

REQUEST FOR PROPOSAL (RFP)

Request for Proposal			
Technical Consultancy for School Garden Training Manual Development and Capacity-Building Support			
Plan International Sierra Leone			
RFP #	RFP/PLAN/2026/xxx		
Issue Date	08 April 2026		
Closing Date/Time	22 April 2026		
Contact Information & Questions	<p>All inquiries related to this RFP, including any requests for information, questions, and clarifications, are to be sent to the email address: plansle.procurement@plan-international.org</p> <p>Plan International Sierra Leone will respond if time permits. Inquiries and any responses will be recorded and may be distributed by email to all RFP recipients who have indicated an interest in bidding.</p>		
Delivery of Proposals	Please submit a hard copy at 6 Cantonment Road, Off King Harman Road, Freetown, in a sealed envelope marked “ School Gardens Consultancy RFP ”		
Successful Proponents Notified	Date planned to notify those successfully: 29 April 2026	Expected Start Date of Contract: 6 May 2026	Expected End Date of Contract: 30 August 2026

1. Introduction

Plan International Sierra Leone seeks proposals from qualified consultants or firms to **develop a comprehensive School Garden Training Manual** and **deliver capacity-building support** for school authorities, cooperatives, District Agriculture Officers, and Plan staff. This consultancy will strengthen the sustainability and quality of school garden operations across 30 Integrated School Feeding Programme (ISFP) schools.

2. Background

Plan International Sierra Leone, in partnership with the Ministry of Basic and Senior Secondary Education (MBSSE), is implementing Phase 6 of the Integrated School Feeding Programme (ISFP). A key component includes strengthening school gardens as a sustainable source of nutritious food, climate-smart agricultural practice, and hands-on learning.

Home-grown school gardens require technical support, climate-smart approaches, and strengthened capacities of school authorities, district structures, and women’s cooperatives. This consultancy will support that effort.

3. Objectives

The core objectives of this consultancy are to:

- Develop a practical and contextualised **School Garden Training Manual**.
- Build the capacity of school authorities, women’s cooperatives, District Agriculture Officers, and Plan Livelihoods Officers.
- Provide technical advisory support during the early rollout phase.
- Conduct field assessments in the 30 ISFP schools.
- Strengthen climate-smart and agroecological practices across school gardens.
- Support long-term sustainability through a layered support model.

4. Scope of Work

The consultant/firm will be responsible for:

A. Technical Agricultural Support

- Conducting field readiness assessments for all 30 schools.
- Recommending appropriate school garden models, layouts, irrigation, and composting systems.
- Providing crop selection guidance and seasonal production planning.
- Developing a national model framework for school gardens.
- Advising on soil health, pest management, and water efficiency.

B. Capacity Building

1. School Authorities

Training on daily/seasonal garden management, climate-smart agriculture, composting, soil health, pest management, and recordkeeping.

2. Women's Cooperatives

Training to equip women's cooperatives to take over **long-term technical advisory support**.

3. District Agriculture Officers

Training on monitoring, extension support, and alignment with national systems.

4. Plan Livelihood Officers

Coaching on providing ongoing field mentorship and monitoring.

C. Manual Development

- Produce a **full School Garden Training Manual** with simplified language, illustrations, monitoring tools, and sustainability guidance.
- Develop simplified versions for teachers, cooperatives, committees, and DAOs.
- Lead rollout sessions and validation with MBSSE.

D. Technical Advisory & Monitoring

- Conduct field visits.
- Provide monitoring notes and recommendations.
- Support validation and refinement of the Manual.

5. Technical Requirements

Proposals should demonstrate:

- Proven experience in agronomy, horticulture, agroecology, school gardens, or agricultural extension.
- Ability to design context-appropriate manuals and information materials.
- Experience delivering hands-on agricultural training.
- Understanding of climate-smart and low-cost farming technologies.
- Familiarity with government agricultural systems.
- Clear methodology and realistic timeline.

6. Proposal Submission Requirements

Interested firms/consultants should submit:

- Company/Consultant Profile – relevant experience, similar assignments.
- Technical Proposal – methodology, workplan, timeline, team composition.
- Financial Proposal – itemised budget.
- References – ideally from NGOs or development sector clients.
- Support & Maintenance Plan – availability for technical follow-up.

Administrative Requirements (Mandatory)

- Valid business registration
- Updated City Council registration
- Updated NRA Tax Clearance
- Updated NASSIT Compliance Certificate

Failure to submit any administrative requirement results in automatic disqualification.

7. Evaluation Criteria

Proposals will be assessed based on:

- Administrative Requirement (business registration, updated city council, updated NRA Tax clearance certificate, updated NASSIT payment clearance certificate).
Administrative requirement is compulsory
- Technical Competence (40%) – Experience, proposed solution.
- Cost-Effectiveness (30%) – Budget alignment, value for money.
- Implementation Plan (20%) – Timeline, training, support.
- Past Performance (10%) – References, client feedback.

8. Timeline

- **RFP Issued:** 26/03/2025
- **Deadline for Questions:** 02/04/2026
- **Proposal Submission Deadline:** 09/04/2026
- **Evaluation & Selection:** 14/04/2026
- **Project Kickoff:** 17/04/2026

5. Submission Deadline & Contact

- **Proposal Deadline:** 9 April 2026
- **Submission Method:** Hard copy at 6 Cantonment Road, Off King Harman Road, Freetown
- **Contact Email:** plansle.procurement@plan-international.org

6. Terms & Conditions

- Plan International reserves the right to accept or reject any proposal.
- The selected vendor must comply with all local regulations and safety standards.

Selection Process

The final selection will be based on scoring above and face-to-face discussions with the short-listed company's main account lead. The account lead proposed to Plan International is expected to be the single point of contact for all appointed projects.

Validity Period

Offers must remain valid for at least sixty (60) calendar days after the offer deadline noted above.

Terms & Conditions for the award

Any award as a result of this RFP will be subject to a Service Agreement covering the term of the Project. Plan Sierra Leone and the successful service provider will put in place appropriate mechanisms to ensure adherence to the contractual terms and their respective interests.