

RFP FOR COST-SHARING PARTNERSHIP

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We are a leading organisation for the implementation of international development projects. We promote inclusive economic, social and ecological development to make an effective contribution towards sustainable and widespread prosperity in developing and emerging economies.

A. General

This Request for Proposal (RFP) is for identifying organizations (early stage start-up, social enterprises, private sector, NGOs, MFIs) that are adopting innovative business models in the areas of agriculture, livestock and poultry, health, energy, access to finance and micro-insurance and are interested to expand in selected char districts of northern Bangladesh. Please refer to annex 1: Terms of Reference (ToR). The ToR provides a basis for applicants to respond to this RFP.

B. Eligible Applicants

M4C Phase III will focus on promoting innovative business models that are capable of offering char specific services in the areas of agriculture, livestock and poultry, access to energy, access to basic health, access to finance and micro-insurance for the char dwellers. Therefore, organizations (early stage start-up, social enterprises, private sector, NGOs, MFIs) with an appropriate setup (fully equipped with physical facilities and competent team members) are eligible to apply for this cost-sharing partnership. The applicants must have following legal

documents: up-to-date trade license or company registration certificate, E-TIN and VAT certification.

C. Guideline to Submission and Evaluation of the Proposal

1. Content of the Proposal

The language of the proposal should be English. The proposal must be submitted in MS Word, maximum 20 pages A4, font size Calibri 11, normal margin and 1.15-line spacing excluding cover page and annexes. Financial proposal to be provided in a separate spreadsheet. The main parts of the proposal should be structured as per the contents of table 1.

Table 1: Guideline on proposal contents

SN	Content	Maximum Points
1	Background/Introduction	-
2	Understanding of tasks and potential of cost-sharing partnership	10
3	Previous experience of working in the hard to reach (e.g. char) regions	10

4	Business model(s) and business plan (The business plan should include operating plan focusing on geographic area, marketing plan and management plan)	20
5	Explanation on the quality of service delivery	10
6	Set up of the team, its core members' qualification and relevant track records, and their role in the proposed business plan	20
8	Detailed Financial Proposal for partnership with M4C should be attached including proposed cost share from the respective organization. The financial proposal will be evaluated based on the business model, plan and operational plan, total budget with significant cost-share and relevance of the budget with technical proposal. VAT and Tax will be applicable as per Government rules.	30
Total Score		100
<i>Annexes may be included to furnish any additional information</i>		

2. Evaluation Process:

- Quality based evaluation will be applied by the M4C, Swisscontact evaluation team.
- The main part of the proposal will be taken for the evaluation only, excluding the annexes.
- All proposals submitted in a different format and/or structured differently than the structure furnished above will be excluded from the evaluation. (Refer to section- 1)
- Based on the quality of the proposals received in each area (refer to section B of the ToR), applicants with the highest scores will be selected for co-creation. Swisscontact is expecting proposals in each of the areas, therefore, applicants that are interested in multiple areas should send separate proposal for each area. Swisscontact will select proposals based on the quality of the proposal, its relevance with the project objectives, appropriateness of the business model and significance in cost-sharing modality for co-creation. However, Swisscontact reserves the right for not to accept any proposal without giving any explanation.
- The applicant selected based on the submitted proposal will be selected for cost-sharing partnership after successful negotiations on the budget and other terms are reached.

- M4C, Swisscontact has no obligation to award the partnership contract to any applicant if the proposals submitted do not match with the quality and/or the budget requirements of the project.
- M4C, Swisscontact has no obligation to provide any further information to the applicants or any other third party about the evaluation process and its results other than contained in this section.

3. Timeline for Submission of Proposal:

The following table provides details on the timeline for submission of proposals:

Table 2: Proposal submission timeline

SN	Tasks	Due Date
1	Call for Proposal	November 25, 2020
2	Applicants may submit questions for clarification to the M4C project to the following email addresses by the date mentioned to following email addresses: sujayet.kabir@swisscontact.org and farzana.boby@swisscontact.org	December 7, 2020
3	The final proposal must be sent to M4C project to the following e-mail address by the date and time mentioned bd.infom4c@swisscontact.org Also, the hard copies of the proposal should be submitted to House No: 19 (Diplomatic Enclave), Rd No: 11, Baridhara, Dhaka 1212	Round 1: December 20, 2020 Round 2: March 18, 2021 Round 3: May 15, 2021
4	M4C evaluates and short lists proposals and informs applicants within 1 month from the round wise submission deadline.	M4C will complete the evaluation of the proposals within 1 month from the round wise submission deadline
5	Selected/short-listed applicants will go through online Presentation and discussion of Proposal. This will be initial segment of the co-creation process.	15 days after the evaluation

	<i>(Present the proposal with maximum 15 slides; duration 30 mins; the presentation and discussion may take place online due to covid-19)</i>	
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6	Co-building of the interventions, budget negotiation, strategy development, etc.	30 days from each presentation done
7	Final selection and contract signing by date	TBD (as early as possible)

Annex: 1

Terms of Reference for Cost-sharing Partnership Contract with organizations that are adopting innovative business models in the areas of agriculture, livestock and poultry, health, energy, access to finance and micro-insurance and are interested to expand in selected char districts of northern Bangladesh

A. Background:

Swisscontact was established in 1959 as an independent foundation by notable figures from the worlds of commerce and science in Switzerland. It is exclusively involved in international development co-operation and has carried out its own and mandated projects since 1961. Based in Zurich, Swisscontact currently employs over 1,400 staff worldwide and currently manages projects in 38 countries on behalf of public and private donors. With the belief that people, even in dire conditions, have the ability and will to act and liberate themselves from the shackles of poverty in an enabling environment and level playing field, Swisscontact makes an effective contribution to improve the framework conditions for sustainable development through the facilitation of access to skills, knowledge, markets, technologies, and financial services. Swisscontact strengthens competencies of people, improving their employability, increases competitiveness of enterprises, thereby, growing their business, and fosters social and economic systems, promoting inclusive development, through the following offers: a) Project Implementation; b) Advisory Services; c) Training; and d) Applied Research. Swisscontact is registered in Bangladesh as an international non-governmental organization (INGO) under the NGO Affairs Bureau, Government of The People's Republic of Bangladesh. Swisscontact is currently implementing around 10 programmes in Bangladesh

Making Markets Work for the Jamuna, Padma and Teesta Chars (M4C) is a project mandated by the Swiss Agency for Development and Cooperation (SDC) and Ministry of Local Government, Rural Development and Co-operatives. M4C's aim is to reduce poverty and vulnerability of char households by facilitating market systems that enhances opportunities for income generation. M4C is a 12 year project in 3 phases. Swisscontact in collaboration with Rural Development Academy (RDA), Bogura is continuing with the implementation of the third phase of M4C (2020 to 2024). M4C III aims to reduce poverty and vulnerability of char households in six districts of northern Bangladesh (Gaibandha, Jamalpur, Kurigram, Lalmonirhat, Rangpur and Shariatpur) by facilitating market systems to enhance opportunities for employment and income generation. The project implementation unit is based in the Rural Development Academy (RDA), Bogura.

The portfolio of M4C will largely include sustainable agricultural portfolio promotion (such as maize, chilli, jute,

onion, groundnut, mustard, vegetables, livestock, finance and innovation). M4C has undertaken several successful interventions in agriculture, livestock and finance sectors during previous phases based on analysis from the field and implemented in partnerships with relevant private and public stakeholders. As opposed to direct service provision, M4C's approach is to facilitate broad range of public agencies (research, extension), private companies (agri-input, agro-processing) and local service providers (retailers, traders etc.) to promote and provide inputs and services, strengthen supply chains, test new business models to bring about required changes in the market systems.

Project findings indicate that the need for access to energy and need for health care services are increasing in the char region as well as there is need for innovative agricultural services. Therefore, M4C is looking for suitable partner organizations (early stage start-up, social enterprises, private sector, NGOs and MFIs) who can undertake intervention and activities targeting char region. For example, providing innovative aggregation and bundling services for various agricultural crops or delivering access to basic health-care services in the char region.

This ToR is the basis for undertaking such anticipated partnerships during 2020 to 2024 for a maximum of two years. Each of the partnerships will be different in objective and scope of work. The organizations are expected to be in regular consultation with M4C project throughout the partnership period.

B. Aim and Objective of the partnership:

The aim of the partnership is to undertake innovative interventions with M4C in the areas of agriculture, livestock and poultry, health, energy, access to finance and micro-insurance within targeted districts of M4C project. The area-specific objectives of the partnership as defined in this ToR are as follows:

- **Agriculture and Livestock-** Creating access to aggregation and bundling of agricultural services such as input, output, finance and advisory services that can lead to improved productivity of farmers for crops and livestock.
- **Country Chicken-** Setting up country chicken related services such as egg hatching technologies or providing information on rearing practice of country chicken, methods of rearing layers,

appropriate use of feed and medicine that will enhance profitability of char farmers.

- **Energy-** Exploring provisions of creating access to solar energy solutions for off-grid char areas that can have a good socio-economic impact on the households.
- **Health-** Assessing feasibility of supporting innovative models to create access to health care services for char households which may include telemedicine facilities on the chars, exploring expansion of floating hospitals, development of community paramedics in char areas.
- **Finance-** Creating provision for innovative financing mechanism through micro-finance institutions or other financing institutes that can give financial protection to char households.
- **Micro-insurance-** Developing suitable agriculture based micro-insurance products which will allow micro level char market actors to de-risk their investment.

C. Scope of the partnership

The scope of the partnership is to implement innovative interventions in the areas of agriculture, livestock and poultry, health, energy, access to finance and micro-insurance suiting the needs of the char dwellers. M4C experience suggests that even if market system for economic activities function for the benefit of the char households, they still remain vulnerable to issues related lack of access to health, education, energy, etc. At present, a summary of the situation of the targeted char districts in relation to the aforementioned topics are given below:

Agriculture, Livestock and Poultry: Although M4C have been working on crop and livestock sectors of char region over two phases along-with leading national agri-companies, there is a need for innovative agro-focused services beyond regular interventions on input, output and financial services. For example, supporting early stage start-up innovation for aggregation and bundling will be an intervention area for Phase III. In a fragmented context such as Char, aggregation and bundling of agricultural services such as input, output, finance and advisory services can pave the way out for efficient agro-service and extension delivery as well as reduction in cost for service delivery. Moreover, country chicken is relatively new sector for char region. Thus, there is lack of appropriate access to information and services relevant to country chicken which constrains char farming households' profitability.

Access to basic healthcare services: People living in the chars of Bangladesh are not only extremely poor, but also one of the most vulnerable segments of the population.

They have to frequently move from one char to another due to natural calamities. Moreover, in such situation, they have very limited or no access to basic healthcare facilities. Due to lack of health services, char dwellers have limited ability to seek for health-related support or advice, if any issues arise.

Access to Energy: Due to geographical vulnerability and hard-to-reach context of the char region, most of the char areas in Bangladesh are off-grid region in terms of energy connectivity. Due to lack of energy access, char dwellers have limited ability to increase their productivity and economic activities.

Access to finance: Access to appropriate financial services is a pressing issue for char dwellers who depend on agriculture for their livelihoods. While living in disconnected, erosion and climatic hazard prone areas such as chars, lack of suitable financing products limits char dwellers ability to invest in farming activities.

Access to micro-insurance: Char regions are highly climatic disaster-prone area and thus, char dwellers often face crop and livestock related financial loss. They also do not have any access to micro-insurance products.

To give a better overview of the situation, more information on the underlying constraints for each of the topic is given below:

Table 1: Details on the selected topics

Topic	Symptom	Initial Cause
Agriculture, livestock and poultry	Inefficient agricultural services	Lack of aggregation and bundling of agro services
Access to basic healthcare services	Low health outcome	Lack of health-care services and health related infrastructure i.e. clinic
Access to energy	Low level of productivity and economic activity	Lack of access to suitable energy services
Access to finance	Low level of agricultural investment	Lack of access to suitable

	and economic activity	financial products
Access to micro-insurance	High risk of crop and livestock	Lack of access to micro-insurance products

	related financial loss	
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By developing a clearer understanding of the aforementioned topic and relevant constraints, interested organizations are expected to devise innovative intervention depending on their area of expertise (e.g. finance/ health/ energy) and contribute in the overall target of the M4C Phase III which is to reduce vulnerability of char households. M4C Phase III will work on following six districts: Gaibandha, Kurigram, Lalmonirhat, Rangpur, Jamalpur, Shariatpur. The list of char relevant upazillas, villages and their location (except Shariatpur) will be provided to the organization by the M4C project. However, it is not expected that interested organizations will provide plan based on the entire M4C districts. M4C team will be closely involved in providing technical direction and guidance to the partner organization, once the partnership and intervention gets initiated. The partner organization will communicate their progress of the study to M4C on a regular basis and will accommodate with the feedback from the Project.

D. Specific Tasks and Responsibilities:

The selected partner organization will be responsible for the following tasks under the partnership (this is to be fine-tuned through further discussion and will be mentioned in the contracts):

- a) Review relevant documents from M4C and seek necessary clarification for the ToR.
- b) Gain a better understanding about different micro-entrepreneurship models in char region and best practices in providing entrepreneurship support.
- c) Formulate a business model targeting provision of creating access to affordable services for char dwellers.
- d) Develop a coherent strategy that focuses on business sustainability beyond M4C support.

E. Role of M4C:

M4C team will be involved in overseeing the business model throughout the duration of project support. In particular, the M4C team will be involved actively in the following tasks:

- a) Provide relevant M4C documents (projects, interventions) and clarification on the ToR
- b) Assist in the preparation and launching of business model
- c) Provide information on the locations

- d) Conduct the relevant programs of the partnership
- e) Provide regular feedback during the partnership

F. Deliverables:

Specific ToR and contract will be issued and the followings may need to be delivered

- Signed ToR from Swisscontact, M4C
- Strategic plan
- Financial plan
- Monthly progress reports
- Meeting minutes
- Reports of different events
- Activity Completion Report
- Documents as per requirement for smooth execution of activities

G. Invoice detail

For each partnership, the following payment schedule will be followed:

Table 2: Payment schedule

Payment Amount	Upon submission of
30% of the budget will be paid in advance	Deliverables before starting the field conduction (mentioned in the specific contract)
Rest of the amount will be paid quarterly in reimbursable mode	Deliverables as per highlighted in the contract

H. Technical Direction:

M4C will provide any required technical direction to the partner organization during the implementation of the activities under the cost-sharing partnership. The project also reserves the right to change any terms and conditions as required.

I. Timeline

The timeline of the partnership will depend on the nature of the intervention and will be decided based on mutual discussion between M4C and the contracted organization. However, the partnership can be for a maximum of two years.

J. Legal Documents:

The organization/individual should submit the following documents along with proposal as applicable:



- VAT registration
- E-TIN certificate
- Updated trade license/ Registration certificate
- Certificate of incorporation (for companies only)
- Bank Certificate showing the Account title (matched with the organization name) and number

K. Reporting

The organization will work closely with Senior Manager, Innovation and Knowledge Management as well as



Manager, Partnership and Grants. Furthermore, the organization will report to the Team Leader, M4C.

Note: Swisscontact reserves the right to reject or cancel any proposal without showing any reason.