

Request for Proposals

Midterm Evaluation - CROP-H Project: The Gambia,
USDA/FAS/FFPR PROJECT | FCC-685-2017/026-00-A

Organization: Shelter For Life International

Country: The Gambia

Project: Shelter For Life International

Project dates: 2023 - 2028

Donor: USDA/FAS Food for Progress

RFP Number: RFP-5502-0726

Date of RFP: July 3, 2026

Due date: August 3, 2026, 5:00 PM CDT

1. Introduction

Shelter for Life International (SFL) is an international, faith-based, relief and development organization with more than 30 years of experience providing sustainable development and humanitarian assistance to post-conflict countries around the world. We are currently operational in Afghanistan, Senegal, and The Gambia.

SFL is issuing this Request for Proposals (RFP) to conduct a Midterm Evaluation of its Cultivating Resilient and Optimal Production – Horticulture (CROP-H) Project in The Gambia.

Summary of RFP Schedule

Release of Request for Proposal	July 3, 2026
Questions Due by email / confirmation of interest	July 15, 2026
Proposals Due	August 3, 2026
Conclusion of Selection Process	August 14, 2026
Contract Letter Issued	August 14, 2026

Note: SFL reserves the right to modify this schedule as needed. All parties will be notified of any changes by email.

2. General Instructions to Offerors

Offerors wishing to respond to this Request for Proposals (RFP) TOR must submit proposals in accordance with the following instructions:

1. Offerors must review all instructions and specifications contained in the RFP. Failure to do so will be at the offeror's risk. Issuance of this RFP in no way obligates Shelter For Life to award a contract.
2. Offerors will not be reimbursed for any costs associated with the preparation or submission of their proposal, and SLF shall in no case be responsible or liable for these costs.
3. Submission to SFL of a proposal in response to this RFP does not constitute an offer but indicates the offeror's agreement to the terms and conditions of this RFP and any

attachments. SFL reserves the right not to evaluate a non-responsive or incomplete proposal.

2.1 Submission Requirements:

Proposal Submission Deadlines: Proposals must be received no later than the date and time indicated on the cover page of this RFP. Late submissions will not be accepted; however, SFL may request additional documentation after the bid deadline, which will not count against the offeror. SFL will review all submitted proposals and may conduct in-person or remote interviews with offerors under consideration. Proposals must be submitted via e-mail to info@shelter.org, with the subject line of “CROP-H Midterm Evaluation”, and the company or organization name.

Full version of the RFP can be found here: [Request-for-Proposals-RFP-CROP-H-Midterm-Evaluation-The-Gambia.pdf](#)

Proposal Structure and Required Documentation:

Offerors must submit two sets of proposals in separate files and labeled clearly: 1. Technical Proposal and 2. Cost Proposal.

Submissions must be in English. Each proposal should be typed in 12-point Arial or Times New Roman font and single-spaced. All pages must be numbered, and the RFP reference number and name of the company or organization must be included on each page. The proposal submission should include each of the following sections in the specific order listed below:

Technical Proposal:

The technical proposal shall include:

Section 1: Organization Information:

The offeror shall list the legal name and authorized contact, including address, phone number, and email proof of registration (attach the copy of registration certificate). Briefly describe the organization's or company's history, vision/objectives, legal/registration status, and structure. This section should also state the legal status in The Gambia, if applicable.

Section 2: Analysis and Proposed Approaches/Methodologies:

Describe the underlying assumptions, conditions, and constraints that will inform the offeror's approach and guiding principles to this midterm evaluation. Describe the proposed approaches and methodologies for addressing evaluation questions. Describe the proposed sampling methods for data collection.

This section should include information on how both quantitative and qualitative data will be collected, compiled, and analyzed, including the software to be used and the analytical approach taken (e.g., whether inductive or deductive coding be used for qualitative analysis). The perceived risks need to be explained and proposed actions to mitigate them. This should also outline any ethical considerations, including issues of consent and plans for protecting human subjects.

Section 3: Work Plan:

The offeror is to propose an activity-based work plan consistent with the timeline, technical approach, and methodology. It should highlight key activities of these TOR that will be completed during the midterm evaluation and which the offeror is encouraged to expand upon. The work plan should be in the Gantt chart style.