

IDH HORTI-EXPORT PROJECT

CALL FOR PROPOSALS

OPENING DATE:	June 15 th June /2021
CLOSING DATE:	July 13 th , 2021
CLOSING TIME:	5:00 PM, Kigali time
DESCRIPTION:	Call for Proposal for Grant co-funding for the Horti – Export Project
FUNDED BY:	GIZ
IMPLEMENTED BY:	IDH
CURRENCY OF BUDGET:	Euros
POINT OF CONTACT:	Sylvie Nirere

The Horti-Export project

Through a market-led approach, the Horti-Export project aims to enhance the commercialization of the Rwanda’s horticulture sector, leading to export growth, and through this, the creation of employment opportunities, improved working conditions of employees and farm workers, and increased smallholder farmer income. It is designed to attract and catalyze private investments in the Rwandan Horticulture sector, capitalize on market opportunities in domestic, regional and export markets through supporting the development of inclusive and sustainable horticulture value chains. The project will support activities across horticulture value across Rwanda, from production to processing, distribution and marketing and the key target group is SMEs in the business of export of horticultural products.

ETHICAL AND BUSINESS CONDUCT REQUIREMENTS

Transparency and integrity are key values of IDH. IDH adheres to high standards of good practices and transparency in governance and reporting. IDH's code of conduct provides an overview of the values, commitments, responsibilities, and integrity that IDH stands for. It applies to, and governs all decisions of our people. This includes employees and consultants acting on behalf of IDH. It is our expectation that our business partners apply similar standards of conduct when working with IDH.

Applicants to this Call for Proposal must include the following as part of the proposal submission:

- Disclose any close, familial, or financial relationships with IDH or project staff. For example, if an applicant's cousin is employed by the project, the applicant must state this.
- Disclose any family or financial relationship with other applicants submitting proposals. For example, if the applicant's father owns a company that is submitting another proposal, the applicant must state this.
- Certify that the prices in the offer have been arrived at independently, without any consultation, communication, or agreement with any other applicant or competitor for the purpose of restricting competition.
- Certify that all information in the proposal and all supporting documentation are authentic and accurate.
- Certify understanding and agreement to IDH' prohibitions against fraud, bribery and kickbacks.

Section 1: The Horti-Export Grant Facility

The Horti-Export project in Rwanda is opening an application window for its Grant Facility (the Horti-Export Grant Facility or HGF) on June 15th, 2021. With this grant facility, Horti-Export can co-invest with Rwandan companies in business cases in fruit and vegetable export value chains in Rwanda that support the creation of new jobs (focusing on women and youth empowerment) and the inclusion of smallholder farmers.

The HGF is an important instrument for the Horti-Export project to support companies to mobilize private sector investment and promote innovations in the production and marketing of fruits and vegetables. Applicant companies are encouraged to develop business cases that create new employment opportunities (with a focus on women and youth empowerment) and are inclusive of small and medium-sized farmers. The nature and value of the business cases may vary and can be applicable to different stages of the value chain.

The co-financing by the HGF cannot exceed €50,000 for the total business case budget. The remainder of the necessary investments will need to be provided by the applicant company in the business case on a 1:1 co-financing basis (i.e., €50,000 private co-financing against a €50,000 contribution from the HGF).

Section 2: Instructions to Applicants

Applications for the HGF grant open on the 15th of June 2021 and applicant companies are invited to send in full proposals to the Horti-Export project team. The templates for developing full proposals can be found [HERE](#).

The deadline for submitting final complete proposals to the Horti-Export Project Team is July 13th, 2021. Please submit final proposals to nirere@idhtrade.org. Applicant companies are encouraged to submit draft full proposals to the Horti-Export project team prior to the deadline.

The Horti-Export team is available to provide feedback on draft proposals and to answer any additional questions that relate to the HGF or the application process. For the submission of draft proposals for review and for additional questions, please contact nirere@idhtrade.org.

Applicants are responsible for ensuring that their proposals and budgets are received by the Horti – Export project in accordance with the instructions, terms, and conditions described in this Call for Proposals. Failure to adhere to the instructions described in this Call for Proposals may lead to disqualification of an offer from consideration.

This is a Call for Proposals only. Issuance of this Call for Proposal does not in any way obligate the project to make an award or pay for costs incurred by potential applicants in the preparation and submission of an application.

Section 3: Applicants Checklist

Applicants interested in support from the Horti – Export HGF need to submit a final full proposal to nirere@idhtrade.org by latest **July 13th, 2021, 5:00 PM Kigali time** (Central Africa Time). The full application need to include: a project proposal, project budget; project KPIs and relevant company documents like the company's registration certificate in RDB, and partnership agreement (*in case of a partnership on a project*).

The full proposal templates can be downloaded [HERE](#).

Section 4: Expected outcomes

Proposals of good quality that are market driven propositions and that contribute to achieving the objectives of Horti-Export may be selected for support by HGF. Note that this is competitive process and a maximum of four proposals will be selected.

Section 5: Scope of Work

For activities to receive support through the HGF, proposals need to demonstrate that development impact and private sector driven activities are mutually beneficial.

Development impact

- Activities need to support the inclusion of smallholder farmers and cooperatives through company sourcing strategies.
- Proposals need to demonstrate a positive impact on the Rwandan horticulture sector by addressing key sustainability issues that constrain horticulture export development.
- Activities should contribute to job creation (with a focus on women and youth empowerment), improve access to premium export markets, and increasing export volumes.
- Women and youth (i.e. persons of 30 years old or younger) should directly benefit from proposed activities, especially reflecting improvement of working conditions of staff.
- While project activities need to have a demonstrable development impact, activities should be complimentary to commercial activities (not disruptive of). It should also be clear that proposed activities would not be possible without the support of the HGF (demonstration of the additionality of the HGF).

Business Viability

- Activities need to be market driven (i.e., reflecting the actions required to meet the buying requirements of premium export markets).
- Activities need to be led by private company with a healthy financial position (i.e., having a positive equity position and profit/loss account).
- Only activities of which there is a realistic potential for operational and financial feasibility and long-term sustainability will be supported: the business case for proposed activities needs to be clear.
- Proposed activities need to benefit all partners that are included in a proposal.
- The HGF can co-finance a maximum of 50% of the total budget of the activities, and with an amount not exceeding EUR 50,000. Co-financing by the HGF needs to be matched with private (of the applicant) co-financing on at least a 1:1 basis.
- A minimum of 60% of the applicant's own contribution should be in-cash. A maximum of 40% of the applicant's own contribution can be in-kind.

Section 4: Required skills/experience

The applicant company and its partners (if any) need to have the experience and expertise required to successfully implement the proposed activities. This should be explained in the in the proposal document.

Section 5: Similar experience

If the applicant has any experience in projects similar to the HGF requirements outlined in this Request for Proposals, this should be clearly outlined in the applicant's proposal.

Section 6: Duration

This Call for Proposals is open until July 13th, 2021.

Successful applicants for the Horti-Export Project will be informed at the end of July, 2021.

Proposed activities can take not more than 15 months in total. Project start dates can be from the 1st of September 2021, and project end-dates cannot be later than the 31st of December 2022.

Section 7: Coordination and supervision

The applicant will perform activities in coordination with the Horti - Export Program Implementation Team (PIT)

Section 8: Selection criteria

Proposals shall be evaluated against the following criteria:

- The quality of the proposal
- The relevant experience of the applicant and its partners
- Impact in the Horti-Export intervention areas: job creation (with a focus on women and youth empowerment) and supporting the inclusion of smallholder farmers.
- The extent to which activities are market-led and private sector driven.
- The extent to which key horticulture issues addressed.
- The extent to which the proposed activities are innovative.
- The value or proposed co-financing (total budget and HGF and applicant co-financing contributions).
- Official documents for the company (certificate of registration, partnership agreement).

Criteria

Full Proposal Evaluation Criteria	
1. Market driven	<ul style="list-style-type: none"> i. Potential buyers/customers for the project are clearly identified and can commit to off-take ii. Revenue streams (price, sales volumes) for potential project are clearly identified, proven, and realistic
2. Inclusion	<ul style="list-style-type: none"> iii. Smallholder farmers are clearly identified as potential partners in project objectives and key activities (supply, training) and can commit to produce for the exporters iv. Smallholder farmers included are organized into a cooperative, and potential for continued activities post project are clearly identified

3. Sustainability	<ul style="list-style-type: none"> v. Project growth in the next two years (production, sales increase) is clearly identified and realistic. Proposed activities are reflective of a clear business case. vi. Project risks are clearly outlined and mitigation strategies are in place.
4. Implementation Strategy	<ul style="list-style-type: none"> vii. Work plan should link to the objectives, be clear, and thorough- i.e., key activities, roles and responsibilities, tools to be used, and timelines should be identified and committed to.
5. KPI Analysis	<ul style="list-style-type: none"> iii. The current status/baseline of the project in terms of KPIs should be clearly identified with targets set for the duration of the project
6. Budget/Cost and Financing	<ul style="list-style-type: none"> ix. Key project costs and financing structure should be clearly identified. x. Budget should comply with Horti-Export requirements (50% co-investment, 20% or less for in-kind contributions)
7. Additionality	<ul style="list-style-type: none"> xi. Strong contribution to the Horti-Export projects job creation targets and smallholder inclusion targets, and the additionality of the requested grant support from the HGF for implementing the proposed project activities and achieving these impact targets (i.e., why this grant support enables the applicant to carry out the proposed activities, and why these activities would not be possible without the grant support.)

Note: Horti - Export is not liable for any cost incurred during preparation, submission, or negotiation of the award/contract. All submitted documentation and/or materials shall become and remain the property of Horti-Export project and shall be handled in confidentiality.

Section 9: Eligibility

Applicants that are allowed to submit a proposal are horticultural export companies. Other types of organizations (e.g. NGOs, knowledge and research institutes, government institutions, foundations, religious organizations, etc.) can be partners in a proposal, but cannot be the lead applicant or submit a proposal by themselves.

Section 10: Proposals notification of intent to enter into a contract

Horti-Export shall inform all applicants whether or not they are selected. The process of negotiating and signing a contract with the successful applicant(s) is expected to take place after July 2021.

Please note that the release of this Call for Proposal does not necessitate that an applicant is awarded a co-financing contract.

Horti-Export reserves the right to:

- Conduct negotiations with and/or request clarifications from any applicant prior to award.
- Cancel this Call for Proposals at any time.

Section 11: Mode of application

All applicants should complete the proposal, KPIs and Budget templates. Final full proposals must be submitted to **nirere@idhtrade.org** by **Tuesday, July 13th, 2021**, by 5:00 PM Kigali Time (Central Africa Time). Submissions received after this time will not be considered.