

3 December 2020

Request for quotation (RFQ) – goods or services

RFQ Title:	Individual/Firm consultant for group dynamics and leadership trainer for State Chapters of National Association of Gum Arabic Producers Processors Exporter of Nigeria (NAGAPPEN)
RFQ Issue Date:	3 December 2020
Terms of Reference / Specifications:	The service to be delivered is detailed in the schedule-Terms of Reference. The service will be delivered over a period of time, effective from December 2020.
Project	Propcom Mai-karfi
The Company	Palladium International Development Nigeria Limited
Closing Date and Time	10 December 2020 by 5pm
Contact Person	info@propcommaikarfi.org
Details for Submission	<p>Email as one attachment;</p> <p>Qualified individual/firm should send a proposal containing the following:</p> <ol style="list-style-type: none"> 1.CV/profile of the firm with services offered, including: <ul style="list-style-type: none"> ○ full legal name, jurisdiction of incorporation and address of the company ○ Copies of CAC/legal registration, tax identification number and proposed daily rate(sent separately on attached excel sheet) 2.Proposed plan and methodology indicating how the task will be implemented. 3.Evidence of similar work done 4.Contact details of relevant references <p>Note: For a firm, the CV of Lead Consultant is required.</p> <p>Applications should not exceed 6 pages. CVs should be submitted as appendices</p> <p>All documents should be in Microsoft Word or PDF formats to info@propcommaikarfi.org . The email subject should read “GDLT AND FLT”</p>

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: Cyril Inegbedion

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 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.

Name of project/programme: Propcom Mai-karfi

Terms of reference for:

Individual/firm consultant on group dynamics and leadership trainer for state chapters of National Association of Gum Arabic Producers Processors Exporter of Nigeria (NAGAPPEN)

Number of consultant required: 1

Background:

Propcom Mai-karfi(PM) is a Foreign, Commonwealth and Development Office (FCDO) programme aimed at increasing incomes for the poor in Northern Nigeria through enhanced employment opportunities and improved productivity in selected agricultural markets 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. 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. Propcom Mai-karfi is working in the agricultural inputs market to increase access to inputs and promote efficient and safe usage amongst rural farmers.

PM, in the course of promoting Agroforestry, identified key approach to combating the effect of climate change, especially as it relates to land degradation and soil nutrient depletion in North East states of Nigeria. Leveraging GIS information and study by an agroforestry consultant engaged by PM, Gum Arabic was identified as an economic tree with market potential for this intervention. PM is working with a private sector partner leveraging his network of farmers and suppliers under the aegis of National Association of Gum Arabic Producers Processors Exporter of Nigeria (NAGAPPEN), which has a key role to play in the value chain. PM's agroforestry team in 2020, conducted initial capacity assessment for NAGAPPEN state level associations in Bauchi, Borno, Gombe and Yobe states. The information below highlights key business incentives and constraints affecting the growth and competitiveness of these associations.

Incentives:

- 1) Association benefits from income gotten from member registration fees annually.
- 2) Better structure for advocating on benefits of the organisation to increase registration of new members and income to association.
- 3) Improved communication with members and establish linkages seeds and input companies
- 4) Better coordination of the value chain activities of members to fully revive the dwindling sector and boost sustainable agroforestry
- 5) Increase in the overall volumes of aggregated Gum Arabic across the value chain through producers, processors, and exporters.

Constraints and gaps

- 1) Absence of strategic vision, mission, focus and plan for the organisation.
- 2) Weak leadership, coordination and governance structure.
- 3) Lack of cohesion between group members.
- 4) Lack of advocacy skills.

- 5) Poor business management skills.
- 6) Lack of financial documentation and poor record keeping.
- 7) Weak conflict resolution skills; and
- 8) Low networking and collaboration capacity.

Purpose

The purpose of this assignment is to strengthen the organisational capacity of NAGGAPEN in 4 North East states of Nigeria (Borno, Bauchi, Gombe and Yobe). This will involve building and validating information already gathered by PM. Based on identified gaps, build the capacity of the organisation's structure to perform effectively and play key role in reviving the dwindling gum Arabic sector and promote sustainable agroforestry. Two trainings are proposed to address the constraints and gaps. The consultant will conduct capacity assessments and deliver group strengthening trainings. The consultant will also provide post-training mentoring support to help the organisation properly apply skills from trainings to the benefits of its members.

Scope of Work

The organisation/Individual consultant will be engaged to;

- a. validate PM's initial findings on the Association's capacity assessment
- b. provide group dynamics and leadership training (GDLT)
- c. provide financial literacy training (FLT).
- d. provide post-training mentoring in Bauchi, Borno, Gombe and Yobe states.
 - i. Post-training mentoring support will be based on outcomes of the trainings and the assessment.
 - ii. Post-training mentoring support will include working with the association to review or develop target manuals such as strategic plans, terms of reference for sub-committees or review of enabling policies of the Association.
- e. during this post-training mentoring stage, the consultant will also explore opportunities to reinforce aspects of the training which focuses on the last four constraints and gaps.

Activities

The activities of this project will include:

- (i) validating and updating the initial findings of the Association's capacity assessment earlier conducted by PM
- (ii) conduct group dynamics and leadership training (GDLT)
- (iii) conduct financial literacy training (FLT)

conduct target and strategic post-training mentoring to implement actions from the trainings, including development and review of Association's code of conduct manuals, policies, financial and accounting procedures, etc.

Deliverables

- (i) Validated and updated Association's capacity assessment report for Borno, Bauchi, Gombe and Yobe States.
- (ii) Training agenda/timetable.
- (iii) Content review of GDLS and FLT training materials based on feedback from PM.
- (iv) GDLS and FLT training reports monthly or as demanded.
- (v) Post-training mentoring report on activities conducted.
- (vi) Documents reviewed/developed.

DURATION

Duration for this task is 60 days, spread across 6 months to allow for proper post training support of the Association with a timeline projection from December 2020 to May 2021.

REPORTING

The organisation/Individual consultant will report to PM Tier Lead (Agroforestry Intervention) and work closely with other assigned team member. Primary medium of communication and reporting on progress of planned activities, including submission of report documents shall be via email.

QUALIFICATION AND COMPETENCIES

- Relevant academic qualification and or related discipline
- Extensive experience in market systems development and value chain development and analysis
- Extensive expertise with facilitating and training of capacity strengthening and financial literacy .
- Excellent verbal and written English communication skills.
- Good report writing skills.
- Ability to pull a team together to work effectively and to work within the specified time frame.
- Must be fluent and able to deliver trainings in Hausa language.

METHOD OF ASSESSMENT

Individual/firm will be assessed based on understanding of the subject matter, quality of CV/proposal, detailed presentation and understanding of task.

Selection Criteria

Criteria	Weights (%)
Detailed Presentation and Understanding of Assignment	40
Technical Expertise, Qualification and previous experience	40
Daily rate and Tax Identification Number	20
	100

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.