

MANGOCHI DISTRICT COUNCIL



Request for Proposals (RFP) Document For the Consultancy Services

Subject of Procurement	GIS Training for Extension Worker
Procurement Reference Number	MHDC/AGRICULTURE/MWASIP/S/2023/01
Procurement Method	Request For Proposals (RFP)
Selection Method	Quality and Cost Based Selection (QCBS)
Date of Issue of RFP Document	14th February, 2024

PART 1: PROPOSAL PROCEDURES

1.1 Procurement Reference Number: MHDC/AGRICULTURE/MWASIP/S/2023/01

1.2 Preparation of Proposals: You are requested to quote for these services by submitting separate technical and financial proposals, as detailed below. The standard forms in this Request for Proposals (RFP) may be retyped for completion but the Bidder is responsible for their accurate reproduction. You are advised to carefully read the complete RFP document.

1.3 Preparation of Technical Proposals: Technical proposals should contain the following documents and information:

1. the Technical Proposal Submission Sheet in this Part;
2. a brief methodology for performing the services;
3. Your CV if individual and profile as an institution or firm, or CVs of all trainers involved
4. a summary of your experience in similar assignments;
5. authenticated letter of reference from two (2) clients from previous similar successful assignments undertaken in the 5 years

1.4 Preparation of Financial Proposals: Financial proposals should contain the following documents and information:

1. the Financial Proposal Submission Sheet in this Part;
2. the Breakdown of Contract Price form in this Part your proposal, showing all costs for the assignment, broken down into fees and reimbursable costs;

1.5 Basis of Pricing and Payment: The contract will be a lump sum price contract. Payments will be made on the basis that the contract price shall be a fixed total lump sum, including all costs required to carry out the Services. The Breakdown of Contract Price shall be used only to determine the price for any additional services agreed.

1.7 Sealing and marking of Proposals: The technical and financial proposals should be sealed in separate envelopes, both clearly marked with the Procurement Reference Number above, the Bidder's name, the name of the Procuring Entity and either "Technical Proposal" or "Financial Proposal" as appropriate.

Both envelopes should be enclosed in a single outer envelope, clearly marked with the Procurement Reference Number above, the Bidder's name and the name of the Procuring Entity. All two envelopes should be sealed in such a manner that opening and resealing cannot be achieved undetected.

1.8 Submission of Proposals: Proposals should be submitted to the address below, no later than the date and time of the deadline below. Late proposals will be rejected.

Date of deadline: **19th February, 2024 (day, month and year).**

Time of deadline: **14:00hrs (local time).**

Address: **Mangochi District Council
Private Bag 138**

Terms of Reference

1. Background:

The Malawi Government through the Ministry of Water and Sanitation is implementing the Malawi Watershed Services Improvement Project (MWASIP) with financial support from the World Bank. The project development objective (PDO) is to increase the adoption of sustainable landscape management practices and improve watershed services in targeted watershed. The project consists of three related components that will contribute to achievement of the PDO. Under component 1, the project focuses on scaling up landscape restoration whose major activities relate to catchment rehabilitation.

Most of the activities under component 1 will be implemented at micro-catchment level by community members with technical support from frontline and district staff and are implemented with an aim to conserving soils and rain water, improve soil fertility, harvest rain water for ground water recharge, enhance natural regeneration and where possible promote tree planting.

The utilization of Geographic Information Systems (GIS) has become increasingly essential in various fields, including agriculture, environmental management, disaster response, and urban planning. Recognizing the importance of GIS in enhancing decision-making processes and improving the efficiency of extension services, there is a need to equip extension workers with GIS skills.

1. Objective:

The primary objective of this training is to empower extension workers with the necessary knowledge and skills in Geographic Information Systems (GIS) to enhance their capacity in data collection, analysis, and presentation for effective extension services.

2. Scope of Work:

The training program will cover the following key areas:

- Prepare an inception report
- Examine competence level of targeted staff with a view to establish knowledge and skills gaps with respect to GIS
- Design and recommend a training program to address the gaps
- Prepare a plan and deliver the training program
- Expose staff and reinforce the training with practical/field hands on experience
- After completion, evaluate the training program.
- Prepare and submit a training report

3. Duration of the Assignment:

The training program is expected to be conducted within seven days (7) from 21/02/2024, with specific dates to be finalized in consultation with the organizing entity and sector, 3 days will be dedicated to training program.

4. Target Participants:

The training is designed for extension workers involved in various sectors such as agriculture, forestry, environment, and rural development, who may benefit from incorporating GIS into their work. It will also include subject matter specialists in land resources, forestry and environment.

5. Methodology:

The training program will need to be informed by and adapted to achieve the development objectives of the project and relevant to the specific component. Therefore, prior to design a desk review of the project document (appraisal) and progress reports will be required. Besides, the training program will employ a participatory approach, combining lectures, demonstrations, hands-on exercises, group discussions, and case studies. Participants will be encouraged to actively engage in the learning process and share their experiences.

6. Deliverables:

- Inception report
- Training materials: Develop and provide comprehensive training materials including presentations, handouts, and software tutorials.
- Detailed costing and program of the training
- Practical exercises: Prepare practical exercises and case studies relevant to the participants' work contexts.
- Training Evaluation and final report: Conduct pre-training and post-training assessments to measure the effectiveness of the training program.

7. Training Venue:

The training sessions will be held at a venue equipped with necessary facilities, internet access, and projection equipment, participants will be encouraged to bring their own computers and the trainers will provide GIS software for training purposes.

8. Trainer Qualifications and Experience:

The trainer(s) facilitating the GIS training for extension workers should possess the following qualifications:

- Minimum of at least a Master of Science degree in any engineering discipline with components related to GIS
- Proficiency in GIS software (e.g., ArcGIS, QGIS) and related tools.
- Experience in conducting GIS training programs or workshops.
- Strong communication and facilitation skills.
- Understanding of the needs and challenges faced by extension workers in integrating GIS into their work.

9. Reporting:

The trainer(s) will submit a comprehensive training report, including an overview of topics covered, participant feedback, and recommendations for future training activities.

10. Budget:

A detailed budget estimate for the training program, including costs for venue rental, training materials, trainer fees, travel expenses (if applicable), and any other related expenses, should be provided.

11. Quality Assurance

The assignment is subject to a strict quality assurance. The client will identify and assign 2 experienced personnel to work in consultation with the successful service provider throughout the training program to ascertain quality of training materials, facilitation skills and personnel involved as well as adherence to the training program.

12. Coordination and consultation:

The coordination of logistics, participant selection, and other organizational matters will be the responsibility of the organizing sector and MWASIP coordination team.

13. Selection Criteria:

The successful service provider shall be selected through Quality and Cost Based Selection (QCBS) in accordance with *Malawi Government procurement guidelines for selection and engagement of consultants*-. The selection criteria shall be as follows: The minimum technical score shall be 70

Ref. No	Technical evaluation criteria	Maximum Scores
1	Specific experience of consultant(s) related to the assignment	30
2	Adequacy of proposed work plan and methodology in response to TORs	40
3	Qualifications and competence of key staff	30
		100

14. Submission of Proposals

Two proposals will be required; Technical proposal and Financial proposal.

- i. Technical proposal: To demonstrate a clear understanding of the scope of work. Describe in detail the proposed methodology and approach by the consultant to undertake the assignment Including numbers, roles and qualifications of proposed staff, outlining their experience with carrying out similar work and including CVs and references as well as documentation of previous work of a similar nature carried out by the institution and a program indicating the sequence and duration of key activities.
- ii. Financial proposal: A financial proposal indicating fee rates and overview of reimbursable expenses.

Technical Proposal Submission Sheet

Note to Bidder: Complete this form with all the requested details and submit it as the first page of your technical proposal, with the documents requested above attached. Ensure that your proposal is authorised in the signature block below. A signature and authorisation on this form will confirm that the terms and conditions of this RFP prevail over any attachments. If your proposal is not authorised, it may be rejected.

Procurement Reference Number:	
Subject of Procurement:	
Name of Bidder:	
Date of Technical Proposal:	

We offer to provide the services described in the Schedule of Requirements, in accordance with the terms and conditions stated in your Request for Proposals referenced above.

We confirm that we are eligible to participate in public procurement and meet the eligibility criteria specified in Part 1: Proposal Procedures of your Request for Proposals.

The validity period of our proposal is: _____ days/weeks/months from the time and date of the submission deadline.

We enclose a separately sealed financial proposal.

Technical Proposal Authorised By:

Signature: _____ Name: _____

Position: _____ Date: _____

(DD/MM/YY)

Authorised for and on behalf of:

Company: _____

Address: _____

Financial Proposal Submission Sheet

Note to Bidders: Complete this form with all the requested details and submit it as the first page of your financial proposal, with the documents requested above attached. Ensure that your proposal is authorised in the signature block below. A signature and authorisation on this form will confirm that the terms and conditions of this RFP prevail over any attachments. If your proposal is not authorised, it may be rejected. The total price of the proposal should be expressed in Malawi Kwacha.

Procurement Reference Number:	
Subject of Procurement:	
Name of Bidder:	
Date of Financial Proposal:	

The total price of our proposal is: _____ and _____.

We confirm that the rates quoted in our Financial Proposal are fixed and firm for the duration of the validity period and will not be subject to revision or variation.

Financial Proposal Authorised By:

Signature: _____ Name: _____

Position: _____ Date: _____

(DD/MM/YY)

Authorised for and on behalf of:

Company: _____

Address: _____

For more information interested consultants can contact **Procurement Office** at the address below during working hours **from 8.00am to 12.00 noon and 1.30pm to 4.30pm.**

Interested consultants should submit separate Technical and Financial proposals. **One original and two copies** of sealed proposals should be submitted to the following address **clearly marked “GIS training for Extension Staff”** at the address below, **Deadline for submission is 14.00 pm on Monday, 19th February 2024.** Late proposals shall be rejected.

CONTACT

The Chairman
Internal Procurement Committee
Mangochi District Council
P/Bag 138,
MANGOCHI