



KCB BANK RWANDA PLC

PREQUALIFICATION OF FIRMS

FOR

PROVISION OF MOBIGROW TRAININGS

Release Date:	Tuesday	26th November 2019
Closing Date:	Tuesday	10th December 2019

ISSUE OF PREQUALIFICATION DOCUMENT TO PROSPECTIVE BIDDERS

PREQUALIFICATION OF FIRMS FOR PROVISION OF MOBIGROW TRAININGS

This form serves as an acknowledgement of receipt of the prequalification document and participation.

This page is to be completed immediately on downloading/receiving the document and a scan copy e-mailed to procurement@rw.kcbbankgroup.com

Firms that do not register their interest immediately in this manner may not be sent the RFP addenda should any arise.

Item	Supplier Details
Name of Person	
Organization Name	
Postal Address and Physical location	
Tel No	
Fax No	
Email Address (this e-mail address should be clearly written as communication with bidders shall be through e-mail)	
Signature:	
Date	
Company Stamp	

1. Background

KCB Bank Rwanda PLC, a member of the KCB Bank Group of Companies, has been in operation in Rwanda since December 2008, and continues to grow its banking business in the country. The bank has 14 branches and 27 ATMs in Rwanda, and is on an ambitious strategy of expanding its footprint on the frontier of Digital Financial Services.

KCB Bank Rwanda PLC wishes to invite all interested and qualified firms to provide trainings to FPOs board members, farmers and staff

2. What is Mobi Grow Program?

It is an enhanced financial inclusion to improved livelihood status of 0.35 million small holder dairy & crop farmers in Rwanda for over a 5-year period. Its objectives include;

- Delivering MobiGrow - innovation and scalability digital financial solutions
- Improving productivity amongst rural agro-entrepreneurs.
- Facilitating improved access to produce markets and returns

Mobigrow main activities include;

- Train smallholder dairy / crop farmers to improve production and stock management
- Train & extend financial services to smallholder
- Build capacity of Producer Organizations (POs) in governance & institutional strengthening skills
- Facilitate cross learning between the Producer Organizations (POs)
- Set up monitoring, learning, evaluation and sharing systems
- Build capacity of Producer Organizations (POs) in financial literacy and business management dairy/crop farmers

3. Eligibility, Aims & Objectives for the Mobigrow Training Prequalification

- a) The bank intends to procure the services of suitably qualified firms to provide trainings to farmers, Farmer Producer Organizations board members & staff. The service provider will be expected to provide the stated services as per the scope of services that will be shared from time to time.
- b) Delivering a highly innovative and scalable digital financial ecosystem solution for rural smallholders and pastoralists.

- c) Improving productivity amongst rural agro-entrepreneurs through facilitating quality training and market information.
- d) Direct training, including practical exercises and case studies were appropriate, will be provided to selected FPO committees and staff following the schedule that is going to be proposed by the consultant and approved by MobiGrow Manager
- e) Targeted value chains are in the zone within Rwanda only.
- f) Training Reports including participant feedback analysis

4. Requirements

Technical Requirements are listed below and also as required in Annex 1.

The Firm/NGO/Individual Consultant should:

- a) Provide a Company Profile and specify whether the company is a sole proprietorship, partnership or registered company
- b) Specify number of years the organization has been carrying out training in the specified area (attach evidence)
- c) Curriculum vitae of the proposed lead consultant & trainers citing their specific roles and relevant experience in conducting similar roles(attach evidence)
- d) Detailed understanding of the project scope, approach to addressing the identified task, key issues and relevance
- e) At least 05 reference letters of service completion that are similar to our requirement
- f) Professional certifications/Accreditations for the firm/staff

The lead consultant should:

- g) Have at least a master's degree in agriculture related disciplines from recognized institution or bachelor's degree with 5 years working experience;
- h) Demonstrate competence in articulating the processes of knowledge acquisition, retention & application among adult trainees, including devising practical application options
- i) Have strong research skills in protocol and survey tool development and training.
- j) Proven familiarity and practical experience with delivery of training programs in rural and agribusiness setting in Rwanda
- k) Fluent in English and Kinyarwanda

Trainers (considered as assistants in case of Individual Consultant) should

- g) have at least a bachelor's degree in Agribusiness/ agricultural economics, Development studies, Rural development, and cooperative management related disciplines
- h) have at least 3 years working experience in the area they will be attached to
- i) Demonstrate competence in articulating the processes of knowledge acquisition, retention & application among adult trainees

5. Areas of Trainings and Engagements Requirements for MobiGrow Program

- I. Develop & Review Master Farmer Training Handbooks for Rwanda Market
- II. Derive SMS content & mobile based farmer training modules Rwanda Market
- III. Product evaluations - Rapid base lining surveys to understand client satisfaction
- IV. Develop content and script for an edutainment program (financial literacy and business management and complement other platforms in disseminating information on agricultural productivity, market access, and MobiGrow platform) in Rwanda
- V. Institutional capacity assessment of Producer Organizations to inform capacity building process & ensure they meet KYC (Know Your Customer) requirements for KCB for onward lending to FPO in Rwanda.
- VI. Content development - 4 modules for strengthening producer organizations in Rwanda (e.g. Governance, Risk management, Business planning, financial management)
- VII. Develop & rollout three pilots for managerial training for agriculture SMEs through low cost channels (e.g. IVR) in Rwanda
- VIII. Facilitate quality standards & checks for business services such as Artificial Insemination in Kenya and Rwanda.
- IX. FPOs' Capacity built through partnerships with training providers (external firm) provided on a cost-sharing basis with producer organizations in Kenya and Rwanda. Priority on governance and risk management, hub development, collective bargaining & post-harvest management).
- X. Impact Studies (extending from baseline to other follow up surveys including longitudinal surveys, qualitative surveys and eventually final impact report) in both Kenya and Rwanda.
- XI. Stakeholder meetings to disseminate learnings

Consultancy Service in the below areas of engagement but not limited to:

- i. Conduct Mid-term and End of Program Evaluation
- ii. Deep-dive Study (Financial Impact to the Bank)
- iii. Mobi Grow Consultancy
- iv. BDS Consultancy
- v. Data Analysis Consultant

6. Clarification on Prequalification Document

All correspondence related to the document shall be made in English. Any clarification sought by the bidder in respect of the project shall be addressed at least two (2) days before the deadline for submission of bids, in writing to the Head of Operations and Logistics.

Enquiries for clarifications should be sent by e-mail to: procurement@rw.kcbbankgroup.com

7. Submission of Prequalification Responses

The responses to this prequalification shall be addressed to the following address and dropped at the tender box on 3rd Floor, Wing B on or before the closing date.

**Head of Operations & Logistics
KCB Bank Rwanda PLC
3rd Floor Wing B
Avenue De la Paix
P.O. Box 5620 KIGALI-RWANDA**

Done in Kigali, 25th November 2019



RESTUTA NDAMAGE
Ag. HEAD OF OPERATIONS & LOGISTICS

ANNEX 1 – SUPPLIER QUESTIONNAIRE

Bidders, willing to be considered for the tender for Prequalification for *Provision of Mobigrow Training* are expected to furnish the Company with among others the following vital information, which will be treated in strict confidence by the Company.

1.0 CORPORATE INFORMATION

No.	PARTICULARS	RESPONSE [If space is insufficient, please use a separate sheet]
1.1	Full name of organization:	
1.2	<p>Is your organization (Please tick one)</p> <p>i) a public limited incorporated company? attach a copy of Certificate of incorporation including any Certificate of Change of Name, Memorandum & Articles of Association</p> <p>ii) a public listed company? If yes, please attach a copy of Certificate of incorporation including any Certificate of Change of Name, Memorandum & Articles of Association</p> <p>iii) a limited incorporated company? If yes, please attach a copy of Certificate of incorporation including any Certificate of Change of Name, Memorandum & Articles of Association</p> <p>iv) a partnership? If yes, please attach certified copy of the Partnership Deed and business name certificate</p> <p>v) a sole trader? If yes, please attach a certified copy of the business name certificate</p> <p>vi) other (please specify)</p>	
1.3	Company Registration number (if this applies)- attach a copy of Certificate of incorporation including any Certificate of Change of Name or relevant certificate from country of incorporation.	
1.4	Date and country of Registration:	
1.5	<p>Full physical address of principal place of business:</p> <p>Full postal address of the business:</p>	

1.6	Registered address if different from the above: Post Code:	
1.7	Telephone number:	
1.8	Fax number:	
1.9	E-mail address:	
1.10	Website address (if any):	
1.11	Company/Partnership/Sole Trader Tax PIN: (Please provide a copy of the PIN Certificate)	
1.12	VAT Registration number: (Please provide a copy of the VAT Certificate and current tax compliance)	
1.13	Period in which you have been in the specific business for which you wish to bid.	
1.14	Certificate from relevant regulatory authority preferably issued in 2018/2019 where applicable.	
1.15	Names of the Shareholders, Directors and Partners.	
1.16	Associated companies(if any)	
1.17	<i>Please provide a copy of the latest annual returns together with the filing receipt as filed at the Companies Registry</i>	
1.17	Name of (ultimate) parent/holding company (if this applies):	
1.18	Company number of parent/holding company (if this applies):	
1.19	If a consortium is expressing interest, please give the full name of the other organization (the proposed consortium partners should also complete this questionnaire in its entirety)	

1.20	Name and contacts of the Legal Representative of the company; Name, Title; Telephone, Fax and Email address.	
1.21	Contact person within the organisation to whom enquiries about this bid should be directed:	NAME:
		TITLE
		TEL:
		FAX:
		EMAIL:

2.0 FINANCIAL INFORMATION

No.	PARTICULARS		
2.1	What was your turnover in the last two years? for year ended --/--/---- for year ended --/--/----
2.2	Has your organization met all its obligations to pay its creditors and staff during the past year?		Yes / No
	If no, please give details:		
2.3	Have you had any contracts terminated for poor performance in the last three years, or any contracts where damages have been claimed by the contracting authority?		Yes / No
	If yes, please give details:		
2.4	What is the name and branch of your bankers (who could provide a reference)?	Name:	
		Branch:	
		Telephone Number:	
		Postal Address:	
		Contact Person Name:	
		Contact Position	
		Contact E-mail:	

3.0 BUSINESS ACTIVITIES

No.	PARTICULARS
3.1	What are the main business activities of your organization? i.e. Manufacturer, Assembler, Distributor, Service Centre, Retailer, (please specify).
3.2	How many staff does your organization have? Indicate the number under each category i. Technical (Permanent....., Temporary.....) ii. Semiskilled (Permanent....., Temporary.....)
3.3	Please generally describe the experience and expertise your organization possesses that will enable you to effectively and efficiently undertake the work you are bidding for, as required by KCB. <ul style="list-style-type: none">• Attach you company organogram (organization chart)• Attach one page Resumes of key staff
3.4	Please submit a declaration that all staff within your organization that are or will be involved in the project are or will be permitted to work within your organization under the laws of Rwanda or the laws of the country in which it is established.