

HEIFER PROJECT INTERNATIONAL (HPI)

**Terms of Reference
For the Procurement of Poultry Business Inputs and Technical Services
To Implement ELSIPB Project in Ethiopia**

**Ref No. TOR26102201ET
October 2025**

1. Background

Heifer International is a Non-Governmental Organization whose mission is to work with communities to end hunger and poverty and care for the earth. We work with farmers and their communities to identify opportunities that deliver living incomes, creating solutions to local challenges that are designed to build inclusive, resilient economies. With Increased productivity of livestock and crops, farmers provide for their families and improve the health of their communities.

Heifer Project International Ethiopia Country Office (HPI Ethiopia) together with the Ethiopia Ministry of Agriculture (MoA) is implementing “Enhancing Livelihoods of Smallholders through Improved Poultry Business (ELSIPB)” Project under its signature program (RESTORE+). ELSIPB project aims to close the living income gap of targeted households (women and youth) through improving production, productivity, and marketing of eggs and day-old-chicks (DOCs).

The objective of the ELSIPB project is ***increasing income of targeted women and youth engaged in improved egg production business sustainably 35% at the end of the project period.***, ELSIPB project plans to reach a total of 70000 smallholders through this project.

Heifer International Ethiopia is looking for the experienced and capable poultry complex to purchase the day-old-chicks (DOCs), two-month-old pullets, both starter and grower feed , vitamins, stress relievers and also who can provide comprehensive technical and extension service support and willing (and have capacity).

2. General Information

This term of reference (TOR) is being issued in order to solicit applications from potential partners or contractors to supply day-old-chicks, two-month-old pullets, starter feed and grower feed, vitamins and stress reliver and related technical supports for the “Enhancing Livelihoods of Smallholders through Improved Poultry Business (ELSIPB)” project target beneficiaries. This is (6) months activity under the ELSIPB project in Fiscal Year 2026, to be implemented in three regional states (Amhara, Sidama and Central Ethiopia) and 45 districts of Ethiopia from December 19, 2025, to July 30, 2026.

This TOR contain background information, the desired methodology, including objectives, the timeframe for conducting the final evaluation, and a list of deliverables. It also contains information about the kind of expertise that Heifer seeks for this activity and guidance on how to submit a proposal to conduct the activity.

Heifer anticipates awarding a **fixed award** for the poultry business inputs and technical services (day-old-chicks, pullets, feed, stress relievers, vitamins and related technical supports). The award agreement will include a payment schedule with specific deliverables.

3. Purpose and Objective

The main purpose of this terms of reference is to solicit renowned company or organisation with solid experience and capacity in the poultry industry to supply day-old chicks, pullets, starter and grower feed, stress relievers, vitamins and technical supports for the ELSIPB project target groups located in the three regional states of Ethiopia (Amhara, Sidama and Central Ethiopia).

3.1. Specific Objectives

The specific objectives of this assignment are to:

- Supply 63,158 day-old-chicks (DOC) and 1334 quintals of starter feed with acceptable standard composition of 18-20% crude protein and Metabolizable energy 2,850–2,950 kcal/kg, Crude fat $\leq$ 5%, crude fiber $\leq$ 5%, calcium 1%, phosphorus 0.45% and at reasonable price for 46 chick grower groups organized in the three regional starts of Ethiopia. (Random feed samples will be tested and analyzed in the local laboratory upon production and delivery.)
- Supply 52,320 Pullets (two months of age) and 2,616 quintals of grower/pullet feed with acceptable standard composition of pullet feed with 16–17% protein and Metabolizable energy 2,750–2,850 kcal/kg, Crude fat $\leq$ 7 %, crude fiber $\leq$ 6%, calcium 0.9- 1 % and available phosphorus 0.45% at reasonable price for 1744 households in three regional starts of Ethiopia. (Random feed samples will be tested and analyzed in the local laboratory upon production and delivery.)
- Supply 1,882 sachets of stress relievers and vitamin supplements for both day-old chicks and pullets. These shall be delivered together with the DOCs and pullets upon arrival and administered for two to three days to minimize transportation stress from the production site to the farmers' gate.

3.2. Scope of work

The overall objective of this assignment is to supply of 63,158-day-old chicks (DOC), 52,320 pullets (two months old), 1,334 Quintals of starter feed and 2,616 Quintals of grower/pullet feed ,1882 sachet of anti-stress and vitamin supplement for both DOC and pullets and technical supports ELSIPB project target groups located in the three regional states of Ethiopia (Amhara, Sidama and Central Ethiopia). The delivery of these poultry business inputs and technical support requires transportation and travel to the project areas.

Heifer International in collaboration with Ethiopian Ministry of Agriculture (MoA) may avail transportation of the inputs to the project areas. However, the contractor shall also be required to submit detailed transportation cost for the delivery of inputs for each route

outlined in the annex attached to this TOR and the transportation price should be indicated separately from the poultry inputs .

The number or quantity of inputs per target regions is presented in the following table.

S. N.	Inputs Region	Amhara	Central Ethiopia	Sidama	Total
1	Number of day-old-chicks (DOC)	20,595	21,968	20,595	63,158
	<i>Number of chick grower groups</i>	15	16	15	46
2	Number of pullets	17,430	17,460	17,430	52,320
	<i>Number of Egg producer households</i>	581	582	581	1744
3	Feed (Starter Feed) in Quintals	435	464	435	1,334
	Grower /pullets feed in Quintals	872	873	872	2,616
4	Anti stress and Vitamin supplement in Sachet	626	630	626	1882

3.3. Deliverables:

Proposed deliverable schedule:

No.	Deliverable/Task	Responsible	Due date
1	Supply 63,158 day-old-chicks (DOC) and 1,334 quintals of starter feed for 46 chick grower groups	Selected organization based on the TOR	December 19, 2025
2	Supply 52,320 pullets and 2,616 quintals of pullet feed for 1744 households	The same as above	February 28 ,2026
3	Supply 1882 sachets of vitamin and antistress for day old chicks and Pullets	The same as above	December 19 to February 28 ,2026
4	Off take final products (eggs) from the project target households and groups	The same as above	30 June 2026 and beyond

3.4. Relationship and Responsibilities

Heifer will assign a project team leader or other technical person from ELSIPB project staff to coordinate implementation of this activity.

The contractor will keep Heifer informed of their progress. During the implementation, the contractor may seek and receive additional advice or guidance from the above-mentioned staff.

4. Bidding Documents

The bidder is expected to examine all the instructions in the bidding documents prepared for the selection of qualified suppliers. Failure to furnish all information required as per the bidding documents or to submit a bid not substantially responsive to the bidding documents in every respect will be at the bidder's and may result a bid rejection.

The bidding documents are

- Invitation to bid (ITB)
- Terms of reference (TOR)

5. Language of the Bid

The bid and all related correspondence and documents exchanged between the bidders and HPI shall be written in English language. Any document furnished by the bidder and written in another language shall accompanied by an English translation of its pertinent passages, in which case, for the purposes of interpretation of the bid, the English language version shall prevail.

6. Inspection

HPI has a right to check the day-old-chicks, pullets and feed to confirm their conformity to the TOR. The inspection will be conducted by assigned subject matter expertise or a reputed relevant consultant selected by HPI. If there is any failure to conform to the TOR, HPI will reject it and the bidder shall replace at no additional cost any chicks that pass away within three days without extension of time except at HPI sole discretion

7. ELIGIBILITY CRITERIA (Accepted/Rejected) for the Bid

- A supplier must meet a minimum set of criteria below to conduct business with Heifer Project International (HPI) and to participate in the bid.
- Companies should attach with their proposals all legal and authorized documents such as TIN certificate, VAT certificate, and Trade license and business registration certificate, Tax clearance certificate that have all been renewed and valid to the current fiscal year.

- Must be cleared of any legal dispute that ended in court and non-performance of contracts in the past three years.
- Suppliers are required to indicate in their proposal their willingness to sign the below documents: -
 - 1) Sign Supplier Code of Conduct.
 - 2) Sign statement that the bidder (or any of its directors or officers) would be open to background checks including watch dog screening (where applicable)

8. Required Experience and Capacity

The to be selected company (organization) shall have:

- **Core Business and Services to Smallholder Farmers:** A company should have a primary business focus and the range of supply/services offered to smallholder farmers.
- **Market Opportunities and Incentives for Partnership:** The potential market opportunities that the company can create within the poultry sector; and business case and incentives for potential collaboration in the implementation of the ELSIPB project.
- **Capacity:** The company's production and input supply capacity, service delivery capability, purchasing capacity for eggs and spent hens, as well as its geographical presence, including branch offices and their respective locations.
- **Experience:** The company's track record and experience in collaborating with non-governmental organizations (NGOs) and providing similar services.

9. Proposal submission requirements:

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

9.1. Technical Proposal [not to exceed Six pages]

9.1.1. General Information [not to exceed one pages]

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

9.1.2. Technical Approach [no to exceed Five pages]:

- A detailed description of the poultry business inputs (DOC, pullets and feed) and technical support to be supplied as per the terms of reference.

- A detailed methodology on how the assignment will be conducted.
- List and briefly describe the team and its proposed personnel, indicating what role each proposed individual will have and the qualifying skill set for the position. Curriculum Vitae (CV) of key personnel to be provided in attachment.
- A clear and comprehensive work plan, outlining the major activities, responsibility and time schedule.
- Organizational capacity statement, including past experiences and activities related to this assignment, and experience. Reference information must include the location, award numbers, and a brief description of work performed.

9.1.3. Required technical specifications:

The technical proposal must include:

- 1) **Breed type:** The required breed type is commercial layer Lohmann Brown traditional Day-Old-Chicks (DOCs) and pullets or Bovan Brown (Classic or Standard) Day-Old-Chicks (DOCs) and pullets.
- 2) **Age and Weight:** The desired age at delivery is a day-old chick and 8-week-old pullets (60 days). The average weight of the pullets at the time of delivery should be 750 g and acceptable uniformity range $\pm 10\%$ (675–825 g), this will be checked by technical expert upon delivery.
- 3) **Health Status:** The applicant must provide a detailed vaccination calendar and ensure that all required vaccines for 60-day-old chickens are administered prior to their distribution to the farmers. Likewise, all applicable vaccinations for day-old chicks must be administered before dispatch from the hatchery. The applicant shall also provide a written guarantee confirming that all chickens have been vaccinated according to the prescribed vaccination schedule and in compliance with standard administration procedures. The feed meets the minimum quality standard specified above (Section 3.1). The applicant is also required to ensure chickens are without any clinical signs, without phenotypic and/or anatomical defects. The applicant must ensure that the supplied chickens (DOCs & pullets) are not infected with any disease and must ensure pullets have not contracted any disease prior to dispatching.
- 4) **Feeding Calendar:** Provide the feeding calendar (e.g., starter feed, grower/ pullet feed to the farmers at the time of feed distribution).
- 5) **DoC and Pullet Delivery:** Packaging and Transport: Ensure chickens are transported in clean, well-ventilated vehicles with adequate space; and in crates. The Supplier must provide assurances of transportation under appropriate conditions. The supplier must ensure that birds offloading at site occurs during daylight hours and conduct basic health assessments prior to handover to the farmers.

The supplier will transport inputs (DOCs, pullets, Feed and Vitamins) as per the provided routes to each Woreda (annexed). The supplier should submit the transportation cost for each Woreda as per the annexed routes. The supplier will be paid only for actual transportation made.

- 6) **Quantity and Delivery:** The supplier should confirm the quantities are aligned as specified above under specific objectives and deliverables; and indicate whether the delivery schedule is a single batch or phased delivery.

The location where the chickens need to be delivered is annexed as attachment 1 of this TOR.

- 7) **Standards Compliance:** The supplier must ensure it follows local regulations and any relevant animal welfare, veterinary, and food safety regulations; and provide certification of compliance with biosecurity and animal husbandry practices.

9.1.4. Contents of the Technical proposal required to be submitted

To facilitate smooth and fair evaluation process, companies must clearly provide information on the set of evaluation criteria as stipulated above. It should also be noted that all information provided in the proposal would be cross checked. In addition to the above, companies are also free to include any content, which they believe to show their technical capacity and provide a competitive advantage. Suppliers should be clearly specified the bid and its reference # they submitted for.

9.2. Financial Proposal (not exceed Two Page)

Proposed budget must be submitted separately. The proposed budget should have sufficient detail to allow the evaluation of costs proposed. It should at least contain:

- Itemized budget in Ethiopian Birr and shall clearly indicate unit price as well as total price of the items and services
- Narrative explanations of line items
- Heifer reserves the right to request further information supporting detailed costs and prices.

10. Evaluation Criteria

The proposals submitted must clearly demonstrate alignment with the TOR provided and 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 evaluation team, and is most cost effective.

10.1 Technical Proposals will be evaluated according to the following criteria.

S. N	Proposal evaluation focus	Percent age
	Depth of understanding of the Terms of Reference (TOR) and assignment objectives, and the comprehensiveness of the proposal in addressing all TOR components, including general information, work plan, budget, and qualifications of the proposed team.	5 %
1	Accuracy and relevance of the proposed technical approach and methodology	10%
2	Relevant Experience: Demonstrated experience (minimum 10 years) in poultry production, input supply, and partnership with NGOs, private sector or Government. (document evidence is required)	20 %
3	Institutional Capacity: 3.1. Adequate Facilities and Resources: Availability of essential infrastructure and resources, including hatchery, feed mill, pullet rearing site, and sufficient storage facility. 3.2. Technical and Logistical Capacity: The bidder must demonstrate the availability of competent technical staff and sufficient logistical arrangements, duly supported by appropriate documentation. 3.3. Financial Capacity: Demonstrated financial strength or liquidity sufficient to pre-finance the delivery of goods and services. The bidder must have a minimum capital of ETB 50 million and a total bank transaction of at least ETB 20 million over the past two years. This must be supported by official documentation evidencing both the total capital and the corresponding bank transactions. 3.4. Offer best value money without compromising quality.	15 %
6.	Compliance with technical specifications including, but not limited to: The company shall submit detailed information on the product and the proposed mode of transportation, ensuring full compliance with the technical specifications provided below. • Breed Compliance: Matching of the breed type to be supplied with the breed specified in the ToR. • Health and Vaccination: Ensuring supply of disease-free chicks and chickens, accompanied by complete vaccination records. • Age and Weight Verification: Confirm that the chickens match the specified age group and weight. • Physical Condition: Ensuring supply of physically healthy, alert, and active chickens with uniformity. • Transportation Compliance: Adherence to the standard delivery procedures as outlined under Section 9.1.3.8.	50%

	• Feed Composition and Quality: Ensure that both starter and grower feeds meet the nutrient composition and quality standards accepted for each feed type. • Other Specifications: Compliance with all other specifications as outlined in this TOR.	
	Total	100%

4. Passing Mark

The passing mark will be 70 % and above out of 100 %

The technical committee will evaluate the technical proposal based upon the criteria listed above and the financial proposal of bidders' who passed the technical evaluation will be open and the least bidder will be selected.

5. Validity of Proposals and Pricing

Proposals submitted shall remain open for acceptance for forty-five (45) 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.

6. Award Process and Contract Mechanism

No.	Activity	Due date
1	Proposal reception	On the 21st day after this TOR is announced. 12th November 2025
2	Selection Committee review	20th November, 2025
3	Notification of award	27th November, 2025
4	Award agreement negotiation	1st December, 2025
5	Signing Contract agreement	Within two weeks after award notification

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

7. Limitations

This TOR does not represent a commitment to award a contract, to pay any costs incurred in the preparation of a response to this TOR, 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 TOR.

8. Attachments

1. Specific Locations of Inputs Delivery

9. Proposal Submission

The applicants shall submit sealed technical and financial proposals separately on **12th of November 2025, before or at 4:00 PM to the address below:**

Heifer Project International Ethiopia

Yeka Sub-City, Woreda 9 House No.: New Gurdshola, Past Ethiopian Athletics Federation,
Behind Top Ten Hotel Addis Ababa, Ethiopia

All bids shall be placed in the box provided for the purpose. Bids submitted after the deadline will not be accepted. Bidders shall sign on the bid registration form at the reception of the HPI office indicating their company name, telephone number, and date of submissions.