

# Request for Proposal

Request for Proposal for the Recruitment of a Business Development Services (BDS) Firm/Consultant to Co-develop Cashew Processing Curriculum and Deliver Classroom-Based Trainings to students.

RFP-WI-WEECAP-2026-02

Issued: January 14, 2026

**Women Economic Empowerment through Cashew Processing Program (WEECAP)**

Cocody Centre, carrefour de la vie, Immeuble Carbone

Country: IVORY COAST



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## Confidentiality Statement

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Thank you for your consideration, Winrock International - Women Economic Empowerment through Cashew Processing Program (WEECAP).

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## Introduction

The WEECAP project provides crucial support to cashew processing enterprises in Côte d'Ivoire by building technical capacity and developing a skilled workforce. This technical training and workforce development initiative not only helps strengthen and professionalize the processing value chain but also stimulates significant local job creation, particularly among young women and youth in processing, quality control, and enterprise management activities. By equipping trainees with industry-relevant skills that meet the evolving demands of cashew processors, the program enhances enterprise competitiveness and productivity, resulting in a notable improvement in employment opportunities and incomes for processing workers. The project also promotes the professionalization of processing actors, encourages innovative and sustainable processing practices, and contributes to building a more stable economic environment for communities. Thus, the support provided directly helps boost the local economy, strengthen household resilience, and foster inclusive and sustainable development in cashew-producing and processing areas.

The WEECAP project, in partnership with the Cashew Innovation and Technology Center (CITA), has decided to strengthen the technical and workforce capacity of cashew processing

enterprises in targeted regions. This call for proposals seeks to recruit a specialized BDS firm/consultant to co-develop a tailored cashew processing curriculum and deliver classroom-based training to cohorts of young women and youth, preparing them for employment and enterprise opportunities in the cashew processing sector

## **Business Overview & Background**

Winrock International is a global nonprofit organization that provides sustainable solutions for an interconnected world. Working with partners in the United States and more than 55 countries, Winrock integrates deep expertise in agriculture, economic development, social science and the environment to offer scalable solutions that increase prosperity while protecting our planet.

## **Submission Details**

### **Submission Deadlines**

Proposals must be received no later than 5:00 PM **GMT on Friday, February 2nd, 2026**. Late submissions will not be accepted. All proposals are to be submitted following the guidelines listed below. Telephone requests will not be honored.

Winrock International may request additional documentation after the bid deadline.

### **Submission Questions and Clarifications**

Inquiries/questions must be received no later than **Friday, January 23rd, 2026, (GMT)** and must be submitted via e-mail to [weecap.procurement@winrock.org](mailto:weecap.procurement@winrock.org). Winrock will review and respond to all potential offers by **Friday, January 30th, 2026**

Winrock will evaluate complete vendor proposals to determine which proposal represents the best value to Winrock. This is an unsealed solicitation request. Winrock reserves the right to negotiate with the bidders with or without discussion.

### **Electronic Submissions**

Electronic submissions in response to this Request for Proposal will be accepted as long as they meet the following criteria: deadline

Sent via email to: [weecap.procurement@winrock.org](mailto:weecap.procurement@winrock.org)

### **Instructions to Bidders**

- Validity of bid: 60 days starting from the submission date.
- Delivery time: up to the bidder to decide, and will be a comparative criteria of award among bids.
- Cost quoted must include unit price and total price in **XOF**

- Include VAT if applicable
- Payment terms, invoice submission dates and complete banking information
- Winrock reserves right to make changes or cancel this solicitation as required by Mastercard Foundation

## **Bid Documents to Include**

- Legal Business Name
- Authorized contact including address, phone number and email
- Proof of business registration and nationality
- A list of previous similar contracts completed successfully with the names and contact information of buyers.

## **Document Standards**

- Technical proposal
- Financial proposal

## **Award**

Winrock anticipates to notify successful bidder and provide agreement for signature the week of February 08, 2026.

- Winrock will run an open and fair competitive bidding process.
- As warranted, Winrock may increase or decrease the quantities.

## **Detailed Specifications**

### **1. Background**

The WEECAP project, in partnership with the Cashew Innovation and Technology Center (CITA), has decided to strengthen the technical capacity and workforce development of cashew processing enterprises in targeted regions of Côte d'Ivoire. The initiative aims to build a skilled cadre of young women and youth capable of meeting the evolving demands of the cashew processing industry. This call for proposals seeks to recruit a specialized BDS firm/consultant to co-develop a tailored cashew processing curriculum and deliver classroom-based training to two annual cohorts of 50 trainees each, with a strong focus on empowering young women and persons with disabilities.

## 2. Objectives

- Co-develop and validate a comprehensive cashew processing curriculum with WEECAP and CITA, integrating technical, safety, and managerial skills aligned with industry needs
- Deliver three months of classroom-based training for each cohort (80% of instruction), covering technical processing skills, quality management, workplace safety, and business fundamentals
- Support the recruitment and selection of 100 trainees annually (two cohorts of 50), ensuring at least 70% women and 6% persons with disabilities (PWD)
- Coordinate with CITA to facilitate three-month internship placements in local cashew processing facilities following classroom training
- Participate in monitoring and evaluation activities by tracking trainee attendance, competency development, stipend disbursement, and post-training employment outcomes within six months of program completion

## 3. Scope of work

The BDS firm/consultant and WEECAP will collaborate to execute the project through four interconnected workstreams:

### **Workstream 1: Curriculum Co-Development and Alignment**

The consultant will work closely with CITA, WEECAP, and industry stakeholders to develop a comprehensive cashew processing curriculum tailored to local enterprise needs and labor market demands.

#### **Specific Activities:**

- Conduct needs assessment with cashew processing enterprises to identify critical skill gaps and training priorities
- Review and adapt existing CITA curriculum materials to align with WEECAP program objectives
- Co-develop training modules covering: (a) technical processing skills, (b) quality control and food safety, (c) equipment operation and maintenance, (d) workplace safety and hygiene, (e) basic business and financial literacy
- Develop detailed lesson plans, training materials, practical exercises, and competency assessment tools
- Validate curriculum content with processing enterprises, CCA, and WEECAP technical team
- Establish clear competency standards and graduation criteria

#### **Performance Indicators / Success Signals:**

- Validated curriculum document with complete training modules and lesson plans approved by WEECAP
- Endorsement from at least 3 processing enterprises and CCA representatives
- Competency assessment framework established and documented

### **Workstream 2: Trainee Recruitment, Selection, and Onboarding**

The consultant will support CITA in recruiting and selecting qualified candidates for two annual training cohorts, ensuring inclusive participation of women and persons with disabilities.

**Specific Activities:**

- Develop transparent recruitment criteria and selection process in coordination with WEECAP and CITA
- Conduct community outreach and awareness campaigns in target areas to attract female and youth candidates
- Establish application and screening procedures (reviewing applications, conducting interviews, verifying eligibility)
- Ensure diversity targets are met:  $\geq 70\%$  women and  $\geq 6\%$  persons with disabilities (PWD)
- Prepare trainee onboarding materials and orientation sessions

**Performance Indicators / Success Signals:**

- Two validated trainee rosters (50 trainees per cohort, 100 annually)
- Achievement of  $\geq 70\%$  women and  $\geq 6\%$  PWD participation targets
- Cohort 1 launched in Month 0 and Cohort 2 launched in Month 6
- Complete trainees database established

**Workstream 3: Classroom-Based Training Delivery**

The consultant will deliver 80% of the three-month classroom instruction for each cohort, covering technical, safety, and managerial competencies aligned with the validated curriculum. CITA will deliver the remaining 20%.

**Specific Activities:**

- Deliver classroom instruction according to approved curriculum and lesson plans (minimum 60 days per cohort)
- Facilitate hands-on practical sessions and demonstrations using appropriate equipment and materials
- Conduct regular competency assessments (weekly quizzes, practical tests, mid-term and final evaluations)
- Monitor and record daily trainee attendance and performance
- Provide individualized support to struggling learners to maintain high completion rates
- Coordinate with CITA instructors to ensure seamless delivery and consistent quality
- Submit monthly progress reports to WEECAP including attendance records, assessment results, and observations

**Performance Indicators / Success Signals:**

- Completion of three-month classroom training for each cohort (50 trainees  $\times$  2 cohorts)
- $\geq 90\%$  trainee attendance and completion rate maintained
- Competency assessments showing measurable skill improvement from baseline to endline
- Monthly progress reports submitted on time with complete documentation

**Workstream 4: Internship Coordination and Enterprise Linkages**

The consultant will support CITA in coordinating three-month internship placements at local cashew processing facilities, ensuring effective matching, monitoring, and performance feedback.

**Specific Activities:**

- Develop and maintain a database of participating cashew processing enterprises
- Facilitate matching of trainees to appropriate internship positions based on skills, interests, and enterprise needs
- Prepare internship agreements, defining roles, responsibilities, and learning objectives for both trainees and host enterprises
- Conduct orientation sessions for both trainees and processing enterprise supervisors
- Monitor internship attendance and on-the-job performance through regular site visits (monthly)
- Provide troubleshooting support and mediation when challenges arise during internships
- Collect structured feedback from processors on trainee performance, work readiness, and skill application
- Facilitate job placement discussions between high-performing interns and processing enterprises

**Performance Indicators / Success Signals:**

- ≥80% of trainees successfully placed in internship positions at processing facilities
- Internship attendance rate ≥90% throughout the three-month period
- ≥80% processor satisfaction rate with trainee performance and work readiness
- Complete internship monitoring reports submitted monthly with attendance, performance ratings, and processor feedback
- Post-internship employment data collected showing job offers or continued employment arrangements

**Workstream 5: Monitoring, Evaluation, and Continuous Improvement**

The consultant will establish robust M&E systems to track training outcomes, support program adaptation, and facilitate continuous improvement between cohorts.

**Specific Activities:**

- Establish comprehensive trainee tracking database capturing demographics, attendance, assessment scores, and progression data
- Conduct structured end-of-cohort reviews with WEECAP, CITA, CCA, and processing enterprises
- Document lessons learned, challenges encountered, and recommendations for improvement after Cohort 1
- Implement curriculum and delivery adjustments for Cohort 2 based on feedback and performance data
- Track graduate employment outcomes within six months post-completion (employed, self-employed, or continuing education)
- Establish and maintain alumni database for long-term career progression monitoring
- Document success stories, case studies, and best practices for program scale-up and replication

- Prepare comprehensive final report synthesizing outcomes, impact, and recommendations

**Performance Indicators / Success Signals:**

- Complete trainee database operational with real-time updates on attendance, performance, and outcomes
- Consolidated learning report submitted after Cohort 1 with documented recommendations
- Demonstrated improvements in Cohort 2 metrics (attendance, completion, processor satisfaction) compared to Cohort 1
- ≥70% of graduates employed or self-employed within six months of program completion
- Alumni database established with contact information and employment tracking for at least 12 months post-graduation
- Final comprehensive report delivered with quantitative and qualitative impact analysis

**4. Deliverables****Workstream 1: Curriculum Co-Development**

- Needs assessment report with skill gap analysis from processing enterprises
- Comprehensive cashew processing curriculum document with all training modules
- Detailed lesson plans and training materials for each module
- Competency assessment tools and graduation criteria framework
- Curriculum validation report with stakeholder endorsements

**Workstream 2: Trainee Recruitment and Selection**

- Recruitment strategy and outreach plan
- Validated trainee rosters for Cohort 1 and Cohort 2 (50 trainees each)
- Trainee database with baseline demographic and socioeconomic data
- Selection process documentation and transparency report
- Onboarding materials and orientation session reports

**Workstream 3: Classroom Training Delivery**

- Monthly training progress reports (attendance, performance, observations)
- Mid-term and final competency assessment reports for each cohort
- Trainee attendance registers (daily records)
- Stipend disbursement verification reports (monthly)
- Training completion certificates for graduates
- End-of-training evaluation report for each cohort

**Workstream 4: Internship Coordination**

- Database of participating cashew processing enterprises
- Internship placement agreements (signed by trainees and host enterprises)
- Monthly internship monitoring reports with site visit documentation
- Processor satisfaction surveys and feedback compilation
- Internship attendance registers

- Post-internship employment tracking report

#### Workstream 5: Monitoring, Evaluation, and Continuous Improvement

- Comprehensive trainee tracking database (live system accessible to WEECAP)
- Cohort 1 lessons learned report with recommendations for Cohort 2
- Quarterly program performance reports against key indicators
- Alumni database with employment tracking system
- Graduate employment outcomes report (6-month post-completion follow-up)
- Case studies and success stories documentation
- Final comprehensive program report with impact analysis and scale-up recommendations
- Photo and video documentation of training activities

#### Additional Documentation

- Registration of all trainees with complete contact information
- Recording of trainee stipend payments throughout training and internship periods
- Documentation of graduate employment status and income levels (baseline and post-training)
- Quality assurance reports on training delivery and curriculum effectiveness

### 5. Location

All classroom-based training activities for both cohorts will take place at the Cashew Innovation and Technology Center (CITA) training facilities in Yamoussoukro, Côte d'Ivoire. CITA's premises provide a conducive learning environment equipped with the necessary infrastructure, training equipment, and technical resources required for delivering comprehensive cashew processing instruction. The center's strategic location in the heart of Côte d'Ivoire's cashew-producing regions facilitates accessibility for trainees from surrounding areas while offering proximity to processing enterprises for industry engagement and collaboration. Following the completion of the three-month classroom phase at CITA, trainees will be placed in partner cashew processing facilities across targeted operational regions for their three-month internship placements, where they will apply their acquired skills in real-world production environments.

### 6. Duration of the assignment

The assignment is expected to span a total period of **13 months**, structured to accommodate the delivery of two complete training cohorts along with comprehensive curriculum development and post-program evaluation activities. The initial 1 month will be dedicated to curriculum co-development, needs assessment, and recruitment preparation. Cohort 1 will commence in Month 2 with three months of classroom instruction followed by three months of internship placement (Months 2-7). Cohort 2 will launch in Month 9 with a similar six-month cycle of classroom training and internship (Months 8-13). An additional 1 month period will overlap the second cohort for conducting post-training employment tracking, compiling the final comprehensive report, and facilitating knowledge transfer and alumni database establishment.

### 7. Qualifications

- **Proven track record of delivering technical and vocational training in cashew processing or related agricultural value chains, with demonstrated experience working with CITA or similar technical training centers being a strong advantage**
- Demonstrated expertise in curriculum development, instructional design, and capacity building for agribusiness enterprises
- Experience in workforce development programs targeting young women, youth, and marginalized groups, with documented success in achieving diversity and inclusion targets
- Knowledge of cashew processing systems, quality standards, food safety requirements, and industry best practices
- Strong facilitation, training delivery, and adult education skills with ability to adapt teaching methods to diverse learning styles and literacy levels
- Experience coordinating internship placements and enterprise linkages, including monitoring and evaluation of on-the-job training outcomes
- Proven ability to work effectively with diverse stakeholders, including training institutions, processing enterprises, cooperatives, government agencies, and development partners
- Proficiency in monitoring and evaluation methodologies, including trainee tracking systems and employment outcome measurement
- Excellent report writing and documentation skills with ability to produce clear, evidence-based deliverables
- Fluency in French (required); working knowledge of local languages spoken in target regions is an asset

## 8. Reporting & Coordination

BDS will report to the WEECAP Competitiveness and Supply Chain Direction, and also to the project monitoring and evaluation team

## 9. Ethical Standards

BDS must adhere to principles of transparency, fairness, and respect for local communities, ensuring gender and youth inclusion in all activities.

## 10. Instructions for Proposal Submission

Interested BDSPs (firms or individual consultants) must submit a proposal consisting of two distinct parts: A. Technical Proposal and B. Financial Proposal.

### A. Technical Proposal Guidelines

The technical proposal should demonstrate the applicant's understanding of the Terms of Reference and their ability to deliver high-quality training and capacity building results. It must include:

#### Profile & Experience:

- Experience in developing and delivering technical and vocational training programs in cashew processing
- Demonstrated track record of collaboration with CITA or similar technical training institutions, including curriculum co-development and training delivery
- Proven experience in workforce development programs targeting young women, youth, and persons with disabilities

- Knowledge of cashew processing systems, quality standards, food safety requirements, and industry best practices
- Experience in coordinating internship placements and facilitating enterprise-trainee linkages

**Methodology:**

- Curriculum Development Approach: Propose a detailed methodology for conducting needs assessment, co-developing curriculum with CITA and industry stakeholders, and validating training content to ensure relevance to processing enterprise requirements
- Training Delivery Plan: Propose a comprehensive work plan for delivering three months of classroom instruction for two cohorts (50 trainees each), including adult learning techniques, hands-on practical sessions, competency assessment methods, and trainee-friendly materials adapted to varying literacy levels
- Internship Coordination Strategy: Propose an approach for matching trainees to processing facilities, facilitating internship agreements, monitoring on-the-job performance, and supporting successful transition from training to employment
- Recruitment and Selection Strategy: Propose transparent and inclusive recruitment methodology to achieve diversity targets ( $\geq 70\%$  women and  $\geq 6\%$  PWD), including outreach approaches, selection criteria, and candidate assessment procedures
- Monitoring, Evaluation and Employment Tracking Plan: Propose systems for tracking trainee attendance, performance, stipend disbursement, and post-training employment outcomes, including alumni database design and long-term graduate follow-up mechanisms
- Gender & Youth Inclusion Strategy: Articulate specific measures for ensuring meaningful participation and retention of young women and persons with disabilities throughout recruitment, training, internship, and employment phases

**Team Composition:**

- CVs of key personnel demonstrating training and specific cashew processing technical skills.

**B. Financial Proposal Guidelines**

The financial proposal must be submitted in a separate file/envelope and should be detailed and cost-effective.

**Directives for the Financial Proposal:**

1. **breakdown by Activity:** Workstream.
2. **Unit Costs:** Please provide unit costs for key items, for example:
  - *Daily rate for trainers/facilitators.*
  - *Daily rate for consultant/advisor*
3. **Reimbursables:** clearly list logistics, transportation, and accommodation costs required to reach Yamoussoukro and other mentioned regions.

4. **Currency:** All prices must be quoted in **XOF (West African CFA franc)** unless otherwise specified.

The bidder is required to complete the table below

Item	total amount in CFA francs
Workstream 1	
Workstream 2	
Workstream 3	
Workstream 4	
Workstream 5	

## Assumptions & Constraints

WEECAP assumes that all human and technical resources mentioned in the proposal will be available at the time of the request; an inability to implement the resources mentioned could lead to renegotiation or termination of the contract.

## Terms and Conditions

Each Bid must conform to the following requirements

1. Must agree to the general provisions outlined in Attachment A. Any variations must be requested in the bid submission and agreed to before a purchase order is issued.
2. No minimum order requirements may be made by a bidder
3. Winrock International will not consider advance payment.
4. All vendors are required to be registered with the Government of Cote d'Ivoire. Proof of Business Registration must be provided.
5. A Bidder may withdraw or change a bid before the deadline to receive bids if written notice of the withdrawal or change is received by Winrock for submission of bids. Any changes may be made only by substitution of another bid.
6. Bids received after the time specified in the request for bid will not be considered and shall be returned to the respondent.

7. Title to the goods herein described shall not pass until said goods have actually been received by Winrock or its consignee. Risk of loss prior to such actual receipt by Winrock or its consignee shall be borne by the bidder.
8. All supplies shall be subject to inspection by Winrock to ensure compliance with specifications, quantities, and condition of goods. Winrock reserves the right to reject any goods which contain defects in material or workmanship. Rejected goods shall be removed at the expense of the bidder, including all transportation costs, promptly after notification of rejection.
9. Final Payment by Winrock will not be made until submission of proper invoice, inspection and acceptance of supplies has been completed by Winrock program team, and receipt of funds from Winrock's funder.
10. Winrock reserves its rights to reject any goods and to cancel all or any part of this procurement if bidder fails to deliver all or any part of the services described in the request for proposal. Acceptance of any part of the goods covered by the request to bid shall not obligate Winrock to accept future shipments nor deprive it of its rights to revoke any acceptance given. If bidder ceases to conduct its operations in the ordinary course of business or are unable to meet its obligations, Winrock may cancel this order without liability except for services previously provided or for services received. The bidder must be able to demonstrate substantial experience in working on similar projects and, in particular, to demonstrate past experience in working with organizations similar to Winrock.
11. The bidder must have excellent communication skills and methods and be able to communicate very clearly at every step of development, both providing information to the Winrock team as well as requesting, understanding and closely following guidance from the Winrock team.
12. Bidders must be willing to supply samples of items requested

### **Evaluation Criteria**

Proposals will be evaluated based on a "Quality-Cost" basis, with the Technical Proposal accounting for 70% and the Financial Proposal for 30%.

Criteria	Description	Weight
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1. Technical Capability		(70%)
Relevant Experience	Experience in developing and delivering technical and vocational training programs in cashew processing. Knowledge of cashew processing systems, quality standards, food safety requirements, and industry best practices  Demonstrated track record of collaboration with CITA or similar technical training institutions, including curriculum co-development and training delivery	25%
Methodology	Clarity and quality of the proposed approach.	25%
Digital Proficiency	Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint), database management systems for trainee tracking, and digital M&E tools for managing attendance, performance assessments, and employment outcome data	10%
Inclusion Strategy	Approach to ensuring gender and youth participation as per ethical standards.	10%
2. Financial Proposal		(30%)
Cost Effectiveness	Realism of costs, value for money, and alignment with cost in Cote d'Ivoire	30%
TOTAL		100%

### Certification of Independent Price Determination

(a) The offeror certifies that—

- (1) The prices in this offer have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any other offeror, including but not limited to subsidiaries or other entities in which offeror has any ownership or other interests, or any competitor relating to (i) those prices, (ii) the intention to submit an offer, or (iii) the methods or factors used to calculate the prices offered;
- (2) The prices in this offer have not been and will not be knowingly disclosed by the offeror, directly or indirectly, to any other offeror, including but not limited to subsidiaries or other entities in which offeror has any ownership or other interests, or any competitor before bid opening (in the case of a sealed bid solicitation) or contract award (in the case of a negotiated or competitive solicitation) unless otherwise required by law; and

(3) No attempt has been made or will be made by the offeror to induce any other concern or individual to submit or not to submit an offer for the purpose of restricting competition or influencing the competitive environment.

(b) Each signature on the offer is considered to be a certification by the signatory that the signatory—

(1) Is the person in the offerors organization responsible for determining the prices being offered in this bid or proposal, and that the signatory has not participated and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above; or

(2) (i) Has been authorized, in writing, to act as agent for the principals of the offeror in certifying that those principals have not participated, and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above; (ii) As an authorized agent, does certify that the principals of the offeror have not participated, and will not participate, in any action contrary to subparagraphs

(a)(1) through (a)(3) above; and (iii) As an agent, has not personally participated, and will not participate, in any action contrary to subparagraphs (a)(1) through

(a)(3) above.

(c) Offeror understands and agrees that –

(1) violation of this certification will result in immediate disqualification from this solicitation without recourse and may result in disqualification from future solicitations; and

(2) Discovery of any violation after award to the offeror will result in the termination of the award for default.

## Attachment A: General Provisions

The following general provisions apply to all bidders responding to this Request for Proposal (RFP).

**Independent Contractor:** The selected firm or individual will perform services as an independent contractor and not as an employee or representative of Winrock International.

**Compliance with Laws:** Bidders must comply with all applicable local and national laws and regulations, including those related to labor, taxation, and data protection.

**Ethical Conduct:** Winrock International expects the highest standards of integrity, ethics, and professionalism. Any form of fraud, bribery, or misrepresentation may result in disqualification.

**Confidentiality:** Information shared as part of this RFP or subsequent contract discussions must be treated as confidential and not shared with third parties without Winrock's consent.

**Conflict of Interest:** Bidders must disclose any potential conflicts of interest that could influence their proposal or performance under a resulting subcontract.

**Right to Reject or Modify:** Winrock International reserves the right to accept or reject any or all proposals, to make no award, or to issue modifications to this RFP at any time.

**Costs of Proposal Preparation:** All costs associated with preparing and submitting proposals are the sole responsibility of the bidder.

**Governing Law:** Any subcontract resulting will be governed by and construed in accordance with the laws of the State of Arkansas, USA.

Additional terms and conditions will be included in the final subcontract agreement based on the nature and scope of the work to be performed.