

Project/Activity Name	Access to Finance - Due Diligence Services: Desktop Review, Physical Verification, and Stakeholder Interviews
Agresso Work order:	TBD
Country:	Heifer Africa Programs – Nigeria, Kenya, Tanzania, Malawi, Uganda, Ethiopia, Senegal & 3 SAHEL Countries

**REQUEST FOR PROPOSAL
RFP No. HPI20250602ARO**

RFP Title: Due Diligence Services: Desktop Review, Physical Verification, and Stakeholder Interviews

Funded By: Heifer International Africa Regional Office

RFP Release Date:	31st July 2025
Performance Period:	One (1) Year
Proposal Submission Deadline:	21st August 2025
Question/ Inquiry Submission Deadline:	7th August 2025
Electronic submission to the attention of:	HPI-ARO Procurement Team: procurement-rng@heifer.org
Electronic submission:	procurement-rng@heifer.org
Contact information for inquiries about this RFP:	procurement-rng@heifer.org



1. General Information

Heifer International (HPI) invites proposals from qualified service providers to conduct Comprehensive Investor Grade Due Diligence Assessments for potential partners, grantees, or investees. This includes desktop reviews of organizational documents, physical site visits, and structured stakeholder interviews with key personnel and partners to assess operational, financial, governance, and reputational standing of potential partners, investees or grantees.

Eligibility Note:

This assignment is open to legally registered consulting firms, consortiums or partnerships of consultants, or teams of individual consultants submitting a joint proposal. In the case of individual consultants submitting jointly, a lead consultant must be clearly designated to serve as the primary point of contact and contractual representative. All applicants must demonstrate collective capacity to deliver the services specified in this RFP.

Heifer anticipates awarding a fixed-price contract, with payments tied to deliverables upon acceptance.

2. Background

Heifer International works to end hunger and poverty by commitment to ensuring supporting sustainable, community-led development. As part of our commitment to operational integrity, risk mitigation, and strategic partnerships Heifer requires rigorous due diligence of prospective partners and investees. Strategic partnerships are built on transparency, operational capacity, and governance integrity. This RFP relates to all our grantee and investment considerations for partners and SMEs. The due diligence is intended to support decision-making regarding partnerships, grants, and investment relationships.

3. Purpose and Objective

Main Purpose:

- a) Conduct comprehensive due diligence combining desktop review, physical verification, and interviews to assess the operational, governance, financial, and reputational standing of potential investees, partners/entities.
- b) Specific Objectives:
- c) Verify legal status, governance structures, and compliance frameworks.
- d) Assess financial health and internal control systems.
- e) Examine operational capacity and infrastructure.
- f) Conduct stakeholder interviews to validate operational claims.
- g) Identify material risks and recommend mitigation strategies.

4. Scope of work

Desktop Review:

- a) *Legal registration and governance documents*
- b) *Business Model, Financial statements and policies*
- c) *Organizational policies (safeguarding, anti-fraud, procurement)*
- d) *HR records and staffing structures*

- e) *Track record analysis and public domain reputation checks (e.g. political exposure, open court cases, mining and fossil fuels, tobacco, alcohol, terrorism)*

Physical Verification:

- a) *On-site inspection of offices, infrastructure, and physical assets*
- b) *Confirmation of operational capacity and physical existence*
- c) *Observation of compliance with workplace safety and governance standards*
- d) *Stakeholder Interviews:*
- e) *Interviews with leadership, operational staff*
- f) *Consultations/interviews with partners, suppliers, customers or external stakeholders (if relevant)*
- g) *Assessment of organizational culture, management practices and operational performance*

Reporting:

- a) *Entity-specific due diligence reports with Risk report (risk matrices and recommendations.)*
- b) *Summary report highlighting key risks across all assessed entities.*
- c) *Presentation of findings to Heifer- PPT, Word, Excel*

No.	Deliverable/Task	Responsible Party	Due Date
1	Inception Report (work plan & tools)	Service Provider	TBD
2	Due Diligence Report(s) including Risk Report and Updates	Service Provider	TBD
3	Summary Risk Matrix across entities assessed	Service Provider	TBD
4	Final Presentation of Findings	Service Provider	TBD

5. Relationship and Responsibilities

Heifer International will assign the Director of Innovative Finance- Africa to oversee the assignment. Service providers will coordinate closely with Heifer staff for logistics, access to sites, and approval of deliverables. All logistical arrangements (travel, accommodation, data collectors) are the provider's responsibility.

6. Required Qualification/Expertise

The selected firm, consortium, or team of individual consultants must demonstrate extensive expertise in conducting comprehensive, investor-grade due diligence assessments. This expertise must span financial, legal, operational, and reputational dimensions to inform investment, partnership, and grant-making decisions.

Minimum qualifications include:

- **Proven Track Record:** At least 5 years of experience conducting organizational due diligence, audits, or compliance assessments for investment firms, DFIs, foundations, or donor-funded programs.
- **Financial Analysis Capability:** Expertise in assessing:
 - Audited financial statements and management accounts.
 - Financial controls, reporting systems, and accounting policies.
 - Cash flow, liquidity, solvency, and financial sustainability indicators.
 - Historical financial performance and forward projections.

- **Legal and Compliance Review:** Ability to:
 - Verify legal incorporation, licensing, and governance structures.
 - Assess regulatory compliance with national laws and international donor/investor standards.
 - Evaluate organizational policies covering anti-fraud, anti-corruption, procurement, safeguarding, and governance.
- **Operational and Organizational Capacity Assessment:** Experience in:
 - Assessing human resources and leadership capacity.
 - Conducting physical site inspections and operational capacity verification.
 - Reviewing delivery systems and operational infrastructure.
- **Reputational and Integrity Assessment:** Capacity to:
 - Conduct media reviews, background checks, and stakeholder consultations.
 - Identify potential conflicts of interest, reputational risks, and politically exposed persons (PEPs), where relevant.
- **Stakeholder Engagement Skills:** Demonstrated ability to:
 - Conduct structured interviews with leadership, operational staff, partners, and external stakeholders.
 - Collect and analyze qualitative data to triangulate findings.
- **Risk Analysis and Reporting:** Ability to:
 - Synthesize findings into risk matrices, red flag reports, and investor-friendly recommendations.
- **Professional Standards:**
 - Ability to operate efficiently within Africa
 - Strong adherence to confidentiality, professional ethics, and data security standards.
- **Optional Advantage:**
 - Experience conducting due diligence for private equity firms, venture capital investors, or impact investors will be considered an added advantage.

7. Proposal submission requirements:

The Technical Proposal ***(This must be submitted in a separate file)*** and should include:

1. Technical Proposal: (Not Exceeding 10 pages) CVs Included as Annex

- Organization profile and capacity statement
- Proposed methodology and approach
- Team structure and CVs of key personnel- Annex
- Proposed work plan and timeline



- Past performance/experience on similar assignments

2. Financial Proposal (Submitted Separately):

- Detailed, itemized budget in USD
- Budget narrative explaining key cost elements

The Financial Proposal **(This must be submitted in a separate file)** and should include: (A maximum 5 pages/slides) containing:

- Proposed budget broken down by month, deliverable, cost category or key personnel
- Proposed reimbursable expenses, if any
- Proposed payment schedule

Interested consultants or firms eligible to implement this assignment are invited to submit their proposals **(both technical and financial in separate files)** electronically to the following email address: PROCUREMENT-RNG@HEIFER.ORG with the subject line: **Access to Finance - Due Diligence Services: Desktop Review, Physical Verification, and Stakeholder Interviews**

Deadline for Submission:

All applications must be submitted **electronically** by **21st August 2025**.

Please include the name of the person in your organization who will be involved in negotiating the contract as well as your telephone and email contact information. Submissions should be in English and typed single-spaced using Times New Roman font size 12, with a complete set of appendices/attachments as applicable. All pages must be numbered and include the RFP name and name of the organization at the bottom of each page.

The successful consultant firm will be required to produce the following documents before entering into an Independent Contractor Agreement (ICA) with Heifer:

- Certificate of Incorporation or Business Registration Certificate.
- A Partnership Deed if you are running a partnership business.
- Audited financial statements for the last 3 years.
- Tax Compliance Certificate.
- Physical location including town, building, room number and postal address.
- Trade reference and clientele list of similar work done, including their respective contacts

Late submissions and verification:

Proposal received after the submission deadline will not be considered. Offerors are responsible for ensuring their proposals are submitted according to the instructions stated herein. Heifer retains the right to terminate this RFP or modify the requirements upon notification to the Offerors.

8. Selection Criteria

The submitted proposals must clearly demonstrate alignment with the Terms of Reference and provide sufficient detail for evaluation. Proposals will be assessed against the following weighted criteria:

Evaluation Criteria	Percentage
Technical Approach, Methodology and Tools	35%
Organizational Experience and Past Performance	25%
Qualifications of Proposed Team	20%
Budget Realism and Cost-Effectiveness	20%
Total	100%

Rationale for Weighting:

- **35% for Technical Approach, Methodology and Tools** : Emphasizes the importance of a clear, robust, and context-appropriate approach to conducting desktop reviews, physical site visits, and stakeholder interviews, ensuring methodological rigor and feasibility.
- **25% for Organizational Experience and Past Performance**: Prioritizes demonstrated experience in similar assignments, reflecting the provider's capacity to manage sensitive due diligence processes effectively and deliver actionable insights.
- **20% for Qualifications of Proposed Team**: Recognizes the importance of the actual personnel conducting the assessments, valuing relevant qualifications, skills, and practical experience.
- **20% for Budget Realism and Cost-Effectiveness**: Ensures that pricing is both competitive and realistic, balancing cost considerations without compromising on the quality of deliverables.

Validity of Proposals

Proposals submitted shall remain open for acceptance for 60 days from the last date specified for receipt of the proposal. This includes, but is not limited to pricing, terms and conditions, service levels, and all other information. If your organization is selected, all information in this document and the negotiation process are contractually binding.

9. Limitations

This RFP does not represent a commitment to award a contract, to pay any costs incurred in the preparation of a response to this RFP, or to procure or to contract for services or supplies. Heifer reserves the right to fund any or none of the applications submitted and reserves the right to accept or reject in its entirety and absolute discretion any proposal received as a result of the RFP. Intellectual Property.

The contract to be issued will be a fixed-price agreement, structured around deliverables. Heifer International will provide a 20% payment which will be payable upon contractor's submission of project inception report,



with subsequent payments linked to the successful submission and approval of specified deliverables in accordance with the agreed-upon schedule.

10. Intellectual Property

Section 10.1. Ownership Generally. Subject to Section 10.2 below, any intellectual property (including but not limited to copyrights, trademarks, servicemarks, and patents), intellectual property rights, deliverables, manuals, works, ideas, discoveries, inventions, products, writings, photographs, videos, drawings, lists, data, strategies, materials, processes, procedures, systems, programs, devices, operations, or information developed in whole or in part by or on behalf of Contractor or its employees or agents in connection with the Services and/or Goods (collectively, the “Work Product”) shall be the exclusive property of HPI. Upon request, Contractor shall sign all documents and take any and all actions necessary to confirm or perfect HPI’s exclusive ownership of the Work Product.

Section 10.2. Prior-Owned Intellectual Property. Any intellectual property owned by a Party prior to the Effective Date (“Prior-Owned IP”) shall remain that Party’s sole and exclusive property. With regard to any of Contractor’s Prior-Owned IP included in the Work Product, Contractor shall retain ownership, and hereby grants HPI a permanent, non-exclusive, royalty-free, worldwide, irrevocable right and license to use, copy, reproduce, publicly display, edit, revise, perform, and distribute said intellectual property, in any format or any medium, as part of the Work Product.

Section 10.3. Work Made for Hire. To the extent copyright laws apply to the Work Product, the Parties agree that (a) HPI specially ordered or commissioned the Work Product, (b) the Work Product is a “work made for hire” under United States copyright laws, and (c) HPI shall be deemed the author thereof and shall own all right, title, and interest therein. To the extent such rights, in whole or in part, do not vest in HPI as a “work made for hire”, Contractor hereby irrevocably grants, assigns, and transfers to HPI, exclusively and in perpetuity, all of Contractor’s rights of any kind or nature, now known or hereafter devised, in, to, and in connection with the Work Product, and HPI shall solely and exclusively own any and all rights therein, and in the elements thereof, including but not limited to any and all allied, ancillary, subsidiary, incidental, and adaptation rights. Contractor hereby waives any and all rights known as “moral rights”, and any similar rights, which Contractor may have in connection with the Work Product. The description of Services and/or Goods provided in this Agreement shall in no way limit the manner in which HPI may use the Work Product.

11. Applicable Regulations

Offerors must be legally eligible to operate within the country where activities will be performed and comply with local applicable legislation, including but not limited to labor law, financial requirements, taxes, etc.