

REQUEST FOR PROPOSAL (RFP)

RFP #:	SRN_1-03003
Services Requested:	Business Development Support Consultant
Contract Type:	LOE Based
Issuance Date:	09/11/2025
Closing Date:	09/30/2025 (5PM- Eastern Standard Time, Tuesday)
Deadline for Responses to the Questions (Date of Receipt):	09/25/2025 (5PM- Eastern Standard Time)
Last Receipt Date for Questions:	09/18/2025 (5PM- Eastern Standard Time)
Anticipated Award Date:	TBD
RFP Contents and Attachments	1. Introduction 2. Scope of Work & Background 3. Instruction to Bidders 4. Technical and Financial Proposal Evaluation

Corus Procurement Ethics

Corus International and its family of organizations are committed to a transparent and ethical procurement process aiming to achieve the best value for money, fairness, integrity, and doing business in compliance with the US government regulations, the beneficiaries, donors, and partners' interests.

Corus does not allow accepting any monetary transaction, gratuity, or compensation of any type from current or potential vendors or suppliers in exchange for or as a reward for a business. Therefore, all potential vendors and suppliers taking part in this solicitation must not offer fraud, bribery, or kickback to an employee or staff of Corus. Any vendor or supplier violating these standards will be automatically disqualified for doing business with Corus in the future.

A comprehensive list of Corus's ethical standards as well as information on how to report any violation pertaining to this solicitation (Corus's Integrity and Ethics Reporting Hotline) is found here: <https://corusinternational.org/ethics-and-policies-corus-international>.

Corus International is an ensemble of organizations working together in the world's most fragile settings to deliver holistic, lasting solutions needed to overcome the interconnected challenges of poverty, climate change, and access to quality health care and education.

1- INTRODUCTION:

Corus International combines over 150 years of experience of our non-profit and for-profit subsidiary organizations – IMA World Health, Lutheran World Relief, CGA Technologies, Ground Up Investing, and Farmers Market Brands. Together, the organizations take a systematic approach to grow rural economies, eliminate extreme poverty, ensure access to quality healthcare, and respond to urgent humanitarian needs in fragile settings.

Corus leads an ensemble of social impact organizations working together in the world's most fragile settings to deliver the holistic, lasting solutions needed to overcome the interconnected challenges of poverty, health care access and climate change. Corus is a new model in the international space, creating a consortium of specialized non-profit and for-profit entities for greater impact. Our annual budgets have ranged between \$110-130 million a year. Additional growth is expected.

Further details about the organization can be found at: <https://corusinternational.org>.

2- **SCOPE OF WORK**

Timeline and Reporting:

Title or proposed position/work: **Business Development Support Consultant**

Location: **Remote**

Reporting to: **Managing Director, Program Strategy and Business Development**

Anticipated Start Date: **November 2025**

Anticipated End Date: **November 2026**

Individual/Firm: **Individual**

Contract type – **LOE Based**

Objective:

Corus International seeks experienced, successful consultants to provide general business development support services. Support may include, but is not limited to, pre-award recruitment, proposal management or coordination, proposal writing, technical input provision, cost proposal development, and donor advisory services.

Tasks and Deliverables:

Upon a fully executed agreement, consultants will provide support as agreed upon through future purchase orders. Illustrative responsibilities may include, but are not limited to:

- Write complete, high quality proposals following donor-required formats. This includes writing sections of the proposal and/or assigning sections of the proposals to others, and receiving, responding, and incorporating feedback from reviews.
- Gather relevant research to support proposal managers and proposal writers.
- Develop competitive cost proposals, including detailed budgets and budget narratives.
- Write and provide strategic thinking to ensure competitive and robust proposals.
- Provide overall proposal development management.
- Conduct compliance reviews for proposals.
- Participate in coordination calls and discussions related to the design of bids.
- Ensure alignment between cost proposals and technical proposals, as necessary.
- Support the final editing and formatting of proposals and annexes.
- Develop technical design approaches with support from technical staff.
- Provide pre-award recruitment support.
- Provide trainings, which may include topics such as Business Development best practices or institutional donor engagement.
- Represent Corus International in external meetings, including meetings with partners and donors.
- Other responsibilities, as assigned.

Note: The Business Development team may request the consultants introduced by the consultancy firms to travel for specific proposal opportunities. This will be determined on a case-by-case basis between the business development team and the consultant.

Qualifications:

- At least 10 years of experience working in International Development, with at least 5 years' experience in proposal development.
- Experience with at least two of the following: recruitment, proposal writing, leading capture activities.
- Strong writing, communication, and facilitation skills.
- Strong proposal management and/or writing skills.

- Experience with donors including, but not limited to, USG, FCDO, EU and World Bank.
- Fluency in English. Proficiency or fluency in French and/or Spanish preferred.
- Ability to provide quality, cost-effective and timely business development support to Corus.

3- INSTRUCTIONS TO BIDDERS

RFP: This RFP constitutes an invitation to prospective Bidder(s) (“Bidder”) to submit proposals (“Proposal”) for the services described herein. It consists of (1) Cover Page, (2) Overview, (3) Scope of Work (4) Instructions for Bidder(s).

An open period for submitting questions will begin on the issuance date of the RFP. All questions MUST be submitted to the RFP contact email address procurement@corusinternational.org and bblonder@corusinternational.org with subject line: **RFP SRN_1-03003 Business Development Support Consultant** to the designated email address no later than close of business on **09/30/2025 (5PM- Eastern Standard Time)**. Questions will be compiled, and responses sent to all Bidders by **09/25/2025 (5PM – Eastern Standard Time)**.

All documents must be in the English language, signed and dated by an authorized employee of the Bidder.

PLEASE SUBMIT THE FOLLOWING DOCUMENTS:

- 1.) An up-to-date CV.
- 2.) A cover letter (not to exceed 1 page) with the following information:
 - a. Daily rate
 - b. What services the applicant believes they can offer to the Corus Business Development team.
 - c. Responses detailing why the applicant meets all the application criteria.

Bidders are solely responsible to ensure the timely receipt of their proposals. Proposals received after the date and time required will, generally, not be considered unless no other proposals are received.

Prospective Bidders are under no obligation to prepare or submit proposals in response to this RFP and do so solely at their own risk and expense. Corus will not reimburse any costs incurred related to this RFP.

Proposals may not be altered or corrected after the Date of Receipt, except when Corus at its sole discretion, may permit correction of arithmetic errors, transposition errors, or other clerical or minor mistakes, in cases in which Corus deems that both the mistake and the intended proposal can be established conclusively on the face of the proposal.

Proposals must be valid for at least **NINETY (90) days** from the Date of Receipt.

In evaluating the proposals, Corus will seek the **best value for money**. Specifically, proposals will be evaluated on the basis of the following:

4- TECHNICAL AND FINANCIAL PROPOSAL EVALUATION:

4.1. Technical

Evaluation Criteria:

Evaluation Category	Rating - Points
Past Experience in providing similar services to other INGOs in international development	60
Experience with international donors (including, but not limited to, USG, FCDO, EU, and World Bank):	30
Value for Money: ability of the firm to provide quality, cost-effective, and timely business development support to Corus	10
Total	100

4.2. FINANCIAL

Rates for proposed approach to tasks in scope of work at *daily rates* for services rendered.

If at any time prior to award Corus deems there to be a need for a significant modification to the terms and conditions of this RFP, Corus will issue such a modification as a written RFP amendment to all competing Bidders. No oral statement of any person shall in any manner be deemed to modify or otherwise affect any RFP term or condition, and no Bidder shall rely on any such statement.

Corus may request additional information to clarify or substantiate information provided in the proposal or may request revisions to the proposed approach or personnel. After selection, Corus will negotiate the award cost with the selected bidder. A contract will be awarded after the selected Bidder undergoes a pre-award survey to assess the selected Bidder's management capacity and financial capability and after references have been checked.

Corus is not bound to accept the lowest bid or any proposal and reserves the right to accept any proposal in whole or in part and to reject any or all proposals.

Corus shall not be legally bound by any award notice issued for this RFP until a contract is duly signed and executed with the winning Bidder.

The following procedures are established to resolve protests effectively:

- (1) Protests shall be concise and logically presented to facilitate review by Corus. Failure to substantially comply with any of the requirements may be grounds for dismissal of the protest.
- (2) Protests shall include the following information:
 - (i) Name, address, and fax and telephone numbers of the protester.
 - (ii) Solicitation number.

(iii) Detailed statement of the legal and factual grounds for the protest, to include a description of resulting prejudice to the protester.

(iv) Copies of relevant documents.

(v) Request for a ruling by Corus.

(vi) Statement as to the form of relief requested.

(vii) All information establishing that the protester is an interested party for the purpose of filing a protest.

(viii) All information establishing the timeliness of the protest.

(3) All protests will be addressed to the contracting officer or other official designated to receive protests.

Protests based on alleged apparent improprieties in a solicitation shall be filed before bid opening or the closing date for receipt of proposals. In all other cases, protests shall be filed no later than 5 days after the basis of protest is known or should have been known, whichever is earlier.