



Special Agro-Processing Zones Programme (SAPZ)

Request for Proposals

for
Configuration of an Off-the-Shelf System
(COTS)

**Selection, Configuration and
Deployment of an AI-Enabled
Monitoring and Evaluation System**

Ref No: **NPCO/SAPZ-25-2005**

Issue date: 14th September, 2026

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Part 1 Proposal and Selection Procedures

Section I. Letter of Invitation Requesting Proposals

Abuja, Nigeria.
14th Sept., 2026

Re: Selection, Configuration and Deployment of a **Monitoring and Evaluation (M&E) System**

Ref: [NPCO/SAPZ-25-2005]

Dear Madam/Sir,

1. The Special Agro-Processing Zones Programme (SAPZ) has received financing from the International Fund for Agricultural Development (IFAD) and intends to apply part of the financing for these consulting services.
2. The use of any IFAD financing shall be subject to IFAD's approval, pursuant to the terms and conditions of the financing agreement, as well as IFAD's rules, policies and procedures. IFAD and its officials, agents and employees shall be held harmless from and against all suits, proceedings, claims, demands, losses and liability of any kind or nature brought by any party in connection with the Client.
3. The Special Agro-Processing Zones Programme ("SAPZ" or "the Client") now invites proposals for the **Configuration of an off-the-shelf system (COTS)** for an M&E System. More details on the services are provided in the Terms of Reference (TOR).
4. A firm will be selected under the **Quality and Cost Based Selection (QCBS)** method and procedures described in this RFP, in accordance with the policies detailed in the latest IFAD's Project Procurement Guidelines as approved by IFAD's Executive Board and IFAD Procurement Handbook.
5. The RFP includes the following sections:

Part 1 – Proposal and Selection Procedures

Section I Letter of Invitation Requesting Proposals (LOI)

Section II Instructions to Consultants (ITC)

Section III Proposal Data Sheet (PDS)

Section IV Qualification and Evaluation Criteria

Section V A Technical Proposal Forms

Section V B Financial Proposal Forms

Section VI Terms of Reference

Part 2 – Conditions of Contract and Contract Forms

Section VII Contract Agreement and General Conditions of Contract (GCC)

Section VIII Special Conditions of Contract (SCC), Annexes to Contract and Contract Forms

Section IX Revised IFAD Policy on Preventing Fraud and Corruption in its Activities and Operations

6. A Pre-Proposal Conference will be held as described in the proposal data sheet (“PDS”), Section III of this RFP.
7. Proposals must be delivered to the address and in the manner specified in the PDS ITC 20.3, 20.5 and 20.7 no later than 4.00pm WAT (GMT+1) of October 30, 2026.
8. Only electronic proposals shall be accepted. The PDS provides details on how electronic submission will be done.

Yours sincerely,

Signed
Dr. Kabir Yusuf
National Programme Coordinator
SAPZ

Section II. Instructions to Consultants

The Instructions to Consultants (ITC) is available from this link:

[Section II ITC.docx](#)

Section III. Proposal Data Sheet (PDS)

General	
ITC 1.1	e) "Client" – the Special Agro-Processing Zones Programme (SAPZ) is the entity designated by the government to sign and manage the resulting contract. n) "government" means the Government of Nigeria w) "Project" means Special Agro-Processing Zones Programme (SAPZ)
ITC 2.1	The method of selection is the Quality and Cost Based Selection (QCBS) method.
ITC 2.3	The name of the assignment is: Configuration of an off-the-shelf system (COTS) for an M&E System. Reference number of the assignment is: NPCO/SAP- 25-2005
ITC 2.4	A Pre-Proposal Conference will be held at 3:00pm WAT (GMT+1) of 18 September 2026. Attendance is strongly advised for all prospective consultants or their representatives but is not mandatory. The Pre-Proposal Conference shall be an online event and can be attended by using this link: https://teams.microsoft.com/meet/349265521292203?p=uREqehwgeBV6sGCAK0
ITC 2.5	The client will provide the following inputs and facilities: • Contacts to project partners and collaborating agencies • Access to existing systems • Project documents relevant to the task • Facilitation of visas for successful Consultant's staff
Contents of the RFP	
ITC 3.1	The SAPZ has received financing from the International Fund for Agricultural Development (IFAD) and intends to apply part of the financing for these consulting services.
ITC 11.1	Clarifications may be requested by e-mail not later than 14 days after issue of RFP, so that responses can be issued to all consultants not later than 28 days after issue of RFP] The address for requesting clarifications is: Special Agro-Processing Zones Programme (SAPZ) Att.: Engr. Godwin Uno, National Procurement Officer Email: gunuh@sapz.gov.ng

Preparation of Proposals	
ITC 14.1	The proposal shall be written in English
ITC 15.2(b)	There are no shortlisted consultants.
ITC 15.2(c)	N/A
ITC 15.2(d)	N/A
ITC 15.3(a)	Information on the consultant's financial capacity is not required (form TECH-2A of Section V A).
ITC 15.3(g)	Training is a specific component of this assignment, as explained in TOR.
ITC 18.1	The currency(ies) of the proposal shall be as follows: United States Dollars (USD) The currency(ies) of the payment shall be as follows: United States Dollars (USD)
ITC 19.1	Proposals must remain valid for 120 days after the deadline for the submission of proposals specified in PDS ITC 21.1.
Submission and Opening of Proposals	
ITC 20.2	Written power of attorney is required.
ITC 20.3	○ All proposals should be sent by email with the link to the Google Drive exclusively containing the submitted RfP documents in pdf format and submitted solely by electronic means; This is the only way to submit Proposals ○ Responses to the RfP should be sent to SAPZ NPC using the following: kysuf@sapz.gov.ng and copying the Procurement Specialist on the following email address: gunoh@sapz.gov.ng ○ The folder should be Firm Name+RFP_Ref No. The Subject of the email should also be the Firm Name+RFP_Ref No. ○ This submission link will expire on the deadline. No hard copy submissions are encouraged or permitted. ○ No submissions via email are permitted. ○ The Technical Proposal forms shall be submitted as separate pdfs or incorporated into a single pdf document. ○ The Financial Proposal forms shall be incorporated into a single pdf document that is password protected. The Client shall not bear any responsibility for Financial Proposals that are not password-protected. The password for the Financial Proposal shall remain with the Bidder until requested by the Client. Failure to provide a valid

	password within the specified timeframe will result in rejection of the entire Proposal.
ITC 20.5	N/A
ITC 20.7	N/A
ITC 21.1	Proposals must be submitted no later than 4:00pm WAT (GMT+1) on October 30, 2026.
ITC 23.1	The proposal opening shall take place - at 4:30pm WAT (GMT+1) on October 30, 2026 - online via this link: https://teams.microsoft.com/meet/349265521292203?p=uREqehwgeBV6sGCAK0
Evaluation of Proposals	
ITC 26.1	The minimum technical score (St) required to pass is 80% out of 100 possible points. For detailed scoring criteria, see Section IV.
ITC 27.2	The date, hour and place for opening the Financial Envelopes of the proposals that passed the minimum technical score requirement shall be communicated in due time by the client.
ITC 27.4	Taxes payable by the consultant in the borrower/recipient's country shall be presented separately in its financial proposal and the client shall evaluate the consultant's proposal price non-inclusive of taxes. The single currency used for evaluation purposes is: United States Dollars (USD) The source of official selling exchange rates for evaluation purposes is: Central Bank of Nigeria: (https://www.cbn.gov.ng/rates/ExchRateByCurrency.html) The date of the exchange rate for evaluation purposes is ten (10) days prior to the deadline for submission of the proposal.
ITC 27.5	N/A
Award of Contract	
ITC 29.3	The number of days indicated in module M of the IFAD Procurement Handbook shall prevail
ITC 30.2	The expected date for contract negotiations is expected to be within 30 days after the opening of the financial proposals and will be held online
ITC 33.1	The expected date for commencement of the services is 60 days after the deadline for receipt of proposals, and the location is Nigeria.

Section IV. Qualification and Evaluation Criteria

1.1 Legal Status

Each entity forming the consultant shall attach to form TECH-1 a copy of its letter of incorporation (registration), or other such document, indicating its legal status. In the event the consultant is an association of entities, the consultant shall include any other document showing that it intends to associate, or it has associated with, the other entity or entities that are jointly submitting a proposal. Each associate or member must provide the documents required in form TECH-1 as annex.

1.2 Financial Criteria

If required by PDS ITC 15.3(a), the consultant shall provide evidence showing that it has the sufficient financial capacity needed for this contract, as required in form TECH-2A. Each associate or member must provide the information required in TECH-2A.

1.3 Litigation Criteria

The consultant shall provide accurate information on any current or past litigation or arbitration resulting from contracts completed, terminated, or under execution by the consultant over the last five (5) years, as indicated in form TECH-2B. A consistent history of court/arbitration decisions against the consultant or existence of ongoing high value disputes may lead to the rejection of the proposal. Each associate or member must provide the information required in TECH-2B.

1.4 Evaluation Criteria

A proposal will be rejected if it does not earn a total minimum score identified in PDS 26.1. A proposal may be rejected, at the discretion of the client, if the firm does not satisfy the mandatory criteria as per table below.

The consultant will be rejected if its proposal does not clearly demonstrate that it meets the following minimum mandatory criteria:

Ref	Item
Mandatory Criterion 1	Firms submitting Proposals shall demonstrate the following: 1. Ownership or authorized access to an existing, commercially available software solution that is relevant to and meets the requirements set out in the TOR. 2. Proven experience in the installation, configuration, and commissioning of the proposed software for at least one client within the past ten (10) years.

The client shall use the following criteria and sub-criteria in scoring the technical proposal of each consultant who met the Mandatory Criteria.

Criteria, sub-criteria, and point system for the evaluation of Technical Proposals.		
ITC 26.1	Criteria, sub-criteria	Points
	1. Specific Technical Experience Technical experience in the implementation of similar projects (2 instances) in the last ten years. Language detailed in the TOR)	
	Total points for this criterion	50 points
	2. Other Experience (as detailed in the TOR)	
	Total points for this criterion	20 points
	3. Approach and Methodology <i>(See relevant Technical Form for details)</i>	
	Total points for this criterion	10 points
	4. Staffing The suitability and relevance of the proposed Project Manager's experience for the assignment, as well as the extent to which the proposed team and the consultant's organizational structure provide assurance of quality performance.	
	Total points for this criterion	20 points
	Total points for all criteria	100
	The minimum technical score (St) required to pass is	80 points
	If none of the proposals reach or exceed the minimum technical score specified in PDS 26.1 the client reserves the right to invite the consultant receiving the highest technical score (St) to negotiate both its technical and financial proposals, subject to receiving IFAD's no-objection. If the negotiations fail to result in an acceptable contract within a reasonable time, the client reserves the right to terminate the negotiations, subject to IFAD's no-objection, and to invite—again, at its sole discretion—the consultant receiving the next highest technical score (St) to negotiate both its technical and financial proposals.	
ITC 27.5	N/A	

1.5 Qualification Table

Documents needed to be submitted by the consultant in order to establish the Qualifications of the Consultant are indicated in the rightmost column.

Factor	1.5.1 ELIGIBILITY						
	Requirement	Consultant					Documentation Required
		Single Entity	Joint Venture or Association			Sub-Consultant	
			All members combined	Each Member	At least one member		
1.5.1.1 Qualification and Eligibility	In accordance with ITC 8	Must meet requirement	Existing or intended joint venture or other association must meet requirement	Must meet requirement	N/A	Must meet requirement	TECH-1 including attachments
1.5.1.2 Conflict of Interest	No conflicts of interests as described in ITC 8 unless the conflict of interest has been mitigated and the mitigation is approved by IFAD.	Must meet requirement	Existing or intended joint venture or other association must meet requirement	Must meet requirement	N / A	Must meet requirement	TECH-1 including attachments

Factor	1.5.1 ELIGIBILITY						
	Requirement	Consultant					Documentation Required
		Single Entity	Joint Venture or Association		Sub-Consultant		
			All members combined	Each Member		At least one member	
1.5.1.3 Ineligibility and Debarment	Not having been declared ineligible based on any of the criteria set forth in ITC 8	Must meet requirement	Existing or intended joint venture or other association must meet requirement	Must meet requirement	N/A	Must meet requirement	TECH-1 including attachments

The consultant shall provide the information requested in the corresponding information sheets included in Section V Proposal Forms to establish that the consultant meets the requirements established below. Sub-consultants that are included in the consultant's proposal shall not be replaced without the client's prior permission.

Factor	1.5.2 HISTORICAL CONTRACT NON-PERFORMANCE						
	Requirement	Consultant					Documentation Required
		Single Entity	Joint Venture or Association			Sub-Consultant	
			All members combined	Each member	At least one member		
1.5.2.1 Pending Litigation	All pending proceedings, litigation, arbitrations, actions, claims, investigations or disputes, in total, shall not represent more than ten percent (10%) of the consultant's net worth.	Must meet requirement by itself, including as member of past or existing joint venture or other association (not mandatory if in the past was as a member of a joint venture or other association with less than 20% role in the contract).	N/A	Must meet requirement by itself or as member of past or existing joint venture, or other association (not mandatory if in the past was as a member of a joint venture or other association with less than 20% role in the contract).	N/A	Must meet requirement by itself or as a sub-consultant to a prime, or member of past or existing joint venture, or other association (not mandatory if in the past was as a member of a joint venture or other association with less than 20% role in the contract).	Form TECH-2B

Factor	1.5.3 FINANCIAL SITUATION						
Sub-Factor	Requirement	Consultant					Documentation Required
		Single Entity	Joint Venture			Sub-Consultant	
			All members combined	Each member	At least one member		
1.5.3.1 Historical Financial Performance	Submission of evidence to the consultant's financial capacity to mobilize and sustain the services	Must meet requirement	N/A	Must meet requirement	N/A	N/A	Form TECH-2A, TECH-2B and form TECH-4
1.5.3.2 Financial Resources	The consultant must demonstrate access to, or availability of, financial resources such as liquid assets, unencumbered real assets, lines of credit, and other financial means.	Must meet requirement	Must meet requirement	N/A	Must meet requirement	N/A	Form TECH-2A, TECH-2B and form TECH-4

Factor	1.5.4 EXPERIENCE						
Sub-Factor	Requirement	Consultant					Documentation Required
		Single Entity	Joint Venture			Sub-Consultant	
			All members combined	Each member	At least one member		
1.5.4.1 Organization Capability and Technical Experience	See criteria table under 1.4 and specific areas of TOR	Must meet minimum requirement	Must meet minimum requirement	N/A	N/A	N/A	Form TECH-3 / form TECH-6
1.5.4.2 General & Specific Experience	See criteria table under 1.4 and specific areas of TOR	Must meet minimum requirement	Must meet minimum requirement	N/A	Must meet each discrete requirement	Must meet at least one specialized requirement	Form TECH-4

Section V. A. Technical Proposal Forms

Disclosure in these technical forms of any proposed prices will constitute grounds for declaring the proposal non-responsive; see ITC sub-clause 15.4.

Form TECH-1. Technical Proposal Submission Form	17
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Form TECH-1. Technical Proposal Submission Form

[Location, date]

To: **SAPZ**
Address:

Ladies and Gentlemen:

Re: **Configuration of an off-the-shelf system (COTS) for an M&E System**
RFP Ref: *[insert reference as shown on cover page]*

1. We, the undersigned, offer to provide the services for the above-mentioned assignment in accordance with your Request for Proposal (RFP) dated *[insert date]*, any addenda issued thereto and our proposal.
2. We are hereby submitting our proposal, which includes this technical proposal, and a financial proposal, each sealed in separate and clearly marked envelope/parcel.
3. We are submitting our proposal in association with:

[insert a list with full name and address of each associated consultant, otherwise delete this clause]
4. Our firm, its associates, including any subcontractors or suppliers for any part of the contract, have not been declared ineligible by the Fund and have not been subject to sanctions or debarments under the laws or official regulations of the client's country or not been subject to a debarment recognized under the Agreement for Mutual Enforcement of Debarment Decisions (the "Cross-Debarment Agreement")¹ in accordance with ITB clause 4, beyond those declared in paragraph 12 of this technical proposal submission form.
5. We are attaching herewith information to support our eligibility in accordance with Section IV of the RFP.
6. If negotiations are held during the initial period of validity of the proposal, we undertake to negotiate on the basis of the nominated key professional personnel.
7. Our proposal is binding upon us and subject to the modifications resulting from contract negotiations, and we undertake, if our proposal is accepted, to initiate the services related to the assignment not later than the date indicated in this RFP.

¹ The Cross-Debarment Agreement was entered into by the World Bank Group, the Inter-American Development Bank, the African Development Bank, the Asian Development Bank and the European Bank for Reconstruction and Development, additional information may be located at: <http://crossdebarment.org/>.

8. We acknowledge and accept the IFAD Revised Policy on Preventing Fraud and Corruption in its Activities and Operations. We certify that neither our firm nor any person acting for us or on our behalf has engaged in any prohibited practices as provided in ITB clause 4. Further, we acknowledge and understand our obligation to report to anticorruption@ifad.org any allegation of prohibited practice that comes to our attention during the selection process or the contract execution. As part of this, we certify that:
- (a) The price of our proposal has been arrived at independently, without any consultation, communication, or agreement with any other party, including another consultant or competitor, or for the purpose of restricting competition, relating to:
 - (i) those prices;
 - (ii) the intention to submit an offer; or
 - (iii) the methods or factors used to calculate the prices offered.
 - (b) The prices in our proposal have not been and will not be knowingly disclosed by us, directly or indirectly, to any other consultant or competitor before the opening of the financial proposals unless otherwise explicitly required by law; and
 - (c) No attempt has been made or will be made by us to induce any other consultant to submit or not to submit a proposal for the purpose of restricting competition.
9. We acknowledge and accept the IFAD Policy to Preventing and Responding to Sexual Harassment, Sexual Exploitation and Abuse. We certify that neither our firm nor any person acting for us or on our behalf has engaged in any sexual harassment, sexual exploitation or abuse, as provided in ITB Clause 6. Further, we acknowledge and understand our obligation to report to ethicsoffice@ifad.org any allegation of sexual harassment, sexual exploitation and abuse that comes to our attention during the selection process or the contract execution.
10. The following commissions, gratuities, or fees have been paid or are to be paid with respect to the creation of the proposal process: *[Insert complete name of each recipient, its full address, the reason for which each commission or gratuity was paid and the amount and currency of each such commission or gratuity].*

Name of recipient	Address	Reason	Amount

If none has been paid or is to be paid, indicate "none."

11. We declare that neither our firm nor any of its directors, partners, proprietors, key personnel, agents, sub-consultants, sub-contractors, consortium and joint venture partners have any actual, potential or perceived conflict of interest as defined in ITB

Clause 8.4 regarding this selection process or the execution of the contract. *[Insert if needed: "other than the following:" and provide a detailed account of the actual, potential or perceived conflict]*. We understand that we have an ongoing disclosure obligation on such actual, potential or perceived conflicts of interest and shall promptly inform the client and the Fund, should any such actual, potential or perceived conflicts of interest arise at any stage of the selection process or contract execution.

12. The following criminal convictions, administrative sanctions (including debarments) and/or temporary suspensions have been imposed on our firm and/or any of its directors, partners, proprietors, key personnel, agents, sub-consultants, sub-contractors, consortium and joint venture partners:

Nature of the measure (i.e., criminal conviction, administrative sanction or temporary suspension)	Imposed by	Name of party convicted, sanctioned or suspended (and relationship to consultant)	Grounds for the measure (i.e., fraud in procurement or corruption in contract execution)	Date and time (duration) of measure

If no criminal convictions, administrative sanctions or temporary suspensions have been imposed, indicate "none".

13. We acknowledge and understand that we shall promptly inform the client about any material change regarding the information provided in this form.
14. We further understand that the failure to properly disclose any of information in connection with this proposal submission form may lead to appropriate actions, including our disqualification, the termination of the contract and any other sanction as applicable under the IFAD Policy on Preventing Fraud and Corruption in its Projects and Operations.
15. We understand that this proposal, together with your written preliminary acceptance thereof included in your Notification of Intent to Award, shall only constitute a binding contract between the firm and the client subject to successful negotiations and the preparation and execution of the appropriate contract.
16. We hereby declare that all the information and statements made in this proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

17. We understand and accept without condition that any protest to the process or results of this competition process may be brought only through the procedures defined in ITC clause 29.3.
18. We understand you are not bound to accept any proposal that you may receive.

Yours sincerely,
[authorized signatory]

*[name and title of
signatory]*
[name of consultant]

[address of consultant]

Annexes:

1. Power of attorney (if required) demonstrating that the person signing has been duly authorized to sign the proposal on behalf of the consultant and its associates;
2. Letter(s) of incorporation (or other documents indicating legal status); and
3. Joint venture or association agreements or the letter of intent to enter into such a JV signed by the authorized representatives of all the members of the JV (if applicable, but without showing any financial proposal information).

Form Tech-2A. Financial Capacity of the Consultant

Not used.

Form TECH-2B. Current and Past Proceedings, Litigation, Arbitration, Actions, Claims, Investigations and Disputes of the Consultant

The consultant, or a related company or entity or affiliate, has been involved in any proceeding, litigation, arbitration, action, claim, investigation or dispute within the past five (5) years: No:_____ Yes:_____ (See below)

Litigation, Arbitration, Actions, Claims, Investigations, Disputes During Last Five (5) Years

Year	Matter in Dispute	Value of Award Against Consultant in US\$ Equivalent
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Form TECH-3. Organization of the Consultant

Provide a brief description of the background and organization of your firm/entity and of each associated firm for this assignment. Include the organization chart of your firm/entity. The proposal must demonstrate that the consultant has the organizational capability and experience to provide home office project management of the contract as well as the necessary administrative and technical support to the consultant's project team in country. The proposal shall further demonstrate that the consultant has the capacity to field and provide experienced replacement personnel on short notice.

Maximum 5 pages.

Form TECH-4. Experience of the Consultant

Using the format below, provide information on each relevant assignment for which your firm, and each associate for this assignment, was legally contracted as a corporate entity or as one of the major companies within an association, for carrying out services similar to the ones requested under the terms of reference included in this RFP. The proposal must demonstrate that the consultant has a proven track record of successful experience in executing projects similar in substance, complexity, value, duration, and volume of services sought in this procurement.

Assignment name:	Approx. value of the contract (in current US\$):
Country: Location within country:	Duration of assignment (months):
Name of client:	Total No. of staff-months of the assignment:
Email and phone of references of the client:	Provide contact information for at least three (3) references that can provide substantial input about (1) the type of work performed by you and (2) the quality of the work. For each reference, list a contact individual, their title, address, phone and e-mail address:
Client address:	Approx. value of the services provided by your firm under the contract (in current US\$):
Start date (month/year): Completion date (month/year):	No. of professional staff-months provided by associated consultants:
Name of associated consultants, if any:	Name and profile of proposed senior professional staff of your firm involved and functions performed (indicate most significant profiles such as project director/coordinator, team leader):
Narrative description of project:	
Narrative description of the project's mobilization demands and how your firm managed that mobilization's administrative, logistical and financial requirements:	
Description of actual services provided by your staff within the assignment:	

Name of firm: _____

Form TECH-5. Description of Approach, Methodology and Work Plan for Performing the Assignment

In this section, the consultant should provide a comprehensive description of how it will provide the required services in accordance with the terms of reference (TOR) included in this RFP. Information provided must be sufficient to convey to the technical evaluation committee that the consultant has an understanding of the challenges in performing the required services and that it has an approach, methodology and work plan suitable to overcome those challenges.

Your technical proposal should be divided into the following three (3) chapters:

- (a) Technical Approach and Methodology,
- (b) Work Plan, and
- (c) Organization and Staffing

(a) Technical approach and methodology. In this chapter, you should explain your understanding of the objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. You should highlight the problems being addressed and their importance, and explain the technical approach you would adopt to address them. You should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach. Also comment here on any specialized equipment and/or software of which may be necessary to perform the scope indicated in the terms of reference.

(b) Work plan. In this chapter, you should propose the main activities of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the client), and delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate them into a feasible working plan. A list of the final documents, including reports, drawings, and tables to be delivered as final output, should be included here. The work plan should be consistent with the work and deliverables schedule of form TECH-9.

(c) Organization and Staffing. In this chapter, you should propose the structure and composition of your team. You should list the main disciplines of the assignment, the key expert responsible, and proposed technical and support staff.

Note: Where the terms of reference includes tasks relevant to gender and social inclusion, the proposal should explicitly address how the consultant will perform these tasks in the technical approach, and methodology, work plan, organization and staffing. We recognize that this type of expertise and experience may be outside of the normal work of some Consultants offering proposals, and thus call special attention to the importance of an adequately inter-disciplinary proposal and staffing plan.

Maximum 25 pages, including charts and diagrams

**Form TECH-6. Comments and Suggestions on the Terms of
Reference & Assignment**

Not used.

Form TECH-7. Team Composition and Task Assignments

Key Professional Personnel				
Name of Staff	Organization	Area of Expertise	Position Assigned	Task Assigned

Form TECH-8. Staffing Schedule (Key Professional Personnel and Support Staff)

		Staff input (in the form of a bar chart) ¹													Total staff-month input		
			1 ²	2	3	4	5	6	7	8	9	10	11	N	Home	Field ³	Total
Foreign																	
1	Name	[Home]															
		[Field]															
2	Name	[Home]															
		[Field]															
3		[Home]															
		[Field]															
n		[Home]															
		[Field]															
											Subtotal						
Local																	
1	Name	[Home]															
		[Field]															
2																	
n																	
Support Staff											Subtotal						
											Total						

- For key professional personnel, the input shall be indicated individually; for support staff it shall be indicated by category (e.g.: draftsmen, clerical staff, etc.).
- Months are counted from the start of the assignment. For each personnel, indicate separately staff input for home and field work.
- Field work means work carried out at a place other than the consultant's home office.

Full Time		Part Time	
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Form TECH-9. Work Schedule and Deliverables Schedule

	Task	Months											
		1	2	3	4	5	6	7	8	9	10	11	12
1													
3													
4													
5													
6													
N	And so on												
	Deliverable												
1													
2													
3													
N	And so on												

Form TECH-10. Curriculum Vitae (CV) for Proposed Key Professional Personnel

1. Proposed Position *[only one candidate shall be nominated for each position]*
2. Name of Firm *[Insert name of firm proposing the staff]*
3. Name of Personnel *[Insert full name]*
4. Date of Birth *[Insert birth date]*
5. Nationality *[Insert nationality]*
6. Education *[Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment]*
7. Membership in Professional Associations
8. Other Training *[Indicate appropriate postgraduate and other training]*
9. Countries of Work Experience *[List countries where staff has worked in the last ten years]*
10. Languages *[For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing]*

Language	Speaking	Reading	Writing
11. Employment Record *[Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.]*

From *[month, year]*: To *[month, year]*:
 Client:
 Position(s) held:
12. Detailed Tasks Assigned *[List all tasks to be performed under this assignment]*
13. Work undertaken that best illustrates capability to handle the tasks assigned: *[Among the assignments in which the staff has been involved, indicate the following information for those assignments that best illustrate staff capability to handle the tasks listed under point 12.]*

Name of assignment or project:
 Month, Year:
 Location:
 Client:
 Main project features:
 Position held:
 Activities performed:

14. References *[List at least three individual references with substantial knowledge of the person's work. Include each reference's name, title, phone and e-mail contact information.] [The client reserves the right to contact other sources as well as to check references]*
15. Certifications I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes me, my qualifications, and my experience. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged. I, the undersigned, hereby declare that I agree to participate with the *[consultant]* in the above-mentioned request for proposal. I further declare that I am able and willing to work:
1. for the period(s) foreseen in the specific terms of reference attached to the above referenced request for proposal for the position for which my CV has been included in the offer of the consultant and
 2. within the implementation period of the specific contract.

Signature of Key
Professional Personnel

If this form has not been signed by the key professional personnel, then in signing below, the authorized representative of the consultant is making the following declaration:

"In due consideration of my signing herewith below, if the key professional personnel has not signed this CV then I declare that the facts contained therein are, to the best of my knowledge and belief, a true and fair statement and that I confirm that I have approached the said key professional personnel and obtained his assurance that he will maintain his availability for this assignment if the contract is agreed within the proposal validity period provided for in the RFP."

Signature of Authorized Representative of the
Consultant

Section V. B. Financial Proposal Forms

Financial proposal standard forms shall be used for the preparation of the financial proposal according to the instructions provided under sub-clause 15.5 of Section II Instructions to Consultants.

Form FIN-1. Financial Proposal Submission Form	33
Form FIN-2. Price Summary	34
Form FIN-3. Breakdown of Price by Activity.....	35
Form FIN-4. Breakdown of Remuneration	36
Form FIN-5. Breakdown of Reimbursables	37

Form FIN-1. Financial Proposal Submission Form

[location, date]

To: SAPZ
Address:

Ladies and Gentlemen:

Re: *[insert title of assignment]*
RFP Ref: *[insert reference as shown on cover page]*

We, the undersigned, offer to provide the services for the above-mentioned assignment in accordance with your request for proposal (RFP) dated *[insert date]*² and our technical proposal.

Our price as per the attached financial proposal forms is *[insert amount(s) in words and figures and currency]* and shall remain fixed throughout the implementation of the assignment. Our price includes the estimated amount of local indirect taxes is *[insert amount in words and figures in name of currency]* which shall be confirmed or adjusted, if needed, during negotiations.

Our financial proposal shall be binding upon us subject to the modifications resulting from contract negotiations, up to expiration of the validity period of the proposal, as indicated in paragraph ITC 19.1 of the PDS.

Commissions and gratuities paid or to be paid by us to agents relating to this proposal and contract execution, if we are awarded the contract, are listed below:³

Name and Address of Agents	Amount and Currency	Purpose of Commission or Gratuity

We understand you are not bound to accept any proposal that you may receive.
We acknowledge that our digital/digitized signature is valid and legally binding.
Yours sincerely,

Authorized signatory

Name and title of signatory

Name of consultant

² Amount must coincide with the ones indicated under total price of form FIN-2

³ If applicable, replace this paragraph with "no commissions or gratuities have been or are to be paid by us to agents relating to this proposal and contract execution".

Form FIN-2. Price Summary

Re: *[insert title of assignment]*
 RFP Ref: *[insert reference as shown on cover page]*

	Currency 1	Price ¹ Currency 2
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A. Remuneration:(From FIN-4)

Phase (1) [if applicable]:

Fees:

Taxes in borrower/recipient's country:

Phase (2) [if applicable]:

Fees:

Taxes in borrower/recipient's country:

B. Reimbursables: (from FIN-5)

Phase 1:

Phase 2:

Total price of financial proposal

- *Indicate the total price to be paid by the client in each currency. Such total price must coincide with the sum of the relevant sub-totals indicated in form FIN-3. (tax provisions relevant to this RFP are set out in Section VII General Conditions of Contract.)*
- *If the RFP contains 2 phases, both phases will be subject to the proposal evaluation and the price to be evaluated will be the total price of the 2 phases, though the contract may be signed only for phase 1.*
- *Provide fully loaded prices (including any international travel, communication, local transportation, office expenses, shipment of personal effects, direct and indirect rates and profits. Taxes are presented separately).*

Form FIN-3. Breakdown of Price by Activity

Re: *[insert title of assignment]*
 RFP Ref: *[insert reference as shown on cover page]*

Group of activities by phase	Description ²	
	Price ³	
	Currency 1	Currency 2
Total		

1. Form FIN-3 shall be completed for the whole assignment. In case some of the activities require different modes of billing and payment (e.g.: the assignment is phased, and each phase has a different payment schedule), the consultant shall fill a separate form FIN-3 for each group of activities. Include base and option years.
2. A short description of the activities whose price breakdown is provided in this form.
3. Provide fully loaded prices (including international travel, communications, local transportation, office expenses, shipment of personal effects, direct and indirect rates and profit).

Form FIN-4. Breakdown of Remuneration

Re: *[insert title of assignment]*

RFP Ref: *[insert reference as shown on cover page]*

Information to be provided in this form shall only be used to establish price reasonableness and to establish payments to the consultant for possible additional services requested by the client.

Name Position Person month fully loaded rate

Foreign Staff			Currency 1	Currency 2
		Home		
		Field		
		Home		
		Field		
		Home		
		Field		
Local Staff				
		Home		
		Field		
		Home		
		Field		
		Home		
		Field		

1. Form FIN-4 shall be filled in for the same key professional personnel and other personnel listed in forms TECH-7 and 8.
2. Professional personnel shall be indicated individually; support staff shall be indicated by category (e.g., draftsmen, clerical staff).
3. Positions of the key professional personnel shall coincide with the ones indicated in forms TECH-7 and 8.

Form FIN-5. Breakdown of Reimbursables

Re: *[insert title of assignment]*

RFP Ref: *[insert reference as shown on cover page]*

When used for lump-sum contract assignment, information to be provided in this form shall only be used to demonstrate the basis for calculation of the contract ceiling amount, to calculate applicable taxes at contract negotiations and, if needed, to establish payments to the consultant for possible additional services requested by the client. This form shall not be used as a basis for payments under lump-sum contracts

B. Reimbursable Expenses _____								
N°	Type of reimbursable expenses	Unit	Unit cost	Quantity	{Currency # 1- as in FIN-2}	{Currency # 2- as in FIN-2}	{Additional currency, as appl.}	{Additional currency, as appl.}
	{e.g., per diem allowances**}	{Day}						
	{e.g., international flights}	{Ticket}						
	{e.g., in/out airport transportation}	{Trip}						
	{e.g., communication costs between Insert place and Insert place}							
	{ e.g., reproduction of reports}							
	{e.g., office rent}							
								
	{training of the client's personnel – if required in TOR}							
Total costs								

Legend:

“Per diem allowance” is paid for each night the expert is required by the contract to be away from his/her usual place of residence. Client can set up a ceiling.

Section VI. Terms of Reference

Configuration, and Deployment of an AI-Enabled Monitoring and Evaluation System.

1. Country background

The International Fund for Agricultural Development (IFAD), a specialized agency of the United Nations, was established as an international financial institution in 1977. IFAD is dedicated to eradicating rural poverty in developing countries. Over 70 percent of the world's poorest people - 1.4 billion women, children, and men - live in rural areas and depend on agriculture and related activities for their livelihoods. IFAD's overarching development goal is to invest in rural people to enable them to overcome poverty and achieve food security through remunerative, sustainable, and resilient livelihoods. IFAD's commitment to this cause is unwavering. To achieve this goal, IFAD pursues three closely interlinked strategic objectives: to increase poor rural people's productive capacities, increase poor rural people's benefits from market participation, and strengthen the environmental sustainability and climate resilience of poor rural people's economic activities.

2. Background on project

The International Fund for Agricultural Development (IFAD) is financing and supporting three agricultural projects in Nigeria - the Value Chain Development Programme (VCDP), the Special Agro-Industrial Processing Zones (SAPZ), and the Livelihood Improvement Family Enterprise in the Niger Delta Region of Nigeria (LIFE-ND). These projects have incorporated digital innovations, solutions, and platforms to enhance their implementation and impact. Each project has a Monitoring and Evaluation (M&E) system that supports related programming and activities. However, there is a need for an integrated M&E system, which will manage all the current projects and new ones, which is a testament to the integral role of stakeholders in the success of these projects. This integrated system will provide a comprehensive view of the projects' progress, identify areas for improvement, and ensure efficient resource management. In addition, the system will ensure data inconsistencies are resolved and a framework to harmonize definitions and terminologies between the project measurement indicators is in place.

IFAD commissioned a needs assessment, which has identified several gaps and challenges that hinder the effective utilization and integration of these M&E systems. The key findings and recommendations from the assessment report highlight the need for an Integrated Monitoring and Evaluation (M&E) System. The existing M&E systems across the projects face challenges such as a need for unified reporting frameworks, automated data extraction, data governance quality and consistency, and integrating datasets across projects. An integrated M&E system is recommended under the joint implementation by all FGN/IFAD projects through the coordination of the Country Programming Advisory Team (CPAT) with co-financing by all projects (LIFE-ND, VCDP, and SPAZ) to address these challenges, enhance transparency, accountability, enable evidence-based decision-making, and program improvement. This

project is developed by this Program to support the digitalization of project activities in alignment with the Digital Innovation Action Plan (DIAP) and NAPTIP across the FGN–IFAD portfolio. The platform will initially serve VCDP, LIFE-ND and SAPZ, while providing a scalable framework that can be extended to other programmes and projects as may be determined relevant to IFAD and the Federal Government of Nigeria.

3. Background of the assignment

A vital component of the M&E process is setting clear and measurable objectives that guide the collection and analysis of data.

This ToR guides the development of the integrated M&E system for project activities, including digital innovations, technologies, and tools in project areas in Nigeria. The successful Consultant will play a critical role in ensuring effectiveness and sustainability, as well as monitoring and measuring the impact of project progress. Thus, ultimately, the system enhances the provision of evidence and reporting of Nigeria's agricultural productivity and farmer livelihoods. The ToR outlines the scope of work and expected deliverables for the M&E system. The system should be able to integrate with other project activities related to bundled services, e-vouchers, and farmer registries. This TOR aims to ensure the supply, installation, and commissioning of a comprehensive, integrated, and effective M&E system. A standout feature of the system is its ability to provide automated reports on project Key Performance Indicators (KPIs) and recommend progress and broader policy options, enabling strategic decision-making.

4. Overall objectives

The overall objective is to configure an off-the-shelf (COTS) integrated AI-enabled M&E system that can significantly enhance your project progress monitoring, evaluation, reporting, and learning. The proposed system should be capable of accommodating continuous growth as far as new technologies are concerned. The system should be purpose-built for the projects, relevant stakeholders and beneficiaries' use and support.

An efficient M&E system will:

- i. Facilitate continuous data input, analysis, reporting, and storage.
- ii. Facilitate project management, accountability, and learning to improve performance
- iii. Provide reporting functionalities for all implementing and executing actors collaboratively.
- iv. Define administrative rights and data exchange levels.
- v. Integrate various project components and ensure effective measurement of inputs, outputs, and outcomes.
- vi. Support expansion and integration of new projects.

vii. Include knowledge management interfaces, visualization dashboards and AI-driven intelligence.

viii. Integrate responsible AI capabilities for automated data validation, anomaly detection, predictive analysis, natural-language querying, automated report generation, performance forecasting, risk identification, knowledge extraction, and decision-support recommendations, with appropriate human oversight, data privacy, security, transparency, and role-based access controls.

5. Objectives of the assignment

The specific objectives are as follows:

- i) To create a monitoring and visualization dashboard for real-time progress tracking and reporting.
- ii) To configure a system that maps and tracks indicators relevant to the deployment and impact of the project's activities.
- iii) To monitor user interactions, identify bugs, gather feedback, and assess overall user satisfaction with project activities and digital tools used to execute the projects.
- iv) Once integrated, the M&E system will serve as a tool for monitoring project result indicators and a means of enhancing the technical capacity and expertise of relevant staff, making it an integral part of all project activities.
- v) To provide technical advisory services in integrating all the M&E systems across all the projects, mainly focusing on system specifications and requirements.
- vi) To ensure the scalable M&E system is adaptable to all existing projects, new project activities, and tracking requirements.
- vii) To systemize and streamline the integration of the M&E system in accordance with IFAD's ICT4D strategy, Nigeria country ICT strategies, and ongoing programs and project result frameworks.
- viii) To configure AI-enabled M&E capabilities that support automated indicator mapping, intelligent data-quality checks, trend and variance analysis, predictive risk alerts, beneficiary feedback analysis, automated narrative reporting, lessons-learned extraction, and evidence-based recommendations for adaptive project management and timely corrective action.
- ix) Build the capacity of relevant government institutions, system administrators, technical staff, and end-users to effectively manage and apply the AI-enabled system components for monitoring and evaluation through targeted training supporting their AI readiness, data governance, responsible AI, system integration, analytics, automation, and the relevant digital technologies supporting the bundled services platform.

6. Scope of work

The scope of work includes but is not limited to the following activities:

i) Configuration of a user-friendly integrated M&E System

Configure, test, and web-deploy an integrated M&E system that:

- Consolidates data from multiple agricultural projects (E-Voucher program, Farmer Registry, and Bundled Agricultural Services) utilizing digital tools and technologies and ensures consistency and compatibility of data across different projects and platforms.
- Provides for bi-monthly data collection via an online platform, ensuring real-time updates and adjustments and delivering a baseline report. For instance, by the end of a specified period e.g. monthly, mid-term evaluation, and final impact assessments
- Integrate data from various sources, including user interactions, feedback, system logs, and external data sources (e.g., weather data, market prices).
- Training Project staff about integrated M&E system
- Roll out and deployment of the M&E system

ii) Development of monitoring and visualization dashboard

- Develop a user-friendly monitoring and visualization dashboard that provides real-time insights into project performance and impact, and ensures the dashboard supports various data visualization formats (charts, graphs, maps).

iii) User Metrics and Feedback

- Track user interactions with the E-Voucher program, Farmer Registry, and Bundled Agricultural Services, including frequency of use, types of activities performed, and user demographics.
- Identify patterns and trends in user behaviour and implement a system for tracking bugs and technical issues reported by users.
- Collect and analyze user feedback to identify areas for improvement and measure user satisfaction.
- Configure and document AI-enabled M&E capabilities, including automated data-quality validation, anomaly and outlier detection, indicator mapping, predictive risk analysis, natural-language data querying, beneficiary feedback and sentiment analysis, automated narrative reporting, knowledge extraction, performance forecasting, and decision-support recommendations, supported by appropriate human oversight, audit trails, data protection, security, transparency, and responsible AI governance measures.

7. Capacity building and transfer of knowledge

- i) Develop and implement a capacity-building program to train the different user groups on the effective use of the M&E platform.
- ii) Establish a robust customer support and technical assistance framework
- iii) User training on the dashboard usage and navigation for informed decision-making

8. Reports and schedule of Products, Outputs and Deliverables

The following products are expected from the successful Consultant:

- a. A user-friendly integrated M&E system for all the Projects.
- b. A fully functional monitoring and visualization dashboard.
- c. Regular reports on key indicators, user metrics, impact projections, and overall project performance.
- d.

Activity	Description	Duration (Weeks)	Output/Deliverables
Phase 1: M&E Configuration & Deployment	1. Configuration, Deployment & Testing	Week 12	Requirement gathering, AI integration assessment, configuration, testing, and deployment of an integrated M&E system Organize a demo session on the integrated M&E system.
	2. User Training, System Hosting and Rollout	Week 16	Training on the integrated M&E system and its functionalities
Phase 2: Ongoing Monitoring & Reporting (Throughout Project Lifecycle)	3. Monitoring & Visualization Dashboard Maintenance	Ongoing	User-friendly monitoring and visualization dashboard with real-time project performance insights
	4. Data Collection & Reporting	Ongoing (bi-monthly)	Bi-monthly data collection via the M&E system
	5. User Metrics & Feedback Analysis	Ongoing	Regular reports on user interactions, trends, bug tracking, and user feedback
	6. Project Evaluations	Week 12 (Baseline)	Regular quantitative and qualitative reports on project performance, user metrics, and impact projections
		Week 12 (Mid-term)	Periodic evaluations of the E-Voucher program, Farmer Registry, Bundled Services, and digital innovations

		Week 24 (Final Assessment)	Actionable recommendations for enhancing the impact of digital tools in agriculture
Post-deployment support		For 52 weeks after successful deployment and testing	Provide framework for continuous maintenance, including bug fixes, updates and performance enhancements

9. Qualifications and Experience

The firm must meet a range of technical, operational, and managerial requirements to prove ability to design and implement an effective and integrated M&E system for the IFAD-supported projects in Nigeria. The specific requirements may be further refined and tailored during the actual procurement process based on the project's needs and priorities. They include:

- i) Evidence of regulatory compliance
- ii) Experience of at least 2 instances across 10 years in designing, developing, and implementing comprehensive M&E systems, preferably in the agricultural or rural development sector.
- iii) Experience in results-based management frameworks, logical frameworks, and theory of change models.
- iv) Experience in data management, including data collection, validation, analysis, and reporting tools and platforms.
- v) Experience in developing robust monitoring indicators, data quality assurance mechanisms, and data governance frameworks.
- vi) Proven skills in stakeholder engagement, participatory monitoring and evaluation approaches, and capacity building for M&E systems.
- vii) Experience in integrating M&E systems with other digital platforms, such as management information systems (MIS), beneficiary registries, and project management tools.
- viii) Experience in data visualization and dashboard development for effective progress monitoring and decision-making.
- ix) Experience of statistical analysis, impact evaluation methodologies, and experience in conducting baseline, midline, and endline surveys.
- x) Experience of automation tools including AI enabled processes.
- xi) Experience in the configuration and delivery of AI-enabled information systems, including automated data validation, anomaly detection, forecasting, trend analysis, multilingual natural-language search, automated intelligence summaries, alerts, and decision-support recommendations.
- xii) Capacity to implement an AI governance and human-oversight framework covering data protection, model monitoring, risk management, bias mitigation, auditability,

and continuous improvement. Evidence shall include at least two relevant assignments within the last ten years, proposed AI/data governance methodology, and CVs of qualified AI/ML, data engineering, cybersecurity/data protection, and system implementation specialists.

- xiii) Demonstrated project management capabilities, including the ability to manage complex, multi-stakeholder projects within budgets and timelines.
- xiv) Experience in collaborating with government agencies, development partners, research institutions, and private sector organizations.
- xv) Appropriate financial capacity
- xvi) Experience working in Nigeria would be an advantage.

9.1 Project Manager Requirements

The Project Manager to lead the configuration and deployment of the COTS should possess the following minimum qualifications and experience:

- i. Master's degree in Information Systems, Computer Science, Engineering, Business Administration or related field
- ii. Project Management certification (e.g. PMP, Prince2 Practitioner, Agile/Scrum)
- iii. 8 years professional experience in ICT or business systems
- iv. 4 years as a Project Manager or Project Lead for enterprise or institutional systems
- v. Successful implementation of at least 1 similar COTS system implementation, from initiation to go-live.

10. Payment Schedule

20% of the contract sum upon submission of advance payment guarantee and inception report.

45% of the contract sum upon submission and acceptance of draft report for the phase 2 deliverables

30% of the contract sum upon submission and acceptance of final report and successful deployment and testing

5% of the contract sum upon successful post deployment support

11. Location and period of execution

The location is Nigeria. The project is expected to be completed within six (6) months from the commencement date. However, due to the complexities and variations during actual execution, amendments may be made.

12. Project coordination

The successful Consultant will report to National Program Coordinator in close coordination with the National Project Coordinators, collaborate closely with the ICT4D officers for IFAD and

these projects. Project coordination activities including submission and review of products and deliverables, and monitoring and supervision of configuration and deployment.

Part 2: Conditions of Contract

Part 2 (Conditions of Contract) is accessible from: [Part 2 Conditions of Contract.docx](#)

Section IX. Revised IFAD Policy on Preventing Fraud and Corruption in its Activities and Operations

I. Introduction

1. The Fund recognizes that the prevention and mitigation of fraud and corruption in its activities and operations are core components of its development mandate and fiduciary duties. The Fund does not tolerate the diversion or waste of its resources through the practices defined in paragraph 6 below.
2. The objective of this policy is to establish the general principles, responsibilities and procedures to be applied by the Fund in preventing and addressing prohibited practices in its activities and operations.
3. This policy takes effect on the date of its issuance. It supersedes and replaces the IFAD Policy on Preventing Fraud and Corruption in its Activities and Operations (EB 2005/85/R.5/Rev.1) dated 24 November 2005.

II. Policy

A. General principles

4. The Fund has no tolerance towards prohibited practices in its activities and operations. All individuals and entities listed in paragraph 7 below must take appropriate action to prevent, mitigate and combat prohibited practices when participating in an IFAD-financed and/or IFAD-managed operation or activity.
5. The Fund endeavours to ensure that individuals and entities that help to prevent or report, in good faith, allegations of prohibited practices are protected against retaliation and to protect individuals and entities that are the subject of unfair or malicious allegations.

B. Prohibited practices

6. The following practices are considered to be prohibited practices when engaged in connection with an IFAD-financed and/or IFAD-managed operation or activity:
 - (a) A “corrupt practice” is the offering, giving, receiving or soliciting, directly or indirectly, of anything of value in order to improperly influence the actions of another party;
 - (b) A “fraudulent practice” is any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party in order to obtain a financial or other benefit or to avoid an obligation;
 - (c) A “collusive practice” is an arrangement between two or more parties designed to achieve an improper purpose, including improperly influencing the actions of another party;

- (d) A “coercive practice” is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party in order to improperly influence the actions of that or another party;
- (e) An “obstructive practice” is: (i) deliberately destroying, falsifying, altering or concealing evidence that may be material to an investigation by the Fund or making false statements to investigators in order to materially impede an investigation by the Fund; (ii) threatening, harassing or intimidating any party in order to prevent that party from disclosing its knowledge of matters relevant to an investigation by the Fund or from pursuing such an investigation; and/or (iii) the commission of any act intended to materially impede the exercise of the Fund’s contractual rights of audit, inspection and access to information.

C. Scope

- 7. This policy applies to all IFAD-financed and/or IFAD-managed operations and activities and to the following individuals and entities:
 - (a) IFAD staff and other persons working for IFAD as non-staff personnel (“IFAD staff and non-staff personnel”);
 - (b) Individuals and entities holding a commercial contract with the Fund and any of their agents or personnel (“vendors”);
 - (c) Public entities receiving IFAD financing or financing managed by the Fund and any of their agents or personnel (“government recipients”) and private entities receiving IFAD financing or financing managed by the Fund and any of their agents or personnel (“non-government recipients”) (all collectively referred to as “recipients”); and
 - (d) Individuals and entities, other than those referred to above, that receive, apply to receive, are responsible for the deposit or transfer of, or take or influence decisions regarding the use of proceeds from IFAD financing or financing managed by the Fund, including, but not limited to, implementing partners, service providers, contractors, suppliers, subcontractors, sub-suppliers, bidders, consultants and any of their agents or personnel. (All such individuals and entities are collectively referred to as “third parties”).

D. Responsibilities

(i) Responsibilities of the Fund

- 8. The Fund endeavours to prevent, mitigate and combat prohibited practices in its operations and activities. This may include adopting and maintaining:
 - (a) Communication channels and a legal framework designed to ensure that this policy is communicated to IFAD staff and non-staff personnel, vendors, recipients and third parties and that it is reflected in procurement documents and contracts relating to IFAD-financed and/or IFAD-managed activities and operations;

- (b) Fiduciary controls and supervisory processes designed to support adherence to this policy by IFAD staff and non-staff personnel, vendors, recipients and third parties;
- (c) Measures relating to the receipt of confidential complaints, whistle-blower protection, investigations, sanctions and disciplinary measures which are designed to ensure that prohibited practices can be properly reported and addressed; and
- (d) Measures designed to ensure that the Fund can report individuals and entities that have been found to have engaged in prohibited practices to other multilateral organizations which may be exposed to similar actions by the same individuals and entities and to local authorities in cases where local laws may have been violated.

(ii) Responsibilities of IFAD staff and non-staff personnel, vendors and third parties

9. When participating in an IFAD-financed and/or IFAD-managed operation or activity, IFAD staff and non-staff personnel, vendors and third parties will:
- (a) Refrain from engaging in prohibited practices;
 - (b) Participate in due diligence checks and disclose, as required, information relating to themselves or any of their key personnel concerning relevant criminal convictions, administrative sanctions and/or temporary suspensions; information concerning agents engaged in connection with a procurement process or contract, including the commissions or fees paid or to be paid; and information concerning any actual or potential conflicts of interest in connection with a procurement process or the execution of a contract;
 - (c) Promptly report to the Fund any allegations or other indications of prohibited practices that come to their attention by virtue of their involvement in an IFAD-financed and/or IFAD-managed operation or activity;
 - (d) Fully cooperate with any investigation conducted by the Fund, including by making personnel available for interviews and providing full access to any and all accounts, premises, documents and records (including electronic records) relating to the relevant IFAD-financed and/or IFAD-managed operation or activity, and by having such accounts, premises, documents and records audited and/or inspected by auditors and/or investigators appointed by the Fund; and
 - (e) Maintain strict confidentiality regarding any and all information received as a consequence of their participation in an IFAD investigation or sanctioning process.
10. When participating in an IFAD-financed and/or IFAD-managed operation or activity, vendors and third parties will maintain all accounts, documents and records relating to that operation or activity for an adequate period of time, as specified in the relevant procurement documents or contract.

(iii) Responsibilities of recipients

11. When participating in an IFAD-financed and/or IFAD-managed operation or activity, recipients will take appropriate action to prevent, mitigate and combat prohibited practices. In particular, they will:

- (a) Adopt appropriate fiduciary and administrative practices and institutional arrangements in order to ensure that the proceeds of any IFAD financing or financing managed by the Fund are used only for the purposes for which they were provided;
- (b) During selection processes and/or prior to entering into a contractual relationship with a third party, conduct appropriate due diligence checks of the selected bidder or potential contractor, including by verifying whether the selected bidder or potential contractor is publicly debarred by any of the IFIs that are signatories to the Agreement for Mutual Enforcement of Debarment Decisions⁴ and, if so, whether the debarment meets the requirements for mutual recognition under the Agreement for Mutual Enforcement of Debarment Decisions;
- (c) Take appropriate action to inform third parties and beneficiaries (defined as “persons whom the Fund intends to serve through its grants and loans”) of the present policy as well as the Fund’s confidential and secure e-mail address for the receipt of complaints concerning prohibited practices;
- (d) Include provisions in procurement documents and contracts with third parties which:
 - (i) Require third parties to disclose, in the course of a procurement process and any time thereafter, information relating to themselves or any of their key personnel concerning relevant criminal convictions, administrative sanctions and/or temporary suspensions; information concerning agents engaged in connection with a procurement process or the execution of a contract, including the commissions or fees paid or to be paid; and information concerning any actual or potential conflicts of interest in connection with a procurement process or the execution of a contract;
 - (ii) Require third parties to promptly report to the Fund any allegations or other indications of prohibited practices that come to their attention by virtue of their involvement in an IFAD-financed and/or IFAD-managed operation or activity;
 - (iii) Inform third parties of the Fund’s jurisdiction to investigate allegations and other indications of prohibited practices and to impose sanctions on third parties for such practices in connection with an IFAD-financed and/or IFAD-managed operation or activity;
 - (iv) Require third parties to fully cooperate with any investigation conducted by the Fund, including by making personnel available for interviews and by providing full access to any and all accounts, premises, documents and records (including electronic records) relating to the relevant IFAD- financed and/or IFAD-managed operation or activity and to have such accounts, premises, records and documents audited and/or inspected

⁴ The Agreement for Mutual Enforcement of Debarment Decisions, dated 9 April 2010, was signed by five of the leading IFIs, namely, the African Development Bank Group, the Asian Development Bank, the European Bank for Reconstruction and Development, the Inter-American Development Bank and the World Bank Group.

- (v) by auditors and/or investigators appointed by the Fund;
 - (vi) Require third parties to maintain all accounts, documents and records relating to an IFAD-financed and/or IFAD-managed operation or activity for an adequate period of time as agreed with the Fund;
 - (vii) Inform third parties of the Fund's policy of unilaterally recognizing debarments imposed by other IFIs if such debarments meet the requirements for mutual recognition under the Agreement for Mutual Enforcement of Debarment Decisions; and
 - (viii) Provide for early contract termination or suspension by the recipient if such termination or suspension is required as a consequence of a temporary suspension or sanction imposed or recognized by the Fund;
- (e) Promptly inform the Fund of any allegations or other indications of Prohibited Practices that come to their attention;
 - (f) Fully cooperate with any investigation conducted by the Fund, including by making personnel available for interviews and by providing full access to any and all accounts, premises, documents and records (including electronic records) relating to the relevant IFAD-financed and/or IFAD-managed operation or activity and to have such accounts, premises, documents and records audited and/or inspected by auditors and/or investigators appointed by the Fund;
 - (g) Maintain all accounts, documents and records relating to an IFAD-financed and/or IFAD-managed operation or activity for an adequate period of time, as specified in the relevant financing agreement; and
 - (h) Maintain strict confidentiality regarding any and all information received as a consequence of their participation in an IFAD investigation or sanctioning process.
12. Where the Fund finds that prohibited practices have occurred, recipients will: (a) Take appropriate corrective measures in coordination with the Fund; and (b) Give full effect to any temporary suspension or sanction imposed or recognized by the Fund, including by not selecting a bidder, not entering into a contract or suspending or terminating a contractual relationship.
13. Prior to the implementation of an IFAD-financed and/or IFAD-managed operation or activity, government recipients will inform the Fund of the arrangements that they have made for receiving and taking action in response to allegations of fraud and corruption relating to the IFAD-financed and/or IFAD-managed operation or activity, including by designating an independent and competent local authority to be responsible for receiving, reviewing and investigating such allegations.
14. When participating in an IFAD-financed and/or IFAD-managed operation or activity, government recipients will, in consultation with the Fund, take timely and appropriate action to launch a local investigation into allegations and/or other indications of fraud and corruption relating to the IFAD-financed and/or IFAD-managed operation or activity; inform the Fund of the actions taken in any such investigation at such intervals as may be agreed upon by the recipient and the Fund on a case-by-case basis; and, upon the completion of such investigation, promptly share the findings and results

thereof, including the supporting evidence, with the Fund. Government recipients will work with the Fund to coordinate any actions other than investigations that they may wish to undertake in response to an alleged or otherwise indicated prohibited practice.

15. Government recipients are encouraged to have in place, in accordance with their laws and regulations, effective whistle-blower protection measures and confidential reporting channels in order to appropriately receive and address allegations of fraud and corruption relating to IFAD-financed and/or IFAD-managed operations and activities.

E. Process

(i) Reporting

16. A designated confidential and secure e-mail address for the receipt of allegations of prohibited practices is available on the Fund's website.
17. In the event of uncertainty as to whether or not an act or omission constitutes a prohibited practice, the designated confidential and secure e-mail address may be used to seek guidance.
18. The Fund treats all reported allegations with strict confidentiality. This means that the Fund does not normally reveal the identity of a reporting party to anybody outside of the investigative, sanctioning or disciplinary process without the consent of the reporting party.
19. The Fund endeavours to provide protection from retaliation to any individuals or entities that have helped prevent or have reported to the Fund, in good faith, allegations or other indications of prohibited practices. IFAD staff and non-staff personnel are protected from retaliation under the Fund's Whistle-blower Protection Procedures.

(ii) Investigations

20. Where the Fund has reason to believe that prohibited practices may have occurred, the Fund may decide to review and investigate the matter, irrespective of any investigative actions launched or planned by the recipient.
21. The purpose of an investigation conducted by the Fund is to determine whether an individual or entity has engaged in one or more prohibited practices in connection with an IFAD-financed and/or IFAD-managed operation or activity.
22. Reviews and investigations conducted by the Fund are, inter alia:
 - (a) Strictly confidential, meaning that the Fund does not disclose to anyone outside of the investigative, sanctioning or disciplinary process any evidence or information relating to the review or investigation, including the outcome of a review or investigation, unless such disclosure is allowed under the Fund's legal framework;
 - (b) Independent, meaning that no authority is allowed to interfere with an ongoing review or investigation or to otherwise intervene in, influence or stop such a review or investigation; and
 - (c) Administrative, as opposed to criminal, in nature, meaning that reviews and investigations conducted by the Fund are governed by the Fund's rules and procedures, not by local laws.

23. The office within the Fund that is mandated to conduct reviews and investigations into alleged or otherwise indicated prohibited practices is the Office of Audit and Oversight (AUO). Without prejudice to paragraphs 9(d) and 11(f), AUO may agree not to disclose to anybody outside of AUO any evidence or information that it has obtained on the condition that such evidence or information may be used solely for the purpose of generating new evidence or information, unless the provider of the evidence or information consents.

F. Sanctions and related measures

(i) Temporary suspensions

24. During the course of an IFAD review or investigation, or pending the conclusion of a sanctioning process, the Fund may decide, at any time, to temporarily suspend payments to IFAD non-staff personnel, non-government recipients, vendors or third parties or to temporarily suspend their eligibility to participate in IFAD- financed and/or IFAD-managed operations and activities for an initial period of six (6) months, subject to a possible extension of that suspension for an additional six (6) months.
25. IFAD staff may be temporarily suspended from their duties in accordance with the applicable human resources framework.

(ii) Sanctions

26. If the Fund determines that IFAD non-staff personnel, non-government recipients, vendors or third parties have engaged in prohibited practices, the Fund may impose administrative sanctions on such individuals or entities.
27. Sanctions are imposed on the basis of: (i) the findings and evidence presented by AUO, including mitigating and exculpatory evidence; and (ii) any evidence or arguments submitted by the subject of the investigation in response to the findings presented by AUO.
28. The Fund may apply any of the following sanctions or a combination thereof:
- (a) Debarment, which is defined as declaring an individual or entity ineligible, either indefinitely or for a stated period of time, to: (i) be awarded any IFAD- financed contract; (ii) benefit, financially or otherwise, from any IFAD- financed contract, including by being engaged as a subcontractor; and (iii) otherwise participate in the preparation or implementation of any IFAD- financed and/or IFAD-managed operation or activity;
 - (b) Debarment with conditional release, which is defined as a debarment that is terminated upon compliance with conditions set forth in the sanction decision;
 - (c) Conditional non-debarment, which is defined as requiring an individual or entity to comply with certain remedial, preventive or other measures as a condition for non-debarment on the understanding that a failure to comply with such measures within a prescribed period of time will result in an automatic debarment under the terms provided for in the sanction decision;
 - (d) Restitution, which is defined as a payment to another party or the Fund (with respect to the Fund's resources) of an amount equivalent to the amount of the

diverted funds or the economic benefit obtained as a result of having engaged in a prohibited practice; and

- (e) Letter of reprimand, which is defined as a formal letter of censure for the actions of an individual or entity which informs that individual or entity that any future violation will lead to more severe sanctions.

29. The Fund may extend the application of a sanction to any affiliate of a sanctioned party even if the affiliate has not been directly involved in the prohibited practice. An affiliate is defined as any individual or entity that is: (i) directly or indirectly controlled by the sanctioned party; (ii) under common ownership or control with the sanctioned party; or (iii) acting as an officer, employee or agent of the sanctioned party, including owners of the sanctioned party and/or those who exercise control over the sanctioned party.
30. For the purposes of IFAD-financed and/or IFAD-managed operations and activities, the Fund may consider as debarred individuals and entities that have been debarred by another IFI where: (i) that IFI is a signatory to the Agreement for Mutual Enforcement of Debarment Decisions; and (ii) such debarment meets the requirements for mutual recognition under the Agreement for Mutual Enforcement of Debarment Decisions.⁵

(iii) Disciplinary measures

31. If the Fund finds that IFAD staff have engaged in prohibited practices, the Fund may apply disciplinary measures and may require restitution or other compensation in accordance with the applicable human resources framework.

G. Referrals and information-sharing

32. The Fund may, at any time, refer information or evidence relating to an ongoing or completed investigative, sanctioning or disciplinary process to the local authorities of a Member State. In determining whether such a referral is appropriate, the Fund takes into consideration the interests of the Fund, the affected Member States, the individuals or entities under investigation and any other persons, such as witnesses, who are involved in the case.
33. If the Fund obtains information or evidence indicating potential wrongdoing in connection with the operations and/or activities of another multilateral organization, the Fund may make such information or evidence available to the other organization for the purposes of its own investigative, sanctioning or disciplinary processes.
34. In order to facilitate and regulate the confidential exchange of information and evidence with local authorities and multilateral organizations, the Fund seeks to conclude agreements which establish the rules for such an exchange.

H. Operational responses to Prohibited Practices

(i) Rejection of an award of contract

⁵ The Fund may, in the future, decide to also recognize debarments imposed by entities that are not signatories to the Agreement for Mutual Enforcement of Debarment Decisions.

35. The Fund may refuse to give its no-objection to the award of a contract to a third party if it determines that the third party, or any of its personnel, agents, subconsultants, subcontractors, service providers, suppliers and/or their employees, engaged in a prohibited practice while competing for the contract in question.

(ii) Declaration of misprocurement and/or ineligibility of expenditures

36. The Fund may, at any time, declare a misprocurement and/or the ineligibility of any expenditures associated with a procurement process or contract if it determines that a third party or a representative of the recipient has engaged in a prohibited practice in connection with the procurement process or contract at issue and that the recipient has not taken timely and appropriate action, satisfactory to the Fund, to address such practices when they occur.

(iii) Suspension or cancellation of loan or grant

37. If the Fund determines that a recipient has not taken timely and appropriate action, satisfactory to the Fund, to address prohibited practices when they occur, the Fund may suspend or cancel, in whole or in part, the loan or grant affected by such practices.