



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

I. DATE

January 6, 2023

II. PROJECT OBJECTIVE

Fish products are an important source of food for the people of sub-Saharan Africa, traditionally from wild catch from both marine and freshwater sources. The growing number of people on the sub-continent now located in urban areas along with the decline in the availability of wild catch has created both an economic opportunity and environmental need for the expansion of responsible and sustainable aquaculture production.

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. Improved management techniques, including oxygen level maintenance through proper aeration, pond construction, etc. allow for the best possible feed conversions and limited feed waste yielding the most efficient grow out periods with a maximum return on investment for business growth.

The purpose of this project is to provide on farm training experience to young professionals through training sessions led by U.S. and Ghanaian partners. There is a lack of technical expertise in the aquaculture industry and this activity aims to train the new generation of fish farmers. To ensure the sustainability of the program there will be a focus on professional development, mentoring, and job placement. Below is an approximate timeline for the training program. Trainees will be required to apply and will be selected through a competitive review process. This training program includes the weekly delivery of online power point lectures from a U.S. based aquaculture expert. These weekly lectures will provide the background on what will be the applicative work conducted at the local farm. Prior to the start of each session time will be spent recruiting applicants and reviewing their application materials. Each 16-week session will include five trainees.

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.

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

WISHH seeks the services of a Ghanaian aquaculture farm to host a 16-week training program for at least five young aquaculture professionals. The farm is required to provide basic accommodations to the trainees. The goal is to provide trainees with practical experience in aquaculture best management practices (BMPs) and provide the local industry with a new generation of highly skilled workers to help the industry grow. A key part of this program is job placement assistance for trainees following the completion of the 16-week program. The farm will be responsible for providing a safe and intellectually stimulating environment for trainees to learn and develop into well rounded, sought after individuals.

Below is the estimate timeline.

- April/May 2023: Training announcement released
Candidate applications review, interviews conducted
- May 1, 2023: Candidate selections for session
- May 21, 2023: Start of sixteen-week training session
- September 9, 2023: End of training session
- September 22, 2023: Trainees to complete final report and WISHH survey
- September 30, 2023: Final report due

Below are the primary duties of the farm.

Technical Support

1. Lead the weekly training sessions according to the training plan approved by WISHH.
 - A. Ensure that trainees comprehend the materials being covered and provide additional one-on-one assistance where needed.
 - B. Provide trainees with practical learning experiences that complement the virtual seminars.

Project management

1. Lead the recruitment of trainees.
 - A. Working with WISHH team, identify a group of trainees for consideration by the selection committee.
 - B. Working with WISHH team organize committee meetings and lead discussions on the review of potential trainees.
 - C. Working with WISHH team, communicate with trainees the details of the program, and their participation.

2. Submit reports and deliverables as needed.

- D. Assist with the production of communications materials as needed. This includes facilitating interactions between Ghanaian and WISHH media.
- E. Reports should include a summary of the trainings conducted each week. The reports should include the following:
 - a. Discussion of applicative work completed during the week.
 - i. Topics covered
 - ii. Challenges with implementing the training
 - iii. Changes made to the curriculum
 - iv. Recommendations

3. Ensure the safety and comfort of trainees.

- A. Make sure that trainees have adequate housing and meals.
- B. Arrange for daily transportation needs of the trainees.
- C. Provide access to the facilities needed to conduct in the trainings.

Program sustainability

1. Assist trainees with job placement following the completion of the training program. Using your network, reach out to industry stakeholders to assist with job placement. Provide professional mentoring to the trainees and encourage them to take an active role in their industry.

V. TIMING

The award recipient must be able to complete the project by September 30, 2023

Questions due to ASA/WISHH	January 20, 2023
Answers posted by ASA/WISHH	January 27, 2023
Bids due to ASA/WISHH	January 31, 2023
Contract awarded	February 10, 2023
Contract signed and activities begin	February 15, 2023
Completion of project	September 30, 2023

VI. SELECTION CRITERIA AND CRITERIA WEIGHTS

Proposals submitted will be evaluated according to the following criteria:

Consultant skills/experience	25%
Comprehensiveness	25%
Cost	25%
Timing	25%

TOTAL	100%
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Special consideration will be given to Women or Minority Small Owned Business (WMSOB) 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
2. A proposal that includes the following sections (not to exceed 10 pages):
 - i. Proposal executive summary
 - ii. Proposed action plan for the completed scope of work
 - iii. Proposed methodology
3. Checklist of additional items that must be submitted:

Attachment A Proposal Authorization Cover Page Completed and Signed
100-word executive summary of the proposal
Full detailed proposal
Proposal detailed budget
WMSOB Proof of Certification (if applicable)

Proposals should be submitted no later than 5:00 PM CT on January 31, 2023. To be considered for award, proposals must be submitted by e-mail to the following: Chris Slempe (cslempe@soy.org), Josh Neiderman (jneiderman@soy.org) . Mr. Slempe 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 Slempe at cslempe@soy.org and Austin Leefers at aleefers@soy.org (cc: jneiderman@soy.org) **no later than 5pm CST on January 20, 2023**. All questions and responses will be available on the WISHH website (<https://www.wishh.org/requests-for-proposals-employment-opportunities/>) on or shortly after January 27, 2023. 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 _____