**Section 1 – General Information**

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| --- | --- | --- | --- |
| **Solicitation Number:** | RFP 2025-01-065 | | |
| **Solicitation Type:** | Request for Proposals (RFP) for Individual Consultant. | | |
| **Procurement Description:** | Request for Proposal (RFP) to conduct an assessment of barriers and opportunities for inclusion of persons with disabilities (PWDs) in agribusiness in at least five districts of Hinga Wunguke. | | |
| **Anticipated Period of Performance:** | Three Months (March – May 2025) | | |
| **Place of Performance:** | 5 Districts in the Hinga Wunguke Zone of Operations | | |
| Contracting Party: | CNFA  For: USAID  Under: 72069623CA00001 | | |
| **Release Date:** | **January 7, 2025** | | |
| **Point of Contact for Questions and Offers:** | Name:  Title:  Address:  Email: | | Aaron Gatabazi  Procurement & Operations Manager  ST. KG 28 Ave. Kimihurura  [Email:hingawunguke@cnfarwanda.org](mailto:agatabazi@cnfarwanda.org) |
| **Questions:** | **Question Deadline**: **January 21, 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: January 30, 2025** | | |
| **Via:** | Email: [hingawunguke@cnfarwanda.org](mailto:hingawunguke@cnfarwanda.org) | |
| **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 90 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. While determination will be made on a case-by-case basis, Hinga Wunguke anticipates primary use of blanket purchase agreements to the selected contractor. | | |
| **Terms and Conditions:** | The resultant award is subject to CNFA’s standard Terms and Conditions as stipulated in section nine. | | |

1. **Introduction to Feed the Future Rwanda Hinga Wunguke Activity**

CNFA is an international agricultural development organization that specializes in the design and implementation of sustainable, enterprise-based agricultural initiatives. CNFA implements the Feed the Future Rwanda Hinga Wunguke Activity, a five-year (January 2023- January 2028) USAID-funded initiative that increases incomes and improves nutritional outcomes by sustainably increasing agricultural productivity and strengthening domestic consumption of and markets for high-value and nutritious agricultural products in Rwanda. Hinga Wunguke utilizes a market systems development (MSD) approach, engaging and working through existing public and private market actors and structures to facilitate inclusive, locally driven and sustainable change. The program is comprised of the following four interrelated components:

Component 1: Increasing agricultural productivity

Component 2: Increasing farmers’ access to markets

Component 3: Improve market availability of and demand for nutritious foods,

Component 4: Strengthening enabling environment

In its first year of implementation, Hinga Wunguke conducted market system assessments to analyze trends, identify gaps, and guide its approach to Gender Equity and Social Inclusion (GESI). This early groundwork informed the development of GESI strategies aimed at ensuring that women, youth, and persons with disabilities (PWDs) have access to and can benefit from Hinga Wunguke’s initiatives. Now in its second year, the program has integrated GESI principles into its interventions, aiming to increase the participation and benefits for women, youth, and PWDs. Key achievements include creating a GESI framework and developing strategies for meaningful inclusion in Rwanda’s agricultural sector. In the implementation of its activities Hinga Wunguke Program promotes inclusive agribusiness by fostering opportunities for women, youth, and PWDs. Thus, the Activity seeks to conduct an assessment to identify the barriers and opportunities specifically faced by PWDs to participate in agribusiness, helping the program to design strategies that enhance their involvement in the sector.

The purpose of this RFP is to identify and contract a qualified consultant(s) to conduct a comprehensive analysis of barriers and opportunities for the inclusion of PWDs in Rwanda's agribusiness sector. The assessment will provide insight on how to strengthen inclusion of people with disabilities in agribusiness, understand barriers associated with disability inclusion in the sector. The selected consultant(s) will engage different actors including people with disabilities to gather data on existing challenges, map opportunities for PWD inclusion in agribusiness, and provide recommendations to inform future interventions and policies.

1. **Background and Context of the Assignment.**

In Rwanda, PWDs represent a significant portion of the population with the 2020 census recording 652,791 PWDs. Disability prevalence rates slightly differ by gender, standing at 5.2% for males and 4.8% for females of the total population. Employment data on the other hand reveals that PWDs face considerable barriers in accessing formal employment opportunities, with a labor force participation rate (LFPR) of 56%, which is significantly lower than that of people without disabilities (75%). Moreover, unemployment rates among PWDs (29.2%) are more than double those of individuals without disabilities (12.9%). Despite significant barriers and challenges, employment patterns reveal that 88% of women with disabilities and 71% of men with disabilities work in agriculture. This heavy reliance on agriculture as a primary income source for PWDs in Rwanda signals a critical need for targeted inclusion strategies within the sector.

The Government of Rwanda has implemented strong legal frameworks to protect the rights of PWDs, ensuring equality and non-discrimination as outlined in the Rwandan Constitution, supported by various laws and policies. Despite these efforts, PWDs still face significant challenges, including low educational attainment, limited employment opportunities, persistent stigma, and restricted access to essential services. Farmers and agribusinesses with disabilities face additional obstacles, such as limited skills, financial exclusion, and the absence of assistive technologies, like prosthetic limbs. These systemic barriers perpetuate inequality and restrict the full participation and potential of PWDs in Rwanda's agricultural sector. The private sector, which employs 87.3% of Rwanda’s labor force, includes only 1% of PWDs. This disparity underscores the urgent need for interventions that promote inclusion and address inequalities in the labor market, particularly in agriculture, a vital sector of Rwanda's economy.

1. **Assessment Objectives**

This Request for Proposals (RFP) aims to conduct a comprehensive analysis of the barriers and opportunities for the inclusion of Persons with Disabilities (PWDs) in Rwanda's agribusiness sector. The assessment will inform the development of evidence-based strategies to enhance PWD participation and promote inclusive practices. Specifically, the assessment will:

1. Examine the key obstacles that prevent PWDs from entering, thriving, or advancing in the agribusiness sector.
2. Identify existing opportunities that can support greater inclusion of PWDs in agribusiness, both in employment and entrepreneurship.
3. Deliver actionable recommendations for enhancing PWD participation in agribusiness-related activities, initiatives, and value chains.
4. Develop a policy brief that outlines the specific needs and challenges of PWDs in the agribusiness sector, offering guidance for policymakers.
5. Propose practical measures for improving the accessibility and inclusivity of agribusiness programs for PWDs, particularly within the Hinga Wunguke Districts.
6. Identify opportunities and best practices and potential interventions that can increase PWD employment and entrepreneurial opportunities in agriculture.
7. **Scope of Work**

The selected consultant(s) will be responsible for the following tasks:

**a. Design methodology:**

* Propose a robust data collection methodology (qualitative and quantitative) that is inclusive and sensitive to the needs of PWDs.
* Ensure the research design is gender-responsive and tailored to capture the experiences of PWDs in selected districts.

**b. Data collection:**

* Conduct desk research, key informant interviews (KIIs), and focus group discussions (FGDs) with key stakeholders, including PWDs, agribusiness owners, government officials, and civil society organizations.
* Collect data in at least five Hinga Wunguke districts, ensuring a representative sample from each.

**c. Data analysis:**

* Analyze the data to identify key barriers and opportunities for PWDs in Agribusiness in at least five districts of Hinga Wunguke
* Ensure disaggregated data by gender, age, type of disability, and other relevant demographics.

d. **Report writing & presentation:**

* Prepare a comprehensive report that includes findings, conclusions, and recommendations.
* Present findings to key stakeholders, including Hinga Wunguke staff and partners representing

1. **Key Deliverables:**

|  |  |  |  |
| --- | --- | --- | --- |
| # | Deliverable Name | Deliverable Description | Anticipated Due Date After Contracting |
| 1 | Inception Report | * A detailed work plan outlining the methodology, timeline, and approach for the assessment. * A literature review of existing data on PWD inclusion in agribusiness. * Stakeholder mapping and engagement plan, including key informants and focus groups. * Development and submission of research tools (e.g., questionnaires, interview guides, focus group discussion templates) to gather qualitative and quantitative data on barriers and opportunities for PWDs in agribusiness. | 10 days after contract signing |
| 2 | Data Collection and Field Report | * Documentation of data collection activities, including the number of interviews, focus groups, and surveys conducted. * Summary of fieldwork observations and key insights gathered from stakeholders across the five districts. | 25 days after contract signing |
| 3 | Draft Assessment Report | * Analysis of barriers to the inclusion of PWDs in agribusiness, focusing on access to resources, participation in value chains, and social and economic factors. * Identification of opportunities and potential interventions for enhancing PWDs' inclusion in agribusiness. * Disaggregated data and case studies highlighting the experiences of PWDs in the selected districts. * Preliminary recommendations for policy and programmatic interventions. | 20 days following the completion of data collection |
| 4 | Validation Workshop | * Organize and facilitate a workshop with key stakeholders (e.g., government representatives, NGOs, PWD organizations) to present findings and gather feedback. * Submission of workshop proceedings, including inputs from participants and any adjustments to the findings or recommendations. | 10 days after submission of draft assessment report |
| 5 | Final Assessment Report | * A comprehensive report incorporating feedback from the validation workshop. * Final analysis and actionable recommendations for improving PWD inclusion in agribusiness. * Submission of data sets and supporting materials (e.g., interview transcripts, survey data) in appropriate formats. | 15 days after validation workshop |
| 6 | Policy Brief | * A 2–3-page policy brief aimed at decision-makers, summarizing the assessment’s main points and suggesting next steps. | 5 days submission of final assessment report |
| 7 | Presentation to CNFA and Partners | * Delivery of a final presentation summarizing the findings and recommendations to CNFA and relevant stakeholders. | 1 day |
|  | **Total estimated LOE** | | **86 days** |

The overall allocation of the work to be done by the individual consultant will be managed by the Hinga Wunguke Gender and Social Inclusion Advisor.

1. **Minimum Qualifications and Competencies for Consultant/Team Members**

Below are the required qualifications and competencies to ensure that the consultant is equipped with the necessary expertise and experience to conduct a thorough and meaningful assessment.

1. **Educational Qualifications**

* Master's degree or higher in social sciences, disability studies, international development, agricultural economics, rural development, or a related field.
* Specialized training or certification in disability inclusion, social inclusion, or gender and social inclusion (GESI) is highly desirable.

1. **Professional Experience**

* At least 7 years of experience conducting assessments or research focused on disability inclusion, social inclusion, or related areas, particularly in agriculture.
* Demonstrated experience working on projects related to the inclusion of PWDsin economic or livelihood activities, preferably in the agribusiness or agriculture sectors.
* Proven experience in designing and implementing qualitative and quantitative research methodologies, including surveys, interviews, and focus groups.
* Previous experience working in Rwanda or East Africa with a focus on rural development or inclusive value chains.
* Experience working with stakeholders at various levels, including government agencies, NGOs, local communities, PWD organizations, with a preference for USAID programs.

**iii. Technical Skills and Competencies**

* Strong knowledge of disability inclusion frameworks, policies, and best practices, particularly in relation to economic participation and agribusiness.
* Expertise in conducting barriers analysis for marginalized or vulnerable groups, especially PWDs, in access to resources, opportunities, and services.
* Familiarity with agricultural value chains and an understanding of the specific challenges and opportunities within the agribusiness sector for vulnerable populations, including PWDs.
* Data analysis skills, including proficiency in statistical and qualitative data analysis software (e.g., SPSS, STATA, NVivo, or equivalent).
* Ability to develop practical, actionable recommendations based on research findings, tailored to local contexts.

**iv. Communication and Reporting Skills**

* Excellent written and verbal communication skills in English; knowledge of local languages (e.g., Kinyarwanda) is an asset.
* Proven ability to write high-quality, well-structured reports that communicate complex findings clearly and concisely to a range of stakeholders.
* Strong presentation and facilitation skills, with experience organizing and leading validation workshops or stakeholder consultations.
* Experience in developing policy briefs or technical documents that provide actionable recommendations for policymakers and practitioners.

1. **Geographic Code Compliance:** Items offered must comply with USAID Geographic Code 935. For a list of Source/Nationality countries approved within this USAID Geographic Code, refer to ADS Chapter 310, Source and Nationality Requirements for Procurement of Commodities and Services Financed by USAID. Contact CNFA with any questions regarding Geographic Code compliance.
2. **Evaluation Methodology and Criteria**

CNFA will employ a Weighted Trade-Off methodology to select the offeror that presents the best overall value. This approach evaluates both technical and financial proposals to determine the most advantageous offer, considering not only cost but also the quality of the technical solution. The Technical Evaluation Committee (TEC) will assess the acceptability of offers based on their adherence to solicitation instructions, eligibility compliance, and the overall value provided through a trade-off analysis of the evaluation criteria outlined below. The award will be made to the responsible offeror whose proposal demonstrates the best approach and anticipated results, at a reasonable cost that aligns with the complexity of the technical approach. Each evaluation criterion is assigned a weight, reflected in the point distribution below, to indicate its relative importance in the final selection:

|  |  |  |
| --- | --- | --- |
| Criteria | Criteria Description | Points |
| Qualifications & Required Expertise | Minimum of 5 years of professional experience for key personnel | 25 |
| Demonstrated knowledge of agricultural and rural development conditions in emerging markets |
| Strong understanding of inclusion best practices in agricultural development programming, particularly in USAID-funded projects |
| Experience in Conducting Similar or Related Consultancy Assignments | At least three references for similar work delivered in Rwanda and/or East Africa, demonstrated by certificates of good completion and reference contacts. | 20 |
| Experience with market systems development approaches and in working with USAID-funded projects/activities |
| Methodology & Technical Approach | The methodology must demonstrate a clear plan for the meaningful engagement of PWDs as active participants in the assessment (e.g., through accessible focus group discussions or key informant interviews). | 35 |
| The methodology should combine qualitative and quantitative data collection methods to ensure robust and well-rounded findings. |
| It should reflect awareness of diverse disabilities (physical, sensory, intellectual) and ensure tools and methods are accessible (e.g., sign language interpreters, easy-to-read formats, or assistive technologies) |
| Communication Skills | Excellent written and oral communication skills – as demonstrated by CV | 10 |
| Budget | Provide a reasonable cost proposal that aligns with market rates and is competitive relative to other submissions | 10 |
|  | Total Points | **100** |

**Note: Only highly scored applicant will be contacted for further negotiations.**

It is anticipated that the award will be made solely based on these original proposals. However, CNFA reserves the right to conduct any of the following:

* CNFA may conduct negotiations with and/or request clarifications from any offeror prior to award.
* While preference will be given to offerors who can address the full technical requirements of this solicitation, CNFA may issue a partial award or split the award among various suppliers, if in the best interest of the Hinga Wunguke activity.
* CNFA may cancel this solicitation at any time.
* CNFA may contact a shortlist of offerors for additional screening interviews following review of initial offers received.

Please note that if there are deficiencies regarding responsiveness to the requirements of this Solicitation, an offer may be deemed “non-responsive” and thereby disqualified from consideration. CNFA reserves the right to waive immaterial deficiencies at its discretion

1. **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. **Complete Offer**

A complete offer must include the following documents:

1. Completed Annex 1 – Part 1: Offer Template
2. Copy of the Offeror’s personal identification
3. Background, Work Plan and Budget as outlined in Annex 1, Parts 1 and 2
4. CV of the consultant
5. **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 failure to follow the Solicitation instructions.
6. CNFA will not compensate offerors for response to the Solicitation.
7. CNFA reserves the right to issue an 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: Aaron Gatabazi, Procurement and Operations Manager

Feed the Future Rwanda Hinga Wunguke

Reference: Solicitation no. RFP [enter solicitation number]

Procurement Description**:** [enter as stated on cover page of this RFP]

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:

|  |  |  |
| --- | --- | --- |
| **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* |
| **Consultant/Campany:** | **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 – Proposals**

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**
  2. **Background**

A 1-2 pages overview of the understanding of the assignment in line with this RFP.

* 1. **Technical proposed Methodology**

The 2–3-pages proposed methodology to deliver expected services. The consultant must clarify the role of each proposed team member if deemed necessary and indicate suitability for the role proposed to achieve the intended results. Please also be sure to answer the below questions:

* + - If there are the requirements to be provided by Client (other than those specified) to facilitate the implementation.
    - If Hinga Wunguke has omitted anything important on the description of scope of work.
  1. **Offeror’s CV**

The offeror must explain the responsibility of each role proposed in the offer and how is suitable to perform the specific assignment. The key personnel’s CV(s) should be attached as an annex to the proposal and should highlight the offeror’s experience in conducting similar assignments. Each CV is limited to no more than 3 pages.

1. **Cost Proposal**

Within the submission, consultant (s) are instructed to complete the below financial proposal table. The financial proposal should be presented in the national currency. CNFA reserves the right to negotiate the proposed budget (rate or percentage) or request clarification at its discretion.

1. **Budget**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Cost Category** | **Qualification** | **Unit** | **Unit Price** | **Budget Notes** |
| *Offerors must propose line-items within the Cost Category; repeat for as many line-items as necessary* | *Offeror to must specify the qualification of proposed personnel (Phd, Masters, Bachelor, …)* | *Offerors must provide the unit price here (i.e. day)* | *Offerors must quote the unit price here (daily rate or percentage, in national currency)* | *Offerors must describe the purpose of the cost and basis for price here* |
| Consultancy fees |  |  |  |  |
| Key personnel 1: i.e *Task Team leader* |  |  |  |  |
| Key personnel 2: |  |  |  |  |
| Etc… |  |  |  |  |
| Management fees | N/A | N/A |  | Pls specify percentage for this item |

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* |
| *2* | *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* |

1. **Tax Considerations**

Offerors are made aware of CNFA’s tax status in Rwanda. CNFA is tax exempted, therefore offerors are required to submit financial proposal including the due taxes as per tax regime for Firm or organization in Rwanda. Offers submitted must comply with these tax considerations. Offerors must clarify taxes included in their financial proposals.

1. **Bank Account**

Offerors are instructed to complete boxes highlighted in gray:

|  |  |
| --- | --- |
| 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 bank account, and the name associated with their Bank Account, if applicable, here* |