



Standard Procurement Documents



Expression of Interest

1st Edition

December 2020



Smallholder Agribusiness Partnership Programme (SAPP)

Ministry of Agriculture & Plantation Industries

Expression of Interest

(by the consulting firm in response to the REOI issued
by the procuring entity)

for

**Selection of a Consultancy Firm to Conduct an Annual Outcome
Survey of the 4P Project;**

**Improvement of Productivity in Smallholder Dairying and Processing
Capacity of Coconut Triangle Milk Producers Coop Union Limited
(CTMPCUL) In Kuliypitiya**

Ref No: SAPP/PRO/CONS/2024/23-09

Issue Date:



Foreword

This document has been prepared by **Smallholder Agribusiness Partnerships Programme** and is based on the 1st edition of the IFAD-issued standard procurement document for expression of interest available at www.ifad.org/project-procurement. This bidding document is to be used for the procurement of Consultancy services using **Quality & Cost Based Selection (QCBS)** in projects financed by IFAD.

IFAD does not guarantee the completeness, accuracy or translation, if applicable, or any other aspect in connection with the content of this document.

Instructions to Consultants¹

Reference Number: SAPP/PRO/CONS/2024/23-09

30.04.2024

Selection of a Consultancy Firm to Conduct an Annual Outcome Survey of the 4P Project;

Improvement of Productivity in Smallholder Dairying and Processing Capacity of Coconut Triangle Milk Producers Coop Union Limited (CTMPCUL) In Kuliyaipitiya

1. The **Sri Lanka** has received financing from the International Fund for Agricultural Development (“the Fund” or “IFAD”) towards the cost of Smallholder Agribusiness Partnerships Program (SAPP) (“the client” or “procuring entity”), and intends to apply part of the proceeds for the recruitment of consulting services, for which this REOI is issued.

The use of any IFAD financing shall be subject to IFAD’s approval, pursuant to the terms and conditions of the financing agreement, as well as IFAD’s rules, policies and procedures. IFAD and its officials, agents and employees shall be held harmless from and against all suits, proceedings, claims, demands, losses and liability of any kind or nature brought by any party in connection with Smallholder Agribusiness Partnerships Program (SAPP)

2. This request for expressions of interest (REOI) follows the general procurement notice that appeared in **Daily News, Dinamina & Thinakaran newspaper on 30.04.2024**
3. The client now invites expressions of interest (EOIs) from legally constituted consulting firms (not individual consultants) (“consultants”) to provide **Livelihood Development of Smallholder Dairy Farmers in Uva Province Through Sustainable Dairy Farming Practices** More details on these consulting services are provided in the preliminary terms of reference (PTOR) attached as **Annex 1**.
4. Before preparing its EOIs, the consultant is advised to review the preliminary terms of reference attached as **Annex 1**, which describe the assignment and **Annex 2** that details the evaluation of the technical qualifications.
5. The consultant shall not have any actual, potential or reasonably perceived conflict of

¹ This document refers to legally constituted consulting firms as “consultant”.

interest. A consultant with an actual, potential or reasonably perceived conflict of interest shall be disqualified unless otherwise explicitly approved by the Fund. A consultant including their respective personnel and affiliates are considered to have a conflict of interest if they a) have a relationship that provides them with undue or undisclosed information about or influence over the selection process and the execution of the contract, b) participate in more than one EOI under this procurement action, c) have a business or family relationship with a member of the client's board of directors or its personnel, the Fund or its personnel, or any other individual that was, has been or might reasonably be directly or indirectly involved in any part of (i) the preparation of this expression of interest, (ii) the selection process for this procurement, or (iii) execution of the contract. The consultant has an ongoing obligation to disclose any situation of actual, potential or reasonably perceived conflict of interest during preparation of the EOI, the selection process or the contract execution. Failure to properly disclose any of said situations may lead to appropriate actions, including the disqualification of the consultant, the termination of the contract and any other as appropriate under the IFAD Policy on Preventing Fraud and Corruption in its Projects and Operations².

6. All consultants are required to comply with the Revised IFAD Policy on Preventing Fraud and Corruption in its Activities and Operations (hereinafter, "IFAD's Anticorruption Policy") in competing for, or in executing, the contract.
 - a. If determined that a consultant or any of its personnel or agents, or its sub-consultants, sub-contractors, service providers, suppliers, sub-suppliers and/or any of their personnel or agents, has, directly or indirectly, engaged in any of the prohibited practices defined in IFAD's Anticorruption Policy or integrity violations such as sexual harassment, exploitation and abuse as established in IFAD's Policy to Preventing and Responding to Sexual Harassment, Sexual Exploitation and Abuse³ in competing for, or in executing, the contract, the EOI may be rejected or the contract may be terminated by the client.
 - b. In accordance with IFAD's Anticorruption Policy, the Fund has the right to sanction firms and individuals, including by declaring them ineligible, either indefinitely or for a stated period of time, to participate in any IFAD-financed and/or IFAD-managed activity or operation. A debarment includes, inter alia, ineligibility to: (i) be awarded or otherwise benefit from any IFAD-financed contract, financially or in any other manner; (ii) be a nominated sub-contractor, consultant, manufacturer, supplier, sub-supplier, agent or service provider of an otherwise eligible firm being awarded an IFAD-financed contract; and (iii) receive the proceeds of any loan or grant provided by the Fund. The Fund also has the right to recognize debarments issued by other international financial institutions in accordance with its Anticorruption Policy.

² The policy is accessible at www.ifad.org/anticorruption_policy.

³ The policy is accessible at <https://www.ifad.org/en/document-detail/asset/40738506>.

- c. Consultants and any of their personnel and agents, and their sub-consultants, sub-contractors, service providers, suppliers, sub-suppliers and any of their personnel and agents are required to fully cooperate with any investigation conducted by the Fund, including by making personnel available for interviews and by providing full access to any and all accounts, premises, documents and records (including electronic records) relating to this selection process or the execution of the contract and to have such accounts, premises, records and documents audited and/or inspected by auditors and/or investigators appointed by the Fund.
 - d. Consultants have the ongoing obligation to disclose in their EOI and later in writing as may become relevant: (i) any administrative sanctions, criminal convictions or temporary suspensions of themselves or any of their key personnel or agents for fraud and corruption, and (ii) any commissions or fees paid or to be paid to agents or other parties in connection with this selection process or the execution of the contract. As a minimum, consultants must disclose the name and contact details of the agent or other party and the reason, amount and currency of the commission or fee paid or to be paid. Failure to comply with these disclosure obligations may lead to rejection of the EOI or termination of the contract.
 - e. Consultants are required to keep all records and documents, including electronic records, relating to this selection process available for a minimum of three (3) years after notification of completion of the process or, in case the consultant is awarded the contract, execution of the contract.
7. The Fund requires that all beneficiaries of IFAD funding or funds administered by IFAD, including the client, any consultants, implementing partners, service providers and suppliers, observe the highest standards of integrity during the procurement and execution of such contracts, and commit to combat money laundering and terrorism financing consistent with IFAD's Anti-Money Laundering and Countering the Financing of Terrorism Policy.⁴
 8. Procedure: the selection process will be conducted using **Quality and Cost Based Selection (QCBS)** as laid out in the IFAD Procurement Handbook that can be accessed via the IFAD website at www.ifad.org/project-procurement. The client will evaluate the EOIs using the criteria provided in **Annex 2**. The shortlisted consultant(s) will be provided with the detailed RFP and asked to submit a detailed technical and financial offer. The evaluation will include a review and verification of qualifications and past performance, including a reference check, prior to the contract award.
 9. Any request for clarification on this EOI including the PTOR should be sent via e-mail to the address below no later than **2.30 pm 09th May 2024** The client will provide responses to all clarification requests by **2.30 pm 09th May 2024**.

⁴ The policy is accessible at <https://www.ifad.org/en/document-detail/asset/41942012>.

10. **Submission Procedure:** please submit your expression of interest using the forms provided for this purpose. Your EOI should comprise one (1) original copy of each EOI form annexed to this document. EOIs shall be submitted to the address below no later than **2.30 pm 10th May 2024**.

Mr. Gamini Madura Arachchi

Attn: Procurement Division of Smallholder Agribusiness Partnerships Programme

2012/A, Nawala Road, Rajagiriya

Tel: 011-2448031

Fax: 011-2431345

E-mail: gamini@sapp.lk

Yours sincerely,

M. M. Renuka Rathnayake

Smallholder Agribusiness Partnerships Programme (**SAPP**)

Form EOI-1

EOI Submission Form

[Location, date]

Programme Director

Smallholder Agribusiness Partnerships Programme (SAPP)

Re: Selection of a Consultancy Firm to Conduct an Annual Outcome Survey of the 4P Project; Improvement of Productivity in Smallholder Dairying and Processing Capacity of Coconut Triangle Milk Producers Coop Union Limited (CTMPCUL) In Kuliypitiya

SAPP/PRO/CONS/2024/23-09

We, the undersigned, declare that:

1. We are expressing our interest in providing the consulting services for the above-mentioned assignment and have no reservations to the REOI, the instructions to the consultants and any addenda thereto.
2. Our expression of interest is open for acceptance for a period of ninety (90) days.
3. Our firm, its associates, including any subcontractors or suppliers for any part of the contract, have not been declared ineligible by the Fund and have not been subject to sanctions or debarments under the laws or official regulations of the client's country or not been subject to a debarment recognized under the Agreement for Mutual Enforcement of Debarment Decisions (the "Cross-Debarment Agreement")⁵, beyond those declared in paragraph 9 of this EOI submission form.
4. We acknowledge and accept the IFAD Revised Policy on Preventing Fraud and Corruption in its Activities and Operations. We certify that neither our firm nor any person acting for us or on our behalf has engaged in any prohibited practices as provided in ITC Clause 6. Further, we acknowledge and understand our obligation to report to anticorruption@ifad.org any allegation of prohibited practice that comes to our attention during the selection process or the contract execution.

⁵ The Cross-Debarment Agreement was entered into by the World Bank Group, the Inter-American Development Bank, the African Development Bank, the Asian Development Bank and the European Bank for Reconstruction and Development, additional information may be located at: <http://crossdebarment.org/>.

5. No attempt has been made or will be made by us to induce any other consultant to submit or not to submit an EOI for the purpose of restricting competition.
6. We acknowledge and accept the IFAD Policy on Preventing and Responding to Sexual Harassment, Sexual Exploitation and Abuse. We certify that neither our firm nor any person acting for us or on our behalf has engaged in any sexual harassment, sexual exploitation or abuse. Further, we acknowledge and understand our obligation to report to ethicsoffice@ifad.org any allegation of sexual harassment, sexual exploitation and abuse that comes to our attention during the selection process or the contract execution.
7. The following commissions, gratuities, or fees have been paid or are to be paid with respect to the selection process: **[Insert complete name of each recipient, its full address, the reason for which each commission or gratuity was paid and the amount and currency of each such commission or gratuity.]**

Name of Recipient	Address	Reason	Amount	Currency

(If none has been paid or is to be paid, indicate “none.”)

8. We declare that neither our consulting firm nor any of its directors, partners, proprietors, key personnel, agents, sub-consultants, sub-contractors, consortium and joint venture partners have any actual, potential or perceived conflict of interest as defined in ITC Clause 5 regarding this selection process or the execution of the contract. **[insert if needed: “other than the following:” and provide a detailed account of the actual, potential or perceived conflict]**. We understand that we have an ongoing disclosure obligation on such actual, potential or perceived conflicts of interest and shall promptly inform the client and the Fund, should any such actual, potential or perceived conflicts of interest arise at any stage of the procurement process or contract execution.
9. The following criminal convictions, administrative sanctions (including debarments) and/or temporary suspensions have been imposed on our consulting firm and/or any of its directors, partners, proprietors, key personnel, agents, sub-consultants, sub-contractors, consortium and joint venture partners:

Nature of the measure (i.e., criminal conviction,	Imposed by	Name of party convicted, sanctioned or	Grounds for the measure (i.e., fraud in procurement or	Date and time

administrative sanction or temporary suspension)		suspended (and relationship to the consultant)	corruption in contract execution)	(duration) of measure

If no criminal convictions, administrative sanctions or temporary suspensions have been imposed, indicate "none".

10. We acknowledge and understand that we shall promptly inform the client about any material change regarding the information provided in this EOI submission form.
11. We further understand that the failure to properly disclose any of information in connection with this EOI submission form may lead to appropriate actions, including our disqualification as consultant, the termination of the contract and any other as appropriate under the IFAD Policy on Preventing Fraud and Corruption in its Projects and Operations.
12. We understand that you are not bound to accept any EOI that you may receive.

[Authorized signatory]

[Name and title of signatory]

[Name and address of firm]

Form EOI-2
Organization of the Consultant

Re: Improvement of Productivity in Smallholder Dairying and Processing Capacity of Coconut Triangle Milk Producers Coop Union Limited (CTMPCUL) In Kuliyaipitiya

Ref: SAPP/PRO/CONS/2024/23-09

[Provide a brief description of the background and organization of your firm/entity and of each associated firm for this assignment. Include the organization chart of your firm/entity. The EOI must demonstrate that the consultant has the organizational capability and to carry out the assignment. The qualifications document shall further demonstrate that the consultant has the capacity to field and provide experienced replacement personnel on short notice. Key staff CVs are not required at the shortlisting stage.]

Name of the firm	
Date of establishment	
Country of registration	
Full address of the firm	
Focal point: name, position, contact information (telephone, email):	Name:
	Tel:
	Email:
Number of branches in the country	
Country(ies) of operations with number of branches in each country	
Number of full-time employees	
Number of part-time employees	

Field(s)of expertise of the firm	
Number of professional staff with experience related directly to the assignment	
Subsidiary and associated companies (wherever applicable): (details in the following format to be provided for all associates) – (i) Name of the company (ii) Nature of business (iii) Address of the company (iv) Website of the company (v) Brief description of company (maximum of 120 words)	
Any other information that the consultant would like to add:	

Maximum 10 pages

Form EOI-3
Experience of the Consultant

**Re: Selection of a Consultancy Firm to Conduct an Annual Outcome Survey of the 4P Project;
Improvement of Productivity in Smallholder Dairying and Processing Capacity of Coconut Triangle Milk Producers Coop Union Limited (CTMPCUL) In Kuliypitiya
SAPP/PRO/CONS/2024/23-09**

[Using the format below, provide information on each relevant assignment for which your firm, and each associate for this assignment, was legally contracted either individually as a corporate entity or as one of the major companies within an association, for carrying out consulting services similar to the ones requested under the preliminary terms of reference included in this EOI. The EOI must demonstrate that the consultant has a proven track record of successful experience in executing projects similar in substance, complexity, value, duration, and volume of services sought in this procurement.]

Maximum 20 pages]

Assignment name:	Approx. value of the contract (in current US\$):
Country: Location within country:	Duration of assignment (months):
Name of client:	Total No. of staff-months of the assignment:

Address, and contact details (including email address(es)):	Approx. value of the services provided by your firm under the contract (in current US\$):
Start date (month/year): Completion date (month/year):	No. of professional staff-months provided by associated consultants:
Name of associated consultants, if any:	Name of proposed senior professional staff of your firm involved and functions performed (indicate most significant profiles such as project director/coordinator, team leader):
Narrative description of project:	
Description of actual services provided by your staff within the assignment:	

Name of Firm: _____

ANNEX 1

PRELIMINARY TERMS OF REFERENCE

Selection of a Consultancy Firm to Conduct an Annual Outcome Survey of the 4P Project;

Improvement of Productivity in Smallholder Dairying and Processing Capacity of Coconut Triangle Milk Producers Coop Union Limited (CTMPCUL) In Kuliyaipitiya

SAPP/PRO/CONS/2024/23-09

1. Client

The client for this assignment is Smallholder Agribusiness Partnerships Programme

2. Country background

The Smallholder Agribusiness Development Programme has been designed to contribute to Sri Lanka's smallholders' poverty reduction and competitiveness. Its primary objective is to sustainably increase household income and the quality of family diet by establishing an assured market for rural producers under the Public Private Producer Partnership (4P) mechanism.

3. Background on project

Smallholder Agribusiness Development Programme has been designed to contribute to Sri Lanka's smallholders' poverty reduction and competitiveness. Its primary objective is to sustainably increase household income and the quality of family diet by establishing an assured market for rural producers under the Public Private Producer Partnership (4P) mechanism.

1. Programme Components

Component 01- Access to commercial partnerships

This component includes two sub-components: (1.1) Establishing 4Ps (new 4Ps, NADeP scale-ups, 4Ps with POs/FOs); and (1.2) Institutional strengthening and capacity building of

Producer/ Farmer groups (within a market-driven model). A total of 43,000 households will be directly reached through 4P schemes and institutional strengthening interventions. Rural youth will also be considered (no. 2500) under this component to become entrepreneurs and to respond to the demand for services generated along value chain complements in the 4Ps.

Component 02 – Access to rural finance

This component consists of two sub-components: (2.1) Financing of 4Ps; and (2.2) Institutional strengthening for the financial services sector. The sub-component 1 is to provide credit through financial institutes to participants in 4P projects coming under component 1 and sub-component 2 aims at strengthening financial institutes through training and technical assistance.

Component 03 - Programme management and policy dialogue

This component comprises two sub-components: i) Program and knowledge management; and (ii) Policy dialogue. The program and knowledge management sub-component is engaged with the smooth implementation of management, financial, administrative, and monitoring and evaluation of the program. Under the policy dialogue sub-component, it supports activities aiming at improving the policy environment for equitable and sustainable smallholder farmer-sourced agribusiness development.

4P Project

With the aforementioned objective, the program has been implementing a 4P project titled **“Improvement of Productivity in Smallholder Dairying and Processing Capacity of Coconut Triangle Milk Producers Coop Union Limited (CTMPCUL) In Kuliyaipitiya”** providing grants for implementing identified activities to achieve the set objectives of the project in line with the objectives and the expected outcome of the program. Before implementation of this 4P project, the project has established baseline information covering socio-economic and demographic conditions, assets ownership, and value chain indicators including production, productivity, cost, income, margins, value addition, (primary) processing, and market arrangements inter alia.

The SAPP considers outcome monitoring as one of the important Monitoring and Evaluation (M&E) activities to assess the outcomes of the project and review the progress both quantitatively and qualitatively. Therefore, the program has planned to carry out the outcome survey on an annual basis in all 4p projects to assess the progress of outputs and outcomes against the project interventions during the project period. The project also foresees that the outcome survey results will further guide the project to review the implementation strategy and revisit if needed to achieve the expected output and outcome. Hence, this TOR has

been developed to facilitate interested consulting firms to submit proposals to carry out the annual outcome survey. The study is expected to review the progress achieved so far, against the established baseline information for value chain-specific and socio-economic indicators.

4. Background of the assignment

The programme will have national coverage, though special attention and preference will be given to low-income districts and areas where the Agri-production potential is high. The programme is demand-driven and the willingness and the equal commitment of programme partners (Rural farmers, Agribusiness companies, Banks, Insurance providers, etc.) are highly valued in reaching programme objectives. More emphasis will be put forward on selecting Producer/Farmer Organizations (POs /FOs) under SAPP to be in line with the Government's policy and development agenda, and to ensure the sustainability of supported Producer/Farmer Organizations within the 4P mechanism. A group of 57,500 poor rural households with the potential to become active economic players under commercially-oriented production and marketing systems with a diverse array of value chains will be assisted through different 4P projects under the programme

5. Overall objectives

The objective of the programme is to sustainably increase the income and quality of diet of 57500 smallholder households involved in commercially oriented production and marketing systems ; aiming at Increasing the incomes of the beneficiaries participating in the marketing chain development component by 20% -30% on an average through a combination of improved farm gate prices, improved on-farm productivity and participation in upstream value adding process, and 57,500-supported household under SAPP have access to rural financial services in a sustainable manner and at affordable rates.

6. Objectives of the assignment

The overall purpose of this survey is to assess the progress achieved against the project interventions providing quantitative and qualitative interpretations on specific indicators shown in the project M & E framework and providing suggestions to the programme to improve the project's support to achieve targeted outcomes during the project implementation period. More specifically, the survey needs to achieve the following objectives:

- To measure the positive and/or negative changes taking place on relevant indicators at the household/farmer organization /agribusiness level:
- To measure the significant changes in the function of the cowpea value chain: value chain

development, inclusive business, gender, and social inclusion, partnership in business, Productivity, production, and processing, access to information/input/technology infrastructure, etc in line with in project proposal

- To provide timely performance information so that corrective actions may be taken to implement the project activities if required;
- To provide early evidence of project success or failure; and
- To provide opinions on the achievements as felt by the direct beneficiaries of the project

The project indicators (M&E framework) are given in Annex I.

7. **Scope of work**

This assignment is due to be carried out by a team of experienced consultants/consultancy firms and they will be responsible for undertaking the following tasks:

7.1 Identify output and outcome indicators to be estimated and data to be collected to achieve the above-said objectives through studying the project proposal, baseline survey report, and attached M&E framework for project monitoring and evaluation purposes as per LFA and RIMS

7.2 Design a questionnaire adapting the standard IFAD RIMS (Result and Impact Management System) questionnaire to gather data

7.3 Development of survey tools and training enumerators and pre-testing the questionnaire

7.4 Selection of sampled HH employing appropriate sample technique in compliance with project requirements and the IFAD's RIMS guidelines. (Note; The same sample used for the baseline survey (beneficiary (295 HH) and control group should be used and a list of the HH used for the baseline survey will be provided by SAPP. If there are not enough farmers which have been shown in the baseline report, in the list provided the firm needs to take new HH to match with the number of HH used in the baseline report)

7,5 Conduct field visits and collection of data using pretested questionnaires through face-to-face interviews

7.6 Analyze data gathered through the survey in full compliance with SAPP Log frame & M&E matrix and the IFAD's RIMS guidelines to achieve the objectives

7.7 Prepare the final report which documents the findings of the survey as per the format provided by SAPP

7.8 Undertake digital mapping of all the households visited during the survey. (Not mandatory)

7.9. All team members should be present at the progress review meeting called by the SAPP

7.10. Draft report should be presented at the workshop organized by the SAPP

8. Expected Outputs

The consulting firm is expected to furnish a comprehensive and analytical outcome survey report that is sufficiently disaggregated on gender, youth, and economic status of the anticipated beneficiaries focusing on project objectives. The survey report should be able to report on the indicators as set out in the project M & E framework as well as in the baseline survey report. The report should provide an analysis of the opinions that have been sought from the direct beneficiaries.

A draft annual outcome survey report as per the provided format should be submitted for comments one week before the laps of the contract and the final report including comments should be submitted before the end of the contract period. The consultancy firm will work in close consultation with the M&E team, particularly the M&E and Knowledge Management consultant of the SAPP.

9. Reports and schedule of deliverables

- a) Final annual outcome survey report with a well analyzed and presented data as per format provided (five hard copies and five CDs)
- b) Extended summary of final report in line with format provided (1 hard copy and a soft copy)
- c) All questionnaires filled in data collection - hard and soft copies
- d) Clean data set used for analysis and analyzed data sheets(electronically)
- e) TOR as annex
- f) Data collection tools as annex
- g) References

10. Consultant's qualifications and experience

Selection of a Consultancy Firm to Conduct an Annual Outcome Survey of the 4P Project; Improvement of Productivity in Smallholder Dairying and Processing Capacity of Coconut Triangle Milk Producers Coop Union Limited (CTMPCUL) In Kuliyaipitiya
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The team should consist of the following experts as members of the team and every member should have at least a Master's degree in the relevant subject area with at least 12 years of experience in the subject area and also in similar assignments:

Key expert 1: Team leader

The team leader should have at least a master's degree in Project management, Project M&E, and Development Economics/Planning, Agriculture Economics. He/she should have 12 years of experience in conducting similar impact assessment studies (annual outcome surveys, baseline surveys) in the fields of poverty reduction programs for smallholders, agriculture value chain development and marketing and community development, and livelihood improvement programs and report writing.

Key expert 2: Statistician

Statistician – should have at least a master's degree in statistics and 12 years of experience in socio-economic data analysis using credible tools, techniques, and software such as MS Excel, STATA, and SPSS. He/She is required to cover the scope of work of a statistician under this assignment.

Key expert 3. Livestock specialist

Should have a master's degree in animal science and 12 years of experience in baseline studies, feasibility assessment, and/or impact studies of agriculture/livestock value chain development program/project in assessing the technical aspects of functions of value chains, input use, productivity, income, the suitability and effect of the technology introduced.

Key expert 4. Agriculture Economist

Agriculture Economist: should have a master's degree in agriculture economics and 12 years of experience in baseline studies, feasibility assessment, and/or impact studies of

agriculture value chain development programs/project in conducting cost-benefit analysis, project financial and economic appraisal, and extended cost-benefit analysis based on the inputs provided by the agronomist/livestock specialist.

11. Location and period of execution

Project Area: Kuliypitiya, Paduwasnuwara, Wariyapola, Bingiriya, Udubaddawa,
Pannala, Koeigane, Dankotuwa DS divisions

No of Beneficiaries: 150

Duration of the Assignment: Three (3) months from the date of submitting the farmer list to service provider (consultancy firm) by SAAP.

ANNEX 2

Qualification and Evaluation Criteria

Item	Criteria	Points
For specific experience, evidence shall include successful experience in the execution of at least 2 projects of a similar nature and scope of works during the last 10 years .		
A.	General experience	30
i	General experience: Firm has been in existence for 10 years	10
B.	Specific experience	70
i	Experience in setting up a data archiving and retrieval system	15
ii	Experience in designing and implementing capacity building and organizational information systems for public or non-profit organizations in developing countries	40
iii	Experience in data validation and verification procedures	15
	Total Points	100
	Minimum points required to pass	70 points