

# REQUEST FOR PROPOSAL

**RFP TITLE:** SAASSA Regional Head of Poultry Sector Modernization  
**Project Proposals Due:** Sept 20 by 5:00PM Central Time

## RFP CONTACT:

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## INTRODUCTION:

United States Soybean Export Council (USSEC) requests proposals to assist in the continued development and implementation of a regional head of poultry sector modernization, concentrating on South Asia and Sub-Saharan Africa (SAASSA) region.

Through a global network of international offices and strong support in the U.S., USSEC helps build a preference for U.S. soybeans and soybean products, advocate for the use of soy in feed, aquaculture, and human consumption, promote the benefits of soy use through education and connect industry leaders through a robust membership program.

## PURPOSE OF RFP:

USSEC's standard practice is to RFP every 3 years in an openly and competitive manner. This type of cost analysis will assist in determining the fair market value for the work to be performed and allows USSEC the opportunity to evaluate various proposals and select the best contractor for the job based on experience, availability, expertise, approach, and cost.

The purpose of this RFP is to seek proposals for the South Asia & Sub-Saharan Africa head of poultry sector modernization

## BACKGROUND & PURPOSE OF PROJECT:

The South Asia region (Sri Lanka, Pakistan, Bangladesh, India, and Nepal) includes economies that are growing and often lack market transparency. While soy exports to emerging economies are typically low in volume, the potential for increased US soy exports remains high, due to the potential for demand growth. The current market situation and its future potential make this region important to the overall soy export market development program.

USSEC targets four main market sectors in the SAASSA region including animal (swine, dairy and poultry) utilization, aquaculture utilization, food ingredient applications, as well as efforts targeting the soy supply chain. The core strategy focuses differentiating, then elevating purchase preference for US soy, in addition to obtaining free and fair market access. Several markets in the region have a variety of market access challenges that require attention. The successful candidate will be able to articulate a clear strategy working with the Regional Director to overcome myriad issues including both tariff and non-tariff trade barriers.

Based on performance measured results, derived from target audience surveys collected at the various activities that USSEC conducts throughout the year, USSEC is making incremental progress towards these objectives in all sectors.

A critical approach to communicating the U.S. Soy Advantage is having a development team that will assist the on the ground presence that interface directly with key customers. USSEC will maintain the U.S. soybean industry's marketing and trade servicing capabilities in the SAASSA region while providing trade services, technical services and marketing support to importers, end users and soy industry organizations.

## TARGET AUDIENCE:

- Regional trade associations, governments, non-governmental agencies, traders, poultry integrators and other poultry farmers, etc
- Travel and regular communications to and from these markets are expected. Due to government travel restrictions, the successful candidate will be able to provide a virtual solution to not being present in various settings.

## SCOPE (SERVICES) OF WORK:

*Under this contract, the Contractor shall promote the use and awareness of U.S. soybeans and soybean products through the following services:*

USSEC seeks a Contractor that holds an advanced degree and/or significant industry experience in U.S. Soy Technical/Management Support to serve as the head of poultry sector modernization for the region on behalf of USSEC. As such, the Contractor will be required to fulfill the services below:

Establish a clear and aligned methodology for customer data organization and categorization.

- Conduct market research, improve poultry production and feed management practices, enhance business resilience, and boost poultry production to create new trade opportunities for U.S. soy.
- Implementing comprehensive training and support programs for the poultry industry to improve production efficiency, expand industry reach, and increase the use of soy-based feeds.

Overall expectations with this position include, but are not limited to:

- Enhanced nutritional understanding and diet optimization in poultry feeds.
- Improved poultry health and productivity through tailored species-specific training.
- Increased adoption of modern management and biosecurity practices in poultry farms.
- Strengthened market position and competitiveness of poultry industry in target regions.
- Advanced knowledge and skills among industry personnel through collaboration with U.S. universities.
- Greater integration of digital technology in poultry production processes.
- Expanded use of U.S. soybean meal in poultry diets due to effective nutrition education.
- Improved disease management capabilities within the poultry sector.
- Established standards for feed quality through new feed inspection labs.
- Strengthened expertise in feed formulation and nutrition for poultry nutritionists.

Efforts will concentrate on boosting the poultry industries, improving feedmill efficiency, strengthening animal agriculture value chains to support agricultural development and food security and to grow U.S. soy demand.

### 1.) Education and Technical Transfer

- a. Assist USSEC's Regional Director of South Asia with the strategic goals and objectives, which include but not limited to:

- i. Administering training and knowledge-sharing initiatives to enhance local poultry industry practices.
  - ii. Coordinating with USSEC personnel and leveraging support from FAS offices across multiple countries.
  - iii. Dietary Valuation: Assessing the nutritional value of proteins and energy in poultry diets to optimize feed efficiency and growth.
  - iv. **Operational Excellence:** Advancing poultry house management practices alongside processing and marketing strategies to increase production efficiency and market reach.
  - v. **Educational Collaboration:** Partnering with U.S. universities to provide specialized training for commercial poultry company staff and trainers, both locally and through virtual platforms.
  - vi. **Digital Advancement:** Leveraging technology to modernize poultry production, from farm management systems to data analytics for better decision-making.
  - vii. **Nutrition Training:** Roadshow training sessions aimed at highlighting the economic benefits of U.S. soybean meal in poultry feeds, along with comprehensive insights into poultry nutrition and feed formulation.
  - viii. **Disease Management:** Offering targeted training on managing poultry diseases as a crucial component of the roadshow training series.
  - ix. **Lab Development:** Setting up feed inspection laboratories in line with USDA's Federal Grain Inspection Service (FGIS) standards to ensure feed quality and safety.
  - x. **Hands-On Training:** Practical training sessions for broiler and layer nutritionists on feed formulation and nutrition to apply theoretical knowledge in real-world settings.
- b. Attend the Regional Strategic Meetings (up to two per year) that are hosted within the area of responsibility of the Regional Director
  - c. Training and knowledge of USSEC's and its Funding Source's policies
  - d. Training and knowledge of USSEC's regional operational procedures
  - e. Work with the regional head of market intelligence to create and compile a newsletter that contains the following information:
    - i. Historical information on prices for various feed ingredients, landed into key benchmark locations within the region
    - ii. Regional prices for average compound feed prices for broiler/layer/ in key benchmark consumption zones
    - iii. Poultry prices throughout key consumption areas within the region
- 2.) Regional Feeding Trials Support, if applicable
- a. Working with the regional head of animal utilization for design and facilitation of various feeding trials to exhibit the value of US soy
  - b. monitor poultry performance (profitability, hygienic practices, measurements/reporting)

- c. Biosecurity maintenance
  - d. Monitoring and documenting performance, growing conditions, feed management, and processing plant variance
  - e. Routine site visits to ensure strict compliance
- For the purpose of this RFP, you will only be required to provide:
    - your CV
    - your daily rate based on an eight (8) hour workday in USD, and
    - a draft program proposal
      - show your understanding of the market
      - list of what the issues and opportunities are,
      - summary of what can be done to build a preference for U.S. soybeans and soybean products, advocate for the use of soy, and promote the benefits of soy, and
      - explanation of why you would be the best candidate.
  - Do not provide event proposals or details of specific events you would like to see developed and implemented. This will be developed with input from our US Soy Family in conjunction with USSEC’s Unified Export Strategy (UES).
  - See instructions below for other detailed information.

**ADDITIONAL CONSIDERATION (if applicable)**

- Preference will be given to proposals from companies/individuals residing in or already doing business in the country/region indicated.
- Submitter must have the following technological requirements:
  - Reliable high speed internet access
  - Microsoft Office 365, which include:
    - Outlook
    - Excel
    - Word
    - PowerPoint
    - Teams
    - SharePoint

**DELIVERABLES:**

Completion Date	Description of Deliverables
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As incurred, within the contract term dates of Sept 15, 2024 – Dec 31, 2024	Provide applicable project support documents, forms and templates for the proper implementation of events. <ul style="list-style-type: none"><li>• Provide to Regional Project Manager and/or applicable USSEC department required and approved USSEC documents, forms and templates for review and approval.</li></ul>
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	<ul style="list-style-type: none"> <li>All documents, forms and templates will be turned in according to the task timeline provided by the Regional Project Manager.</li> </ul>
Monthly, or as incurred	<p>Provide invoice of professional fees for payment.</p> <ul style="list-style-type: none"> <li>Provide with the invoice any materials, presentations, trip reports, etc. created and utilized for any applicable services that were accomplished.</li> <li>Ensure all applicable invoices are submitted within 30 days of transaction and are compliant with USSEC policies and procedures.</li> <li>Ensure invoice is submitted to ap@ussec.org.</li> </ul>
By the 5 <sup>th</sup> calendar day of each month	<p>Detailed report of monthly activities and events attended with expected impact(s) and outcome(s).</p> <ul style="list-style-type: none"> <li>Ensure Report Template is utilized.</li> <li>Ensure report details all events with critical discussion of results for any applicable services that were accomplished.</li> <li>Provide inside or along with the report any insights gained that can improve the execution of the activities and events.</li> <li>Provide to Regional Director and Regional Project Manager.</li> </ul>
December 31, 2024	<p>Detailed summary of year's events, key issues, alliances, and recommended actions.</p> <ul style="list-style-type: none"> <li>Ensure Report Template is utilized.</li> <li>Ensure report details all events with critical discussion of results for any applicable services that were accomplished.</li> <li>Provide inside or along with the report any insights gained that can improve the execution of the activities and events.</li> <li>Provide to Regional Director and Regional Project Manager.</li> </ul>
Ongoing	<p>Submission of invoices and expenses will be in accordance with Section III.3.c. of this Addendum.</p>

**PROJECT TIMELINE:**

The term of the proposal will last from Sept 15, 2024 – December 31, 2024

\*Additional terms from January 1, 2025, to December 31, 2025, and January 1, 2026 to December 31, 2026 possible after first term performance.

**RFP TIMELINE:**

- RFP Distribution: Sept 6, 2024
- Last Day to Submit Questions: Sept 10, 2024 by 5:00PM Central Time
- Project Proposals Due: Sept 20 by 5:00PM Central Time
- Selections Made By: Sept 23, 2024
- Prospective Contractors Notified By: Sept 23, 2024

# INSTRUCTIONS:

Proposals must contain at a minimum the specific criteria listed below:

1. Please email the proposal to [RFP@USSEC.ORG](mailto:RFP@USSEC.ORG) and [kroepke@ussec.org](mailto:kroepke@ussec.org) by **5:00PM Central Time** on Sept 6, 2024.
2. Provide a minimum of two names and contact information for other similarly sized clients for reference purposes.
3. Proposals should be no longer than **10 pages** (8 ½" x 11").

# NOTES:

- Prospective Contractors are hereby notified that proposals will be duplicated for internal review only. Every effort will be made to maintain confidentiality of all information presented. The appropriate representatives from staff and legal counsel will review proposals. Proposals will not be returned.
- USSEC reserves the right to retain all proposals submitted. Submission of a proposal indicates acceptance by the submitter of the conditions contained in the request for proposal, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between USSEC and the contractor selected.
- Confidentiality - Without USSEC's prior written consent, Prospective Contractors and its officers, employees, agents, representatives, affiliates, and subcontractors shall not disclose to any third party any documents, materials or information that the Prospective Contractors learns from or is provided in relation to the RFP request.
- During the evaluation process, USSEC reserves the right to request additional information or clarifications from proposers, or to allow corrections of errors and omissions.
- USSEC reserves the right to reject any proposal that is in any way inconsistent or irregular. USSEC also reserves the right to waive proposal defects or deficiencies, to request additional information, and/or to negotiate with the Prospective Contractor regarding the proposal.
- Prospective Contractor agrees that Fees are in lieu of any and all other benefits, including, but not limited to, repayment of any and all taxes related to contractor service fees, health and life insurance, administrative costs and vacation.
- Prospective Contractor agrees that any income taxes, value added taxes or any other form of direct or indirect taxes on compensation paid under the contract shall be paid by Contractor and not by USSEC or Funding Sources.
  - Prior to any payment to a Contractor, a contractor must provide a W-9, W-8, or W-8BEN upon agreement signature
- Non-Competition. Contractor shall not act as agent or representative for any product or service directly or indirectly competitive with U.S. soybeans or soybean products for the length of the contract.



USSEC and Prospective Contractor agrees to comply with the provisions of Equal Employment Opportunity (EEO). USSEC provides EEO to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws.

## SUPPLEMENTAL INFORMATION AND BACKGROUND

*BUILDING A PREFERENCE FOR U.S. SOY*

**USSEC's strategy** can be found here: <https://ussec.org/wp-content/uploads/2022/01/USSEC-Strategic-Plan-2025.pdf>

**USB's Long Range Strategic Plan** can be found here:  
<https://www.unitedsoybean.org/strategic-plan/>

We are a dynamic partnership of key stakeholders representing soybean producers, commodity shippers, merchandisers, allied agribusiness and agricultural organizations.

Through a global network of international offices and strong support in the U.S., we help build a preference for U.S. soybeans and soybean products, advocate for the use of soy in feed, aquaculture and human consumption, promote the benefits of soy use through education and connect industry leaders through a robust membership program.

Our 15-member board of directors is comprised of four members from the American Soybean Association (ASA), four members from the United Soybean Board (USB), and seven members representing trade, allied industry, and state organizations.

New board members are seated annually. We are receiving funding from a variety of sources including soy producer checkoff dollars invested by the USB and various state soybean councils; cooperating industry; and the American Soybean Association's investment of cost-share funding provided by the United States Department of Agriculture's (USDA) Foreign Agriculture Service.

The United Soybean Board, created by the 1990 Farm Bill to manage and direct the National Soybean Checkoff, is dedicated to marketing and research for the soybean industry. USB is comprised of 73 volunteer soybean farmers representing the interests of fellow growers nationwide. Each board member is nominated by Qualified State Soybean Boards (QSSBs) and appointed by the U.S. Secretary of Agriculture.

Because of the limitations on administrative and salary costs established in the Act, USB outsources the majority of its program management responsibilities to USB's three primary contractors:

- U.S. Soybean Export Council (USSEC), Inc. for international marketing and global opportunities activities.

As one of these three primary contractors USSEC may also undertake initiative activities on behalf of USB. USB considers primary contractor staff (approximately 60 people) as core USB staff. These three primary contractors use a number of subcontractors and, together, these entities carry out approximately 450 projects each year for USB. USB also manages approximately 10 subcontractors.

## **Non-Discrimination Statement**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington DC, 20250-9410; (2) fax: (202) 690-7442; or (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

USDA is an equal opportunity provider, employer, and lender.

## **CIVIL RIGHTS CLAUSE**

Contractor agrees that during the performance of this Agreement, it will not discriminate against any employee or applicant for employment because of race, color, region, gender, national origin, age, disability, political beliefs, sexual orientation, marital or family status, parental status or protected genetic information. Contractor further agrees that it will fully comply with any and all applicable Federal, State and local equal employment opportunity statutes, ordinances and regulations, including, without limitation, Title VII of the Civil Rights Act of 1964, the Americans with Disabilities Act of 1990, the Age Discrimination in Employment Act of 1966 and the Equal Pay Act of 1963. Nothing in this section shall require Contractor to comply with or become liable under any law, ordinance, regulation or rule that does not otherwise apply to Contractor.