

REQUEST FOR QUOTATION FOR POST-HARVEST MANAGEMENT TRAINING IN GUINEA-BISSAU

A. SUMMARY

The [Basel Agency for Sustainable Energy](#) (hereafter referred to as the 'BASE Foundation') and the [Swiss Federal Laboratories for Materials Science and Technology](#) (hereafter referred to as the 'Empa') are seeking a training consultant (hereafter referred to as the 'Consultant') to deliver training on post-harvest management in Guinea-Bissau, specifically focusing on passive cooling techniques for preserving fruits and vegetables (train-the-trainer approach). This training is a part of the "[Tailoring Your Virtual Cold Chain Assistant \(Your VCCA\) to West Africa](#)" (hereafter referred to as the 'Your VCCA in West Africa') project, specifically aimed at the regions of Bafata, Quinara, Gabu, and Bolama in Guinea-Bissau.

Proposals should be submitted electronically by the **end of the business day CET on 24 Nov 2024**. The details for submitting quotes are provided in section E below. The training will take place over **3 days in Jan 2025** (to be decided together with the consultant upon selection).

B. BACKGROUND

The BASE Foundation is a not-for-profit organisation that leverages its unique expertise to unlock investments in sustainable energy and tackle climate change challenges. For Your VCCA in West Africa, the BASE Foundation is partnering with Empa, an interdisciplinary Swiss research institute specialising in applied materials science and technology.

In 2021, the BASE Foundation and Empa received funding from data.org to create, implement, and deploy an open-access, data-science-based mobile application to enable better management of solar-powered cold rooms operating on a Cooling-as-a-Service (CaaS) business model. The app, named 'Coldtivate', utilises machine learning, digitalisation, and physics-based food modelling, was initially tailored and piloted in India under the project titled "Your Virtual Cold Chain Assistant" (Your VCCA).

Building on this foundation in late 2021, the project to Nigeria under the title "Scaling Up Your Virtual Cold Chain Assistant," commissioned by the German Federal Ministry for Economic Cooperation and Development (BMZ) and executed by the BASE in partnership with Empa on behalf of the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH.

The primary objective of the Your VCCA solution is to reduce food loss and increase farmers' revenues by providing smallholder farmers with access to decentralised, clean cold storage facilities. Through CaaS, i.e., a pay-per-crate-per-day model, farmers can store their produce without any upfront investment, paying a nominal daily fee per crate for the use of cold rooms. The Coldtivate app further enhances efficiency by digitalising operations at these facilities and turning collected data into actionable insights that support decision-making in produce and farm management.

The Your VCCA in West Africa project, for which the Consultant's services will be engaged, is supported by the ECOWAS "Fund for Regional Stabilization and Development in Fragile Regions within ECOWAS Member States" (hereafter referred to as the 'FRSD'). The project aims to replicate the successful Your VCCA initiative in Guinea-Bissau, with a focus on understanding the cooling needs of rural communities to inform the implementation process and guide the procurement and installation of cooling units in key regions—Bafata, Quinara, Gabu, and Bolama.

As part of the project, Your VCCA will install three solar-powered containerised cooling units in the regions of Bafata, Quinara, and Gabu. Additionally, a room in an existing building in Bolama will be refurbished to create space for a cooling chamber. Your VCCA supports the communities with training on post-harvest care for crops and management of multi-commodity cold rooms. Alongside its usual training on active cooling solutions, Your VCCA in West Africa seeks to broaden its scope by introducing training on passive cooling solutions.

C. OBJECTIVE

A post-harvest market assessment conducted by the Your VCCA team in Guinea-Bissau revealed the significant potential of passive cooling options, such as charcoal blankets and clay pot coolers. These methods help extend the shelf life of crops by several days in regions where active cold storage is unavailable. Moreover, passive cooling can serve as a pre-cooling method in areas with access to active cold storage, further enhancing the preservation of produce.

The 'Your VCCA in West Africa' wants to extend post-harvest training, with a particular focus on passive cooling solutions, to farming communities (named farmers clubs or FC) part of a sister FRSD project led by SwissAid Guinea Bissau.

SwissAid and its partners—Tostan, COPE, ADPP, AA and OGD—have engaged FC in Bafata, Gabu, Quinara, and Bolama, respectively. Each community, consisting of 20-50 farmers, is trained by a facilitator, with groups of facilitators at the district level (tabanca) overseen by one of 15 supervisors. As part of the post-harvest management training envisioned by this RfQ, these 15 supervisors, along with five participants from other international organisations (to help

extend the learnings beyond the FRSD project), will gather in one location (Bafata, as per indication of SwissAid) for training focused on passive cooling methods, in a “train-the-trainer” format delivered by the Consultant. The supervisors will then train the facilitators, who will hold workshops for the FCs in the following weeks, ensuring the knowledge can be applied and taken advantage of during the January to March harvest season.

D. SCOPE OF WORK

To fulfil the role of training consultant for the Your VCCA in West Africa project, the Consultant must carry out the following activities and report on their implementation:

Activity 1. Preparation and Familiarisation:

- a. Review relevant materials on post-harvest management, including those created by Your VCCA in its [Operator’s Manual](#), with a particular focus on passive cooling solutions (e.g., charcoal blankets, clay pot coolers).
- b. Understand the specific needs and contexts of the FCs in Bafata, Gabu, Quinara, and Bolama.
- c. Coordinate with Your VCCA’s local consultant, who speaks English, Portuguese, French, and Guinea-Bissau Creole, to gain insights into local challenges and expectations.

Deliverable 1:

- a. **Summary Document:** Prepare a summary document based on minutes from online meetings with the Your VCCA team and its local consultant. This document should detail key local challenges, cultural considerations, and expectations surrounding the implementation of passive cooling solutions. It will serve as a critical reference to ensure that training materials are adapted effectively for the unique context of FCs in Bafata, Gabu, Quinara, and Bolama.

Activity 2. Training Workshop Design:

- a. Design a structured training program for the 20 individuals (15 supervisors and five additional participants from international organisations to be invited by BASE), including modules on:
 - The principles of post-harvest management.
 - Passive cooling solutions and their use in extending crop shelf life.
 - Practical demonstrations of charcoal blankets and/or clay pot coolers.
 - Integration of passive cooling methods in areas with active cold storage.
 - Replication of the training (post-training action plan for multiplier effect)

- b. Include interactive components to engage participants and ensure comprehension.

Deliverable 2:

- a. **Training Content and Structure Document:** A clear outline of the training content delivered, including objectives, session topics, and overall structure, to provide insight into the training framework.
- b. **Training Materials:** Develop and tailor training materials specifically for the FC in Guinea Bissau, emphasising passive cooling methods and their benefits. This includes detailed handouts, presentations, visual aids, and any supplementary resources relevant to the local context. The training material should be made available in English, Portuguese, and French.
- c. **Material List:** Finalise the list of materials and equipment required for effective hands-on training, such as presentation tools (projector, screen, whiteboard), demonstration materials (pots, sensors, clay), and other resources essential for interactive learning and practical demonstrations. An initial version of this list, along with estimated costs, should accompany the proposal and be reflected in the quote. Your VCCA's local consultant can support the procurement of these materials.

Activity 3. Deliver Hands-on Training in Bafata:

- a. Travel to Bafata to conduct a three-day training session for the 20 participants.
- b. Ensure participants understand passive cooling methods and can effectively communicate the benefits to facilitators and farmers. If required, the cost of the translator, to assist trainers in delivering the workshop in Creole and ensuring it is accessible to all supervisors, should be included as part of the quote.
- c. Facilitate hands-on training through group discussions, interactive Q&A sessions, and practical demonstrations that actively involve direct participation from the participants.
- d. Evaluate participants' acquired skills, and gather feedback from participants to improve the training content or delivery.

Deliverable 3:

- a. **Training Report with Participant List:** A comprehensive report documenting the training session, including a detailed list of participants and their respective roles or affiliations. This report will provide an overview of attendance and engagement.
- b. **Feedback and Recommendations Summary:** A summary of participant feedback collected after the training, along with recommendations for improvement based on this input. This document will help refine future training sessions for greater impact.

Activity 4. Develop a Post-Training Action Plan:

- a. On the final day of the workshop, work with the 15 supervisors to create draft action plans for rolling out the training to facilitators in their respective regions (Bafata, Gabu, Quinara, and Bolama).
- b. Ensure the action plans align with the harvest schedule (January to March) and that facilitators can train farmers in time to implement the new techniques.

Deliverable 4:

- a. **Draft Post-Training Action Plan:** An action plan developed in collaboration with participants on the last day of the training, outlining specific post-training steps, responsibilities, and timelines to apply the skills and knowledge gained during the training. This action plan will ensure sustained implementation and follow-through, which will be coordinated by Your VCCA and its local partners.

Activity 5. Monitoring and Evaluation

- a. Design a Monitoring and Evaluation (M&E) survey to assess the effectiveness of the training and the multiplier effect achieved, tailored to capture relevant feedback and impact metrics. Your VCCA's local consultant will administer the survey on the ground based on the post-training action plan.

Deliverable 5:

- a. **M&E Survey:** A comprehensive survey questionnaire, guidelines for administration, and data collection templates. These M&E tools will enable Your VCCA's local consultant to conduct a thorough evaluation of the training's impact and multiplier effect.

E. LOGISTICS, TRANSLATION & MATERIAL

Responsibilities of Your VCCA:

- a. **Translation and Printing Support**
Your VCCA will assist in translating training content into Portuguese Creole, ensuring that all materials are accessible and relevant to participants. Your VCCA's local consultant will also ensure that all training material is printed before the sessions. This support will be provided while adhering to deliverable deadlines. However, the Consultant is requested to include **the cost of hiring a translator for the training period to provide live translation of the sessions into Creole for participants.**

b. Material Procurement Support

While the consultant is responsible for preparing all training materials, Your VCCA's local consultant and partners will assist in procuring the necessary items. However, **the cost of these materials must be included in the consultant's quote submission.**

c. Training Space Provision

The training space will be provided by Your VCCA's sister project, run by SwissAid, in Bafata. Therefore, the consultant should not include the cost of training space in the quote.

d. Accommodation Provision and Internal Travel Logistics.

The Consultant is responsible for covering their own accommodation, travel, and food expenses during the training period, and these costs should be included in the quote.

In all cases (a-d), Your VCCA requires that receipts are submitted for reimbursement.

Further information: The Consultant should gather essential information from the Your VCCA team, ensuring a clear understanding of the work structure and development plan for the training plan. The Consultant is also encouraged to propose additional activities that are deemed necessary to achieve Your VCCA's objectives. **The proposal must outline the timeline for the various activities, to ensure the delivery of the last deliverable (M&E Survey) by February 27, 2025.**

General considerations: All elements should be developed in consultation with the Your VCCA team and should be aligned with other project activities mentioned in **Sections B-E.**

G. DELIVERABLES AND TIMELINE

Deliverable	Estimated Deadline
1a. Summary Document	6 Dec 2024
2a. Training Content and Structure Document	20 Dec 2024 (Initial Draft)
2b. Training Materials	6 Jan 2024 (Final)
2c. Material List	
3a. Training Report with Participant List.	Mid Jan 2025 (dates to be decided)
3b. Feedback and Recommendations Summary.	
4a. Draft Post-Training Action Plan	Jan 2025 (dates to be decided)
5a. M&E Survey	27 Feb 2025

H. SUBMISSION OF QUOTATION AND EVALUATION CRITERIA

Quotations must be submitted in English by the end **of the business day CET on 24 Nov 2024**. The quote should include all expenses related to the development and delivery of the training, as well as the costs of travel, accommodation, and daily expenses in Bafata, Guinea-Bissau.

Quotation Submission Process

Please provide the following information:

1. Consultant's Agency (Independent Consultants also welcome)

- a. Provide a brief description of your consulting agency, including its background and structure.
- b. Share a profile of the key team members who will be working on the project, including any sub-consultants your agency proposes to engage. Describe their roles and responsibilities for this assignment, including language skills.

2. Consultant's Experience

- a. Submit work samples and details of past experience in similar or related projects, where possible.

3. Comments and Suggestions on this Request for Quotation (RfQ)

- a. If applicable, briefly present and justify any modifications your firm would like to propose to improve the assignment. This could include deleting unnecessary activities, adding new ones, or proposing a different phasing of activities. Suggestions should be concise and included in your proposal.

4. Description of Approach, Methodology, and Work Plan

It is recommended to include the following sections:

- a. Work plan
- b. Technical approach or methodology
- c. The material list for 20 individuals participating in the training should be provided together with the proposal, so the procurement is the responsibility of BASE.

Please send quotes via email to:

simran.singh@energy-base.org, with roberta.evangelista@energy-base.org and

pablo.oses@energy-base.org in CC.

DEADLINE FOR SUBMISSION: EoB CET 24 Nov 2024

Quotes will be evaluated and selected based on the principle of best value for money. This includes quality/suitability as well as price criteria.

1. Quality and suitability of the proposal including:
 - a. Demonstrated understanding of the objectives and scope.
 - b. Suitability and quality of the approach on the proposed scope of work.
 - c. Relevance of company experience in the different countries, sectors, and target audience.
2. Price (the cost of additional suggested activities will be considered separately)
BASE may consider other value for money sub-criteria in the evaluation of proposals.

I. CONTACT DETAILS

For any further information, please contact:

Simran Singh
E: simran.singh@energy-base.org.
A: Elisabethenstrasse 22
4051 Basel, Switzerland
P: +41 61 274 04 80