

# HEIFER PROJECT INTERNATIONAL (HPI)

**Terms of Reference  
For the Procurement of Poultry Business Inputs and Technical Services  
To Implement ELSIPB Project in Ethiopia**

**Ref No. HPI250501ET**

**October 2024**

## I. Background

Heifer International is a Non-Governmental Organization whose mission is to work with communities to end hunger and poverty and care for the earth. We work with farmers and their communities to identify opportunities that deliver living incomes, creating solutions to local challenges that are designed to build inclusive, resilient economies. With Increased productivity of livestock and crops, farmers provide for their families and improve the health of their communities.

Heifer Project International Ethiopia Country Office (HPI Ethiopia) together with the Ethiopia Ministry of Agriculture (MoA) is implementing “Enhancing Livelihoods of Smallholders through Improved Poultry Business (ELSIPB)” Project under its signature program (RESTORE+). ELSIPB project aims to close the living income gap of targeted households (women and youth) through improving production, productivity, and marketing of eggs and day-old-chicks (DOC). To achieve this, the project will identify a private poultry complex with demonstrable capacity and incentive to serve as an Egg-hub. The project will be implemented in four regional states (Amhara, Oromia, Sidama and Central Ethiopia) and 70 districts of Ethiopia. The overall objective of the project is to help 70,000 rural households (50 % women and 70% youth) are on the path to attain sustainable living income by the end of 2027. ELSIPB project applies Market Systems Development (MSD) approach to address root causes of the systemic constraints in the poultry market system by designing innovative interventions that improve poultry market efficiency and sustainably benefit more poor households.

Under ***Outcome 1: increasing income of targeted women and youth engaged in improved egg production business sustainably 35%***, the project will provide Original Gift (OG) of day-old-chicks (DOC), pullets and feed for the total of 2,457 target beneficiaries (50% women and 70% youth) with by adopting the Passing on the Gift (POG) model. Heifer’s POG model promotes passing of the gifts by target beneficiaries who received the original gift to their neighbors in kind or cash as appropriate. ELSIPB project plans to reach a total of 12,000 smallholders through this POG model to be in place for three years. Beneficiaries in the POG group will also receive comprehensive technical, marketing, and extension service support as outlined in the project.

Heifer International Ethiopia is looking for the experienced and capable poultry complex to purchase the day-old-chicks (DOCs), pullets, feed and also who can provide comprehensive technical and extension service support and willing (and have capacity) to off take final products (eggs and/or broilers) from the project target groups.

## 2. General Information

This term of reference (TOR) is being issued in order to solicit applications from potential partners or contractors to supply day-old-chicks, pullets, feed and related technical supports (including trainings) for the “Enhancing Livelihoods of Smallholders through Improved Poultry Business (ELSIPB)” project target beneficiaries. This is an **eight (8)** months activity of the ELSIPB project in FY25, **with a total budget of USD 519,888.07**,

funded by **Heifer Project International** that is being implemented in four regional states (Amhara, Oromia, Sidama and Central Ethiopia) and 70 districts of Ethiopia from **14 December 2024 to 30 June 2025**.

This TOR contain background information, the desired methodology, including objectives, the timeframe for conducting the final evaluation, and a list of deliverables. It also contains information about the kind of expertise that Heifer seeks for this activity and guidance on how to submit a proposal to conduct the activity.

Heifer anticipates awarding a **fixed award** for the poultry business inputs and technical services (day-old-chicks, pullets, feed and related technical supports including off taking and make payments based on submission and Heifer's approval of deliverables. The award agreement will include a payment schedule with specific deliverables; all payments Fourteen (14) business days processing after approval of deliverables.

### **3. Purpose and Objective**

The main purpose of this terms of reference is to solicit renowned company or organisation with solid experience and capacity in the poultry industry to supply day-old chicks, pullets, feed and technical supports (including trainings) for the ELSIPB project target groups located in the four regional states of Ethiopia (Amhara, Oromia, Sidama and Central Ethiopia).

#### **3.1. Specific Objectives**

The specific objectives of this assignment are to:

- **Supply 28,833 day-old-chicks (DOC)** and **609 quintals of feed** with acceptable standard composition of 20% crude protein and energy (crude fat 5%, crude fiber 5%, calcium 1%, phosphorus 3,43% and Metabolizable energy (ME KCAL/Kg) 2867 to 3043 at reasonable price for 21 chick grower groups organized in the four regional starts of Ethiopia.
- **Supply 70,560 egg layer pullets** and **3.090 quintals of feed** with acceptable standard composition of 16% protein and energy (ME KCAL/Kg 2734 to 2867, Crude fat 7%, crude fiber 6%, calcium 4% and phosphorus 1%) for 2,352 households organized in the four regional starts of Ethiopia.
- Off take final products (eggs and broilers) from the project target households and groups.

#### **3.2. Scope of work**

The scope of work of the baseline study involves:

The overall objective of this assignment is to supply of 28,833 day-old chicks (DOC), 70,560 egg layer chicks (pullets), 3,699 quintals of feed, and technical supports (including trainings) for 2,457 ELSIPB project target groups located in the four regional states of

Ethiopia (Amhara, Oromia, Sidama and Central Ethiopia). The delivery of these poultry business inputs and technical support requires transportation and travel to the project areas.

Heifer International in collaboration with Ethiopian Ministry of Agriculture (MoA) may avail transportation of the inputs to the project areas.

The number or amount of inputs per target regions is presented in the following table.

S. N.	Inputs	Region	Amhara	Central Ethiopia	Sidama	Total
1	<b>Number of day-old-chicks (DOC)</b>		<b>9,611</b>	<b>12,357</b>	<b>6,865</b>	<b>28,833</b>
	<i>Number of chick grower groups</i>		7	9	5	21
2	<b>Number of Egg layer chicks (pullets)</b>		<b>20,160</b>	<b>30,240</b>	<b>20,160</b>	<b>70,560</b>
	<i>Number of Egg producer households</i>		672	1,008	672	2,352
3	Feed (Starter Feed) in Quintals		324	243	137	609
	Feed (Pullet Feed) in Quintals		883	1,324	883	3,090

### 3.3. Deliverables:

Proposed deliverable schedule:

No.	Deliverable/Task	Responsible	Due date
1	Supply 28,833 day-old-chicks (DOC) and 704 quintals of feed for 21 chick grower groups	Selected organization based on the TOR.	14 December 2024
2	Supply 70,560 pullets and 3.081 quintals of feed for 2,352 households	The same as above	14 December 2024
3	Provide TOT for selected staff of MoA from regions and districts on poultry husbandry, feed, health and marketing skills	The same as above	
4	Off take final products (eggs) from the project target households and groups	The same as above	30 June 2025

### 3.4. Relationship and Responsibilities

Heifer will assign a project team leader or other technical person from ELSIPB project staff to coordinate implementation of this activity.

The contractor will keep Heifer informed of their progress. During the implementation, the contractor may seek and receive additional advice or guidance from the above-mentioned staff.

## 4. Bidding Documents

The bidder is expected to examine all the instructions in the bidding documents prepared for the selection of qualified suppliers. Failure to furnish all information required as per the bidding documents or to submit a bid not substantially responsive to the bidding documents in every respect will be at the bidder's and may result a bid rejection.

The bidding documents are

- Invitation to bid (ITB)
- Terms of reference (TOR)

## **5. Language of the Bid**

The bid and all related correspondence and documents exchanged between the bidders and HPI shall be written in English language. Any document furnished by the bidder and written in another language shall accompanied by an English translation of its pertinent passages, in which case, for the purposes of interpretation of the bid, the English language version shall prevail.

## **6. Inspection**

HPI has a right to check the day-old-chicks, pullets and feed to confirm their conformity to the TOR. The inspection will be conducted by assigned subject matter expertise or a reputed relevant consultant selected by HPI. If there is any failure to conform to the TOR, HPI will reject it and the bidder shall replace at no additional cost any chicks that pass away within three days without extension of time except at HPI sole discretion and the same procedure applied to the feed .

## **7. ELEGIBILITY CRITERIA (Accepted/Rejected) for the Bid**

- A supplier must meet a minimum set of criteria below to conduct business with Heifer Project International (HPI) and to participate in the bid .
- Companies should attach with their proposals all legal and authorized documents such as TIN certificate, VAT certificate, and Trade license and business registration certificate, Tax clearance certificate that have all been renewed and valid to the current fiscal year.
- Must be cleared of any legal dispute that ended in court and non-performance of contracts in the past three years.
- Absence of Disease, Veterinary Certification, and Vaccination Record
- Suppliers are required to indicate in their proposal their willingness to sign the below documents: -
  - 1) Sign Supplier Code of Conduct.
  - 2) Sign statement that the bidder (or any of its directors or officers) would be open to background checks including watch dog screening (where applicable)

## 8. Required Experience and Capacity

The to be selected company (organization) shall have:

- **Core Business and Services to Smallholder Farmers:** A company should have a primary business focus and the range of supply/services offered to smallholder farmers.
- **Market Opportunities and Incentives for Partnership:** The potential market opportunities that the company can create within the poultry sector; and business case and incentives for potential collaboration in the implementation of the ELSIPB project.
- **Capacity:** The production/input supply and service capacity, company's purchasing capacity for eggs and broilers, and its presence (branches and their locations).
- **Experience:** The company's track record and experience in collaborating with non-governmental organizations (NGOs) and providing similar services.

## 9. Proposal submission requirements:

All interested bidders will submit their proposals with the following information:

### 9.1. Technical Proposal [not to exceed Six pages]

#### 9.1.1. General Information [not to exceed one pages]

- Organization overview
- Capacity statement
- Website
- Attachments:
  - legal registration Legal registration to work in Ethiopia.
  - Evidence of satisfactory records of performance, integrity, and business ethics.
  - Evidence of adequate management and financial capacity to manage the award.

#### 9.1.2. Technical Approach [no to exceed Five pages]:

- A detailed description of the poultry business inputs (DOC, pullets and feed) and technical support to be supplied as per the terms of reference.
- A detailed methodology on how the assignment will be conducted.
- List and briefly describe the team and its proposed personnel, indicating what role each proposed individual will have and the qualifying skill set for the position. Curriculum Vitae (CV) of key personnel to be provided in attachment.
- A clear and comprehensive work plan, outlining the major activities, responsibility and time schedule.
- Organizational capacity statement, including past experiences and activities related to this assignment, and experience. Reference information must

include the location, award numbers, and a brief description of work performed.

### 9.1.3. Required technical specifications:

The technical proposal must include:

- 1) **Breed type:** The required breed type is Bovans Brown or Lohmann Brown Tradition for egg production purpose.
- 2) **Age and Weight:** The desired age at delivery is a day-old chick and for pullets 60 days. The minimum weight of the pullets at the time of delivery should be 600 grams.
- 3) **Health Status:** The applicant must provide vaccination calendar and, health certificate indicating the chickens is diseases-free; and ensure that all applicable vaccines for DOCs and pullets (60-days-old chicken) are provided prior to their distribution to the farmers.

***The applicant is also required to ensure:***

- 4) Chicken (pullets and DOC) are without any clinical signs and are active (alert), without phenotypic and/or anatomical defects and kept in poultry house with biosecurity measures respected with uniform growth status and acceptable husbandry practices.
- 5) **Feeding history:** Provide the feeding calendar (e.g., starter feed) and its composition indicating standards for the protein and energy content.
- 6) **Packaging and Transport:** Ensure chickens are to be transported in clean, well-ventilated containers with adequate space; and in crates. The Supplier must provide assurances of proper transportation and administration of anti-stress vitamins (amines total). Ensure the chicks transportation period is within 24 hours or less and use of acceptable transportation types (vehicles).
- 7) **Quantity and Delivery:** The supplier should confirm the quantities are aligned as specified above under specific objectives and deliverables; and indicate the delivery schedule is a single batch.

***The delivery point for the inputs is annexed as attachment 1 of this TOR:***

- 8) **Standards Compliance:** The supplier must ensure it follows local regulations and any relevant animal welfare, veterinary, and food safety regulations; and provide certification of compliance with biosecurity and animal husbandry practices.
- 9) **Feed:** the acceptable standard composition of feed for DOC is 20% crude protein and energy (crude fat 5%, crude fiber 5%, calcium 1%, phosphorus 3,43% and Metabolizable energy (ME KCAL/Kg) 2867 to 3043 at reasonable

price for 21 chick grower groups organized in the four regional starts of Ethiopia.

The acceptable standard composition of feed for **egg layer pullets** is 16% protein and energy (ME KCAL/Kg 2734 to 2867, Crude fat 7%, crude fiber 6%, calcium 4% and phosphorus 1%) for 2,352 households organized in the four regional starts of Ethiopia.

***The supplier should prove that these standards requirements are met.***

#### **9.1.4. Contents of the Technical proposal required to be submitted**

To facilitate smooth and fair evaluation process, companies must clearly provide information on the set of evaluation criteria as stipulated above. It should also be noted that all information provided in the proposal would be cross checked. In addition to the above, companies are also free to include any content, which they believe to show their technical capacity and provide a competitive advantage. Suppliers should be clearly specified the bid and its reference # they submitted for.

#### **9.2. Financial Proposal (not exceed one Page)**

Proposed budget must be submitted separately. The proposed budget should have sufficient detail to allow the evaluation of costs proposed. It should at least contain:

- Itemized budget in Ethiopian Birr and shall clearly indicate unit price as well as total price of the items and services
- Narrative explanations of line items
- Heifer reserves the right to request further information supporting detailed costs and prices.

### **10. Selection Criteria**

Submitted proposals must clearly demonstrate alignment with the TOR provided and 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.

<b>S. N</b>	<b>Proposal evaluation focus</b>	<b>Percentage</b>
1	Accuracy and relevance of the proposed technical approach and methodology	10%



2	<p>Completeness of proposal according to the ToR (general information, activity plan, budget, team expertise, etc.). This should include, but not limited to:</p> <ul style="list-style-type: none"> <li>• <i>Matching of the breed to be supplied with the breed specified in the ToR.</i></li> <li>• <i>Absence of Disease, Veterinary Certification, and Vaccination Record.</i></li> <li>• <i>Verify that the chickens match the specified age group and weight</i></li> <li>• <i>Feed history to ensure that the chickens were fed on a nutritionally balanced diet appropriate for their age and breed.</i></li> <li>• <i>The transport method for adherence to animal welfare standards; and replacement terms as above under 6: Inspection.</i></li> <li>• <i>Other specifications as outlined in this TOR.</i></li> </ul>	60%
3	Relevance and capability/skill to implement/manage the assignment (Testimonial /recommendation letter should be attached)	30%
<b>Total</b>		<b>100%</b>

### 11. Passing Mark

The passing mark will be 70 % and above.

The technical committee will evaluate the technical proposal based upon the criteria listed above and the financial proposal of bidders' who passed the technical evaluation will be open and the least bidder will be selected.

### 12. Validity of Proposals and Pricing

Proposals submitted shall remain open for acceptance for Forty Five (45 ) 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.

### 13. Award Process and Contract Mechanism

No.	Activity	Due date
1	Proposal reception	On the 13 <sup>th</sup> day after this TOR is announced.
2	Selection Committee review	Within 4 days after the closure date of the applications
3	Notification of award	Within Five after the closure date of the applications
4	Award agreement negotiation	Within four days award notification
5	Signing Contract agreement	Within ten days after award notification

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

#### **14. Limitations**

This TOR does not represent a commitment to award a contract, to pay any costs incurred in the preparation of a response to this TOR, 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 any proposal received as a result of the TOR.

#### **15. Attachments**

1. Specific Locations of Inputs Delivery.

#### **16. Proposal Submission**

The applicants shall submit sealed technical and financial proposals separately on **25th of November 2024, before or at 4:00 PM** to the below address:

**Heifer Project International Ethiopia**  
Yeka Sub-City, Woreda 9 House No.: New Gurdshola,  
Past Ethiopian Athletics Federation, Behind Top Ten  
Hotel Addis Ababa, Ethiopia

All bids shall be placed in the box provided for the purpose. Bids submitted after the deadline will not be accepted. Bidders shall sign on the bid registration form at the reception of the HPI office indicating their company name, telephone number, and date of submissions.