

## INVITATION TO TENDER

To whom it may concern.

<b>Date of issue:</b>	21.04.2023
<b>Tender no.:</b>	2023-018
<b>Contract title:</b>	NCA HO CSEE Farmer System
<b>Deadline:</b>	31.05.2023
<b>Contracting Authority:</b>	Norwegian Church Aid Post-box 7100, St. Olavs plass, 0130 Oslo  Contact person: Oda Thune Email: <a href="mailto:oda.thune@nca.no">oda.thune@nca.no</a> and <a href="mailto:Tshego.Nesvag@nca.no">Tshego.Nesvag@nca.no</a>
All communication regarding this opportunity is to be directed to the above e-mail address with the following reference in the subject field: <b>"RFP nr. 2023-018"</b> .	

### NORWEGIAN CHURCH AID INVITES YOU TO TENDER FOR PROVIDING A FARMER TRACEABILITY SYSTEM

Dear Madam/Sir

Norwegian Church Aid is looking to procure a cloud based interactive platform designed for engaging with farmers. We are looking for an Information Management System that will offer a fully traceable agricultural supply chain. The interactive platform must with full transparency give information about e.g. materials, fertilizers and more, all needed for farmers and for their outputs. A digital farmer database upon which field staff register each farmer to foster inclusive and sustainable economic development and contribute to achieving the Climate Smart Economic Empowerment strategic goals.

Please find enclosed the following documents, which constitute the Tender Dossier:

#### **A – Instructions to Tenderers**

- **Annex 1: Terms of Reference**
- **Annex 2: Tender Submission Form** (to be completed by the Tenderer)
- **Annex 3: Requirement Specifications List** (to be completed by the Tenderer)
- **Annex 4: GTC and Code of Conduct** (linked below)

If this document is in PDF format, upon request a complete copy of the above documents can be forwarded in WORD format for electronic completion. It is forbidden to make alterations in the text.

We would be grateful if you would inform us by email of your intention to submit or not submit a proposal.

Any subsequent procurement related to this Tender Dossier will be subject to the Contracting Authorities General Terms and Conditions (GTC) for Service Contracts and the Code of Conduct for Contractors available through the below link.

<https://www.kirkensnodhjelp.no/en/about-nca/for-contractors/>

[General Terms and Conditions](#)

[Code of Conduct](#)

## A. INSTRUCTIONS TO TENDERERS

In submitting a proposal, the Tenderer accepts in full and without restriction the conditions including annexes governing this document as the sole basis of this procedure, whatever their own conditions of services may be, which the Tenderer hereby waives. The Tenders are expected to examine carefully and comply with all instructions, forms, contract provisions and specifications contained in this Tender Dossier.

### A.1. Scope of procurement

The requirements from the Contracting Authority are described in the Annexes.

The Tenderer shall offer the totality of the solutions described in the Annexes. Tenderers offering only part of the required solutions will either need to describe this and inform about if such solutions will be developed later, and if so when, or inform about the possibilities and cost for such developments.

### A.2. Cost of Tender

The Tenderer shall bear all costs associated with the preparation and submission of the Tender and the Contracting Authority will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the tender process.

### A.3. Clarification of tender documents and additional information

Tenderers may submit questions to the email listed on the front page at the latest on the date specified in the timetable in article A.4, specifying the reference also mentioned on the front page. Information regarding interpretation of this invitation to Tender must be requested in writing to the Contracting Authority's contact person.

Tenderers are not allowed to approach the Contracting Authority for verbal clarification and any clarification of the Tender Dossier given by the Contracting Authority will be submitted to all Tenderers at the latest on the date specified in the timetable. If the Contracting Authority provides additional information on the tender dossier, such information will be sent in writing to all other prospective Tenderers at the same time.

Any prospective Tenderer seeking to arrange individual meetings during the tender period with either the Contracting Authority and/or any other organisation with which the Contracting Authority is associated or linked may be excluded from the Tender procedure.

### A.4. Planned timetable.

The Contracting Authority reserves the right to alter the dates and time in the following timetable, in which case all Tenderers will be informed in writing and a new timetable will be provided.

	Date
Deadline for submission of tenders (closing date)	31.05.2023
Supplier deadline for written clarifying of RFP	10.05.2023
Procurement committee deadline for clarifying Q&A.	17.05.2023
Contract award	Primo August 2023
Contract negotiations	Medio August 2023
Contract start	When negotiation is finished.

All times are in the time zone of Norway (GMT+2).

### A.5. Eligibility and qualification requirements

Tenderers are not eligible to participate in the tender procedure if they are in one of the situations listed in article 33 of the General Terms and Conditions for Service Contracts.

Tenderers shall in the Tender Submission Form attest that they meet the above eligibility criteria. If required by the Contracting Authority, the Tenderer whose tender is accepted shall further provide evidence satisfactory to the Contracting Authority of its eligibility through certificates issued by competent authorities in its country of establishment or operation, or, if such certificates are not available, through a sworn statement.

Tenderers are also requested to certify that they comply with the Code of Conduct for Contractors.

To give evidence of their capability and adequate resources, Tenderers shall provide the information and the documents requested in the Tender Dossier.

**A.6. Exclusion from award of contracts**

Contracts may not be awarded to Tenderers who, during the procurement procedure:

- a) are subject to conflict of interest; and/or
- b) are guilty of misrepresentation in supplying the information required as a condition of participation and eligibility in the tender procedure or fail to supply this information.

**A.7. Language of Tenders**

The tenders, all correspondence and documents related to the Tender exchanged by the Tenderer and the Contracting Authority must be written in English.

**A.8. Documents comprising the Tender.**

The Tenderer shall complete and submit the following documents with the Tender:

- a) Tender Submission Form (Annex 2) with supporting documents and duly completed and signed by the Tenderer.
- b) Requirement Specifications List (Annex 3), with answers to all Functional and Non-Functional Needs, plus comments on how Needs are covered/not covered/partially covered. If necessary, more extensive comments can be provided in a separate document.
- c) CV's of key experts that will be involved in the implementation and follow-up

and other relevant information that should be made known to the Contracting Authority.

**A.9. Financial proposal**

The Financial Proposal shall be presented as an amount in NOK, USD, or EUR in the Tender Submission Form in Annex 2. The Tenderer shall only present the Financial Proposal in one currency. The price proposed by the Tenderer shall not be subject to adjustments except as otherwise provided in the conditions of the Contract.

For evaluation purpose, where proposals are given in USD or EUR, it shall be converted into NOK at the rate published by OANDA (<https://www.oanda.com/>) on the closing date at 3:00 PM Norwegian time.

Quotation for additional software components, if needed, to meet type (2) and (1) requirements.

NOTE: All functions rated with "Must have" (3) in the Requirement Specifications List (Annex 3) must be included in the price offer, either included in the standard product/implementation or additional products/services. If functionalities that are rated with "Could have" (1) or "should have" (2) are not included in your standard solution, please give a separate price estimate if possible and comment in the requirements document next to each functionality.

The Tenderer shall be deemed to have been satisfied as to the sufficiency of their proposed global remuneration, to cover both their fee rate, including overhead, profit, all their obligations, sick leave, overtime and holiday pay, taxes, social charges, etc. and all expenses (such as transport, accommodation, food, office, etc.) to be incurred for the performance of the Contract. The proposed global remuneration shall cover all obligations of the successful Tenderer under the Contract (without depending on actual time spent on the assignment) and all matters and things necessary for the proper execution and completion of the Services and the remedying of any deficiencies therein.

**VAT and/or any sales tax applicable to the purchase of services shall be indicated separately in the Tender Submission Form.**

**A.10. Supplier's proposed personnel**

The Tenderer shall include a description of the role and duties of each of the key experts or other non-key experts, which the Tenderer proposes to use for the performance of the Contract. The key experts are those whose involvement is considered instrumental in the achievement of the Contract objectives. The CV of each key expert shall be provided highlighting their experience in the specific field of the Services. The Tenderer whose proposal is accepted shall provide, if requested by the Contracting Authority, copies of diplomas and

employers' certificates or references proving the key experts' education, professional experience, and language proficiency.

### **Subcontractors**

If the Tenderer wishes, it can give an offer both with and without the usage of an implementing partner. The Contracting Authority reserves the right to choose to use the Tenderer or the Tenderer and its implementing partner.

If the Tenderer submits an offer including an implementing partner, the Tenderer shall state their names, qualifications, roles, and duties in the performance of the Contract and the Tenderer shall specify the parts of the Contract which will be executed by the subcontractors/partners and its specified financial cost. Provisions of article "Tenderers proposed personnel" concerning the Tenderers personnel and the article concerning eligibility and qualification requirements shall apply to the subcontractors or the subcontractor's personnel.

#### **A.11. Validity**

Tenders shall remain valid and open for acceptance for 90 days after the closing date for the submission of tenders.

Prior to the expiry of the tender validity period, the Contracting Authority may ask tenderers in writing to extend this period. Tenderers that agree to do so will not be permitted to modify their tenders. If they refuse, their participation in the tender procedure will be terminated.

#### **A.12. Submission of tenders and closing date**

Tenders must be received at the email address mentioned below not later than the closing date and time specified in the timetable in article A.4. Any tenders received after that time will not be considered.

Tenders shall on the front page of the tender indicate the following information:

Norwegian Church Aid/ CSEE Farmer System

Tender no.: 2023-018

#### **A.13. Evaluation of Tenders**

Prior to the detailed evaluation of the Tenders, the Procurement Committee, (established by the Contracting Authority for the purposes of this Tender procedure), shall ascertain whether the Tenders meet the eligibility requirements; have been properly signed, are substantially responsive to the tender documents; have any material errors in computation; and are otherwise generally in order.

If a Tender is not substantially responsive i.e., it contains material deviations from or reservations to the conditions in the Tender Dossier, it shall not be considered further.

After analysing the substantially responsive Tenders, the Procurement Committee will examine the technical admissibility of each Tender, classifying it as technically compliant or non-compliant. Deviations from the Requirement Specifications may be considered if deemed to be in the best interest of the Contracting Authority.

Tenders determined to be substantially responsive and technically compliant will be checked by the Procurement Committee for any arithmetic errors. Where there is a discrepancy between the amounts in the figures and words, the amount in words will govern. If a Tenderer refuses to accept the correction, the Tender will be rejected.

#### **Evaluation method**

The evaluation method will be the quality and cost-based selection. A two-stage procedure shall be utilised in evaluating the tenders, a technical and strategic evaluation and a financial evaluation.

Please note that all functions are also rated in the Requirement Specification, with a number from 1 to 3 where 1 indicates "nice to have", 2 indicates "should have" and 3 indicates "must have".

The Contracting Authority will evaluate the strategic fit (on both system and organisational level) based on answers to requirement (Annex 3), as well as a holistic assessment of the Tenderer.

Tenders will be ranked according to their combined technical and strategic (Sts) and financial (Sf) scores using the weights of 80% for the technical and strategic proposal; and 20% for the offered price.

**Technical and Strategic evaluation**

For the evaluation of the technical and strategic proposals, the Contracting Authority shall take the following criteria into consideration, with the indicated weights:

Solution evaluation		Maximum Points
1	Type 3 requirements in the specification.	30
2	Type 2 and 1 requirement in the specification.	20
3	Scalability	5
4	Feasibility of delivering proposed solution in given timeframe	5
		<b>&lt;60&gt;</b>
Supplier and /or organization		
1	Suppliers specialized knowledge and experience in the field of assignment. Suppliers, previous performance and portfolio	30
2	Availability of dedicated support personnel during implementation and project period.	10
		<b>&lt;40&gt;</b>
<b>Total Technical Score</b>		<b>100</b>

**Presentations and Demos**

The Contracting Authority reserves the right to invite Candidates that have submitted proposals determined to be substantially responsive to do presentations and demos of their solution.

**Financial evaluation**

Each proposal shall be given a financial score. The lowest Financial Proposal (Fm) will be given a financial score (Sf) of 100 points. The formula for determining the financial scores shall be the following:

$Sf = 100 \times Fm/F$ , in which

Sf is the financial score.

Fm is the lowest price and

F is the price of the proposal under evaluation

**A.14. Award Criteria**

The Contracting Authority will award the contract to the Tenderer whose tender has been determined to be substantially responsive to the request and are technically compliant, and has obtained the highest overall score, provided further that the Tenderer has demonstrated the capability and resources to carry out the contract effectively.

**A.15. Signature and entry into force of the Contract**

Prior to the expiration of the Tender validity period, the Contracting Authority will inform the successful Tenderer in writing that its Tender has been accepted and inform the non-successful tenderers in writing about the result of the evaluation process.

Within 7 days of receipt of the Contract, not yet signed by the Contracting Authority, the successful Tenderer must sign and date the Contract and return it to the Contracting Authority. On signing the Contract, the successful Tenderer will become the Contractor and the Contract will enter into force once signed by the Contracting Authority.

If the successful Tenderer fails to sign and return the Contract within the days stipulated, the Contracting Authority may consider the acceptance of the Tender to be cancelled without prejudice to the Contracting Authority's right to claim compensation or pursue any other remedy in respect of such failure, and the successful Tenderer will have no claim whatsoever on the Contracting Authority.

**A.16. Cancellation for convenience**

The Contracting Authority may for its own convenience and without charge or liability cancel the tender process at any stage.

## ANNEX 1: TERMS OF REFERENCE

### A Introduction

Norwegian Church Aid (NCA) has established a Strategic Initiative called Climate Smart Economic Empowerment (CSEE), which is implemented in 12 counties. The aim of NCA's Climate Smart Economic Empowerment (CSEE) Strategic Initiative is to contribute to sustainable development by helping to empower marginalised people to lift themselves out of poverty while building their resilience towards climate change.

We are currently working with a large number of smallholder farmers across the regions. In Malawi alone, we currently have 7000 farmers who received weekly technical advice on (good agriculture practices) from 30 agronomists, and we anticipate the number of smallholder farmers to increase to around 70,000 by the year 2025. In this regard, we need a software solution for data collection and traceability that can capture farmer information for project management monitoring and follow-up in multiple countries.

NCA are looking for a cloud-based interactive platform to build a sustainable and fully traceable agricultural supply chain that will offer full transparency into source of their input supply materials for the farmers and their outputs. A software that can provide data on project activities, harvesting patterns and procurement habits in the respective countries and region with the capability of sending timely good agronomic practices to the farmers based on the crops they are growing and is able to forecast yields based on crop calendar. We are looking for a platform which is accessible from a web browser or mobile application and has ability to function when the application is offline.

Furthermore, we are seeking a long-term partnership with the supplier that is capable to provide capacity building both internally in NCA and externally with our implementing partners and farmers. The ultimate objective is to build a positive creditworthiness score for the farmer to access funding based on production patterns, and as a result, farmer bankability.

### B Information about Norwegian Church Aid and the Climate Smart Economic Empowerment Programme

NCA is one of the biggest Norwegian actors in the field of development cooperation and humanitarian assistance. The Norwegian churches and congregations are our constituency. NCA receives its income from individual donors, church donors and private sector donors, as well as substantial support from institutional donors. NCA employs around 1000 people globally which entails the main office in Oslo and 16 country offices in the global south.

The aim of Climate Smart Economic Empowerment (CSEE) Strategic Initiative is to contribute to sustainable development by helping to empower marginalised people to lift themselves out of poverty while building their resilience towards climate change. It will address three interlinked essential barriers to sustainable development; youth unemployment, climate change and food insecurity in a world with an increasing population.

**Food insecurity:** The world will have to feed a future population of 10 billion people by 2050. Food insecurity is a major issue in most of the countries NCA is working in today. By introducing modern and climate smart agriculture to smallholders, boosting productivity and profitability to allow some of the profit to be reinvested for growth and get households' surplus produce to markets, we believe we can contribute to increased food security. surplus produce to markets, we believe we can contribute to increased food security. Smallholders will be at the centre, as they constitute the majority of the developing world's poor. Despite their size, smallholders provide up to 80% of the food supply in Asian and sub-Saharan Africa and are a substantive contributor to the world's food security.

**Climate change:** Climate change is putting pressure on food production and livelihood options of NCA's right holders. By contributing to climate smart food production systems, we believe we can contribute building more robust and resilient communities and to ensure sustainability and long-

term impact. Climate smart agriculture is an approach seeking to transform agricultural systems to ensure food security and production in a changing climate.

Global goal: Enable people to lift themselves out of poverty while building communities' resilience

- Sub-goal 1: Small-scale producers and service providers increase their income through access to value chains and markets
- Sub-goal 2: Climate smart production and service systems in place
- Sub-goal 3: Jobs and entrepreneurship opportunities are created for young men and women

### **Sub-goal 1: Small-scale producers and service providers increase their income through access to value chains and markets**

**What:** Market-based interventions will promote increased production and value addition of production and services. This sub-goal is directly addressing the barriers explained above to sustainable development; youth unemployment, climate change and food insecurity. It aims to absorb work force in climate smart production systems and value chains that will increase income and food security.

**Target group:** Small-scale food producers (smallholders) will be at the centre. Non-food producers may also be included if more relevant for the context. We will have particular focus on women and youth but all producers are invited to invest and participate.

**How:** Common for all interventions under sub-goal 1 is a pro-poor value chain approach. Value chains encompass the full range of activities and services of market actors required to bring a product (or a service) from its conception to its end use. A pro-poor value chain approach involves a holistic view of the value chain with the purpose of maximizing the benefits for the poor and marginalised. Value chain development can support pro-poor development and job creation through strengthening enterprises, business relationships, improving market structures and the business environment. It can assist in developing local

micro and small enterprises and help in overcoming constraints such as poor market access and little bargaining power. Interventions will be market-based meaning they will encourage or lead to activities run by market actors in the value chain and be based on supply and demand. The aim is to sustain activities without support from development aid in the longer term.

The NCA's micro investing concept will play an important role in achieving the sub-goal. All country officers need to familiarise themselves well with the micro investing concept and will be asked to assess the potential to applying the micro investing methodology in their context. With proper implementation, the micro investing methodology can potentially be used for a variety of commodities. Currently (February 2019) NCA has tested micro investing for different types of vegetables, fruit trees and poultry. Non-food commodities have so far not been identified and selected for micro investing. Diversification of products and commodities is increasing resilience and therefore encouraged.

### **Micro Investing in a nutshell**

The micro investing concept is a scalable approach to help people lift themselves out of poverty. Micro investing implies that small-scale producers invest in a Micro Investment Kit. An affordable Micro Investment Kit introduces modern technology to the smallholder, boosting productivity to a level where some of the profit can be reinvested for further growth. A series of subsequent micro investments allows the smallholder to gradually increase the return on their work capacity and acreage. Each incremental investment is kept affordable and includes support by a rollout team of agronomists and kit suppliers to secure performance and avoid setbacks. Performance Management ensures that the rollout team is effective in attracting new micro-investors, as well as in promoting best and climate smart practice for the implementation of the Micro Investment Kits. It will be supported by a digital platform that connects the smallholder to knowledge and business partners. Micro investing in food products has proven to be attractive to particularly women, as having for example vegetable beds close to their house makes it easier for them to adopt. The approach is environmentally sound as it is producing high nutritious food products on small areas of land and with relatively low amount of water. Climate smart agricultural practices is applied. Source: Micro Investing Concept description document



The following are some examples of complementary interventions that can be “plugged in” to the micro investing activities, or interventions that may be solutions in contexts where micro investing is not the best solution:

- Facilitate access to affordable inputs that can boost or improve quality of production, such as equipment, technical or digital innovation, water and natural resources, renewable energy etc.
- Facilitate access to supporting services such as knowledge, climate smart production practices, technical or digital innovation, value addition (e.g. processing of products, quality enhancement, packaging), market linkages and finance (including through saving and loan groups).
- Organising producer groups or cooperatives to achieve economies of scale, facilitating market access for the products and services, and create or enter pro poor value chains.
- Creating an enabling environment and removing barriers, e.g. at policy or regulative level, access to land and/or ensuring that women and youth have access to meaningful market participation or skills training, etc.

#### **Objectives of the farmer traceability project**

The main purpose of trace ability development is to trace security and safety throughout the food value chain and to establish acceptable model for raw material supply food production marketing and consumption. Traceability systems are likely to detect raw materials or products identifying them downstream and upstream of the production chain regardless of the time and place of in technological flow. This is very important in the project context where the effort is to promote the value chain of horticulture produce.

## ANNEX 2: TENDER SUBMISSION FORM

Insert below your financial proposal. If there are costs not listed below, please fill in as necessary.

### Global price

Item	Description	Qty	Currency NOK, USD, EUR	
			Unit Price	Total Price
1	License fee annual/monthly (fixed price/subscription. If open source, fill in 0 in the unit price field.			
2	Hosting and operations, storage etc. Fixed/variable			
3	Set-up fee including training/orientation for NCA staff.			
4	Design and development costs, Cost of consultancy hours, junior and senior with response times/volumes			
5	Documentation; detailed technical system documentation, user documentation, operation procedure and training manuals in English.			
	Value added tax (VAT)			n/a
	Total price incl. VAT			

Quotation for additional software components, if needed, to meet type (2) and (1) requirements.

Item	Description	Unit (e.g., monthly, or annually)	Currency	Amount
1				
2				
3				

### Other relevant information:

Please attach information/documents related to the financial statements, accreditation, policies, etc. listed in the table below.

GENERAL COMPANY INFORMATION	
Any quality assurance certification held by your company	
Trade / professional organisations of which your company is a member	
Any CSR related policies your organisation has	

Does your company live up to e.g., ISO 26000/50001/14000 standards or is SA8000 certified? Please state which.	
If you have not already provided it, please include your organization's 3 most recent audited financial statements	

REFERENCES				
Name and country of customer	Type of contract	Value	Contact name	Phone and email

If you have not provided it already, please include references of the experience and past performance on contracts of a similar nature within the past five years, that NCA can contact for information. Additional documents can be attached to the above form.

The tender proposal is valid for a period of 90 days after the closing date in accordance with the article A.11. Validity.

After having read your Request for Proposal no. 2023-018 /we hereby offer to execute and complete the services in conformity with all conditions in the Tender Dossier for the sum indicated in our financial proposal.

On behalf of the company, I/we hereby:

- Accept, without restrictions, all the provisions in the Tender Dossier including the General Terms and Conditions for Service Contracts and the Draft Service Contract including all annexes.
- Provided that a contract is issued by the Contracting Authority I/we hereby commit to deliver a solution responding to the requirements in the Requirement Specifications List, Annex 3
- Certify and attest compliance with eligibility criteria of article 33 of the General Terms and Conditions for Service.
- Certify and attest compliance with the Code of Conduct for Contractors.

The above declarations will become an integrated part of the Contract and misrepresentation will be regarded as grounds for termination.

Signature and stamp:

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Signed by:

**The Tenderer**

Name of the company:  
Address:  
Telephone no.:

Email:  
Name of contact person:

