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Country:	Africa Regional Office
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REQUEST FOR PROPOSAL
Geographic Information Systems (GIS) training service

Funded by:
Heifer International

RFP Release Date:	26 August 2026
Performance Period:	5 to 31 October 2026
Proposal Submission Deadline:	10 September 2026
Question/ Inquiry Submission Deadline:	31 August 2026
Electronic submission to the attention of:	**PROCUREMENT-RNG@HEIFER.ORG**
Contact information for inquiries about this RFP:	**Sylvanus Abua** **Sylvanus.abua@heifer.org** **with copies to:** - **Ignatius.Nmakwe@heifer.org** - **Chileme.Ndukwe@heifer.org**

Terms of Reference

I. General Information T

This Request for Proposal (RFP) is issued to solicit applications from qualified Geographic Information Systems (GIS) training service providers to design and deliver a **four-day** customized GIS training program for 20 Program and Monitoring, Evaluation, and Learning (MEL) staff at Heifer International. The training is expected to strengthen participants' technical competencies in GIS applications relevant to program implementation, results monitoring, analysis, visualization, and evidence-based decision-making. The award agreement will include a payment schedule with specific deliverables. All payments require 10 business days processing after approval of deliverables.

II. Background

Heifer International is a global non-profit working to end hunger and poverty and care for the Earth by using sustainable practices and engaging smallholder farmers in agricultural and animal husbandry development. Heifer was founded on the simple belief that ending hunger begins with giving people the means to feed themselves, generate income and achieve sustainable livelihoods. As a private, non-governmental organization based in Little Rock, Arkansas, Heifer has created lasting change for farming households in over 125 countries across Latin America, Africa, Asia and Eastern Europe for over 70 years. Heifer International partners with institutions and

stakeholders at every level to build an ecosystem that fosters scaling of community-based enterprises and generates sustainable and equitable return to the producers and small holder farmers. More information about Heifer is available at: www.heifer.org

III. Context

As Heifer International advances its Transformation Journey and continues to implement its evolving program model, there is an increasing emphasis on generating timely, high-quality, and actionable evidence to support adaptive management, learning, and strategic decision-making. While the existing systems and tools provide some data analytics functionality, staff require enhanced skills to transform program data into interactive dashboards and actionable insights that support decision-making, organizational learning, donor reporting, and performance management. Geographic Information Systems (GIS) offer powerful tools for integrating spatial and programmatic data to support these analyses, including where interventions are being delivered, how coverage varies across locations, and how contextual factors influence outcomes.

Heifer International is committed to leveraging Geographic Information Systems (GIS) to strengthen staff capacity for data-driven decision-making. This will enhance the organization's ability to generate actionable insights, improve the quality of monitoring and reporting, and support more effective planning, targeting, and decision-making across its programs. It is expected that investment in GIS capacity building of staff will support more informed planning, resource allocation, targeting, and strategic decision-making at both programmatic and organizational levels, ultimately improving the effectiveness, efficiency, and impact of Heifer International's interventions. In addition, by mapping program interventions, results, and population needs, program teams will be better positioned to identify underserved areas, prioritize resources, and ensure that vulnerable populations are reached more effectively.

Against this background, Heifer International seeks a service provider to design and deliver a four-day GIS training course to be held in October 2026 in Nairobi, by preference. This will be an in-person and hands-on training course that should include a capstone project to be completed by participants.

IV. Purpose and Objectives

The main purpose of this assignment is to equip participants with practical skills to manage, analyze, and visualize spatial data and develop maps and GIS dashboards that support evidence-based programming.

By the end of the GIS training, participants will be able to:

1. Apply core GIS concepts and geospatial analysis techniques to support data-driven planning, resource allocation, and evidence-based decision-making across programs and operations.
2. Collect, manage, and maintain high-quality georeferenced data using mobile and GIS-enabled tools to strengthen monitoring, evaluation, and learning (MEL) systems.

3. Analyze and visualize spatial and programmatic data to assess program coverage, identify implementation gaps, monitor results across locations, and improve the geographic targeting of interventions.
4. Develop maps, web maps, dashboards, and other spatial products that effectively communicate program reach, outcomes, and performance to internal and external stakeholders, thereby enhancing reporting and accountability

V. Training Curriculum and Delivery Approach

While candidates are expected to propose appropriate modules to meet the capacity building needs of the organization and the delivery approach, Heifer International recommends that the training begins with an introduction to GIS concepts and their application within the context of MEL, followed by a foundation in spatial data management, including data structures, attributes, and coordinate systems. Participants could then learn how to create effective maps and visualizations that communicate geographic patterns, program results, and key insights to a range of stakeholders. As the training progresses, it is expected that participants will develop practical skills in spatial analysis and geoprocessing to identify trends, program implementation gaps, opportunities, and areas requiring program attention. They will also learn how to integrate GIS with Power BI to develop interactive, web-based dashboards that support real-time monitoring, reporting, and evidence-based decision-making. The training could conclude with advanced GIS applications and a hands-on capstone project, where participants apply their knowledge to real organizational data and present a comprehensive GIS solution that demonstrates the use of spatial analysis for program planning, performance monitoring, and strategic decision-making.

With respect to delivery approach, a participatory and highly practical learning approach is recommended. The methodology could be a combination of instructor-led sessions, hands-on exercises, demonstrations, case studies, group discussions, and peer-to-peer learning. Emphasis should be placed on the practical application of GIS concepts and tools using organizational and real-world datasets. This approach will enable participants to develop competencies in data collection, mapping, spatial analysis, geospatial visualization, and the integration of GIS into Monitoring, Evaluation, and Learning (MEL) processes. The training will focus on building participants' ability to generate actionable geographic insights that support planning, monitoring, reporting, and evidence-based decision-making.

VI. Scope of Work

The selected service provider will be responsible for designing, developing, and delivering a customized GIS training program aligned with Heifer International's capacity-building needs. The scope of work will include the following:

- Design a customized GIS training curriculum, including modules, practical exercises, case studies, and capstone projects tailored to Heifer International's program and MEL needs.
- Develop all training materials, including participant manuals, presentations, datasets, exercises, and reference guides.
- Deliver a participatory, hands-on GIS training program using a combination of instruction, demonstrations, practical exercises, and real-world applications. This should include

practical training on integrating GIS with Power BI to develop interactive dashboards and geospatial reporting products.

- Assess participant learning through assignments, practical exercises, and pre- and post-training evaluations.
- Submit all training materials, datasets, templates, and deliverables to Heifer International for future institutional use.
- Prepare and submit a training completion report summarizing participation, learning outcomes, feedback, lessons learned, and recommendations.

VII. Expected Deliverables

The selected service provider will be expected to produce the following deliverables to ensure the successful design, implementation, documentation, and follow-up of the GIS training program: The selected service provider will be expected to deliver the following:

1. Inception report and detailed training plan outlining the training objectives, curriculum, methodology, agenda, and implementation timeline.
2. Customized GIS training curriculum aligned with Heifer International's programmatic and MEL requirements.
3. Training materials package, including participant manuals, facilitator guides, presentation slides, practical exercises, datasets, case studies, and reference materials.
4. GIS and Power BI dashboard development exercises and templates for use during and after the training.
5. Pre- and post-training assessments and a summary of participant learning outcomes.
6. Training completion report summarizing training activities, participant attendance, assessment results, participant feedback, lessons learned, and recommendations.
7. Capstone project outputs developed by participants as annex to the training completion report.
8. Electronic copies of all training resources, including datasets, exercises, dashboard templates, and supporting documentation for future institutional use.

VIII. Relationship and Responsibilities

Heifer will assign the Monitoring, Learning and Evaluation Director-Africa to coordinate the implementation of this activity. During implementation, the contractor may seek and receive additional advice or guidance from the above-mentioned staff.

IX. Required expertise, skills and knowledge are as follows:

- Bachelor's degree in Geographical Information Systems/Geomatics, Computer Science, or a related field. An advanced degree is an advantage.
- At least five years' experience designing and delivering GIS training for adult learners.
- Demonstrated experience applying GIS and spatial analysis in development, agriculture, MEL, or related sectors.
- Proficiency in GIS platforms such as ArcGIS Pro, ArcGIS Online, QGIS, Survey123, Field Maps, and related tools.

- Proven experience developing GIS dashboards and integrating GIS with Power BI and other data visualization platforms.
- Knowledge of mobile GIS applications and geospatial data collection methods.
- Experience integrating GIS into Monitoring, Evaluation and Learning (MEL) systems to support planning, monitoring, reporting, and evidence generation.
- Strong facilitation, communication, and curriculum development skills, with experience delivering practical, hands-on training.
- Fluency in English is required; ability to support French-speaking participants is an added advantage.

X. Proposal submission requirements

All interested bidders will submit their proposals with the following information:

A. Technical Proposal ***[not to exceed 10 pages]***

a. General Information ***[not to exceed 2 pages]***

- Organization overview
- Capacity statement
- Website
- Attachments:
  - Legal registration
  - Evidence of satisfactory records of performance, integrity, and business ethics.
  - Evidence of adequate management and financial capacity to manage the award.

b. Technical Approach ***[not to exceed 10 pages]:***

- A detailed methodology of how the assignment will be conducted
- Candidate's profile with clear indication of the skills and experiences in designing and delivery of customised GIS training. **Sample report(s)** of GIS training completion as well as the candidate's Curriculum Vitae (CV) should be provided as part of the application package.
- A clear and comprehensive work plan, outlining the major activities, parties responsible and time schedule.
- Capacity statement, including past experiences and activities related to the customised GIS training, particularly in the context of development programming. Reference information must include the location, award numbers, and brief description of work performed.

B. Financial Proposal

The financial proposal must be submitted separately from the technical proposal and presented in **U.S. dollars (USD)**. The proposed budget must include sufficient detail to support a thorough evaluation of all costs, including:

- An itemized budget
- Narrative explanations for each line item
- Any applicable taxes, fees, or other charges

Heifer reserves the right to request additional information or supporting documentation related to the proposed costs and pricing.

Registered organizations interested in implementing this assignment should submit their proposals to PROCUREMENT-RNG@HEIFER.ORG.

Proposals must be submitted in English, typed, and single-spaced on standard white paper. All pages must be numbered and include the RFP reference number and the organization's name in the footer of each page.

C. Late submissions and verification

Proposals received after the submission deadline will not be considered. Offerors are responsible for ensuring that 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.

D. Validity of Proposals

All proposals submitted in response to this RFP shall remain valid for a period of 30 days from the submission deadline. During this period, bidders shall maintain the proposed pricing, personnel, service levels, terms and conditions, and all other elements of their proposal unchanged and available for acceptance by Heifer International. If your organization is selected, all information in this document and the negotiation process are contractually binding.

XI. Selection Criteria

Submitted proposals must clearly demonstrate alignment with the SoW outlined above and with the appropriate level of details. Heifer's goal is to ultimately sign on with the Offeror whose proposal best follows the instructions in this RFP, includes the strong team, and is most cost effective. Proposals will be evaluated according to the following criteria:

Proposal evaluation focus	Percentage
Proposal demonstrates understanding of Heifer International's context and needs	20
Experience and qualifications of the training service provider or team	20
Quality and customization of GIS training curriculum and modules	20
Description of training methodology and facilitation capacity	20
Competitiveness of the proposed budget	20

The selection committee will evaluate the technical proposal based upon the criteria listed above and they will evaluate the financial proposal based on cost reasonableness and cost-effectiveness in the budget.

XII. **Award Process and Contract Mechanism**

No.	Activity	Due date
1.	Proposal reception	10 September 2026
2.	Selection Committee review	14 September 2026
3.	Award agreement negotiation	16 September 2026
4.	Contract review by Legal	28 September 2026
5.	Signing award	5 October 2026

Heifer will issue a fixed award agreement based on the submission and Heifer's acceptance of deliverables. Once an award is issued, it will include the payment schedule with the deliverables specified above.

XIII. **Limitations**

This Request for Proposal 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 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.

XIV. Intellectual Property

a. Ownership Generally.

Any intellectual property (including but not limited to copyrights, trademarks, service marks, 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 Heifer International. Upon request, the Contractor shall sign all documents and take any and all actions necessary to confirm or perfect Heifer's exclusive ownership of the Work Product.

b. **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. Regarding any of Contractor's Prior-Owned IP included in the Work Product, the Contractor shall retain ownership, and hereby grants Heifer 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.

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