

Request for Proposal – Service Contract

1. ASSIGNMENT SUMMARY

Title of assignment	Goat production and breeding technical Support
Location of assignment	Kalomo, Mazabuka, Lusaka
Sector	Food and Agriculture
Initiative	Small Livestock
Reports to	Sector Lead – Food and Agriculture
Anticipated start date	1 st October 2022
Duration of contract	30 th March 2023

2. ABOUT THE SMALL LIVESTOCK AND WOMEN BUSINESS FUND

Prospero Limited promotes private sector engagement through collaboration, linkages, technical and financial support. This is all with the view of strengthening private sector position to enable them to become more strategic and commercially viable business players. The growth of private sector players results in both formal and informal job creation as direct jobs are created while in other cases indirect jobs through self-employment.

Prospero Limited under the Food and Agriculture sector has taken a Market Systems-led Approach by coordinating and facilitating linkages with private sector players in the small livestock, legumes, fruits, and vegetables value chains using a consortium approach.

In the past 2 years Prospero has been working towards supporting the improvement of the goat breeding sector through capacity building and improved breeding. However, it was realized that the sector had less women participation hence Prospero has prioritized to support women goat and sheep breeders. It was observed that women breeders require some additional technical support including goat and sheep production, animal health and nutrition, and pasture/fodder development.

It is for this reason that Prospero under the Food and Agriculture sector seeks to engage a service provider to support the goat breeders with breeding technical support.

3. CONTEXT OF THE ASSIGNMENT

The specific context for this assignment is:

The main objective of the technical assistance will support the small livestock (goat and sheep) women breeders in small livestock breeding and management. This will enable businesses understand the importance of having a strong goat and sheep business model in order for them to be more attractive for financial support and effectively use investments to grow their business.

The technical assistance will take a hand holding approach through coaching, onsite training, and farm visits. The support will result in the SMEs effectively organise their business to effectively scale up their businesses.

Therefore, Prospero is looking for an expert to provide technical assistance to the earmarked SMEs (around 5-6 SMEs). The consultant should also be able to dedicate time to hand hold the SMEs through practical walk throughs and coaching. The expert will work together with Prospero Food and Agriculture team and the consultant for goat business management to ensure the technical assistance is well developed and successfully delivered.

4. OBJECTIVE(S) OF THE ASSIGNMENT

The primary objectives of the assignment are:

- To support SMEs to gain knowledge on goat and sheep production, breeding, animal health and nutrition and pasture development.
- To support SMEs to effectively implement their grants with Prospero
- To support SMEs to be ready to effectively scale up their businesses.

5. SCOPE OF THE ASSIGNMENT

To achieve these objectives, the technical expert will be responsible for:

- Conduct a needs assessment to identify key needs of each business together with the technical expert business management
- Develop a coaching plan
- Implement coaching plans with each of the SMEs.

6. DELIVERABLES

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

Deliverables	Due date
1. Needs Assessment	15 October 2022
2. Coaching plans with timelines for each SME	30 October 2022
3. Monthly progress reports on the implementation of the coaching support.	Every 30th of the month from the start of the implementation of the coaching plans.

7. PROFILE OF THE SERVICE PROVIDER

7.1 REQUIRED/DESIRABLE QUALIFICATION

To achieve these objectives, the corporate governance expert should have a combination of academic qualifications, technical expertise and experience required by the respective role. As a preference the Expert should have:

- A relevant university degree
- Demonstrable relevant technical expertise, understanding of the small livestock sector (goat and sheep) and significant experience of working in the above-mentioned sectors through business development, training, coaching or hands on work.
- Understanding of business advisory and coaching among farmers
- Zambian industry experience and strong relationships with players in the small livestock sector.
- Experience in capacity building of small SMEs such as breeders.

7.2 REQUIRED/DESIRABLE ATTRIBUTES

To achieve these objectives, the technical expert 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 delivery and achieving deadlines.

8. PROPOSAL SUBMISSION GUIDELINES

Interested parties intending to submit an application may request clarifications to the assignment terms of reference at any point up to two 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 5 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/Approach for completing the assignment
 - Roles and names of key personnel
 - Risk management and mitigation plan for the 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 including budget notes. (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:

Submission email address	procurement@prospero.co.zm
Deadline for submission	25 September 2022

All applications should be submitted **ELECTRONICALLY ONLY** and marked “**Goat production and breeding Technical Support**” in the subject of the email.

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

9. PROPOSAL EVALUATION AND CONTRACT AWARD

Prospero will seek (but does not guarantee) to complete an evaluation of compliant proposals within five 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.

Prospero will provide feedback to shortlisted applications within 14days after the deadline for submission.

10. APPLICABLE 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. Guidance on applicable deductions and rates can be obtained on the Zambia Revenue Authority (ZRA) website - www.zra.org.zm/