

**Request for Quotations**  
**Reissuing: RFQ-WE4F-2024-026**

**Activity Title:** Business Training for Green Women Compost Production Company

**Funded by:** Water and Energy for Food South and Southeast Regional Innovation Hub (WE4F S/SE Asia RIH)

**Implemented by:** Tetra Tech ES, Inc.

<b>Request for Quotation Timeline</b>	
RFQ Issue Date:	October 16, 2024
Questions:	On an ongoing basis until October 25, 2024.
Quotations Submission Date:	October 31, 2024, 5:00 PM Bangkok time (GMT+7)
Award Anticipated Date:	November 10, 2024

**Note:** Issuance of this RFQ does not constitute an award commitment on the Tetra Tech ES, Inc., nor does it commit to pay for any costs incurred in preparation or submission of comments/suggestions of a Quotation. Quotations are submitted at the risk of the companies. All preparation and submission costs are at the offeror's expense.

**TABLE OF CONTENTS**

<b>1. INTRODUCTION .....</b>	<b>3</b>
<b>2. SOURCE AND NATIONALITY RESTRICTIONS.....</b>	<b>3</b>
<b>3. SUBMISSION OF QUOTATIONS.....</b>	<b>3</b>
<b>4. QUESTIONS and CLARIFICATIONS .....</b>	<b>3</b>
<b>5. QUOTATION PREPARATION INSTRUCTIONS .....</b>	<b>4</b>
A. Company’s Information .....	4
B. Company’S Technical Capability.....	4
C. Company Personnel.....	4
D. Detailed Budget .....	5
E. Representations and Certifications.....	5
<b>6. EVALUATION CRITERIA.....</b>	<b>5</b>
<b>7. TERMS OF PAYMENT .....</b>	<b>6</b>
<b>8. SAM Unique Entity identification number AND SAM.GOV REGISTRATION .....</b>	<b>6</b>
<b>9. NEGOTIATIONS .....</b>	<b>6</b>
<b>10. MULTIPLE AWARD/NO AWARD .....</b>	<b>6</b>
<b>ATTACHMENT A: STATEMENT OF WORK .....</b>	<b>7</b>
<b>ATTACHMENT B: DETAILED BUDGET .....</b>	<b>10</b>
<b>ATTACHMENT C and D: REPRESENTATIONS AND CERTIFICATIONS .....</b>	<b>12</b>

## 1. INTRODUCTION

The Water and Energy for Food (“WE4F”) Grand Challenge is a joint international initiative of the U.S. Agency for International Development (USAID), German Federal Ministry for Economic Cooperation and Development (BMZ), the European Union (EU), the Ministry of Foreign Affairs of the Ministry of Foreign Affairs of the Netherlands, Sweden through the Swedish International Development Cooperation Agency (Sida) (hereafter “the Partners”). Through WE4F, the Partners aim to expand the scale of innovations that impact the sectors food and water, food and energy or all three sectors of the nexus (food, water, energy) to increase the sustainability of agricultural food value chain and improve energy and water efficiency and climate resilient agriculture in developing countries and emerging markets in accordance with the SDGs, with a particular focus on the poor and women.

The Water and Energy for Food S/SE Asia Regional Innovation Hub (WE4F S/SE Asia RIH) is an essential component of WE4F. The Hub will:

- 1) Provide direct grants (via regional competitions and direct selection of innovators and manage the milestone-based grants and other financing provided to WE4F innovators in the region.
- 2) Provide technical assistance and business advisory services to WE4F innovators in the region.
- 3) Facilitate investment for regional innovators including through investor matchmaking and guarantee instruments.
- 4) Provide trainings and other technical assistance for governments, investors, lenders, and other actors in the region.
- 5) (In coordination and consultation with the WE4F Secretariat) Engage in advocacy activities in the region on behalf of the WE4F program; and
- 6) Conduct Monitoring, Evaluation, and Learning (MEL) activities with WE4F innovators and other actors in the region to share best practices, lessons learned, pivots, failures, and successes.

The purpose of this Request for Quotations (RFQ) is to identify and select a firm to provide **business development and leadership training for Green Women Compost Production Company and Rural Development Organization (RDO)** based in **India** as per the Scope of Work (SOW) specified in Attachment A, “Technical Specifications.” Services will support the WE4F S/SE Asia RIH funded by USAID under Contract No.: 7200AA20C00041 and implemented by Tetra Tech ES, Inc.

## 2. SOURCE AND NATIONALITY RESTRICTIONS

The USAID authorized geographic code for the WE4F S/SE Asia RIH is 935. Authorized Geographic Code 935 includes the United States, the recipient country (Vietnam) and all developing countries, advanced developing countries but excluding any country that is prohibited source. USAID maintains a list of prohibited sources in ADS Chapter 310.

## 3. SUBMISSION OF QUOTATIONS

Quotations are due on **October 31, 2024** at 05:00 pm Bangkok time (GMT+7). Quotations must be submitted via email to [WE4FAsiaBids@tetrattech.com](mailto:WE4FAsiaBids@tetrattech.com) with the subject line “RFQ-WE4F-2024-026-Business Development Training -RDO.”

All Quotations must fully respond to the Technical Specifications in **Attachment A** and must include a **financial offer** in the format in **Attachment B - Table 1** – Budget. Quotations received after the above-stated due date and time will not be considered for this procurement.

## 4. QUESTIONS AND CLARIFICATIONS AND WEBINAR

All questions or clarifications regarding this RFQ can be submitted in written English, to [WE4FAsiaBids@tetrattech.com](mailto:WE4FAsiaBids@tetrattech.com) on on-going basis until **October 25, 2024** 5 PM Bangkok time (GMT+7). Questions and requests for clarification, and the responses thereto, will be circulated to all RFQ recipients. Only written answers from Tetra Tech ES, Inc. will be considered official and carry weight in the RFQ process and subsequent evaluation. Any answers received from outside the official

channel, whether verbally or in writing, from employees or representatives of Tetra Tech ES, Inc., or any other party, will not be considered official responses regarding this RFQ.

## 5. QUOTATION PREPARATION INSTRUCTIONS

All offerors must follow the instructions set forth herein in order to be qualified for the procurement process. If an offeror does not follow the instructions set forth herein, the offeror's Quotations may be eliminated from further consideration, or the Quotation may be downgraded and not receive full credit under the applicable evaluation criteria.

### A. COMPANY'S INFORMATION

1. Company's information, including official registered name, type of business, list of principal company officers, share of women in management positions, address, telephone, fax, website and copy of business license.
2. Overview of the Company, including its legal structure and service offerings.
3. Company's SAM Unique Entity Identification (UEI) number, if proposed price is more than USD \$30,000 (Please see Section 8 below for information on SAM.GOV REGISTRATION)

### B. COMPANY'S TECHNICAL CAPABILITY

1. A proposed work plan with description of the details about the training modules and content, key activities, and timeline of implementation. Offeror may refer to Attachment A to draft this but estimate their own timeline and additional activities for implementation of this service.
2. Description of the company's qualifications and capability including staff to undertake a similar the scope of work in the region and/or country of focus.
3. A summary of similar assignments of **entrepreneurship and business development training and/or consulting for regional businesses in India**. Experience in the waste management value chain is preferable but not mandatory. Please provide the details of at least five relevant assignments performed over the last five years per the table below. If you have experience of working on assignments that integrate gender lens, please highlight the same. If the client is confidential, please list "confidential".

Table 1: Summary of Similar Assignments

Title of Contract	Description of the Contract and Services Provided	Client Name	Dates of Execution

### C. COMPANY PERSONNEL

The Offeror shall provide details on the company personnel to be assigned to this contract. Full CVs are required in addition to completing Personnel Summary – Table 2.

Table 2: Personnel Summary

Personnel's First and Last Name	Proposed Role under this Contract	Qualifications and Relevant Experience

**D. DETAILED BUDGET**

Offerors should provide task/deliverable-based budget **Table 1 of Attachment B, "Detailed Budget"** supported by an excel detail cost estimates per task/deliverable to assert the reasonability of cost for each deliverable. For example, "development of a detailed work plan and timeline for the assignment with total cost of \$800." Offerors should also provide a detailed cost estimate for this task showing the number of people involved, number of days for each person, fully burdened daily rate and total cost/person, communication, transportation and total cost of this deliverable.

A price must be provided for each task/deliverable. All items, services, etc. must be clearly labeled and included in the total price. Quotations shall also include a budget narrative i.e., text that explains the basis for the estimate of every cost element (deliverable). Supporting information must be provided in sufficient detail to allow a complete analysis of each cost element or line item. Tetra Tech ES, Inc. reserves the right to request additional cost information if the evaluation committee has concerns regarding reasonableness, realism, or completeness.

Offerors shall provide price in USD (United States Dollar) inclusive of applicable taxes if any. Prices must be valid for 60 days. **The estimated budget for this assignment is US\$ 8,000-US\$ 10000. Each interested service provider needs to prepare its own budget both detailed in excel and deliverable based as per Attachment B. If the proposed cost is higher than the ceiling, please explain in your budget and provide justification. Please use WE4F Tier-2 budget template for detailed budget per deliverable/task and don't make it pdf or sign.**

**E. REPRESENTATIONS AND CERTIFICATIONS**

Offerors must complete the representations and certifications in **Attachment C and D.**

1. A signed certification that the company and its proposed second-tier subcontractors, if any, are not owned or controlled in whole or in part by any entity of any government.
2. Certification on Offeror letterhead that company is not owned or controlled in total or in part by any entity of any government.

**6. EVALUATION CRITERIA**

Award will be made to the offeror whose Quotation represents the best value in consideration of past performance, qualifications, and price factors. Prices must be reasonable and will be considered in the evaluation. Offerors are encouraged to provide a discount on their standard commercial rates.

Tetra Tech ES, Inc. reserves the right to conduct discussions with selected offeror(s) to identify the best value offer. The award of a resulting Subcontract Award shall be made by Tetra Tech ES, Inc. on a best value basis. Tetra Tech ES, Inc. reserves the right to request a test assessment from offerors to assess qualifications.

Quotations will be scored on a 100-point scale. Available points for each evaluation factor are given below. Quotations must address each evaluation factor.

Evaluation Criteria		Points
<b>I.</b>	<b>Detailed Price Quotation</b>	<b>30%</b>
<b>II.</b>	<b>Technical Quotation</b>	<b>70%</b>
	a. Proposed approach, and timeline for delivery	20%
	b. Relevant experience of undertaking similar assignments and relevant regional/country level experience based on summary and portfolio shared	30%
	c. Relevant experience of the personnel assigned	20%
<b>TOTAL</b>		<b>100%</b>

## 7. TERMS OF PAYMENT

Payment terms for the awarded Subcontract Agreement shall be net thirty (30) days after submission of invoices, satisfactory completion, and acceptance of services and deliverables. Payment shall be made by Tetra Tech ES, Inc. via bank wire transfer. No advance payments will be provided.

## 8. SAM UNIQUE ENTITY IDENTIFICATION NUMBER AND SAM.GOV REGISTRATION

If your proposed price for this proposal is USD \$30,000 or more, the offeror will be required to furnish a SAM UEI number as per Attachment C. Information regarding obtaining a SAM UEI may be found at [System for Award Management \(sam.gov\)](https://www.sam.gov). Please note a full SAM registration for Subcontractor/Vendor is not required and only SAM UEI number is required. **If the proposed cost is less than \$30,000 then SAM UEI number is not required.**

## 9. NEGOTIATIONS

It is anticipated that a subcontract will be awarded solely based on the combination of highest technical and financial score. However, Tetra Tech ES, Inc. reserves the right to conduct discussions, negotiations, or request clarifications prior to awarding a subcontract. In addition, Tetra Tech ES, Inc. reserves the right to conduct competitive range negotiations and limit the number of companies in the competitive range to permit an efficient evaluation among the most highly rated Quotations. The highest-rated companies, as determined by the evaluation committee, may be asked to submit their best prices during a competitive range.

## 10. MULTIPLE AWARD/NO AWARD

Tetra Tech ES, Inc. reserves the right to issue multiple awards. Tetra Tech ES, Inc. also reserves the right to issue no awards.

## **ATTACHMENT A: STATEMENT OF WORK**

### **Background:**

Rural Development Organization (RDO) is a non-profit organization located in Tamil Nadu State of India that has developed and implemented a circular economy model in sanitation for agriculture that combines two waste streams of faecal sludge and organic solid waste to produce nitrogen rich co-compost for vegetable and tea cultivation as means of improving soil fertility. The process takes place at government-owned Resource Recovery Parks (RRPs) and privately established infrastructure which are operated by Green Women Compost Production Company (GW-CPC). The GW-CPC is a women led company (formerly a social enterprise) who undertakes the entire process of co-composting. The co-compost is sold to Farmers Groups and Companies (FGCs) consisting of tea and vegetable growers organized under institutions such as the Women Farmers Producer Companies, Farmers Interest Groups and Women Farmers Groups.

### **The Challenge:**

The agricultural sector in India faces multi-layered challenges that includes impacts of climate change, declining water resources, fragmented land resources, deteriorating land quality, and discarded solid and liquid waste in open spaces without proper recycling are some key issues. Throughout the years, Nilgiris district in Tamil Nadu, India has been overexploited for agriculture by excessive use of chemical fertilizers leading to deteriorated soil health, and organic matters like carbon, nitrogen, and phosphorus. As the cultivation per hectare of land intensified, use of chemical fertilizers increased as well leading to soil infertility and low crop yield in the region.

The faecal sludge management (FSM) is another neglected sector in India due to poor understanding of technical issues, inadequate skills and manpower, lack of technical guidance, negative social perception, and lack of financing. Lack of FSM systems lead to private collectors to collect it from homes and dump it into open environment. Inappropriately managed faecal sludge does not only harm the environment but is a threat to public health. The water gets contaminated for both drinking and agricultural irrigation. Especially at the times of drought, this becomes a key issue impacting the agricultural production.

### **The Solution:**

RDO supports GW-CPC by providing technical, financial, business, and institutional capacity building at the RRP. RDO also facilitates demand creation with farmers and engages with local governments and other stakeholders to facilitate a supportive enabling environment for the GW-CPC. In the past four years, RDO has worked in four Town Panchayets (TPs).

The use of co-compost enhances carbon sequestration by replacing chemical fertilizer, recovers key resources like nitrogen and phosphorus, and potassium, avoids greenhouse gas emission by reducing dumping of waste and possible use of chemical fertilizers, and increases reuse of treated water for irrigation. The co-compost is currently marketed as 'Nilgiris 200'. Farmer's experience increases in revenue by improved crop yield and selling price of produce and savings with reduction in usage of chemical fertilizer.

**The Business Need:**

In June 2023, the GW-CPC was registered as a company for commercial expansion in Tamil Nadu and other states after Nilgiris District. The objective of the initiative is to build capacity of the staff and management of GW-CPC through business and leadership training enabling women green workers to lead and run sustainable businesses.

**SCOPE OF WORK:**

The service provider will work with RDO and SSEA RIH Hub to provide trainings in modular format and handhold GW-CPC post training period on the following aspects:

1. Training of the **GW-CPC and RDO staff** on management of businesses, with skills of everyday business accounting, management of operations around procurement and sales.
  - a. Training on marketing and sales management of co-compost involving inventory management, conducting outreach for expansion of customer base, management of sales logs, etc.
  - b. Case studies presented of similar businesses operated by women and factors leading to their success, their management approaches, their sales strategies.
2. Coaching of the CEO on leadership and management of staff members, delegation of responsibilities and financial supervision to check frauds or errors. Enhance CEO and senior management’s knowledge on profitability and operational aspects of the business.
3. Training on important business templates and handhold on other management support in consultation with the team over a one-month period post trainings.
4. Training to be provided in Tamil and English.
5. Training programs may include exposure visits for RDO and GW-CPC staff to similar successful enterprises run by women entrepreneurs.

**Deliverables:**

1. Recording and content slides of trainings for the topics mentioned above along with case studies provided as examples.
2. A note mutually agreed upon by both parties on the determination of the handholding support for one-month period post training (with fixed days as level of effort)
3. Innovator approved note summarizing the handholding support provided within the month.

**Work Components, Deliverables and Tentative Timeline:**

<b>Phase 1: Training design and implementation</b>	
Timeline	Week 1 – 6
Deliverable (s)	<ol style="list-style-type: none"> <li>1. A brief workplan with all key activities against a timeline discussed with the innovator</li> <li>2. Training for RDO and GW-CPC staff on above mentioned topics</li> <li>3. Coaching support for CEO</li> </ol>
Specific Tasks: <ul style="list-style-type: none"> <li>• Identification of training topics in consultation with RDO, Green Women Compost Producer Company, and WE4F</li> </ul>	

- Design training modules and schedule for implementation, include case studies and lessons for success from similar companies.
- Delivery of training for the team at RDO and GW-CPC
- Coaching support designed for the CEO

### Phase 2: Handholding support

Timeline	Week 7-11
Deliverable (s)	<ol style="list-style-type: none"> <li>1. A note mutually agreed upon by both parties on the <b>determination</b> of the handholding support for one-month period post training (with fixed days as level of effort)</li> <li>2. Innovator approved note summarizing the handholding support provided within the month</li> </ol> <p>[The note may include support such as training on important business templates and handhold on other management support in consultation with the team over a one-month period]</p>
<p>Specific Tasks:</p> <ul style="list-style-type: none"> <li>• Develop a role and responsibility framework with LOEs noting the areas and type of support to be delivered and to who in the company</li> <li>• Deliver the mutually agreed upon support</li> <li>• Create a note to summarize all the handholding support provided within the one-month period</li> <li>• In the spirit of sustainability offer handholding support to key management team to implement aspects from the training as well as business templates/activities necessary</li> </ul>	

### Phase 3: Wrap Up

Timeline	Week 12
Deliverable (s)	Wrap up call notes
<p>Specific Tasks:</p> <ul style="list-style-type: none"> <li>• RIH to organize wrap up call and discuss/clarify any issues from the final deliverable and discuss potential methods of post TA engagement.</li> <li>• RIH to submit final deliverables, write call notes from wrap up call, and archive documents in Egnyte.</li> <li>• Send QoSS to innovator for feedback and closing of TA</li> </ul>	

#### Expectations:

- A schedule for deliverables will be co-developed with the service provider and RDO and GW-CPC which includes internal milestones and virtual consultations. The schedule is subject to change upon discussion.
- Bi-weekly follow-up call with RDO and GW-CPC and the service provider, on activity progress, will be scheduled.
- End of the project call with WE4F S/SE Asia Hub for any discussion/ clarifications/feedback on final deliverables before formal deliverables approval.

**ATTACHMENT B: DETAILED BUDGET**

The price Quotation must be submitted in sufficient details to account for ALL remuneration, communications, transportation and other out-of-pocket expenses, taxes, and other costs. The price Quotation should be valid for sixty (60) business days. All cost should be in [USD] currency the contract/purchase order will be issued in USD currency and payment will be made in the same currency. On this basis Tetra Tech ES, Inc. will issue a Fixed Price Subcontract Agreement and payment shall be based upon acceptance of services and deliverables described in the **Table 1 below**.

**Table 1: Deliverables and Payment Schedule**

#	Activity Description	Deliverables	Delivery Date	Payment Amount
1	<ul style="list-style-type: none"> <li>• Kick-off meeting</li> <li>• Develop a detailed Workplan with Timeline for the activities to be completed.</li> <li>• Training of the GW-CPC and RDO staff on management of businesses, with skills of everyday business accounting, management of operations around procurement and sales.</li> <li>• Coaching of the CEO on leadership and management of staff members, delegation of responsibilities and financial supervision to check frauds or errors.</li> <li>• Enhance CEO and senior management’s knowledge on profitability and operational aspects of the business.</li> </ul>	<ul style="list-style-type: none"> <li>• Innovator and hub approved workplan (template with be shared by the S/SEA hub)</li> <li>• Recording and content slides of trainings for the topics mentioned above along with case studies</li> </ul>	1-6th week of the Award	\$0.00
2	<ul style="list-style-type: none"> <li>• Handholding support for one-month period post training</li> </ul>	<ol style="list-style-type: none"> <li>1. A note mutually agreed upon by both parties on the <b>determination</b> of the handholding support for one-month period post training (with fixed days as level of effort)</li> <li>2. Innovator approved note summarizing the handholding support provided within the month</li> </ol>	7- 11 <sup>th</sup> week of Award	\$0.00

Total Fixed Price Subcontract Value		\$0.00
-------------------------------------	--	--------

The offeror is also required to submit a detailed excel budget in support of this task-based budget showing number of persons involved in each activity, each person daily rate, total LOE, total labor cost and other direct cost such as transportation, communication etc. and sub-total activity/deliverable cost. **Template is attached for this breakdown budget and offeror must use this template and submit detailed budget in excel and Not to pdf or lock it.**



Attachment D- Certifications of offeror

The offeror must certify on its letterhead that:

1. XYZ company, the offeror certifies that it is not owned in whole and in part by any government.
2. XYZ company, the offeror certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this type of transaction by any Federal department or agency. Any change in the debarred or suspended status of the offeror during the procurement process must be reported immediately to Tetra Tech. offeror hereby certifies, to the best of its knowledge and belief, that no federal appropriated funds have been paid or will be paid to any person for influencing or at attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress on its behalf in connection with the awarding of this subcontract. In accordance with FAR 52.203-12, Offeror attests any required disclosures have been made as of the date of award of this procurement and will be made for any subsequent lobbying activity.