11 March 2020

Request for quotation (RFQ) – goods or services

<table>
<thead>
<tr>
<th>RFQ Title:</th>
<th>Individual consultant to provide business development and marketing support to SMEs partnering with Propcom Mai-karfi’s Agricultural Input Intervention.</th>
</tr>
</thead>
<tbody>
<tr>
<td>RFQ Issue Date:</td>
<td>11 March 2020</td>
</tr>
<tr>
<td>Terms of Reference / Specifications:</td>
<td>The service to be delivered is detailed in the schedule-Terms of Reference. The service will be delivered over a period of 6 months.</td>
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<tr>
<td>Project</td>
<td>Propcom Mai-karfi</td>
</tr>
<tr>
<td>The Company</td>
<td>Palladium International Development Nigeria Limited</td>
</tr>
<tr>
<td>Closing Date and Time</td>
<td>22 March 2020 by 12midnight</td>
</tr>
<tr>
<td>Contact Person</td>
<td><a href="mailto:info@propcommaikarfi.org">info@propcommaikarfi.org</a></td>
</tr>
</tbody>
</table>

Details for Submission

1. A detailed CV with 3 professional references (not more than 3 pages)
2. A profile with relevant work experience(not more than 5 pages)
3. Tax Remittance Number and proposed daily rate(sent separately on attached excel sheet)

All document should be sent in Microsoft Word or PDF formats to info@propcommaikarfi.org

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 08054796992 or by e-mail info@propcommaikarfi.org

Yours sincerely,

Name of Signatory: Millicent Lafe

Title of Signatory: Tier Lead
Terms and conditions

1. Quote Conditions
By submitting a quote, potential suppliers are bound by these terms and conditions. Potential suppliers must submit quotes 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; 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, 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.

7. Confidentiality
In their offer, 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.

8. 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.

9. 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 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 arise 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.
Schedule - Terms of Reference

Terms of Reference:

Individual consultant to provide business development and marketing support to SMEs partnering with Propcom Mai-Karfi’s Agricultural Input Intervention.

Background

Propcom Mai-Karfi (PM) 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 was awarded a 3-year 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.

PM’s work in Input Sector

As an agricultural project, the agricultural input market is the bedrock of Propcom Mai-karfi. In the past years, PM has facilitated access to quality and affordable inputs (fertiliser and seeds) as well improved distribution channels through several interventions. All targeted toward increasing the incomes of small holder farmers. PM has also worked in Crop Protection Products (CPP) sector to facilitate access to quality pesticides and to address the issue of wrongful usage of pesticides which constitutes risk to health and environment.

Current Activities in PM’s Ag Input market

Seed

PM recently engaged two partners to facilitate access to quality seeds in the North East (NE) through community seed multiplication. The first partner- GIORMAL Agricultural Consultancy Ltd, has commenced rice seed multiplication through 50 rural farmers as outgrowers in Adamawa. The second partner will engage 154 farmers to produce a variety of seeds in Gombe, Bauchi and Jigawa by 2020 wet season. As part of the partnership, PM has committed to provide both partners with business development and marketing support.

Fertiliser

PM is currently seeking a substitute fertiliser for farmers in 3 NE States where due to poor security context there is a ban placed on transportation and sale of inorganic fertiliser by the federal government in Borno and in some parts of Yobe and Adamawa State. To achieve this the Ag Input team is currently through a consulting firm, conducting a feasibility assessment for commercial compost production in the NE. In the interim, PM is planning to promote an existing “compost product” to distributors in the NE.

Crop Protection Products

Having facilitated access to quality CPP as well as proper handling through the establishment of the Spray Service Provider model. PM is currently working with key stakeholders for the expansion of the SSP model as
well as address key constraints in the sector through influencing policy. PM in 2020 will support SSPs in the areas of promoting their service and demand creation within their communities.

One Stop Shop

The one-stop shop is aimed at overcoming the logistical challenge of seeking inputs required for production by bringing all three products – seed, fertiliser and agrochemicals, and where possible, services under one roof. This also addresses the challenge of unavailability of quality inputs in an agro-dealer’s store. The team will work with a private sector partner in the North East to implement the One Stop Shop (OSS) model.

Objectives

In view of this, PM is seeking a consultant with experience working in business development and marketing to work closely with the intervention partners. The consultant will-

1. Use existing data (from partners and desk research) to define key marketing considerations for each partner’s products, assessing the opportunities and risks/mitigation
2. Support partners to define their product positioning.
3. Support partners to set targets for sales and channel expansion
4. Work with specific individual partners, to develop tailored distribution, sales and promotional models
5. Work with PM and individual partners to define the resources for efficient and effective marketing of the partners’ products
6. Provide onsite support to individual partners for the execution of the distribution, sales and promotional activities
7. Support the team to develop the one-stop shop model
8. Interface with SMEs to provide guidance and mentorship support for business growth

Output/Deliverables

The expected deliverables are as follows;

1. Detailed and mutually endorsed marketing plan for each SME.
2. Submit detailed business/marketing plan for distribution of compost to the north east.
3. Develop and execute marketing activities to drive sales of certified seeds, composts and other related inputs.
4. Report on progress made by SMEs as a result of mentorship
5. Monthly sales and channel expansion updates
6. Upon completion of engagement consultant will submit final report detailing all activities implemented.

Qualifications

- Relevant academic qualification in Business Management, Marketing or related discipline.
- Experience in providing business development and marketing support or mentorship to SMEs
- Experience in sales and fast-moving consumer goods
- Good understanding of Nigeria Agricultural-inputs markets would be an advantage.
• Excellent report writing and presentation skills.
• Knowledge in Microsoft office
• Excellent time management, communication, interpersonal and leadership skills.
• Critical thinker and problem solver
• Hausa speaker would be an advantage

Venue, timing and duration of assignment

The consultant will work from Abuja office with frequent travels to the intervention states. The maximum number of days for this engagement is 90 days and will spread over a 6-month period.

Method of Application

Interested consultants (individual consultants only) should send in their CV (not more than 3 pages), a profile with relevant work experience (not more than 5 pages) and a list of 3 professional references to info@propcommaikarfi.org on or before midnight Wednesday 22 March 2020.

(Use the subject line “Business Development Consultant”).

Criteria for selection

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Technical expertise/ understanding of task (interview)</td>
<td>40%</td>
</tr>
<tr>
<td>Relevant experience (based on previous work done)</td>
<td>40%</td>
</tr>
<tr>
<td>Fee rate</td>
<td>20%</td>
</tr>
<tr>
<td>Total</td>
<td>100%</td>
</tr>
</tbody>
</table>

*Please note that only shortlisted candidates will be contacted*
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.