**Section 1 – General Information**

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| **Solicitation Number:** | **RFP- FFPr-Rwanda-2025- Capacity Building: Government Institutions and Private Sector Awareness about Food Safety** | | | | |
| **Solicitation Type:** | Request for Proposals (RFP) | | | | |
| **Procurement Description:** | CNFA seeks to recruit **a firm** to support the Government of Rwanda in improving the trade-enabling environment, through strengthening food safety regulatory institutions and increasing private sector knowledge and skills about food safety. The firm will provide training and technical assistance to the government and private sector to enable greater use of science and the risk analysis framework in food safety regulatory activities, such as food inspections, surveillance, and emergency response programs. The firm will facilitate MoUs between the food safety agencies to define their roles and responsibilities and reduce overlaps. As needed, the consultant will help key institutions to develop or improve existing SOPs for inspection, foodborne disease surveillance, risk assessment and other regulatory functions prioritized by the Government of Rwanda.  The firm will facilitate public/private dialogues on food safety regulations and report obligations to create a transparent and predictable regulatory environment, including strengthening reporting to the Codex Alimentarius Commission (CAC), the World Organization for Animal Health (WOAH), the International Plant Protection Convention (IPPC), and the East African Community (EAC) as required by the World Trade Organization (WTO) and EAC treaties. Reporting mechanisms will be reviewed and consolidated by the national SPS Committee.  A key component of this assignment is supporting private sector actors to increase their knowledge and understanding of food safety regulations and implementation of food safety programs or good agricultural practices (GAPs) to enhance compliance with the regulations. | | | | |
| **Anticipated Period of Performance:** | 15th April 2025 – 14th April 2026 | | | | |
| **Place of Performance:** | Kigali, Rwanda with required visits to Project target districts. Remote work during the Inception Report period and development of the final report may be allowed. | | | | |
| **Contracting Party:** | CNFA  **For**: USDA  **Under**: USDA Haranira Ubuziranenge Project FY25 and FY26 | | | | |
| **Release Date:** | March 24, 2025 | | | | |
| **Point of Contact for Questions and Offers:** | Name:  Address:  Email: | | CNFA USDA Food for Progress Rwanda Procurement Team  1828 L Street NW, Suite 710, Washington DC 20036 | | |
| **Questions:** | **Question Deadline**: March 28, 2025 | | | | |
| **Instructions**: Questions must be submitted in writing; phone calls will not be accepted. Only CNFA’s written answers will be considered official and carry weight in the solicitation and subsequent evaluation. Verbal information received from CNFA or any other entity should not be considered an official response to any questions. | | | | |
| **Offers:** | **Offer Deadline:** April 4, 2025 | | | | |
| **Via:** | Email | | Hard copy | Email or Hard copy |
| **Instructions:** Reference the Solicitation Number in any response to this solicitation. Offers received after the specified time and date will be considered late and considered only at CNFA’s discretion. Offerors must strictly follow the deadlines provided in this solicitation to be considered for award. | | | | |
| **Offer Validity:** | Offers must remain valid for not less than 30 calendar days after the offer deadline. | | | | |
| **Award:** | Award will be made to the offeror who is determined to be the best offeror per the evaluation criteria and methodology provided herein. CNFA will not issue an award to different offerors, entities, or third-parties other than the selected offeror(s) which submits an offer in response to this solicitation. CNFA anticipates awarding a Blanket Purchase Agreement to the selected offeror(s). | | | | |
| **Terms and Conditions:** | The resultant award is subject to CNFA’s standard Terms and Conditions as stipulated in Section 6. | | | | |

**Section 2 – Scope of Procurement**

**1. Introduction:** CNFA is an international agricultural development organization that specializes in the design and implementation of sustainable, enterprise-based agricultural initiatives.CNFA implements USDA Food for Progress Haranira Ubuziranenge (HU) Project (2024-2029), with the objective to strengthen the capacities of public and private stakeholders in Rwanda to develop, enforce, and adopt international science-based food safety standards.

The Project will implement interventions across three key components: 1) Strengthening Food Safety Frameworks and Government Institutions; 2) Enhanced Laboratory Technical Capacity in Testing, Inspection, and Certification; 3) Increased Food Safety Awareness and Capacity Building of Producers and Processors. The USDA Rwanda FFPr will focus on supporting and collaborating with the Ministry of Health (MOH) and other SPS/Food Safety stakeholders to achieve the project outcomes as outlined in Component 1.

Strengthening Rwanda’s adoption and implementation of science-based food safety standards and regulations will increase Rwanda’s competitiveness in the global market and enhance the availability of quality and safe foods for consumers. The USDA Rwanda FFPr will engage public and private stakeholders to increase productivity and food security through the adoption of good agricultural practices (GAPs). The Project will support the Government of Rwanda to integrate science-based food safety standards and producers and processors to adhere to them, thereby improving consumer health and increasing agricultural trade.

**Objective of the Assignment**

The purpose of this assignment is to build capacities of the responsible government institutions and the private sector to develop, adopt, and implement science-based food safety regulatory functions/activities in a coordinated fashion. Food safety regulation in Rwanda involves numerous ministries and agencies that are not well coordinated. While progress has been made in improving coordination and private sector adherence to food safety regulatory requirements, there are still significant gaps in the technical competencies of the food safety regulatory framework and the institutions responsible for food safety.

Haranira Ubuziranenge aims to increase private sector awareness about food safety laws, regulations, and standards, by strengthening public and private sector outreach initiatives and increasing their skills and knowledge. Through collaboration with the Rwanda Standards Board (RSB), National Agricultural Export Development Board (NAEB), and the Horticulture Exporters Association of Rwanda (HEAR), the project will build capacities of horticulture producers and processors to implement food safety programs and good agricultural practices (GAPs), including Integrated Pest Management (IPM) for the management of plant pests and diseases and the safe use of pesticides.

**2. Scope of Work:** Capacity Building: Government Institutions and Private Sector Awareness about Food Safety

Haranira Ubuziranenge anticipates the use of Blanket Purchase Agreements (BPAs) for contracts with a consulting firm to provide technical services to government institutions and the private sector. After this tendering process and once a BPA is in place for the selected contractor, work orders for specific tasks and duration will be used to procure and deploy specialized technical experts to support implementation.

**Work Orders (WO):** USDA Haranira Ubuziranenge anticipates using WOs under the BPA to ensure the selected contractor can rapidly mobilize to provide specialized technical services as necessary, including for the following types of tasks:

1. **Reviewing and updating existing surveillance systems for human, plant, and animal health.** Rwanda’s food hazards monitoring and pest surveillance programs are insufficient and not risk-based, in part due to limited financial resources and technical capacity. The consultant will work with relevant institutions to develop or update existing surveillance systems.

* Strengthening the food borne disease surveillance (FBD) and response system.
* Strengthening the pest surveillance and emergency response system.
* Strengthening hazard monitoring programs, e.g. for pesticide residues.
* Development of the early warning system, and food safety emergency plans, mechanisms for early detection and response to emerging food safety risks.

1. **Establishing the Risk Assessment Unit at the Ministry of Health (MoH)**

* Strengthening use of the risk analysis framework and risk assessment in decision making, including development of a protocol for risk analysis; to evaluate and identify the potential hazards and their risk to human, plant, and animal health in the food system, utilizing available data, such as through monitoring activities.

1. **Building capacity for food safety inspection, testing and certification.**

* Strengthening the food safety and plant health inspection system by harmonizing standard operating procedures (SOPs) and training.
* Supporting government institutions including Ministry of Agriculture and Animal Resources (MINAGRI), Rwanda Agriculture and Animal Resources Development Board (RAB), NAEB, the Ministry of Health (MoH), Rwanda Food and Drugs Administration (RFDA), RSB, Rwanda Inspectorate, Competition and Consumer Protection Authority (RICA), and to develop and implement a risk categorization framework to guide inspection planning.
* Digitalization of the food inspection system, integrating risk-based approaches.
* Developing guidelines on the disposal of rejected food products.

1. **Raising Private Sector Awareness of Food Safety Laws, Regulations, and Standards.** Thefood hygiene and food safety survey that will be conducted parallel to this activity will identify the key food safety and SPS issues that constrain the private sector. The USDA Haranira Ubuziranenge project seeks to address this through well-targeted capacity building and outreach strategies, including;

* **Establishing the multi-media food safety awareness campaign strategy for MINAGRI and RSB** and action plan to raise awareness amongst producers, processors, and other private sector actors in collaboration with public and private stakeholders.
* **Strengthening food safety trainers and private service providers** to support implementation of the Customized Agriculture Extension System (CAES)
* **Supporting Rwanda Standards Board (RSB)** to strengthen SMEs and processors’ food safety programs as well as increase food safety certification services.
* **Supporting RSB and the Horticulture Exporters Association of Rwanda (HEAR)** to domesticate the Rwanda-GAP (the national standard for good agricultural practices/GAPs)

**Section 3 – Evaluation Methodology and Criteria**

CNFA will use a Weighted Trade-Off Analysis, Including Cost Criteria evaluation methodology for this solicitation. Weighted Trade-Off Analysis selects the offeror providing the best overall value to CNFA, considering both price and technical factors, according to the assigned weights provided in the evaluation criteria. The Technical Evaluation Committee (TEC) will assess offer acceptability in accordance with the following criteria:

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| **Criteria** | **Minimum Acceptability Requirement** |
| **Experience 30 Points** | |
| Practical knowledge and application of the WTO SPS and TBT Agreements, the relevant Codex Standards, regional and continental SPS frameworks. Relevant experience working in East Africa or Rwanda.  Experience in working with donor funded projects/activities, with US government project experience preferred. | 20      10 |
| **Approach** | **10 Points** |
| Suitability and appropriateness of the approach to the assignment - consultant should demonstrate Practical understanding of the technical issues in the RFP. Proposes a reasonable, detailed, clear methodology for consultancy work and reporting, describing how the applicant will complete the SOW outlined in Section 2. Offeror must demonstrate strong report writing and communication skills, as well as an ability to compose clear, compelling written documents in English. The Work Plan should integrate the specific Rwandan context and demonstrate familiarity with associated tasks to achieve results. | 10 |
| **Management and Key Personnel 20 Points** | |
| Firm or organization profile and projects management capacity to deliver tasks. At least 10 years of experience in the development of food safety policy frameworks, laws, regulations, and procedures, and working with sanitary and phytosanitary (SPS) Competent Authorities | 10 |
| Suitability (qualification/experience) of proposed team: 5 years minimum professional experience of key personnel.  (Please share  CVs for each proposed key personnel (i.e., Task(s) lead, trainer, facilitator, or any other expert deemed necessary) | 10 |
| **Past Performance 15 Points** | |
| At least three similar work delivery references by firm in  Rwanda and/or in East Africa. Kindly share reference people | 15 |
| **Cost Proposal 25 Points** | |
| Reasonability of the proposed daily rate for each proposed key personnel in line with the proposed role. | 15 |
| Reasonability of each task management cost. Please specify the percentage of indirect costs or firm management fees that may be charged for each work order (for instance 5%, 10%, 20%, 30%, etc.. of consultancy total fees). Note: All reimbursables such as workshop costs, transport, participants’ accommodation, etc. will be covered by CNFA separately. | 10 |
| **Total 100** | |

**Section 4 – Offer Format Instructions**

Offers in response to this solicitation must comply with the following instructions:

1. Submissions will be accepted in the following language(s): English
2. Include the following in the offer footer:
   1. Offeror name
   2. Solicitation Number
   3. Page Numbers
3. Offer in the format provided in Annex 1

**Section 5 – Complete Offer**

A complete offer must include the following documents:

1. Completed Annex 1 – Offer Template
2. Copy of the Offeror’s business license – if an individual, a copy of personal identification
3. CV/resume for key individuals

**Section 6 – CNFA Terms and Conditions**

**1. Ethical and Business Conduct:** CNFA is committed to integrity in procurement, and only selects offerors based on objective business criteria such as price and technical merit. CNFA does not tolerate fraud, collusion among offerors, falsified proposals/bids, bribery, or kickbacks. Any organization or individual violating these standards will be disqualified from this solicitation, barred from future procurement opportunities, and may be reported to both CNFA’s Client – as applicable – and the appropriate Office of the Inspector General.

Employees and agents of CNFA are strictly prohibited from asking for or accepting any money, fee, commission, credit, gift, gratuity, object of value or compensation from current or potential vendors or suppliers in exchange for or as a reward for business. Employees and agents engaging in this conduct are subject to termination and will be reported to CNFA’s Client – as applicable – and the appropriate Office of the Inspector General. In addition, CNFA will further inform these agencies of any Offerors’ offers of money, fee, commission, credit, gift, gratuity, object of value or compensation to obtain business.

Please contact the designated Point of Contact on the Solicitation Cover Page with any questions or concerns regarding the above information or to report any potential violations. Potential violations may also be reported directly to CNFA’s Fraud Hotline in writing via email at [FraudHotline@cnfa.org](mailto:FraudHotline@cnfa.org) or you may make an anonymous report by phone, text, or WhatsApp to the CNFA Global Fraud Hotline at 202-991-0943.

**2. Terms and Conditions:** This Solicitation is subject to CNFA’s standard terms and conditions. Any resultant award will be governed by these terms and conditions; a copy of the full terms and conditions is available upon request. Please note the following terms and conditions will apply:

1. CNFA’s standard payment terms are 30 calendar days after receipt and acceptance of any commodities or deliverables. Payment will only be issued to the entity submitting the offer in response to this Solicitation and identified in the resulting award; payment will not be issued to a third party.
2. No commodities or services may be supplied that are manufactured or assembled in, shipped from, transported through, or otherwise involving any of the following countries: Cuba, Iran, North Korea, Syria.
3. Any international air or ocean transportation or shipping carried out under any award resulting from this Solicitation must take place on U.S.-flag carriers/vessels unless otherwise approved by CNFA.
4. United States law prohibits transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. The selected offeror under any award resulting from this Solicitation must ensure compliance with these laws.
5. United States law prohibits engaging in any activities related to Trafficking in Persons. The selected offeror under any award resulting from this Solicitation must ensure compliance with these laws.
6. The title to any goods supplied under any award resulting from this Solicitation shall pass to CNFA following delivery and acceptance of the goods by CNFA. Risk of loss, injury, or destruction of the goods shall be borne by the offeror until title passes to CNFA.
7. The offeror is prohibited from providing certain telecommunications equipment or services as a substantial or essential component of any system, or as a critical technology as part of any system, produced by the following covered companies, and their subsidiaries and affiliates, in the performance of any resulting award: Huawei Technologies Company; ZTE Corporation; Hytera Communications Corporation; Hangzhou Hikvision Digital Technology Company; Dahua Technology Company; and any other company as determined by the United States Government. The offeror certifies it will not provide covered telecommunications equipment or services to CNFA in performance of the resulting award. If covered telecommunications equipment or services are offered, the offeror must disclose it.

**3. Disclaimers:** This is a Solicitation only. Issuance of this Solicitation does not in any way obligate CNFA, its project(s), or its client(s) to make an award or pay for costs incurred by potential offerors in the preparation and submission of an offer. In addition:

1. Offerors are responsible for ensuring their offers are received by CNFA in accordance with the instructions, terms, and conditions described in this Solicitation; failure to adhere to instructions may lead to disqualification
2. CNFA may cancel the Solicitation and not award at any time
3. CNFA may reject any or all responses received
4. Issuance of the Solicitation does not constitute award commitment by CNFA
5. CNFA reserves the right to disqualify any offer based on offeror failure to follow the Solicitation instructions
6. CNFA will not compensate offerors for response to the Solicitation
7. CNFA reserves the right to issue award based on initial evaluation of offers without further discussion
8. CNFA may negotiate with offerors for their best and final offer and/or request clarifications from any offeror prior to award
9. CNFA reserves the right to increase or decrease its order for quantities or units with the selected offeror
10. CNFA may reissue the Solicitation or issue formal amendments revising the original Solicitation specifications and evaluation criteria before or after receipt of proposals
11. CNFA may modify the specifications without issuing a formal notice to all offerors when the revisions are immaterial to the scope of the Solicitation
12. CNFA may choose to award only part of the activities in the Solicitation, or issue multiple awards, if in the best interest of CNFA
13. CNFA reserves the right to waive minor offer deficiencies that can be corrected prior to award determination to promote competition
14. Offerors understand that CNFA’s Client(s) is not a party to this Solicitation and the offeror agrees that any protest hereunder must be presented – in writing with full explanations – to CNFA for consideration. CNFA’s Client(s) will not consider protests regarding procurements carried out by CNFA. CNFA, at its sole discretion, will make a final decision on any protest for this procurement.

**Annex 1 – Offer Template**

*The following cover letter must be placed on letterhead – if applicable – and completed/signed/stamped by a representative authorized to sign on behalf of the offeror:*

**PART 1 – COVER LETTER**

To: CNFA USDA Food for Progress Rwanda Procurement Team

1828 L Street NW, Suite 710, Washington DC 20036

[procurement@cnfa-rwanda.org](mailto:procurement@cnfa-rwanda.org)

Reference: Solicitation no. RFP- FFPr-Rwanda-2025-

Capacity Building: Government Institutions and Private Sector Awareness about Food Safety

To Whom It May Concern:

We, the undersigned, hereby provide the attached offer to perform all work required to complete the activities and requirements as described in the above-referenced Solicitation. Please find our offer attached.

We hereby acknowledge and agree to all terms, conditions, special provisions, and instructions included in the above-referenced Solicitation. We further certify that the below-named organization—as well as the organization’s principal officers and all commodities and services offered in response to this Solicitation—are eligible to participate in this procurement under the terms of this solicitation and under the applicable regulations.

Furthermore, we hereby certify that, to the best of our knowledge and belief:

* We have no close, familial, or financial relationships with any CNFA, its project staff members, or its Client (as applicable);
* We have no close, familial, or financial relationships with any other offerors submitting proposals in response to the above-referenced Solicitation;
* We and our principal offerors are not debarred, suspended, or otherwise considered ineligible for receiving US Government funds. We understand that CNFA will not make any award to an entity that is debarred, suspended, or considered ineligible by the US Government;
* The prices in our offer have been arrived at independently, without any consultation, communication, or agreement with any other offeror or competitor for the purpose of restricting competition;
* All information in our proposal and all supporting documentation is authentic and accurate;
* We understand and agree to CNFA’s prohibitions against fraud, bribery, and kickbacks;
* We understand and agree to CNFA’s prohibitions against funding or associating with individuals or organizations engaged in terrorism or trafficking in persons activities.

We hereby certify that the enclosed representations, certifications, and other statements are accurate, current, and complete:

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| --- | --- | --- |
| **For:** | **Offeror Name:** | *Offerors must provide entity name, if applicable, here* |
| **Submitted By:** | **Name:** | *Offerors must print name of the authorized person who completed this offer here* |
| **Title:** | *Offerors must provide title of the authorized person who completed this offer here* |
| **Signature:** | *Offerors must provide signature of the authorized person who completed this offer here* |
| **Date:** | *Offerors must indicate the date this offer was completed here* |
| **Organization Information:** | **Phone:** | *Offerors must provide phone number for contact if selected for negotiation or award here* |
| **Email:** | *Offerors must provide email for contact if selected for negotiation or award here* |
| **Address:** | *Offerors must provide address for contact if selected for negotiation or award here* |
| **Website:** | *Offerors must provide organization website, if applicable, here* |
| **Country of Nationality:** | *Offerors must indicate their country of legal organization, ownership, citizenship, or lawful permanent residence here* |
| **Registration or Taxpayer ID Number:** | *Offerors must provide registration and/or taxpayer ID number here* |

**PART 2 – OFFER**

Offerors are instructed to complete this form and place it on the Offeror’s letterhead. Once completed, this form serves as the binding proposal in response to this solicitation and is valid for the period identified on the cover page of this Solicitation. Failure to submit the information required herein may lead to disqualification of the offer.

1. **Technical Proposal**

**1.1. Evaluation Criteria 1 –/Firm Experience**

Please provide an overview of your firm’s experience and capabilities related to the proposed SOW. Describe your success in performing similar work of the WTO SPS and TBT agreements, the relevant Codex standards, regional and continental SPS framework. In addition to that, provide your firm’s experience with donor funded projects/activities (including with US government projects).

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| *Offerors must respond to the prompt here.* |

**1.2. Evaluation Criteria 2 – Firm approach to conduct this assignment**

Provide an overview of your firm’s proposed approach to conduct this assignment, this should demonstrate the firm understanding of the RFP, a clear methodology to conduct this assignment, reporting skills, describing how the applicant will complete the SOW outlined in the RFP.

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| *Offerors must respond to the prompt here.* |

* 1. **Evaluation Criteria 3 – Management and key personnel**

Provide a brief description of the proposed team members, including educational background, familiarity with this sector, and professional experience conducting similar work to development of food safety policy frameworks, laws, regulations, and procedures, and working with sanitary and phytosanitary (SPS) Competent authorities.

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| *Offerors must respond to the prompt here.* |

* 1. **Evaluation Criteria 4 – References**

Please provide the contact information for three client references within the last five years of similar work performed under consultancies or contracts in a development context by firm in Rwanda and/or in East Africa.

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| *Offerors must respond to the prompt here.* |

1. **Cost Proposal**

**2.1. Budget**

Offerors are instructed to complete boxes highlighted in gray. Pricing must be presented in USD or Rwandan Francs. The cost proposal must match the degree of sophistication of the technical proposal. CNFA reserves the right to negotiate the proposed budget or request clarification at its discretion.

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| --- | --- | --- | --- | --- | --- |
| **Cost Category** | **Unit** | **Quantity** | **Unit Price**  **[enter currency]** | **Total Price**  **[enter currency]** | **Budget Notes** |
| 1. [Personnel] | | | | | |
| *Offerors must propose line-items within the Cost Category; repeat for as many line-items as necessary* | *Offerors must provide the unit price here* | *Offerors must provide the quantity of units here* | *Offerors must quote the unit price here* | *Offerors must provide the total price (unit x quantity x unit price) here* | *Offerors must describe the purpose of the cost and basis for price here* |
| 2. [Equipment] | | | | | |
|  |  |  |  |  |  |
| 3. [Materials/Supplies] | | | | | |
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| 4. [Transportation] | | | | | |
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| 5. [Communication] | | | | | |
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| 6. [Services] | | | | | |
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| 7. [Other Direct Costs] | | | | | |
|  |  |  |  |  |  |
| 8. [Indirect Costs] | | | | | |
| **TOTAL** |  |  |  |  |  |

1. **Tax Considerations**

Offerors are made aware of CNFA’s tax status in Rwanda. CNFA is tax exempt but Offerors are required to submit both prices before tax and with taxes. Offers submitted must comply with these tax considerations.

1. **Bank Account**

Offerors are instructed to complete boxes highlighted in gray:

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| --- | --- |
| Does the Offeror have an active bank account? | Yes  No |
| If yes, provide the Offeror name associated with the Bank Account if selected for eventual award. | *Offerors must provide the name associated with their Bank Account, if applicable, here* |

1. **References**

Offerors are instructed to complete the boxes highlighted in gray:

|  |  |  |  |
| --- | --- | --- | --- |
| **Reference No.** | **Reference Name** | **Contact Information** | **Affiliation** |
| 1 | *Offerors must provide name of reference (organization or individual) provided here* | **Name:**  **Phone:**  **Email:**  **Address:** | *Offerors must describe relationship with reference here* |
| *Etc.* | *Offerors must provide name of reference (organization or individual) provided here* | **Name:**  **Phone:**  **Email:**  **Address:** | *Offerors must describe relationship with reference here* |
| *Etc.* | *Offerors must provide name of reference (organization or individual) provided here* | **Name:**  **Phone:**  **Email:**  **Address:** | *Offerors must describe relationship with reference here* |