



Ministry of Foreign Affairs
and International Cooperation



ITALIAN AGENCY
FOR DEVELOPMENT
COOPERATION



CIHEAM
BARI



وزارة الزراعة

REQUEST FOR PROPOSAL (RFP)

Selection Process for Service Providers for organize and conduct training course on: Financial Management, Marketing, Women Leadership, and Advocacy for Farmers' Groups.

RFP No.: 4/T/2024

Project: SUPPORT AGRI-FOOD COOP NETWORK IN PALESTINE (SANET)

Country: Palestine

Issued on: 20 May 2024

Deadline: 20 June 2024

RFP Reference 4/T/2024	Date 20 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 Bidders
- ⇒ Section 3: Evaluation Criteria
- ⇒ Section 4: Terms of Reference
- ⇒ Section 5: Returnable Bidding Forms
 - Form A: Bidder Information Form
 - Form B: Qualification Form
 - Form C: Joint Venture/Consortium/Association Information Form
 - Form D: Technical Proposal Submission Form
 - Form E: Format of Technical Proposal
 - Form F: Financial Proposal Submission Form
 - Form G: Financial Proposal Form

Furthermore, in compliance with the data processing and privacy policy, you are requested to read and sign the document attached to this Request for Proposal named as follows:

- Information on privacy and data processing

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: 20 May 2024

SECTION 2: INSTRUCTION TO BIDDERS

GENERAL PROVISIONS

<p>Introduction</p>	<p>Bidders 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 Bidder 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 Bidder 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 bidders or publication of cancellation notice on the CIHEAM Bari website.</p>
<p>Gifts and Hospitality</p>	<p>Bidders/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 bidder 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>
<p>Conflict of Interest</p>	<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. Bidders shall strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified.</p> <p>Bidders 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 Bidders 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 Bidders may result in the eventual rejection of the Bid.</p>

PREPARATION OF PROPOSALS

General Considerations	<ul style="list-style-type: none"> - In preparing the Proposal, the Bidder 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 Bidder will not be permitted to take advantage of any errors or omissions in the RFP. Should such errors or omissions be discovered, the Bidder 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 Bidder preparation and submission of a Proposal, 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 Bidder and CIHEAM Bari, shall be written in English, Including documentation, catalogues, instructions and operating manuals.
Documents to be submitted comprising the Proposal	<p>Bidders shall include the following documents in their proposal:</p> <ul style="list-style-type: none"> a) Eligibility and Qualifications of the Bidder; b) Technical Proposal; c) Financial Proposal; d) Any attachments and/or appendices to the Proposal.
Eligibility and Qualifications of the Bidder	<ul style="list-style-type: none"> - The Bidder 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 A and B). In order to award a contract to a Bidder, its qualifications must be documented to CIHEAM Bari's satisfaction.
Technical Proposal Format and Content	<ul style="list-style-type: none"> - The Bidder is required to submit a Technical Proposal using the Standard Forms and templates provided in Section 5 (forms D and E) 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 F and G) 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.

	<p>- Prices and other financial information must not be disclosed in any other place except in the financial proposal.</p>
<p>Currencies</p>	<p>All prices shall be quoted in NIS. Where Proposals are quoted in different currencies, for the purposes of comparison of all Proposals:</p> <p>a) 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; and</p> <p>b) 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.</p> <p>- The currency of bid will be the currency of contract. It is up to the bidders to manage the cash withdrawal from their own bank.</p>
<p>Joint Venture, Consortium or Association</p>	<p>- If the Bidder 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.</p>
<p>Only one Bid</p>	<p>- The Bidder (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.</p> <p>Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <p>a) they have at least one controlling partner, director or shareholder in common; or b) any one of them receive or have received any direct or indirect subsidy from the other/s; or b) they have the same legal representative for purposes of this RFP; or c) 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 Bidder regarding this RFP process; d) they are subcontractors to each other's Bid, or a subcontractor to one Bid also submits another Bid under its name as lead Bidder; or</p>

	<p>e) some key personnel proposed to be in the team of one Bidder 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.</p>
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 Bidder 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 Bidders 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. - If the Bidder agrees to extend the validity of its Proposal, it shall be done without any change in the original Proposal. - The Bidder 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"> - Bidders 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: <ul style="list-style-type: none"> <li style="display: inline-block; width: 45%; vertical-align: top;"> <p>Mr Lorenzo Melozzi melozzi@iamb.it</p> <li style="display: inline-block; width: 45%; vertical-align: top;"> <p>Mrs Lama Khuffash lama.khuffash@moa.pna.ps</p> - CIHEAM Bari will provide the responses to clarifications direct communication to prospective Proposers by email. - CIHEAM Bari shall endeavour 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 a Bidder, modify the RFP in the form of an amendment to the RFP. Amendments will be made available to all prospective bidders. - If the amendment is substantial, CIHEAM Bari may extend the Deadline for submission of proposal to give the Bidders reasonable time to incorporate the amendment into their Proposals.
Partial Proposals	<ul style="list-style-type: none"> - <input checked="" type="checkbox"/> Not permitted
Alternative Proposal	<ul style="list-style-type: none"> - <input checked="" type="checkbox"/> Not permitted

Pre-Bid Meeting	- In order to potential applicants to successfully apply for bid, upon request could be organize a meeting. No verbal statement made during the conference shall modify the terms and conditions of the RFP, unless specifically incorporated in the Minutes of the Bidder's Meeting or issued/posted as an amendment to RFP.
Duties and taxes	- All Proposals must be <u>VAT included</u> .

SUBMISSION AND OPENING OF PROPOSALS

Submission	<ul style="list-style-type: none"> - The Bidder 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. - The Proposal shall be signed by the Bidder or person(s) duly authorized to commit the Bidder. - Bidders must be aware that the mere act of submission of a Proposal, in and of itself, implies that the Bidder fully accepts the CIHEAM Bari General Contract Terms and Conditions.
Hard copy submission	- <input checked="" type="checkbox"/> Not permitted
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: 4/T/2024 – Training Course Provider
Deadline for the Submission of Proposal	- Thursday, 20 June 2024 at 12:00 AM Italian Time
Proposal Opening	- 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 at least three (3) voting members.

EVALUATION OF PROPOSALS

<p>Confidentiality</p>	<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 Bidders or any other persons not officially concerned with such process, even after publication of the contract award. - Any effort by a Bidder or anyone on behalf of the Bidder 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.
<p>Evaluation of Proposals</p>	<ul style="list-style-type: none"> - The Bidder 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; b) Minimum Eligibility and Qualification; c) Evaluation of Technical Proposals; d) Evaluation of Financial Proposals.
<p>Preliminary Examination</p>	<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.
<p>Evaluation of Eligibility and Qualification</p>	<ul style="list-style-type: none"> - Eligibility and Qualification of the Bidder will be evaluated against the Minimum Eligibility/Qualification requirements specified in the Section 3 (Evaluation Criteria) [FORM B]. - 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 Bidder.
<p>Evaluation of Technical and Financial Proposals</p>	<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,

	<p>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.</p> <ul style="list-style-type: none"> - In the second stage, only the Financial Proposals of those Bidders 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 bidders 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, 80%) + (FP Rating) x (Weight of FP, 20%) Rating the <u>Technical Proposal (TP)</u>: TP Rating = (Total Score Obtained by the Offer / Max. Obtainable Score for TP) Rating the <u>Financial Proposal (FP)</u>: FP Rating = (Lowest Priced Offer / Price of the Offer Being Reviewed)
<p>Clarification of Proposals</p>	<ul style="list-style-type: none"> - To assist in the examination, evaluation and comparison of Proposals, CIHEAM Bari may, at its discretion, ask any Bidder 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 Bidder 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.
<p>Responsiveness of Proposal</p>	<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 Bidder 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 Bidder to comply with the request may result in the rejection of its Proposal.

<p>Nonconformities, Repairable Errors and Omissions</p>	<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 Bidder does not accept the correction of errors made by CIHEAM Bari, its Proposal shall be rejected.
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AWARD CONTRACT

<p>Right to Accept, Reject, any or all Proposals</p>	<ul style="list-style-type: none"> - 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 Bidder(s) of the grounds for CIHEAM Bari's action. CIHEAM Bari shall not be obliged to award the contract to the lowest priced offer.
<p>Right to Vary Requirements at the Time of Award</p>	<ul style="list-style-type: none"> - 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.
<p>Type of Contract to be awarded</p>	<ul style="list-style-type: none"> - <input checked="" type="checkbox"/> Contract
<p>Contract Signature</p>	<ul style="list-style-type: none"> - Within fifteen (15) days from the date of receipt of the Contract, the successful Bidder 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 Bidder or call for new Proposals.
<p>Approved Budget for the Contracts</p>	<ul style="list-style-type: none"> - The approved budget for this contract is two-hundred thousand NIS (200,000.00 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.
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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 separately

MINIMUM ELIGIBILITY REQUIREMENTS

All these documents are compulsory. 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	Bidder is a legally registered entity.	Form A: Bidder Information Form
Eligibility	Bidder is not suspended, nor debarred, nor otherwise identified as ineligible by any International Organization.	Form D: Technical Proposal Submission Form
Conflict of Interest	No conflicts of interest.	Form D: 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 bidder that could impair its operations in the foreseeable future.	Form D: 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 B: Qualification Form
Litigation History	No consistent history of court/arbitral award decisions against the Bidder for the last 3 years.	Form B: Qualification Form

Previous Experience	Minimum 3 years of relevant experience.	Form B: Qualification Form
	Minimum 2 contracts of similar value, nature and complexity implemented over the last 3 years. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Form B: 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.

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	80%
C2	Financial Proposal	20%
Total		100%

Technical Proposal (80%)

C1 - Summary of Technical Proposal Evaluation Forms		Max Weight
C 1.1	Bidder's qualification, capacity and experience	15%
C 1.2	Proposed Methodology, Approach and Implementation Plan	35%
C 1.3	Trainers and facilitators	50%
Total		100%

Financial Proposal (20%)

C2	Detailed budget – financial offer	20%
Total		20%

SECTION 4: TERMS OF REFERENCE

INTRODUCTION

The purpose of this tender dossier is to solicit proposals from qualified consultancy or research institutions, referred to hereafter as 'service providers,' for the provision of ten (10) training courses. After conducting a comprehensive training assessment, specific practical training needs have been identified for both staff and board members of interested farmers/producer groups. This tender aims to procure services that focus on enhancing managerial and operational capacities, targeting the staff of agricultural cooperatives, associations, and producer groups with significant responsibilities, whether technical or political, within their respective organizations.

The project aims to provide its beneficiaries with learning and training activities in the following categories:

- Financial management;
- Marketing;
- Women Leadership;
- Advocacy and lobbying for farmers' groups;

OBJECTIVE & EXPECTED RESULTS

OVERALL OBJECTIVES

The overall objective of this assignment is to conduct ten (10) training sessions, with a focus on achieving the following objectives:

- ⇒ **Enhance financial management and operational capacities:** strengthen the skills and competencies of staff and board members in financial management and operational aspects relevant to agricultural cooperatives, associations, and producer groups.
- ⇒ **Address specific training needs:** tailor training courses to address the identified practical needs of participants, ensuring relevance to their roles and responsibilities within their respective organizations.
- ⇒ **Ensure practical applicability:** emphasize a practical training methodology that facilitates participants to apply proven techniques and solutions in real-world scenarios, moving beyond theoretical discussions.
- ⇒ **Facilitate peer networking:** promote strong peer networks among participants, facilitating future decision-making processes and creating a supportive community within the agricultural sector.

EXPECTED RESULTS

The expected results of this training initiative can be outlined as follows:

1. Increased financial management competence:

- Individuals undergoing financial management training should exhibit enhanced competence in financial planning, budgeting, and resource allocation, contributing to the financial sustainability of their organizations.

2. Improved marketing strategies:

- Participants in marketing courses are expected to develop and implement improved marketing strategies, leading to increased market access and better positioning of agricultural products.

3. Empowered women leaders:

- Women trained on leadership aspects are expected to develop as empowered leaders within their organizations, actively contributing to decision-making processes and promoting gender inclusivity.

4. Enhanced advocacy and lobbying skills:

- Farmers' groups and their representatives should acquire advanced advocacy and lobbying skills, enabling them to effectively communicate and advocate for the interests of their communities at various levels.

5. Strengthened networking and collaboration (cross-cutting):

- Participants are expected to establish and strengthen networks and collaborations within and outside their organizations, fostering a supportive and interconnected agricultural community.

The cumulative effect of the training initiatives should lead to positive impacts on community development, and to contribute to the overall success and sustainability of the agricultural organizations involved and foster positive changes in the broader agricultural community.

SCOPE OF WORK

TARGET GROUPS & SECTOR

Sector: Agriculture

Groups: Farmers and producers' associations and cooperatives, women's associations and, young entrepreneurs.

SPECIFIC WORK

The service foresees the following 2 main tasks:

1. Organization and logistic training (common for all training)
2. Development and delivery of training package courses on:
 - a. **Financial Management;**
 - b. **Marketing;**
 - c. **Women Leadership;**
 - d. **Advocacy and lobbying for farmers' groups;**

Through a consultative process with SANET PMU, the service provider will conduct the service, using a well-established and recognized methodology, to achieve the following specific objectives:

Task 1: Organization and logistic training (common for all trainings)

1. Material Preparation:

- a. Develop training materials, content, including presentations, handouts, and any multimedia aids.
- b. Ensure that all materials align with the training objectives.

2. Logistics Planning:

- a. Arrange training venue, ensuring it is equipped with necessary facilities.

- b. Coordinate logistics such as seating arrangements, audio-visual equipment, and catering.

3. Participant Registration:

- a. Communicate training details to participants, including dates, venue, and any pre-course requirements.
- b. Manage participant registrations and ensure all necessary forms are completed.

4. Trainer Selection:

- a. Choose qualified trainers with expertise in the subject matter.
- b. Orient trainers on the training objectives and expectations.

5. Session Scheduling:

- a. Develop a detailed schedule, outlining the timing and content of each session.
- b. Allow for breaks and interactive activities to maintain engagement.

6. Assessment Strategies:

- a. The SANET project staff for course evaluations, as well as for learner satisfaction, pre- and post-test evaluations, will provide its own specific formats that must be adopted.

7. Documentation:

- a. Keep records of attendance, participant performance, and any incidents during the training.

8. Evaluation, Analysis, and Report:

- a. Evaluate the overall success of the training against predefined objectives.
- b. Analyze feedback and assessment results to inform future training improvements.
- c. Final report for each training or one finale report with a specific session/chapter for each one.

Task 2: Delivery of training package courses on:

⇒ **Training on 'Financial Management'**

Description: the consultant is expected to develop comprehensive training material covering basic financial management skills. Financial management is a crucial aspect of organizational success, particularly within Agricultural Cooperatives/Associations, due to limited basic financial management capacities, financial considerations are often overlooked when implementing operational plans in these cooperatives. To address this gap, we request to organize and conduct a training program specifically crafted to enhance an organization's financial management capacity and comprehension.

Course Objectives:

- Ability to adopt appropriate Financial Management Systems: equip participants with the knowledge and skills necessary to implement financial management systems tailored to the unique needs of their organization.
- Efficiently and Effectively Manage Financial Resources: provide tools and strategies for participants to manage and control financial resources with efficiency, ensuring optimal utilization to support the organization's objectives.
- Promote transparency, foster a culture of transparency within the entire staff, promoting openness and integrity in financial practices.

Number of Participants: participants of up to 10-12 for each training.

Target Audience: staff members, farmers' groups, cooperatives, associations, agricultural extension workers, agribusiness professionals.

Training Language: Arabic

Duration: N° 2 training sessions, each spanning a duration of 3 days

⇒ Training on 'Marketing for Farmers' Groups, Cooperatives and Associations'

Description: the training plan should aim to enhance the marketing strategy of an organization and cultivate the skills and capabilities of individuals responsible for implementing this strategy within the cooperative. Participants should undergo training focused on crafting a robust marketing plan, inclusive of a detailed action plan. Following the training, participants should not only expect to develop but also execute the marketing plan within their respective cooperatives.

Course Objectives:

- Equip participants with a comprehensive understanding of market dynamics, enabling them to identify market opportunities and make informed marketing decisions in Palestine context.
- Provide participants with practical tools and strategies to develop effective marketing plans tailored to their specific agricultural products and target markets.
- Enhance participants' branding and communication skills to effectively differentiate their products and communicate value to local consumers.
- Enable participants to explore and utilize various sales and distribution channels, optimizing their reach and accessibility in the local market.
- Equip participants with pricing strategies and negotiation skills to maximize profitability.
- Empower participants to conduct marketing research, analyze data to improve their marketing efforts.
- Promote the adoption of sustainable marketing practices, emphasizing environmental responsibility and ethical business conduct.

Number of Participants: participants of up to 10-12 for each training.

Target Audience: staff members, farmers' groups, cooperatives, associations, agricultural extension workers, agribusiness professionals.

Training Language: Arabic

Duration: N° 2 training sessions, each spanning a duration of 3 days

⇒ Training on 'Empowering Women Leadership in Farmers' Groups and Cooperatives'

Description: this training course should to equip women in farmers' groups with the necessary skills and knowledge to become effective leaders in agricultural communities. Recognizing the crucial role that women play in agriculture, this course focuses on empowering them to take on leadership roles, drive innovation, and foster sustainable development within their communities. Through interactive sessions, practical exercises, and case studies, participants should develop key leadership skills, enhance their confidence, and gain insights into gender-responsive approaches to agricultural leadership.

Course Objectives:

- To understand the importance of women's leadership in agricultural development.
- To develop essential leadership skills such as communication, decision-making, and conflict resolution.
- To empower women to overcome challenges and barriers to leadership in agriculture.
- To explore gender-responsive strategies for fostering inclusive and equitable agricultural practices.
- To encourage networking and collaboration among women leaders in farmers' groups.

Number of Participants: participants of up to 10-12 for each training.

Target Audience: staff members, women farmers and agricultural workers, members of farmers' groups and cooperatives.

Training Language: Arabic

Duration: N° 2 training sessions, each spanning a duration of 3 days

⇒ Training on 'Advocacy and Lobbying for farmers' groups'

Description: In this training course, farmers' groups should learn essential skills and strategies for effective advocacy and lobbying to promote their interests and influence decision-making processes at various levels. From local policymakers to national governments and international organizations, advocacy and lobbying play crucial roles in shaping agricultural policies, securing resources, and advancing the rights and welfare of farmers.

Course Objectives:

- Understand the importance of advocacy and lobbying in advancing farmers' interests.
- Identify key stakeholders and power structures relevant to agricultural policy-making.
- Develop effective communication and messaging strategies to communicate farmers' priorities and demands.
- Learn how to build coalitions and partnerships to amplify advocacy efforts.
- Explore different advocacy strategies and tools, including media engagement, and policy analysis.
- Address the legislative and policy-making process to effectively lobby for favorable outcomes.

Number of Participants: participants of up to 10-12 for each training.

Target Audience: staff members, farmers' groups, agricultural cooperatives, rural development organizations.

Training Language: Arabic

Duration: N° 2 training sessions, each spanning a duration of 2/3 days

METHODOLOGY

The training methodology should be highly practical, encouraging active participation. It should be centered around real-world situations, aligning closely with the participants' realities. The training should be conducted in small groups, ensuring that the individual needs of each participant are addressed. The goal should be to stimulate interest and facilitate a comprehensive understanding of the taught concepts.

DELIVERABLES AND TIMEFRAME

The consultant is expected to follow the 'tentative' timeline specified below, submitting all deliverables and supporting documents as indicated. However, the timeline and list of deliverables are subject to change if requested by the Project Coordinator.

Due to the current situation, timelines may undergo changes, but this will not incur any penalties.

Activity \ Month	2024				
	Jun	Jul	Aug	Sep	Oct
Training Outline Submission					
Development of training material					

Conduct Training					
Submit training report and deliverables					

TABLE OF DELIVERABLES

The following outputs and deliverables are expected upon completion of the service:

N°	Activity	Deliverable
1	Development of training material	<ul style="list-style-type: none"> Submit Training outline and receive approval from the project staff, including CV of trainers and their biographies.
	Conduct training:	
2	a) Training on Financial Management	<ul style="list-style-type: none"> N° 2 training sessions, each spanning a duration of 3 days; Pre and Post Questionnaire; Course Evaluation; <p>Supporting documents: sessions screenshots, recordings, attendance sheets, <u>photo/video</u> and any other relevant documents</p>
3	b) Training on Marketing	<ul style="list-style-type: none"> N° 2 training sessions, each spanning a duration of 3 days; Pre and Post Questionnaire; Course Evaluation; <p>Supporting documents: sessions screenshots, recordings, attendance sheets, <u>photo/video</u> and any other relevant documents</p>
4	c) Training on Women Leadership in Farmers' Groups and Cooperatives	<ul style="list-style-type: none"> N° 2 training sessions, each spanning a duration of 3 days; Pre and Post Questionnaire; Course Evaluation; <p>Supporting documents: sessions screenshots, recordings, attendance sheets, <u>photo/video</u> and any other relevant documents</p>
5	d) Training on Advocacy and Lobbying for farmers' groups	<ul style="list-style-type: none"> N° 2 training sessions, each spanning a duration of 3 days; Pre and Post Questionnaire; Course Evaluation; <p>Supporting documents: sessions screenshots, recordings, attendance sheets, <u>photo/video</u> and any other relevant documents</p>
6	Submit final report and deliverables	<ul style="list-style-type: none"> Submit a final report with the analysis and all deliverables.

The deliverables as enumerated below shall be submitted by the service provider in electronic/soft copy to SANET for review and monitoring purposes.

Any transportation and/or accommodation costs are under the service provider responsibility.

All data collected and final reports will remain CIHEAM Bari's property.

ELIGIBLE APPLICANTS

- o The service provider must have at least three (3) years of relevant experience related to this ToR and will be rated based on the criteria as shown in Section 3.
- o The service provider must be a registered organization or company that has institutional and managerial capacities and experienced human and adequate physical resources and possess rich experience in providing the service.

QUALIFICATIONS REQUIRED

The service provider shall have extensive experience in delivering training modules and capacity-building to the target groups, and shall have the following qualifications:

- At least a BSc degree in a relevant field.
- At least three (3) years of relevant experience related to this ToR and will be rated based on the criteria as shown in Section 3.

GOVERNANCE STRUCTURE

IMPLEMENTING AGENCY – CIHEAM BARI – MINISTRY OF AGRICULTURE

- Shall be the beneficiary/end-user of the consultancy services;
- Shall be responsible for contract implementation and management, including ensuring the quality of outputs. Further, the SANET PMU shall be responsible for the monitoring and evaluation of the progress of the service and approval of reports to ensure delivery of outputs as specified in this ToR;
- Shall provide the 'Course Evaluation Questionnaires" to be submit to the participants;

SERVICE PROVIDER

- Shall be responsible for the delivery of the training and the timely delivery of results/outputs as indicated in this ToR;
- Shall be responsible for the provision of necessary office space for their staff, including the necessary office equipment (i.e., computers, printers, office supplies, etc.) for the conduct of the study;
- Shall shoulder all expenses required in the conduct of the training, including travel costs and lodging of detailed personnel during training, and their salaries;
- Shall: (a) perform the work in an efficient and diligent manner, and (b) comply with, and strictly observe any laws regarding workmen's health and safety, workmen's welfare, compensation for injuries, minimum wage, hours of labor, and other labor laws;
- Shall not assign nor sub-contract any part of the professional services under this ToR to any person or firm, except with prior written consent of CIHEAM Bari. The approval by the CIHEAM Bari to the assignment of any part of said services or to the engagement by the Service Provider of sub-contractors to perform any part of the same shall not relieve the Service Provider of any obligations under this ToR;
- Shall not at any time communicate to any person or entity any information disclosed to them for the purpose of this services, nor shall the Service Provider make public any information as to the recommendations formulated in the course of or as a result of the services, except with prior consent of CIHEAM Bari;

- Shall agree that nothing contained herein shall be construed as establishing or creating between the CIHEAM Bari and the Service Provider, the relationship of employer and employee or principal and agent, it being understood that the position of the Service Provider and anyone else performing the services is that of an independent contractor;
- Shall hold the Government free from any and all liabilities, suits, actions, demands, or damages arising from death or injuries to persons or properties, or any loss resulting from or caused by said personnel incident to or in connection with the services under this ToR. The Service Provider shall agree to indemnify, protect and defend at its own expense the CIHEAM Bari and its staff from and against all actions, claims and liabilities arising out of acts done by the Service Provider or its staff in the performance of the services, including the use of, or violation of any copyrighted materials, patented invention, article or appliance;

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
Advance payment – max 15% of the contract value	15	Upon contract signature	Contract signed
Deliverable 1: Submit Training outline	15	After the submission and approval of training outlines.	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; and b) Receipt of invoice from the Service Provider.
Deliverable 2: Delivery Training on Financial Management	10	After the completion of each training sessions and the submission of both pre- and post-questionnaires, along with the course evaluations, the payment milestones will be reached.	
Deliverable 3: Delivery Training on Marketing	10		
Deliverable 4: Delivery Training on Women Leadership in Farmers' Groups and Cooperatives	10		
Deliverable 5: Delivery Training on Advocacy and Lobbying for farmers' groups	10		
Deliverable 6: Final Report	30	After all the reports and deliverables are submitted and approved	

Payment terms: the payment will be in NIS.

- Bidders must quote their bid in NIS.

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

SECTION 5: RETURNABLE BIDDING FORMS

BIDDER'S CHECKLIST

This form serves 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:

Have you duly completed all the Returnable Bidding Forms?

⇒ Form A: Bidder Information Form	<input type="checkbox"/>
⇒ Form B: Qualification Form	<input type="checkbox"/>
⇒ Form C: Joint Venture/Consortium/ Association Information	<input type="checkbox"/>
⇒ Form D: Technical Proposal Submission Form	<input type="checkbox"/>
⇒ Form E: Format of Technical Proposal	<input type="checkbox"/>

Have you provided the required documents to establish compliance with the evaluation criteria in Section 3?

Financial Proposal

(Must be encrypted with different passwords and clearly labelled)

⇒ Form F: Financial Proposal Submission Form	<input type="checkbox"/>
⇒ Form G: Financial Proposal Form	<input type="checkbox"/>

Others documents

(Annexed to this Request for Proposal)

⇒ Information on privacy and data processing	<input type="checkbox"/>
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FORM A: BIDDER INFORMATION FORM

Legal name of Bidder	[Complete]
Legal address	[Complete]
Official Date of Registration	[Complete]
Bidder'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:	<ul style="list-style-type: none">⇒ Company Profile, which should <u>not</u> exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured⇒ Certificate of Incorporation/ Business Registration⇒ Details for the payment: Owner/Holder, Bank, C/C, Bank of support-swift code.

FORM B: QUALIFICATION FORM

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

If JV/Consortium/Association, to be completed by each partner.

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

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

Bidders may also attach their own Project Data Sheets with more details for assignments above.

FORM C: JOINT VENTURE/CONSORTIUM/ASSOCIATION INFORMATION FORM

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

To be completed and returned with your Proposal **if** the Proposal is submitted as a Joint Venture/Consortium/Association.

No	Name of Partner and contact information <i>(address, telephone numbers, fax numbers, e-mail address)</i>	Proposed proportion of responsibilities (in %) and type of services to be performed
1	[Complete]	[Complete]
2	[Complete]	[Complete]
3	[Complete]	[Complete]

Name of leading partner (with authority to bind the JV, Consortium, Association during the RFP process and, in the event a Contract is awarded, during contract execution)	[Complete]
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We have attached a copy of the below document signed by every partner, which details the likely legal structure of and the confirmation of joint and severable liability of the members of the said joint venture:

Letter of intent to form a joint venture **OR** JV/Consortium/Association agreement

We hereby confirm that if the contract is awarded, all parties of the Joint Venture/Consortium/Association shall be jointly and severally liable to CIHEAM Bari for the fulfillment of the provisions of the Contract.

Name of partner: _____

Signature: _____

Date: _____

Name of partner: _____

Signature: _____

Date: _____

Name of partner: _____

Signature: _____

Date: _____

Name of partner: _____

Signature: _____

Date: _____

FORM D: TECHNICAL PROPOSAL SUBMISSION FORM

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

We, the undersigned, offer to provide the services for **“Provider selection for training”** 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 in separate emails.

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 Bidder] to sign this Proposal and bind it should CIHEAM Bari accept this Proposal.

Name: _____

Title: _____

Date: _____

Signature: _____

[Stamp with official stamp of the Bidder]

FORM E: FORMAT OF TECHNICAL PROPOSAL

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

The Bidders can customize this format based on the specific details and requirements of their training initiative.

SECTION 1: BIDDER'S QUALIFICATION, CAPACITY AND EXPERTISE

- 1.1 Brief introduction of the organization, including the year and country of incorporation, and types of activities undertaken.
- 1.2 General organizational capability likely to affect implementation: management structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted (if so, provide details, to whom, how much percentage of the work, the rationale for such, and the roles of the proposed sub-contractors).
- 1.3 Relevance of specialized knowledge and experience on similar engagements done in the country.

SECTION 2: PROPOSED METHODOLOGY, APPROACH AND IMPLEMENTATION PLAN

This section should demonstrate the bidder's responsiveness to the ToR by identifying the specific components proposed, addressing the requirements, providing a detailed description of the essential performance characteristics proposed and demonstrating how the proposed approach and methodology meets or exceed the requirements.

- 2.1 A description of the approach and methodology: an overview of the training approach, *methods & techniques*: (list a few methods, e.g., "interactive workshops, real-world simulations, and peer reviews") to ensure participants grasp and apply concepts effectively. *Learning Resources*: (e.g., "detailed workbooks, multimedia presentations, and post-training reference materials"). *Engagement Measures*: (e.g., "Q&A segments, group discussions, and feedback loops") to keep the engagement high and ensure concepts resonate with the participants.
- 2.2 Training Schedule: outline of the proposed training timeline, and dates (approximate), durations, and locations:

TRAINING 1 "Training on Financial Management"

Location/venue: [.....]

Day 1: Morning: [Topic/Module, e.g., "Introduction to Communication"]

Afternoon: [Topic/Module]

Day 2: Morning: [Topic/Module]

Afternoon: [Topic/Module]

... [Continue for each day or week as necessary]

TRAINING 2 Marketing

.....as above....

TRAINING 3 Women Leadership

TRAINING 4 Advocacy and lobbying for farmers' groups

- 2.3 Training Materials: list of materials delivered for the training and any supporting resources or tools that will be used.
- 2.4 Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used.

SECTION 3: TRAINERS AND FACILITATORS

TRAINING 1 "Training on Financial Management"

- **[Trainer Name]:**
 Qualification: [e.g., "Masters in Organizational Psychology"]
 Experience: [e.g., "Over 10 years of corporate training with a specialization in leadership development"]
 Professional certifications: [.....]
 Notable Achievements: [e.g., "Developed training programs for xxx companies, Published articles in journals, etc."]
- **[Trainer Name]:**
 Qualification: [e.g., "Ph.D. in Financial Management"]
 Experience: [e.g., "7 years of experience in digital training solutions and e-learning"]
 Professional certifications: [.....]
 Notable Achievements: [e.g., "Keynote speaker at international training conferences, Developed e-learning modules for global enterprises, etc."]
 ... [Continue for additional trainers as necessary]

TRAINING 2 Marketing

.....as above....

TRAINING 3 Women Leadership

TRAINING 4 Advocacy and lobbying for farmers' groups

FORM F: FINANCIAL PROPOSAL SUBMISSION FORM

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

We, the undersigned, offer to provide the services for **“Provider selection for training”** 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 in separate emails.

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 Bidder]

FORM G: FINANCIAL PROPOSAL FORM

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

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

Currency of the proposal: **NIS**

Cost breakdown for the entire training package

Table 1: Summary of Overall Prices

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

Table 2: Breakdown of Training Fees

Name	Training N°	Fee Rate	No. of Days/Hours	Total Amount
		A	B	C=A*B
Subtotal Professional Fees:				

Table 3: Other costs (venue, materials, etc.)

Description	Unit	Quantity	Unit Price	Total Amount
Venue	Lump Sum			
Training Materials	Lump Sum			
Additional cost	Lump Sum			
Local transportation costs	Lump Sum			
Out-of-Pocket Expenses				
Other Costs: (please specify)				
Subtotal Other Costs:				