



## LOCAL PARTNER DEVELOPMENT

### REQUEST FOR QUOTES BUSINESS DEVELOPMENT WORKSHOPS – BUSINESS INCUBATOR FOR SOCIAL ENTERPRISES

**Issue Date:** June 20, 2019

**Response Deadline:** June 27, 2019

**Expected Award:** July 2019

**Refer Questions to:** [JamaicaLPDProcurement@fhi360.org](mailto:JamaicaLPDProcurement@fhi360.org)

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#### **BACKGROUND**

The primary objective of Local Partner Development (LPD) is to build the capacity of Jamaican non-governmental organizations, social enterprises, community-based organizations, other civil society organizations and government entities that partner with USAID in Jamaica. Implemented by FHI 360, LPD is funded by USAID under the Caribbean Basin Security Initiative (CBSI). In alignment with the CBSI's objectives, LPD's intent is for the Jamaican organizations it supports to become more effective and sustainable actors, with the goal of improving Jamaican citizen security and social cohesion, especially youth crime and violence prevention.

- Component 1: Strengthen the Capacity of Targeted Local Entities
- Component 2: Support Social Enterprises through a Business Incubator Model
- Component 3: Improve the Enabling Environment for Civil Society Organizations and Social Enterprises
- Component 4: Intentional Collaboration Between Civil Society, Government, and the Private Sector

Through Component 2 of LPD, FHI 360 is implementing a Business Incubator for social enterprises (SEs). The overall goal of the LPD Business Incubator is to build the internal capacities of SEs to be competitively positioned to take advantage of market opportunities and increase revenue, ultimately increasing their ability to sustainably deliver high quality, comprehensive, and relevant services that contribute to the reduction and prevention of youth crime and violence. Specifically, the Business Incubator seeks to:

- Proactively identify the specific needs of the target SEs and design and implement customized enterprise development plans to improve their business performance
- Improve the overall management and operations of the enterprises
- Increase market penetration and revenues of the enterprises

#### **PURPOSE**

FHI 360 is soliciting bids for a provider of Training Services, who will:

- facilitate business development workshops
- provide logistics coordination services for the workshops
- provide appropriate venue for the workshops
- provide refreshments for workshop participants, including for LPD supporting/oversight staff

## **DURATION**

FHI 360 Jamaica LPD intends to award a Purchase Order to a Vendor with a period of performance of approximately six months.

## **SCOPE OF WORK**

The selected vendor will be required to provide the following:

### **1. Workshop Preparation and Delivery**

Under the close supervision of LPD's Business Management Specialist, spearhead the delivery of six 2-day organizational strengthening workshops to ten organizations in the LPD Business Incubator. Specifically, the selected vendor will be required to:

- Deliver the training curriculum, utilizing specific techniques to foster learning and development. A curriculum outline has already been designed as per below; and the vendor will assist in the development of relevant content to achieve the educational goals of the curriculum.
  - Company Background and Products/Services
  - Industry, Market and Competition
  - Sales & Marketing Strategy
  - Operating Plan, Management and Organization
  - Financials 101 & Budgeting
  - Financial Projections
  - Financing, Valuations, & Investors
- Take the lead, to organize and facilitate all aspects of the workshops, inclusive of ensuring that all necessary materials are procured. Where appropriate and with prior consultation with LPD, selected vendor may opt to utilize subject matter experts to deliver a specific module.
- Get familiarized with all workshop participants, partner as needed with LPD staff to conduct relevant assessments of participant organizations, and use findings to tailor workshop content to meet the specific needs of the participants
- Support the peer learning and coaching components of the Business Incubator, including evaluating assignments and ensuring organizations are actively engaged in the mentorship and peer learning components of the program
- Coordinate all logistical arrangements for the workshops to include:
  - Work with LPD team on pre-workshop logistics as requested and as assigned
  - Manage logistics, which may include: participant support including registration, hotel accommodation and transportation arrangements
  - Dispatch and confirm invitations to all stakeholders for the workshop and

provide timely information, as required

- Act as the direct liaison with participants for attendance to the workshop, with support from LPD

It is expected that the selected vendor will include at least one lead trainer and one logistical person on the assignment. Some key competencies for these roles are as follows:

**Competencies:**

- Experience working with social enterprises, civil society and community-based organizations.
- In-depth experience with delivering organizational strengthening interventions to groups with varying levels of capacity
- Expertise in offering large-scale trainings and workshops, as well as with the facilitation of medium and small-group discussions
- Experience working with diverse types of civil sector organizations and comfort working with diverse colleagues
- Ability to integrate new knowledge and translate into practice
- Experience working in logistics and event management
- Experience working with diverse types of civil sector organizations and comfort working with diverse colleagues
- Ability to effectively community at all levels

**2. Workshop Venue**

- 12 days Meeting Room Rental to accommodate up to 30 persons, including trainer and LPD support staff
- Venue and Meeting room requirements are as follows:

<b>Venue Requirements</b>	
<b>Type</b>	<b>Requirements</b>
Location	Kingston
Parking	Availability of free parking space to all invitees
Accessibility	Directions to meeting room area
<b>Meeting Room Requirements</b>	
Thermal Condition	Air-conditioning
Setup	Banquet style with enough space for breakout sessions One (1) Small rectangle table for registration One (1) Small table at the front for a projector One (1) Podium
Sound	One (1) PA System, One (1) cordless microphone
Visual	One (1) white screen for projector
Connectivity	Availability of wireless internet access

### **3. Refreshments for workshops**

- Refreshments for up to 30 persons for 12 days, including trainer and LPD support staff as follows:

<b>Refreshment Requirements</b>	
Full Morning Coffee Break	Hot beverages which includes coffee and tea, and assorted fruit juices such as orange juice and fruit punch to be served with assorted sandwiches, pastries and fruits
Lunch	Buffet Lunch consisting of chicken, fish, one other meat and vegetarian options
Afternoon Liquid Break	Hot beverages which includes coffee and tea, and assorted fruit juices such as orange juice and fruit punch

### **VENDOR EVALUATION CRITERIA**

All quotations will be reviewed, evaluated and scored based upon the criteria listed below. The point structure for evaluating the quotations is as follows:

<b>Criteria</b>	<b>Points</b>
Competitive Pricing	30
Responsiveness of elements of the Quotation/Financial Proposal in demonstrating an understanding of the work to be performed	35
Experience of Key Personnel managing similar assignments	35
<b>Maximum Points</b>	<b>100</b>

### **QUOTATION SUBMITTAL**

Submit your cost estimate, with associated curriculum vitae (CVs) for key personnel to [JamaicaLPDprocurement@fhi360.org](mailto:JamaicaLPDprocurement@fhi360.org), with the subject line “**Business Development Workshops – Business Incubator**” by Thursday, June 27, 2019, 5PM (Jamaica time).

### **RIGHT TO SELECT/REJECT**

FHI 360 reserves the right to select and negotiate with those firms it determines, in its sole discretion, to be qualified for competitive quotations and to terminate negotiations without incurring any liability.

### **REQUEST FOR QUOTATION FIRM GUARANTEE**

All information submitted in connection with this RFQ will be valid for sixty (60) days from the RFQ due date. This includes, but is not limited to, cost, pricing, terms and conditions, service levels, and all other information. If your firm is awarded the contract, all information in the RFQ and negotiation process is contractually binding.

## **RESERVED RIGHTS**

All RFQ responses become the property of FHI 360, who reserves the right in its sole discretion to:

- To disqualify any offer based on offeror failure to follow solicitation instructions.
- Extend the time for submission of all RFQ responses after notification to all offerors.
- Terminate or modify the RFQ process at any time and re-issue the RFQ
- Issue multiple awards based on solicitation activities.
- FHI 360 will not compensate vendors for preparation of their response to this RFQ.
- FHI 360 shall not be obligated to order any minimum or maximum quantities of services or products and assumes no commitment, financial or otherwise.