection Criteria

Submitted proposals must clearly demonstrate alignment with the SOW outlined above with appropriate level of details. Proposals will be evaluated according to the following criteria:

6.3.4 Proposal evaluation focus:

Relevance of the proposed technical approach and methodology	25%
Completeness of proposal (objective, scope of work, methodology, activity plan, budget, team expertise, etc.)	10%
Proposed team: expertise and competencies to address project components including field work engagement of team of experts	20%
Relevance of the service provider's skill base to implement/manage the assignment	20%
Budget justification and costs realism	25%

The selection committee will evaluate the technical proposal based upon the criteria listed above, and the financial proposal will be assessed for its cost-effectiveness in the budget.

6.3.5 Limitations

This RFP 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 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 of any proposal received as a result of the RFP.

6.3.6 Eligibility

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

- Legally registration.
- VAT registration/Tax clearance certification
- Company profile
- Evidence of similar contracts
- References/recommendations

7. Financial Proposal

- Itemized budget
- Narrative explanations of line items