

29 February 2019

Request for quotation (RFQ) – goods or services

RFQ Title:	Feasibility assessment – Commercially driven agricultural extension provision: Industry analysis and intervention opportunities.
RFQ Issue Date:	29 February 2019
Terms of Reference / Specifications:	The Services to be delivered are detailed in the attached Schedule
Project	Propcom Mai-karfi
The Company	Palladium International Development Nigeria Limited
Closing Date and Time	15 March 2019 by 5pm
Contact Person	Godson Ohuruogu - info@propcommaikarfi.org
Details for Submission	<ul style="list-style-type: none"> • A brief outline of the organisation and services offered, including: <ul style="list-style-type: none"> ○ Full legal name, jurisdiction of incorporation and address of the company ○ Year business was established ○ Copy of CAC registration and tax identification number • Proposed research plan, indicating how you will undertake each component of the assessment • Evidence of similar work done • Contact details of relevant references • CV of Lead Consultant

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 0805 479 6992 or by e-mail info@thepalladiumgroup.com.

Yours sincerely,

Godson Ohuruogu

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.

Feasibility assessment – Commercially driven agricultural extension provision: Industry analysis and intervention opportunities

Background

Propcom Mai-Karfi is a DFID programme aimed at increasing incomes for the poor in northern Nigeria through enhanced employment opportunities and improved productivity in selected agricultural market systems in northern Nigeria. Propcom Mai-karfi recently was awarded a 3 years extension (2018-2021) with particular focus on the North East (NE) States and 3 North West states- Kaduna, Kano and Jigawa states. The aim is to influence INGOs in the NE states to shift from humanitarian to development and to implement market recovery and systems development programmes across the targeted states.

Over the years and from our work in northern Nigeria, we have discovered information services to be a primary need in northern Nigeria and can make valuable contributions to market systems on their own.. Faced with logistical and financial challenges, agricultural extension system in most part of the country has become weak or non-existent. This is not unexpected given that extension service is traditionally funded by government whose funds have competing priorities. Although the gnawing access gap is an opportunity for other players to provide a fee-paying service to rural farmers, this has not happened perhaps due to the fact that agri-extension is perceived to be a 'free service'.

So far, PM's attempts at addressing agri-extension has been intervention-based, working with individual private sector partners to address specific information needs that will unlock farmer productivity within the partner's sphere of influence. For instance, in the agricultural inputs space, PM has cost-shared the partners investments in setting up demo plots, using field agents for interpersonal communication with farmers and the distribution of flyers. In other cases like poultry and livestock, radio programmes and community outreaches have been deployed through veterinary partners, all of these in an attempt to pass on new technology, develop farmer capacity, provide business advisory and facilitate empowerment. Whilst this has been largely successful, it has been limited in scale and failed to address the underlying missing market capacity – absence of agricultural extension service providers.

No doubt, the agricultural extension market system is crucial to sustainably building the necessary capacity amongst farmers for the expected growth and development in agricultural sector in Nigeria. PM is yet to survey the market to determine availability of commercially-driven extension service organisations, challenges to growing the sector, farmers willingness to pay for extension services or engagement in any pilot directed at addressing the core constraints to extension services. In view of this, there is need to undertake an assessment to identify the challenges and opportunities for creating innovative solutions to address agricultural service provision in the North. Innovative solutions that will leverage ICT to reach more farmers in hard-to-reach locations such as in the NE. Ultimately, Propcom Mai-karfi envisions a future where smallholder farmers understand the value of Good Agronomic Practices (GAP) and are willing and pay for extension services.

Purpose

PM is seeking the services of consultant(s) who will engage to conduct an analysis of the extension service delivery space/industry in northern Nigeria, with emphasis to the following states: Kano, Kaduna, Jigawa, Borno, Adamawa, Yobe, Gombe, Bauchi and Taraba.

Activities

The activities are divided into 3 components with associated outputs:

Component 1 - Analysis of the onsite agricultural extension service market

1. Mapping of existing extension service organisations in the region, private and public-run, including academic institutions;
 - o outlining active and inactive organisations/states
 - o Extension services density across selected states – extension workers to farmers ratio and reasons for same.
2. Qualitative survey to identify active and non-active extension workers;
 - a. Scope of work
 - b. Reported business model and profits
 - c. key drivers of success and challenges
2. Outline viable onsite agricultural extension models

Output: Database/inventory with GPS location of 'viable' and dormant agricultural extension agents and their organisations.

Component 2 – Willingness to pay study

1. Farmers willingness to pay for agricultural information; what services are they willing to pay for, types of information and delivery channel
2. Agricultural input suppliers' willingness to pay and use the services of extension workers to drive product knowledge
3. Identify those companies (input suppliers) willing to pay to leverage extension service providers' network.
4. Identify off-takers willing to pay for market information to help with aggregation

Output: List of agri-inputs organisations and off-takers willing to pay and use the services of extension agents

Component 3: offsite agricultural extension market (E-extension)

1. Identify existing platforms and providers of E-extension services in Nigeria
2. Meet with service providers to understand and document their business model, reach and comparative costs
3. Recommend affordable e-extension platforms to pilot information dissemination to farmers, with feedback mechanism– affordable to Smallholders and economically sustainable as a business

Outputs:

- Viability report: Outline the viability of disseminating GAP information via different electronic channels to farmers.
- Contact list of E-extension service providers - scope of crops and livestock and geographic coverage if applicable

DELIVERABLE

The expected deliverables are as follow;

- Research plan, with indicators and method of assessment of agriculture extension service providers', smallholder farmers' and private sectors' willingness to pay and cost analysis of e-extension services
- A detailed report outlining the following;
 - The evolution of extension services and the key issues in northern Nigeria
 - Opportunities for onsite and offsite extension service provision
 - List of viable extension service providers/organisations (private or public, and electronic)
 - Recommendations on commercially viable options for targeted beneficiaries
 - Annexes to include source/reference documents
- Presentation of findings to PM and stakeholders

Methodology

The general approach and the main steps to be followed to conduct the assignment is:

- Desk review of the agricultural extension programs in northern Nigeria
- Quantitative and qualitative data collection and analysis
- Submission of a report within stated timeframe

Duration of Assignment

The assignment is to be completed in four weeks from date of commissioning.

Qualification and required competency

- Advanced University Degree in Economics, Development Policy, Agriculture, or related fields
- Good knowledge of the agricultural sector and extension services related issues in northern Nigeria and West Africa
- Experience in agricultural market research
- Knowledge and understanding of regulatory and government policy around agricultural extension in Nigeria.
- Project management experience
- Excellent verbal and written communication skills
- Fluency in Hausa is an added advantage

Method of Application

Qualified individuals/firms should send a proposal containing the following where applicable:

- A brief outline of the organisation and services offered, including:
 - Full legal name, jurisdiction of incorporation and address of the company
 - Year business was established
 - Copy of CAC registration and tax identification number
- Proposed research plan, indicating how you will undertake each component of the assessment
- Evidence of similar work done
- Contact details of relevant references
- CV of Lead Consultant

via email to info@propcommaikarfi.org copying dekpang@propcommaikarfi.org (using the subject line “Feasibility Assessment-Agric extension Services”) on or before the 15th of March, 2019.

Note: Proposals should be no more than 6 pages. CVs should be submitted as appendices and are not part of the count.

Criteria for selection

The following points will be assigned to the proposal for evaluation purposes;

Criteria	Score (%)
Overall presentation of proposal	10
Research plan	30
Evidence of previous work done	40
CV of key personnel	20
Total score	100

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.