



## **ACCESS TO FINANCE TO RWANDA**

### **Request for Proposals**

**Subject of procurement:** Request For Proposal (RFP) for Support to the Ministry of Agriculture and Animal Resources (MINAGRI) on Design of the National Farmer Digital Profiling (NFDP) Project – Rwanda

**Procurement Reference Number:** AFR/RFP/NFDP/OCT/2018

**October, 2018.**

**12<sup>th</sup> October 2018**

## REQUEST FOR PROPOSALS

**PROCUREMENT REFERENCE NUMBER: AFR/RFP/NFDP/OCT/2018**

### Dear Prospective bidder:

Access to Finance Rwanda (AFR) is a Rwanda company limited by guarantee established in 2010 by governments of UK and Rwanda and its currently funded by DFID, Sweden, MasterCard foundation and USAID. AFR operates as a not for profit independent company with strategic policy guidance from Access to Finance Rwanda Investment committee (AFRIC) . Access to Finance Rwanda now invites bids from eligible firms for the provision of business advisory services to MINAGRI and the consortium in better understanding BK Techouse financing needs in terms of upgrading the Smart Nkunganire System adding on additional features beyond input subsidies, determine the business model going forward and asses its internal capacities to deliver the National Farmer Digital Profiling (NFDP) Project for the government of Rwanda. The details of the required supplies are specified in Section 5, Statement of Requirements.

Proposals should be directly responsive to all items, terms, conditions, specifications, and other documents referred to in this RFP.

- Interested **individual consultants** should submit their proposals no later than **26<sup>th</sup> October 2018** at 5.00pm Sharp (Rwanda Time)

Responding bidders are advised that this solicitation does not in any way obligate AFR to make a contract award or compensate the responding firms for any costs associated with the preparation and submission of their proposals. Additionally, AFR may award a contract without conducting negotiations; all proposals should be submitted initially using your most favourable terms. AFR reserves the right to award any resultant contract to other than the offeror submitting the lowest price proposal based on technical excellence, schedule superiority or client request.

All **clarification communications** regarding this RFP should be addressed to the Director of Programs via email at: [iyacu@ afr. rw](mailto:iyacu@ afr. rw) with a copy to: [musizana@ afr. rw](mailto:musizana@ afr. rw) and [procurement@ afr. rw](mailto:procurement@ afr. rw) by the **20<sup>th</sup> October 2018 at 5pm sharp Rwanda Time**.

Below is the planned procurement schedule (subject to changes) is as follows:

Activity	Date
a) Advert	15 <sup>th</sup> October 2018
b) Request for clarifications	20 <sup>th</sup> October 2018
c) Proposal closing date	26 <sup>th</sup> October 2018
d) Evaluation process	1 <sup>st</sup> November 2018
e) Display and communication of best evaluated bidder notice	7 <sup>th</sup> November 2018
f) Contract Signature	12 <sup>th</sup> November 2018

Cordially,

Waringa Kibe

**Country Director**

Access to Finance Rwanda

# Part 1: Proposal Procedures

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## 1.1 SECTION 1: INSTRUCTIONS TO PROSPECTIVE BIDDERS

Preparation of Proposals: You are requested to submit separate technical and financial proposal, as detailed below. The standard forms in this Request for Proposal may be retyped for completion but the Consultant is responsible for their accurate reproduction.

You are advised to carefully read the complete Request for Proposals. Where an electronic copy of the Request for Proposals is issued, the paper or hard copy is the original version. In the event of any discrepancy between the two, the hard copy shall prevail

Technical Proposals: Technical proposals should contain the following documents and information:

1. The Technical Proposal Submission Sheet in this Part;
2. An approach and methodology for performing the services;
3. A detailed work plan, showing the inputs of all key staff and achievement of deliverables;
4. CV's of key staff;
5. A summary of your experience in similar assignments;
6. The documents evidencing your eligibility, as listed below.
7. The consultant's comments or suggestions on the TORs and appreciation of the assignment – the objectives, tasks and deliverables

Financial Proposals: Financial proposals should contain the following documents and information:

1. The Financial Proposal Submission Sheet in this Part;
2. A copy of the breakdown of Lump Sum Price form in this Part for each currency of your proposal, showing all costs for the assignment, broken down into fees and reimbursable and miscellaneous costs. The costs associated with the assignment shall be US dollars.

Validity of Proposals: Proposals must remain valid for 90 days

Submission of Proposals: The technical and financial proposals should be submitted separately, both clearly marked with the Procurement Reference Number above, the Consultant's name, AFR and either "Technical Proposal" or "Financial Proposal" as appropriate.

Proposals (both technical and financial) should be emailed to [procurement@ afr. rw](mailto:procurement@ afr. rw) with clear subject line: **"Request For Proposal (RFP) for Support to the Ministry of Agriculture and Animal Resources (MINAGRI) on Design of the National Farmer Digital Profiling (NFDPP) Project – Rwanda by 26<sup>th</sup> October 2018 at 5.00 pm Central African Time"**

Proposal submitted after 5.00pm will be rejected automatically.

### Language of the tender and mode of communication

The medium of communication shall be in writing. The bid, as well as all correspondence and documents relating to the bid exchanged by the Bidder and AFR, shall be written in English.

### Amendment to the tender document

At any time prior to the deadline for submission of bids, AFR may amend the tender document by issuing an addendum. Any addendum issued shall be part of the tender document and shall be communicated in writing to all who have obtained the tender document directly from AFR.

## Part 1: Proposal Procedures

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To give prospective Bidders reasonable time in which to take an addendum into account in preparing their bids, AFR may, at its discretion, extend the deadline for the submission of bids; in which case all rights and obligations of AFR and Bidders previously subject to the deadline shall thereafter be subject to the deadline as extended

### Late bids

AFR shall not consider any bid that arrives after the deadline for submission of bids. Any bid received by AFR after the deadline for submission of bids shall be declared late, rejected, and returned unopened to the Bidder.

## **1.2 SECTION 2: ELIGIBILITY CRITERIA**

Eligibility Criteria: You are required to meet the following criteria to be eligible to participate in the procurement exercise :( *amend accordingly*)

1. have the legal capacity to enter into a contract;
2. not be insolvent, in receivership, bankrupt or being wound up or subject to legal proceedings for any of these circumstances;
3. not have had your business activities suspended;
4. have fulfilled your obligations to pay taxes and social security contributions;
5. have the nationality of an eligible(defined in the proceeding section) country;
6. not to have a conflict of interest in relation to this procurement project.

Documents Evidencing Eligibility: Consultants are requested to submit copies of the following documents as evidence of your eligibility and sign the declaration in the Technical Proposal Submission Sheet:

1. Certificate of Incorporation
2. A copy of the Bidder's Trading licence or equivalent and a copy of the Bidder's Certificate of Registration;
3. Evidence of statutory compliance such as a tax clearance certificate
4. Any other relevant documentation.

Nationality of Personnel: All personnel employed under any resulting contract shall have the nationality of an eligible country to conduct business in Rwanda.

All countries are eligible, unless as a matter of law or official regulation, the Government of Rwanda prohibits commercial relations with that country or by an act of compliance with a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations, the Government of Rwanda prohibits any import of Supplies from that country or any payments to persons or entities in that country.

### 1.3 SECTION 3: EVALUATION OF PROPOSALS

Evaluation of Proposals: The evaluation of Proposals will use the **Quality Cost Based** methodology as detailed below:

1. Preliminary examination to determine eligibility (as defined below) and administrative compliance to this Request for Proposals on a pass/fail basis;
2. Detailed Technical evaluation will contribute 80%;
3. Financial scores will be allocated 20% to determine the best evaluated bid.

Proposals failing any stage will be eliminated and not considered in subsequent stages.

Technical Criteria: Proposals shall be awarded scores out of the maximum number of points as indicated in below.

Evaluation Criteria	Marks
Experience and relevant qualification with regard to expertise needed of proposed personnel	10
Experience in the financial review of digital platforms focusing on farmer profiling	20
Experience in the business planning and project evaluation with strong focus on the profitability and sustainability	20
Understanding of the ToR and comments on them, including any amendments	15
Adequacy of the proposed technical approach, methodology and work plan in responding to these Terms of Reference	15
Financial Evaluation – (fees and expenses, value for money)	20
<b>Grand Total</b>	<b>100</b>

Minimum technical score: The mark required to pass the technical evaluation is 70%.

Financial Criteria:

Pricing information should not appear in any other section of the proposal other than the financial proposal.

Financial scores shall be determined by awarding 20 points to the lowest priced proposal and giving all other proposals a score which is proportionate to this.

Total scores: Total scores shall be determined using a weighting of 80% for technical proposals and a weighting of 20% for financial proposals.

Currency: Proposals should be priced in **US dollars**.

Best Evaluated Bid: The best evaluated bid shall be the individual consultants with the highest combined score and shall be recommended for award of contract.

Right to Reject: AFR reserves the right to accept or reject any proposal or to cancel the procurement process and reject all proposals at any time prior to contract signature and issue by AFR, without incurring any liability to Consultants.

AFR reserves the right, at its sole discretion, to reject all proposals received and seek fresh proposals, to negotiate further with one or more of the bidders, to defer the award of a contract or to cancel the competition and make no contract award, if appropriate.

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### 1.4 SECTION 4: TECHNICAL PROPOSAL SUBMISSION SHEET

*[Complete this form with all the requested details and submit it as the first page of your technical proposal, with the documents requested above attached. Ensure that your technical proposal is authorised in the signature block below. A signature and authorisation on this form will confirm that the terms and conditions of this RFP prevail over any attachments. If your proposal is not authorised, it may be rejected.]*

Proposal Addressed to:	Access to Finance Rwanda
Date of Technical Proposal:	
Procurement Reference Number:	
Subject of Procurement:	

We offer to provide the services described in the Statement of Requirements, in accordance with the terms and conditions stated in your Request for Proposals referenced above.

We confirm that we are eligible to participate in public procurement and meet the eligibility criteria specified in Part 1: Proposal Procedures of your Request for Proposals.

We have signed and undertake to abide by the Code of Ethical Conduct for Bidders and Providers attached during the procurement process and the execution of any resulting contract;

Our proposal shall be valid until \_\_\_\_\_ *[insert date, month and year]* and it shall remain binding upon us and may be accepted at any time before or on that date;

I/We enclose a separately sealed financial proposal.

#### Technical Proposal Authorised By:

Signature: \_\_\_\_\_ Name: \_\_\_\_\_

Position: \_\_\_\_\_ Date: \_\_\_\_\_  
(DD/MM/YY)

Authorised for and on behalf of:

Company: \_\_\_\_\_

Address: \_\_\_\_\_

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#### CODE OF ETHICAL CONDUCT IN BUSINESS FOR BIDDERS AND PROVIDERS

##### 1. Ethical Principles

Bidders and providers shall at all times-

- (a) maintain integrity and independence in their professional judgement and conduct;
- (b) comply with both the letter and the spirit of-
  - i. the laws of Rwanda; and

## Part 1: Proposal Procedures

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- ii. any contract awarded.
- (c) avoid associations with businesses and organisations which are in conflict with this code.
- 2. Standards**

Bidders and providers shall-

  - (a) strive to provide works, services and supplies of high quality and accept full responsibility for all works, services or supplies provided;
  - (b) comply with the professional standards of their industry or of any professional body of which they are members.
- 3. Conflict of Interest**

Bidders and providers shall not accept contracts which would constitute a conflict of interest with, any prior or current contract with AFR. Bidders and providers shall disclose to all concerned parties those conflicts of interest that cannot reasonably be avoided or escaped.
- 4. Confidentiality and Accuracy of Information**
  - (1) Information given by bidders and providers in the course of procurement processes or the performance of contracts shall be true, fair and not designed to mislead.
  - (2) Providers shall respect the confidentiality of information received in the course of performance of a contract and shall not use such information for personal gain.
- 5. Gifts and Hospitality**

Bidders and providers shall not offer gifts or hospitality directly or indirectly, to staff of AFR that might be viewed by others as having an influence on a government procurement decision.
- 6. Inducements**
  - (1) Bidders and providers shall not offer or give anything of value to influence the action of a public official in the procurement process or in contract execution.
  - (2) Bidders and providers shall not ask a public official to do anything which is inconsistent with the Act, Regulations, Guidelines or the Code of Ethical Conduct in Business.
- 7. Fraudulent Practices**

Bidders and providers shall not-

  - (a) collude with other businesses and organisations with the intention of depriving AFR of the benefits of free and open competition;
  - (b) enter into business arrangements that might prevent the effective operation of fair competition;
  - (c) engage in deceptive financial practices, such as bribery, double billing or other improper financial practices;
  - (d) misrepresent facts in order to influence a procurement process or the execution of a contract to the detriment of AFR; or utter false documents;
  - (e) unlawfully obtain information relating to a procurement process in order to influence the process or execution of a contract to the detriment of the AFR;
  - (f) withholding information from the Procuring Disposing Entity during contract execution to the detriment of the AFR.

I ..... agree to comply with the above code of ethical conduct in business.

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AUTHORISED SIGNATORY

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NAME OF CONSULTANT



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### 1.5 SECTION 5: FINANCIAL PROPOSAL SUBMISSION SHEET

*[Complete this form with all the requested details and submit it as the first page of your financial proposal, with the documents requested above attached. Ensure that your proposal is authorised in the signature block below. A signature and authorisation on this form will confirm that the terms and conditions of this RFP prevail over any attachments. If your proposal is not authorised, it may be rejected. The total price of the proposal should be expressed in the currency or currencies permitted in the instructions above.]*

Proposal Addressed :	AFR
Date of Financial Proposal:	
Procurement Reference Number:	
Subject of Procurement:	

The total price of our proposal is: \_\_\_\_\_.

We confirm that the rates quoted in our Financial Proposal are fixed and firm for the duration of the validity period and will not be subject to revision or variation.

#### Financial Proposal Authorised By:

Signature: \_\_\_\_\_ Name: \_\_\_\_\_

Position: \_\_\_\_\_ Date: \_\_\_\_\_  
(DD/MM/YY)

Authorised for and on behalf of:

Company: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Part 1: Proposal Procedures

### Breakdown of Lump Sum Price

*[Complete this form with details of all your costs and submit it as part of your financial proposal. Where your costs are in more than one currency, submit a separate form for each currency. Authorise the rates quoted in the signature block below.]*

Procurement Reference Number: \_\_\_\_\_

CURRENCY OF COSTS: \_\_\_\_\_

FEES				
Name and Position of Personnel	Input Quantity	Unit of Input	Rate	Total Price
TOTAL:				

REIMBURSABLE AND MISCELLANEOUS COSTS				
Description of Cost	Quantity	Unit of Measure	Unit Price	Total Price
TOTAL:				

TOTAL LUMP SUM PRICE IN CURRENCY: \_\_\_\_\_

#### Breakdown of Lump Sum Price Authorised By:

Signature: \_\_\_\_\_ Name: \_\_\_\_\_

Position: \_\_\_\_\_ Date: \_\_\_\_\_

(DD/MM/YY)

Authorised for and on behalf of:

Company: \_\_\_\_\_

## Part 2: Terms of Reference

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### 2.0 TERMS OF REFERENCE

#### Background

Agriculture is the foundation of the Rwandan economy, contributing nearly a third of the national gross domestic product and 80 percent of employment (World Bank, 2015). About 80% of the population of Rwanda lives in rural areas and is engaged in agriculture to some extent, finding ways to increase agricultural productivity is key to reducing poverty. The Government of Rwanda (GoR) has therefore made agricultural development a priority and allocated significant resources to improving productivity, expanding the livestock sector, promoting sustainable land management, and developing supply chains and value-added activities. However, agricultural productivity remains low and the use of climate smart and good agricultural practices are limited. Information is crucial for managing agricultural resources efficiently and to increase land productivity, Smallholder farmers (SHF) need access to financial and agricultural services to maximize their farm efforts.

The ICT4Ag Strategy provides a roadmap to transform agricultural processes, systems, and infrastructure through identifying gaps, opportunities and solutions for the agriculture sector that will harness the transformative and cross-cutting powers of ICTs to accelerate productivity and efficiency in the sector. The strategy also shows how ICT services will support agricultural sector by providing appropriate, timely services and information to farmers and other related stakeholders. This strategic plan emphasizes the need to create strategic alliances on the use of ICTs among market players and put key actors of the agricultural sector and smallholder farmers at the center of the strategy. It is expected that the implementation of the Strategy shall enable the country to achieve rural development and poverty reduction to less than 30 per cent by 2020. Improving and increasing access to agricultural information, knowledge and markets as well as expanding access to and the uptake of rural and agricultural financial services are one of the core target objectives and envisaged solutions within this strategy.

A number of projects are planned to commence in the near future under the ICT4Ag Strategy: Among others, Farmer Registration relevant for land registration, input acquisition, access to credit, and insurance; Farmer Feedback; Animal Husbandry Database with animal registry tracking vaccination records and breeding. These projects call for a partnership between the Ministry of Agriculture and Animal Resources (MINAGRI) and the private sector as well as development partners with a mandate to promote smart agricultural practices in Rwanda such as Access to Finance Rwanda (AFR), USAID Hinga Weze and IMSAR Programs, being referred to hereafter as the Consortium.

(MINAGRI) is committed to developing a digital farmer registration database that can be used to improve the administration and monitoring of their programs with a focus on farmer registration and land profiling. To this end, through Rwanda Agricultural Board (RAB), MINAGRI has signed a Memorandum of Understanding with BK Tech House, a local technology company that is providing advanced information and communication technology services, to develop the Smart Nkunganire System (SNS). The SNS is a supply management system developed to digitalize the end-to-end value chain of the agro-inputs subsidy program. It is a critical and strategic tool for all stakeholders in the agro-inputs subsidy program as it significantly increases the efficiency, productivity, and transparency and bridges communication gaps within the agro-input subsidy distribution program. Through a subsequent yield/output data capture add-on, SNS will also provide credit profiling for farmers in the system, which can facilitate access to finance for farmers.

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BK Techouse has taken the initiative to expand the offering beyond the input subsidy program in collaboration with MINAGRI and its stakeholders and has already made some investment. However, what is unclear is how the SNS system will be commercially viable, and what investments are needed, both by the private sector as well as by donors, to get it to that place. BK Techouse is in search of development partners to support this endeavor so as to be able to deliver on its promises.

It is in this regard that AFR would like to hire a Consultant with prior knowledge and experience in designing and implementing Nationwide Farmer Digital Profiling (NFDP) projects to; support MINAGRI to design the project; evaluate the current investment of BK Techouse in the platform developed and their financing needs, assess BK Techouse capacity to deliver a NFDP for the Government of Rwanda and develop a financing proposal for the Consortium to guide funding decision.

### **Overall and specific objectives of the assignment**

The overall goal of this assignment is to provide business advisory services to MINAGRI and the consortium in better understanding BK Techouse financing needs in terms of upgrading the Smart Nkunganire System adding on additional features beyond input subsidies, determine the business model going forward and assess its internal capacities to deliver the National Farmer Digital Profiling (NFDP) Project for the government of Rwanda. This will include both the farmer profiling within the input system as well as the output/yield profiling system.

### **The specific objectives of this assignment are to:**

- Work closely with MINAGRI and Hinga Weze ICT Expert to develop a comprehensive project document for the NFDP project.
- Review and build upon previous documents available in shaping the project implementation plan
- Advise on any potential risks associated with the SNS system and business model and make recommendations on how to mitigate them.
- Support the consortium, MINAGRI and BK Techouse in identifying all the services to be included in the NFDP System based on best practices across the globe, the current and future needs of the Rwandan Economy.
- Support the above mentioned consortium of development partners in identifying BK Tech House financing needs on the existing technology platform (SNS) to include other features beyond subsidies;
- Work with BK Techouse and Hinga Weze ICT Expert to identify the financing needs for the existing technology platform (SNS) as well as additional planned features beyond the subsidy system.
- Identify what funding could be obtained through private sector investors, and what needs to be obtained through grant money from development partners.
- Package the financing needs of BKTH to match funding interests by the Consortium as well as other development partners.
- Make recommendations on the sequencing of funding to ensure that BK Techouse can absorb funding from the Consortium to cater for their OPEX and CAPEX throughout the partnership period with MINAGRI.

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- Assess the offer of the system to other Financial Service Providers (FSPs) (i.e. SNS's product offering), and gauge BKTH's clients (i.e. FSPs) interest in purchasing the product, and the price they are willing to pay for it.
- Review other products BKTH could sell into the FSP market that would enable additional income sources for BKTH.
- Review the current financial model and sustainability plan of the Smart Nkunganire System.
- Develop a revised financing model to guide funding (both private sector as well as donor) with the end goal to achieve commercial viability of the system. This will include the timeline to break-even point as well as the sequencing of investments needed to get it to this point.
- Provide recommendations to BKTH and MINAGRI on a revenue sharing model to be applied once the amassed data is commercialized.
- From a financial perspective, advise BKTH and MINAGRI on how to approach data commercialization by defining when it should occur but also who should be targeted as potential buyer.

### Description and Approach of the task

The consultant shall report to MINAGRI and the Consortium and will work closely with MINAGRI and BK Techouse throughout the duration of the assignment. The selected consultant shall undertake the following major tasks in close consultation with all the stakeholders:

- Work with MINAGRI to develop the project plan and implementation structure and identify requisite needs for successful implementation of the project aligning it with any other ongoing and relevant initiatives at the Ministry.
- Work closely with the project management team of BK Techouse and the Hinga Weze ICT expert to understand different financing needs on the digital platform to deliver farmer registration and land profiling.
- Review the work plan to understand the strategies towards digital financial services within BK Tech House
- Carry out review/assessment of Smart Nkunganire System from a business, infrastructure and sustainability perspective and advise consortium and MINAGRI
- Analyze financial investment already made by BK Techouse in relation to the technology platform
- Assess the readiness of the system to accommodate other features that would enable various Financial Service Providers (FSPs) interested in providing financial services to smallholder farmers
- Draft a document/report highlighting key areas of support, sequencing of different components, and who are the targeted investors for each component (including GoR and private sector investments). This will also include an analysis of BKTH's capacity needs to determine how it can absorb this funding/investment.
- Financing model which shows where investment and/or grant money is needed, and the commercial model, taking in to account the different revenue streams possible
- Work with AFR and the Consortium to develop a fundable and well-structured project proposal using AFR' standard template.

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### Competencies required

This assignment is **open to individual consultants only** and they are required to provide their profiles, level of effort, and indicating their technical expertise and practical experience. This assignment is expected to be carried out by an experienced consultant that has the following qualifications:-

- A Master's degree in Finance/Accounting, Business Administration, Economics or Management Information System/or related field;
- Must have experience in the financial sector, especially digital financial services
- Must have experience in business analysis, business integration
- Past experience on digitizing of farmer profiles is a must
- Excellent MS Office skills
- Advanced experience working with the corporate budgeting process
- Excellent analytical and communication skills
- Experience in proposal development
- Must have good knowledge of the Rwandan financial sector and having an understanding of farmer's needs in terms of financing would be an added advantage;
- Demonstrated ability to assess complex situations, succinctly distil critical issues and draw forward-looking conclusions and recommendations;
- Strong analytical skills, report writing and ability to triangulate data from multiple sources;

### Required level of effort and timeframe

The required level of effort is **20 working days**. This will be demonstrated through the applicant's proposal and budget.

Depending on the Consultant's performance and the needs of the project, the consultant may be retained to support implementation.

### Confidentiality of information and language

All documents and data will be treated as confidential and use solely to facilitate the work in this project. The deliverables of this work will be the responsibility of the consultant and will be aligned with all the aspects as outlined in these terms of reference. AFR will be responsible for the coordination role. The reports will be produced in English and should be simple in expression and easy to understand.

### Format of the bids

A technical and financial proposal should be submitted.

The **technical proposal** should include the following but it should not exceed 15 pages:

- Names and CV of the consultant including qualifications and relevant experience in providing the kind of services required and an outline of team structure where necessary;
- A summary of the consultant's experience in executing similar tasks in the terms of reference;
- A description of understanding of your role as outlined in these Terms of Reference and detailed methodology for the assessment;
- Comments on these Terms of reference

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- A description of your firm intend(s) to fulfil the services within the suggested timeline.

The **Financial proposals** should be set out in the following format:

Component	Units	Rate (USD)	Total (USD)
Man days of consultant A			
Man days of consultant B			
Withholding tax (15%) if applicable			
Total Professional Fees			
Air travel cost from home base to Kigali if applicable			
Airport transfers if applicable			
Hotel nights or other accommodation if applicable		130*	
Daily subsistence (includes food, drink, local transport, communication and internet access, etc.)		50*	
Total Other Expenses			
Total Cost			

\*Daily rates for hotels and subsistence are fixed by AFR.

Financial proposals should be denominated in **US dollars** for foreign consultants and Rwandan Francs for local consultants and inclusive of all expenses.

### Evaluation criteria

The evaluation of quotations will use the quality and least cost selection methodology as below;

- Preliminary examination to determine eligibility (as defined above) and administrative compliance to this request
- Detailed evaluation of technical proposal; those technical proposals which will not obtain a minimum of 70% will not be considered for the subsequent stage
- Financial comparison to determine the best evaluated bid by combining the technical and financial scores with a ratio of 80:20 respectively
- Technical and financial proposals shall be awarded scores out of the maximum number of points indicated below for each of the following criteria:

Criteria	Maximum marks allocated
Experience and relevant qualification with regard to expertise needed of proposed personnel	10
Experience in the financial review of digital platforms focusing on farmer profiling	20
Experience in the business planning and project evaluation with strong focus on the profitability and sustainability	20
Understanding of the ToR and comments on them, including any amendments	15
Adequacy of the proposed technical approach, methodology and work plan in responding to these Terms of Reference	15
Financial Evaluation – (fees and expenses, value for money)	20
<b>Total marks</b>	<b>100</b>

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The weighted technical and financial scores for each proposal that passes the minimum technical threshold will then be added to produce a total score. The preferred bidder will be the one producing the highest total combined score.

Right to Reject: AFR reserves the right to accept or reject any proposal or to cancel the procurement process and reject all proposals at any time prior to contract signature and issue by AFR, without incurring any liability to Consultants. AFR reserves the right, at its sole discretion, to reject all proposals received and seek fresh proposals, to negotiate further with one or more of the bidders, to defer the award of a contract or to cancel the competition and make no contract award, if appropriate.

### **Submission of proposals:**

The technical and financial proposals should be submitted separately, both clearly marked with the Procurement Reference Number above, the Firm's name, AFR and either "Technical Proposal" or "Financial Proposal" as appropriate. Proposals (both technical and financial) should be emailed in **PDF or word/Excel formats** to: [procurement@ afr.rw](mailto:procurement@ afr.rw) with clear subject line: **"Request for Proposal for Support to the Ministry of Agriculture and Animal Resources (MINAGRI) on Design of the National Farmer Digital Profiling (NFDP) Project – Rwanda"** by **26<sup>th</sup> October, 2018 at 5.00 PM SHARP Rwanda Time.**

Proposals submitted after 5.00pm will be rejected automatically.