

05 July 2024

## Request for quotation (RFQ) – goods or services

RFQ Title:	Baseline Survey Consultants for Programme Interventions
RFQ Issue Date:	Friday, 5 July 2024
Terms of Reference / Specifications:	The Goods and/or Services to be delivered are detailed in the attached Schedule
Project	Propcom+ (P+)
The Company	Palladium International Development Nigeria Limited
Closing Date and Time	Monday, 15 July 2024, 5pm
Contact Person	frank.onuah@thepalladiumgroup.com
Details for Submission	submission email address: info.propcomplus@thepalladiumgroup.com with the subject "Quotation for Baseline Survey". The quotation should be sent with a cover letter addressed to The Programme Officer FCDO Propcom+ Programme 20 Port Harcourt Crescent, off Gimbiya Street, Area 11, Abuja.

Thank you for your interest in the above procurement. As managing contractor for the Project, the Company invites you to submit a quote for the Goods or Services listed below. Your quote will be valid for the Validity Period.

Please forward your quote in accordance with the Details for Submission above by the Closing Date and Time.

I look forward to your response. If you have any queries, please do not hesitate to contact me on / or by e-mail [frank.onuah@thepalladiumgroup.com](mailto:frank.onuah@thepalladiumgroup.com)

Yours sincerely,

Frank Onuah

MERL Manager

## Terms and conditions

### 1. Quote Conditions

By submitting a quote, potential suppliers are bound by these terms and conditions. Potential suppliers must submit offers with all details provided in English and with prices quoted in a single currency.

### 2. Quote Lodgement

The Company may grant extensions to the Closing Time at its discretion. The Company will not consider any quotes received after the Closing Time specified in the RFQ unless the Company determines to do so otherwise at its sole discretion.

### 3. Evaluation

The Company may review all quotes to confirm compliance with this RFQ and to determine the best quote in the circumstances.

### 4. Alterations

The Company may decline to consider a quote in which there are alterations, erasures, illegibility, ambiguity or incomplete details.

### 5. The Company's Rights

The Company may, at its discretion, discontinue the RFQ; decline to accept any quote; terminate, extend or vary its selection process; decline to issue any contract; seek information or negotiate with any potential supplier that has not been invited to submit a Quote; satisfy its requirement separately from the RFQ process; terminate negotiations at any time and commence negotiations with any other potential supplier; evaluate quotes as the Company sees appropriate (including with reference to information provided by the prospective supplier or from a third party); and negotiate with any one or more potential suppliers.

### 6. Amendments and Queries

The Company may amend, or clarify any aspect of the RFQ prior to the RFQ Closing Time by issuing an amendment to the RFQ in the same manner as the original RFQ was distributed. Such amendments or clarifications will, as far as is practicable be issued simultaneously to all parties.

Any queries regarding this RFQ should be directed to the Contact Person identified on the cover page of this RFQ.

### 7. Clarification

The Company may, at any time prior to execution of a contract, seek clarification or additional information from, and enter into discussions and negotiations with, any or all potential suppliers in relation to their quotes. In doing so, the Company will not allow any potential supplier to substantially tailor or amend their quote.

### 8. Confidentiality

In their quote, potential suppliers must identify any aspects of their quote that they consider should be kept confidential, with reasons. Potential suppliers should note that the Company will only agree to treat information as confidential in cases that it considers appropriate. In the absence of such an agreement, potential suppliers acknowledge that the Company has the right to disclose the information contained in their quote.

The potential supplier acknowledges that in the course of this RFQ, it may become acquainted with or have access to the Company's Confidential Information (including the existence and terms of this RFQ and the TOR). It agrees to maintain the confidence of the Confidential Information and to prevent its unauthorised disclosure to any other person. If the potential supplier is required to disclose Confidential Information due to a relevant law or legal proceedings, it will provide reasonable notice of such disclosure to the Company. The parties agree that this obligation applies during the RFQ and after the completion of the process.

### 9. Alternatives

Potential suppliers may submit quotes for alternative methods of addressing the Company's requirement described in the RFQ where the option to do so was stated in the RFQ or agreed in writing with the Company prior to the RFQ Closing Time. Potential suppliers are responsible for providing a sufficient level of detail about the alternative solution to enable its evaluation.

### 10. Reference Material

If the RFQ references any other materials including, but not limited to, reports, plans, drawings, samples or other reference material, the potential supplier is responsible for obtaining the referenced material and considering it in framing their quote. And provide it to the Company upon request.

### 11. Price Basis

Prices quoted must be provided as a fixed maximum price and show the tax exclusive price, the tax component and the tax inclusive price.

The contract price, which must include any and all taxes, supplier charges and costs, will be the maximum price payable by the Company for the Goods and/or Services.

### 12. Financial information

If requested by the Company, potential suppliers must be able to demonstrate their financial stability and ability to remain viable as a provider of the Goods and/or Services over the term of any agreement.

If requested by the Company, the potential supplier must promptly provide the Company with such information or documentation as the Company reasonably requires in order to evaluate the potential supplier's financial stability.

### 13. Referees

The Company reserves the right to contact the potential supplier's referees, or any other person, directly and without notifying the potential supplier.

### 14. Conflict of interest

Potential suppliers must notify the Company immediately if any actual, potential or perceived conflict of interest arises (a perceived conflict of interest is one in which a reasonable person would think that the person's judgement and/or actions are likely to be compromised, whether due to a financial or personal interest (including those of family members) in the procurement or the Company).

### 15. Inconsistencies

If there is inconsistency between any of the parts of the RFQ the following order of precedence shall apply:

- (a) these Terms and Conditions;
- (b) the first page of this RFQ; and
- (c) the Schedule

so that the provision in the higher ranked document will prevail to the extent of the inconsistency.

### 16. Collusion and Unlawful Inducements

Potential suppliers and their officers, employees, agents and advisors must not engage in any collusive, anti-competitive conduct or any other similar conduct with any other potential supplier or person or quote any unlawful inducements in relation to their quote or the RFQ process.

Potential suppliers must disclose where quotes have been compiled with the assistance of current or former the Company employees (within the previous 9 months and who was substantially involved in the design, preparation, appraisal, review, and or daily management of this activity) and should note that this may exclude their quote from consideration.

Potential suppliers warrant that they have not provided or offered any payment, gift, item, hospitality or any other benefit to the Company, its employees, consultants, agents, subcontractors (or any other person involved in the decision-making process relating to this RFQ) which could give rise to a perception of bribery or corruption in relation to the RFQ or any other dealings between the parties.

### 17. Jurisdiction

This Agreement shall be subject to the laws of the Jurisdiction.

The Supplier and the Company will use their best efforts to settle amicably any dispute, controversy, or claim arising out of, or relating to this Agreement or the breach, termination, or invalidity thereof.

If no agreeable settlement can be found, any dispute, controversy, or claim arising out of or relating to this Agreement or the breach, termination, or invalidity thereof, shall be settled by arbitration in accordance with the UNCITRAL Arbitration Rules in effect on the date of this Agreement. The appointing authority shall be the Secretary-General of the Permanent Court of Arbitration. The Parties will be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such dispute.

The place of arbitration shall be the headquarters location of Company at the time the claim is filed and the language of the arbitration will be English. The relevant laws shall be the laws of the Jurisdiction.

## Background

### A. Programme Background

Propcom+ is a new, eight-year (2023-2030) rural and agricultural market development programme supporting climate-resilient and sustainable agriculture and forestry that benefits people, climate and nature. The programme, implemented by The Palladium Group, aims to transform Nigeria's rural economy by addressing environmental, social, and economic challenges in the country's food and land-use system. It will do this by (i) increasing productivity, improving nutrition and food security, (ii) enhancing climate resilience, pursuing lower emissions, and protecting and restoring nature, and (iii) helping tackle some of Nigeria's underlying drivers of conflict and insecurity.

The programme seeks to stimulate sustainable pro-poor climate-resilient growth in selected rural markets. It does this by working as a 'market facilitator', identifying constraints in market systems and facilitating changes to enable rural markets to work better for the benefit of poor and climate-vulnerable smallholder farmers and rural small-scale entrepreneurs.

Propcom+ aims to increase the incomes and climate resilience of 3.79 million poor and vulnerable men and women in Nigeria, 50% of whom will be women, through a “**3Ps**” approach of interlinked components:

**P1: Scaling up** a focused basket of **Proven** climate-smart interventions around agricultural and primary processing/storage practices and models to get these adopted by millions of poor and vulnerable smallholder farmers and small-scale entrepreneurs.

**P2: Building markets** by developing and **Piloting** new business models that improve productivity, enhance resilience to climate change, reduce emissions, and improve nutrition outcomes.

**P3: Enabling Policies** that support a strengthened enabling environment for sustainable food and land-use system.

### B. Purpose

Propcom+ is seeking the services of firms or individual consultants to conduct baseline surveys for the various programme interventions (see table below). The baseline surveys will be conducted at the portfolio level – addressing each specific component intervention. Most of these interventions are still under design, and a few have just started full implementation.

Portfolio	Intervention Name	Pillar
Animal Health	1. Scaling last-mile delivery of poultry and livestock vaccines through the CAHW/VPP model	P1
	2. Increasing poultry and livestock vaccine supply	P1
Climate Smart Seeds and Seedlings	3. Scaling community seed multiplication models (including biofortified varieties).	P1
	4. Scaling rural seed promoters' model.	P1
Biofortified and Fortified Crops	5. Aggregation and off-take of biofortified crop varieties	P1
	6. Marketing and development of atypical channels for biofortified and fortified food products	P1
ICT-based tools for Extension	7. Scale up fee-based digital extension services and bundling with financial services.	P1
Catalytic CSA Technologies	8. Piloting the use of E-Vehicles for agricultural produce transportation	P2
	9. Piloting the use of Solar fridges for agricultural produce and input storage	P2

### Key focus areas and indicators

The survey will aim to establish the status of intervention-specific outcome-level indicators and results. Key areas of focus include:

Smallholder Farmers:

1. Socio-economic characteristics of the farmers, including a disability classification using the WGSS questionnaire.
2. Poverty level classification of the farmers – using the Poverty Probability Index (PPI).
3. Nature and scope of agricultural activities undertaken by the farmers in the past two cycles – including climate mitigation and adaptation activities/practices adopted.
4. Gross income from agricultural activities – from at least two production cycles.
5. GESI-related barriers and constraints that affect actors, especially female smallholder farmers.

Entrepreneurs providing services to the farmers:

6. Socio-economic profiles, including a disability classification and other agribusiness/non-agribusiness economic activities.
7. Gross income from the services provided to smallholder farmers.
8. Challenges and constraints, including market and GESI-related constraints.

Core Market Actors - Private sector companies:

9. Firm characteristics - structure, size, scale, competitiveness.
10. Activities and investments made in the target sector.
11. Profitability – limited to targeted activities.
12. Market and policy-related challenges and constraints

## C. Scope

The consultant is expected to carry out the following tasks:

1. Review programme information, including intervention decks and implementation updates.
2. Review related MERL information - intervention results chains, indicators, and indicator reference guidelines.
3. Prepare an inception report which includes:
  - Methodology – research design (quasi-experimental design using Difference-in-Difference technique), method, sampling strategy, survey work plan.
  - Survey questionnaire (soft copy MS Excel file – coded for KoboToolbox and KII/FGD question guide/checklists)
  - Data analysis plan for each outcome indicator.
  - Survey reporting template.
4. Recruit and train a team of experienced data collectors.
5. Carryout data collection and analysis
6. Develop and submit the baseline survey report for programme review.
7. Update and re-submit the baseline report, addressing all the review feedback received

## D. DESIGN AND SAMPLE SIZE CONSIDERATIONS

The survey will mostly follow a quasi-experimental design (Difference-in-Difference) featuring comparison groups. Qualitative approaches (Key Informant Interviews and Focus Group Discussions) will also be included to provide more depth and context to the quantitative results. For respondents, assume a total sample size (including the comparison groups) of 1,200 smallholder farmers (300 per state: Jigawa, Kano, Gombe, Adamawa; maximum coverage of 3 LGAs per state).

### Notes:

1. The methodology and tools developed must align with the programme indicator measurement guidelines and the key focus areas of the study.
2. The MERL Director's approval is needed before the commencement of field data collection. The following process is needed:
  - Post-enumerator training, each enumerator should be asked to complete five full interviews.
  - The consultant should analyse the data generated and present it to the programme for validation and approval. The consultant is expected to update each deliverable using comments from the programme team and the donor. Reviews on draft and final reports will be in 2 stages – first from the programme team and next from the client. The consultant is expected to implement the changes flagged by the programme team first before the report is sent to the client. All comments from the client must be implemented satisfactorily and within the required timeline (hence, early submission is encouraged) before the final report is approved. Payments will be made after each deliverable is approved.

## E. Location, Timing and Duration of Assignment

Location will be determined by the specific intervention assigned. The consultancy will be for four to six weeks and is expected to start in August 2024 and end in September 2024..

## F. Management Arrangements

The consultant will report to the MERL Director, who will be closely supported by the MERL Manager and Specialists. Close collaboration is expected with the Strategy Director and the Technical Team.

## G. Expected Qualifications, Competencies and Experience

- Advanced degree in social sciences and related fields
- Demonstrate strong research, analytical and technical writing skills:
  - Evidence of at least one completed baseline survey in agricultural settings in Northern Nigeria.
  - Evidence of at least two other socio-economic or livelihood surveys in agricultural settings in Northern Nigeria.

## H. Submission Requirements

Interested individuals and firms can respond to this call by submitting the following:

1. **Capacity statement, which includes:**
  - Details of previous agricultural project baseline surveys (and other similar studies) conducted. Annex the reports where possible.
  - References (contact phone numbers and emails) for each of the previous surveys.
  - CVs of the specific individuals that will lead on the assignment.
2. **Technical proposal containing the following:**
  - Proposed methodology – research design (quasi-experimental design using Difference-in-Difference), method, sampling strategy, and complementary qualitative approaches.
    - a. Assume a sample size of 1200 farmers (300 per state: Jigawa, Kano, Gombe, Adamawa; maximum coverage of 3 LGAs per state)
  - Questionnaire for measuring rice farmers' costs and returns.
  - Proposed survey work plan indicating the detailed activities and the overall timeline.
3. **Financial proposal (in Microsoft Excel, amounts in Nigerian Naira), noting the following:**
  - The budget should align with the work plan provided. Each work plan item should have the LoE (in days).
    - a. Again, assume a sample size of 1200 farmers (300 per state: Jigawa, Kano, Gombe, Adamawa; maximum coverage of 3 LGAs per state)
  - Both the number of days for the assignment and the consultant's daily rate should be specified.
  - The consultant is expected to execute the assignment completely; hence, all related costs must be included and aligned with the work plan.
  - Include narrative explanations for each budget item.
  - Each budget item should indicate the unit cost and total costs.

Please send your response to [info.propcomplus@thepalladiumgroup.com](mailto:info.propcomplus@thepalladiumgroup.com) on **15 July 2024 by 5pm** with the subject **“Quotation for Baseline Survey”**. The quotation should be sent with a cover letter addressed to:

The Programme Officer  
FCDO Propcom+ Programme  
20 Port Harcourt Crescent, off Gimbiya Street, Area 11, Abuja

## I. EVALUATION CRITERIA

The overall rating of each submission will be based on the available score of 1-100 marks, using the assessment criteria below. Specifically, each criterion is to be rated against the weight assigned to it.

The overall rating shall be as follows: 0 - 40 (unsatisfactory); 41 - 50 (satisfactory); 51 - 60 (average); 61 - 80 (above average) and 81 - 100 (exceptional)

Criteria	Weighting (%)
<b>Consultant’s capacity statement (evidence and references of previous studies)</b>	30
<b>Quality of the technical proposal (methodology, gross margin questionnaire, work plan)</b>	40
<b>Financial proposal (clarity of budget and competitiveness - number of assignment days, daily rate and overall cost quoted)</b>	30
<b>Note:</b>	
<b>For Firms - Confirm Certificate of Registration and Tax Identification Number</b>	
<b>For Individuals - Confirm Individual Tax Identification Number</b>	

## J. POST EVALUATION

Successful consultants will be invited to update their proposals to align with the assigned portfolio and intervention. Only a revised budget, work plan and list of team members will be requested.

If your quote is successful, you will be required to enter into the Company’s standard contract for the types of goods or services being provided. In the provision of the Goods and Services, you will be required to comply with the Company’s policies, including (without limitation) its Business Partner Code of Conduct and any relevant Project Manual. Potential suppliers must also comply with the Company’s Business Partner Code of Conduct in the submission of any quotes pursuant to this RFQ.

If you are bidding as part of a joint venture, partnership or similar, please make this clear in your submission. Likewise, if you propose to subcontract any part of the goods or services provision, then disclose this fact within your submission. The Company may require additional information from you and approval for subcontracting will not be automatic as subcontractors will be subject to Palladium’s Due Diligence process.