



THE FEED THE FUTURE FOOD SECURITY, AGRICULTURE, AND RESILIENT MARKET SYSTEMS (FARMS) ACTIVITY

DEVELOPMENT, TRANSLATION, AND REVIEW OF COMMUNICATIONS MATERIALS. RFP-2023-01

COMPANY BACKGROUND

Based in Washington, D.C., ACDI/VOCA is a nonprofit international development organization that delivers technical and management assistance in agribusiness, financial services, enterprise development, community development and food security to promote broad-based economic growth and vibrant civil society. For more information, go to www.acdivoca.org.

PROGRAM BACKGROUND

The goal of the Feed the Future Food Security, Agriculture, and Resilient Market Systems ([FARMS](#)) Activity, funded by the United States Agency for International Development (USAID) is to strengthen agricultural market systems to become more competitive, inclusive, and resilient to sustainably reduce poverty in Honduras and reduce irregular migration to the U.S. FARMS inclusive market systems approach facilitates win-win relationships between farmers, intermediaries, small, medium, and large agricultural enterprises, and a cadre of public and private service providers to improve system performance, and create new or better jobs.

PURPOSE

ACDI/VOCA is soliciting proposals from independent consultants and organizations capable of providing support in the development, translation, and review of communications materials.

PLACE OF THE CONSULTANCY

The consultant can reside anywhere in Honduras where they have high-speed internet and quality cell phone service. Consultants and service providers outside of Honduras can apply but the preference will be those that reside in Honduras. FARMS headquarters is in Tegucigalpa with offices in Siguatepeque and Santa Rosa de Copan.



SCOPE OF WORK

Anticipated Tasks and Activities:

- Assist with the development and technical writing of the Project's Annual Performance Report.
- Assist with the development and technical writing of other periodic reports including biweekly and quarterly reports.
- Assist with reviewing, editing and/or creating communications and learning materials, including newsletters, success stories, case studies, lessons learned and other communication materials to the Project's audiences in accordance with the Project's Communication Strategy (these products are named as success stories in the products table).
- Edit and format technical reports and training materials produced by staff and consultants.
- Mentor local communications and other relevant staff engaged in producing communication materials to develop their skills.

The anticipated period of performance is from April 10, 2023 – April 9, 2024 (1 year).

Deliverables

ACDI/VOCA expects to award a fixed price contract based on the following products:

Product #	Description	Expected due date
1	Quarterly/Annual Reports	30 days after Fiscal Year Quarter ends four per year (three quarterly, one annual)
2	Bi-weekly reports	Every 2 weeks
3	Success story	10 per year
4	PowerPoints, One Pagers, Flyers, Other Documents	Six per year

CONTRACT MECHANISM & TERMS OF PAYMENT

ACDI/VOCA anticipates issuing a Blanket Purchase Agreement with annual task orders based on performance.

ACDI/VOCA will issue fixed payment(s) based on submission and ACDI/VOCA acceptance of deliverables. Once an award is issued, it will include a fixed price payment schedule with deliverables specified above. A copy of the purchase order terms and conditions are attached to this RFP for informational purposes.



PROPOSAL PREPARATION AND SUBMISSION REQUIREMENTS

Instructions for Proposal Preparation:

The selection committee will evaluate the Offerors based upon their written technical and cost proposals. Each section will be evaluated according to the criteria for evaluations in Section V. Offerors are expected to examine the specifications and all instructions in the RFP. Failure to do so is at the Offeror's risk. Interested Offerors must provide the following:

1. Capability and Technical Experience Statement

Demonstrate capabilities and technical experience by providing the following:

- a. Independent Consultant CV or Organization Overview
- b. Capabilities Statement
- c. Project Approach
- d. Activity (work) Schedule based on the products table above. Each offeror must include only the deliverables that are related to each proposal.
- e. Language Proficiency must be Level V (fluent) in English and Level IV (fluent) in Spanish.

2. Cost Proposal

Offerors will submit a proposed budget with their proposals in a separate file labeled "Budget Proposal." The proposed budget will have sufficient detail to allow evaluation of elements of costs proposed and must include all costs that the offeror will need to incur in order to perform the work. Budgets should be submitted in the currency in which you or your organization is located and will be paid; please label your budget with the name of the currency. ACDI/VOCA reserves the right to request any additional information to support detailed cost and price.

3. References

Please include three client references and contact information. References should have worked with your organization within the past two years in connection with the countries or regions (and if possible, subject matter) applicable to this RFP.





DURATION AND CONDITIONS OF CONTRACT

RFP Release Date:	March 10, 2023
Performance Period:	April 10, 2023 – April 9, 2024 (1 year)
Proposal Submission Deadline:	March 31, 2023
Question/ Inquiry Submission Deadline:	March 20, 2023

MINIMUM OFFEROR QUALIFICATIONS

Offerors submitting proposals must (1) be officially licensed to do such business in United States or Honduras, (2) be able to receive USAID funds and (3) not have been identified as a terrorist. In addition, Offeror may be required to provide the following information:

- Documentation to verify licensure (e.g., tax id, registration certificate, etc.)
- Demonstration of adequate management and financial resources to perform the contract
- Satisfactory records of performance history, integrity and business ethics

INTELLECTUAL PROPERTY RIGHTS

All tangible or intangible property created or acquired under this contract shall be the exclusive property of ACDI/VOCA and the donor. The term “property” includes all data and reports associated with this engagement. Reference is made to Sections 12 and 13 in the business terms and conditions attached in Appendix A.



INSTRUCTIONS FOR SUBMISSION OF PROPOSAL

1. Technical and cost proposals must be submitted by email to PropuestasFarms@acdivoca-hn.org by the submission deadline found on the cover of this RFP.
2. All inquiries and requests for information related to this RFP must be emailed to PropuestasFarms@acdivoca-hn.org by the question/inquiry submission deadline on the front cover of this RFP. Please reference the RFP number in the subject line of the communication (email).
3. ACDI/VOCA will not compensate Offerors for their preparation of responses to this RFP.

Download: [Development, translation, and review of communications materials RFP 2023 01](#)

