



# FAO Request for Proposal Tender #: RFP-FAOSS-2019-001

Emergency Livelihood support provided  
to food insecure and displaced  
households in **Greater Equatoria**

**Closing date: 24 January 2019 @ 11:00 a.m.**



# Key Points

- Partners selected through Request for Proposal (RFP) will be retained for all 2019 ELRP interventions, subject to satisfactory performance
- Initial Letter of Agreements (LoAs) for **6 months**, and will be extended subject to satisfactory performance
- **Timeline: selection by first week of February, signature of LoAs by mid-February.**
- Two separate RFPs to be launched shortly for ELRP in GUN and GBEG
- RFPs are shared with the FSL Cluster Member mailing list SO ensure that your emails are up to date in the system
- Feel free to circulate RFPs with your NGO network



# Main activities

1. *Identification and Registration of beneficiaries*
2.
  - *Modality 1: Implementation of Input Trade Fairs (ITFs) for Crop Seed and Tools*
  - *Modality 2: Distribution of Emergency Kits (Crop, Vegetable and Fishing)*
  - *Modality 3: Combination of ITFs and Direct Distribution*
3. *Provision of basic instructions on agricultural and fishing practices*
4. *Strengthening capabilities and building capacity (resilience light)*
5. *Monitoring and evaluation: post distribution monitoring, post planting and post harvest assessments*
6. *Reporting*

# Targets



**Lot #**

Lot #	State/County	Mid-2018 Population	IPC 3. Crisis	IPC 4. Emergency	IPC 5. Famine	Total target	Target for direct distribution main season	Target for direct distribution 2nd season	Target for seed fairs	Target for direct distribution dry season
	<b>Central Equatoria</b>									
1	Juba	392,525	177,000	20,000	-	18,000	2,000	8,000	5,000	3,000
2	Kajo-keji	105,783	48,000	21,000	-	10,500	7,500	0		3,000
3	Lainya*	100,263	32,667*	3,000*	-	6,000	-	4000	2000	
4	Morobo*	137,869	37,000*	5,333*	-	3,800	3,800	-		
5	Terekeka*	162,289	43,667*	2,667*	-	22,000	3,000	12,000	7,000	
6	Yei*	161,463	53,000*	4,000*	-	7,000	6,000	-		1,000
	<b>Total</b>	<b>1,060,191</b>	<b>225,000</b>	<b>41,000</b>	-	<b>67,300</b>	<b>22,300</b>	<b>24,000</b>	<b>14,000</b>	<b>7,000</b>
	<b>Eastern Equatoria</b>									
7	Budi	93,524	33,000	19,000	-	12,000	6,000	3,000		3,000
8	Ikotos	123,547	43,000	12,000	-	5,500	2,000	1,000	1,500	1,000
9	Kapoeta East	163,386	74,000	16,000	-	20,000	10,000	5,000		5,000
10	Kapoeta North	103,508	47,000	10,000	-	14,000	7,000	3,500		3,500
11	Kapoeta South	67,706	27,000	10,000	-	8,000	4,000	2,000		2,000
12	Lafon	102,514	31,000	10,000	-	10,000	5,000	2,500		2,500
13	Magwi	185,028	28,000	9,000	-	7,000	2,000	1,000	3,000	1,000
14	Torit	154,976	15,000	8,000	-	15,250	5,000	2,500	5,250	2,500
	<b>Total</b>	<b>994,188</b>	<b>298,000</b>	<b>94,000</b>	-	<b>91,750</b>	<b>41,000</b>	<b>20,500</b>	<b>9,750</b>	<b>20,500</b>
	<b>Western Equatoria</b>									
15	Ezo	105,421	53,000	5,000	-	4,000	0	2,500	1,500	
16	Ibba	39,430	26,000	4,000	-	250	0	250		
17	Maridi	76,568	19,000	-	-	2,500	0	1,500	1,000	
18	Mundri East	59,104	30,000	6,000	-	2,500	1,500			1,000
19	Mundri West	54,321	33,000	5,000	-	2,200	1,200			1,000
20	Mvolo	85,353	34,000	26,000	-	8,000	5,000			3,000
21	Nagero	14,334	6,000	4,000	-	250	250			
22	Nzara	59,255	3,000	-	-	2,300		1,300	1,000	
23	Tambura	74,326	7,000	-	-	5,100		1,100	1,000	3,000
24	Yambio	193,890	68,000	10,000	-	8,400		4,400	4,000	
	<b>Total</b>	<b>762,002</b>	<b>279,000</b>	<b>60,000</b>	-	<b>35,500</b>	<b>7,950</b>	<b>11,050</b>	<b>8,500</b>	<b>8,000</b>
	<b>GRAND TOTAL</b>					<b>194,550</b>	<b>71,250</b>	<b>55,550</b>	<b>32,250</b>	<b>35,500</b>



# PROPOSAL PART 1: Technical Proposal

- Mandatory Requirements: registration docs, proof of physical presence, etc.
- Technical Requirements: factor in one year (main season, second season and dry season)
  - Form Tech-1 (Annex 6): Qualifications & Competence
  - Experience in Modalities proposed; copies of MoUs/LoAs/Staff CVs as proof
  - Form Tech-2 (Annex 6): Implementation capacity
  - Tech Form-3 (Annex 6): List of technical staff and CVs
  - Explanation of chosen modality/ies & proposed implementation strategy/work plan
  - Background analysis of the area of intervention including security outlook, gender based violence, prevention of sexual exploitation and abuse

If applying for multiple counties, each county should have its own technical proposal within the same overall proposal --- Reference lot #

*If possible, for each county you are applying to, include your proposed payam coverage. If possible, you should cover counties as a whole.*

- If available, capacity assessment of administrative and financial soundness of the organization by qualified consulting firm over the past 3 years
- If available, external audit report conducted by a qualified audit firm over the past 3 years



# PROPOSAL PART 2: Financial Proposal

- Budget template Annex 7
- Should cover 6 months period
- One financial proposal for entire geographical area(s)
  - Specify the location reference numbers I.E LOTS
- Financial Offers for Modality 1 (seed fairs) accompanied by a brief note on the feasibility of such modality (short assessment of the local availability of quality seeds, prevailing security situation etc.)
- Budget lines should be as detailed as possible: avoid lump sums and include breakdown of activity

# Example:



Cat. No.	Items Description	Unit of measurement	Qty (no. of units)	Unit Cost (USD)	Total Cost (USD)	Cofunding
1.1	Training of seed fair committee					



Cat. No.	Items Description	Unit of measurement	Qty (no. of units)	Unit Cost (USD)	Total Cost (USD)	Cofunding
1.1	Training of seed fair committee					
1.1.1	Venue Hire					
1.1.2	Catering (for 30 participants)					
1.1.3	Training materials (flip chart @ USDXX, pens @ USDXX, notepads @USDXX...)					



# EVALUATION CRITERIA

Criteria	Weights/Points
<b>Technical proposal</b>	<b>70</b>
<b>A.</b>	<b>10</b>
Soundness of the background analysis and workplan	10
<b>B. Qualification and specific experience and capacity of the organisation relevant to these required activities within the specified geographical area in which the SP is applying for.</b>	<b>35</b>
Description of the relevant experience and capacity in the implementation of projects related the following thematic areas:	
• Distribution of livelihood kits (agricultural inputs and/or fishing kits) to vulnerable households;	8
• Implementation of Input Trade Fairs/Seed fairs	10
• Training in basic improved agricultural practices, basic post harvest and techniques (including fish preservation) and basic cooking techniques	10
Adequacy of operational capacity to implement the assignment (suitable assets/equipment and office facilities or demonstrated capacity to expand resources in a timely manner to in accordance with the scope of the required activities) considering records of annual delivery for the last 2 years in the target area and available facilities.	7
<b>C. Adequacy of risk prevention plan, including AAP and PSEA.</b>	<b>5</b>
<b>D. Key professional staff qualifications and competence for the assignment</b>	<b>10</b>
Project Manager with a minimum of 3 years relevant experience (Note, CVs must be submitted with the proposal (FORM TECH-3))	[maximum 10 points]
Availability of an administrative and financial capacity assessment	5
Availability of a financial audit report	5
<b>Financial proposal</b>	<b>30</b>
<b>Total</b>	<b>100</b>

40/70  
=  
PASS

(A/B)\*  
30

A = lowest price among all the bidders  
B = price proposed by SP





# SUBMISSION

- By email to [FAO-DO-Tenders@fao.org](mailto:FAO-DO-Tenders@fao.org): PDF, quoting Tender Number in email subject, in one or more emails, each email should not exceed 10MB)
  - Technical Proposal and Financial Proposal in two separate emails
  - Email Subjects:
    - 1- TECHNICAL PROPOSAL – RFP # - # OF COUNTY – NAME OF COUNTY
    - 2- FINANCIAL PROPOSAL – RFP # - # OF COUNTY – NAME OF COUNTY
      - # OF COUNTY = LOT #
- TECHNICAL & FINANCIAL PROPOSALS CAN INCLUDE MORE THAN ONE LOT/COUNTY --- MAKE SURE LOTS & COUNTIES ARE CLEARLY SPECIFIED

# Example:

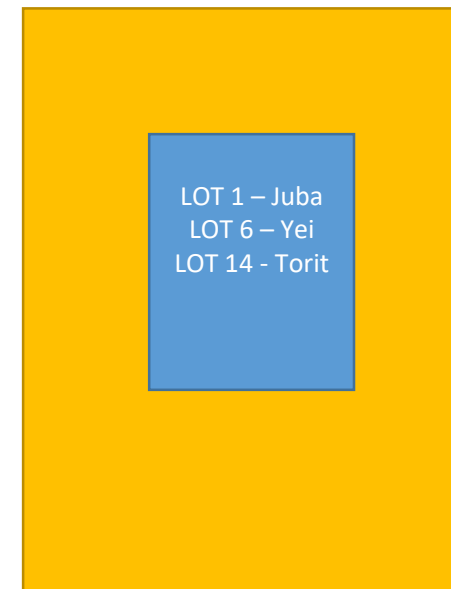
TECHNICAL PROPOSAL – **RFP-FAOSS-2019-001** – LOT # 1, 6, 14 –  
JUBA, YEI, TORIT

*A technical proposal can contain multiple county/lot level individual proposals*



FINANCIAL PROPOSAL – **RFP-FAOSS-2019-001** – LOT # 1, 6,  
14 – JUBA, YEI, TORIT

*A financial proposal contains one overall budget*





THANK YOU  
QUESTIONS?

For further clarifications please write to [FAO-DO-Tenders@fao.org](mailto:FAO-DO-Tenders@fao.org)