

Request for Proposals

Recruitment of an MSD experienced event planning and management agency/consortium of agencies for the co-design, communication, organization and implementation of the Francophone Symposium on the Market Systems Development approach.

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Due Date for Responses: 10/19/2026

Background

Market Systems Development (MSD) is an approach aimed at achieving sustainable, large-scale change by addressing the root causes of dysfunctions in a market or economic ecosystem.

Unlike traditional direct-support approaches, which mainly provide beneficiaries with services, equipment, financing or training, the MSD approach seeks to sustainably strengthen the actors, relationships, rules, services and mechanisms that shape how a market system functions.

In Benin and more broadly across Francophone West Africa, several organizations are already implementing interventions that fully or partially reflect this logic. However, the MSD approach remains insufficiently known, understood and documented, particularly among public decision-makers, the private sector, development organizations, business support organizations, donors and field-level actors.

In addition, some organizations are developing ecosystem facilitation practices without necessarily identifying or presenting them using MSD terminology. It is therefore important to promote the principles of the approach without confining them to an overly technical vocabulary, so as to facilitate uptake by a diverse audience.

Against this backdrop, the members of the Benin MSD Platform wish to organize in Cotonou, between May and June 2027, a two-day Francophone learning symposium dedicated to market systems development.

The symposium aims to become a reference event for stakeholders in Benin, Francophone West Africa and, more broadly, Francophone Africa who are interested in systemic approaches to economic development.

The event may draw on international experience from symposiums dedicated to the MSD approach, including the annual symposium organized in South Africa by the Vikara Institute, while developing a format specifically adapted to the realities, needs and frames of reference of Francophone stakeholders.

To this end, TechnoServe, in collaboration with the members of the Benin MSD Platform, wishes to recruit an agency or consortium with demonstrated expertise in designing and delivering learning events related to MSD, systemic approaches or comparable fields, rather than a generalist event agency engaged solely for local logistics. This expertise may be held directly by the agency or, where appropriate, through a clearly structured partnership/consortium with dedicated MSD expertise. The agency will be responsible for supporting preparation, ensuring communication and participant mobilization, and organizing the pedagogical, logistical and operational delivery of the symposium.

Scope of Work

The symposium must be designed as a learning-oriented and professional development event, rather than simply a conference for exchange, networking or institutional presentations. It should enable participants to:

- gain a practical understanding of the principles of the MSD approach;
- analyze the differences between a systemic intervention and a traditional direct-support intervention;
- work on real case studies;
- participate in exercises, simulations and practical workshops;
- deepen their understanding of how the approach can be applied in selected economic sectors;
- engage in dialogue with practitioners, public decision-makers, private-sector representatives, and technical and financial partners;

- identify opportunities for collaboration and for implementing systemic initiatives.

The program may combine, among other elements:

- learning-oriented plenary sessions;
- panels structured around specific issues;
- masterclasses;
- practical workshops;
- case studies from West Africa and other relevant regions;
- sector-focused sessions;
- market systems analysis exercises;
- practitioner experience-sharing sessions;
- spaces for dialogue among public-sector, private-sector and development partner stakeholders;
- targeted networking activities;
- spaces for presenting tools, resources and publications.

Sector-focused sessions may address sectors such as agriculture and agri-food, entrepreneurship, employment and skills, financial services, digital technology, the green economy, or any other sector selected during the co-design process.

The entire symposium, all learning materials and all communications must be delivered in French. English interpretation services for non-French speakers may be organized.

Overall objective of the assignment

The overall objective of the mission is to recruit an agency or a consortium of agencies with solid experience in the Beninese event context and capable of supporting the MSD Platform of Benin in translating the Platform's guidelines into operational and learner formats, as well as in promoting, organizing and successfully delivering a two-day regional learning symposium on market systems development for stakeholders from Benin and Francophone Africa. Based on its experience, the agency may advise the Platform on activities, formats, methods and implementation choices, without replacing the Platform in editorial decision-making.

Specific objectives of the symposium

The symposium will pursue the following specific objectives:

1. **Raise awareness and build participants' capacity on the principles of the MSD approach**, using accessible language adapted to different participant profiles, without limiting discussions to technical MSD terminology.
2. **Build understanding of the advantages, limitations and conditions under which the MSD approach is relevant**, compared with traditional direct-support approaches implemented by development projects and programs.
3. **Present practical experiences and case studies**, particularly from West Africa and other comparable contexts.
4. **Identify and showcase actors that are already implementing ecosystem facilitation or collaboration practices**, including where these are not explicitly described as MSD.
5. **Promote the MSD approach in Benin**, both among decision-makers and organizations based in Cotonou and among operational actors and organizations present in the field.
6. **Promote systemic approaches to economic development in Francophone West Africa** and Francophone Africa more broadly.
7. **Strengthen links and opportunities for collaboration** among government, businesses, professional organizations, technical and financial partners, business support organizations, development organizations, researchers and practitioners.
8. **Document and disseminate good practices, lessons, tools and case studies** in order to contribute to the emergence of new projects and programs based on a systemic approach in Benin and Francophone West Africa.
9. **Gradually position the symposium as a regional reference event** that can be held periodically.

Target audiences

- ministries, government agencies and local authorities;
- companies and representative private-sector organizations;
- professional organizations;
- international development actors;
- technical and financial partners;
- donors;
- national and international non-governmental organizations;
- development projects and programs;
- entrepreneurship and business support organizations;
- consulting firms and specialized service providers;
- universities, research centers and training institutions;
- practitioners in economic development and market facilitation;
- actors working in the selected economic sectors;
- specialized media;
- young professionals and advanced students with a relevant interest in systemic approaches.

Particular attention should be paid to mobilizing participants from Benin, Francophone West Africa and other Francophone countries.

Scope of work

The selected agency will be responsible for supporting the members of the Benin MSD Platform across the following five main components:

1. coordination of the symposium co-design process;
2. design of the learning format and participant experience;
3. communication, promotion and participant mobilization strategy;
4. logistical, technical and event organization;
5. documentation, knowledge capture and post-event communication.

The agency will work closely with the members of the Benin MSD Platform. The Benin MSD Platform retains editorial ownership of the symposium: it validates themes, core messages, content, key speakers and editorial decisions. The agency will focus primarily on pedagogical delivery, facilitation, and logistical and event implementation. It may make recommendations and advise the Platform based on its experience, but final decisions regarding content remain the responsibility of the Platform.

Scoping and planning phase

The agency/consortium of agencies will be required to:

- organize a kick-off meeting with the client and designated members of the Benin MSD Platform;
- clarify the objectives, expected results, target audiences and positioning of the symposium;
- analyze comparable initiatives and relevant good practices;
- propose a detailed methodology for preparation and implementation;
- develop an overall workplan, including validation milestones;
- propose a governance and coordination mechanism;
- identify the main decisions to be made by the organizing committee;
- develop a risk register and mitigation measures;
- propose symposium performance indicators covering both quantitative attendance and mobilization KPIs and qualitative KPIs to assess learning, engagement, intentions to initiate new collaborations, and concrete intentions to apply the MSD approach.

Coordination of the co-design process

The agency/consortium of agencies will facilitate a participatory process involving members of the Benin MSD Platform and, as needed, other resource persons. This process is consultative and operational: the Benin MSD Platform remains responsible for editorial direction and final validation of themes and content. The agency will contribute its expertise to structure, sequence and make the approved choices pedagogically effective.

In this capacity, it will notably be required to:

- prepare and facilitate co-design meetings and workshops;
- collect the expectations, proposals and contributions of Platform members;
- ensure balanced participation by the different organizations;
- translate members' contributions into operational proposals submitted to the Benin MSD Platform for validation;
- document trade-offs and decisions made;
- propose a coherent symposium architecture;
- establish the learning threads running through the two days;
- coordinate the operational translation of the themes validated by the Platform, as well as the definition of formats and sector-focused sessions;
- define the desired profiles of speakers, facilitators and participants;
- support the identification and mobilization of experts and practitioners;
- ensure coherence across the different sessions;
- design and/or facilitate adult-learning sequences (workshops, simulations, case studies, practical exercises, small-group work and debriefs), using participatory methods suited to the learning objectives;
- prevent an excessive number of institutional or promotional presentations with limited learning value.

The agency will propose simple and accessible coordination tools, including a shared calendar, a responsibility matrix, a decision-tracking table and a regular reporting mechanism.

Communication strategy and participant mobilization

The agency will propose and develop a coherent identity for the symposium, including in particular:

- the final name of the symposium;
- a tagline or slogan;
- a visual identity;
- a simplified graphic charter;
- the main communication messages;
- a value proposition explaining the event's added value;
- templates for presentations and materials;
- visuals adapted to the different dissemination channels;
- an event landing page or mini-site;
- materials for partners, speakers and participants.

The event positioning should avoid overly technical language and clearly present the benefits of the symposium for each category of participant.

As the symposium is a paid event, the agency will develop and implement an ambitious communication and conversion strategy to encourage a high number of participants to register.

The proposal must include a specific strategy for reaching stakeholders outside Benin, particularly in Francophone West Africa.

The agency will also propose promotional mechanisms that could support registrations, such as:

- early-bird rates;

- group rates;
- institutional packages;
- partner codes;
- mobilization of ambassadors;
- targeted campaigns by country or sector;
- scholarships or subsidized places, subject to client approval.

Registration system and participant management

The agency/consortium of agencies will establish or propose a reliable registration management system enabling, in particular:

- presentation of the different ticket categories;
- online registration;
- payment or confirmation of payment;
- issuance of confirmations and receipts;
- tracking registrations by category, sector, country and organization;
- management of invitations and authorized complimentary registrations;
- distribution of practical information;
- management of special requests;
- production of badges;
- on-site participant check-in;
- data management in accordance with applicable confidentiality and data-protection rules.

The allocation of responsibilities for collecting registration fees will be specified at the contracting stage. The agency must nevertheless be able to propose a functional and transparent solution.

Speaker mobilization and preparation

The agency/consortium of agencies will support the organizing committee to:

- identify relevant speakers and facilitators;
- develop and maintain a database of potential speakers;
- prepare invitations;
- manage follow-ups and coordination;
- collect biographies, photographs and other required information;
- organize preparatory sessions with moderators and speakers;
- provide briefing notes and presentation templates;
- check the coherence and pedagogical quality of materials;
- reduce the risk of presentations that are overly long, institutional or promotional;
- coordinate speakers' logistical and technical requirements;
- manage, where applicable, travel, accommodation and authorized allowances.

Logistical and technical organization

The agency/consortium of agencies will be responsible for planning and coordinating symposium logistics. In particular, it will be required to:

- identify and propose a suitable venue in Cotonou;
- negotiate and coordinate services with the selected venue;
- propose a configuration suited to plenary sessions, workshops and parallel sessions;
- coordinate catering and breaks;
- provide sound, projection, lighting and required equipment;
- provide a reliable internet connection;
- organize signage and venue branding;
- coordinate printing and production of materials;
- organize participant reception, orientation and registration;
- recruit, train and supervise reception teams;
- prepare an overall event run-of-show;
- coordinate room changes and parallel sessions;
- provide operational event control/production management;
- ensure time management;
- coordinate service providers and subcontractors;
- provide security, first-aid and incident-management arrangements;
- anticipate accessibility needs;
- develop contingency plans for the main technical and logistical risks.

The agency will appoint a lead event manager who will be present throughout the symposium.

Media coverage and content production

The agency will provide or coordinate:

- photographic coverage;
- video production;
- interviews with speakers and participants;
- real-time coverage on digital channels;
- preparation of short-form content highlighting key lessons;
- collection of the authorizations required for the use of images;
- handover of source files to the client.

The technical proposal must clearly distinguish between services included in the base offer and optional services, such as live streaming or online broadcasting.

Knowledge capture and post-event follow-up

After the symposium, the agency will be required to:

- administer a satisfaction survey;
- put in place evaluation of the quality and immediate effects of the symposium, including intentions to initiate new collaborations, intentions or concrete plans to apply the MSD approach, and follow-up commitments expressed by participants;
- compile and analyze participation data;
- document the main lessons learned;
- produce a concise symposium report;
- coordinate the production of proceedings or knowledge-capture briefs;
- organize and classify the presentations, tools and resources shared;
- produce post-event content;
- disseminate results to participants and partners;
- propose recommendations for a possible future edition;
- handover all files, databases and outputs to the client.

Skills transfer and Platform autonomy

To make the symposium a sustainable investment beyond a one-off edition, the agency will propose a structured skills-transfer process for the benefit of the Benin MSD Platform team:

- involve the Platform team in the main planning, production, coordination and event-control stages, following a learning-by-doing approach;
- provide reusable tools, templates, checklists, frameworks, procedures and dashboards for future editions;
- organize at least one structured after-action review and know-how transfer session after the event;
- formulate practical recommendations enabling the Platform to progressively increase its autonomy in the event and pedagogical management of future editions.

Expected results

At the end of the assignment, the following results are expected:

1. A participatory, structured and documented co-design process has been implemented.
2. The symposium has a coherent positioning, identity and learning program.
3. The roles and responsibilities of organizing committee members, the agency and other stakeholders are clearly defined.
4. A significant number of participants from Benin and other Francophone countries have registered and effectively participated in the event.
5. The main target groups - government, private sector, development organizations, donors and field-level actors - are represented.
6. Participants have improved their understanding of the principles and tools of the MSD approach.
7. Participants have had access to case studies, exercises and sector-focused sessions enabling them to apply the learning.
8. The event was delivered under good logistical, technical and organizational conditions.
9. The main lessons, practices and resources from the symposium have been documented and disseminated.
10. Foundations have been laid for renewing the symposium and strengthening a Francophone community of practitioners of systemic approaches.
11. The Benin MSD Platform team has strengthened its capacities and has reusable tools and methods to manage future editions of the symposium with greater autonomy.

Deliverables

At a minimum, the agency will produce the following deliverables.

Deliverable 1: Inception report

To be submitted within [ten] working days of contract signature, including:

- understanding of the assignment;
- the detailed methodology;
- the work schedule;
- the governance arrangements;
- the responsibility matrix;
- the schedule of co-design meetings;
- the main risks and mitigation measures;
- information or validation needs.

Deliverable 2: Concept note and symposium architecture

Including:

- the proposed positioning;
- the target audiences;
- the value proposition;
- the learning objectives;
- the main themes;
- the session formats;

- the indicative participant journey;
- the architecture of the two days;
- proposals for sector-focused sessions;
- the desired speaker profiles.

Deliverable 3: Identity and communication tools

Including in particular:

- the symposium name and tagline;
- the visual identity;
- the key messages;
- the communication kit;
- material templates;
- the registration page or website;
- materials for partners and speakers.

Deliverable 4: Communication and mobilization strategy

Including:

- audience segmentation;
- mobilization objectives;
- the regional strategy;
- communication channels;
- the editorial calendar;
- the media plan;
- the conversion strategy;
- indicators and dashboards;
- the registration management plan.

Deliverable 5: Detailed program and speaker kit

Including:

- the detailed program;
- session briefs for each session;
- moderator notes;
- presentation templates;
- speaker briefing notes;
- workshop and masterclass facilitation plans;
- the consolidated list of speakers and facilitators.

Deliverable 6: Logistics plan and overall run-of-show

Including:

- the venue layout plan;
- technical requirements;
- the catering plan;
- signage;
- the reception arrangements;
- the list of service providers;
- the minute-by-minute run-of-show;
- the risk-management plan;
- operational contacts.

Deliverable 7: Symposium implementation

This deliverable corresponds to the full organization and coordination of the two symposium days, in accordance with the standards validated by the client.

Deliverable 8: Final report and knowledge-capture package

To be submitted within [fifteen] working days after the symposium, including:

- an assessment of the assignment;
- participation statistics;
- analysis of registrations and payments;
- the satisfaction survey results;
- evaluation of objectives and indicators, including qualitative KPIs on collaboration, intention to apply MSD and follow-up commitment;
- the main lessons learned;
- challenges encountered;
- recommendations;
- photographs and videos;

- speaker materials;
- communication content produced;
- the consolidated participant database;
- proposals for a future edition.

Deliverable 9: Skills-transfer and autonomy package

Including in particular :

- a skills-transfer plan implemented during the assignment;
- a reusable operational kit (backward planning schedule, RACI matrix or equivalent, checklists, briefing templates, run-of-show, tools for budget tracking, risks, registrations and service providers);
- materials for a transfer/after-action review session with the Platform team;
- an autonomy note specifying skills acquired, areas still to be strengthened and recommendations for future editions.

Anticipated Start Date

11/03/2026

Performance Location

The symposium will take place in Cotonou, Benin

Additional Information

Indicative performance indicators

The final indicators will be specified during the scoping phase. They may include:

- total number of registrations;
- number of participants who actually paid;
- actual attendance rate;
- number of countries represented;
- proportion of participants coming from outside Benin;
- diversity of stakeholder categories represented;
- number and quality of speakers mobilized;
- number of learning and practical sessions;
- participant satisfaction rate;
- proportion of participants reporting improved understanding of the MSD approach;
- number of intentions to establish new collaborations, qualified connections or joint initiatives initiated during or following the symposium;
- proportion of participants reporting a concrete intention to apply, adapt or deepen an MSD practice within their organization, project or sector;
- number of commitments, action plans or MSD experimentation ideas formulated at the end of the sessions;
- assessment of facilitation quality and of the ability of learning formats to support practical application of learning;
- reach of communication campaigns;
- engagement on digital channels;
- number of media or institutional partnerships mobilized;
- compliance with the schedule and budget;
- number of learning resources documented and disseminated.

Quantitative targets will be validated with the agency after analysis of the budget, venue capacity and potential market.

Duration and indicative schedule of the assignment

The assignment should start no later than [October/November 2026] and end after submission of the final report, no later than [July 2027].

The indicative schedule may be organized as follows:

Indicative period	Main activities
October-November 2026	Contracting, scoping and launch
November-December 2026	Co-design, benchmarking and definition of positioning
January 2027	Validation of the identity, format and program architecture
January-February 2027	Launch of communication and opening of registrations
February-April 2027	Mobilization of participants, speakers and partners
April-May 2027	Finalization of the program, speaker preparation and logistics
May-June 2027	Symposium held in Cotonou
June-July 2027	Knowledge capture, post-event communication and final report

The agency may propose an alternative schedule, provided it demonstrates consistency with the regional mobilization objectives and the paid nature of the symposium.

Profile of the agency sought

The applicant agency must demonstrate:

General experience

- at least [three] years of experience in event communication and the organization of professional events;
- legal capacity to contract in Benin;
- demonstrated experience managing complex assignments combining communication, events and stakeholder coordination.

Specific experience

The agency must have successfully organized at least [two or three] national- or regional-level learning or professional events bringing together several categories of stakeholders. It must also demonstrate directly relevant experience in organizing, designing or facilitating events related to MSD, market systems development, systemic approaches or comparable themes. This experience may be held by the agency itself or by a partner/expert formally integrated into the proposed team. Experience limited to conference logistics will not be considered sufficient.

Experience organizing symposiums, forums, professional academies, learning conferences, masterclasses or paid regional events will be a significant advantage. The references presented must make it possible to assess the agency's contribution to pedagogical quality and facilitation, and not only to logistics or event production.

Required capabilities

The agency must demonstrate its ability to:

- facilitate co-design processes;
- work with a committee comprising several organizations;
- design events with high learning value and facilitate adult learning through workshops, simulations, case studies, participatory exercises and structured debriefs;
- make technical topics accessible;
- advise the Platform on learning and event formats while respecting its editorial ownership and final decisions on themes and content;
- develop targeted communication campaigns;
- generate paid registrations;
- manage databases and registration tools;
- coordinate multiple service providers;
- comply with high standards of quality, transparency and accountability;
- transfer event-management methods, tools and know-how to the Platform team in order to strengthen its autonomy for future editions;
- manage bilingual or international events, even though this symposium will be conducted exclusively in French.

Minimum composition of the proposed team

The key team must include, at a minimum:

Project Manager

- at least [seven] years of relevant experience;
- experience coordinating complex regional events;
- demonstrated ability to manage institutional partners;
- excellent command of French;
- strong planning, coordination and problem-solving skills.

Communication and Mobilization Manager

- experience designing and implementing multi-channel campaigns;
- demonstrated experience generating leads and registrations;
- proficiency in digital communication, email marketing and media relations;
- good knowledge of institutional and professional audiences in Francophone Africa.

Learning Design or MSD Facilitation Specialist

- experience designing training courses, workshops or adult-learning events, including practical and verifiable experience facilitating workshops, simulations, case studies and participatory learning sequences;
- ability to design participatory, practice-oriented professional development formats based on adult-learning principles;
- experience facilitating multi-stakeholder processes.

The agency may propose additional profiles, particularly in press relations, audiovisual production, registration management, partnerships or knowledge capture.

Content of the technical proposal

The technical proposal must include:

1. a presentation of the agency/consortium;
2. an understanding of the context and objectives of the assignment;
3. an analysis of the main issues and risks;
4. the proposed methodology;
5. the co-design approach with Platform members;
6. the proposed learning approach;
7. an initial proposal for the symposium concept and format;
8. the indicative communication and mobilization strategy;
9. the proposed approach to generating paid registrations;
10. the regional and Francophone mobilization approach;
11. the logistical organization arrangements;
12. the work schedule;
13. the team composition and allocation of responsibilities;
14. the curriculum vitae of key team members;
15. references for comparable assignments, clearly identifying those related to MSD, systemic approaches or comparable learning events, as well as the exact role played by the agency;
16. at least [three] certificates of satisfactory performance or verifiable references;
17. examples of materials or campaigns produced;
18. the list of any services to be subcontracted;
19. quality-control measures, including a proposal for qualitative KPIs measuring learning and concrete intentions to apply MSD;
20. any additional services or options proposed;
a skills-transfer mechanism for the Platform team, including the methods, tools and materials that will remain available for future editions.

The technical proposal must not be limited to an institutional presentation of the agency. It must explain concretely how the agency intends to achieve the participation, learning-quality and regional outreach objectives.

Content of the financial proposal

The financial proposal must be presented in detail and distinguish, at a minimum:

- design and project-management fees;
- facilitation of the co-design process;
- creation of the visual identity;
- communication campaigns;
- the registration platform;
- logistics services;
- venue rental;
- catering;
- technical equipment;
- signage;
- audiovisual production;
- printing;
- human resources deployed during the event;
- any travel and accommodation;
- documentation and knowledge capture;
- skills transfer, reusable tools and the after-action review session for the Platform team;
- applicable taxes;
- optional services.

The proposal must specify the assumptions used, particularly the number of participants, number of rooms and level of service envisaged.

Costs that depend on the final number of participants must be presented as unit costs.

The agency must also specify the remuneration arrangements for any potential sponsor or financial-partner mobilization activities.

Indicative proposal evaluation criteria

Proposals may be evaluated according to the following indicative scoring grid:

Technical evaluation: 70 points

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Criterion	Indicative weighting
Understanding of the assignment and relevance of the analysis	10 points
Quality of the co-design methodology	10 points
Quality of the learning and event approach (including adult-learning facilitation and participatory methods)	15 points
Communication and registration-generation strategy	15 points
Agency experience on comparable assignments and relevance of MSD/systemic approaches expertise	10 points

Qualifications and experience of the proposed team (including learning facilitation expertise and skills transfer)	7 points
Realism of the schedule and risk-management arrangements	3 points
Total technical score	70 points

Financial evaluation: 30 points

The financial proposal will be evaluated on the basis of:

- price competitiveness;
- consistency between costs and methodology;
- budget clarity;
- realism of unit costs;
- value for money.

Only proposals scoring at least [49 points out of 70] in the technical evaluation may be considered for the financial evaluation.

The client may invite shortlisted agencies to present their proposals orally and answer questions before the contract is awarded.

NB : Tax procedure regarding to foreign companies

When a non-resident company without a permanent establishment provides services, sells know-how or carries out financial operations for a client in Benin, its income is taxed in Benin via a withholding tax.

- **Scope of application (Art. 141):** The withholding applies to amounts due as remuneration for services of any kind provided or used in Benin (studies, advice, technical assistance, copyright, patents, trademarks, etc.).
- **Common law rate (Art. 142):** The tax withholding rate is **20%**. It applies to the gross amount due, including all incidental costs borne by the Beninese client (airline tickets, accommodation, etc.).
- **Scope of application (Art. 141):** The withholding applies to amounts due as remuneration for services of any kind provided or used in Benin (studies, advice, technical assistance, copyright, patents, trademarks, etc.).
- **Exemption by International Convention (Art. 1 & 142):** If the company is established in a country that has signed a non-double taxation agreement with Benin (e.g. WAEMU area via Regulation No. 08/2008/CM/UEMOA), it may be exempted from this withholding. To benefit from it, she must provide a certificate of tax residence issued by the authorities of her country.

Response Instructions

To ensure consideration, all responses must be submitted no later than **10/19/2026**, written in **English** with prices stated in **XOF**.

All responses must:

- Contain a detailed cost with applicable taxes and other charges clearly identified.
- Provide requested payment terms and conditions.
- Include a contact name, email address, and telephone number.
- For quotes from a firm, provide a brief outline of the company and services offered, including the company's full legal name and address, the jurisdiction of incorporation, the full legal name and country of citizenship of the company's owners/principal officers, and the year the business was established.
- If a consortium of firms or a team of consultants submits a quote jointly, the above information should be provided for each member of the team.
- Only include attached files that are 10 MB or smaller in size. Do not include compressed (ZIP, RAR), executable, or other unusual file formats as these will be rejected.

Submit responses to: **buy+RQ10795@tns.org**

Note: DO NOT email your response to any employee of TechnoServe or deliver your response in hard copy to a TechnoServe office. Failing to adhere to these instructions may make your response ineligible for consideration.

Terms and Conditions

- This solicitation shall not be construed as an offer by TechnoServe.
- Responses must be submitted on or before the date indicated.
- Any quotes that are unresponsive will be summarily rejected.
- Responses to this solicitation shall be deemed binding offers and must remain valid for acceptance for no less than 90 days from the closing date of this solicitation.
- Any purchases resulting from this solicitation will be governed by TechnoServe's contractual terms and conditions, and may be subject to additional terms as required by donors funding the purchase.
- TechnoServe expressly reserves the right to accept or reject any quote or to cancel the solicitation process at any time without explanation, with no liability to any respondent.
- TechnoServe may, at its discretion, accept all or part of a respondent's offer.
- All information provided by TechnoServe in this solicitation is given in good faith; however, details are subject to change.
- TechnoServe may require respondents to enter into a non-disclosure agreement as a prerequisite for consideration.
- Respondents bear sole responsibility for all costs incurred in connection with the preparation of their response, including any third-party expenses.
- All responses shall become the property of TechnoServe.
- Respondents must fully disclose any conflicts of interest pertaining to this solicitation. Failure to comply may result in

disqualification.

Request Files

The following attached files, if any, represent an important part of this solicitation.

Description	File
LIST OF ADMINISTRATIVE DOCUMENTS TO BE PROVIDED	Download

Selection Criteria

Submissions will be evaluated based on the following criteria and rating methodology.

Selection Criteria	Max Points
Financial evaluation	30
Communication and registration-generation strategy	15
Quality of the learning and event approach (including adult-learning facilitation and participatory methods)	15
Agency experience on comparable assignments and relevance of MSD/systemic approaches expertise	10
Quality of the co-design methodology	10
Understanding of the assignment and relevance of the analysis	10
Qualifications and experience of the proposed team (including learning facilitation expertise and skills transfer)	7
Realism of the schedule and risk-management arrangements	3