

**REQUEST FOR PROPOSAL (RFP)**

<b>RFP #:</b>	<b>FY25-997-USA-608-KUKU Biashara Baseline Survey</b>
<b>Services Requested:</b>	<b>To Conduct Baseline Survey- Consultancy Services</b>
<b>Contract Type:</b>	<b>Fixed Price Contract</b>
<b>Issuance Date:</b>	<b>March 13, 2025</b>
<b>Deadline for Responses (Date of Receipt):</b>	<b>March 27, 2025</b>
<b>Last Receipt Date for Questions:</b>	<b>March 20, 2025</b>
<b>Anticipated Award Date:</b>	<b>April, 2025</b>
<b>RFP Contents and Attachments</b>	<ol style="list-style-type: none"><li><b>1. Introduction</b></li><li><b>2. Scope of Work &amp; Background</b></li><li><b>3. Instructions to Bidders</b></li><li><b>4. Technical and Financial Proposal Evaluation</b><ul style="list-style-type: none"><li>• <b>Annexes</b><ul style="list-style-type: none"><li>➤ <b>Attachment A- Small Business Certification Form</b></li><li>➤ <b>Attachment B- Proposal Cover Page</b></li><li>➤ <b>Attachment C- Budget Template</b></li></ul></li></ul></li></ol>

## Corus Procurement Ethics

Corus International and its family of organizations are committed to a transparent and ethical procurement process aiming to achieve the best value for money, fairness, integrity, and doing business in compliance with the US government regulations, the beneficiaries, donors, and partners' interests.

Corus does not allow accepting any monetary transaction, gratuity, or compensation of any type from current or potential vendors or suppliers in exchange for or as a reward for a business. Therefore, all potential vendors and suppliers taking part in this solicitation must not offer fraud, bribery, or kickback to an employee or staff of Corus. Any vendor or supplier violating these standards will be automatically disqualified for doing business with Corus in the future.

A comprehensive list of Corus's ethical standards as well as information on how to report any violation pertaining to this solicitation (Corus's Integrity and Ethics Reporting Hotline) is found here: <https://corusinternational.org/ethics-and-policies-corus-international>.

### 1- INTRODUCTION:

Corus International combines over 150 years of experience of our non-profit and for-profit subsidiary organizations – IMA World Health, Lutheran World Relief, CGA Technologies, Ground Up Investing, and Farmers Market Brands. Together, the organizations take a systematic approach to grow rural economies, eliminate extreme poverty, ensure access to quality healthcare, and respond to urgent humanitarian needs in fragile settings.

Corus leads an ensemble of social impact organizations working together in the world's most fragile settings to deliver the holistic, lasting solutions needed to overcome today's complex problem. Corus is a new model in the international space, creating a consortium of specialized non-profit and for-profit entities for greater impact. Our annual budgets have ranged between \$110-130 million a year. Additional growth is expected.

### 2- SCOPE OF WORK & BACKGROUND

Title	Kuku Biashara Project
Strategic objectives	Develop and transform small and medium enterprise (SMEs) poultry value chain into sustainable commercial business in Tanzania.
Project and consultancy location	4 Regions: Mbeya, Iringa, Rukwa, and Songwe, Tanzania
Project duration	5 years
Implementation partners	Accion ADP Mbozi MMA

Type of assessment	Basic study, external and independent
Working languages	English and Swahili
Period and duration (consultancy)	April to May 2025, or TBD

The presentation of the Expression of Interest includes:

- Description of the firm's overall experience in conducting projects evaluations (budget in USD and sample report)
- Description of expertise (team composition) of the consultants to be used for this study (CVs of 4 experts to be allocated to the study, if necessary, indicate team leader)
- Certificates or reference letters of successful completion of all similar work carried out (in the field of poultry, agriculture and others)
- Firm registration, VAT registration, Tax clearance, certificate for data controller and processor from Tanzania Personal Data Protection Commission and any other relevant documents.
- Bank Details

### 3- INSTRUCTIONS TO BIDDERS

**RFP:** This RFP constitutes an invitation to prospective Bidder(s) (“Bidder”) to submit proposals (“Proposal”) for the services described herein. It consists of (1) Cover Page, (2) Overview, (3) Scope of Work (4) Instructions for Bidder(s).

**NOTIFICATION OF INTENT:** Each prospective Bidder(s) receiving a copy of this RFP shall, within 2 days, email an intention to submit or not to submit a proposal addressed to [procurement@corusinternational.org](mailto:procurement@corusinternational.org).

An open period for submitting questions will begin on the issuance date of the RFP. All questions MUST be submitted to the RFP contact email [procurement@corusinternational.org](mailto:procurement@corusinternational.org) no later than close of business on **March 20, 2025**.

All Proposals must be in the English language, signed and dated by an authorized employee of the Bidder. In addition to require documents requested, proposals can include additional items such, i.e., templates, brochures, media, etc.

The proposal must include:

In order to be considered, the proposals must be received by email to the RFP contact email [procurement@corusinternational.org](mailto:procurement@corusinternational.org) **no later than 5pm March 27, 2025**.

Bidders are solely responsible to ensure the timely receipt of their proposals. Proposals received after the date and time required will, generally, not be considered unless no other proposals are received.

Prospective Bidders are under no obligation to prepare or submit proposals in response to this RFP and do so solely at their own risk and expense. Corus will not reimburse any costs incurred related to this RFP.

Proposals may not be altered or corrected after the Date of Receipt, except when Corus at its sole discretion, may permit correction of arithmetic errors, transposition errors, or other clerical or minor mistakes, in cases in which Corus deems that both the mistake and the intended proposal can be established conclusively on the face of the proposal.

Proposals must be valid for at least **NINETY (90) days** from the Date of Receipt.

In evaluating the proposals, Corus will seek the **best value for money**. Specifically, proposals will be evaluated on the basis of the following:

#### **4- TECHNICAL AND FINANCIAL PROPOSAL EVALUATION:**

##### **4.1. Technical**

Evaluation criteria for Expressions of Interest:

- Quality and relevance of the firm's general experience in conducting large-scale surveys: **20 points**
- Quality and relevance of the experts' experience to the assignment: **30 points**
- Relevance of the mission team's composition (in terms of profile): **30 points**
- Number of similar works with certification or reference letter: **5 points**
- Firm registration, VAT registration, Tax clearance, certificate for data controller and processor from Tanzania Personal Data Protection Commission and any other relevant documents: **15 points**

##### **4.2. FINANCIAL**

Rates for proposed approach to tasks in scope of work at Monthly flat rate for services rendered.

If at any time prior to award Corus deems there to be a need for a significant modification to the terms and conditions of this RFP, Corus will issue such a modification as a written RFP amendment to all competing Bidders. No oral statement of any person shall in any manner be deemed to modify or otherwise affect any RFP term or condition, and no Bidder shall rely on any such statement.

Corus may request additional information to clarify or substantiate information provided in the proposal or may request revisions to the proposed approach or personnel. After selection, Corus will negotiate the award cost with the selected bidder. A contract will be awarded after the selected Bidder undergoes a pre-award survey to assess the selected Bidder's management capacity and financial capability and after references have been checked.

Corus is not bound to accept the lowest bid or any proposal and reserves the right to accept any proposal in whole or in part and to reject any or all proposals.

Corus shall not be legally bound by any award notice issued for this RFP until a contract is duly signed and executed with the winning Bidder.

**Bidders should provide the following:**

Evidence of Bidder's legal company registration, incorporation or license to do business issued by a competent authority in the country of registration.

Audited financial statements for the previous fiscal year.

Past Performance references from three previous customers for supply of similar goods/services as included in this RFP. Contact details should be included.

Financial Proposal shall be stated in US Dollars.

All bidders should be registered in SAM and have a UEI number. This information should be submitted to Corus as part of the proposal.

Prior to submission of any protest, all parties shall use their best efforts to resolve concerns raised by an interested party at the contracting officer level through open and frank discussions.

**The following procedures are established to resolve protests effectively:**

(1) Protests shall be concise and logically presented to facilitate review by Corus. Failure to substantially comply with any of the requirements may be grounds for dismissal of the protest.

(2) Protests shall include the following information:

(i) Name, address, and fax and telephone numbers of the protester.

(ii) Solicitation number.

(iii) Detailed statement of the legal and factual grounds for the protest, to include a description of resulting prejudice to the protester.

(iv) Copies of relevant documents.

(v) Request for a ruling by Corus.

(vi) Statement as to the form of relief requested.

(vii) All information establishing that the protester is an interested party for the purpose of filing a protest.

(viii) All information establishing the timeliness of the protest.

(3) All protests will be addressed to the contracting officer or other official designated to receive protests.

Protests based on alleged apparent improprieties in a solicitation shall be filed before bid opening or the closing date for receipt of proposals. In all other cases, protests shall be filed no later than 5 days after the basis of protest is known or should have been known, whichever is earlier.

**4.3. TECHNICAL PROPOSAL OUTLINE**

The Technical Proposal must include the checklist, the following sections (which must be within the page limits set for each section) and attachments.

Section 1: Cover Page	(limit of one page, use the provided form)
Section 2: Experience	(limit of two pages)
Section 3: Proposed Approach	(limit of eight pages)
Section 4: Management-Implementation	(limit of four pages)
Section 5. Key Personal Resume	( limit of 2 page)
Section 6. Organization Chart	

**ATTACHMENT A. VENDOR CERTIFICATION**

**CHECK HERE  IF NON-US BUSINESS PROCEED TO ATTACHMENT B**

**CHECK HERE  IF US SMALL OR TRADITIONALLY UNDERREPRESENTED BUSINESS<sup>1</sup>- MARK BELOW ALL THAT APPLIES**

VENDOR NAME:

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1. Vendor  is or  is not a U.S. based small business? (If “no” – go to question 9, and answer question 9. If “yes” – continue with question 2.)
2. At least 51% of your company is owned by (or is more than 51% of the stock or equity owned by) one or more veterans, AND are the management and daily operations controlled by one or more veterans?  YES  NO
3. At least 51% of your company is owned by (or is more than 51% of the stock or equity owned by) one or more service-disabled veterans, AND are the management and daily operations controlled by one or more service-disabled veterans?  YES  NO
4. At least 51% of your company is owned by (or is more than 51% of the stock or equity owned by) one or more person who identifies as LGBTQ+, AND are the management and daily operations controlled by one or more person who identifies as LGBTQ+?  YES  NO
5. At least 51% of your company is owned by (or is more than 51% of the stock or equity owned by) one or more women, AND are the management and daily operations controlled by one or more women?  YES  NO
6. At least 51% of your company is owned by (or is more than 51% of the stock or equity owned by) one or more person who identifies as Hispanic, Black or African American, American Indian or Alaska Native, Asian, or Native Hawaiian or Other Pacific Islander people, AND are the management and daily operations controlled by one or more persons who identify with any of those groups?  YES  NO
7. Is your company a SBA certified small, disadvantaged business?  YES  NO
8. Is your company a SBA certified HUBZone small business?  YES  NO
9. Are you, is your company, or any one of its principal officers presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal Agency?  
 YES  NO
10. What is your company’s UEI #: \_\_\_\_\_?
11. When does your SAM (System for Award Management) registration expire: \_\_\_\_\_?

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<sup>1</sup> **Traditionally Underrepresented Business** (definition applicable in the United States): A business whose ownership (defined as having 51 percent or more of the stock or equity in the business) is composed of traditionally underrepresented groups including veterans, women, LGBTQ+, and Hispanic, Black or African American, American Indian or Alaska Native, Asian, or Native Hawaiian or Other Pacific Islander people.

**ATTACHMENT B. PROPOSAL COVER PAGE**

*[Use this form or create one in this format]*

<b>Name of Organization:</b>	<b>Primary Address:</b>
<b>Contact Name:</b> <i>(must be an individual with the authority to negotiate and enter into a contract)</i> <b>Title:</b>	<b>Telephone:</b> <b>Email (at least two):</b> <b>Website:</b>
<b>Type of Entity: (check one)</b> <input type="checkbox"/> Non Profit <input type="checkbox"/> For Profit <input type="checkbox"/> Other (specify)	<b>Year registered in &lt;INSERT&gt;:</b> <b>UEI # &lt;INSERT&gt;:</b> <b>SAM Registration Status: &lt;INSERT&gt;:</b>

Authorized Signatory: \_\_\_\_\_

Name and Title: \_\_\_\_\_

Date: \_\_\_\_\_



**Disclosure 1**

**DISCLOSURE AND AUTHORIZATION REGARDING BACKGROUND INVESTIGATION FOR  
CONSULTANT AGREEMENTS**

**Disclosure**

*Corus International ("the Company")* in the course of the standard Consultant Agreement process, will be requesting background information about you in connection with your engagement for services (including independent contractor or volunteer assignments, as applicable).

This process is conducted through our third-party vendor partner HireRight, LLC. ("HireRight") will prepare or assemble the background reports for the Company. HireRight is located and can be contacted at 3349 Michelson Drive, Suite 150, Irvine, CA 92612, (800) 400-2761, [www.hireright.com](http://www.hireright.com).

The types of background information that may be obtained including but not limited to: terrorist watch list; national sex offender list; social security number verification; and other information.

**Authorization**

I hereby authorize the Company to obtain the information described above about me.

Consultant Name \_\_\_\_\_

Consultant Signature \_\_\_\_\_ Date : \_\_\_\_\_