

# Request for Proposals – Service Contract

## 1. ASSIGNMENT SUMMARY

<b>Title of assignment</b>	Technical Expert – Legumes Initiative
<b>Location of assignment</b>	Zambia
<b>Sector</b>	Food and Agriculture
<b>Initiative</b>	Legumes Initiative
<b>Reports to</b>	Sector Lead – Food and Agriculture
<b>Anticipated start date</b>	4 January 2021
<b>Duration of contract</b>	Approximately 48 days (January – June 2021)

## 2. ABOUT PROSPERO

Prospero is a UK Aid-funded private sector development entity designed to incentivize investment in innovation that will change the way that market systems work and create new growth opportunities for MSMEs. We focus on the following high-growth potential sectors:

- **Food and Agriculture:** Increasing competitiveness and value of Zambian food products in end consumer markets.
- **Mining and Mining Services:** Increasing the sustainable and inclusive economic impact of mining in Zambia.
- **Tourism and Hospitality:** Increasing the value and proportion of tourist revenues captured by local businesses.
- **Investment Services:** To increase MSME access to appropriate financial services by strengthening the Zambian finance and investment ecosystem
- **Business Services:** To increase MSME access to appropriate non-financial services to stimulate business innovation and growth

We partner with leading private sector players, government agencies and business associations to design synergistic initiatives that support strong business model development, promote transformative financial services, attract quality investors and foster enabling business and investment environments. We work at the intersection of market system development and the impact investment ecosystem, recognising that enterprise growth at scale requires access to substantial and sustainable sources of commercial finance

We rely on a combination of the resources, experience and expertise of external service providers to support our interventions. Services are procured and service providers are contracted according to specific delivery needs. Prospero is now seeking a service provider to deliver the assignment described below.

### 3. CONTEXT OF THE ASSIGNMENT

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The specific context for this assignment is:

Prospero's 2019 Value Chain Strengthening (VCS) Initiative targeted improving the competitiveness of the food and agricultural sector by creating business opportunities in improved input supply, aggregation and value addition in the legume sector. The VCS initiative worked with a total of nine intervention partners to deliver the strategy. The intervention partners invested in building the capacity of MSMEs to take advantage of these business opportunities. This included production and marketing trainings and seed growing trainings.

One key previous learning was that to increase the impact of this initiative there is a need to focus on a geographical area and specific products. Thus, in the long term, Prospero will focus on building consortiums and market-led geographical value chains in groundnuts, common beans, and soya beans as preliminary sub-sectors, where the initiative sees the greatest opportunities for additional, sustainable change and development impact at scale. More sub-sectors are planned to be added in 2021.

Upgrading the competitiveness of the legumes supply and production will be fostered by focusing on improved knowledge on legume production, increased use of improved seed varieties, improved smallholder farmers' access to markets and strengthened linkages between value chain players both vertically and horizontally.

There will also be a push to further refine the initiative strategy based on the early learnings of Prospero's work in 2020. This strategy will provide direction to how the initiative will function for future activities in Zambia.

### 4. OBJECTIVE(S) OF THE ASSIGNMENT

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The primary objectives of the assignment are:

- To support overall development and delivery of the Prospero Legumes initiative strategy.
- To effectively support the implementation of the Prospero Legumes Initiative strategy to enhance competitiveness of the sector nationally, regionally and internationally.
- To promote knowledge and skills transfer from the Technical Expert to the Prospero Legumes Associate, in order for Associate to independently deliver the Legumes initiative strategy after 6 months of implementation.
- To effectively deliver the Legumes Initiative until 30 June, 2021.

### 5. SCOPE OF WORK

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To achieve these objectives, the technical expert will:

- Drive strategic development of the Legumes Initiative and accompanying interventions/activities and work plans with technical proficiency.
- Support management of ongoing and new Prospero interventions under the Legumes initiative
- Coordinate, consult and network with other stakeholders, both external and internal (including other Prospero sectors and other donor projects) that are critical to delivering the initiative strategy

- Identify systemic market constraints within the sector and identify partners or consultants who can develop appropriate interventions or solutions
- Critically review and assess proposals, budgets and partner capacity
- Ensure that all interventions provide value for money and reach the maximum possible number of MSMEs.
- Maintain and build Prospero's credibility and reputation within relevant sectors.
- Effectively deliver the legumes initiative with the following targets: intervention partnerships (includes either grant/TA agreement, MoU or facilitation agreement) established with 10 private sector companies, 2 government agencies, 3 business organisations and 2 education institutions.
- Provide periodical reports on the progress of the legume's initiative and a final report which should include recommendations to guide the Prospero strategy.

## 6. DELIVERABLES

The deliverables from this assignment and the due dates for submission are:

Deliverables	Due date
Approved Legumes initiative strategy	31 January 2021
Periodical reports on Legumes initiative implementation	26 February 2021 30 April 2021 30 June 2021
Handover plan for Legumes Associate	30 June 2021

## 7. PROFILE OF THE SERVICE PROVIDER

### 7.1 REQUIRED/DESIRABLE EXPERIENCE

To achieve these objectives, the technical expert should have a combination of academic qualifications, and technical expertise relevant to the role. We expect candidates to have:

- An advanced university degree and/or a relevant industry experience that demonstrates deep relevant technical expertise, understanding of the food and agriculture sector and the legumes value chain in Zambia including export, as well as the capacity building and mentoring skills required to ensure effective skills/knowledge transfer to the Initiative Associate during the course of the contract.
- Strong relationships and extensive network in the food and agriculture sector in specific legumes and livestock feed sectors, nationally, regionally, and internationally.
- Experience coaching and/or mentoring Micro, Small, and Medium Enterprises.

## 7.2 REQUIRED/DESIRABLE ATTRIBUTES

To achieve these objectives, the technical advisor will have the following desirable attributes:

- Ability to develop detailed strategies/work plans to achieve initiative objectives.
- Innovative thinking and problem-solving skills.
- Networking and interpersonal skills.
- Effective communication (written and spoken) skills.
- Attention to detail and focus on quality and timely delivery.

## 8. REPORTING REQUIREMENTS

The reporting requirements associated with this assignment and the timing for submissions are:

Report	Due for submission
Final Legumes initiative strategy delivered	31 January 2021
Periodical reports on Legumes initiative implementation	26 February 2021 30 April 2021 30 June 2021

## 9. PROPOSAL SUBMISSION GUIDELINES

Interested parties intending to submit a proposal may request clarifications to the assignment terms of reference at any point up to seven days before the deadline for submission given below.

Potential service providers are required to submit proposals for this assignment comprising:

- Technical proposal (no more than 6 pages) comprising:
  - Individual/corporate profile, highlighting relevant experience with specific references to past assignments
  - Understanding of the assignment and any comments on the objectives, scope of work or deliverables
  - Methodology to deliver against the assignment objectives
  - Roles and names of key personnel
  - Risk awareness and mitigation in relation to the overall assignment
- Curriculum vitae for key personnel named in the proposal (no more than 2 pages per person)
- Financial proposal (in a MS Excel compatible spreadsheet) showing:
  - Fees: Names and roles of individuals, number of days input, daily fee rates and total cost (gross of all taxes)
  - Reimbursable expenses budget: Items of expenditure, definition of units, number of units required, maximum cost per unit, and maximum budget for each item of expenditure (Note: expenses will be reimbursed at cost, up to the maximum cost per unit in the budget)
  - Proposed payment schedule: Payments on contracting, inputs and deliverables

Prospero may reject any proposal that does not comply with the required format at its sole discretion.

Potential service providers should submit their proposal electronically to:

<b>Submission email address</b>	procurement@prospero.co.zm
<b>Deadline for submission</b>	7 December 2020

Prospero reserves the right to amend, extend or cancel this request for proposals at any stage. The costs of preparing proposals is entirely on the account of the organisation preparing the proposal.

## 10. PROPOSAL EVALUATION AND CONTRACT AWARD

Prospero will seek (but does not guarantee) to complete an evaluation of compliant proposals within ten days of the deadline for submission. The preferred bidder will be informed and invited to contract negotiations. If the contract negotiations with the preferred bidder are unsuccessful, Prospero may either;

1. Cancel the request for proposals, or
2. Identify an alternative preferred bidder based on the evaluation of the remaining proposals.

In any case, contract award will be subject to the standard Prospero due diligence assessment.

## 11. DISCLAIMER ON TAXES

Prospero is in full compliance with the tax laws of the Republic of Zambia and will make any necessary deductions for withholding taxes (WHT) or any other applicable taxes when making any payment to an independent consultant or contractor.