

REQUEST FOR PROPOSAL

RFP AGRA-TZ-1030

CONSULTANCY FOR THE DEVELOPMENT OF INVESTMENT GREEN PRINT FOR AGRICULTURAL GROWTH CORRIDORS OF TANZANIA (AGCOT)

Disclaimer | AGRA reserves the right to determine the structure of the process, number of short-listed participants, the right to withdraw from the proposal process, the right to change this timetable at any time without notice and reserves the right to withdraw this tender at any time, without prior notice and without liability to compensate and/or reimburse any party.

Section 1: Synopsis of the Request for Proposal

|  |  |
| --- | --- |
| 1. Solicitation Reference No. | RFP AGRA-TZ-1030 |
| 1. Title of Consultancy | Consultancy for the development of investment Green Print for Agricultural growth corridors of Tanzania (AGCOT). |
| 1. Eligibility | Open to all eligible Firms |
| 1. Location of the assignment | Tanzania |
| 1. Type of Consultant | Firms |
| 1. Issuing Office & Address | AGRA Nairobi  Website: [www.agra.org](http://www.agra.org/) |
| 1. Point of contact for clarifications and questions | AGRA, General Procurement  Email: [Procurement@agra.org](mailto:Procurement@agra.org) |
| 1. Bid Submission | Electronically via the AGRA Oracle SCM System. Refer to the Advertisement in our Website |
| 1. Solicitation Issue Date | As per AGRA Oracle SCM system |
| 1. Deadline for submission of questions and clarifications | 16th May,2024, 5pm EAT |
| 1. Deadline for Answering questions and clarifications | 19th May,2024, 5pm EAT |
| 1. Deadline for Submission of Proposals | As per AGRA Oracle SCM system |
| 1. Selection method | Quality and Cost based selection method |

1. Introduction

AGRA invites qualified individual consultants to submit proposals to provide Consultancy for the development of investment Green Print for Agricultural growth corridors of Tanzania (AGCOT). This document outlines the requirements and guidelines for the submission of proposals.

1. Background

AGRA is a not-for-profit organization working with African governments, other donors, NGOs, the private sector, and farmers to improve the productivity and incomes of resource-poor smallholder farmers in Africa. AGRA aims to catalyze an inclusive agricultural transformation in Africa by increasing incomes and improving food security for millions of smallholder farmers in Africa. For more information about AGRA, please visit [www.agra.org](http://www.agra.org).

By 2050, Tanzania's agricultural sector will be a driving force of economic prosperity with agricultural GDP quintupling to $100 billion as a result of decades of unprecedented growth. At the heart of this vision is a commitment to at least triple productivity of key commodities in a resilient and sustainable way ensuring that every Tanzanian enjoys security of nutritious high-quality food, making hunger a thing of the past. This leap forward will fuel rural development as increased productivity and access to markets will double smallholder income and eradicate extreme poverty. Simultaneously, a surge in agribusiness will increase large-scale production and increase food processing fivefold, creating millions of well-paid jobs, all the while placing women and young people at the heart of this transformation. This growth in production and processing will steer the country towards becoming a breadbasket of the region and a powerhouse in the global export market, making over US$20 billion in agriculture exports.

In order to realize the above ambitions, both Ministry of Agriculture and Ministry of Livestock and Fisheries on September 2023 established the Agriculture Transformation Office (ATO), which is an agriculture transformation delivery office based in Dodoma, mandated to, among others, coordinate and spearhead the implementation of key overarching agricultural sector strategies, which include the National Agriculture Master Plan (NAMP) 2050, among others. The vision of Tanzania’s agriculture sector is to steer an inclusive, sustainable, and knowledge-driven, climate-resilient sector. Other primary roles of ATO include driving the transformation agenda (whether through flagship support and institutional capacity building), ensuring coordination among players (including private sector actors) in the agriculture sector and overseeing the implementation of key flagships as per the NAMP as the guiding roadmap for Tanzania's food systems transformation. The implementation of AMP will be through 15 flagships projects including flagship 7 that aims to “Unlock agricultural specific regulatory barriers (including export barriers) to attract private sector investment and scaling up of SAGCOT model to Agriculture Growth Corridors of Tanzania (AGCOT)”.

Therefore, building on SAGCOT’s success, the Government of Tanzania has declared that the SAGCOT model will roll beyond its original scope to other key development corridors and formally transition to Agricultural Growth Corridors of Tanzania (AGCOT). A recent partnership between the Ministry of Agriculture, the Royal Norwegian Embassy, AGRA, and ATO underscores this commitment, supporting the extension of the SAGCOT model into three new Agricultural Growth Corridors, namely;

* 1. Mtwara Corridor: Strategically linked to the Mtwara Port and extending into Mozambique, and Malawi. The regions covered include Lindi, Mtwara and Ruvuma.
  2. Central Corridor: This corridor runs from Dar es Salaam to Tanzania's western regions, connecting the country to Kenya, Rwanda, Burundi, Uganda, and the Democratic Republic of Congo (DRC). It includes the regions of Dodoma, Singida, Simiyu, Kigoma, Mwanza, Tabora, Kagera, Mara, and Geita.
  3. Northern Corridor: this is the major agricultural and trade corridor bordering Kenya and linking Tanzania to the East African Community (EAC) market. The regions include Arusha, Manyara, Kilimanjaro, and Tanga.

These new corridors will adopt a tailored approach, leveraging the proven strategies of SAGCOT while adapting to their unique environmental, economic, and social contexts. Each corridor will develop its own Greenprint, a comprehensive sustainability blueprint to guide agricultural investments and practices. This approach aims to attract a responsible private sector investment, enhance regulatory support, and position agriculture as a sustainable driver of economic growth and social inclusivity nationwide.

These new corridors will be equipped to scale sustainable agricultural practices effectively, avoid past pitfalls, and maximize impact by incorporating lessons from SAGCOT’s decade of experience and integrating the latest updates (2024 edition) in the Greenprint framework. Therefore, ATO and its partners intends to employ a consultancy service to carry out this task in the specified period of time.

1. Objectives

The main objective of this consultancy is to develop a comprehensive Greenprint framework for each of the three targeted corridors (Mtwara, Central, Northern), providing a strategic plan for sustainable agricultural growth.

Specifically, the assignment aims at:-

1. Greenprint Framework Development. Design a detailed and tailored Greenprint for each corridor, outlining a vision, guiding principles and strategic pillars for green growth. This framework should align with national policies and the overarching SAGCOT/AGCOT model while addressing the specific conditions and opportunities of the Mtwara, Central, and Northern corridors.
2. Sustainability Measures & Investment Strategies. Identify practical sustainability measures and green growth interventions for each corridor, covering climate-smart agriculture, biodiversity conservation, water and soil management, renewable energy use, and circular economy approaches in agriculture. Propose investment strategies and bankable initiatives that promote green growth – for example, value chain investments, agro-processing hubs, or infrastructure improvements – ensuring they are environmentally sound and socially inclusive. This will include formulating recommendations for financing mechanisms to support the transition (e.g. blended finance, public-private partnerships, climate funds).
3. Integration of Lessons from SAGCOT. Leverage the lessons from the SAGCOT Greenprint (original and 2022 update) to inform the new Greenprints. The consultant will incorporate proven best practices and the updated focus areas from SAGCOT’s experience (such as integrated land-use planning, effective extension services, multi-stakeholder collaboration platforms, gender and youth inclusion, and green financing models). Any challenges or shortfalls identified in SAGCOT’s rollout should be addressed to improve the design of these new corridors.
4. Stakeholder Engagement & Inclusivity: Ensure a highly participatory process in developing the Greenprints. Engage various stakeholders – government ministries and agencies at national and regional levels, private sector investors and agribusinesses, development partners (donors, NGOs), research institutions, farmers’ organizations, and local community representatives – to gather input and build consensus. A key objective is to ensure inclusivity, meaning the voices and needs of smallholder farmers, women, and youth are reflected in the Greenprint. Through workshops, consultations, and surveys, stakeholders will contribute to identifying issues and solutions, thereby fostering ownership of the final Greenprint. By achieving these objectives, the assignment will result in actionable Greenprint documents that serve as roadmaps for sustainable agricultural corridor development, balancing economic growth with environmental stewardship and social inclusivity. These Greenprints will guide future investments and interventions in the three corridors to support Tanzania’s green growth ambitions in agriculture.
5. Scope of Work

To accomplish the above objectives, the consultant will undertake number of activities to accomplish the task in collaboration with key actors including the Ministry of Agriculture, Ministry of Livestock and Fisheries, ATO and SAGCOT Centre. The consultancy will focus on developing a Greenprint framework for the Mtwara (Lindi, Mtwara, and Ruvuma regions), Central (Dodoma, Singida, Simiyu, Kigoma, Mwanza, Tabora, Kagera, Mara, and Geita regions), and Northern (Arusha, Manyara, Kilimanjaro, and Tanga regions) corridors. The consultant will engage with various green growth actors in each corridor through regional government secretariats, agribusiness platforms, and civil society organization platforms. The consultant will review relevant data and policies, and produce a corridor-specific Green print that aligns with national green growth objectives. Thus, the consultant will undertake the following tasks: -

1. Situation Analysis.

The consultant will conduct a comprehensive situational analysis for each of the three corridors—Mtwara, Central, and Northern. This will involve reviewing existing data and reports on agricultural production, land use, environmental conditions, socio-economic dynamics, and current development initiatives. The analysis will map key characteristics of each corridor, including geography, climate, predominant farming systems, major crops, and infrastructure status. It will also identify key challenges such as land degradation, climate risks, and market access barriers, as well as opportunities for green growth. Special attention should be given to identifying “quick wins” and priority areas for the Greenprint. The findings will be consolidated into a Situational Analysis Report to serve as the baseline for Greenprint development in each corridor.

1. Policy and Literature Review.

Review all relevant policies, strategies, and frameworks for the Greenprint especially SAGCOT Green Print. This includes national and regional policies on agriculture, environment, climate change, land use, and development (such as the Agricultural Sector Development Plan, Climate Change Strategy, Agricultural Policy 2013, Land Policy, etc.), as well as international best practices and case studies of green growth in agricultural corridors. The consultant will examine previous studies and lessons from SAGCOT and other corridor initiatives (e.g. Mtwara Development Corridor plans, Central Corridor agreements, and donor programs) to ensure alignment and avoid duplication. This review will help identify policy gaps and ensure the Greenprint recommendations are grounded in existing commitments (e.g. Tanzania’s obligations under global agreements or sustainable development goals).

1. Stakeholder Engagement.

Lead a structured stakeholder engagement process across the three corridors. This will involve organizing and facilitating consultations such as workshops, focus group discussions, interviews, and surveys. At a minimum, the consultant should conduct: (a) an Inception Workshop to refine the methodology and raise awareness among stakeholders; (b) stakeholder workshops in each corridor (Mtwara, Central, Northern) to present initial findings and gather local inputs on issues/solutions; and (c) a Validation Workshop (or series of meetings) to review the draft Greenprints and collect feedback before finalization. In addition, targeted interviews with key informants (government officials, community leaders, private investors, NGO experts) and surveys (if needed, to gather broader community input) should be conducted. Throughout this process, special effort must be made to include underrepresented groups (smallholder farmers, women, youth, and Indigenous communities) so that their perspectives inform the Greenprint. The consultant will document all engagement activities and outcomes in a Stakeholder Engagement Report.

1. Draft Greenprint Development

Using the insights from the analysis and consultations, develop a Draft Greenprint for each corridor (three separate drafts). Each Greenprint document should typically include an introduction (vision and goals for the corridor), an overview of the corridor context (from the situational analysis), identified strategic pillars or focus areas for green growth, proposed interventions/projects under each pillar, an implementation framework (roles of different stakeholders), and recommendations for policy support and investment. The drafts should also outline an initial implementation roadmap and a monitoring & evaluation (M&E) framework for tracking progress on sustainability targets. The consultant will present the draft Greenprints to the client and core stakeholders (e.g. through the validation workshop or meetings) for review and feedback.

1. Final Greenprint & Implementation Roadmap.

Produce the final Greenprint documents and an overarching implementation plan after incorporating feedback on the drafts. The consultant will consolidate the three corridor plans into a Final Greenprint Report (or three final reports with an executive summary covering all corridors). The final Greenprint(s) should include clear recommendations and an actionable implementation roadmap for each corridor: detailing short-term, medium-term, and long-term actions; identifying responsible parties (government institutions, private sector, partners); outlining required investments and potential funding sources; and setting measurable indicators for monitoring progress (M&E framework). The implementation roadmap should also highlight synergy opportunities between corridors and mechanisms for continued stakeholder coordination (e.g. corridor coordination units or platforms). The Final Report will be the key reference for rolling out green growth initiatives in the Mtwara, Central, and Northern corridors over the coming years.

The consultant is expected to work closely with the client and advisory groups throughout the assignment. To report on progress, regular update meetings should be held (e.g., weekly or bi-weekly, or as agreed). The consultant should also be prepared to incorporate iterative feedback, especially after stakeholder consultations and draft reviews. All work should be conducted with high professionalism and cultural sensitivity, particularly when engaging local communities.

1. Methodology

This includes conducting a situational analysis, identifying key challenges and opportunities for green growth, and outlining strategic interventions to guide sustainable agricultural development. The consultant may begin by conducting a desk review and/or engaging in direct fieldwork, including interviews and Focus Group Discussions (FGDs) with key stakeholders such as conservation organizations, social justice groups—particularly those focused on land and human rights—and representatives of vulnerable populations. In addition, Key Informant Interviews (KIIs) will be conducted with representatives from government institutions, the private sector, NGOs, and members of the SAGCOT Green Reference Group (GRG) at both national and cluster levels.

Following this, the consultant will undertake a strategic mapping exercise to ensure that green growth principles are effectively integrated into corridor development plans. This will lead to the development of a comprehensive engagement and consultation plan for all relevant actors. The plan will illustrate how various value chains interact, identify key actors and their roles, highlight functional linkages, and outline grievance redress mechanisms at each node.

As part of the stakeholder analysis, the consultant will prepare a stakeholder identification matrix that includes public, private, and civil society actors. Stakeholders will be mapped based on their level of influence and interest in advancing the green growth agenda within the value chains. A SWOT analysis (Strengths, Weaknesses, Opportunities, and Threats) will be conducted for key stakeholders to assess their roles and institutional capacities. The outcome will be a set of clear stakeholder profiles detailing their functions, interests, and level of influence across the value chain.

1. Deliverables

The consultant will deliver the following outputs in English (with summaries in Kiswahili as needed for local dissemination): -

1. Inception Report

A report detailing the proposed methodology, work plan, and schedule for the assignment will be delivered within [3] weeks of the contract. It should include an initial literature/policy review, identified data sources, stakeholder mapping, and a refined outline of the Greenprint structure. The Inception Report will be discussed with and approved by the client to ensure alignment on the approach.

1. Situational Analysis Report

A comprehensive report (for internal use) presenting the findings of the situational analysis for each corridor. This should cover baseline data, maps, and analysis of environmental, social, and economic conditions in Mtwara, Central, and Northern corridors, as well as identification of key challenges and opportunities for sustainable agriculture in each. This report will inform the subsequent drafting of Greenprint.

1. Draft Greenprint for Each Corridor

Three Draft Greenprint documents (one for Mtwara, one for Central, and one for Northern) outlining the proposed green growth framework and strategies for that corridor. These drafts should include all major components (vision, analysis summary, strategic pillars, proposed interventions, implementation plan outline, and M&E indicators). The drafts will be submitted to the client and stakeholders for feedback.

1. Final Consolidated Greenprint Report

The finalized Greenprint incorporates feedback from stakeholders and the client. This may be delivered as a single consolidated report covering all three corridors (with separate sections for each corridor) or as a set of three finalized Greenprint documents accompanied by an executive summary synthesizing the overall approach. The Final Report should include a clear set of recommendations and an implementation roadmap (with responsibilities, timeline, and monitoring framework) for each corridor. An executive summary or policy brief highlighting key recommendations for decision-makers should also be provided.

1. Stakeholder Engagement Report

A report documenting the stakeholder consultation process undertaken during the assignment. It should summarize the engagement activities (workshop dates, venues, participants), key inputs received from stakeholders, and how they were incorporated into Greenprint. This records the inclusive approach and can help in future communications and implementation (showcasing stakeholder buy-in). All deliverables should be submitted in digital format (Word and PDF) and include relevant annexes (e.g., raw data, lists of stakeholders consulted, workshop minutes). The consultant may also be required to present key findings and deliverables to the client and at stakeholder forums (e.g., presenting the final Greenprint at a national workshop or to a steering committee). Deliverables will be considered complete once they have been reviewed and accepted by the client.

1. Location

The assignment will involve both virtual engagements and physical visits to all three agricultural growth corridors—namely Mtwara, Central and Northern Tanzania. The consultant will be responsible for gathering insights and perspectives from stakeholders operating within these corridors, with a specific focus on their level of awareness and understanding of the green growth agenda. The physical visits will be structured to accommodate brief but meaningful discussions with key actors, ensuring that stakeholder engagement is effective while remaining time efficient. These engagements will be scheduled in a way that minimizes disruption to stakeholders' routines and maximizes the value of the information collected.

To ensure efficient delivery of this task, local travel arrangements and logistics will be organized on a part-time basis, depending on the consultant’s field schedule and the availability of stakeholders. The consultant will work closely with technical teams from the Ministry of Agriculture (MoA), the Ministry of Livestock and Fisheries, the Agricultural Transformation Office (ATO), and the SAGCOT Centre to align objectives, share findings, and receive technical guidance throughout the process.

Importantly, the consultant will not be stationed at, or required to operate from, the offices of any partner institutions involved in this assignment. Instead, the consultant will work independently while maintaining regular communication and coordination with all relevant stakeholders.

1. Duration

The time allocated for this assignment is 90 days from the date of contract signing. Specific milestones include monthly progress updates. The deadlines for each corridor update will be on the last day of the current month. This approach will ensure that the client is kept informed, facilitating timely decision-making and alignment with other stakeholders.

1. Responsibilities.

Key responsibilities for the consultant include conducting a systematic analysis of stakeholders in the respective corridors, carrying out a thorough analysis, and developing a comprehensive Corridor Green Level Guiding Document on how sustainable and responsible agribusiness should be promoted in each corridor. The role of ATO and AGRA is primarily to provide resources to facilitate the consultant in undertaking the corridor-level Greenprint. And the role of SAGCOT Centre reviews the documents and provide technical recommendations to ATO and AGRA.

1. Reporting

ATO/AGRA will lead and coordinate the assignment, including facilitating access to relevant reports and reference materials. The team will also be supported by the SAGCOT Centre secretariat.

1. Communication and Coordination

The head of programs at ATO will be responsible for communication between the consultant and the client. The head of programs will coordinate with external partners including government and development partners.

1. Monitoring and Evaluation:

The consultant shall submit an inception report within the first 1st week of contract commencement, outlining the methodology, detailed work plan, and timelines. Regular progress reports (monthly) at least to brief the client on detail activities conducted, outputs delivered, challenges encountered, and mitigation measures. If need be, scheduled review meetings (virtual or in-person) with the client and key stakeholders to assess progress, provide feedback, and make necessary adjustments.

On-site visits or virtual verifications may be conducted to validate reported progress and ensure alignment with expected deliverables before submission of final report. Upon completion, a final evaluation will be conducted to assess the quality, relevance, and completeness of the consultancy outputs.

1. Qualifications and Experience

The Firm Qualifications

1. A minimum of 10 years of experience in agricultural investment planning, agribusiness development or related fields.
2. Proven expertise in agricultural value chain analysis and investment promotion.
3. Experience working in Tanzania or the East African region.
4. Strong analytical, report-writing and stakeholder engagement skills.
5. Proven track record in conducting agricultural and trade assessments, particularly in Sub-Saharan Africa.
6. Experience in all value chains including horticulture, grain and livestock sectors, focusing on export market analysis.
7. Demonstrated expertise in identifying and addressing logistical and infrastructural bottlenecks in export markets.
8. A strong portfolio of projects involving investment analysis, particularly PPP models in the agricultural sector.
9. Familiarity with the policy and regulatory environment governing exports in Tanzania and East Africa.
10. Evidence of previous work includes sustainability and climate change considerations in trade and agricultural assessments.

Team Leader Qualifications

The assignment calls for a senior consultant (or team lead) with a strong sustainable agriculture and development planning background. The ideal candidate (or consulting team) should meet the following requirements:

1. A master’s degree in a relevant field (e.g., Agriculture, Environmental Science, Natural Resource Management, Development Studies, or related discipline) or equivalent professional experience is expected.
2. Expertise in Sustainable Agriculture and Green Growth

Proven experience (at least 10 years recommended) in agricultural development, natural resource management, and environmental sustainability. The consultant should be familiar with concepts of climate-smart agriculture, sustainable land management, and green growth strategies.

1. Environmental Planning and Policy Experience

Demonstrated experience in environmental planning or agroecological zoning, including knowledge of relevant environmental policies, climate change adaptation strategies, and social/environmental impact assessment.

1. Strong Research and Analytical Skills

Ability to conduct high-quality research and analysis, synthesizing information from diverse sources (data, reports, stakeholder input) into coherent strategic recommendations. Skills in GIS/spatial analysis or economic analysis of agricultural systems would be an added advantage for the situational analysis phase.

1. Stakeholder Engagement and Facilitation Skills

Excellent communication and interpersonal skills with a track record of effective stakeholder engagement.

1. Project Management and Writing Skills

Strong project management capabilities to deliver complex assignments on time. The consultant must produce well-structured, concise, high-quality reports and strategic documents in English.

1. Relevant Regional Experience

Experience working in Tanzania or East Africa (or similar contexts in developing countries) is highly advantageous. The consultant should know Tanzania’s agricultural sector context; familiarity with the specific regions of the Mtwara, Central, and Northern corridors is a plus.

Expert 1: Natural Resources Management

Qualifications Required: A minimum of a bachelor’s degree in Natural Resources Management, Environmental Science, Forestry, Agriculture, or a related field. A master’s degree is preferred, and PhD is an added value.

Experience Required.

* At least 7 years of professional experience in natural resource management, sustainable land use planning, or related fields.
* Demonstrated experience in implementing integrated landscape approaches, environmental sustainability programs, or similar initiatives.
* Familiarity with national and regional environmental policies and frameworks.
* Experience working with multi-stakeholder platforms or in cross-sectoral coordination is an added advantage.

Expert 2: Social Inclusivity

Qualifications Required: A minimum of a bachelor’s degree in social sciences, Gender Studies, Development Studies, or a related field. A master’s degree is an advantage.

Experience Required:

* Minimum of 5 years of experience in promoting social inclusion, gender mainstreaming, or community development within development programs.
* Proven experience in applying inclusive approaches in agriculture, natural resource management, or rural development contexts.
* Strong understanding of participatory methods and working with marginalized groups (e.g., women, youth, pastoralists).
* Experience with stakeholder engagement and policy advocacy is desirable.

1. Evaluation Criteria
2. **Mandatory Requirements**
3. Company profile.
4. Trading license or Certificate of incorporation or Certificate of         Registration
5. Valid Tax Compliance certificate (Applicable to firms originating from Kenya, Rwanda, Ghana, Tanzania, and Mozambique).
6. CVs of Key personnel.
7. Technical Evaluation Criteria Summary

Interested firms shall be evaluated against the following technical evaluation criteria: -

1. Organizational Experience in Similar Services (30%)
2. Company profile, background, size, mission, and history.
3. Company accreditations, certifications, industry standards, or formal recognitions relevant to the services.
4. Company experience and client portfolio relevant to the assignment.
5. Proposed Methodology, Work Plan, and Approach Criteria (30%)
6. Proposed Methodology/Concept and Approach
7. Proposed workplan
8. Key Personnel Criteria (40%)
9. Proposed team for the assignment
10. Team leader Relevant Qualifications and experience
11. Key Personnel Qualifications and Competence for the Assignment

NB: Only Firms with the best technical proposal equal or above 75% shall be considered for financial negotiations.

Weightage: Technical – 80%; Financial – 20%

1. Proposal Submission Requirements for firms

To be considered for this consultancy, consultants must include the following in their proposal:

* Technical Proposal
  + Technical Proposal submission letter
  + Approach and methodology to deliver on the scope of work
  + CVs of key personnel
  + Staffing schedule
  + Proposed work plan
  + Past performance on similar projects
* Financial Proposal
  + Financial submission letter
  + Detailed cost breakdown (including fees, taxes, etc.)[[1]](#footnote-2)
  + Payment schedule based on deliverables or milestones.

1. Payments
2. Invoices

The successful firm shall submit invoices to AGRA as per guidance provided in the contract. Payments are made upon AGRA’s approval of deliverables, which must incorporate AGRA's comments.

1. Reimbursable costs

Reimbursable expenses, pre-approved by AGRA, must be invoiced with valid receipts. They will be paid with the consultancy fees if documentation is complete and satisfactory.

1. Proposal Submission Instructions

Proposals shall be submitted electronically through our oracle system by the deadline indicated in the system.

1. Bidders shall use the bid submission forms that have been provided under Annex 1 & 2.
2. The proposals SHALL be submitted via oracle system by the deadline indicated on the oracle system.
3. The Proposals shall be prepared in English.
4. Late submissions will not be accepted, as the system is configured to automatically reject proposals after the deadline. To avoid any issues, especially for new users, bidders are strongly encouraged to submit proposals at least one day before the deadline.
5. AGRA assures bidders that we can’t access proposals before the deadline provided by the system.
6. VALIDITY of the proposal shall be for a period of 90 days from the date of bid closure.
7. The detailed financial proposal shall be uploaded under the lines section in oracle.
8. The financial proposal shall include all taxes. If the financial proposal is silent on taxes, AGRA shall assume that these are inclusive.
9. Prices must be quoted in (TZS). Contracting will be in TZS and bidders are encouraged to have a TZS bank account.
10. Please note that the oracle system will seal the financial proposals until the technical evaluation is completed.
11. All communications regarding the RFP should be directed to [procurement@agra.org](mailto:procurement@agra.org).
12. Contract template

* Please refer to Annex 4 on contract templates.

Annexes

Annex 1: [FIRM- TECHNICAL PROPOSAL SUBMISSION FORM.docx](https://agragreen.sharepoint.com/:w:/s/ORACLEADVERTISEDPROCUREMENTS/EXqplsqPadNJmOJzVUYU_ycBuKlCw7KrJAIeJcOhvsPO6Q?e=l4sCAZ)

Annex 2: [FIRM- FINANCIAL PROPOSAL SUBMISSION FORM-TZS.docx](https://agragreen.sharepoint.com/:w:/s/ORACLEADVERTISEDPROCUREMENTS/EQZifr8HlcdOhMBOLEqb4dYBlEHwehW5LQPEMEcfTu-FRw?e=mSQdDM)

Annex 3- AGRA Partner code of conduct: [LINK](https://agra.org/wp-content/uploads/2019/06/Partners-Code-of-Conduct-.pdf)

Annex 4- Contract Template

1. Company contract sample for Tanzania BU: [Tz- Consultancy Agreement (company).pdf](https://agragreen.sharepoint.com/:b:/s/ORACLEADVERTISEDPROCUREMENTS/Eedx-YZVUU1FqodRLmmNZckBJFFGJjsAHfnix8M2O7dU9Q?e=m2nWxN)

1. Add more guiding notes on taxes. [↑](#footnote-ref-2)