2016 International Year of PULSES

CICILS GLOBAL PULSE CONFEDERATION

Request for Proposal
For writers to support activities for the 2016 International Year of Pulses
By CICILS/IPTIC (to be called the Global Pulse Confederation)

3 September 2014

Overview:

CICILS-IPTIC (to be called the Global Pulse Confederation) is soliciting proposals from qualified writers to support CICILS-IPTIC work in preparation for the 2016 International Year of Pulses.

The supplier will work closely with CICILS-IPTIC to develop written materials, such as factsheets, briefing notes, speeches, website content, newsletter and other content. The writer should have experience writing content for a variety of audiences and media, and prior knowledge in the food, agriculture or nutrition context would be considered an additional benefit.

All proposals must be received by 5:00 pm Central European Time (CET) on 19 September 2014

Proposals and all enquiries are to be submitted via email to Isabelle Coche - Isabelle@emergingag.com

CICILS-IPTIC reserves the right to reject any or all proposals, as well as to accept the proposal which will be to the best advantage, as determined at the sole discretion of the Global Pulse Confederation.

1. About CICILS-IPTIC and the International Year of Pulses

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1- About CICILS-IPTIC (to be called the Global Pulse Confederation) and the International Year of Pulses

The International Pulse Trade and Industries Confederation (CICILS-IPTIC) is head quartered in Dubai and licenced under the Dubai Government authority, Dubai Multi Commodity Centre (DMCC).

CICILS-IPTIC (to be called the Global Pulse Confederation) is the not-for-profit peak body for the whole global pulses industry value chain. As the sole international confederation for the industry, it enjoys membership from 18 national associations (federations) and over 600 private sector members in an industry worth over $100 billion at the retail level and over 60 million tonnes in pulse production and distribution in over 55 countries.

The organisation represents the common good of all sectors of the global pulse industry value chain from growers and researchers, through input and logistics suppliers, traders, exporters and importers to government bodies, multilateral bodies, processors, canners and consumers.

CICILS-IPTIC is currently coordinating activities undertaken by the association in the context of the International Year of Pulses to be held in 2016. To help deliver many activities and commitments CICILS-IPTIC is contracting a number of suppliers. The CICILS-IPTIC secretariat is based in Dubai.

2- About the project

The International Year of Pulses (www.iyop.net) provides an opportunity to raise awareness and to celebrate the role of beans, chickpeas, lentils and other pulses in feeding the world. It can be a galvanizing moment to draw together key actors to further the contribution pulses make to health, nutrition, and sustainability.

An International Year creates a unique opportunity to encourage connections throughout the food chain to better utilize pulse-based proteins, further global production of pulses, improve crop rotations, and address the challenges of trade of pulses.

The supplier is expected to contribute to the success of the 2016 International Year of Pulses by supporting the work of CICILS-IPTIC and will report to Robynne Anderson, President of EmergingAg, based in Canada, secretariat to the International Year activities of CICILS-IPTIC. This proposal is to create a supplier of record for the International Year of Pulses work of CICILS.

Specifically the supplier will be expected to write content to help support and promote the activities of the International Year, including factsheets, briefing notes, web content, blogs, articles, editorials and other materials as requested.

All suppliers are expected to provide all documents, including their response to the RFP, in English. In addition, suppliers and their staff must be able to use English as their working language in their interaction with CICILS-IPTIC and EmergingAg.

3- The proposal

The proposal should contain the following:

1) A resume or CV

2) Past experience and examples:
Please provide relevant examples that showcase your ability to deliver the specific services outlined in this RFP, such as previous articles, blogs, briefing notes. As much as possible, ensure your samples cover a variety of materials. Where available links to online materials will be sufficient.

3) Proposed team
Tell us about your company. Sole person as well as multi-person operations are welcome to bid:
- Who is on your team?
- What are their profiles?
- How would it be structured for this project?

4) Relevant subject experience:
Indicate whether you have past experience working in the agriculture, food, nutrition sector, or with UN agencies around international events. Knowledge of this area would be considered a plus.

5) Language skills: indicate whether you are fluent in other languages than English and able to write proficiently in those languages.

6) References:
Minimum of 2 references and a maximum of 5 references for your work.

7) Fees (in US dollars)
Propose your fee for the project as a day/rate

4- Submission of Proposal
Proposals must conform to the below requirements:

- Proposals are to be submitted via email to isabelle@emergingag.com
- Proposals should be in English
- All quotes should be provided in US dollars. The prices quoted in the proposal must be firm and must be valid for acceptance by CICILS-IPTIC for sixty (60) days from the RFP submission closing date
- Proposal should be no longer than five pages in length.
- Appendices can be attached if necessary.
- Links to relevant work samples are appreciated.
- Deadline for submitting proposals is 5:00pm Central European Time (CET) on 19 September 2014
- Proposals received after closing deadline are unlikely to be considered. If the proposal is incomplete, conditional, obscure, ineligible or contains other irregularity it is unlikely to be considered.

5- Evaluation of responses
Responses will be evaluated based on the following criteria:

- Bidder's understanding of the terms set out in Section 3 and ability to meet the specifications stated in this section

- Bidder's demonstrated skills, reputation, experience and financial stability
- Cost competitiveness
- CICILS-IPTIC reserves the right to interview potential resource(s) and reject or accept the Bidder's proposal based on the interview results.

6- Confidentiality & Non-Disclosure

Bidders agree to standard business practice related to the confidential treatment of information provided by CICILS-IPTIC while this agreement is in effect, and at all times thereafter, the successful Bidder and any officers, employees or agents of the successful Bidder:

- Will treat as confidential all information, data, documents, and materials acquired or to which access has been given in the course of, or incidental to, the performance of the agreement,
- Will not disclose or permit to be disclosed, to any person, corporation or organization such information, data, documents, or materials without first obtaining written permission from CICILS-IPTIC; and
- Will comply with any rules or directions made or given by CICILS-IPTIC with respect to safeguarding or ensuring the confidentiality of such information, data, documents or materials.

This document must not be copied in whole or in part for any reason other than in the course of providing the information requested, without the expressed written permission of CICILS-IPTIC.

7- Right to approve sub-contractors

CICILS-IPTIC reserves the right to approve any subcontractors used by the Bidder and the Bidder must have the prior written approval of CICILS-IPTIC prior to contracting any subcontractor for goods or services related to this RFP or the subsequent agreement.