

## Request for Independent Consultants (RFIC)

**Issuing Date:** September 11<sup>th</sup>, 2023

**Offer Deadline:** September 26<sup>th</sup>, 2023; 5:00 PM EST

**Solicitation Number:** RFS – PMU - 00001

Counterpart International (hereinafter Counterpart) is soliciting Offers for consultancy services as described in this Request for Independent Consultant (RFIC). These services are required under the Counterpart International Resilient Food Systems Practice under Mauritania, Mozambique and Senegal programs (hereinafter “the Awards”) funded by US Department of Agriculture (USDA) McGovern-Dole Food for Education and US Agency for International Development (USAID) Bureau of Humanitarian Assistance (BHA) (hereinafter USDA and USAID).

Counterpart hereby invites Independent Consultants (hereinafter “Offerors”) to submit offers (hereinafter “Offers”) for the services described in the attached scope of work. Offerors should put forward their qualifications and price quote to support COUNTERPART for a consulting service. As a result of this RFIC, COUNTERPART anticipates issuing an independent consulting agreement (ICA).

### INSTRUCTIONS TO OFFERORS

#### **Offers Validity Period**

Offers shall remain valid until October 26<sup>th</sup>, 2023 which is 30 days after the offer deadline. An offer valid for a shorter period shall be rejected as non-responsive.

#### **Counterpart’s Rights and Notification of Award**

1. Only shortlisted Offerors will be contacted.
2. Counterpart reserves the right to conduct additional selection process steps as needed, such as interviews, presentations, site visits, request copies of previous contracts, paystubs...etc.
3. Counterpart reserves the right to accept or reject:
  - i. Any Offer
  - ii. Late Offers
4. Counterpart may cancel this RFQ at any time.

#### **Contents of Offer/Submission Requirements**

The following Documents must be included in the Offer

1. Offeror’s resume (CV)
2. Offeror’s Rate Sheet (Attached) DO NOT submit USAID 1420 “Personal History Form”
3. Two recommendation letters from previous employers/consultancy within the past two years **or** contact information for references
4. Signed cover letter with the following statement:

“I hereby certify that, to the best of my knowledge and belief:

- I have no close, familial, or financial relationships with any Counterpart project staff members.
- I have no close, familial, or financial relationships with any other offerors submitting proposals in response to the above-referenced RFIC; and
- The prices in my 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 my offer and all supporting documentation is authentic and accurate.
- I understand and agree to Counterpart’ prohibitions against fraud, bribery, and kickbacks.

I hereby certify that the enclosed representations, certifications, and other statements are accurate, current, and complete.”

All Offers must be submitted to [agilje@counterpart.org](mailto:agilje@counterpart.org)

#### **Qualifications**

Updated October, 2022

1. 15 years or more of experience in Commodity Management; experience managing US Government donated food commodities preferred.
2. Bachelor's degree or equivalent
3. Prior experience delivering training in Commodity Management
4. Must be legally authorized to work in Mauritania, Mozambique, and Senegal
5. Experience writing reports and providing analysis examining Commodity Management practices in varying contexts.
6. Professional fluency in French and English required; Portuguese also preferred.

### **Evaluation Criteria**

Counterpart anticipates awarding an Independent Consultant Agreement (ICA) to the responsible applicant(s) whose Offer is deemed acceptable based on the evaluation criteria below:

Criterion	Description	Points
<b>Qualifications and Experience</b>	Academic, years of experience. Interview evaluation of potential candidate.	40
<b>Past Performance and relevant experience</b>	Experience, recommendations letters, reference check results, technical capabilities	40
<b>Daily/Hourly Rate</b>	Daily or hourly rate is reasonable and consistent with similar qualifications and expertise in the market.	20
<b>Total:</b>		<b>100</b>

### **Scope of Work**

These services will be implemented over a six month period from October 4<sup>th</sup>, 2023 through April 30<sup>th</sup>, 2024

Through its US Government funded programming, Counterpart International implements resilient food systems programming with commodity management components in multiple countries, including the U.S. Department of Agriculture McGovern-Dole International Food for Education and Child Nutrition programs in Senegal, Mauritania, and Mozambique. Through these projects, Counterpart manages thousands of metric tons of agricultural commodities from U.S. departure ports directly to the participating individuals in the communities in which we work, resulting in direct impact and positive change. Counterpart seeks to standardize its approach to commodity management throughout its resilient food systems programming to ensure that the best tools and compliant practices are made available and communicated effectively to each team member who participates along the life cycle of commodities management. Counterpart requires a holistic approach to review the full life cycle and procedures of our commodity management in each of our Counterpart offices, develop and adapt by country a methodical training model that provides the skills for our staff to effectively and safely management food stuffs, improve quality control and data collection, monitoring, and reporting practices related to commodities management via our ledger systems, and report to country Chiefs of Party and US office vested stakeholders on critical additional training needs, systems changes and adaptations, and submit all training materials so Counterpart may employ a future train the trainers methodology to instill and keep knowledge garnered.

The individual(s) selected for the scope of work presented below will work closely with Counterpart staff members (U.S.-based and field based) to build expertise at Counterpart; the consultant will work closely with field teams and additional Commodities Management experts to design and deliver specific in-country Commodity Management training to transfer knowledge and build expertise in commodities management across Counterpart programming.

#### **Scope of Work:**

1. Develop training plan and materials for in-country training delivery to in-country offices.

- a. Training delivery will begin with Mauritania and Senegal in the coming Fall/Winter (November and December) of 2023 (subject to all parties' availability). Training to be based in the principles of a train-the-trainer model and to be delivered in French.
  - b. Coordinate travel and identify training delivery needs in collaboration with US and in-country Counterpart staff, and additional commodities management experts.
  - c. Create plan and propose next steps for training to be delivered in Mozambique in 2024 adapting lessons learned from initial trainings. Training recommendations need keep in mind delivery of training in Portuguese.
  - d. Meet (virtually) with Counterpart's Commodity Management US process improvement consultant, Counterpart's logistics partner, BKA Logistics, to review their experience with Counterpart's US and Mauritania team to date and solicit feedback as a third party to Counterpart's commodity management work with HQ process improvement and BKA Logistics partnership.
  - e. Training should be thorough including topics such as commodity procurement, transport, management at the port and warehouses, tools, reporting, surveyor and forwarding agent responsibilities, call forward, loss/commodity damages, USDA key regulations (1599), and other critical topics as identified by Counterpart team, external expert consultants and other commodity stakeholders as appropriately identified by your point of contact at Counterpart DC and in-country teams.
2. Conduct assessment of Mauritania training needs for Commodity Management training and process improvements. In consultation with commodities management US process improvement consultant, design and deliver training for in-country to Counterpart staff, Mauritania Government staff, and additional identified participants at Counterpart's and the consultants discretion.
    - a. Review current procedures, assess staff understanding, review ledger systems at warehouses, data collection and reporting from field to US office procedures, and in-county commodity management including review of current tools available.
    - b. Meet (virtually or in-person) with local transportation partners including current partners and past Counterpart identified partners.
    - c. Meet (in-person) with Mauritanian Government officials participating and monitoring the commodity management process from the National and Regional Departmental level.
    - d. Meet (in-person) with community leaders and partners that directly work with the commodity management process in warehouses, schools, and community health sites. Reviewing commodity management level of understanding, critical needs for Counterpart support and next steps.
    - e. Coordinate with Counterpart staff training with identified participants and deliver training in-country. Share materials and report back findings to Counterpart staff.
  3. Conduct assessment of Senegal training needs for Commodity Management training and process improvements. In consultation with commodities management US process improvement consultant, design and deliver training for in-country to Counterpart staff, Senegalese Government stakeholders, and additional identified participants at Counterpart's and the consultants discretion.
    - a. Review current procedures, assess staff understanding, review ledger systems at warehouses, data collection and reporting from field to US office procedures, and in-county commodity management including review of current tools available.
    - b. Meet (virtually or in-person) with local transportation partners including current partners and past Counterpart identified partners.
    - c. Meet (in-person) with Senegalese government and community leaders/partners that directly work with the commodity management process in warehouses, schools, and community health sites. Reviewing commodity management level of understanding, critical needs for Counterpart support and next steps.
    - d. Coordinate with Counterpart staff training with identified participants and deliver training in-country. Share materials and report back findings to Counterpart staff.

4. Submit final report on results of Mauritania and Senegal trainings as well as coordination efforts to Counterpart US and in-country staff as well as US based commodity management expert(s) and hold debriefing call for questions and answers as well as any additional Counterpart advisory services.
  - a. Report should include key findings on commodity management systems at the start of the consultancy, the proposed next steps, and opportunities for strengthening at the start of the consultancy, what actions and corrective measures ensued post-analysis, report of main successes, lessons learned, knowledge captured and challenges, and any future opportunities for Counterpart growth.
  - b. Provide advisory support and resources to continue training delivery into programming in Mozambique for Counterpart's McGovern-Dole as well.
  - c. Host and lead a debrief presentation and Q&A session for 1-hr with Counterpart US and international based staff.

Deliverables:

Deliverable	Description	Required Submission Documents	Timeline
1.	Training Plan completed including timeline, identified resources needed, dates for training delivery, meetings set with identified vested stakeholders (i.e., BKA Logistics, Counterpart Commodity Management expert consultant, US based Finance team, etc.)	GANTT Chart; List of Tools and Training Materials to be developed; Introductory & Scheduling Emails sent out.	October 15, 2023
2.	Training Materials completed and submitted for review to Chief's of Party, Counterpart Resilient Food Systems program management and finance teams in the US, and in-country Commodity Management leads. Input incorporated.	Submission of Training Materials (per list above); Final versions submitted post Counterpart review	November 5, 2023
3.	Training dates finalized and travel booked	Airline travel booked	October 30, 2023
4.	Completed training delivery in Mauritania	Training Materials (if adjusted during training); Training and trip report	By January 1, 2024
5.	Completed training delivery in Senegal	Training Materials (if adjusted during training); Training and trip report	January 1, 2024
6.	Propose next steps developed in consultation with Mozambique Counterpart team for training delivery there	Approved action plan from Mozambique Chief of Party for training delivery	December 15, 2023
7.	Final written report and presentation	Written report; Presentation	January 30, 2024