



Issue Date: June 12, 2023
Due Date for Questions: June 15, 2023, 9 AM (Harare time)
Due Date for Proposals: July 3, 2023, 9 AM (Harare time)

Reference: USAID Zimbabwe Resilience ANCHORS Task Order No. 72061320F00003 under STARR II IDIQ No. 7200AA18D00022

Subject: Request for Proposals No. ZRA-2023-004 – Beekeeping in the Mid Zambezi Valley (MZV) and Southeast Lowveld (SEL) landscapes

The USAID Zimbabwe Resilience through Accelerating New Community-based Holistic Outcomes for Resource Sustainability (ANCHORS) Activity, implemented by the ECODIT Trust, is seeking quotations from eligible Offerors for professional services as described in the Scope of Work herein. ECODIT anticipates the awarding of up to two subcontracts via this solicitation. ECODIT reserves the right to award more or fewer awards than anticipated.

Technical and contractual questions concerning this solicitation should be submitted to egreen@ecodit.com and ra-procurement@ecodit.com, by June 15, 2023, 9 AM Harare time. Responses to all received questions will be shared with all Offerors. Applications per the submission requirements outlined in the scope of work should be submitted to egreen@ecodit.com, copying ra-procurement@ecodit.com, by June 26, 2023, 9 AM Harare time. All communications must include the solicitation title, **RFP No. ZRA-2023-004**, in the subject line, as well as the Offeror's organization name.

No communication is permitted except by the instructions above. Contacting Resilience ANCHORS or ECODIT personnel (either directly by the Offeror or indirectly through a lobbyist or other person acting on the Offeror's behalf) in an attempt to influence this procurement: (1) may result in an Offeror being deemed a non-responsive Offeror, and (2) may result in the Offeror not being awarded a contract.

This solicitation in no way obligates ECODIT to award a contract nor does it commit ECODIT to pay any costs incurred in the preparation and submission of a proposal. ECODIT bears no responsibility for data errors resulting from transmission or conversion processes.

All proposals must be valid for a minimum of 90 calendar days.

ECODIT appreciates your responsiveness and looks forward to a mutually beneficial business relationship.

Sincerely,

Jeremy Swanson
Chief of Party, USAID Resilience ANCHORS
ECODIT Trust

BACKGROUND

Beekeeping is a profitable enterprise, yielding approximately \$75/hive/year (depending on location, foraging and water availability, environmental conditions, quality of honey, etc.). On average, a reasonably well-trained beekeeper with two beehives can earn an annual income of about \$200, an important source of livelihood in some of the more remote areas where the Resilience ANCHORS Activity is working to diversify incomes and build community resilience to shocks and stresses.

Beyond the financial return, beekeeping can also help mitigate human-wildlife conflict. It is well known that elephants do not like bees. Dr. Lucy King studies elephant behavior and specifically has studied ways to reduce human-elephant conflict in Africa. Her research has conclusively proven the efficacy of beehive fences to protect farms from elephants.¹ Beehives, combined with other tools such as chili fences, can form a fairly effective protective shield between wildlife areas and farmer fields.

Many of Zimbabwe's rural beekeepers produce low volumes of honey using rudimentary methods and technologies. There are also quality issues including use of tires to smoke bees during harvesting and adulteration of the honey. In spite of these issues, Zimbabwean honey is in demand both domestically and on the export markets due to its organic status. There is significant potential to grow production and sales of honey provided quality is assured and relevant certifications are obtained.

In addition to the processed honey, beekeepers can produce various value-added products from raw honey (especially the wax) including candles, body butters, balms, honey mead, snack foods, etc. These products have the potential to add significant income to beekeepers and local entrepreneurs, with potential to sell products in local hotels and lodges as well as in supermarkets, pharmacies, spas, and other shops.

ABOUT USAID ZIMBABWE RESILIENCE ANCHORS

On July 20, 2020, USAID awarded Task Order number 72061320F00003 under the STARR II IDIQ to ECODIT LLC to implement the Resilience through 'Accelerating New Community-based Holistic Outcomes for Resource Sustainability (Resilience ANCHORS) Activity. The overarching purpose of the Resilience ANCHORS Activity is to increase the capacity of communities to sustainably protect and manage community-based natural resources and the wildlife economy (based on the conviction that nature is an economic asset) in anticipation of future shocks and stresses. The activity has three main objectives:

1. Improve economic benefits from strengthened community-level governance and oversight of conservation enterprises;
2. Increase sustainable access to supplies of water of sufficient quantity and quality to meet human, economic, and ecosystem needs; and
3. Strengthen locally-led development and private sector engagement.

¹ See <https://elephantsandbees.com/> for information on her research into beehive fences. As a result of her work, beehive fences are now being used in around 15 countries in Africa and some Asian countries.

SCOPE OF WORK

I. PURPOSE

USAID Resilience Anchors project seeks the services of the anticipated subcontractor(s) to supply beekeeping equipment (detailed in the Expected Results table below), train and supervise 350 beekeepers in Apiculture in the Mid Zambezi Valley (MZV) and Southeast Lowveld (SEL) landscapes. Resilience ANCHORS has identified beekeeping as a critically needed intervention to achieve both objectives one and three. Offerors should also propose monitoring and evaluation activities to coincide with field interventions to ensure data-driven adaptive management and outcomes.

The training curriculum should include the following key areas or modules:

- 1) Life cycle of bees, colonization and baiting, as well as pests and diseases and their control.
- 2) Sustainable and natural beekeeping techniques, including factors to consider in the location of apiaries.
- 3) Management of apiaries, beehives, hive inspection, safety, and hygiene.
- 4) Types of beehives (pros and cons), beehive tools.
- 5) Beehive construction / assembly and maintenance, taking into account measures to avoid deforestation and related forms of environmental degradation.
- 6) Sustainable harvesting of honey that recognizes that bees are the first and rightful beneficiaries of their own honey.
- 7) Organic methods of honey production to produce organic-certified export-ready honey and honey products.
- 8) Organic audit-readiness, record-keeping, and forage traceability.
- 9) Forest protection where bee keeping is recognized as a natural resource management (NRM) tool.
- 10) Bee products, uses, processing and marketing. These include honey value chain market linkages, coordination, and networking, and value addition techniques for bee and hive products and services. This should aim at fostering the growth of the beekeeping and honey sector in the area, and contribute to significant and sustainable income generation.
- 11) The nexus between resilience building and apiculture in rural communities.

The supervision should extend beyond the initial training, and include:

- 1) Assist with the establishment or setting up of apiaries for each of the beneficiaries or beneficiary groups.
- 2) Conduct monitoring visits to ensure bee forage crops are properly cultivated and sufficient forage is readily available.
- 3) Conduct monitoring visits to ensure the beehives are colonized and offer technical support and advice to beneficiaries thereafter.
- 4) Conduct joint monitoring visits with USAID Resilience ANCHORS to capture intervention outcomes and learnings.
- 5) Conduct monitoring visits to ensure that bee colonies are being managed naturally and sustainably and provide support during the harvesting period to ensure organic methods / standards of harvesting and production are maintained.
- 6) Provide in person technical assistance to beneficiary beekeepers in support of beneficiary efforts to manufacture honey products at the community level, and establish markets for their produce.
- 7) Further targeted refresher training(s) as required.

II. GEOGRAPHIC SCOPE

Offerors should outline specific proposed strategies for beekeeping services for the following landscapes and

districts and wards therein.

Landscape	District	Ward	Beekeepers
SEL	Chiredzi	1	50
	Bikita	24	50
	Chipinge	29	50
	Chipinge	30	50
MZV	Hwange	15	50
	Binga	6	50
	Nyaminyami	3	50
Total			350

Offerors can bid for work in the SEL or the MZV, or both landscapes. If Offerors propose to bid on work in both landscapes, they should suggest how strategies can be tailored for each specific site and community. Demonstrated past experience in Beekeeping for the specific districts and wards is preferred. Offerors should further highlight sustainability plans and continued support to ensure the communities can continue to grow the Bee Keeping sector after the period of performance for these subcontracts.

III. OBJECTIVES AND EXPECTED RESULTS

The Offeror will be responsible for the following outputs and deliverables.

Responsibility	Milestone / Deliverable
Submit Reports	<p>Submit an Inception Report detailing training content and methodology for training within the first 10 days of contract signing.</p> <p>Submit Training Reports detailing the modules covered and an assessment of levels of comprehension of the topics within 14 days of each training.</p> <p>Submit Monitoring Reports detailing key successes, challenges, recommended solutions, learning questions, roles and responsibilities of beneficiaries and stakeholders.</p> <p>Final report that details activities undertaken, challenges, successes and a sustainability plan.</p>
Supply and distribute beekeeping equipment for two landscapes	<ul style="list-style-type: none"> ● 700 Beehives ● 350 Catcher boxes ● 350 Bee-suits ● 350 Smokers ● 350 Pairs gloves ● 350 Bee brushes

	<ul style="list-style-type: none"> • 350 Hive tools • 70 kg Wax • 70 kg Propolis and/or Lemongrass oil • 700 Water troughs (chicken drinkers) • 350 Supplementary feeders • 1,120 meters shade netting
Module and Curriculum Development	Develop detailed training modules and curriculum.
Training	Conduct training on beekeeping, honey production, value addition and marketing of honey products to 150 farmers on Apiculture in the MZV, 200 farmers in the SEL.
Establish Apiaries	Establish equipped and functional apiaries in MZV and SEL landscapes.
Beehive Colonization	At least 70% of beehives colonized subject to the swarming season for each landscape / district.
Develop and Maintain Training Database	A database of beekeeping farmers trained, and apiaries set and level of successive colonization.
Routine Monitoring	Conduct routine monitoring visits and record key successes, challenges, recommended solutions, learning questions, roles and responsibilities of beneficiaries and stakeholders, and recommend adjustments to methodologies as needed.

IV. SCHEDULE OF DELIVERABLES

Offerors should propose a schedule of deliverables for proposed activities and results.

ECODIT will work with Offerors on a specific schedule of deliverables, timetable, and also indicator targets.

The Scope of Work from this RFP will form part of the selected offerors contractual agreement with the Resilience ANCHORS project. The contract between the selected offeror and Resilience ANCHORS will provide further detail on data ownership and intellectual property rights.

ELIGIBILITY REQUIRMENTS

In order to be eligible for award, the Offeror must:

1. Local Zimbabwean organizations preferred;
2. Show demonstrated experience in supporting apiculture implementation in rural communities.
3. Have geographic expertise in Zimbabwe; experience in the Southeast Lowveld or Mid-Zambezi Valley is highly desirable;
4. Have a valid **Unique Entity ID** number prior to award. (Please note that as of April 4, 2022, the U.S.

government replaced the DUNS Number with the Unique Entity ID). This can be obtained here:

<https://sam.gov/content/duns-uei>;

https://www.fsd.gov/sys_attachment.do?sys_id=cbb13386db51295094439f95f39619fb;

5. Have the ability to adhere to applicable regulations and contract terms and conditions; and
6. Possess excellent spoken and written command of English and local languages.

SUBMISSION REQUIREMENTS

I. CONTENT AND FORMAT OF TECHNICAL PROPOSAL SUBMISSION

The Technical Proposal must be in English. It must be single-spaced on 8.5" x 11" pages, written in no smaller than 11-point font, and in Times New Roman or a similar typeset. All pages shall be consecutively numbered. The Proposal shall have margins of not less than one inch on all sides and shall be formatted in the portrait style for all text portions. The page limit for each section is indicated in parentheses () after each section title below.

The Technical Proposal shall include the following sections:

1. Cover Letter (up to 1 page)
 - This section should give an overview of the bidding organization, and their relevant experience with the activities outlined in the above Scope of Work.
2. Technical Approach (up to 6 pages)
 - Proposed expected results, activities, and timeline that align with the objectives laid out in this RFP
 - Offerors may submit their own activity-level theory of change if they so choose but it is not required.
3. Management and Staffing Plan (up to 2 pages)
 - Overall management approach that reflects the necessary resources to execute the SOW
 - Offerors must propose a draft Staffing Plan with a description of the Offeror's personnel resources and associated lines of responsibility (organization chart)
4. CVs of proposed technical experts (CVs attached as an annex)
 - Offerors should provide no more than three (3) CVs of proposed technical experts
5. Corporate Capability and Past Performance/ References (attached as an annex)
 - Applicant shall provide at least three examples of prior experience implementing projects of similar scope and size, if applicable.
 - Contact information must be included for the clients for which such work was completed. This information must include at a minimum:
 - Name of point of contact who can speak to the Offeror's performance
 - Name and address of the organization for which the work was performed, and
 - Email and phone number of the point of contact.
 - The Offeror shall use the Past Performance Template included in Annex 1 to list information on up to five relevant projects implemented previously. ECODIT reserves the right to check additional references not provided by the Offeror

II. COST/BUSINESS PROPOSAL FORMAT

The cost proposal must include all costs necessary to implement the strategy and activities described in the Offeror's technical proposal. Offerors must set forth full, accurate, and complete information. Offerors must provide information sufficient to determine the reasonableness of proposed costs.

The cost proposal consists of the following four (4) parts:

1. Proposed Costs/Prices

a. Budget

A summary and detailed budget must be submitted in English in the provided MS Excel Budget Template, included in Annex 2 All costs should be expressed in U.S. dollars. The cost proposal should be exclusive of Value Added Tax. The detailed budget must reflect every estimated cost item, broken out for each of the contract years, and then offer the program total for the entire contract, item for item in the last column of the spreadsheet. The budget should be split by landscape if the Offeror is submitting a bid for more than one landscape.

Budgets must be text accessible and with unlocked formulas. The spreadsheet must not contain hidden columns, sheets or data and must not contain password protected cells or sheets. The Offerors must use formulas to calculate all subtotals. Rates for named technical experts should reflect current salaries/rates or their anticipated salaries/rates. Offerors must provide justification for proposed salaries/rates with supporting documentation. Please see the first tab of the budget template for additional instructions on how to complete the budget template. The budget should not include transportation and accommodation costs for the offeror's technical experts and enumerators, as those will be covered out of ECODIT's budget

b. Budget Narrative

Offerors must submit an accompanying budget narrative that explains budgetary assumptions, including any escalation rates. The budget narrative must support item for item the cost estimates proposed in the Offeror's detailed budget. The budget narrative must describe the nature of individual cost items proposed and include a description of the source of that particular cost estimate (historical experience with the cost item, catalogue price, vendor price quotes, etc.). Narratives for the individual cost items must provide a discussion of any estimated escalation rates where applicable. Estimated costs proposed to exceed ceilings imposed by USAID or Federal procurement policy must be fully explained and justified.

c. Indirect Cost Supporting Documentation

Any indirect costs (overhead, G&A and other administrative costs) must be supported by either a Negotiated Indirect Cost Rate Agreement (NICRA) issued by the offeror's cognizant federal agency or the company's audited financial statements for the previous three years with indirect cost rate calculations. If the Offeror is proposing loaded billing rates (i.e., rates that are inclusive of fringe benefits, overhead costs, and/or fee), then Offeror must provide a buildup to those rates, showing the loads being applied to each individual's base salary.

2. Evidence of Responsibility

Please submit an Evidence of Responsibility statement that addresses each of the following responsibility criteria. The Offeror must submit sufficient evidence of responsibility for ECODIT to make an affirmative determination of responsibility pursuant to the requirements of FAR

Subsection 9.104-1. Accordingly, Offerors must seriously address each element of responsibility. To be determined responsible, the Offeror must:

- (1) Have adequate resources, including financial, facilities, equipment and personnel, to perform the contract, or the ability to obtain them (see FAR 9.104-3(a));
- (2) Be able to comply with the required or proposed delivery or performance schedule, taking into consideration all existing commercial and governmental commitments;
- (3) Have a satisfactory performance record (See FAR 9.104-3(b) and Subpart 42.15). An Offeror will not be determined responsible or non-responsible solely on the basis of a lack of relevant performance history, except as provided in FAR 9.104-2;
- (4) Have a satisfactory record of integrity and business ethics;
- (5) Have the necessary organization, experience, accounting and operational controls, and technical skills, or the ability to obtain them (including, as appropriate, such elements as production control procedures, property control systems, quality assurance measures, and safety programs applicable to materials to be produced or services to be performed by the prospective Contractor and subcontractors). (See FAR 9.104-3(a));
- (6) Have the necessary production, construction, and technical equipment and facilities, or the ability to obtain them (See FAR 9.104- 3(a)); and
- (7) Be otherwise qualified and eligible to receive an award under applicable laws and regulations (e.g., Equal Opportunity, Clean Air and Water, Small Business subcontracting, (etc.).

ECODIT reserves the right to conduct a pre-award survey of short listed or selected offerors.

3. Representations, Certifications, and Other Statements of Offerors.

Please complete the form included in Annex 3.

4. Vendor Profile Form

Please complete the form included in Annex 4.

III. PROPOSAL SUBMISSION PROCEDURES

The proposal must be submitted electronically, via email, to egreen@ecodit.com and ra-procurement@ecodit.com and it must be received by the deadline indicated on the cover letter of this RFP. The Technical Proposal and Cost/Business Proposal should be submitted in two separate emails, with attachments in compatible MS Word (or PDF with Optical Character Recognition) format. The budget must be submitted in the provided Excel template, unlocked and with formulas intact. Documents containing handwritten signatures may be scanned and submitted as PDF or another compatible format. Do not submit electronic copies in zip format. The proposal should be submitted in one email message inclusive of attachments. **The maximum size for one email inclusive of all attachments is 10 MB.** If the proposal is sent in multiple emails, the emails shall be labeled as “**RFP No. ZRA-2023-004** Email [#] of [#].” Printed hard copies will not be accepted. Offerors are responsible for ensuring that files are complete and transmitted to the correct people and email addresses by the deadline.

TYPE OF SUBCONTRACT TO BE AWARDED

The anticipated type of subcontract to be awarded under this solicitation will either be a Cost-Plus Fixed Fee (CPFF) or Firm Fixed Price (FFP) Subcontract. **The estimated price range for a single district or technical area is \$100,000-\$150,000.** Although an anticipated ceiling is provided, this does not mean that Offerors should necessarily strive to meet the maximum amount. Offerors must propose costs that they believe are realistic and reasonable for the work.

ECODIT reserves the right to make an award to any one or none of the Offerors.

ECODIT may make an award on the basis of RFP responses received, without discussions or negotiations. Therefore, proposals should contain the offeror's best terms from a cost and technical standpoint. ECODIT reserves the right, but is not under obligation, to enter into discussions with Offeror(s) in order to obtain clarifications or additional detail, or to suggest refinements to Offerors' proposals.

No costs chargeable to the proposed award may be incurred before receipt of either a fully executed subcontract agreement or a specific written authorization from ECODIT's authorized representative. Additionally, the issuance of this solicitation does not in any way ECODIT to award a contract nor does it commit ECODIT for pay for costs incurred in the preparation and submission of a proposal. Furthermore, the ECODIT reserves the right to reject any and all offers, if such action is considered to be in the best interest of ECODIT and its client.

SUBCONTRACT TERM

The anticipated period of performance is through September 30, 2024, with an expected award date of July 17, 2023. All activities must be completed by September 30, 2024. Based on performance, the scope of work and period of the contract could be revised or extended.

EVALUATION AND AWARD PROCESS

I. EVALUATION CRITERIA

1. Technical Approach (40 points). The Technical Approach will be evaluated based on the soundness of the Offeror's proposed technical approach for implementing the Scope of Work (SOW). The Offeror must submit a detailed technical approach that details how the Offeror will achieve the three objectives as stipulated in the SOW. The Technical Proposal shall be specific, complete, and concise and shall demonstrate the Offeror's capabilities and expertise with respect to achieving the goals of the Project.

2. Corporate Capabilities and Past Performance (40 points). The Offeror's likelihood of success in achieving successful completion of the activity will be evaluated in light of the Offeror's prior experience implementing similar work. The Resilience ANCHORS technical evaluation committee (TEC) will conduct a performance risk assessment based on the quality, relevance, and recency of the Offeror's past performance, as it relates to the probability of successful accomplishment of the required effort.

3. Management and Staffing (20 points). The Offeror will be evaluated on the soundness of the proposed management plan and based on profiles and CVs of staff presented.

4. Cost. The Cost Proposal will be evaluated but not rated, and the evaluation of cost will include a

determination of completeness, cost effectiveness, reasonableness, realism, allocability, and allowability in accordance with the applicable cost principles.

II. REVIEW AND AWARD PROCESS

The TEC will evaluate the competency, suitability, and capability of eligible Offerors' proposals based on the established criteria. The evaluation may entail interviewing, background research, and/or solicitation of additional information. An award will be made by ECODIT to the responsible offeror(s) whose proposal(s) represent the best value to ECODIT after evaluation in accordance with all evaluation factors in this solicitation. The best value determination will be made by comparing the differences (strengths, weaknesses, and risks) in the value of the non-cost factors with the differences in the cost proposal. If ECODIT determines that competing technical proposals are essentially equal, cost/price factors may become the determining factor in source selection. Conversely, if ECODIT determines that competing cost/price proposals are essentially equal, technical factors may become the determining factor in source selection. Further, ECODIT may award to a higher priced offeror if a determination is made that the higher technical evaluation of that offeror merits the additional cost/price.

ANNEXES

Annex 1 – Past Performance Template

Annex 2 – Budget Template

Annex 3 – Representations, Certifications, and Other Statements of Offerors

Annex 4 – Vendor Profile Form