



# Request for Proposals

## Procurement Consultant Services for the One CGIAR

*Procurement facilitated by International Potato Center (CIP), a CGIAR Center*

### 1 OBJECTIVE:

The CGIAR System Organization solicits proposals from qualified procurement consultancy firms to provide services in four phases to advance the improvement of procurement practices within CGIAR research organizations.

### 2 BACKGROUND:

CGIAR is a global research partnership whose mission is to create a world with sustainable and resilient food, land, and water systems that deliver diverse, healthy, safe, sufficient, and affordable diets and ensure improved livelihoods and greater social equality within planetary and regional environmental boundaries. One CGIAR is a dynamic reformulation of CGIAR's partnerships, knowledge, assets, and global presence, aiming for greater integration and impact in the face of the interdependent challenges facing today's world. As such, One CGIAR seeks operational integration, which includes a harmonized procurement strategy, where Centers maintain their legal status while working more closely together in an integrated operational structure overseen by unified governance. CGIAR centers work worldwide in over seventy countries.

CGIAR is looking for an experienced Procurement firm to advance key areas supporting the One CGIAR operations integration, specifically advancing the integration of a procurement strategy.

We endeavor to foster a multicultural environment free of harassment and discrimination; and that embraces and values individuals regardless of age, ethnicity, race, gender, national or social origin, marital status, or any other form of personal identity.

You can find further details on our websites:

CGIAR: <https://www.cgiar.org/>

ONE CGIAR: <https://www.cgiar.org/food-security-impact/one-cgiar/>

RESEARCH CENTERS: <https://www.cgiar.org/research/research-centers/>

### 3 SCOPE OF THE ENGAGEMENT AND DELIVERABLES

This RFP document is not intended to limit the bidder's submissions but rather to provide a framework for the CGIAR to evaluate each one and determine which submission best addresses our needs. Prospective firms are encouraged to offer innovative approaches and added value with any additional information not explicitly outlined in this Proposal. Bidders will provide any useful additional information upon request by the CGIAR.

We are starting our integration journey, addressing some initial needs captured in the four phases of the Scope of Work. Procurement Firms are invited to participate in all or some phases depending on the firm's capabilities and specialization. CIP reserves the right to progress with all, one, or multiple phases or activities of a bidder's response based on the performance against the evaluation criteria.

### **Scope of Work**

The consultancy engagement seeks to:

#### **Phase 1: Customized Procurement Training**

Develop and deliver customized procurement training for CGIAR research organizations' procurement leadership. The training seeks to introduce a common understanding of best business practices and key elements for a successful procurement function, including, but not limited to, adding value across the project cycle, contract management, managing suppliers' performance conduct and relationships, how to remain agile while managing risk, and softer business skills of a customer service-oriented procurement professional. The training content will be finalized through sessions with the CGIAR team to ensure areas of focus and content address the CGIAR centers and One CGIAR priorities. The 2 to 2.5-day training may be delivered virtually or in person (TBD) in late June or early July 2023.

#### **Phase 2: Stakeholder Engagement Plan**

Develop a stakeholder engagement plan across all One CGIAR centers to understand where CGIAR procurement operations are today, including areas where procurement is adding value and where there are opportunities for improvement, increasing the existing baseline reach and visibility of needs by categories. The exercise should include a framework that ensures stakeholders understand what procurement may bring as added value while fulfilling the expected organizational procurement function responsibilities. The consultant will guide CGIAR across all aspects of creating and benefiting from a stakeholder engagement, including, but not limited to, refining existing baseline data, "onboarding" of stakeholders, an engagement plan, and plan to monitor and update the stakeholder baseline.

#### **Phase 3: Group Purchasing Agreements and Tools**

Develop the standard agreements, tools, guidelines, and training necessary for the efficiency of a Group Purchasing Office. This includes but is not limited to, the templates and guidelines for group procurement and promotional agreements, contract clause library, rebate strategies, and other tools used to incentivize CGIAR center participation.

#### **Phase 4: Category Management**

Conduct preliminary analysis for category establishment and management options aligned with the CGIAR Integrated Professional Services (IPS) Program and the CGIAR Procurement leaders' evaluation of potential digital transformation tools. This phase depends on IPS progress and is not scheduled for implementation before 2024.

### **3.1 Expected Deliverables**

The deliverables below must align with the scope of work in 3.1:

- 2-2.5 days Customized procurement training materials and delivery
- Stakeholder engagement and baseline report.
- Standard agreements, tools, guidelines, and training necessary for the efficiency and effectiveness of a Group Purchasing Office
- Preliminary analysis report for category establishment and management options.

## **4 ELIGIBILITY AND QUALIFICATION**

### **4.1 Location & Business Language:**

As a global organization, CGIAR is agnostic to the location of the consulting team delivering the scope of work outlined in this RFP so long as the consulting firm is authorized to work in that jurisdiction and is solely responsible for any taxes and fees related to such an operation.

CGIAR encourages respondents to support our inclusive culture and diversity when proposing teams, they feel can best meet the requirements and not restrict the selection to one office, region, race, or gender.

CGIAR's business language is English; all work must be delivered in English. However, given the CGIAR Centers' large global footprint, the consulting firm must be sensitive to CGIAR's multicultural and diverse audience.

### **4.2 Mandatory Requirements:**

- A. Relevant experience: The procurement consulting firm should have a track record of providing procurement consulting services to clients working in similar environments as CGIAR. The firm should have relevant experience in change

management, group purchasing, procurement transformation, contract negotiation, and category management.

- B. Qualified personnel: The procurement consulting firm should have a team of qualified personnel with relevant qualifications and experience in procurement consulting. The team should include consultants with expertise in the specific needs of CGIAR and experts in areas such as procurement technical and soft skills training, sourcing strategy, supplier management, and contract negotiation.
- C. Methodology: The procurement consulting firm should have a documented methodology for delivering procurement consulting services. The methodology should be transparent and clearly outline the approach used in each phase of the Scope of Work.
- D. References: The procurement consulting firm should provide references from previous clients who have used their services. These references should demonstrate the firm's ability to deliver high-quality procurement consulting services on time and within budget.
- E. Compliance: The procurement consulting firm should demonstrate its compliance with all relevant laws and regulations, including data protection regulations, anti-corruption laws, and conflict of interest policies.
- F. Intellectual property: The procurement consulting firm should ensure that the CGIAR will own any intellectual property developed as part of the agreement.

## 5 RFP GUIDELINES

### 5.1 Schedule and Dates:

The following schedule includes key milestones and associated completion dates and is primarily for planning. The CGIAR System Organization may modify the project timeline if needed for the benefit of the RFP results while keeping interested parties well informed.

Participating in the fourth phase is optional; you can pick the phases that fit your company profile.

Milestone	Indicative dates
RFP Issued	April 25
Expression of interest (EOI) and submission of executed NDAs (CIP will share existing documents for procurement function evaluation), please submit your letter of interest and the phases you want to participate in. You are not obliged to participate in the four phases. It is optional to pick the phases you can develop. Once we receive an executed NDA (Non-disclosure Agreement) by April 28 <sup>th</sup> , we will share a preliminary procurement function assessment conducted across CGIAR. We will invite to participate in the Virtual Conference.	April 25-28th

Pre-Proposal virtual Conference done by One CGIAR (CGIAR Director, Procurement)	May 4 <sup>th</sup>
Response to inquiries shared and FAQs	May 9 <sup>th</sup>
Deadline for submission of proposals	May 26 <sup>th</sup>
Shortlisted bidders' presentation	June 1 <sup>st</sup>
Selection of Firm by Committee (BAFO may be considered depending on proposals evaluation)	June 9 <sup>th</sup>
Selected Firm informed	June 13 <sup>th</sup>

## 5.2 Proposal Content

### 5.2.1 Declaration of no Conflict of Interest

Bidders must declare any actual, potential, or apparent conflict of interest related to working on this project in their submission.

### 5.2.2 Enquiries and Submission:

All inquiries and intent to respond should be addressed to procurement via email to Ximena Ganoza, Logistics Senior Manager, [x.ganoza@cgiar.org](mailto:x.ganoza@cgiar.org), copying Nataly Aguilar, Logistics Specialist [nataly.aguilar@cgiar.org](mailto:nataly.aguilar@cgiar.org).

Submit an electronic copy of your technical and financial proposal as two separate documents to Ximena Ganoza, Logistics Senior Manager, [x.ganoza@cgiar.org](mailto:x.ganoza@cgiar.org) copying Nataly Aguilar, Logistics Specialist [nataly.aguilar@cgiar.org](mailto:nataly.aguilar@cgiar.org) by May 26<sup>th</sup>, 2023 Midnight (EST). Both documents can be attached to the emails with the subject line "RFP for CGIAR Procurement."

The firm's proposal must include and address the following:

### 5.2.3 Technical Proposal

The technical proposal excluding attachments, will consist of no more than ten pages using Microsoft Word or a similar format, font size 11pt., margins no smaller than one inch, and include the following:

- a. *An Executive Summary* shall briefly summarize the proposal's key aspects and the consulting firm's primary contact person.
- b. *Relevant disclosures*: Provide a statement disclosing whether the proposed team members have any real, apparent, or perceived conflict of interest and how it will be addressed.
- c. *Company profile*: Introduce the consulting firm and its team, including the overall capability.

d. *Proposed methodology*: This section should demonstrate the firm's understanding of the scope and complexity of the required work, including a description of the firm's abilities related to procurement consulting services. For each phase, please include details on the phase's proposed approaches and strategy, including timeline, benchmarks, and deliverables.

f. *Experience and Capability*: sample projects of similar nature and three references from past clients of the project examples provided, including phone and email contact information.

g. *Proposed consultancy team*: Staff names, experience, and qualifications to fulfill the designated role.

h. Describe any value-added services.

#### 5.2.4 Financial Proposal

The financial proposal will be presented in a detailed Excel spreadsheet that shows costs for each phase separately and the resource mix by role, duration, and rate for each phase presented in item 3. above (expected to see all applicable roles of effort for your organization and your detailed expectations of the effort and team required from CGIAR).

The proposal must include payment terms, the conditions under which you may request variations, and the basis on how fees will be determined in future years. The financial proposal will be presented in US dollars.

We welcome the most optimal and cost-effective approach to cost certainty through all phases; therefore, please provide your proposal to achieve this (e.g., financial cap, risk/reward).

##### *Payment Terms:*

The supplier should offer payment terms of net 30 days from the invoice date. If the supplier cannot meet these payment terms, please specify the best terms you can offer CGIAR.

Travel will be reimbursed by CGIAR at cost only for economy class. Consultants do not receive a per diem and will be reimbursed for hotel and transportation.

## 6 EVALUATION AND SELECTION CRITERIA

CGIAR reserves the right to progress with all, one, or multiple phases or activities of a bidder's response based on the performance against the evaluation criteria.

The evaluation process to determine the successful firm will involve qualitative and quantitative elements. All proposals submitted will be reviewed and evaluated on a two-step basis in the context of the overall value it brings to CGIAR. The technical and commercial proposals are

assessed separately in the first round and then combined to determine the best value for the price. Appendix A shows a detailed breakdown of the evaluation criteria.

## ANNEX A – EVALUATION CRITERIA

Technical Criteria	Weight %
<b>Overall capabilities of the firm</b> <ul style="list-style-type: none"> <li>▪ Firm’s experience and performance on comparable international engagements.</li> <li>▪ The quality and relevance of the examples of similar work and references for the review.</li> <li>▪ Type of clients/sectors, number of clients /clients spread.</li> </ul>	20%
<b>Understanding the assignment</b> <ul style="list-style-type: none"> <li>▪ Demonstrated understanding of CGIAR’s requirements and expected outcomes.</li> </ul>	15%
<b>Approach and Strategy</b> <ul style="list-style-type: none"> <li>▪ The proposed methodology, its processes, and deliverables.</li> <li>▪ Timelines for each component.</li> </ul>	20%
<b>Proposed team structure and Experience.</b> <ul style="list-style-type: none"> <li>▪ Quality of the staff to be assigned to the engagement and the firm’s personnel available for technical consultation.</li> <li>▪ Key team members have experience consulting for not-for-profit/international organizations working worldwide.</li> </ul>	20%
<b>Total</b>	<b>75%</b>

Commercial/Financial Criteria	Rating Weight %
<ul style="list-style-type: none"> <li>▪ The proposed fee is realistic, and quality service can be delivered for the price quoted.</li> <li>▪ Value for money</li> </ul>	15%
<ul style="list-style-type: none"> <li>▪ Lowest Cost of All Bids / Cost of Bid for this firm (% x 35=)</li> </ul>	10%

## Letter Notice of Intent to Bid

Place, Date

Ms. Ximena Ganoza  
Logistics Senior Manager

### Ref. Invitation – CGIAR Procurement Consultant Services

Our company ..... duly represented by its  
Legal Representative....., requests to participate in the phases  
checked below as part of the selection process of a firm that provides the  
Procurement Consultant Services for the One CGIAR, a process facilitated by the  
International Potato Center.

Phase 1

Phase 2

Phase 3

Phase 4

We are also attaching a duly executed Non-Disclosure Agreement required to receive  
further information pertinent to the RFP.

Sincerely

NAME AND SIGNATURE OF THE LEGAL REPRESENTATIVE



# Non-Disclosure Agreement

This NON - DISCLOSURE AGREEMENT (NDA) is made and entered into as of \_\_\_\_\_(date), 2023 by and between **CGIAR System Organization Office** (the “**Disclosing Party**”) with its principal place of business at 1000, Avenue Agropolis F-34394 Montpellier cedex 5, France , and \_\_\_\_\_ (the “**Receiving Party**”), external expert with its principal place of business at \_\_\_\_\_.

The Disclosing Party intends to disclose certain Confidential Information to the Receiving Party for the following purpose (the “**Purpose**”): CGIAR Request For Proposal- Procurement Consultancy Firm from project activities of the ONE CGIAR.

Now, therefore, in consideration of the Disclosing Party making such Confidential Information available to the Receiving Party, the Receiving Party hereby agrees as follows:

## 1. Definition.

“Confidential Information” means any information, data base, technical data or know-how, including, but not limited to, that which relates to research, project activities, products, services, customers, markets, software, developments, inventions, processes, designs, drawings, engineering, marketing or finances, disclosed orally or in written or electronic form, and which is marked or identified by the Disclosing Party as “confidential”. Confidential Information does not include information, technical data or know-how that:

- (i) is in the possession of the Receiving Party at the time of disclosure as shown by the Receiving Party’s files and records immediately prior to the time of disclosure; or
- (ii) prior or after the time of disclosure becomes part of the public knowledge or literature, not as a result of any inaction or action of the Receiving Party;
- (iii) is approved for release by the Disclosing Party; or
- (iv) is independently developed by the Receiving Party without the use of any Confidential Information of the Disclosing Party.

## 2. Non-disclosure of Confidential Information.

The Receiving Party agrees not to use the Confidential Information for its own use or for any other purpose except to solely for the Purpose of this NDA. The Receiving Party shall maintain all Confidential Information in strict confidence and shall not disclose such Confidential Information to anyone. The Receiving Party agrees that it will take all reasonable steps to protect the secrecy of and avoid disclosure of Confidential Information, in order to prevent it from falling into the public domain or the possession of unauthorized persons and agrees to notify the Disclosing Party in writing of any misuse or misappropriation of Confidential Information that may come to its attention.

## 3. Ownership.

All Confidential Information shall remain the exclusive property of the Disclosing Party, and the Receiving Party shall have no right to use the Confidential Information except as provided herein.

#### 4. Intellectual Property Rights.

No patent, copyright, trademark or other proprietary right or license is conveyed by this NDA with respect to Confidential Information disclosed to the Receiving Party, except the limited right to review such Confidential Information solely for the Purpose of this NDA. The Disclosing Party warrants that it has the right to disclose its Confidential Information to the Receiving Party. Otherwise, all information is provided "as is" and without any warranty, express, implied or otherwise, regarding its accuracy or performance.

#### 5. Return or destruction of Materials.

Upon conclusion of the Purpose, or earlier at the request of the Disclosing Party, any materials, originals, copies and summaries of documents, materials and other tangible manifestations of Confidential Information that have been furnished by the Disclosing Party to the Receiving Party will be promptly returned or destroyed (as instructed by the Disclosing Party), accompanied by all copies of such documentation, in the possession or control of the Receiving Party.

#### 6. Term.

This NDA may be terminated at all time with a 30 days prior written notice provided, however, that the confidentiality obligations herein shall terminate ten (10) years following the date of termination of this NDA, except that the obligation of the Receiving Party to return Confidential Information to the Disclosing Party shall survive until fulfilled.

IN WITNESS WHEREOF, the Receiving Party has signed and agrees to this Non-disclosure Agreement as of the date first above written.

Receiving Party:

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Name:

Title:

Address:

Email: