# 73000000 SERVICES CONTRACT NOTICE OPEN Procedure

**Research and development services and related consultancy services**

## 1. PROCURING ENTITY

<table>
<thead>
<tr>
<th><strong>Name:</strong></th>
<th>Resilient Rural Belize Programme</th>
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<tbody>
<tr>
<td><strong>Registration No:</strong></td>
<td>RRB.CS.O4/22</td>
</tr>
</tbody>
</table>
| **Type of PE and Main Activity Exercised:** | Governmental organisations  
Increase resilience of smallholder farmers |
| **Address:** | Ministry of Economic Development, Petroleum, Investment, Trade and Commerce |
| **Contact person in charge:** | Tracey Recinos Hanson |
| **Telephone:** | 822-0044 |
| **E-mail:** | Thanson.RRB@med.gov.bz |

### Responsible officer filling the form (if different)

| **Name, Last Name:** | Tracey Hanson |
| **Telephone:** | 822-0044 |
| **E-mail:** | Thanson.rrb@med.gov.bz |

### E-mail of the service from which additional information may be obtained (if different):

### Internet address of the service from which additional information may be obtained (if different):

### Where appropriate, is any other form of joint procurement involved:

## 2. AVAILABILITY OF THE PROCUREMENT DOCUMENTATION

**Email or internet address at which the procurement documents will be available for unrestricted and full direct access, free of charge:**

**Where unrestricted and full direct access, free of charge, is not available, an indication of how the procurement documents can be accessed:**

**Payment for the procurement documents (if applicable) (amount):**

Thanson.RRB@med.gov.bz
3. PROCUREMENT NUMBER

Procurement Number: RRB.CS.04/22

Where the contract is divided into lots, the information in points 4 to 13 shall be provided for each lot.

4. DESCRIPTION OF THE PROCUREMENT


The RRB Programme is seeking to contract the services of a Consulting Firm to strengthen the institutional capacities of the participating beneficiary producers’ organizations, and to strengthen the capacity of the Department of Cooperatives to continue to provide effective support to these organizations.

The consultancy comprises of two (2) components:
(i) Capacity Building for Producer Organizations and Department of Cooperatives in Organization and Administration for Institutional Strengthening.
(ii) Capacity Building for Producer Organizations in Entrepreneurship, Business Management and Marketing.

5. CPV CODES

Main CPV code: 73000000 - Research and development services and related consultancy services

Additional CPV Codes (if necessary):

Supplementary CPV codes (if necessary):

6. ADDRESS FOR THE PLACE OF PERFORMANCE

Belize

7. ESTIMATED VALUE OF THE CONTRACT (this information shall not be published):

8. VARIANTS ADMITTED

yes ☐ no ☐

9. PLANNED TIME FRAME FOR PROVISION OF SERVICES:

From: 05/04/2021 To: 04/08/2023

Or

Duration: months

10. CONDITIONS FOR PARTICIPATION

Submission must be made on or before the deadline date and time.

Including: where appropriate, indication whether the provision of the service is reserved by law, regulation or administrative provision to a particular profession; reference to the relevant law, regulation or administrative provision, a list and brief description of criteria regarding the personal situation of suppliers that may lead to their exclusion and of qualification (selection) criteria; minimum level(s) of standards possibly required; indication of required information (self-declarations, documentation).

11. WHERE APPROPRIATE, PARTICULAR CONDITIONS TO WHICH PERFORMANCE OF THE CONTRACT IS SUBJECT TO:

Consulting Firm must be from an IFAD member country.
12. CRITERIA TO BE USED FOR AWARD OF THE CONTRACT OR CONTRACTS.

FIRM QUALIFICATION AND EXPERIENCE
1. The Consulting firm shall have a minimum of five (5) years’ experience in conducting institutional assessments and in the planning, designing, and implementing institutional capacity building programs. (10PTS)
2. The consulting firm must have completed a minimum of two (2) similar assignments within the last ten (10) years (5PTS)
3. Practical experience of consultant(s)/firm with the local contextual environment (rural areas). (5 PTS)

TECHNICAL PROPOSAL
1. Proposed Approach and Methodology (15PTS)
2. Proposed Work Plan (10PTS)
3. Organization & Staffing (5PTS)

KEY EXPERTS QUALIFICATION & COMPETENCE
TEAM LEADER
Professional Qualification:
• S/he shall have a master’s degree in Project Management, Business Administration, Public Administration, Economics, Political Sciences, Social Sciences, or any relevant field. (5PTS)
General Experience:
• Minimum of five (5) years of general professional experience on capacity assessment of public institutions and/or business/organizational development. (10PTS)
• Minimum of three (3) years’ experience working with gender equity and inclusion of rural youth in rural organizations; working with age and gender disaggregated indicators. (5PTS)
• Minimum of three (3) years of planning, designing, and implementing institutional strengthening training programs, modules, and guides, and developing training materials. (5PTS)

TRAINER/FACILITATOR
Professional Qualification:
• Minimum of a bachelor’s degree in Communication, Business Management, Business Administration, Economics, Political Science, Social Sciences, or related field. (5PTS)
General Experience:
• Minimum (5) years working experience in conducting and facilitating training sessions with a diverse audience, including women and youth. (10PTS)
• Minimum five (5) years’ experience with the development of rural organizations (producers' groups, associations, cooperatives, women's groups). Experience in the agriculture sector will be an advantage. (5PTS)
• Minimum of two (2) similar assignments/ experience within the last Five (5) years. (5PTS)

13. INDICATION OF THE POSSIBILITY OF BIDDING FOR ONE, FOR SEVERAL OR FOR ALL OF THE LOTS; INDICATION OF ANY POSSIBLE LIMITATION OF THE NUMBER OF LOTS THAT MAY BE AWARDED TO ANY ONE BIDDER:

<table>
<thead>
<tr>
<th>Bids per Participant:</th>
<th>One</th>
<th>Several</th>
<th>All</th>
</tr>
</thead>
<tbody>
<tr>
<td>Awards per Successful Participant:</td>
<td>One</td>
<td>Several</td>
<td>All</td>
</tr>
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14. TIME LIMITS for receipt of tenders
18/02/2021 14:00

15. TIME LIMIT FOR RECEIPT OF CLARIFICATIONS
29/01/2021 17:00
16. ADDRESS TO WHICH TENDERS SHALL BE TRANSMITTED

Address: National Agriculture Showgrounds
City: Belmopan City
ZIP Code:
Country: BZ
URL: https://bit.ly/2W5wEDN

17. TENDER OPENING

Duration during which the tenderer must maintain its tender. Duration (in days): 120
Date for the opening of tenders: 18/02/2021
Time for the opening of tenders: 14:10
Place for the opening of tenders: RRB-PMU Agriculture Showgrounds, Belmopan City
Persons authorized to be present at such opening: RRB PMU BIDDERS

18. LANGUAGE OR LANGUAGES IN WHICH BIDS OR REQUESTS TO PARTICIPATE MUST BE DRAWN UP

<table>
<thead>
<tr>
<th>EN</th>
<th>NL</th>
<th>FR</th>
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Ministry of Finance
Ministry of Economic Development

20. DATE(S) AND REFERENCE(S) OF PREVIOUS PUBLICATIONS IN THE COMMUNITY PUBLIC PROCUREMENT NOTICE BOARD RELEVANT TO THE CONTRACT(S) ADVERTISED IN THIS NOTICE

The Amandala 17/12/2020

21. DATE OF DISPATCH OF THE NOTICE

21/12/2020

22. ANY OTHER RELEVANT INFORMATION