

**To:** Offerors  
**Date:** August 12, 2022  
**RFP:** ATI-012  
**From:** Procurement and Partnerships Team, Africa Trade and Investment (ATI) Program; Implemented by DAI Global LLC  
**Subject:** Request for Proposals (RFP) ATI-012 Climate Finance for Low-Emissions Agriculture in sub-Saharan Africa  
**Due:** 1:00PM East Africa Time (6:00AM EDT) on September 8, 2022

Dear Offerors:

Enclosed is a Request for Proposals (RFP) to support the implementation of DAI's ATI project funded by the United States Agency for International Development (USAID). DAI invites firms to submit a proposal to support work under Climate Finance for Low-Emissions Agriculture in sub-Saharan Africa

- I. RFP Process and deadlines:** This solicitation will result in the award of a Firm Fixed Price (FFP) type subcontract. We anticipate issuing a single fixed price purchase order award in the range of \$350,000 - \$420,000 resulting from the implementation of this agreement.
- a. Submission of Questions – Questions must be submitted no later than 1:00PM EAT (6:00AM EDT) on August 22, 2022, via email to [ATI\\_Procurement@dai.com](mailto:ATI_Procurement@dai.com)
  - b. Submission of Proposal – Proposal must be submitted no later than 1:00PM EAT (6:00AM EDT) on September 8, 2022, via email to [ATI\\_Procurement@dai.com](mailto:ATI_Procurement@dai.com), copying Mike Wayamba ([Mike\\_Wayamba@dai.org](mailto:Mike_Wayamba@dai.org)) and Edwin Muli ([Edwin\\_Muli@dai.com](mailto:Edwin_Muli@dai.com)).
  - c. The subject line of the email should be your organization name, followed by “Submission under ATI-012 Climate Finance for Low-Emissions Agriculture in sub-Saharan Africa. Please certify in your submission email a validity period of 60 days for the pricing provided and include your organization's Unique Entity ID (UEI via SAM.gov). Please limit file submissions to 10 megabytes or less.
- II. Composition of Proposal:** The proposal should comprise the following submission documents. The Technical Proposal and Cost Proposal should be prepared as separate files for independent evaluation, as follows below. Technical proposals should be submitted as a ten (10) slide presentation, using 12-point standard font size. Graphics may be included, so long as text is clearly legible. If text or graphics are of poor resolution, the information provided may be excluded from consideration. Submissions in PowerPoint or PDF are acceptable, although PDF is preferred along with an accompanying PowerPoint document. Please provide a copy of your cost proposal in Excel format. Offerors are free to use their own budget templates.

**Part 1 – Technical Proposal**

The technical proposal is composed of the following three (3) sections:

1. **Technical Approach** – Offerors will detail their approach to fulfilling the accompanying Statement of Objectives (SOO). The approach will clearly indicate how the proposed activities will result in the successful completion of all anticipated outputs of work.
2. **Institutional Capacity** – Offerors should provide details about the experience, expertise, and capacity of their firm (or firms if partners are proposed) to implement the proposed approach and complete the work as described. This should also include past performance information for similar activities.
3. **Management Plan/Staffing Structure** – Offerors should include details of personnel who will be assigned to activities as proposed in the technical approach, as well as a clear management plan in narrative form for the development, review, and submission of all associated deliverables, including a milestone schedule. Offerors are permitted to engage in partnering arrangements if it will aid in providing best value to USAID. If a partnering arrangement is being proposed, please describe the nature of the arrangement, the specific technical value being contributed by each member of the team, and the appropriate management controls to ensure successful delivery.

In addition to the above, please include the following inputs, which will not be counted as part of the 10-slide limit and format may be PDF or Word:

- Two (2) examples of past performance (i.e., case studies) relevant to this activity (Limited to two (2) pages per example). Examples should be within the last 5 years.
- CV(s) of any individuals proposed in the staffing plan to conduct this activity (Limited to two (2) pages per individual).

A cover page will be considered a non-counting page, should offerors choose to include one. No additional annexes or documentation are requested nor should be submitted.

### **Part 2 – Cost Proposal**

The contract type for the presumptive work will be a Firm Fixed Price (FFP), awarded as a subcontract by DAI Global, LLC. Please include your total proposed price along with details for specific deliverable pricing. Offerors must also include a cost breakdown of the hourly rates for proposed personnel, any other direct costs, indirect costs, VAT, and fees if applicable, with a build-up to their total proposed price or include substantiating price reasonableness documentation/justification. Cost breakdowns included will be utilized to determine price reasonableness. The successful Offeror will need to demonstrate that the proposed rates, fees, etc. are reasonable and will be required to provide documentation during subcontract negotiations to substantiate costs, as needed. Offerors may use the attached cost/budget template but are not required to as long as the cost criteria is met; please limit file submissions to 10 megabytes or less

- III. Evaluation of Proposal:** DAI will use best value determination for the award of this Request for Proposals. A best value determination means that, in DAI's estimation, the selected offer will provide the greatest overall benefit to USAID in response to the requirements stated in this RFP. DAI may also exclude an offer from consideration if it determines that an Offeror is "not responsible," i.e., that it does not have the management and financial capabilities required to perform the work required. DAI reserves the right to check the past performance, references, and other pertinent offeror information in making award decisions. Proposals will be evaluated

against a stated number of factors including: the overall proposed approach, past performance, specific qualifications in the identified approach and sectors, and other evidence substantiating the bidder's ability to deliver, including budget and time frame considerations.

- 1. Technical Proposal:** The Technical Proposal will be scored and evaluated separately from the cost proposal. Technical panel reviewers will evaluate offerors on the following factors, consistent with the offerors' technical proposal. The Technical Proposal will be evaluated against the following criteria:
  - a. Technical Approach (40 points):** Points for this section will be awarded based on the information presented in the technical approach. The offeror will be scored based on its presentation of a clear approach that reflects the requirements of this specific activity but also incorporates the offeror's competencies. The technical approach should clearly demonstrate the offeror's strategy to conduct a landscape analysis and an assessment of programmatic options to guide the design and implementation of USAID agriculture, food security, and resilience programs working to promote access to sustainable and inclusive climate finance.
  - b. Institutional Capacity (25 points):** Points for this section will be based on information presented in the corresponding section and any submitted past performance case studies. The offeror should demonstrate their knowledge and experience in climate finance in sub-Saharan Africa with a focus on agriculture and food security & resilience. Points for this section will be based on offerors' previous experience and demonstrated ability to address the requirements in the SOO in an efficient and results-focused manner.
  - c. Management Plan/Staffing Structure (35 points):** Points for this section will be awarded based on the qualifications of proposed staff, clear delineation of the roles and responsibilities of each proposed staff and each proposed firm (if firms are partnering), and the demonstrated efficacy and clarity of the management plan. Proposals should provide a clear management plan in narrative form for the development, review, and submission of all associated deliverables, including a proposed milestone schedule. If the offeror is submitting a proposal with partners, the proposal should describe the nature of the arrangement (i.e. added technical value), the division of labor among the partners, and the appropriate management controls to ensure successful delivery. The offeror should clearly demonstrate that they can work in or travel throughout Africa as needed. The Management Plan should clearly outline where staff are located and, if any portion of the team or consortium will be remote, offerors should demonstrate how they will effectively supplement the work on-the-ground and coordinate with national and international staff.
- 2. Cost Proposal:** Cost and associated cost build-up will be evaluated separately from the technical approach, with due consideration for realism, cost reasonableness, and allowability consistent with U.S. government cost principles. Evaluation for this section will be dependent upon all information presented by the Offeror in their

deliverable table and supporting cost information, as well as its alignment with the proposed technical approach.

- IV. Offeror's Agreement with Terms and Conditions:** The completion of all RFP requirements in accordance with the instructions in this RFP and submission to DAI of the technical and cost proposals will constitute an offer and indicate the Offeror's agreement to the terms and conditions in this RFP and any attachments hereto. DAI is not required to accept and/or evaluate proposals that do not conform to the instructions of the RFP, and additionally, DAI may reject all proposals and not award a subcontract for this RFP. DAI reserves the right to award a subcontract without discussion and/or negotiation; however, DAI also reserves the right to conduct discussions and/or negotiations, which among other things may require an Offeror(s) to revise its proposal (technical and/or cost). By submitting an offer, Offerors agree to comply with the general terms and conditions for an award, including [Representations and Certifications](#) compliance. Offerors must provide full, accurate, and complete information in response to this solicitation. By submitting an offer, Offerors certify that they have not/will not attempt to bribe or make any payment to DAI employees in return for preference. Issuance of this RFP in no way obligates DAI to award a subcontract, nor does it commit DAI to pay any costs incurred by the Offeror in preparing and submitting the proposal. DAI reserves the right to award a subcontract to one organization or to issue multiple awards to different organizations based on the results of our evaluation.

Thank you,  
**DAI ATI Procurement and Partnerships Team**  
[ATI\\_Procurement@dai.com](mailto:ATI_Procurement@dai.com)

**Statement of Objectives under RFP ATI-012:  
USAID AFR/SD/EGEA  
Climate Finance for Low-Emissions Agriculture in sub-Saharan Africa**

**Introduction**

The USAID Africa Trade and Investment (ATI) program is designed to bolster the U.S. Government's ability to boost trade and investment to, from, and within the African continent. The continent-wide program is USAID's flagship effort in support of the Prosper Africa initiative and will expand and accelerate two-way trade and investment between African nations and the United States.

Driven by market demand, ATI embraces innovative approaches to achieve its goals. ATI is designed as a small, core set of centrally coordinated technical and institutional support activities, and a large, flexible performance-based subcontracting and grants under contract facility designed to support the needs and opportunities that USAID Missions and the private sector identify.

**Purpose & Background**

Climate finance presents a range of opportunities for intercontinental trade and investment between African nations and the United States. Many countries across sub-Saharan Africa, have committed to reducing greenhouse gas emissions (GHG) in the agriculture sector and mention carbon markets as a possible climate finance source. With the global surge in climate carbon commitments from companies and organizations, the potential demand for carbon credits in the carbon market far outweighs the existing supply, presenting new investment opportunities for African-led climate action. With appropriate planning and structure, carbon markets may provide critical resources to sustain inclusive development progress after the close out of donor-funded programs.

There is a need to assess the climate finance options for the agriculture sector in sub-Saharan Africa (SSA) and identify the associated models, opportunities, and barriers. Agriculture contributes to the greenhouse gas emissions that come from the land sector, which is a primary source of emissions in many African countries. Agricultural systems in SSA have a distinct social and biophysical context for climate finance. National-level carbon markets are rare in SSA and access to climate finance through carbon markets continues to face numerous barriers. While programmatic experience in developing carbon markets has primarily focused on the forestry sector, carbon markets may be a critical instrument for increasing investment and mitigating GHG emissions in SSA's agricultural sector. However, many distinctions between forest and agricultural systems – such as differing tenure arrangements, interests of stakeholder groups, and monitoring and verification approaches – may limit the transferability of lessons learned from climate finance and carbon markets in the forestry sector to the agriculture sector.

Strengthening USAID agricultural, food security, and resilience programs' ability to access equitable climate finance could unlock opportunities for these programs to scale up their contributions to the USAID Climate Strategy's targets, including reducing GHG emissions, mobilizing climate finance, and supporting the improved climate resilience of many people, while also advancing inclusive and sustainable agriculture-led growth and resilience. ATI seeks to conduct a landscape analysis and an assessment of programmatic options to guide the design and implementation of USAID agriculture, food security, and resilience programs working to promote access to sustainable and inclusive climate finance. The research will also

consolidate existing tools and user-friendly resources that support program design, implementation, and scaling of climate finance-related activities.

### **Objectives and Activities**

In advancing the priorities as highlighted in the background section above, ATI seeks to conduct a landscape analysis and an assessment of programmatic options to guide the design and implementation of USAID agriculture, food security, and resilience programs working to promote access to sustainable and inclusive climate finance. To deliver on this priority work, ATI seeks partner(s) that are well-versed in climate finance in Africa and are able to provide a range of services to advance progress to date.

In support of this objective, it is envisioned that the selected partner(s) will provide services aligned with the priority components below to achieve the objective of developing programmatic options and user-friendly tools and resources to guide USAID efforts to access climate finance. The list below is indicative and not exhaustive to allow for offerors to present innovative approaches in their proposals. ATI may onboard multiple partners in order to deliver multifaceted analyses.

Illustrative interventions include, but are not limited to:

- **Landscape Assessment, Analysis, and Report:** Review existing resources and analyze the climate finance landscape for climate smart agriculture in Africa, based on USAID and other development partner experience.
  - a. Conduct a programmatic review and engage with USAID missions to capture approaches, pitfalls, opportunities, results, and current programming support needs from development programs working to promote inclusive access to climate finance relevant to agriculture, food security and resilience. Mission engagement would focus on a small number (e.g. 6-8) of key Missions, determined in collaboration with the USAID/AFR/EGEA team, but could include a survey to Missions as well as targeted engagements.
  - b. Conduct an analysis that considers a range of climate finance options, and includes a focus on the potential for carbon markets. The analysis will compare different models for climate finance, examining the potential of carbon markets including in relation to other climate finance options. The analysis will also include a particular focus on social inclusion approaches, such as those that enhance gender equality and promote youth engagement. This landscape and options analysis will be based on evidence, program review, and lessons learned from USAID programs as well as relevant development partners.
  - c. In addition, the analysis will assess the distribution of climate finance revenue and equitable benefits for critical populations, such as local communities, women, and youth. Consultations with USAID Missions will inform the understanding of barriers, opportunities, and USAID programming needs.
  - d. Findings from the review, Mission engagement, and the landscape and options analysis will be summarized in a Climate Finance Innovation for Agriculture report that synthesizes the existing but dispersed knowledge that's beyond USAID's current purview. The report should highlight case studies and capture lessons learned from testing approaches that promote access to climate finance in USAID Mission agriculture, food security and resilience program design and implementation. The report will also highlight any gender equality lessons learned.

- e. A presentation of the initial findings will be delivered to relevant USAID staff in SSA, either virtually or as part of the Environment Officers Conference scheduled for January 2023 in SSA. The presentation will also serve as an opportunity to gain feedback on the analysis from Mission colleagues, which can subsequently be incorporated into the final deliverables.
- **Climate Finance Programming Toolbox:** Produce a user-friendly collection of existing tools and resources relevant to the design and implementation of USAID climate finance-related activities.
    - a. The toolbox should aggregate useful existing tools relevant to USAID program design and implementation based on a review of resources, key informant interviews, and lessons learned from the Programmatic Review. This is envisioned as a resource library and guide that could potentially include interactive features, which will be determined in collaboration with USAID/AFR/EGEA.
    - b. Tools and resources must have clear application to USAID priorities, policy, and programs, and may include tools for carbon monitoring and verification, greenhouse gas estimation, monitoring and evaluation, and approaches to meaningfully improve equity and inclusion. This repository is envisioned to focus on programming to develop and scale climate finance-related activities, but may take another form pending results from the climate finance landscape assessment.
    - c. Produce communications materials to socialize the research findings and products, and increase awareness of USAID's climate finance programs in the agriculture and resilience sectors.

Expected Deliverables:

- **Programmatic Review and Mission Engagement** to capture approaches, pitfalls, opportunities, results, and current programming support needs from climate finance development programs.
- **Climate Finance Innovation for Agriculture Report** to highlight case studies and capture lessons learned.
- **Report Dissemination** items, including an **executive summary slide deck** to highlight the key takeaways from the report, a **presentation** to USAID about the findings, and possibly other materials such as talking points or conference presentations.
- **Climate Finance Programming Toolbox** that aggregates useful existing tools relevant to USAID program design and implementation.

Offerors may also present other activities in order to deliver robust findings on inclusive climate finance opportunities in Africa, and a combination of services under one proposal is preferred. Offerors should include in their proposal the data they capture as part of their standard data reporting and any due diligence procedures that will be shared with ATI as part of this activity.

### **Technical Approach**

In your response, please include the following information (any relevant information needed for evaluation):

- Background on offeror.

- Relevant experience critical to the success of this work, including demonstrated technical expertise in conducting landscape assessments and analysis and familiarity with climate finance in Africa. Preferably prior experience with USAID-funded research/programming and mission engagement, as well as experience across the African continent.
- Proposed approach to the illustrative activities which includes a GANTT chart work plan that outlines proposed deliverables and the results associated with each activity.
- Explanation of how the proposed approach contributes fresh, informed, and realistic thinking that improves on existing alternatives, using supporting evidence and analysis.
- Equity and inclusion plan detailing the approach will incorporate gender sensitivity and meaningfully address issues of inclusivity for potentially vulnerable groups or populations (e.g., women, and youth, marginalized ethnic groups, etc).
- Personnel plan that outlines how the proposed team will work together. CVs or bios of proposed personnel.

### **General Implementation Structure**

Upon selection and award, ATI will work closely with the awardee(s) to determine the contract structure including final timelines, deliverables, and associated costs. Additionally, ATI and USAID will also work closely with the awardee(s) on the overall learning agenda, including the appropriate cadence for reporting, communications, and other general ongoing project management activities, as well as be a resource to help the awardee achieve overall objectives.

### **Monitoring, Evaluation & Learning (ME&L)**

DAI will work closely with the subcontractor to define appropriate indicators for the overall interventions based on applicable ME&L indicators as identified by ATI and the USAID stakeholders. ATI will work with the subcontractor to develop the ME&L plan at the kick off, edit as needed during implementation (e.g. if additional transactions are added), and will collect and review data from the subcontractor for requisite reporting to USAID throughout the life of the activity. The subcontractor will be required to reasonably maintain and report on relevant data as part of the periodic check-in process. DAI will conduct data quality assessments as necessary. In many cases, the subcontractor must be willing to share results for at least a six-month period following the completion of their subcontract in order for ATI and USAID to accurately capture results (e.g. an investment that closes after the period of performance but was facilitated during the contracted support).

### **Place of Performance**

This activity will be managed from Washington, D.C. and could take place across multiple locations across Africa as determined collaboratively. Support will be provided through a combination of remote support with in-person activities possible where relevant. Offerors should provide detail on their approach to working in relevant countries as the activity requires. The selected firm(s) will report to the ATI team based in Washington, DC, in coordination with the USAID Regional Missions in East, West and Southern Africa.

### **Implementation Timeframe**

The activities outlined above are estimated to take place over a one year period starting in August/September 2022 and will continue until August/September 2023 or the funding has been fully



programmed and implemented against across all of the above activities, although offerors should propose a timeline commensurate with their technical approach. In response to this solicitation, offerors may propose their own alternate timelines, work plans, and level of effort associated with the various components of the activity in line with their proposed approach.