



**REQUEST FOR PROPOSAL
MARKET AND VALUE CHAIN STUDY IN THE FOCUS STATES FOR
POTENTIAL COMMODITIES**

under

Investment in Argo-ecology Value Chain Project (IAVCP)

DATE OF RELEASE: 04/12/2023



Invitation Letter

Dear Madam/Sir,

Subject: Request for Proposal for Market and Value Chain Study in the focus states for potential commodities under Investments in Agroecology Value Chains Project (IAVCP)

Investments in Agroecology Value Chains Project (IAVCP) is an IFAD-funded programme that focuses on identifying viable business opportunities linked to agroecology clusters and value chains, providing investment support for integrated agroecology production systems, and offering grants to Micro and Small Enterprises (MSEs) and Producer Organization Enterprises (POE) working in agroecology value chains to support their business growth and expansion.

It aims to promote integrated sustainable production systems through grants, technical assistance and ecosystem support for MSEs and POEs. The objective is to improve their businesses, enhance their agroecological outcomes, and provide tangible benefits to small producers in the value chain. The following three aspects distinguish the IAVCP from traditional value chain investment programs and are critical for a project's suitability for investment.

ACCESS Development Services is managing a fund on behalf of International Fund for Agricultural Development (IFAD) for supporting enterprises working on Agro-ecology Value Chains under its Investment in Agro-ecology Value Chains Project (IAVCP).

1. ACCESS hereinafter invites you to submit a tender for the above-mentioned assignment in accordance with this Request for Proposal (ITT) package.
2. All information contained in this package should be treated as commercially confidential and you are required to limit dissemination on a need-to-know basis.
3. This Invitation to Tender (ITT) package consists of the following documents:
 - i. Covering Letter;
 - ii. Letter of Acknowledgement;
 - iii. Invitation to Tender Instructions;
 - iv. Form of Proposal;
 - v. Terms of Reference

If you intend to submit a tender you must send an acknowledgment, via email to sheena@accessdev.org / iavcp@accessdev.org, within 10 days of receiving this letter, quoting the assignment name in the subject line.

4. ACCESS procurement policy stipulates that agencies who were involved (in any capacity) in the design of a project cannot compete for the implementation phase. Design includes feasibility studies, drawing up terms of reference for the implementation phase, pre-appraisal, and any other preparatory work for the project.

In the case of competitions for an implementation phase only, Tenderers are required to confirm in their acknowledgment that neither they, nor any member of a consortium tender, its parent company, subsidiaries, related companies, nor sub-contractors were involved in any way with the design of this project. If you are in any doubt, please contact the Contract Officer for clarification.

5. ACCESS will endeavor to make available all relevant information in the ITT. Should you need any further information or clarification during the tender period you must contact only the Contract Officer named below. On no account should the Tenderers communicate directly with any other ACCESS personnel involved in work concerning this invitation. Failure to comply with this requirement may result in the disqualification of your organization from this competition.

No queries will be answered by the Contract Officer within 6 calendar days before the closing date therefore any requests should be submitted at the earliest opportunity. To ensure equity, where appropriate, ACCESS's response will be notified to all Tenderers without disclosure of the initiator.

6. Your particular attention is drawn to instructions on:

Deadline to receive queries	11 December 2023
Clarifications to the queries	13 December 2023
Submission of Tender	22 December 2023 (17:00 hrs)
a) Collusion of Tenderers	Paragraph 10 in the ITT Instructions
b) Conflict of Interest	Paragraph 12 in the 'ITT instructions' and Clause 21 in the 'Conditions for Consultancy contract.'
c) Disclosures	Paragraph 13 in the ITT Instructions

8. Separate digital/electronic copies of your Technical Proposal and the Commercial Proposal (Password Protected) must be emailed sheena@accessdev.org by **22 December, 2023 (17:00 hrs.)** Please note that the financial proposal should be password-protected. The Contract Officer from ACCESS will send a request for the password for the Commercial proposal from the tendering organizations that have received the required qualifying score in the Technical Evaluation. If the Organization is unable to qualify for the technical evaluation, its Commercial proposals will not be opened.

Any queries relating to the preparation of the application should be referred to sheena@accessdev.org

9. Evaluation of Proposal

Applications from interested organization/ agencies must provide evidence of the technical capacity and expertise to undertake this exercise. This includes the capacity to deliver the results in the timeframe provided, as well as an indication of prior ex-individuals/core experience in coordinating similar projects. Individuals/core team members' CVs must be included, as well as a description of any further resources that may be required.

A QCBS (Quality and Cost based Selection) method will be adopted for evaluation of the submitted proposal. The weightage assigned for the evaluation of the technical proposal will be 70 and for the financial proposal will be 30.

Technical Evaluation	70%
Commercial Evaluation	30%

The specific technical evaluation criteria, with markings, are listed in order of priority below adjusting:

A. Adequacy and Quality of proposed methodology and work plan w.r.t ToR (Understanding of scope, deliverables, approach & methodology, and Work plan- 35 marks, Presentation- 5 marks)	40
B. Relevant Experience (03 Projects- 05 Marks and 02 marks for each additional assignment of a similar nature)	15

C. No. of years in carrying out research/studies of a similar nature (10 years - 10 Marks and 02.5 marks for each additional year)		15
D. Composition of Team Structure/ Educational Qualifications and Experience		30
Proposed Position (Key Expert)	Qualification and Experience	
1. Project Lead/ Value Chain Expert	<ul style="list-style-type: none"> • Master's degree in economics, management, business studies, agriculture, or related field (05 marks) • 15 years of experience in coordinating consultancy assignments on agriculture and allied sectors (5 marks) • 7 years of relevant experience in providing consultancy services preferably in agroecology-based or similar value chain projects. (2 marks) • Conducted at least 02 studies/assignments in strategizing agroecology value chain investment in the public/private sector (2 marks) 	14
Researcher (Agriculture)	<ul style="list-style-type: none"> • At least a Master's Degree in agriculture or related field (4 marks) • 10 years' experience in conducting and developing agriculture projects with knowledge and experience in agroecology (2 marks) • Experience of consultancy services in area of agriculture preferably with agroecology principles (2 marks) 	08
Researcher (Allied)	<ul style="list-style-type: none"> • At least Master's Degree in agriculture or a related field (04 marks) • 10 years of experience in conducting and developing agriculture projects with knowledge and experience in agroecology (02 marks) • Experience in the provision of consultancy services in the area of agriculture preferably with agroecology principles (02 marks) 	08
Total		100

- 10 Commercial proposals of only those firms receiving a minimum of 70 marks out of the maximum 100 in technical evaluation will be opened, after acquiring the passwords from the respective organizations.
- 11 Shortlisted applicants, will be invited for a technical presentation virtually or physically on a date to be announced. Applicants will have to bear the travel and other associated costs of attending this meeting if any.
- 12 Those invited to submit a tender are expected to adhere to the 'Conditions for Consultancy Contract', which are attached.

Technical Proposal Rating (TP Rating):

$$\frac{\text{Total score by offerer}}{\text{Maximum Score}} * 100$$

Financial Evaluation Rating (FP Rating)

$$\frac{\text{Lowest price offered}}{\text{Price of offer being reviewed}} * 100$$

Total Score

$$\text{Total Score} = (\text{TP Rating}) * \text{Weightage of TP i.e 70\%} + (\text{FP Rating}) * \text{Weightage of FP i.e 30\%}$$

- 13 Offerors/ Applicants scoring the best score based on Technical Proposal Rating and Financial Proposal Rating will be awarded the assignment.

Yours faithfully,

Sheena Kapoor

Senior Manager, ACCESS

Letter of Acknowledgment
(To be returned on Company's Letterhead)

To,

Senior Manager
ACCESS Development Services
28, 1st Floor, Hauz Khas Village
New Delhi- 110016
Email: sheena@accessdev.org

Dear Ms. Sheena,

Subject: Request for proposal Market and value chain study in the focus states for potential commodities under Investments in Agroecology Value Chains Project (IAVCP)

We acknowledge receipt of the documents listed in your Invitation to Submit a proposal package for the project.

- a. We confirm that we will submit a proposal for the above contract by [Proposal due date; see Covering Letter] in accordance with the "Form of Proposal" and the specified requirements.
- b. We do not wish to submit a proposal and therefore return the total Invitation to Submit a proposal package with this letter.

Yours faithfully

Name:
Position

INVITATION TO TENDER (ITT) INSTRUCTIONS

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INTRODUCTION

1. General

- 1.1 This Invitation to Tender (ITT) and in particular the *Instructions for Compiling and Submitting Your Tender* are designed to help you produce a tender that is acceptable to ACCESS and to ensure that tenders are given equal consideration. It is essential, therefore, that you provide the information requested in the specific format.
- 1.2 The instructions should be read in conjunction with information specific to the Project contained in the cover letter and in the accompanying documents
- 1.3 ACCESS is not bound to accept the lowest, or any, tender. We also reserve the right to request any, or all, of the Tenderers to contact with us to clarify their tender.

INSTRUCTIONS FOR SUBMITTING YOUR PROPOSAL

2. Format of Your Tender

- 2.1. Your proposal should be submitted in English and be set out in three main parts
 - Part A – Firm Technical Capabilities
 - Part B - General and Technical
 - Part C – Commercial
- 2.2. Parts A & B may be clubbed together while sending the proposal but part C must be sent separately to enable technical and commercial proposals to be evaluated independently. Please do not include any price information in Part A or B. No publicity material is required.

3. Part A – Firm Technical Capabilities

- 3.1. This should be a brief overview of your firm covering the brief profile of your organization your assessment, experience, technical and HR Capabilities.

4. Part B – General and Technical Proposal

- 4.1. Your General and Technical Proposal should be structured in 6 sections:
 - i. Section 1 Any Qualification to Terms of Reference (TTP-1)
 - ii. Section 2 Technical Response (including method of implementation)(TTP-2)
 - iii. Section 3 Names & CVs of personnel to work on this (TTP-3)
 - iv. Section 4 Personnel Inputs – include person days **without any reference to fees.**(TTP-4)
 - v. Section 5 Previous experience (TTP-5)
 - vi. Section 6 Matters not appropriate in any other appendix, e.g., Joint Ventures, Disclosures, Conflict of Interest, etc.
- 4.2. A soft copy of your Technical Proposal must be received **by 22/12/2023 (17:00 hrs)** with the assignment title as the subject line.

5. **Part C – Commercial Tender**

- 5.1. All prices should be for the duration of the contract. Your Commercial Tenders should be structured in three sections as per the proforma provided
- 5.2. Please send the soft copy of your Commercial Tender (password-protected version) by **22/12/2023 (17:00 hrs)** with assignment title as the subject line.

6. **Nominated Personnel**

- a) confirm that all personnel will be available to provide the required services for the duration of the contract,
- b) give the name of their employer or state if self-employed if any of the personnel is not a member of your staff,
- c) obtain prior written agreement from ACCESS, via the Contract Officer, before nominating a member of ACCESS staff who is in service, or on leave of absence, or has been a staff member of ACCESS within the past 2 years

7. **Alternative Proposals**

If the Tenderer considers that the requirements could be met in a more effective or cost-efficient way, the Tenderer may submit a separate Technical and Commercial Proposal that is clearly titled 'Alternative Proposal'. However, the following instructions should be noted:

- a) The alternative tender should be submitted as a separate offer accompanying the primary tender
- b) It is the responsibility of the Tenderer to provide full technical and commercial details to allow consideration of alternative proposals

8. **Government Tax**

- 8.1. Tenderers are responsible for establishing the status of the Services for the purpose of any government tax. Any applicable taxes should be shown in the commercial proposal.

9. **Alterations to Tenders**

- 9.1 Any manuscript or other alteration to the tender must be countersigned and dated by the person submitting the tender. The Tenderer must not alter the ITT documents.

10. **Letters and Declaration to Accompany Tenders**

Your tender must be accompanied by a letter on the Company letterhead showing the full registered and trading name(s), trading and registered office address of the Tenderer, and, in the case of a Company, the place of incorporation. It should be signed by a **person of suitable authority** to commit the Tenderer to a binding contract. You must quote the Contract Title and include the following declarations:

We have examined the information provided in your Invitation to Tender (ITT) and offer to undertake the work described in accordance with the requirements as set out in the ITT. This

tender is valid for acceptance for **3 months** and we confirm that this tender will remain binding upon us and may be accepted by you at any time before this expiry date.

(if applicable) This tender is submitted as a Joint Venture with []. A copy of the agreement is enclosed.

We accept that any contract that may result will comprise the contract documents issued with the ITT and be based upon the documents submitted as part of our tender; and placed by the **(name of company)**.

The Tender (Commercial and technical) has been arrived at independently and without consultation, communication, agreement or understanding (for the purpose of restricting competition) with any other party invited to tender for this contract.

We understand the obligations in Paragraph 14 of the ITT instructions and have included all necessary declarations.

We confirm that all personnel and/or sub-contractors named in the tender will be available to undertake the services.

We agree to bear all costs incurred by us in connection with the preparation and submission of this Tender and to bear any further pre-contract costs.

I confirm that I have the authority of [name of organization] to submit tenders and to clarify any details on its behalf.

11. Soft copy of Tenders

11.1. Technical Tenders and Commercial Tenders must be sent separately via e-mail, with the Commercial Tenders being password protected which will be acquired from the respective organization only if the technical tenders qualify in the evaluation process.

If deemed necessary the organizations will be asked to send hard copies of the Tenders at

Sheena Kapoor, Sr. Manager ACCESS

28, 1st Floor, Hauz Khas Village

New Delhi- 110016

Tel- 011 49008500

Email ID: sheena@accessdev.org

OTHER INFORMATION

12. Conflict of Interest

Tenderers must disclose in their Tender details of any circumstances, including personal, financial, and business activities that will, or might, give rise to a conflict of interest; this includes any sub-contractor if they were awarded this contract. Where Tenderers identify any potential conflict(s), they should state how they intend to avoid such conflict(s). ACCESS reserves the right to reject any Tender which, in ACCESS's opinion, gives rise, or could potentially give rise to, a conflict of interest.

13. Disclosures

13.1. The Tenderer must disclose:

a) If they are or have been the subject of any proceedings or other arrangements relating to bankruptcy, insolvency or the financial standing of the Tenderer including but not limited to the appointment of any officer such as a receiver in relation to the Tenderer's personal or business matters or an arrangement with creditors or of any other similar proceedings.

b) If they or any of the Tenderer's sub-contractors have been convicted of, or are the subject of any proceedings, relating to:

- a criminal offence or any other offence, a serious offence involving the activities of a criminal organization or found by any regulator or professional body to have committed professional misconduct.
- corruption including the offer or receipt of any inducement of any kind in relation to obtaining any contract, with ACCESS, or any contracting authority.
- failure to fulfil any obligations in any jurisdiction relating to the payment of taxes or social security contributions.

c) If they or any of the Tenderer's sub-contractors:

are, or have reason to believe they may have been, or are subject of any proceedings, that may be listed by the World Bank in its 'Listing of Ineligible Firms' or 'Listings of Firms, Letters of Reprimand' posted at www.worldbank.org or on any similar list maintained by any other donor of developing funding, or any contracting authority.

Disclosure extends to any company in the same group of the Tenderer (including but not limited to parent-subsidiary and sister companies, and companies with common shareholders whether direct or indirect and parties with whom the Tenderer is associated in respect of this tender).

If a Tenderer or related company or any individual discloses details of any previous misconduct or complaint, ACCESS will seek an explanation and background details from them. At the sole discretion of ACCESS an assessment as to whether the Tenderer will be allowed to submit a tender, will then be made.

14. Joint Venture (or other form of association) Tenders

Where the Tender is submitted by the Tenderers in conjunction with one or more associates then, in the absence of a Joint Venture agreement the 'Associate' shall be deemed to be a sub-contractor to the Tenderers and shall not be a party to the contract.

Tenders submitted by potential Joint Venture partnerships must include in the Tender documents a "Letter of Intent to form a Joint Venture" in the event of being successful and:

- a) be signed by a duly authorized representative of each partner with details of each signatory provided in print below each signature
- b) include an express provision that each partner is jointly and severally liable in respect of the Tenderer's obligations
- c) provide details of the name of the partner nominated to act as manager of the Joint Venture and who is authorized to act for the Joint Venture in terms of committing it to any obligations and liabilities and to receive and act upon instructions from ACCESS and to make and receive payments

- d) state full details of the proposed structure; the division of technical responsibilities between the partners and the intended capitalization

15. ACCESS Treatment of Your Tender

ACCESS is committed to ensuring Value for Money* in complex procurements.

Therefore, when you submit a tender, we will:

- a) ensure tenders are registered upon receipt and held securely until after the deadline for receipt of tenders
- b) witness the opening of all tenders after the time and deadline for receipt of tenders and separately register the commercial details of each tender
- c) return, unopened, any tenders received after the deadline of receipt of tenders
- d) disqualify any non-compliant tenders (i.e., tenders failing to meet the terms of these instructions) received. The commercial details of such tenders will be recorded and marked as disqualified
- e) ensure that all tenders are evaluated objectively, in line with the evaluation criteria specified in the cover letter
- f) following evaluation, inform the Tenderers within a reasonable period (normally 10 working days) of the decision being made
- g) following evaluation, provide feedback to each Tenderer within a reasonable period (normally 15 calendar days) of receipt of a written request and within the bounds of confidentiality

** Value for money is defined as the optimum combination of cost and quality to meet the requirements*

Form of Proposal

PART-A (Firm's Technical Capabilities)

- I. This should be a brief overview of your firm covering the brief profile of your organization your assessment, experience, technical and HR Capabilities.
- II. Organizational details and area of work/operation

1	Name of the organization			
2	Act under which the Firm/Resource Organization is registered, if any: (NGO/Company/PSU/Society, etc.)			
3	Registration Number & Date of Registration, if any (please attached copy of Certificate of Incorporation/ Memorandum of Association/ Article of Association):			
4	Information Required for Statistical Purposes Only <ul style="list-style-type: none"> • Country of Registration • Number of Employees (as appropriate, full-time, part-time, employees with technical qualifications) 			
5	Date of commencement of work:			
6	Major geographic areas of work/operation.			
7	Core business of the firm including the business model (Commercial, Not-for-Profit, NGO, etc.)			
8	Technical and Managerial Organization of the firm (including the locations and size of establishments in India)			
9	Communication Address with email and phone/fax numbers:			
10	Contact Person:			
11	Turnover of the firm for the last three years (in Rs.) (or each of the Joint Venture partners, if the RFP is submitted as a Joint venture [<i>in Indian Rupees</i>] (Please attach a copy of the Audited Financial Statement of the Firm))	2019-20	2020-21	2021-22

Technical Proposal– Proforma 3 (TPP-3)

iii. Section 3 Names & CVs of personnel to work on this project and also provide information as per the below-mentioned table (in the CV, please cover name of staff, nationality of staff, profession/designation of staff, proposed position in the team, whether an employee of the firm, number of years with the firm, key qualifications, education, experience and languages known) (TPP-3)

Form II: Curriculum Vitae Template

- 1. **First Name:**
- 2. **Date of Birth:**
- 3. **Profession:** **Nationality:**
- 4. **Educational/ Professional Qualification Details**

Name of Institute/ University, Location	Year	Qualification (Degrees/Diploma; Full-time/ Part-time)	Area of Specialization

- 5. **Membership of Professional Associations:**

•

- 6. **Any Relevant Trainings/ Workshop Attended.**

Trainings/ Workshop	Year	Organization/ Institutions

7. Countries of Work Experience:

-

8. Languages:

9. Employment Record:

From:----- To-----

Employer:

Position Held:

Summary:

From:----- To-----

Employer:

Position Held:

Summary:

From:----- To -----

Employer:

Position Held:

Summary:

From: ----- To -----

Employer:

Position Held:

Summary:

10. Work undertaken that best illustrates the related work (clearly showing the role played, duration of input, the complexity of work undertaken, and core competencies)

Name of assignment or project:

Year: Location: Client: Main Project Features: Positions held: Activities performed:	
Name of assignment or project: Year: Location: Client: Main Project Features: Positions held: Activities performed:	
Name of assignment or project: Year: Location: Client: Main Project Features: Positions held: Activities performed:	
Name of assignment or project: Year: Location: Client: Main Project Features: Positions held: Activities performed:	
Name of assignment or project: Year:	

K-3													
n													
										Subtotal			
NON-KEY EXPERTS													
N-1			[Home]										
			[Field]										
N-2													
n													
										Subtotal			
										Total			

Note: For the purpose of evaluation, the Qualification and Experience of the Key Expert will be required.

Technical Proposal – Proforma 5 (TPP-5)

- v. Section 5 Previous experience (please indicate the name of the assignment, name/address of employer, date of award of assignment, date of completion of the assignment, value of the assignment, and the role of your firm viz. prime consultant, sub-consultant, consortium member, etc.) (TPP-5)

Title of assignment	Duration (From– To)	Country, State	Value (In Rupees)	Details of Client	Lead Firm/ Organization	Short description of the assignment

#Attach a copy of the relevant section of the Work Order/ MoU/ Letter of Award for relevant assignments.

- vi. Section 6 Matters not appropriate in any other appendix, e.g. Joint Ventures, Disclosures, Conflict of Interest etc.

Part C – Commercial Tender

Financial Proposal - Pro forma 1 (FPP-1)

TENDER FOR:

TENDER NUMBER:

A. PERSONNEL INPUTS AND FEE RATES

NAME	FIRM	EMPLOYMENT STATUS	DESCRIPTION / POSITION	No of DAYS	DAILY FEE RATE (INR)	AMOUNT (INR)
TOTAL PROFESSIONAL FEES: (A) Rs.						

Financial Proposal - Pro forma 2 (FPP-2)

TENDER FOR: [Contract Title]

TENDER NUMBER: [Reference Number]

B. Other Costs

Reimbursable costs of the agency should be shown separately in the format set out below using separate sheets to provide full details under each heading.

Details	NO	UNIT	RATE	COST (Rs)
FARES Domestic		Economy		
Inter Station Travel				
Other travel costs (specify)				
Vehicle Rental for Local Travel				
Sub Total				
SUBSISTENCE person/days				
Sub Total				
ACCOMMODATION person/days				
Other cities (specify)				
Sub Total				
COMMUNICATION including telephones, internet, postage, etc.				
DOCUMENTATION AND REPORTING including computing expenses				
Publication				
Miscellaneous				
Dissemination workshop/ conference				
ANY OTHER (Specify)				
TOTAL OTHER COSTS: (B) Rs				

Financial Proposal - Proforma 2 (FPP-2)TENDER FOR:

TENDER NUMBER:

SUMMARY OF FEE RATES AND EXPENSES

PARTICULARS	AMOUNT (INR)
Total Fees (A)	
Total Other Expenses (B)	
Sub Total	
Service Tax (C)	
TOTAL (A+B+C)	

TERMS OF REFERENCE

Market and Value Chain Study in the focus states for potential commodities under Investments in Agroecology Value Chains Project (IAVCP)

About ACCESS Development Services

Set up in March 2006, ACCESS Development Services (ACCESS) is structured uniquely to build evidence, create models, and align thought leadership in collaboration with Civil Society Organizations, Governments, Private Sector, Donors, and Multilateral / Bilateral Agencies.

ACCESS works to enhance the income of individual smallholder farmers and build the sustainability of FPOs by incorporating value addition of commodities to their existing marketing practices and introducing climate-resilient farming practices through programs. ACCESS creates model FPOs for learning and for providing models of capacity building that could be emulated for other FPO promoters, Govt agencies, and funders.

ACCESS is headquartered in Delhi with ongoing operations in 34 project locations in 11 states, viz., Odisha, Madhya Pradesh, Assam, Maharashtra, Gujarat, Rajasthan, West Bengal, National Capital Region, Andhra Pradesh, Telangana, Uttar Pradesh. The organization has impacted the livelihoods of 410000 households including vulnerable communities like tribal, minority groups, excluded groups, women, small and marginal farmers, and artisans.

ACCESS Development Services (ADS) is managing a fund on behalf of International Fund for Agricultural Development (IFAD) for supporting enterprises working on Agro-ecology Value Chains under its Investment in Agro-ecology Value Chains Project (IAVCP).

About Investments in Agro-ecology Value Chains Project (IAVCP)

Investments in Agroecology Value Chains Project (IAVCP) is an IFAD-funded program that focuses on identifying viable business opportunities linked to agroecology clusters and value chains, providing investment support for integrated agroecology production systems, and offering grants to Micro and Small Enterprises (MSEs) and Producer Organization Enterprises (POE) working in agroecology value chains to support their business growth and expansion.

The objective of IAVCP is to enhance the income of small-scale agroecology producers and rural MSEs by facilitating market linkages and catalyzing investments in value addition and marketing of sustainable food products in local, regional, and national urban markets. It aims to promote integrated sustainable production systems through grants, technical assistance, and ecosystem support for MSEs and POEs. The objective is to improve their businesses, enhance their agroecological outcomes, and provide tangible benefits to small producers in the value chain. The following three aspects distinguish the IAVCP from traditional value chain investment programs and are critical for a project's suitability for investment.

Aspect # 1: Integration of Agroecological Principles

Aspect # 2: Impact on Small Holder Farmers/Small & Marginal Producers

Aspect # 3: Sustainability & Financial Viability of the Business

Focus states: Meghalaya, Nagaland, Mizoram, Assam, Odisha, Uttarakhand, Maharashtra, Rajasthan, Madhya Pradesh, and Chhattisgarh.

Scope of Work – Market and Value Chain Study

ACCESS Development Services is releasing this Expression of Interest (EoI) to empanel Consultancy Firm/ Agency to carry out a detailed market and value chain study. The purpose of this assignment is to build an understanding of 05 agriculture/ allied sector potential commodities in the state and build a comprehensive understanding of the agroecology value chain bottlenecks for smallholder farmers/ Farmers' Producer Organizations/ Micro and Small Enterprises with respect to the identified potential commodities.

The agency is to be empaneled to undertake the market study and value chain study for all the focus states

mentioned above.

Considering the states are positioned in North-East, Central, Western and Northern regions, they are clubbed into four clusters as mentioned below:

Cluster 1	Meghalaya, Nagaland, Mizoram and Assam
Cluster 2	Chhattisgarh and Odisha
Cluster 3	Uttarakhand and Rajasthan
Cluster 4	Madhya Pradesh and Maharashtra

Interested firms/ agencies can participate in the assignment in one or more clusters.

The agency will be jointly responsible for the following tasks:

1. **To conduct comprehensive secondary research of the states** to consolidate information including demographic profile, agriculture & crop profile, existing value chain if any, farmer producer organizations, and micro and small enterprises in the state, food processing infrastructure and systems, etc.
2. **Design a framework to map potential commodities and associated value chains:** The agency is expected to propose a comprehensive framework/tool to evaluate state-wise potential commodities and identify commodities that are suitable to be selected for detailed value chain study. **For each state, at least 05 commodities or value chains are to be shortlisted through market study.** Value chain studies for the selected commodities will be further studied as a part of the assignment. The proposed framework should focus on three aspects shared above in the project brief i.e., Integration of agroecological principles, Impact on smallholder and marginal producers, and sustainability and financial viability of the proposed value chains.
3. **Scoring criteria to evaluate potential commodities:** A comprehensive framework including a weightage-based scoring criterion to evaluate and score these commodities to facilitate selection.
4. **Conduct a rapid market study to map potential commodities and value chains:** The agency will conduct a rapid market study through primary and secondary research by meeting key stakeholders (including growers, input providers, traders, etc.) to evaluate the relevance of listed commodities. This market study should capture the essence of how and why these selected commodities and value chains are relevant to the project.
5. **Key information areas to be covered in the market study** should focus on information such as production, productivity and area covered, smallholder farmers / marginal producers engaged (distribution in terms of number of women farmers, youth and tribal groups should be covered), key demand and supply gap for the commodities (local, state, and national markets in healthy food and food diversity) under these commodities, the contribution of these commodities/value chains in the overall income of the producers, scope of value addition and processing, agroecology impact of these commodities/value chains, opportunity for certification/labeling, establish cost-effective and territorially based Participatory Guarantee System (PGS) digital solutions and providers of these solutions for tracing compliance with agroecology production principles and for linking small scale producers and consumers around the value of healthy and sustainably produced food.
6. Examine in detail the strengths, weaknesses, opportunities, and threats of the identified value chains along with an economic and financial analysis of each value chain.

7. **Develop a state-wise compendium of potential commodities** for each of the identified states based on the findings of primary and secondary research.
8. Suggest strategies for attracting the public and private sector to make larger investments in the said value chain enterprises at the smallholder level and provide an estimate of the impact of such investments.
9. Policies influencing identified Value Chains and strategies suggesting public and private sector investment in Agroecological Value Chains

Note: ACCESS Development Services has received certain proposals from the applicant entity which includes details on the proposed geography and commodities. ACCESS Development Services will share these details with the agency once empanelled to facilitate the selection process of commodities/value chains and target geography within the state.

Deliverables

1. **Inception report**- An Inception Report will consist of a list of proposed commodities based on literature review/ existing records/ reports/ value chains, final framework for evaluation and scoring criteria of commodities, methodology of study, research tool and field plan, and a chapter plan.
2. **Presentation on the Inception Report**
3. **Draft Report**- A draft report consisting of an analytical report as per the suggested chapter plan covering all the aspects of the study along with relevant Annexures to support the draft report wherever required.
4. **Presentation on the Draft Report**- A presentation of the draft report will be made by the agency.
5. **Final Report**- The final report will incorporate feedback emerging from the presentation of a draft report.
6. **Draft Compendium** of potential commodities and value chains (Word format and PPT)
7. **Presentation on Draft Compendium**
8. Incorporation of feedback/ suggestion and **Submission of Final Report** and a **brief user guide** for each commodity/value chain identified.

Key Experts Required

The agency shall at least have the following experts with the qualifications specified for completion of this assignment. The agency may propose other relevant experts as per their understanding of the assignment.

Sl. No.	Qualification and experience	No.
1	Professional with a minimum 15 years' experience in agriculture and allied sector value chain studies preferably with experience in agroecology-based studies.	1
2	Professional with a minimum 5 years' experience in agriculture value chain studies and business plan development	At least 1 for each state
3	Professional with a minimum 5 years' experience in allied sector value chain studies and business plan development	At least 1 for each state

Note: Besides the above-mentioned Key Experts, the agency may propose relevant team members based on their experience of conducting similar studies.

Timeline for the assignment–

The total duration of the assignment would be three months from the date of the award of the assignment. The agency must adhere to the following timelines.

Deliverables	Timelines
Inception Report	T + 15 days
First Draft Report	T + 45 days
Final Draft Report	T + 60 days
Final Report	T + 90 days

T- Date of award of Assignment

Intellectual Property Rights

All documentation related to the assignment shall remain the sole and exclusive property of PSIG ACCESS & Dept. of Cooperation.