

REQUEST FOR PROPOSAL (RFP)

**for a short-term assignment on database management,
software development, and information technology (IT)
systems.**

RFP No.:	3/T/2024
Project:	SUPPORT AGRI-FOOD COOP NETWORK IN PALESTINE (SANET)
Country:	Palestine
Issued on:	13 May 2024
Deadline	13 June 2024

RFP Reference 3/T/2024	Date 13 May 2024
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SECTION 1: LETTER OF INVITATION

Dear Sir / Madam,

CIHEAM Bari and Ministry of Agriculture hereby invites you to submit a Proposal to this Request for Proposal (RFP) for the above-referenced subject.

This Request for Proposal and the General Terms and Conditions of Contract comprises the following documents:

- ⇒ Section 1: This Letter of Invitation
- ⇒ Section 2: Instruction to Consultants
- ⇒ Section 3: Evaluation Criteria
- ⇒ Section 4: Terms of Reference
- ⇒ Section 5: Returnable Forms
 - Form A: Technical Proposal Submission Form
 - Form B: Consultant Information Form
 - Form C: Qualification Form
 - Form D: Format of Technical Proposal
 - Form E: Financial Proposal Submission Form
 - Form F: Financial Proposal Form

If you are interested in submitting a Proposal in response to this RFP, please prepare your Proposal in accordance with the requirements and procedure as set out in this RFP and submit it by the Deadline for Submission of Proposals set out in this RFP.

Please acknowledge receipt of this RFP by sending an email to melozzi@iamb.it, indicating whether you intend to submit a Proposal or otherwise. This will enable you to receive amendments or updates to the RFP. Should you require further clarifications, kindly communicate with the contact person/s identified as the focal point for queries on this RFP.

Thank you and we look forward to receiving your proposal(s).

Issued by:

Signature: *Lorenzo Melozzi*

Name: Lorenzo Melozzi

Title: Project Manager

Date: 07 May 2024

SECTION 2: INSTRUCTION TO CONSULTANTS

GENERAL PROVISIONS

Introduction	<p>Consultants shall adhere to all the requirements of this RFP, including any amendments made in writing by CIHEAM Bari.</p> <p>Any Bid submitted will be regarded as an offer by the Consultant and does not constitute or imply the acceptance of the Bid by CIHEAM Bari. CIHEAM Bari is under no obligation to award a contract to any Consultant as a result of this RFP.</p> <p>CIHEAM Bari reserves the right to cancel the procurement process at any stage without any liability of any kind for CIHEAM Bari, upon notice to the Consultants or publication of cancellation notice on the CIHEAM Bari website.</p>
Gifts and Hospitality	<p>Consultants/vendors shall not offer gifts or hospitality of any kind to CIHEAM Bari staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches, dinners or similar. In pursuance of this policy, CIHEAM Bari: (a) Shall reject a bid if it determines that the selected Consultant has engaged in any corrupt or fraudulent practices in competing for the contract in question; (b) Shall declare a vendor ineligible, either indefinitely or for a stated period, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a CIHEAM Bari contract.</p>

Conflict of Interest	<p>CIHEAM Bari requires every prospective Supplier to avoid and prevent conflicts of interest, by disclosing to CIHEAM Bari if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFP. Consultants shall strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Consultants found to have a conflict of interest shall be disqualified.</p> <p>Consultants must disclose in their Bid their knowledge of the following: a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel who are family members of CIHEAM Bari staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving goods and/or services under this RFP.</p> <p>The eligibility of Consultants that are wholly or partly owned by the Government shall be subject to CIHEAM Bari's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFP, among others. Conditions that may lead to undue advantage against other Consultants may result in the eventual rejection of the Bid.</p>
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PREPARATION OF PROPOSALS

General Considerations	<ul style="list-style-type: none"> - In preparing the Proposal, the Consultant is expected to examine the RFP in detail. Material deficiencies in providing the information requested in the RFP may result in rejection of the Proposal. - The Consultant will not be permitted to take advantage of any errors or omissions in the RFP. Should such errors or omissions be discovered, the Consultant must notify the CIHEAM Bari
Cost of preparation of Proposals	<ul style="list-style-type: none"> - CIHEAM Bari shall not be responsible for any costs associated with a Consultant preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.
Language	<ul style="list-style-type: none"> - The Proposal, as well as any and all related correspondence exchanged by the Consultant and CIHEAM Bari, shall be written in English, Including documentation, catalogues, instructions and operating manuals.
Documents to be submitted	<p>Consultants shall include the following documents in their proposal:</p> <ul style="list-style-type: none"> a) Form A: Technical Proposal Submission Form b) Form B: Consultant Information Form c) Form C: Qualification Form d) Form D: Format of Technical Proposal + Curriculum Vitae e) Form E: Financial Proposal Submission Form f) Form F: Financial Proposal Form

	g) Any attachments and/or appendices to the Proposal.
Eligibility and Qualifications of the Consultant	<ul style="list-style-type: none"> - The Consultant shall furnish documentary evidence of its status as an eligible and qualified vendor, using the Forms provided under Section 5 and providing documents required in those forms (forms B and C). In order to award a contract to consultant, its qualifications must be documented to CIHEAM Bari's satisfaction.
Technical Proposal Format and Content	<ul style="list-style-type: none"> - The Consultant is required to submit a Technical Proposal using the Standard Form provided in Section 5 (forms A and D) of the RFP. The Technical Proposal shall not include any price or financial information. A Technical Proposal containing material financial information <u>may be declared non-responsive</u>.
Financial Proposals	<ul style="list-style-type: none"> - The Financial Proposal shall be prepared using the Standard Form provided in Section 5 (forms E and F) of the RFP. It shall list all major cost components associated with the services, and the detailed breakdown of such costs. - Any output and activities described in the Technical Proposal but not priced in the Financial Proposal, shall be assumed to be included in the prices of other activities or items, as well as in the final total price. - Prices and other financial information must not be disclosed in any other place except in the financial proposal.
Currencies	<p>All prices shall be quoted in NIS. Where Proposals are quoted in different currencies, for the purposes of comparison of all Proposals:</p> <ol style="list-style-type: none"> CIHEAM Bari will convert the currency quoted in the Proposal into the CIHEAM Bari preferred currency, in accordance with the prevailing operational rate of exchange on the last day of submission of Proposals; In the event that CIHEAM Bari selects a proposal for award that is quoted in a currency different from the preferred currency, CIHEAM Bari shall reserve the right to award the contract in the currency of CIHEAM Bari's preference, using the conversion method specified above. <ul style="list-style-type: none"> - The currency of bid will be the currency of the contract. It is up to the Consultants to manage the cash withdrawal from their own bank.

Joint Venture, Consortium or Association	<ul style="list-style-type: none"> - If the Consultant is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Bid, they shall confirm in their Bid that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Bid; and (ii) if they are awarded the contract, the contract shall be entered into, by and between CIHEAM Bari and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture, Consortium or Association.
Only one Bid	<ul style="list-style-type: none"> - The Consultant (including the Lead Entity on behalf of the individual members of any Joint Venture, Consortium or Association) shall submit only one Bid, either in its own name or, if a joint venture, Consortium or Association, as the lead entity of such Joint Venture, Consortium or Association. Bids submitted by two (2) or more Consultants shall all be rejected if they are found to have any of the following: <ul style="list-style-type: none"> a) they have at least one controlling partner, director or shareholder in common; b) any one of them receive or have received any direct or indirect subsidy from the other/s; c) they have the same legal representative for purposes of this RFP; d) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Bid of, another Consultant regarding this RFP process; e) they are subcontractors to each other's Bid, or a subcontractor to one Bid also submits another Bid under its name as lead Consultant; f) some key personnel proposed to be in the team of one Consultant participates in more than one Bid received for this RFP process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Bid.
Period of Validity of Proposal	<ul style="list-style-type: none"> - Proposals shall remain valid for 60 days from the deadline for the Submission of Proposals. A Proposal valid for a shorter period may be rejected by CIHEAM Bari and rendered non-responsive. - During the Proposal validity period, the Consultant shall maintain its original Proposal without any change, including the availability of the Key Personnel, the proposed rates and the total price.
Extension of Proposal Validity Period	<ul style="list-style-type: none"> - In exceptional circumstances, prior to the expiration of the proposal validity period, CIHEAM Bari may request Consultants to extend the period of validity of their Proposals. The request and the responses shall be made in writing, and shall be considered integral to the Proposal.

	<ul style="list-style-type: none"> - If the Consultant agrees to extend the validity of its Proposal, it shall be done without any change in the original Proposal. - The Consultant has the right to refuse to extend the validity of its Proposal, and in which case, such Proposal will not be further evaluated.
Clarification of Proposal	<ul style="list-style-type: none"> - Consultants may request clarifications on any of the RFP documents no later than 5 days before the submission deadline. Any request for clarification must be sent via email or asked via telephone to the following contacts: <div style="display: flex; justify-content: space-around;"> <div> Mr Lorenzo Melozzi melozzi@iamb.it </div> <div> Mr Samer Titi titi@iamb.it </div> </div> - CIHEAM Bari will provide the responses to clarifications direct communication to prospective Proposers by email. - CIHEAM Bari shall endeavor to provide responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of CIHEAM Bari to extend the submission date of the Proposals, unless CIHEAM Bari deems that such an extension is justified and necessary.
Amendment of Proposals	<ul style="list-style-type: none"> - At any time prior to the deadline of Proposal submission, CIHEAM Bari may for any reason, such as in response to a clarification requested by the Consultant, modify the RFP in the form of an amendment to the RFP. Amendments will be made available to all prospective Consultants. - If the amendment is substantial, CIHEAM Bari may extend the Deadline for submission of proposal to give the Consultants reasonable time to incorporate the amendment into their Proposals.
Alternative Proposal	<ul style="list-style-type: none"> - Not permitted
Pre-Bid Meeting	<ul style="list-style-type: none"> - In order to potential applicants to successfully apply for bid, a one-day workshop to acquire basic skills in drafting projects and budgets will be provided. No verbal statement made during the conference shall modify the terms and conditions of the RFP, unless specifically incorporated in the Minutes of the Consultant's Meeting or issued/posted as an amendment to RFP.
Duties and taxes	<ul style="list-style-type: none"> - All quotations must be <u>VAT included</u>.

SUBMISSION AND OPENING OF PROPOSALS

Submission	<ul style="list-style-type: none"> - The Consultant shall submit a duly signed and complete Proposal comprising the documents and forms in accordance with the requirements in this RFP. The submission shall be in the manner specified in this RFP.
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	<ul style="list-style-type: none"> - The Proposal shall be signed by the Consultant or person(s) duly authorized to commit the Consultant. - Consultants must be aware that the mere act of submission of a Proposal, in and of itself, implies that the Consultant fully accepts the CIHEAM Bari General Contract Terms and Conditions.
Email Submission	<ul style="list-style-type: none"> - Email submission is the only one allowed and shall be governed as follows: <ul style="list-style-type: none"> a) Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in RFP; b) The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE. The financial proposal shall be encrypted with different passwords and clearly labelled. c) The files must be sent to the following email addresses: gareappalti@iamb.it and melozzi@iamb.it d) The password for opening the Financial Proposal should be provided only upon request of CIHEAM Bari. CIHEAM Bari will request password only from Consultants whose Technical Proposal has been found to be technically responsive. Failure to provide correct password may result in the proposal being rejected. e) The subject line of the email should be as follows: 3/T/2024 - Statistical Expert Assignment
Deadline for the Submission of Proposal	<ul style="list-style-type: none"> - <u>Thursday, 13 June 2024 at 12:00 AM Italian Time</u>
Proposal Opening	<ul style="list-style-type: none"> - There is <u>no public bid opening</u> for RFPs. CIHEAM Bari shall open the Proposals in the presence of an ad-hoc committee formed by SANET project, consisting of three (3) voting members.

EVALUATION OF PROPOSALS

Confidentiality	<ul style="list-style-type: none"> - Information relating to the examination, evaluation, and comparison of Proposals, and the recommendation of contract award, shall not be disclosed to consultants or any other persons not officially concerned with such process, even after publication of the contract award. - Any effort by a consultant or anyone on behalf of the Consultant to influence CIHEAM Bari in the examination, evaluation and comparison of the Proposals or contract award decisions may result in the rejection of its Proposal.
Evaluation of Proposals	<ul style="list-style-type: none"> - The Consultant is not permitted to alter or modify its Proposal in any way after the proposal submission deadline. CIHEAM Bari will conduct the evaluation solely on the basis of the submitted Technical and Financial Proposals. - Evaluation of proposals is made of the following steps: <ul style="list-style-type: none"> a) Preliminary Examination;

	<ul style="list-style-type: none"> b) Minimum Eligibility and Qualification; c) Evaluation of Technical Proposals; d) Evaluation of Financial Proposals.
Preliminary Examination	<ul style="list-style-type: none"> - CIHEAM Bari shall examine the Proposals to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, and whether the Proposals are generally in order, among other indicators that may be used at this stage.
Evaluation of Eligibility and Qualification	<ul style="list-style-type: none"> - Eligibility and Qualification of the Consultant will be evaluated against the Minimum Eligibility/Qualification requirements specified in the Section 3 (Evaluation Criteria). - In general terms, vendors that meet the following criteria may be considered qualified: <ul style="list-style-type: none"> ⇒ They are not included in the UN Security Council 1267/1989 Committee's list of terrorists and terrorist financiers; ⇒ They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments, ⇒ They have the necessary similar experience, technical expertise, production capacity where applicable, quality certifications, quality assurance procedures and other resources applicable to the provision of the services required; ⇒ They do not have a consistent history of court/arbitral award decisions against the Consultant;
Evaluation of Technical and Financial Proposals	<ul style="list-style-type: none"> - The evaluation team shall review and evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and other RFP documents, applying the evaluation criteria, sub-criteria, and point system specified in the Section 3 (Evaluation Criteria). A Proposal shall be rendered non-responsive at the technical evaluation stage if it fails to achieve the minimum technical score indicated. - In the second stage, only the Financial Proposals of those Consultants who achieve the minimum technical score will be opened for evaluation. The Financial Proposals corresponding to Technical Proposals that were rendered non-responsive shall remain unopened. For emailed Proposals, CIHEAM Bari will not request for the password of the Financial Proposals of Consultants whose Technical Proposal were found not responsive. - The evaluation method that applies for this RFP shall be as indicated in the Section 3, the combined scoring method which will be based on a combination of the technical and financial score. - The formula for the rating of the Proposals will be as follows: Combined Score = (TP Rating) x (Weight of TP, 70%) + (FP Rating) x (Weight of FP, 30%) Rating the <u>Technical Proposal (TP)</u>:

	<p>TP Rating = (Total Score obtained by the Offer / Max. obtainable Score for TP)</p> <p>Rating the <u>Financial Proposal (FP)</u>:</p> <p>FP Rating = (Lowest Priced Offer / Price of the Offer Being Reviewed)</p>
Clarification of Proposals	<ul style="list-style-type: none"> - To assist in the examination, evaluation and comparison of Proposals, CIHEAM Bari may, at its discretion, ask any Consultant for a clarification of its Proposal. - CIHEAM Bari's request for clarification and the response shall be in writing and no change in the prices or substance of the Proposal shall be sought, offered, or permitted, except to provide clarification, and confirm the correction of any arithmetic errors discovered by CIHEAM Bari in the evaluation of the Proposals, in accordance with RFP. - Any unsolicited clarification submitted by a Consultant in respect to its Proposal, which is not a response to a request by CIHEAM Bari, shall not be considered during the review and evaluation of the Proposals.
Responsiveness of Proposal	<ul style="list-style-type: none"> - Provided that a Proposal is substantially responsive, CIHEAM Bari may waive any non-conformities or omissions in the Proposal that, in the opinion of CIHEAM Bari, do not constitute a material deviation. - CIHEAM Bari may request the Consultant to submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial nonconformities or omissions in the Proposal related to documentation requirements. Such omission shall not be related to any aspect of the price of the Proposal. Failure of the Consultant to comply with the request may result in the rejection of its Proposal.
Nonconformities, Reparable Errors and Omissions	<ul style="list-style-type: none"> - For Financial Proposal that has been opened, CIHEAM Bari shall check and correct arithmetical errors as follows: <ul style="list-style-type: none"> ⇒ if there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of CIHEAM Bari there is an obvious misplacement of the decimal point in the unit price; in which case the line item total as quoted shall govern and the unit price shall be corrected; ⇒ if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and ⇒ if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail. - If the Consultant does not accept the correction of errors made by CIHEAM Bari, its Proposal shall be rejected.

AWARD CONTRACT

Right to Accept, Reject, any or all Proposals	- CIHEAM Bari reserves the right to accept or reject any Proposal, to render any or all of the Proposals as non-responsive, and to reject all Proposals at any time prior to award of contract, without incurring any liability, or obligation to inform the affected Consultant(s) of the grounds for CIHEAM Bari's action. CIHEAM Bari shall not be obliged to award the contract to the lowest priced offer.
Right to Vary Requirements at the Time of Award	- At the time of award of Contract, CIHEAM Bari reserves the right to vary the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.
Type of Contract to be awarded	- <input checked="" type="checkbox"/> Contract
Contract Signature	<ul style="list-style-type: none"> - Within fifteen (15) days from the date of receipt of the Contract, the successful Consultant shall sign and date the Contract and return it to CIHEAM Bari. Failure to do so may constitute sufficient grounds for the annulment of the award. - CIHEAM Bari may award the Contract to the Second Ranked Consultant or call for new Proposals.
Right to vary requirement at time of award	- At the time of award of Contract or Purchase Order, CIHEAM Bari reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.
Approved Budget for the Contracts	<ul style="list-style-type: none"> - The approved budget for this contract for the proposed assignment is twenty thousand NIS (20,000.00 NIS), inclusive of all applicable government taxes and charges, professional fees, and other incidental and administrative costs. - Please note that these contracts shall be a global price contract. Any extension of contract time shall not involve any additional cost to the CIHEAM Bari.

SECTION 3: EVALUATION CRITERIA

PRELIMINARY EXAMINATION CRITERIA

Proposals will be examined to determine whether they are complete and submitted in accordance with RFP requirements as per below criteria on a **Yes/No basis**:

- Appropriate signatures
- Minimum documents provided
- Technical and Financial Proposals submitted

MINIMUM ELIGIBILITY AND QUALIFICATION REQUIREMENTS

Eligibility and Qualification will be evaluated on **Pass/Fail basis**.

If the Proposal is submitted as a Joint Venture/Consortium/Association, each member should meet minimum criteria, unless otherwise specified in the criterion.

Subject	Criteria	Document Submission requirement
ELIGIBILITY		
Legal Status	Consultant is a legally registered entity.	Form B: Consultant Information Form
Eligibility	Consultant is not suspended, nor debarred, nor otherwise identified as ineligible by any International Organization.	Form A: Technical Proposal Submission Form
Conflict of Interest	No conflicts of interest.	Form A: Technical Proposal Submission Form
Bankruptcy	Not declared bankruptcy, not involved in bankruptcy or insolvency, liquidation, and there is no judgment or pending legal action against the Consultant that could impair its operations in the foreseeable future.	Form A: Technical Proposal Submission Form
QUALIFICATION		
History of Non-Performing Contracts	Non-performance of a contract did not occur as a result of contractor default for the last 3 years.	Form C: Qualification Form
Litigation History	No consistent history of court/arbitral award decisions against the Consultant for the last 3 years.	Form C: Qualification Form
Previous Experience	Minimum 5 years of relevant experience.	Form C: Qualification Form
	Minimum 2 contracts of similar value, nature and complexity implemented over the last 3 years. (For JV/Consortium/Association, all Parties cumulatively should meet requirement).	Form C: Qualification Form

EVALUATION METHOD

A committee of experts will evaluate the proposals. The selection process will be according to the main following evaluation criteria and sub-criteria:

The service provider shall be selected using the *Quality-Cost Based Selection* and based on the following criteria: seventy percent (70%) Technical Proposal and thirty percent (30%) Financial Proposal.

The minimum **technical** overall **threshold** score required to pass is 60.

EVALUATION CRITERIA

The tenders will be evaluated on the basis of their economic advantageousness. The most economically advantageous tender is the tender which, in summary, meets the defined evaluation criteria best.

The contracting authority set out the following evaluation criteria:

Evaluation criteria		Weight
C1	Technical Proposal	70%
C2	Financial Proposal	30%
Total		100%

Technical Proposal (70%)

C1 - Summary of Technical Proposal Evaluation Forms		Max Weight
C 1.1	Consultant's qualification, capacity and experience	40%
C 1.2	Quality of the methodology proposed	60%
Total		100%

Financial Proposal (30%)

C2	Detailed budget – financial offer	30%
Total		30%

SECTION 4: TERMS OF REFERENCE

INTRODUCTION

In May 2023, CIHEAM Bari initiated planning for a three-year project, funded by the Italian Agency for Development Cooperation (AICS). The project, named 'Support agri-food coop network in Palestine (SANET)', aims to enhance the agricultural sector in Palestine, fostering resilience, job creation, and socio-economic development, with a particular emphasis on the inclusion of youth and women. SANET seeks to create an enabling economic and institutional environment, fostering sustained reforms, economic growth, poverty reduction, and improved social indicators.

The action will work at four levels: 1) supporting the collaboration among farmers in cooperatives and associations with technical and capacity-building actions to increase production; 2) improving value chains productivity and inclusiveness; 3) promoting entrepreneurship and agribusiness with the goal of creating an appropriate and conducive environment for agri-business led by youth and women; and 4) reinforcing the role of MoA to effectively manage the value chains and collaboration among farmers' groups and stakeholders.

The expected outputs of the project are:

- E.R.1: Farmers and Producers groups' organization and collaboration strengthened.
- E.R.2: Farmers and Producers groups have improved their skills for higher agricultural production, and better and more efficient agro-food value chain.
- E.R.3: Agri-food sector inclusiveness improved to provide access to women and youth.
- E.R.4: Ministry of Agriculture's capacity to plan sustainable management of agri-food value chains cooperation system is strengthened.
- E.R.5: Farmers, Producers, and youth can access to capital for scaling up.

DUTY STATION

Ramallah, West Bank.

DURATION

The assignment will span a total of 20 days.

BACKGROUND OF ASSIGNMENT

Over the past years, in Palestine there have been several attempts to measure the size of the agriculture business, that include cooperatives, associations, NGO's, businesses, and charitable organizations. These entities rely on various data sources, including internal records from representative associations and administrative data. While the results obtained from these efforts may not always align, they have sparked increased interest in a focused assessment of the economic and employment significance of this multifaceted ecosystem in Palestine. Interest also strengthened by the persistent problems of low economic growth of the country and the consequent need to pursue strategies capable of accelerating economic development also through a careful evaluation of the contribution that can come also from the different types of business. To facilitate this analysis, Ministry of Agriculture would developing a National Agriculture Cooperative Database for having an authentic & updated data repository of all organizations operating in the agriculture sector.

This Database shall facilitate all stakeholders in policy making & implementation to strengthen the cooperative movement in the country.

OBJECTIVE

The main goal of this assignment is to evaluate the various databases used by organizations, each with its own language, and recommend a software solution in terms of technical requirements, that can gather data from these different platforms. This software should then organize the data in a way that makes it easy for different departments within the Ministry of Agriculture to analyze. Additionally, the software should be capable of integrating data collected by Ministry employees. Lastly, drafting the technical requirements in terms of software and hardware that will be used for a call for tenders.

To accomplish this, the contractor will first assess the needs of each department and examine how data flows from collection to database integration. Based on this assessment, they will propose a specific software solution. This software should have features that enable the creation of reports and analyses, allow for the import and export of data, facilitate research and filtering of data, provide data visualization tools, and include a dashboard for easy monitoring and access to key information.

SCOPE OF THE WORK

The scope of work for this assignment involves several key activities:

1. Assessment of Databases of organizations:

- Evaluate existing database systems used by different organizations that work in agriculture, as Ministry of Agriculture (Statistical Dept.; NGOs Dept.; IT Dept.), Cooperative Work Agency (CWA), Palestinian Agricultural Cooperative Union (PACU), Palestinian Central Bureau of Statistics, and others that may be identified by the consultant.

2. Stakeholder Consultations:

- Gather feedback from stakeholders, requirements from ministry officials, IT personnel, and end-users.

3. Preliminary Assessment and Evaluation:

- Analyze departmental within Ministry of Agriculture needs for data management.
- Evaluate data flow from collection to database integration.
- Ensure system meets IT requirements and address technical issues (hardware and software).
- Assess compatibility of existing data sources with proposed software.

4. Prepare Terms of Reference (ToR) for tender dossier:

- Develop a detailed term of reference with all technical requirements for the launch of tender dossier.

5. Reporting:

- Prepare a final report summarizing the work done and the results achieved.

All activities outlined in the Terms of Reference (ToR) will be conducted in collaboration with project PMU and assistance from the institution's staff. The contractor will be responsible for executing the following tasks:

TASK 1: Assessment of current database, stakeholder consultations & preliminary assessment and evaluation.

TASK 2: Elaboration of detailed Technical Specification.

TASK 3: Documentation and **Reporting** of the assessment carried out and their results.

DELIVERABLES AND GENERAL TIME SCHEDULE

The timeframe needed for completion of the tasks will be agreed upon, but should not exceed fifteen (20) days. The assignment would be completed on location as needed. The expected deliverables consist of a **final report** containing all the items detailed as follows. The deliverable should be written in Arabic and English.

Deliverables:	
TASK 1	Assessment Report: comprehensive evaluation of the existing database system. Identification of gaps, deficiencies, and areas for improvement. Review of past documentation and reports related to the database project. Summary of perspectives to be incorporated into the database enhancement process.
TASK 2	Term of Reference with specific technical specifications: task 2 involves elaborating detailed technical specifications based on the assessment conducted in Task 1. This includes specifying the requirements for the software and hardware solutions to be recommended, ensuring it aligns with the needs of different departments within the Ministry of Agriculture. These specifications will serve as guidelines for the development or acquisition of the software solution, outlining its features, functionalities, and technical requirements.
TASK 3	Final Report: summary of work conducted and results achieved throughout the activity. Documentation of database management and IT implementation activities. Overview of quality assurance, testing, documentation, training, and reporting processes.

SUPERVISION AND REPORTING

The activities under this ToR should be conducted and developed in close cooperation with the International Project Manager and National Project Manager at CIHEAM Bari Ramallah office and officials within Ministry of Agriculture. He/she will work as a team member with other individual consultants and the PMU.

KEY QUALIFICATIONS

Education:

Bachelor's degree in Computer Science, Information Technology, Database Management, or a related field.

Experience:

Five (5) years of relevant professional experience in database management, IT project management, or related fields is essential. Experience with database evaluation, enhancement, and implementation projects is highly desirable.

Prior experience working with government agencies, ministries, or large organizations is beneficial.

- Strong technical skills in database management systems (DBMS) such as SQL Server, Oracle, MySQL, or PostgreSQL.
- Software Development Skills.
- Strong communication and interpersonal skills to effectively engage with stakeholders.
- A solid understanding of information technology (IT) systems, including hardware, software, networking, and IT infrastructure.

LANGUAGE REQUIREMENT

The working language shall be Arabic. All deliverables should be written in Arabic and English.

SOURCE OF FUNDS

The source of funds for this study is the project "Support Agri-food coop Network in Palestine" (SANET), financed by the Italian Agency for Development of Cooperation (AICS).

PAYMENT MILESTONE

Outputs	%	Timing	Condition for Payment Release
<u>Advance payment – max 10% of the contract value</u>	10	Upon contract signature	Contract signed
<u>Assignment Task 3:</u> <i>Final Report</i>	90	After the report is delivered and approved	Within thirty (30) days from the date of meeting the following conditions: a) CIHEAM Bari written acceptance (i.e., not mere receipt) of the quality of the outputs; b) Receipt of invoice from the Service Provider.

Payment terms: within 30 days after receipt of services and submission of payment documentation.

The payment will be in NIS.

- Consultants must quote their bid in NIS.

The currency of bid will be the currency of contract. It is up to the Consultants to manage the cash withdrawal from their own bank.

SECTION 5: RETURNABLE BIDDING FORMS

CONSULTANT'S CHECKLIST

This form serves only as a checklist for preparation of your Proposal.

Please complete the Returnable Bidding Forms in accordance with the instructions in the forms and return them as part of your proposal submission. No alteration to format of forms shall be permitted and no substitution shall be accepted.

Technical Proposal Folder:

Have you duly completed all the Returnable Bidding Forms?

⇒ Form A: Technical Proposal Submission Form	<input type="checkbox"/>
⇒ Form B: Consultant Information Form	<input type="checkbox"/>
⇒ Form C: Qualification Form	<input type="checkbox"/>
⇒ Form D: Format of Technical Proposal	<input type="checkbox"/>
⇒ Form E: Financial Proposal Submission Form	<input type="checkbox"/>
⇒ Form F: Financial Proposal Form	<input type="checkbox"/>

FORM A: TECHNICAL PROPOSAL SUBMISSION FORM

Name of Consultant:	[Insert Name of Consultant]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

We, the undersigned, offer to provide the services for an expert on database management, software development, and information technology (IT) systems in accordance with your Request for Proposal No. [Insert RFP Reference Number] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate folder.

We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium /Association members or subcontractors or suppliers for any part of the contract:

- a) is not under procurement prohibition by the International Organizations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists;
- b) have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any International Organization;
- c) have no conflict of interest;
- d) have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future;
- e) undertake not to engage in proscribed practices, including but not limited to corruption, fraud, coercion, collusion, obstruction, or any other unethical practice, with the CIHEAM Bari or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the CIHEAM Bari.

We declare that all the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification and/or sanctioning by the CIHEAM Bari.

We offer to provide services in conformity with the Bidding documents, including the CIHEAM Bari General Conditions of Contract and in accordance with the Terms of Reference.

Our Proposal shall be valid and remain binding upon us for the period of time specified in the RFP.

We understand and recognize that you are not bound to accept any Proposal you receive.

I, the undersigned, certify that I am duly authorized by [Insert Name of Consultant] to sign this Proposal and bind it should CIHEAM Bari accept this Proposal.

Name: _____

Title: _____

Date: _____

Signature: _____

[Stamp with official stamp of the Consultant]

FORM B: CONSULTANT INFORMATION FORM

Legal name of Consultant	[Complete]
Legal address	[Complete]
Official Date of Registration	[Complete]
Consultant's Authorized Representative Information	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
N° of full-time employees	[Complete]
Contact person CIHEAM Bari may contact for requests for clarification during Proposal evaluation	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
Please attach the following documents in case of consultant firms:	<p>⇒ Company Profile, which should <u>not</u> exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured</p> <p>⇒ Certificate of Incorporation/ Business Registration</p> <p>⇒ Details for the payment: Owner/Holder, Bank, C/C, Bank of support-swift code.</p>

FORM C: QUALIFICATION FORM

Name of Consultant:	[Insert Name of Consultant]	Date:	Select date
RFP reference:	[Insert RFP Reference Number and LOT]		

Historical Contract Non-Performance

<input type="checkbox"/> Contract non-performance did not occur for the last 3 years			
<input type="checkbox"/> Contract(s) not performed for the last 3 years			
Year	Non-performed portion of contract	Contract Identification	Total Contract Amount (current value in NIS)
		Name of Client: Address of Client: Reason(s) for non-performance:	

Litigation History (including pending litigation)

<input type="checkbox"/> No litigation history for the last 3 years			
<input type="checkbox"/> Litigation History as indicated below			
Year of dispute	Amount in dispute (in NIS)	Contract Identification	Total Contract Amount (current value in NIS)
		Name of Client: Address of Client: Matter in dispute: Party who initiated the dispute: Status of dispute: Party awarded if resolved:	

Previous Relevant Experience

Please list only previous similar assignments successfully completed in the last 3 years.

List only those assignments for which the Consultant was legally contracted or sub-contracted by the Client as a company or was one of the Consortium/JV partners. The Consultant should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so requested by CIHEAM Bari.

Client Name	Contract Value	Period of activity and status	Types of activities undertaken

FORM D: FORMAT OF TECHNICAL PROPOSAL

Name of Consultant:	[Insert Name of Consultant]	Date:	Select date
RFP reference:	[Insert RFP Reference Number and LOT]		

The Consultant's proposal should be organized to follow this format of Technical Proposal. Where the Consultant is presented with a requirement or asked to use a specific approach, the Consultant must not only state its acceptance, but also describe how it intends to comply with the requirements. Where a descriptive response is requested, failure to provide the same will be viewed as non-responsive.

SECTION 1: Consultant's qualification, capacity and expertise

[Provide here a brief description of the background and organization of your firm/entity for this assignment. Provide information on each assignment for which your firm, was legally contracted either individually as a corporate entity or as one of the major companies within an association, for carrying out consulting services similar to the ones requested under this assignment.]

SECTION 2: Proposed Methodology, Approach and Work Plan

- Technical Approach and methodology. explain your understanding of the objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. You should highlight the problems being addressed and their importance, and explain the technical approach you would adopt to address them. You should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach.*
- Work Plan. In this chapter you should propose the main activities of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the client), and delivery dates of the reports.*

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe my qualifications, my experiences, and other relevant information about myself.

Signature of Personnel

Date (Day/Month/Year)

FORM E: FINANCIAL PROPOSAL SUBMISSION FORM

Name of Consultant:	[Insert Name of Consultant]	Date:	Select date
RFP reference:	[Insert RFP Reference Number and LOT]		

We, the undersigned, offer to provide the services for an expert on database management, software development, and information technology (IT) systems in accordance with your Request for Proposal No. [Insert RFP Reference Number] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate folder.

Our attached Financial Proposal is for the sum of [Insert amount in words and figures].

Our Proposal shall be valid and remain binding upon us for the period of time specified in the RFP.

We understand you are not bound to accept any Proposal you receive.

Name: _____
Title: _____
Date: _____
Signature: _____

[Stamp with official stamp of the Consultant]

FORM F: FINANCIAL PROPOSAL FORM

Name of Consultant:	[Insert Name of Consultant]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

The Consultant is required to prepare the Financial Proposal following the below format and submit it in a folder separate from the Technical Proposal as indicated in the Instruction to Consultants. Any Financial information provided in the Technical Proposal shall lead to Consultant's disqualification. The Financial Proposal should align with the requirements in the Terms of Reference and the Consultant's Technical Proposal.

Currency of the proposal: **NIS**

Table 1: Summary of Overall Prices

	Amount(s)
Professional Fees (from Table 2)	
Other Costs (from Table 3)	
Total Amount of Financial Proposal	

Table 2: Breakdown of Professional Fees

Name	Position	Fee Rate	No. of Days/months / hours	Total Amount
		A	B	C=A*B
Subtotal Professional Fees:				

Table 3: Breakdown of Other Costs

Description	Unit	Quantity	Unit Price	Total Amount
Subsistence allowance	Day			
Miscellaneous travel expenses	Trip			
Local transportation costs	Lump Sum			
Communication costs (telephone, etc...)				
Out-of-Pocket Expenses				
Other Costs: (please specify)				
Subtotal Other Costs:				