



## **REQUEST FOR PROPOSAL FROM THE WORLD INITIATIVE FOR SOY IN HUMAN HEALTH (WISHH)**

### **I. DATE**

April 1, 2021

### **II. PROJECT OBJECTIVE**

The purpose of this request for proposals is to solicit a contractor to serve as a technical lead for the American Soybean Association's WISHH program efforts to increase the availability of US soy in West African aquaculture production. ASA/WISHH has received funding to support aquaculture development activities in Nigeria, Ghana and Senegal through the Agricultural Trade Promotion (ATP) program of the United States Department of Agriculture (USDA). This program will seek to identify constraints within the aquaculture value chain of all three countries, propose solutions and interventions, and implement programming based on those conclusions as funding allows.

This project is designed to address multiple issues related to the economic viability of the production of aquaculture species for local market consumption. Basic management of a variety of aquaculture systems, improved feed inputs and pathogenic diagnosis, containment and treatment are the major focus of the program. The consultant will be required to maintain communication with in-country stakeholders and consultants to provide technical advice on fish disease diagnostics and treatments, and should be available to advise on a wide variety of fish health questions coming from the field. The consultant should also be available to advise on the strategy of the ATP program and assist with identifying participants and content for trainings.

The ATP project will be ending September 30, 2022. WISHH requires a consultant that can help with expansion of the current aquaculture program, and develop a strategy for transition away from ATP funding. The consultant should have a long-term vision for the future of West African aquaculture, and be prepared to lead that vision, with guidance and support from WISHH. A contract will be awarded through September 30, 2021, with the possibility for extension to the end of program date, September 30, 2022.

### **III. ORGANIZATION BACKGROUND**

The American Soybean Association (ASA) was founded in 1920 by soybean farmers and extension workers to promote soy for high protein applications in developmental settings. Overseas activities initiated in the mid-1950s, and to date ASA has worked in over 80 countries. The World Initiative for Soy in Human Health (WISHH) was founded in 2000 to expand the work of the American Soybean Association (ASA) in developing emerging markets to improve health, nutrition and food security, building the groundwork for future markets of soy. WISHH provides services in food technology, business development, nutrition services, and program and proposal development. WISHH expertise extends its network into additional areas, such as aquaculture and animal feed.

ASA/WISHH connects trade and development to strengthen agricultural value chains in emerging markets, creating trade and long-term demand for U.S. soy. Trade can improve lives worldwide for both farmers and consumers. U.S. soy trade in emerging markets is pivotal to improve accessibility, affordability, and acceptability of high-quality plant and animal-sourced proteins in developing economies. Rising incomes in emerging economies generate further opportunity for trade. ASA/WISHH builds opportunity for long-term trade by improving agricultural value chains, human and animal nutrition, and farmer net incomes. ASA/WISHH initiatives broadly fit in two arenas: (1) trade-building long-term, early-stage market development, and, (2) trade-building international agriculture and economic development. The St. Louis-based Program operates in sub-Saharan Africa, Asia and Central America.

ASA/WISHH offers over six years of proven feed sector capacity and decades of accumulated knowledge from ASA programs. Principal approaches include market and economic assessments, technical assistance and capacity building, food and feed trials and demonstrations, farmer field days, youth mentorship programs, food and feed value chain development, and market linkages.

ASA/WISHH achieves its mission by working in close partnership with: (1) the public sector (e.g., USDA, USAID, U.S. land grant universities, and host country governments), (2) the private sector (e.g., trade associations: Qualified State Soybean Boards and U.S. Soybean Export Council), and (3) private voluntary organizations. The Program draws upon the resources and experience of these partners and the services of a cadre of ASA/WISHH consultants with technical expertise in agricultural, international and commercial development spheres. ASA/WISHH relies on decades of experience in food commercial development and agricultural development programming. The Program takes pride in its growing portfolio of success with U.S. government-funded projects, including USDA (Food for Progress, McGovern-Dole, Global Broad-Based Initiative, Foreign Market Development, Market Access Program, Emerging Markets Program, and Quality Samples Program) and USAID funding in both prime and sub-recipient capacities. ASA/WISHH has also attracted both private sector and other complementary funding sources from various donors to build on and leverage core funding from Qualified State Soybean Boards.

The WISHH program receives funding from the United States Department of Agriculture (USDA) through the Emerging Markets Program (EMP), Market Access Program (MAP), Foreign Market Development Program (FMD), Agriculture Trade Promotion Program (ATP)

and the Global Broad-Based Initiative (GBI). WISHH's objective is to increase the international consumption of soy protein in the human, livestock, and aquaculture sectors in new markets and thereby create new opportunities for soybeans and providing higher economic returns to U.S. soybean producers.

#### **IV. SCOPE OF WORK**

ASA/WISHH seeks the services of an expert technical consultant to implement an ATP program to increase the footprint of US soy in West African aquaculture. This program will primarily include but not be limited to Nigeria, Ghana and Senegal. The contractor should be able to develop a strategy for accomplishing the following:

1. Design and implement a program to promote the use of US soy in West African aquaculture production in accordance with the timeline outlined in the approved proposal. Must be completed prior to September 30, 2021. Activities include:

##### *Representation*

- a) Represent ASA/WISHH in official meetings and respond to questions regarding the implementation of the aquaculture value chain program.
- b) Liaise with industry stakeholders during the program to answer technical questions from contacts in Senegal, Ghana and Nigeria and acting as a point of information for participants involved in the program.
- c) Assist with the writing of communications materials, technical research, presentations, and other documents as needed.
- d) Assist with the development of WISHH's online resource library for the aquaculture sector.
- e) Promote the use of soy as an important source of protein in fish diets, and when possible highlight the superiority of US soy over alternative sources of protein and soy.
- f) Represent ASA/WISHH and the overall project through participation in panel discussions, conferences, and other activities.

##### *Training*

- g) Pending travel approval, assist with organizing trade teams for activities including but not limited to the Aquaculture Africa Conference, World Aquaculture conference, and Africa farmer exchange opportunities to promote knowledge sharing, networking, and trade.
- h) Assist with the effort to conduct trainings for the targeted countries at the Auburn University School of Fisheries in Auburn, AL and other locations.
- i) Work with ASA/WISHH partners to develop virtual training opportunities for relevant topics.
- j) Lead efforts to develop local capacity by providing support to local universities.

### *Project Management*

- k) Seek guidance and input from the WISHH regional aquaculture representative to develop new strategies, projects, ideas, networks, and other items as needed.
- l) Assist with the capacity development of WISHH in-country representatives to strengthen WISHH's on the ground presence, and ability to implement programs remotely.
- m) Assist with the procurement of equipment and materials for the project.

### *Strategic Leadership*

- n) Advise on and assist with the management of trials in the target countries.
- o) Develop recommendations and an outline for activities to be undertaken and implemented in 2022.
- p) Provide strategic advice to ASA/WISHH staff and contribute to market development strategy for West Africa.
- q) Provide technical guidance on a market study concerning consumption of fish and fish feed in several West African countries.

### *Administrative*

- r) Provide quarterly invoices, reports and key performance indicators (KPI) to WISHH staff. Reports should follow the requested format and at a minimum, include narratives of activities, tracking of key performance indicators, recommendations, and challenges.
- s) Submit required backup documents verifying activities as outlined in approved proposal for compliance purposes. The deliverables will be based on the nature of the activities conducted.
- t) Ensure that all activities meet the compliance standards of the USDA's Agricultural Trade Promotion Program and the WISHH program. The implementer should be aware that donor compliance standards are non-negotiable.

## **V. TIMING**

All activities must be completed by September 30, 2021

Questions due to ASA/WISHH	April 9, 2021
Answers posted	April 13, 2021
Proposals due to ASA/WISHH	April 18, 2021
Contract awarded	April 20, 2021
Contract signed	April 26, 2021
Activities begin	May 1, 2021
Final deliverables due	October 10, 2021

## VI. SELECTION CRITERIA AND CRITERIA WEIGHTS

Proposals submitted will be evaluated according to the following criteria:

Comprehensiveness	60%
Consultant skills/experience	40%
<b>TOTAL</b>	<b>100%</b>

Special consideration will be given to Women or Minority Owned Small Business (WMOSB) entities with SBA certifications (proof of certification must be provided at time of submission).

## VII. INSTRUCTIONS TO BIDDERS

Proposals must contain at a minimum the specific criteria requested in the Request for Proposal:

1. A description of the bidder's capabilities and experience (Can be submitted as a CV)
2. A proposal that includes the following sections:
  - a. Proposal executive summary
  - b. Proposed action plan for the completed scope of work
  - c. Proposed budget
3. Checklist of additional items that must be submitted:
  - Attachment A Technical Proposal Authorization Cover Page Completed and Signed
  - 100-word executive summary of the proposal
  - Full detailed proposal
  - Proposal detailed budget
  - WMOSB Proof of Certification (if applicable)

Proposals should be submitted no later than 5:00 PM CDT on April 18, 2021. To be considered for award, proposals must be submitted by e-mail to the following: Chris Slempp ([cslempp@soy.org](mailto:cslempp@soy.org)) and Josh Neiderman ([jneiderman@soy.org](mailto:jneiderman@soy.org)). Mr. Slempp will confirm receipt of each proposal; if receipt has not been confirmed, your proposal has not been received.

If your proposal is not authorized by signature on Attachment A Proposal Authorization Cover Page, it may not be considered and may be rejected.

**Submission of Questions:** All questions regarding the preparation of proposals must be submitted in writing (by e-mail) to Chris Slempp at [cslempp@soy.org](mailto:cslempp@soy.org) (cc: [jneiderman@soy.org](mailto:jneiderman@soy.org)) **no later than 5pm CST on April 9, 2021**. All questions and responses will be available on the WISHH [website](#) on or shortly after April 13, 2021. No questions will be answered over the phone or in person; all questions must be in writing and sent via email.

**Non-Discrimination Statement:** In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital

status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident. ASA/WISHH is an equal opportunity provider and employer.

The firm or individual selected will be required to sign the ASA/WISHH code of conduct and conflict of interest statement.

**Award:** This RFP does not commit the ASA/WISHH to award a contract or to pay any costs incurred in the preparations or submission of proposals, or costs incurred in making necessary studies for the preparation thereof or to procure or contract for services or supplies. The ASA/WISHH reserves the right to reject any or all proposals received in response to this RFP and to negotiate with any of the vendors or other firms in any manner deemed to be in the best interest of the ASA/WISHH. The ASA/WISHH reserves the right to negotiate and award only a portion of the requirements; to negotiate and award separate or multiple contracts for the elements covered by this RFP in any combination it may deem appropriate, at its sole discretion to add new considerations, information or requirements at any stage of the procurement process, including during negotiations with vendors; and reject proposal of any vendor that has previously failed to perform properly or in a timely manner contracts of a similar nature, or of a vendor that, in the opinion of the ASA/WISHH, is not in a position, or is not sufficiently qualified, to perform the contract.

This RFP contains no contractual proposal of any kind, any proposal submitted will be regarded as a proposal by the vendor and not as an acceptance by the vendor of any proposal by the ASA/WISHH. No contractual relationship will exist except pursuant to a written contract document signed by the authorized procurement official of the ASA/WISHH and by the successful vendor(s) chosen by the ASA/WISHH.

Offerors submitting proposals must (1) be officially licensed to do such business in the country of ***their*** business operation, (2) be able to receive USDA funds, and (3) not have been identified as a terrorist prior to being awarded a contract. In addition, Offeror may be required to provide the following information prior to awarding of the contract:

- Documentation to verify licensure (i.e., tax id, registration certificate, etc.)
- Code of Conduct
- Conflict of Interest
- Equal Opportunity

## **X. ATTACHMENTS**

Attachment A: Technical Proposal Submission Sheet Cover Page

**ATTACHMENT A: Technical Proposal Submission Sheet**

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

Date of Technical Proposal:	
RFP Number:	
RFP Title:	

We offer to provide the goods/services described in the Scope of Work, in accordance with the terms and conditions stated in Request for Proposal referenced above. We confirm that we are eligible to participate in public procurement and meet the eligibility criteria specified.

The validity period of our proposal is \_\_\_\_days/weeks/months from the time and date of the submission deadline.

Type of Business/Institution (Check all that apply)

Offeror certifies that it is:

- Non U.S. Owned/Operated       Government Owned/Operated  
 (If Non U.S. Owned/Operated is selected, continue to Anti-Terrorism Certification)

**OR FOR US ORGANIZATIONS ONLY:**

- Nonprofit       For-Profit       Government  
 Large Business       Small Business       College or University  
 Women Owned       Small and Disadvantaged Business

Anti-Terrorism Certification

The Offeror, to the best of its current knowledge, did not provide, within the previous 10 years, and will take all reasonable steps to ensure that it does not and will not knowingly provide, material support or resources to any individual or entity that commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitated, or participated in terrorist acts.

The Offeror also verifies that it does not appear on 1) the website of the Excluded Party List: <https://www.sam.gov>; or 2) the website of the United Nations Security (UNSC) sanctions committee established under UNSC Resolution 1267 (1999) (the “1267 Committee”): <http://www.un.org/Docs/sc/committees/1267/consolist.shtml>.

The undersigned declares s/he is authorized to sign on behalf of the company listed below and to bind the company to all conditions and provisions stated in the original RFP document including attachments from ASA/WISHH.

**Proposal Authorized By:**

Signature: \_\_\_\_\_ Position: \_\_\_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Authorized for and on behalf of: \_\_\_\_\_ (DD/MM/YY)

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Business Registration Number \_\_\_\_\_