

REQUEST FOR PROPOSALS (RFP)

Proposal Development and Writing Support Services for International Development Initiatives

Issued by: International Fertilizer Development Center (IFDC)

1. Background

The International Fertilizer Development Center (IFDC) is a public international organization dedicated to advancing agricultural productivity and sustainability across Africa, Asia, and the developing world. IFDC works with government partners, donors, research institutions, and the private sector to develop and scale innovative solutions for soil health, fertilizer technology, and agricultural market systems.

IFDC is seeking to strengthen its proposal development capacity by engaging a highly skilled consulting firm to support the design and development of competitive proposals across a range of technical areas and funding sources. The selected firm will work with IFDC and partner organizations on proposals for major bilateral and multilateral donors, including the European Union (EU), Dutch Government (DGIS/RVO), IFAD, FAO, World Bank, and U.S. Government (USAID and other USG agencies). Proposals will span agricultural development, soil health innovation, market systems development, resilience, food security, and related thematic areas across multiple regions.

This RFP solicits proposals from qualified firms or individuals with demonstrated expertise in proposal development and grant writing for these specific donor organizations and sophisticated international development contexts. The consultant(s) will be expected to rapidly mobilize across multiple proposals, work under tight timelines, and produce donor-compliant, technically rigorous, and competitive submissions.

2. Nature of Services

The successful contractor will support international development organizations in the design, development, and writing of competitive project proposals and concept notes for bilateral and multilateral donors. Services may be provided on a project-by-project basis as needed, or as an extended engagement. Services include:

- Proposal strategy development, including logical framework design, theory of change articulation, and alignment with donor priorities
- Technical narrative writing for proposals, concept notes, and project design documents
- Budget development, cost-effectiveness analysis, and financial narrative writing
- Compliance review and donor requirement alignment (EU PRAG, World Bank ESF, IFAD standards, DGIS/RVO guidelines, FAO procedures, USAID ADS)
- Capacity assessment and implementation planning documentation
- Proposal quality assurance, editing, and final submission support

3. Required Qualifications and Experience

Eligible respondents should provide evidence of their capacity to provide staff or consultants who can meet or exceed the following qualifications:

- Master's degree in international development, agricultural economics, business administration, or related field (or equivalent professional experience)

- Minimum 8 years of professional experience in proposal development, grant writing, or business development for international NGOs, research institutions, or multilateral organizations
- Demonstrated expertise in writing for agricultural development, food security, soil health, or related sectors
- Proven experience developing proposals specifically for EU, DGIS/RVO, IFAD, FAO, World Bank, and USG (USAID and other U.S. Government agencies) funding mechanisms; understanding of each donor's strategic priorities, institutional frameworks, and submission requirements
- Demonstrated familiarity with agricultural development, soil health, food security, market systems, resilience, and/or related development sectors in Africa, Asia, and/or other developing regions
- Strong understanding of donor compliance requirements, results frameworks, and M&E design
- Excellent written and verbal communication skills, with ability to distill technical information clearly for diverse audiences
- Experience with or willingness to learn IFDC's operational context, program areas, and organizational culture

4. Scope of Work and Deliverables

The contractor will be expected to deliver proposals, concept notes, and related documents that meet donor specifications and position the client organization favorably for funding. Expected outputs include:

1. Technical proposal documents (narrative, approach, methodology)
2. Project design documents and concept notes
3. Detailed budgets and financial narratives
4. Logical frameworks and results frameworks
5. Monitoring and evaluation frameworks
6. Quality-assured, donor-compliant final submissions

5. Duration and Timeline

The engagement will be structured as an as-needed on-call arrangement for a period of 12-24 months, with estimated resource requirements ranging depending on proposal pipeline demands and project complexity. The contractor should be prepared to mobilize on short notice (typically 1-2 weeks) when proposals are identified and prioritized for development. Each scope of work will be developed jointly.

Initial engagement will focus on 1-3 priority proposals or proposal reviews during the first 3-6 months, with subsequent work commissioned on a task-order basis.

6. Proposal Requirements

Interested consultants or firms should submit a combined technical and financial proposal comprising the following elements:

Technical Proposal (maximum 2 pages and 1 page annex with a staff/consultant skills matrix)

- Executive summary of your organization/experience

- Demonstrated understanding of the assignment and IFDC's context
- Proposed approach and methodology for proposal development and quality assurance
- Work plan and proposed timeline
- Evidence of past performance (case studies, examples, client testimonials)

Financial Proposal

- Daily or monthly rate(s) for different service levels (lead consultant, senior writer, junior support)
- Breakdown of any travel, technology, or other direct costs or if direct costs can be addressed on a proposal by proposal basis
- Invoicing procedures and payment terms

Supporting Documentation

- Organization background and references (2 minimum from recent clients)
- Statement of capacity, company registration (for firms), and insurance information
- Sample proposals with summary of assignment or role (if covered by NDA,
- Overview of staffing capability

7. Evaluation and Selection Criteria

Proposals will be evaluated using the following criteria (equal weighting):

- Technical qualifications and relevant experience (40%) – depth of agricultural development sector expertise, proven proposal writing success, familiarity with priority donor requirements
- Understanding of the assignment (20%) – clarity of proposed approach, evidence of understanding IFDC's organizational context and needs
- Value for money (20%) – cost-effectiveness relative to experience and scope of services
- Past performance and references (20%) – quality of work samples, client references, evidence of successful proposal outcomes

8. Submission Instructions and Timeline

All proposals must be submitted electronically in PDF format (with supporting documents in Word or Excel as appropriate) to: bd@ifdc.org or submitted to the form online at <https://ifdc.org/proposal-development-and-grant-writing-support-services/>

Subject line must read: "RFP Response – Proposal Development and Writing Support Services [Your Organization Name]"

Deadline for submission: **Wednesday, June 17th**, 5:00 PM Eastern Time. Proposals submitted after the deadline will not be considered.

Questions and Clarifications

Written questions regarding this RFP may be submitted by Wednesday, June 3rd, 5:00 PM Eastern Time to: bd@ifdc.org

Subject line: "Question – Proposal Development RFP [Your Organization Name]"

All questions and the Procuring Organization's responses will be compiled and shared with all registered bidders by Tuesday, June 9th. No individual responses will be provided.

9. Terms and Conditions

- Issuance of this RFP does not constitute a commitment on the part of the Procuring Organization to award a contract to any respondent.
- The Procuring Organization is not responsible for any costs incurred by respondents in the preparation and submission of proposals.
- The Procuring Organization reserves the right to reject any or all proposals, request clarifications from respondents, conduct interviews, or modify the selection process as needed.
- All information provided in response to this RFP may be used by the Procuring Organization for evaluation purposes and becomes the property of the Procuring Organization.
- Respondents must acknowledge that any conflict of interest or past performance concerns will be disclosed and evaluated.
- Selected contractor(s) will be required to sign a Statement of Independence and Confidentiality Agreement.

10. Contact Information

For all inquiries related to this RFP, please contact:

IFDC Business Development Team

Email: BD@ifdc.org

Please note: Phone or in-person inquiries will not be answered. All communication must be submitted in writing via email.

The Procuring Organization is an Equal Opportunity Employer and welcomes applications from women, minorities, and individuals with disabilities.