**GCP Collective Action Plans**

**Due Diligence Pre-Award Assessment Tool**

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| **A. Admin** | |
| **Purpose:** | This tool is designed to assist decision-makers (from the Country Platform) in evaluating the capabilities, performance, and track record of prospective consultants and organizations applying to implement activities that are part of a GCP Collective Action Plan. As part of any tendering process, consultants and organizations are required to complete this document, which will provide the Country Platform with the necessary information in a uniform manner to assess all applicants and select the best candidate. Country Platforms will need to adjust the questionnaire below to only include the questions that are pertinent to the specific tender before sharing it with applicants to fill in. |
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| **Task:** | **Title of the task involved [Farmers Training on GAP or Data Analysis]** |

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| **B. Consultant/Organization Information** |
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| 1. Consultant/Organization Name:  2. Type of Consultancy (e.g., Trainer, Data Analyst, Researcher, M&E, etc.):  3. Contact Information:   * Email: * Phone:   4. Location: |

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| **C. Experience and Expertise** | |
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| 1. Years of relevant experience:  * Less than 1 year * 1-5 years * 6-10 years * 11+ years |  |
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| 1. Description of Relevant Experience:  * Provide a short summary of experience related to the proposed work. |  |
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| 1. Previous Projects:   List at least three relevant projects you have worked on related to the proposed work:   * Project name * Year(s) of implementation * Scope of work * Outcome or results |  |
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| 1. Sector-Specific Expertise:  * Indicate your areas of specialization (e.g., training, data analysis, technical research, M&E, etc.) |  |
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| 1. Do you have the structures in place in the areas we want to work in? Please describe: |  |
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| 1. Relevant Certifications/Qualifications:  * List any certifications or advanced degrees relevant to the proposed work. |  |

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| **D. Performance and Impact** | |
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| 1. Project Outcomes:  * Provide examples of the results of previous relevant projects. * If applicable; Provide examples of measurable impacts or outcomes achieved in previous projects that you were part of. Include specific metrics if possible (e.g., increased farmer income, improved sustainability practices). * If applicable; Please provide examples of success stories or key performance indicators (KPIs) applied in past projects (Trainers can track success by pre-tests and post-tests) |  |
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| 1. Stakeholder Engagement:  * Describe your experience working with different stakeholders in previous relevant projects (e.g., producers, roasters, NGOs, government etc.) |  |
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| 1. Community Impact:  * If applicable; share how your work has positively affected local communities involved in coffee production. |  |

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| **E. Methodology and Approach** | |
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| 1. Approach to Sustainable Coffee Practices:  * Briefly outline your approach to promoting sustainable coffee practices and how you integrate local priorities within your projects. |  |
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| 1. Tools & Technologies Used:  * List any specific tools, technologies, or methodologies you intend to deploy in the proposed work and describe your experience with them. |  |
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| 1. Risk Management Strategies:  * Identify potential risks for the proposed work and describe strategies you will implement for mitigating those risks (external risks like elections, but also internal risks like rate of participants dropping out of the training). |  |

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| **F. Financial and Administrative Capacity** | |
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| 1. Financial Management Experience:  * Describe your experience with budget management and financial reporting in previous projects (Budget size and scope, types of projects, reporting frequency, accounting standards followed, Audit experience, software and tools proficiency, financial control mechanisms, financial analysis competence, timeliness of reporting). |  |
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| 1. Administrative Capacity:  * Describe your administrative or logistic capabilities that support the successful execution of contracts (staffing and personnel, operational processes, project management systems, resource management, compliance and risk management, vendor management, logistics capability, technology utilization, training and development, previous performance metrics) |  |
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| 1. Data and Reporting Capacity:  * Describe your skills in data management and analysis, including database management for farmers (e.g., tracking key characteristics, participation in program activities, and reach). Highlight your expertise in data cleaning, validation, and ensuring data accuracy. Additionally, outline your experience in creating and delivering various types of reports, including the frequency of reporting, and how you communicate findings with stakeholders. |  |

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| **G. Additional Considerations** | |
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| 1. Availability for Assigned Projects:  * Indicate your availability to begin this work (immediate, within 1 month, etc.). |  |
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| 1. Additional Skills or Services Offered:  * List any additional skills that could be relevant to the proposed work (e.g., language proficiency, technology skills etc.) |  |

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| **H. References and Recommendations** | | | | | |
| 1. Client References: | | | | | |
| * Provide at least three references: | | | | | |
|  | Reference 1 | Reference 2 | Reference 3 | Reference 4 | Reference 5 |
| Name: |  |  |  |  |  |
| Position: |  |  |  |  |  |
| Organization: |  |  |  |  |  |
| Contact Information: |  |  |  |  |  |
| Relationship to Consultant/Organization: |  |  |  |  |  |
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| 1. Endorsements or Testimonials: | | | | | |
| * Include any endorsements or testimonials from previous clients or stakeholder partners, if available. | | | | | |