

**Request for Quotes**  
**USAID CSS RfQ 2018-01**

**Subject:** Provision of technical assistance in facilitating USAID Competitive Economy Project key initiatives with Ministry of Agriculture (MOA)

**Contracting Entity:** Cardno Emerging Markets USA Ltd., Washington DC, Belgrade  
Representative Office

**Location:** Serbia, Belgrade

**Issuance Date:** January 12, 2018

Cardno Emerging Markets USA, Ltd. (Cardno), the Contractor, acting on behalf of the U.S. Agency for International Development (USAID) as implementer of the Competitive Economy Project, is soliciting bids from qualified, legally registered U.S. or Serbian, non-profit or for-profit companies and organizations, and non-governmental organizations (NGOs) interested in providing the consultancy services as described in Section I. Background and Scope of Work. The successful bidder will be responsible for ensuring achievement of specified tasks/deliverables.

## **I. BACKGROUND AND SCOPE OF WORK**

### **About the Project**

USAID Competitive Economy Project (Project) is the four-year activity with overall to establish systemic approaches to strengthening Serbia's food-processing sector competitiveness in order to generate export-led growth, and greater integration with European and global markets. This will be achieved by systemically strengthening selected value chains (VC) with a focus on aggregate sales, exports and jobs. The Project will identify gaps in the current competitiveness system and strengthen these systems through capacity development and the facilitation of partnerships among system actors, leveraging these advances to improve productivity and competitiveness. In order for this to be achieved, the project will actively seek partnerships with key industry stakeholders to create platforms for exchange and knowledge sharing based on clear, market driven principles, making capacity building an integrated process. While

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initially focusing on the food processing sector, the Project is expected to result in a model that can eventually be applied more broadly. The selected sub-sectors the project will target are fruits and vegetables.

## **Background to SOW**

The Project designed a comprehensive strategy that will produce systemic improvements in services delivered to small and medium-sized enterprises (SMEs) working in food processing sector in Serbia. Since MOA is the key entity providing technical and financial assistance to the sector, they are by default consider the key system player with capacity to drive substantial change from policy to program activity initiatives.

## **Objective**

The objective of this Request for Quotes is to select a Consultant, with significant background and practical experience in working with MOA, and specifically with the Food Processing Sector Development unit (Unit), which is one of the point of contacts for the project within the MOA. The consultant will actively work with this unit on several initiatives critical to the project and listed below in the Tasks section. Due to staffing limitations that the unit is facing, some of the critical tasks have already been delayed – it is thus a necessity that the consultant provides necessary support to the project to engage with Unit on regular basis, follow up with keys tasks and assist with executing tasks within MOA as needed.

The Consultant will closely cooperate and coordinate with USAID Competitive Economy Project designated staff.

## **II. Tasks**

Consultant will conduct following tasks:

- Facilitate development of the tender documentation for contracting a consultant to produce wholesale market study.
- Support Project efforts in executing an agreement between the MOA and USAID on USAID's Development Credit Authority (DCA) facility
- Facilitate as needed a joint effort between MOA and Project on conducting IPARD awareness raising initiative.
- Develop a program for supporting F&V sector associations from MOA budgetary funds.

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- Explore the possibilities for Project intervention with Agriculture Inspection Unit on product quality control.

### **III. Period of Performance**

Period of performance of the contracted services is January 22 to July 21, 2018.

### **IV. Deliverables**

1. Technical monthly progress report on the status of above listed tasks.
2. Final technical report with recommendations for next steps.

All documents will be prepared in English.

### **V. Requirements for eligible bidders**

Legally registered U.S. or Serbian, non-profit or for-profit companies and organizations, and non-governmental organizations (NGOs) engaged in monitoring and evaluation, with following Consultant requirements:

- Relevant University degree. Preferable MSc in business administration, finance or agriculture
- At least 15 years of professional experience in private, public, non-profit sector
- At least 8 (eight) years' experience in corporate sector
- Relevant experience working with donors/U.S. Government agencies programs
- Experience with MOA and specifically, if possible, Food Processing Sector Development Unit, would be an asset.
- Demonstrated knowledge of corporate organization systems, business operations and project management
- Strong networking, communication and facilitation experience
- Strong people management, organizational and presentation skills
- Fluent written and oral knowledge English language

### **VI. Award**

Cardno/the Project anticipates awarding one Service Agreement under this Request for Quotes up to \$24,000 in USD (US Dollars), payable in RSD (Serbian dinars), in funding to be allocated over six-month period. The price of the Service Agreement to be awarded will be an all-inclusive fixed price. No profit, fees, taxes, or additional costs can be added after award. Under

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a Service Agreement all payments will be a fixed-sum, payable upon completion of deliverables. Deliverables and payment amounts, and dates will be defined in detail during negotiations.

Cardno/the Project will select the bid that offers the best value based upon the following evaluation criteria:

1. Management, Personnel Qualifications and Past Experience (80)
2. Cost proposal (20 points)

**Submission and deadline of bids**

The bidders should submit firm fixed price cost proposal broken down per tasks. All cost information must be expressed in US Dollars. Bids including CV and references of proposed staff clearly showing adequate technical background and relevant work experience should be sent by e-mail to: konkursi@konkurentno.rs, **by January 18 2018, 4 p.m. CET**. Bidders can submit any questions concerning this RfQ in writing via email to konkursi@konkurentno.rs.