

ACCESS TO FINANCE RWANDA

Request for Proposals

For

Recruiting a firm to map , Profile and Categorize Micro and Small Enterprises (MSEs)
for the iHuzo project

| | |
|--------------------------------------|---|
| Subject of Procurement: | Recruiting a firm to map, Profile and Categorize Micro and Small Enterprises (MSEs) for the iHuzo project |
| Procurement Reference Number: | AFR/RFP- MSEs /FEBRUARY/2021 |
| Date of Issue: | 5 th February 2021 |

5th February 2021

REQUEST FOR PROPOSALS

PROCUREMENT REFERENCE NUMBER: AFR/RFP- MSEs /FEBRUARY/2021

Dear Prospective bidder:

Access to finance Rwanda (AFR) is a Rwandan not for Profit organization, established in March 2010 by the governments of the United Kingdom (UK) and Rwanda and with support from the UK Department for International Development (DFID), Existing funders of AFR include DFID, USAID, the MasterCard Foundation and Sweden.

AFR's strategic focus is stimulating financial sector development by partnering with financial institutions and other stakeholders to increase access to and use of financial services. We identify and address constraints that prevent the financial market from reaching Rwanda's low-income population, and promote innovations and learning that result in sustainable change in the financial sector. Improving access to financial services for the rural poor and women is a particular focus.

AFR is guided by the making Markets work for the Poor (M4P) approach recognising that efforts to increase financial inclusion have to be market led and profitable for sustainability. AFR supports the Government of Rwanda's development objectives by aligning all its interventions to the national policy frameworks including the Financial Sector Development Programme (FSDP) II, and the National Strategy for Transformation 2017-2024

Proposals should be directly responsive to all items, terms, conditions, specifications, and other documents referred to in this RFP.

- Requests for clarifications to the contract may be submitted until *Monday 15th February 2021*
- Interested parties should submit their proposals no later than *Monday 22nd February 2021*

Responding bidders are advised that this solicitation does not in any way obligate AFR to make a contract award or compensate the responding firms for any costs associated with the preparation and submission of their proposals. Additionally, AFR may award a contract without conducting negotiations; all proposals should be submitted initially using your most favourable terms. AFR reserves the right to award any resultant contract to other than the offeror submitting the lowest price proposal based on technical excellence, schedule superiority or client request.

All communications regarding this RFP should be addressed via email: procurement02@ afr. rw

Below is the planned procurement schedule (subject to changes):

| Activity | Date |
|-------------------------------|---|
| a) Advert issued | Saturday 6 th February 2021 |
| b) Request for clarifications | Monday 15 th February 2021 |
| c) Proposal closing date | Monday 22 nd February 2021 |
| d) Evaluation process | Thursday 25 th February 2021 |
| e) Notification to bidders | Thursday 4 th March 2021 |
| f) Contract Signature | Thursday 11 th March 2021 |

Cordially,

Jean Bosco Iyacu

Ag. Country Director

Access to Finance Rwanda

1.1 SECTION 1: INSTRUCTIONS TO PROSPECTIVE BIDDERS

Preparation of Proposals: You are requested to submit separate technical and financial proposal, as detailed below. The standard forms in this Request for Proposal may be retyped for completion but the Consultant is responsible for their accurate reproduction. You are advised to carefully read the complete Request for Proposals. An electronic copy (in PDF) of the Request for Proposals shall be considered as the original version.

Technical Proposals: Technical proposals should contain the following documents and information:

1. The Technical Proposal Submission Sheet in this Part;
2. An approach and methodology for performing the services;
3. A detailed work plan, showing the inputs of all key staff and achievement of deliverables;
4. CV's of key staff;
5. A summary of your experience in similar assignments;
6. The documents evidencing your eligibility, as listed below.
7. The consultant's comments or suggestions on the TORs and appreciation of the assignment – the objectives, tasks and deliverables

Financial Proposals: Financial proposals should contain the following documents and information:

1. The Financial Proposal Submission Sheet in this Part;
2. A copy of the breakdown of Lump Sum Price form in this Part for each currency of your proposal, showing all costs for the assignment, broken down into

professional fees, and reimbursable costs. The costs associated with the assignment shall be in US Dollars for foreign firms and Rwandan Francs for local firms.

Validity of Proposals: Proposals must remain valid for 90 calendar days from proposal submission date.

Submission of Proposals: The technical and financial proposals should be submitted separately, both clearly marked with the Procurement Reference Number above, the Consultant's name, AFR and either "Technical Proposal" or "Financial Proposal" as appropriate.

Proposals (both technical and financial) must be submitted electronically to: procurement02@afr.rw with clear subject line: **"Recruiting a firm to map , Profile and Categorize Micro and Small Enterprises (MSEs) for the iHuzo project"** and submitted by **Monday 22nd February 2021 at 5:00pm** Central African Time (CAT). *Proposals must be submitted in PDF format and as attachments to the email, any proposal submitted as a link won't be considered.*

Language of the tender and mode of communication

The medium of communication shall be in writing. The bid, as well as all correspondence and documents relating to the bid exchanged by the Bidder and AFR, shall be written in English.

Amendment to the tender document

At any time prior to the deadline for submission of bids, AFR may amend the tender document by issuing an addendum. Any addendum issued shall be part of the tender document and shall be communicated in writing via the AFR website.

To give prospective Bidders reasonable time in which to take an addendum into account in preparing their bids, AFR may, at its discretion, extend the deadline for the submission of bids; in which case all rights and obligations of AFR and Bidders previously subject to the deadline shall thereafter be subject to the deadline as extended.

Late bids

AFR shall not consider any bid that arrives after the deadline for submission of bids. Any bid received by AFR after the deadline for submission of bids shall be declared late, rejected, and returned unopened to the Bidder.

1.2 SECTION 2: ELIGIBILITY CRITERIA

Eligibility Criteria: You are required to meet the following criteria to be eligible to participate in the procurement exercise:

1. have the legal capacity to enter into a contract;
2. not be insolvent, in receivership, bankrupt or being wound up or subject to legal proceedings for any of these circumstances;

3. not have had your business activities suspended;
4. have fulfilled your obligations to pay taxes and social security contributions;
5. not to have a conflict of interest in relation to this procurement requirement; and

We require you to submit copies of the following documents as evidence of eligibility attached to your bid and sign the declaration in the Technical Proposal Submission Sheet:

1. Certificate of Incorporation or Trading licence / Certificate of Registration;
2. Evidence of statutory compliance such as a valid tax clearance certificate and social security contributions certificate.
3. Signed copy of code of ethical conduct in business for bidders.

NOTE: Failure to submit the above required documents will lead to disqualification from Technical and Financial evaluation

1.3 SECTION 3: EVALUATION OF PROPOSALS

Evaluation of Proposals: The evaluation of Proposals will use the **Quality Cost Based** methodology as detailed below:

1. Preliminary examination to determine eligibility (as defined below) and administrative compliance to this Request for Proposals on a pass/fail basis;
2. Detailed Technical evaluation will contribute 80%;
3. Financial scores will be allocated 20% to determine the best evaluated bid.

Proposals failing any stage will be eliminated and not considered in subsequent stages.

Technical Criteria: Proposals shall be awarded scores out of the maximum number of points as indicated below.

| Technical criteria | Weighting |
|--|-----------|
| Evidence of having conducted a similar assignments in research. The firm should have at least three years of experience in performing similar research assignments. The firm should provide letters of recommendation or certificates of good completion for previous assignments | 15 |
| Demonstrated evidence of research of MSEs. The firm should have conducted at least three related assignments in Rwanda recent years proven by relevant good service completion certificates. | 15 |

| | |
|--|-----------|
| The team should have least three years of experience of the working with private businesses and three years of consulting experience specifically in IT/e-commerce related assignments | 15 |
| An academically qualified research team : A principal consultant with Masters level qualifications in Economics, management, statistics, Information technology or development studies as well as a project management team with a minimum of bachelor's degrees in Economics, Statistics information technology or business management | 15 |
| A clear proposed technical approach, methodology and work plan in responding to these Terms of Reference | 20 |
| Subtotal | 80 |

Minimum technical score: The mark required to pass the technical evaluation is 56 out of 80 which is 70% of the Technical Score

Financial Criteria:

Pricing information should not appear in any other section of the proposal other than the financial proposal.

Financial scores shall be determined by awarding a maximum of 20 points to the lowest priced proposal that has passed the minimal technical score and giving all other proposals a score which is proportionate to this.

Total scores: Total scores shall be determined using a weighting of 80% for technical proposals and a weighting of 20% for financial proposals.

- Currency: Proposals should be priced in **Rwandan Francs** for local firms and **US Dollars** for foreign firms.

Best Evaluated Bid: The best evaluated bid shall be the firm with the highest combined score and shall be recommended for award of contract.

Right to Reject: AFR reserves the right to accept or reject any proposal or to cancel the procurement process and reject all proposals at any time prior to contract signature and issue by AFR, without incurring any liability to Consultants.

AFR reserves the right, at its sole discretion, to reject all proposals received and seek fresh proposals, to negotiate further with one or more of the bidders, to defer the award of a contract or to cancel the competition and make no contract award, if appropriate.

1.4 SECTION 4: 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 technical proposal is authorised in the signature block below. A signature and authorisation on this form will confirm that the terms and conditions of this RFP prevail over any attachments. If your proposal is not authorised, it may be rejected.]

| | |
|-------------------------------|--------------------------|
| Proposal Addressed to: | Access to Finance Rwanda |
| Date of Technical Proposal: | |
| Procurement Reference Number: | |
| Subject of Procurement: | |

We offer to provide the services described in the Statement of Requirements, in accordance with the terms and conditions stated in your Request for Proposals referenced above.

We confirm that we are eligible to participate in public procurement and meet the eligibility criteria specified in Part 1: Proposal Procedures of your Request for Proposals.

We have signed and undertake to abide by the Code of Ethical Conduct for Bidders and Providers attached during the procurement process and the execution of any resulting contract;

Our proposal shall be valid until _____ *[insert date, month and year]* and it shall remain binding upon us and may be accepted at any time before or on that date;

I/We enclose a separately sealed financial proposal.

Technical Proposal Authorised By:

Signature: _____ Name: _____

Position: _____ Date: _____
(DD/MM/YY)

Authorised for and on behalf of:

Company: _____

Address: _____

CODE OF ETHICAL CONDUCT IN BUSINESS FOR BIDDERS AND PROVIDERS

1. Ethical Principles

Bidders and providers shall at all times-

- (a) maintain integrity and independence in their professional judgement and conduct;
- (b) comply with both the letter and the spirit of-
 - i. the laws of Rwanda; and
 - ii. any contract awarded.
- (c) avoid associations with businesses and organisations which are in conflict with this code.

2. Standards

Bidders and providers shall-

- (a) strive to provide works, services and supplies of high quality and accept full responsibility for all works, services or supplies provided;
- (b) comply with the professional standards of their industry or of any professional body of which they are members.

3. Conflict of Interest

Bidders and providers shall not accept contracts which would constitute a conflict of interest with, any prior or current contract with AFR. Bidders and providers shall disclose to all concerned parties those conflicts of interest that cannot reasonably be avoided or escaped.

4. Confidentiality and Accuracy of Information

- (1) Information given by bidders and providers in the course of procurement processes or the performance of contracts shall be true, fair and not designed to mislead.
- (2) Providers shall respect the confidentiality of information received in the course of performance of a contract and shall not use such information for personal gain.

5. Gifts and Hospitality

Bidders and providers shall not offer gifts or hospitality directly or indirectly, to staff of AFR that might be viewed by others as having an influence on a government procurement decision.

6. Inducements

- (1) Bidders and providers shall not offer or give anything of value to influence the action of a public official in the procurement process or in contract execution.
- (2) Bidders and providers shall not ask a public official to do anything which is inconsistent with the Act, Regulations, Guidelines or the Code of Ethical Conduct in Business.

7. Fraudulent Practices

Bidders and providers shall not-

- (a) collude with other businesses and organisations with the intention of depriving AFR of the benefits of free and open competition;
- (b) enter into business arrangements that might prevent the effective operation of fair competition;
- (c) engage in deceptive financial practices, such as bribery, double billing or other improper financial practices;
- (d) misrepresent facts in order to influence a procurement process or the execution of a contract to the detriment of AFR; or utter false documents;
- (e) unlawfully obtain information relating to a procurement process in order to influence the process or execution of a contract to the detriment of the AFR;
- (f) withholding information from the Procuring Disposing Entity during contract execution to the detriment of the AFR.

I agree to comply with the above code of ethical conduct in business.

AUTHORISED SIGNATORY

NAME OF CONSULTANT

1.5 SECTION 5: FINANCIAL PROPOSAL SUBMISSION SHEET

[Complete this form with all the requested details and submit it as the first page of your financial proposal, with the documents requested above attached. Ensure that your proposal is authorised in the signature block below. A signature and authorisation on this form will confirm that the terms and conditions of this RFP prevail over any attachments. If your proposal is not authorised, it may be rejected. The total price of the proposal should be expressed in the currency or currencies permitted in the instructions above.]

| | |
|-------------------------------|-----|
| Proposal Addressed : | AFR |
| Date of Financial Proposal: | |
| Procurement Reference Number: | |
| Subject of Procurement: | |

The total price of our proposal is: _____.

We confirm that the rates quoted in our Financial Proposal are fixed and firm for the duration of the validity period and will not be subject to revision or variation.

Financial Proposal Authorised By:

Signature: _____ Name: _____

Position: _____ Date: _____
(DD/MM/YY)

Authorised for and on behalf of:

Company: _____

Address: _____

Breakdown of Prices

[Complete this form with details of all your costs and submit it as part of your financial proposal. Where your costs are in more than one currency, submit a separate form for each currency. Authorise the rates quoted in the signature block below.]

Procurement Reference Number: _____

CURRENCY OF COSTS: _____

| PROFESSIONAL FEES | | | | | | |
|--------------------------------|----------------|---------------|------|-------------|-------------------------------|--|
| Name and Position of Personnel | Input Quantity | Unit of Input | Rate | Total Price | Total Price (inclusive taxes) | |
| | | | | | | |
| TOTAL: | | | | | | |

| REIMBURSABLE EXPENSES | | | | |
|-----------------------|----------|-----------------|------------|-------------|
| Description of Cost | Quantity | Unit of Measure | Unit Price | Total Price |
| | | | | |
| TOTAL: | | | | |

| LUMPSUM EXPENSES | | | | | |
|---|----------|-----------------|------------|-------------|-------------------------------|
| Description of Cost | Quantity | Unit of Measure | Unit Price | Total Price | Total Price (Inclusive taxes) |
| Perdiem to cover meals; (communication, local transport, laundry and any other incidentals) | | Days | | | |
| TOTAL: | | | | | |

TOTAL COST PRICE IN CURRENCY: _____

Breakdown of total price Authorised By:

Signature _____ Name: _____

Position: _____ Date: _____
(DD/MM/YY)

Authorised for and on behalf of:

Compay: _____

TERMS OF REFERENCE

Recruiting a firm to map, Profile and Categorize Micro and Small Enterprises (MSEs) for the iHuzo project

1. Background

Access to Finance Rwanda (AFR) is a Rwandan Not for Profit Organization, established in March 2010 by the governments of Rwanda and the United Kingdom (UK) and is currently funded by the Foreign, Commonwealth & Development Office (FCDO) former UK Department for International Development (DFID), MasterCard Foundation, USAID and Sweden. Guided by the Making Markets Work for the Poor (M4P) approach, AFR's strategic focus is to stimulate financial sector development and address constraints that prevent the financial market from reaching Rwanda's low-income population.

AFR supports the Government of Rwanda's development objectives by aligning all its interventions to the national policy frameworks, including the Financial Sector Development Program (FSDP) II, the Economic Development and Poverty Reduction Strategy (EDPRS), the National Employment Policy, and the National Investment Strategy.

For more details visit: www.afr.rw

As part of its COVID-19 response initiatives, AFR partnered with Rwanda ICT Chamber through **iHuzo Project** to accelerate micro and small enterprises' growth by expanding the e-commerce sector in Rwanda.

The Rwanda ICT Chamber is a member-based organization representing country-based ICT companies and a member of the broader business community as part of the Rwanda Private Sector Federation (PSF). The Rwanda ICT Chamber represents more than 214 fee-paying member companies and more than 100 non-fee-paying through its innovation and incubation programs. Many of these businesses are at different growth stages: startups, Small and Medium Enterprises, and Corporations. The Rwandan ICT Chamber offers to its member companies a wide range of tailored services, including access to markets, advocacy, access to finance, skills development, and many more. For more details visit: www.ictchamber.rw

2. High-level overview of iHuzo Project

The impact of COVID-19 on the Rwandan economy has been significant. The GoR, development partners, and other stakeholders continue implementing several initiatives to cushion the pandemic's effects and jumpstart the economic recovery process. These initiatives aim to support the recovery of the business hardest hit by COVID-19, including Micro, Small and Medium Enterprises and to address other urgent needs brought to light by the COVID-19 pandemic.

In light of the pandemic, it has become clear that the value propositions of digital adoption and digital commerce are higher for society at large, by providing continuity of essential services and goods and by offering contactless, cashless transactions. AFR in collaboration with the ICT Chamber identified the need for interventions that would speed up the digital adoption process and support productive livelihoods for young adults through digital commerce both as the response to the global pandemic and as part of an existing national ICT growth strategy. AFR initiated the project: **iHuzo (Accelerating growth of Micro and Small Enterprises (MSEs) through expanding the e-commerce sector in Rwanda)** with ICT Chamber as an implementing partner and BFA Global as a technical assistance provider for the project.

The overall aim of the intervention is to spur the growth of livelihoods and employment opportunities through e-commerce, to address the barriers and promote an enabling market system for e-commerce with on-boarding MSEs into the digital economy at the core.

Specific project objectives include:

- Onboarding up to 1,500 non-digital local MSE¹ businesses into e-commerce and digital commerce platforms
- Establishing a network of at least 100 e-commerce specific centers or cafes to support MSEs to onboard onto e-commerce and digital commerce platforms to employ youths as iWorkers²
- Increasing trust and quality in marketplace by addressing challenges of matching, reputation management, information that foster iWorker employment generation
- Enhancing public-private dialog between government and the private sector to align priorities and address market gaps.
- Creating linkages and partnerships with lenders willing to test alternative methods of credit assessment and other development programs promoting the growth of MSEs.

3. Consultant assignment

This assignment aims to map, profile and categorize 4,000 existing in all the major towns across 30 districts of Rwanda with emphasis on secondary cities and densely populated townships, using both lists already available and from the firm's research. This will help the project team

¹ The National Institute of Statistics of Rwanda defines MSEs as businesses employing between 1 and 30 employees. (Micro (1-3 employees), small (4-30 employees)).

² BFA Global defines iWorkers as "people whose livelihoods are enabled by digital commerce platforms. Many, including gig-workers, eLancers and e-commerce merchants or sellers, are self-employed, but some are employees of other iWorkers, MSEs, and digital platforms. iWorkers have connectivity to the internet, usually via a smartphone and they are often younger than the workforce in general.

understand the magnitude, the types, and digital readiness of existing MSEs in order to ease the on-boarding process of the project.

4. The scope of work

The firm/consultants will be expected to do the following:

1. Work closely with ICT Chamber and design a mapping, profiling and categorizing tool for existing MSEs in agreed upon sectors located in the different districts of Rwanda. This will be done by working with partner institutions of the ICT Chamber like PSF district offices, cooperatives, etc.
2. Provide a comprehensive map of where the targeted are located and logistical requirements for delivery or pickup services.
3. Carry out a digitalization gap analysis of MSEs and recommend potential training needs.
4. Provide advice on how best to reach the greatest number of MSEs in order to achieve the overall project objective.

5. Expected deliverables

The firm/consultants will produce the following specific outputs:

1. An inception report (maximum 10 pages) outlining the approach and a more detailed project plan for the assignment. This report shall be submitted for review and approval one week after the inception call.
2. An approved MSME Digitalization Mapping & Profiling and Categorizing data collection tool.
3. An MSEs digital gap and opportunity analysis report (should include a brief note and PowerPoint Presentation). A draft report will also be submitted for review and approval.
4. A list of profiled and categorized MSEs.
5. Electronic database for all data collected.

6. Competencies requirements

Prospective applicants are required to provide profiles for all proposed consultants to engage in this assignment, clearly stating their roles and responsibilities, level of effort, and including their technical expertise and practical experience. It is desirable for them to have the following skills and experience:

1. Evidence of having conducted a similar assignment including but not limited to research.
2. At least three years' experience working with private businesses in Rwanda with demonstrated evidence of research in MSEs
3. Previous experience in IT/ digital commerce related assignments is an added advantage.

4. Academically qualified research team led by a principal with at least Masters level qualifications in Economics, Statistics, Public Policy or other relevant field as well as a project management team with appropriate degrees.

7. Duration of the assignment

The Consulting Firm will be required to deliver on this assignment within a period of two months from March 2021.

8. Reporting and Language

The firm/consultants will work closely with ICT Chamber in collaboration with AFR. All reports/documents shall be presented in English.

9. Format of bids

Technical and financial proposals should be submitted

The **technical proposal** should include the following, but it should not exceed 15 pages (excluding annexes):

- Names and CVs of lead consultant (s) including their qualifications and relevant experience in providing the kind of services required and an outline of the team structure
- A description of the understanding of your role as outlined in these terms of reference and detailed methodology for the assessment.
- A description of how your firm intend(s) to fulfil the services within the suggested timeline.

The **financial proposals** should include the information below.

- Clearly state full daily rate for professional fees per consultant in Rwandan francs for local firms and U.S. dollars (\$) for foreign firms.
- The daily rate must be inclusive of all taxes (such as withholding and value added taxes).
- Other expenses to be incurred while undertaking this assignment including travel, accommodation and transfers among others.

10. Evaluation criteria

Evaluation of Proposals:

The evaluation of Proposals will use the Quality and Cost Based methodology as detailed below:

1. Preliminary examination to determine eligibility (as defined in the RFP) and administrative compliance to this Request for Proposals on a pass/fail basis;
2. Detailed Technical evaluation will be weighted at 80%;
3. Financial evaluation will be weighted 20% to determine the best evaluated bid.

Proposals failing at any stage will be eliminated and not considered in subsequent stages.

Technical Criteria

Proposals shall be awarded scores out of the maximum number of points as indicated in below:

| Technical | Weighting |
|--|------------------|
| Evidence of having conducted a similar assignments in research. The firm should have at least three years of experience in performing similar research assignments. The firm should provide letters of recommendation or certificates of good completion for previous assignments | 15% |
| Demonstrated evidence of research of MSEs. The firm should have conducted at least three related assignments in Rwanda recent years proven by relevant good service completion certificates. | 15% |
| The team should have least three years of experience of the working with private businesses and three years of consulting experience specifically in IT/e-commerce related assignments | 15% |
| An academically qualified research team : A principal consultant with Masters level qualifications in Economics, management, statistics, Information technology or development studies as well as a project management team with a minimum of bachelor's degrees in Economics, Statistics information technology or business management | 15% |
| A clear proposed technical approach, methodology and work plan in responding to these Terms of Reference | 20% |
| Subtotal | 80% |
| Financial | 20% |
| Total Score | 100% |