**REQUEST FOR QUOTE**

**Issued Date:** 09/23/24

**RFQ Number:** 001

**RFQ Name: Market Scoping of the Coastal Economy in Zambezia, Mozambique**

**Questions due by:**  09/30/24

**Answers due by:** 10/04/24

**Closing Date:** 10/14/24

ACDI/VOCA is seeking quotes for the supply and delivery of the services listed in the Scope Of Work.

All quotes provided should meet the requirements detailed in this RFQ, and include the following information for the criterion listed, which shall be used in evaluating the best bidder:

* Adherence to qualifications/technical specifications included in this Request for Quote.
* Past performance under similar/related purchase orders, through a review of contracts, Local Purchase Orders or confirmations and references from organizations supplied in the past
* Price proposal (reasonable and complete)

## Mode of Submission of Quote:

**Quote(s) shall be submitted in writing to:**

Name: Raul Pitoro

Title: Deputy Chief of Party, Coastal Livelihoods and Climate Resilience Project

Email Address: CLCRopportunities@acdivoca.org

## REQUIRED QUALIFICATIONS/ TECHNICAL SPECIFICATIONS

Offerors must show qualifications in the following areas:

* Experience in leading the design and implementation of qualitative research;
* Qualitative research related to coastal resource conservation, private sector engagement, or market systems preferred;
* Experience managing research studies and providing technical oversight of data collection teams;
* Experience in qualitative research methods, including conducting key informant interviews and focus group discussions;
* Excellent communication skills, including the ability to communicate with vulnerable populations and people with low levels of education.
* Willingness to travel to Zambezia.
* Familiarity with rural and coastal Mozambican communities.
* Understanding of gender roles in natural resource management and fisheries
* Strong English and Portuguese skills.

## CRITERIA FOR EVALUATION

The award will be made to a responsible offeror whose offer follows the RFQ instructions, meets the eligibility requirements, and provides the lowest-priced, technically-acceptable approach: meets or exceeds the minimum required technical specifications, and is judged to be the best value based on a lowest-price, technically-acceptable basis.

### Validity of Quotes

Quotes submitted shall remain open for acceptance for a minimum of 30 days from the last date specified for receipt of quotes. The selected Bidder(s) shall supply the amounts of goods requested at the quoted prices for the delivery/performance period specified in this RFQ.

### Basis of Selection

Bidders should provide their lowest competitive quotes. All Bidders will be notified in writing should there be a significant change to the listed requirements. A Purchase Order/Contract will be issued to the responsible Bidder that is judged to be most advantageous to ACDI/VOCA in terms of quality of service, delivery schedule and cost.

ACDI/VOCA may reject any quote that is determined to be nonresponsive. A responsive quote is one that complies with all terms and conditions of the RFQ. A quote must be complete, signed by an authorized signatory and delivered no later than the submission time and date indicated on the first page of this RFQ. ACDI/VOCA may reserve the right to waive any minor discrepancies in a quote.

This RFQ does not legally obligate ACDI/VOCA to award a contract. ACDI/VOCA reserves the right to fund/award any or none of the submitted quotes. No commitment is made, either expressed or implied, to compensate Bidders for costs incurred in the preparation and submission of their quotes.

## SCOPE OF WORK

The Coastal Livelihoods and Conservation Resilience (CLCR) project is a significant initiative funded by the Millennium Challenge Corporation (MCC) through a new Compact between the United States and the Mozambican government. This project involves collaboration between The Foundation for the Conservation of Biodiversity (BIOFUND), a Mozambican conservation trust fund, and The Fund for the Development of the Blue Economy (ProAzul), a Mozambican government development fund focused on fostering the blue economy in the country. CLCR aims to improve resilience, adaptive efficiency, and sustainable livelihoods in the coastal regions of Zambezia by enhancing the relationship between the protection of marine coastal resources and the economic prosperity and resilience of coastal communities. The project involves a network of implementing partners, community groups, and Mozambican government institutions working collectively to achieve significant outcomes.

ACDI/VOCA and ProAzul are key organizations in this initiative. ACDI/VOCA is a Washington, D.C.-based nonprofit focused on economic growth and community development. It uses market-based approaches to strengthen value chains linked to the marine ecosystem and related sectors. ProAzul, under the Mozambican Ministry of Sea Inland Waters and Fisheries, finances coastal and inland water livelihoods and promotes the sustainable development of the Blue Economy in Mozambique.

This Scope of Work (SOW) defines the scope for a market scoping study to be conducted in the coastal regions of Zambezia, Mozambique. The objective is to identify market opportunities and innovative business models that can drive job creation and income growth, particularly for fishing communities, primarily focusing on young people, and women.

## Objectives

The objective of the analysis is to identify viable business opportunities and innovations in sectors both directly and indirectly linked to marine resources—such as fisheries, mangroves, and other marine habitats—that can be developed into small-scale action research pilots lasting 9 to 12 months. These pilots will help market actors and the project test and learn two or three critical aspects necessary for the development and success of such businesses. The process will engage local communities in exploring, validating, and testing the market potential of these ideas, ensuring that the pilots are practical and directly tied to scaling considerations.

Opportunities may include (1) creating jobs and income, particularly green jobs that reduce reliance on the extraction of marine resources and ease pressure on marine ecosystems, (2) addressing sectors with significant negative impacts on marine environments, where market actors are keen to introduce green innovations, or (3) promoting nature-positive solutions that enhance the conservation and restoration of marine ecosystems. In addition, (4) the pilots will be selected based on their ability to incorporate gender and youth inclusion, ensuring that these groups actively participate in and benefit from the opportunities created.

Once identified, action research pilots will be selected based on their capacity to deliver practical learning, potential impact on local economies and ecosystems, ability to address barriers to scaling up, and likelihood of success and sustainability. The pilots will include milestones, a clear purpose, and defined learning questions that help identify and address key barriers to scaling up. A critical part of the process will ensure that the necessary factors for scaling—such as market demand, production capacity, and investment potential—are thoroughly understood and integrated into the pilots’ designs.

For example, a pilot focused on *mud crab fattening* might test the best ways to design and prepare cages for crabs in mangrove environments and estuaries, aiming to balance growth, habitat preservation, and scalable operations. A *biochar development* pilot could explore locally sourced technology for biochar kilns, identifying the most cost-effective and sustainable production methods using mangrove byproducts while also testing production capacity and scalability. These pilots will provide essential insights into market, operational, and ecological factors, ensuring they are feasible and scalable to meet market demands and support long-term growth.

In particular, this assignment will involve:

1. **Scoping the market in Zambezia +:**
* **Identify Key Sectors:** Conduct a rapid review to identify sectors with direct or indirect relationships with the marine environment. This includes sectors with economic potential and known market actors already active or interested in investing. Key sectors to consider may include tourism and hospitality, agriculture, biomass, salt production, aquaculture, transportation and logistics, carpentry, and construction. The selected consultant will define a list of sectors with ACDI/VOCA and the CLCR stakeholders. The selection of sectors should align with the four criteria outlined in the objective: job creation, reducing environmental impact, promoting nature-positive solutions, and their potential for gender and youth inclusion.
* **Describe Opportunities and Challenges:** For each identified sector, provide a brief overview of the economic opportunities, key market actors, and the main challenges they face. This analysis should highlight the potential for innovation and investment, the role of existing businesses, and the critical barriers to sustainable growth, such as environmental impacts or lack of access to sustainable practices and technologies.

1. **Develop an announcement for concept note submission**
* **Call for concept notes (to be released by the ACDI/VOCA):** Release a call for firms to submit pilot concept notes responding to the opportunities and challenges previously identified
* **Participate in the evaluation of pilots and identified partners,** with the CLCR Deputy Chief of Party (DCOP) and the Technical Evaluation Committe (TEC). This committee, comprising ACDI/VOCA technical staff, ProAzul, and key stakeholders, will review and select pilots based on their potential for practical learning, estimated economic and environmental impact, scalability, sustainability, and inclusion of gender and youth.

1. **Co-Create Action Research Pilots:**
* **Work with selected market actors in the Development of Pilot Plans:** A short list of up to 10 pilot plans will selected for co-creation. Collaborate with identified partners and investors to co-create small-scale action research pilots using the provided template in the annex to this SOW. Each pilot should include:
	1. **Learning Questions and Hypotheses:** Define key questions and hypotheses that address critical factors for business success and innovation.
	2. **Action Plans and Resources:** Develop detailed action plans outlining required resources, including technical assistance, volunteer work, small-scale equipment procurement, and limited operational costs.
	3. **Co-Funding Contributions:** Identify and quantify co-funding from partners, including in-kind contributions, as part of the pilot’s resource plan.
* **Prioritization and "Clustering" for Synergy:** Pilots will also be prioritized based on synergies or "clustering" between related activities, which can strengthen overall sustainability. For example, a mariculture pilot might be paired with one focused on cold chain transportation, as both would reinforce each other’s success and scalability.

1. **Implementation:**
* Prioritized selected pilots will then be handed to ACDI/VOCA for contractual mechanism discussions and payment schedule.
* **Phased Implementation:** Due to the 9—to 12-month timeframe of Phase 1 of the CLCR, only the most promising pilots with high potential for early success and practical learning will be implemented immediately. After the MCC compact enters into force, other pilots will be considered for Phase 2. This phased approach ensures that pilots with the most excellent synergies and scalability potential are tested first, providing a foundation for further implementation in subsequent phases.

## Methodology

The consultant will employ the following methodology elements for the market scoping study:

* **Consultative approach**

The consultant will use a consultative approach, engaging key informants, local communities, and CLCR stakeholders to gather insights. This approach avoids linear steps, ensuring flexibility throughout the process. For example, critical challenges affecting marine and coastal ecosystems—such as coral bleaching, overfishing, pollution, and habitat degradation—do not need to be fully defined before identifying partners and potential business ideas. Instead, the research will be iterative, simultaneously exploring where market actors are willing to invest while identifying feasible areas of intervention. This dual top-down and bottom-up process ensures a comprehensive understanding of both the critical factors and the practical, market-driven opportunities that can realistically be addressed.

* **Sector Exploration:**

Explore sectors with direct effects on the ecological system:

* **Salt Industry:** Innovations in sustainable salt production methods that minimize environmental impact.
* **Ecotourism and Hospitality:** Development of eco-friendly tourism practices that promote marine conservation.
* **Coastal Agriculture:** Techniques to cultivate crops that require less freshwater, reducing pressure on coastal water resources.
* **Fisheries and Aquaculture:** Sustainable fishing practices and aquaculture methods that protect marine biodiversity, including crabs, tilapia and Senegalese mangrove oyster farming as it is being piloted in Mossuril.
* **Mangrove Farming:** Products and markets that promote mangrove protection and restoration.
* Explore sectors with indirect effects on the ecological system:
* **Food-Processing and Ancillary Services:** Production of nutritional food and protein sources as substitutes for fish.
* **Biomass Market:** Consider using bamboo and other forms of biomass for construction, cooking, and heating to reduce deforestation and coastal erosion. It's crucial to find alternatives to charcoal and fuelwood, since it is not possible to reduce mangrove deforestation without promoting alternatives to using mangrove for fuel. Let's look into fuelwood production, including Casuarina, Leucaena, Eucalyptus, etc. I'll talk to Joao Lameiras about Eucalyptus and Jorge Cardoso about the "Alto Molocue" cookstove. This investigation needs to start as soon as possible.”
* **Transportation and Cold Chain:** Innovations in transportation and refrigeration that reduce carbon footprints.
* **Green Energy:** Renewable energy solutions to help establish processing facilities and cold chain solutions in coastal areas.
* **Carpentry and Artisanal Jobs:** Sustainable materials and practices in carpentry and artisanal crafts that minimize coastal resource depletion, including using alternatives to mangroves, such as coconut wood.
* **Study and Data Collection:**
* For each *Action Research Pilot*[[1]](https://usc-word-edit.officeapps.live.com/we/wordeditorframe.aspx?ui=en-US&rs=en-US&wopisrc=https%3A%2F%2Facdivoca.sharepoint.com%2Fsites%2FCLCR-PMT%2F_vti_bin%2Fwopi.ashx%2Ffiles%2Fb15eddcbb23948309572c337852e75fe&wdpid=26373f9f&wdprevioussession=fe7069b5-09e4-7878-5da9-88feebd19959&wdprevioussessionsrc=Reload&wdenableroaming=1&mscc=1&hid=263E51A1-B09F-6000-510F-2C2A07876D0D.0&uih=sharepointcom&wdlcid=en-US&jsapi=1&jsapiver=v2&corrid=e10d70e4-c4ce-c920-1b0a-8b9a092d523f&usid=e10d70e4-c4ce-c920-1b0a-8b9a092d523f&newsession=1&sftc=1&uihit=docaspx&muv=1&cac=1&sams=1&mtf=1&sfp=1&sdp=1&hch=1&hwfh=1&dchat=1&sc=%7B%22pmo%22%3A%22https%3A%2F%2Facdivoca.sharepoint.com%22%2C%22pmshare%22%3Atrue%7D&ctp=LeastProtected&rct=Normal&wdorigin=BrowserReload&instantedit=1&wopicomplete=1&wdredirectionreason=Unified_SingleFlush#_ftn1), the team will design a comprehensive research plan tailored to each Action Research Pilot 1’s objectives and challenges.
* Each *Action Research Pilot* must elaborate on how data collection and learning will occur, specifying the methods and tools to be used.
* The consultant will detail the necessary resources, including personnel, equipment, and technology, to conduct the pilot and effectively gather and analyze data. Resources may include ACDI/VOCA volunteers and ACDI/VOCA internal technical resources as well as small grants and in-kind support.
* **Collaborative Analysis:**
* Findings from the pilots will be shared collaboratively with the broad CLCR project team to drive advancements in our understanding of how current business practices, poverty, and the incentives faced by communities impact marine ecosystems and coastal resources, identifying key findings and potential innovations.
* **Iterative Investigation:**
* Through these discussions, new questions about the marine ecosystem and coastal resource management may arise, which will be reflected in the pilots’ agendas. The research plan for each pilot is modified accordingly for further investigation. Note that this process will be implemented throughout of the project like.
* **Snowball Sampling:**
* Identify initial respondents who can refer the consultant to other relevant market actors.
* **Key Informant Interviews:**
* Conduct interviews with key stakeholders and experts to gather insights into market trends and innovative business ideas.

## Deliverables:

1. **Market Scoping Report:**
	* Detailed analysis of identified sectors, including market dynamics and potential opportunities.
	* Recommendations for prioritizing sectors and specific business models in consultation with the CLCR stakeholders for further development based on clustering the identified Action Research Pilots.
	* Develop an SOW for announcement for concept note submission.
2. **Pilot Implementation Plans:**
	* Detailed plans for each proposed pilot project, including learning agendas and implementation timelines.
	* Facilitate the development of i) detailed SOWs for consultants conducting further research and ii) MoUs with strategic partners who may be engaged in the research.
3. **Final Report:**
	* Summarize findings and recommendations and propose next steps for implementation and scaling in phase II of the project.

## Timeline

**Timeline (including reviews and approvals):**

The consultant or team of consultants will complete the assignment within 60 man/days.

## Team Composition

The assignment is for an individual consultant or a firm with expertise in market systems, value chain analysis, and community engagement. The consultant will report to the ACDI/VOCA’s CLCR DCOP to work closely with ACDI/VOCA’s HQ and other local stakeholders.

## Response to Request for Quotes

|  |  |
| --- | --- |
| Date | Date |
| To: | ACDI/VOCA | Procurement Office |
| From: | Company Name |
| Subject: | Response to RFQ number: | XXXX |

The following quote is submitted in response to the RFQ from ACDI/VOCA for the following items. This quote takes into consideration any additional specifications listed on page one (1) of the RFQ.

## Anti-Terrorism Certification

The Bidder, to the best of its current knowledge, did not provide within the previous 10 years, and will

take all reasonable steps to ensure that it does not and will not knowingly provide, material support or resources to any individual or entity that commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitated, or participated in terrorist acts.

The Bidder also verifies that it does not appear on 1) the website of the Excluded Party List: <https://www.sam.gov>; 2) the website of the United Nations Security (UNSC) sanctions committee established under UNSC Resolution 1267 (1999) (the “1267 Committee”): <http://www.un.org/sc/committees/1267/aq_sanctions_list.shtml>, and 3) The Office of Foreign Assets Control Specially Designated Nationals and Blocked Persons List <http://www.treasury.gov/ofac/downloads/t11sdn.pdf>

The undersigned declares that he or she is authorized to sign on behalf of the company named above and to bind the company to all conditions and provisions stated in the original RFQ document from ACDI/VOCA.\*

This quote is valid for XX days.

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Printed Name Title Signature Date

\*This form is for the convenience of the Bidder. Should the Bidder choose to present this information in another format, this cover page must be presented and signed to signify consent as identified above.

## Annex: ARP approval template

**ACTION RESEARCH PLAN (ARP) APPROVAL DOCUMENT**

**Activity Code: APR-XXXX-XX**

|  |
| --- |
| **Research Title** |
| *Provide a concise and descriptive title that reflects the focus of the action research* |
| **Research Team** |
| **Name** | **Position / Role** | **Contact** |
|  |  |  |
|  |  |  |
|  |  |  |
| **Problem Statement** |
| *Identify the problem that the action research will address based on our current understanding.*  |
| **Context Description** |
| *Describe the broader context in which the problem exists and how the context influences the problem.*  |
| **Causal Analysis** |
| *Identify potential causes of the problem. Consider both ‘direct’ causes (factors immediately responsible for the problem) and ‘indirect’ causes (factors that underlie or contribute to the ‘direct’ causes). Note: it may be useful to include a diagram to show interrelationships (CLD, problem tree, etc.).*  |
| **Action Hypotheses** |
| **Probe (Action)** | **Sense (Outcome)** | **Respond (Learn / Adapt)** |
| *What is the action or intervention that will be tested?* | *What is the expected outcome or result of the action?*  | *What will this tell us about what to do next?*  |
|  |  |  |
|  |  |  |
| **Riskiest Assumptions** |
| *Identify the most critical assumptions underlying the action hypotheses.* * Assumption and implication
* …
 |
| **Action Plan** |
| Action 1: Describe the action to test the hypothesis  * Participants:
* Who is involved and why they were selected. Be specific.
* Roles and responsibilities of each participant group.

 * Tasks:
* Detailed steps and interventions.
* Milestones and checkpoints for assessing progress of action.

 * Timeline:
* Key dates for preparation, implementation, and review.
* Duration of each phase of the action research.

 * Resources:
* Specific resources (budget, materials, human resources).
* Allocation and management plan.
* Contingency or flexibility for additional resource needs.

 Action 2: Repeat as needed…   |
| **Work Plan** |
| **Activity** | **Responsible** | **Start Date** | **End Date** |
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|   |   |   |   |
| **Budget** |
| **Line Item** | **Units** | **Price** | **Total** |
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|   |   |   |   |
| **TOTAL** |   |
| **Research Plan** |
| **Methods** |
| *Describe the research methods that will be used to evaluate the action hypothesis.* *Example methods to consider –* * *Process Tracing: Track the steps in the process and assess which parts are making an impact.*
* *Outcome Mapping: Identify and assess degree of behavioral changes in your participants.*
* *Narrative-based: stories or testimonials from participants to assess the impacts*
* *Outcome Harvesting: Look for secondary effects that weren’t initially targeted*
 |
| **Data Collection** |
| *Describe how data will be collected including both quantitative and qualitative (KIIs, etc.)* |
| **Data Analysis** |
| *Describe how will analyze data to test the action hypotheses and critical assumptions* |
| **Dissemination** |
|  |
| **Evaluation** |
| **Metric**  | **Threshold** | **If Don’t See (Implication)** |
| A **metric** is a measure that tracks the progress of your hypothesis. Instead of setting indicators, think of metrics as **observable change.** | A **threshold** sets the level at which the metric signals success, failure, or requires | What will happen if the threshold isn’t met or the metric isn’t observed. Ensure you have **adaptive mechanisms** in place. |
|   |   |   |
|   |   |   |
| **Next Steps** |
| *Describe the expected next steps if the action hypotheses and assumptions are* * *Validated: The hypothesis and assumptions largely hold true.*
* *Invalidated: The hypothesis and assumptions are proven false.*
* *Inconclusive: The evidence is mixed and incomplete.*
 |
| **Authorization** |
| Title | Name | Signature | Date |
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|  |  |  |  |  |  |  |  |  |

[[1]](https://usc-word-edit.officeapps.live.com/we/wordeditorframe.aspx?ui=en-US&rs=en-US&wopisrc=https%3A%2F%2Facdivoca.sharepoint.com%2Fsites%2FCLCR-PMT%2F_vti_bin%2Fwopi.ashx%2Ffiles%2Fb15eddcbb23948309572c337852e75fe&wdpid=26373f9f&wdprevioussession=fe7069b5-09e4-7878-5da9-88feebd19959&wdprevioussessionsrc=Reload&wdenableroaming=1&mscc=1&hid=263E51A1-B09F-6000-510F-2C2A07876D0D.0&uih=sharepointcom&wdlcid=en-US&jsapi=1&jsapiver=v2&corrid=e10d70e4-c4ce-c920-1b0a-8b9a092d523f&usid=e10d70e4-c4ce-c920-1b0a-8b9a092d523f&newsession=1&sftc=1&uihit=docaspx&muv=1&cac=1&sams=1&mtf=1&sfp=1&sdp=1&hch=1&hwfh=1&dchat=1&sc=%7B%22pmo%22%3A%22https%3A%2F%2Facdivoca.sharepoint.com%22%2C%22pmshare%22%3Atrue%7D&ctp=LeastProtected&rct=Normal&wdorigin=BrowserReload&instantedit=1&wopicomplete=1&wdredirectionreason=Unified_SingleFlush#_ftnref1) Action research pilots are experimental tools designed to test critical hypotheses in real-world settings. The methodology involves a consultative approach, co-creating hypotheses with local actors and market participants to ensure relevance. These pilots receive technical support for learning and testing, including formulating specific learning questions, designing interventions, and developing measurement tools. This approach ensures that the pilots address critical challenges and are grounded in practical experience, fostering sustainable and scalable innovations.