



Kingdom of the Netherlands



Thursday, 27th April, 2023

TENDER SPECIFICATION
Local Tender Advert No. AVSI-UGA/KAM04548/PRJ – SAY1F1.19 /APRIL 2023 -002 -
Consultancy Services for the SAY Project Mid-Term Evaluation

Background of SAY Project

AVSI Foundation is implementing the 4-year “Skilling in Agripreneurship for increased Youth Employment” – SAY project funded by the Embassy of the Kingdom of Netherlands in 31 districts across 5 regions of Uganda targeting 18,800 youth aged 18-30 years for immediate employment and 6,500 youth aged 13<18 years for increased engagement in agriculture. The SAY project aims to contribute concretely to increased agri-skills level of youth and their gainful employment in the agriculture sector in Uganda through agripreneurship skills and knowledge transfer involving local and international public and private actors as part of efforts to socio-economically spur Uganda to middle-income status.

Achieving the desired goal of the project will be conditioned to assumptions, management of anticipated risks, inputs and resources required for the project, and implementation of planned interventions to attain expected output results that will trigger intermediate outcomes that if sustained will lead to the desired high-level outcomes thus achieving the specific objectives of the project.

Description:

Consultancy firms are required to send their technical and financial proposal. Interested consulting firms shall provide information (documents, reference to similar service, experience in similar assignments, etc.) on their qualifications and experience demonstrating their ability to undertake this assignment. *Refer to the attached Terms of Reference – Annex I*

Eligibility criteria:

Bidders are requested to fill and return the form attached (see session “Documents for Submission”).

Exclusion clauses:

AVSI Foundation. Plot 1119 Ggaba Road. P.O. Box 6785 Kampala, Uganda. Tel: +256-312-501604, +256-393-501605

avsi.org



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Contracts shall not be awarded to bidders who, during the procurement procedure:

- (a) Are subject to conflict of interest;
- (b) Are guilty of misrepresentation in supplying the information required by the humanitarian organization as a condition of participation in the contract procedure or fail to supply this information.

Documents for submission:

Copies of the following documents **MUST** be enclosed in the bid offer (**STRICTLY**) in the below ascending order:

- 1) Eligibility Certificate (form attached, to be printed filled, stamped and signed).
- 2) Technical and Financial proposal/Offer with clear separation VAT where applicable.
- 3) AVSI Foundation Code of Ethics (full version to be printed and signed).
- 4) Evidence of Tax registration (VAT status is a **MUST**)
- 5) Certificate of Incorporation.
- 6) Trading License released from the competent authority, valid for the current year.
- 7) Any other relevant information or certification.

Delivery of Service/s:

AVSI Foundation, Plot 1119 Ggaba Road , Kampala - Uganda.

Schedule of Delivery:

To be specified in the Service Contract.

Terms of Payment:

To be specified in the Service Contract.

Validity of the Offer/s:

Minimum 60 days for all lots (to be specified in the bidder's offer).

Award Criteria/Proposed weights for evaluation;

The award criteria shall be based on the proposed weights here below.

1. Evaluation of the Service provider: (20%)

- ∞ Profile & Credentials
- ∞ Expertise and skills
- ∞ Relevant experience in similar type work with AVSI & Other reputable Organizations

2. Strategy - Quality of the Proposal: (20%)

- ∞ Understanding the Terms of Reference/Approach/Methodology
- ∞ Goal and Target
- ∞ Activities/Content

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3. Delivery Timeframe: (10%)

- ∞ Work Plan/Project Timelines
- ∞ Delivery date of the first draft for review
- ∞ Delivery date of the final product to AVSI.

4. Financial Considerations: (50%)

- ∞ Linearity to the budget

All sealed bids should be addressed to:

**AVSI Foundation Operations,
P.O. Box 6785, Plot 1119, Ggaba Road, Kampala, Uganda.**

All bids must be marked with the correspondent **Tender No.** AVSI-UGA/KAM04548/PRJ – SAY1F1.19 /APRIL 2023 -002 - Consultancy Services for the SAY Project Mid-Term Evaluation.

For any inquiries and bid submissions, please email: logistic.kampala@avsi.org OR Call +256 (0) 312 260036.

Bids not conforming to tender Terms of participation and specifications will be disqualified. AVSI Foundation reserves the right to accept or reject any bid, including the lowest bid received.

CODE OF ETHICS ACCEPTANCE CLAUSE

The Code of Ethics is an official AVSI Foundation document, approved by the Board of Directors, which contains principles and rules of conduct to be followed by anyone who works or deals with the Foundation, including suppliers and consultant. The full version is available on the Foundation website: <https://www.avsi.org/en/policies-and-guidelines>

AVSI Foundation Management will officially notify successful bidders only within 2 weeks after deadline date. If you do not receive confirmation from AVSI through a Contract Agreement within two weeks from the above mentioned deadline, please consider your offer as NOT successful

Deadline for submission of bids is Thursday 18th May, 2023 at 1.00 p.m. EAT Late bids will not be accepted.

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