



REQUEST FOR PROPOSAL

Qualitative Final Program Evaluation

J0668-01-14-RFP01

Under

Liberian Agricultural Upgrading, Nutrition and Child Health (LAUNCH)

Funded By

United States Agency for International Development
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Proposal Submission Deadline:	Extended until: 12:00 PM, May 19, 2014

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I. INTRODUCTION

a. Company Background

Based in Washington, D.C., ACDI/VOCA is a nonprofit international development organization that delivers technical and management assistance in agribusiness, financial services, enterprise development, community development and food security in order to promote broad-based economic growth and vibrant civil society. For more information, go to www.acdivoca.org.

b. Program Background

At the end of the 14-year civil war in August 2003, Liberia was left devastated with a barely functioning economy, destroyed infrastructure and an impoverished and food-insecure population that had suffered devastating losses, displacement and trauma. Despite numerous efforts by the Government of Liberia, its development partners and stakeholders to improve the situation, food insecurity is still prevalent. In particular, the country suffers from high rates of under-nutrition. A primary challenge has been to reduce food insecurity without undermining market-oriented development efforts or creating dependencies among beneficiary populations.

In 2010, USAID awarded ACDI/VOCA (and its partners PCI, MCI, and JSI) a five-year \$40 million Title II MYAP in Liberia (2010-2015). The Liberian Agricultural Upgrading Nutrition and Child Health (LAUNCH) program aims to improve food security of vulnerable rural people in Bong (Salala and Sanoyea districts) and Nimba (Gbor, Wee GbeyMahn, Zoe Gbao and YarpeaMahn districts). Using a multi-sectoral approach to address both the underlying chronic causes as well as the acute symptoms of food insecurity, LAUNCH aims to reduce food insecurity in more than 90,000 households in Liberia through three synergistic strategic objectives (SO):

Strategic Objective 1: Increased Availability of and Access to Food of Vulnerable Rural Populations

Strategic Objective 2: Reduced Chronic Malnutrition of Vulnerable Women and Children

Strategic Objective 3: Increased Access to Education Opportunities

In particular, through its seven intermediate results LAUNCH aims to reach 10,800 farmers in agriculture, 10,281 pregnant and lactating women (PLW), 16,770 children 6-23 months, as well as 98,094 family members with health and nutrition services. In addition, the program aims to reach out to as many as 13,800 school children beneficiaries through institutional assistance to local schools and training in rural entrepreneurship to out-of-school youth, where targeted communities benefit from sustainable livelihoods interventions as well as health and nutrition services.

The program conducted a qualitative mid-term evaluation in May 2013 to assess progress toward meeting program objectives. The mid-term evaluation noted significant achievements and provided recommendations for all three SOs. As of December 2013, LAUNCH has provided training on improved technologies and inputs to 7,137 families and has observed a steady increase in the number of individual smallholder farmers who are adopting and replicating sustainable agronomic technologies. The mid-term evaluation noted that many farmers in the program catchment area have been introduced to more systematic food production practices and new farming practices.

At the time of the mid-term evaluation, under SO 2, LAUNCH had established 153 care groups and reached more than 15,000 mothers every month with behavior change and communication messages on nutrition and health. LAUNCH also provides supplementary feeding rations to approximately 12,000 children under the age of two, and to pregnant and lactating women (PLWs), every month. LAUNCH has established a network of 48 food distributions points that are community managed, and are located as close to the target communities as possible. Under this SO the program also supports health facilities to improve delivery of services, and is constructing and repairing hand pumps and latrines to improve access to safe water and sanitation.

Under SO 3, LAUNCH has engaged and supported school authorities, community leaders, and Parent-Teachers Associations (PTAs), to improve the quality of education in LAUNCH catchment areas. Up until the time of the mid-term evaluation, the program had supported 56 primary public schools with training for PTAs, teachers, and school management authorities. The program has also supported the implementation of community-led school development initiatives, with mini-grants of desks, chairs, blackboards, cement and zinc roofs.

The following table lists the program’s strategic objectives and intermediate results:

Table 1: LAUNCH Results Framework

Strategic objective	Intermediate result	Lead partner
<p>Objective 1: Increased Availability of and Access to Food of Vulnerable Rural Populations</p>	<ul style="list-style-type: none"> • IR 1.1: Improved Smallholder Production • Sub-IR 1.1.1: Improved Farm Management Practices Adopted • Sub-IR 1.1.2: Improved Smallholder Access to Agricultural Inputs • IR 1.2: Increased Rural Household Livelihood Opportunities • Sub-IR 1.2.2: Improved Smallholder Access to Financial Resources • IR 1.3 – Improved feeder road infrastructure 	<p>ACDI/ VOCA</p>
<p>Objective 2: Reduced Chronic Malnutrition of Vulnerable Women and Children</p>	<ul style="list-style-type: none"> • IR 2.1: Improved Nutrition, Feeding and Care Practices among PLWs and Children under 2. • IR 2.2: Improved Prevention and Treatment of Maternal and Child Illnesses • Sub-IR 2.2.1: Strengthened Clinic response to Community Health Needs • Sub-IR 2.2.2: Improved Community mobilization for Health • Sub-IR 2.2.3: Improved Water and Sanitation Practices 	<p>PCI (with technical support from JSI)</p>
<p>Objective 3: Increased Access to Education Opportunities</p>	<ul style="list-style-type: none"> • IR 3.1 – Increased community capacity to support education infrastructure and systems • IR 3.2 – Increased access to livelihoods-based education 	<p>PCI & MCI</p>

Strategic objective	Intermediate result	Lead partner
Cross-cutting	<ul style="list-style-type: none"> • Gender equity • Disaster risk reduction and early warning systems 	ACDI/VOCA & PCI

ACDI/VOCA is seeking proposals from external consultants to design and carry out an end-of-project qualitative performance evaluation for its five-year LAUNCH, Title II MYAP program, in Bong and Nimba Counties, Liberia.

To respond to USAID/FFP’s request to initiate the final evaluation process of LAUNCH (one year earlier than planned), ACDI/VOCA has designed a two-stage final evaluation effort in agreement with the USAID FFP/Washington AOR. Stage 1, detailed herein, will take place May – June 2014 and will involve a qualitative evaluation of LAUNCH’s performance to date. Prospective Offerors should focus their proposal preparation efforts solely on Stage 1/the qualitative evaluation. Stage 2 will take place in March-April 2015 and will involve a quantitative evaluation of LAUNCH’s accomplishments. In order to allow LAUNCH to measure change and assess the results achieved, both the qualitative and quantitative sections of the final evaluation exercise will be compared against the results of the baseline, conducted in 2010. Bidders should respond with proposal for Stage 1, the qualitative component of the final evaluation, only. ACDI/VOCA, following the results of the Stage 1 evaluation, may request additional services from the bidder(s) selected at Stage 1; however, ACDI/VOCA is in no way obligated to contract additional services for Stage 2 of the evaluation process with the selected bidder(s) of Stage 1.

II. PROPOSAL

a. Purpose

The specific objectives of the Stage 1 qualitative final evaluation of LAUNCH include:

- Evaluate the theory of change of the LAUNCH program
- Evaluate the efficiency and effectiveness of the program management and consortium management structure in regard to the achievement of program objectives. Evaluate the results of cross-sectoral integration across the activities, SOs, and implementing partners
- Identify program strategies and interventions that are demonstrating elements of sustainability
- Assess the relevance, efficiency, effectiveness, and sustainability of the program in the context of its stated objectives
- Highlight and document salient lessons learned from program implementation to aid future programming of Title II and food security interventions in Liberia, and in similar contexts.

1. Final Evaluation Questions

In line with the above, the following are illustrative questions that could frame the scope of the final qualitative evaluation of LAUNCH:

Main evaluation questions	Sub-questions
Outcomes	
<p>1. To what extent was the LAUNCH program effective in achieving strategic objectives and intermediate results that can be evaluated using qualitative methods and tools? Based on the existing knowledge about the pathways for reducing chronic malnutrition and improving food security, what is the likelihood of the program achieving its strategic objectives?</p>	<p>1.1. Were there any important unintended results, either positive or negative? 1.2. What were the main factors that contributed to both intended and unintended outcomes? Why? 1.3. What were the major factors influencing the achievement or non-achievement of the program’s objectives and expected results?</p>
Beneficiary satisfaction and perception	
<p>2. Were targeted beneficiaries, across the technical strategies, satisfied with the program?</p>	<p>2.1. What do beneficiaries consider to be the program’s biggest successes and most important problems?</p>
Relevance	
<p>3. Were program strategies, activities, and messaging relevant and appropriate to address the identified food security needs and circumstances of the target population?</p>	<p>3.1 Were beneficiaries’ targeting criteria and processes appropriate given the needs and intended outcomes? 3.2 Were these criteria developed and applied in a transparent and participatory manner? 3.3 Were the criteria and processes applied consistently and transparently across the program? To what extent did the scale, selection and timing of the program activities and messaging contribute to, or detract from, the outcomes of the program?</p>
Effectiveness	
<p>4. Was the theory of change of the program valid and</p>	<p>4.1. To what extent did the strategies, activities, and messages contribute to the expected results of the program?</p>

Main evaluation questions	Sub-questions
effective?	<p>4.2.To what extent did LAUNCH effectively layer, sequence, and integrate other USG and non-USG investments (including GoL) in the target areas for improved outcomes among the target populations?</p> <p>4.3.To what extent was the management and use of Title II commodities (transportation, storage, handling, distribution, post-distribution monitoring), efficient and effective?</p> <p>4.4.To what extent were the target population groups and key stakeholders, including women, youth, and other vulnerable groups, engaged in program design, implementation, monitoring, and evaluation?</p> <p>4.5.To what extent did the consortium structure and systems – i.e. management, organizational technical specialization, M&E systems, and commodity management systems – facilitate or hinder the achievement of program outcomes and results in a timely, effective, and efficient manner? In what ways could they have been more efficient and effective at achieving the intended results?</p> <p>4.6.To what extent, and in what ways, was the program responsive to the influx of Ivorian refugees in 2010-2012, particularly in Nimba?</p> <p>4.7.What can be learned about the effectiveness and quality of different behavioral change communication and extension strategies (farmer field school, care group, community health volunteers, etc.) used by LAUNCH that may inform future strategy and program design?</p>
Sustainability	
5. What program’s outcomes, strategies, or activities show promise of sustainability beyond the life of the program?	<p>5.1.What outcomes, strategies, or activities, that were introduced or promoted by the program, are currently being assumed, replicated, or expanded, in part or in full, by external stakeholders or target communities?</p> <p>5.1.To what extent were program strategies and extension services effective in promoting poor households’ sustainable access to good quality agricultural inputs, finances and services?</p> <p>5.2.To what extent were the crops promoted by LAUNCH complementary to targeted farmers crop production strategies?</p> <p>5.3.Along the program’s value chains, to what extent has</p>

Main evaluation questions	Sub-questions
	<p>LAUNCH developed horizontal and vertical linkages for transferring skills, accessing inputs and technical advice, marketing and reducing transaction costs? How effective are these linkages and the potential sustainability of benefit from them?</p> <p>5.4.To what extent are the farmers practicing the improved technologies promoted by the program, through block extension methods? What are the lessons learned from this extension model that may inform future program design?</p>
Cross-cutting issues	
<p>6. Were the cross-cutting issues (gender, environment, community mobilization, etc.) effectively integrated into program design, implementation, and M&E?</p>	<p>6.1.How could integration of the cross-cutting issues have been more effectively designed and implemented by the program on the whole, and by individual implementing partners in specific, for improved outcomes?</p> <p>6.2.How has LAUNCH addressed gender issues related to access and control over resources; decision making roles and opportunities; participation in community and social institutions; and freedom of speech and movement? How effective were the approaches used by the program in this regard?</p>
Lessons learned	
<p>7. What are the main lessons learned, by all implementing partners, from the implementation of LAUNCH?</p>	<p>7.1 To what extent did the program management – both at the consortium level and individual implementation partner’s level - adjust program approaches and investments based upon program successes/failures?</p>

b. Evaluation Study Design

Stage 1 of the evaluation will rely on mixed qualitative methods, which may include, but are not limited to:

- semi-structured or structured key informant interviews and/or focus group discussions with program beneficiaries and non-beneficiaries in target areas, key internal and external stakeholders (at the local, county and national levels, as appropriate), relevant technical institutions and other public and private institutions working in the target areas and/or technical sector in country, etc.;
- most significant changes stories, direct observation of program interventions, activities;
- secondary data review of existing program documentation - including the program proposal, M&E plans and documents, the baseline and mid-term assessment reports, program quarterly reports to donor, internal program assessments and reporting, etc. - and externally produced reports/assessments/strategies relevant to the situation in Liberia in

general, and implementation area in specific.

For gender sensitivity, the evaluation team will ensure that both women and men are interviewed in a significant manner to ensure representativeness of results. In addition, the evaluation team – including the interviewers - will be gender representative in its composition to encourage trust and facilitate the data collection process. Further, it will also be important that the sampling of beneficiaries and other informants be representative of other types of programmatic variables, such as different geographic areas, any relevant, distinguishing socio-economic or social factors, etc.).

The Evaluation Team Leader will propose a detailed methodology and evaluation work plan to carry out the framework suggested by this Scope of Work. This proposal will be subject to the approval of the senior management team and M&E Manager of LAUNCH, based in Monrovia, Mr. Nyirenda. The qualitative survey design, sampling methods, and questionnaires will be subject to donor approval prior to the initiation of the evaluation.

The main constraint with the design of this evaluation is that the qualitative component of the Final Evaluation (Stage 1) will precede the quantitative option component (instead of the reverse, whereby the qualitative component could explore further the quantitative findings). To mitigate that, the qualitative component will make use of, and explore further, some of the findings of the most recent annual program monitoring survey (conducted in the late summer 2013). It is important to conduct the first phase of the final evaluation earlier, to allow time for the project to make use of the findings before the project winds down.

c. **Outputs/Deliverables**

Below are the main deliverables of the first phase of the final evaluation:

- An inception report (prior to any field work) that includes a detailed methodology to carry out the study, a summary of findings from the literature review of key program documents, key questions for interviews for each IR and Sub IR, a data analysis plan, and detailed implementation plan that includes a detailed timeline, and a logistics and data analysis plan. The methodology should include a conceptual framework outlining the evaluation questions under each IR and Sub IR, as well as methodology(ies)/source/audience that will be used to answer each question (e.g. – question 1 will require focus groups with female). The inception report will be delivered electronically to the LAUNCH M&E Manager, Mr. Donard Nyirenda dnyirenda@acdivoca.org.
- Progress report/presentation of preliminary findings to the LAUNCH Team, after completion of field work.
- A presentation to the Liberia LAUNCH staff of initial findings (using PowerPoint) for discussion and feedback prior to development of the draft report.
- The evaluation will also be presented to the host government, USAID and/or others as requested by ACIDI/VOCA prior to leaving Liberia.
- Evaluation first draft report to ACIDI/VOCA's Chief of Party (CoP) for internal review.

- Evaluation second draft report to ACDI/VOCA's CoP, for submission to USAID/FFP's review.
- Evaluation final report submitted to ACDI/VOCA's CoP.

d. Evaluation Report Format and Components

The report's content and structure must comply with current USAID Evaluation policy (<http://transition.usaid.gov/evaluation/USAIDEvaluationPolicy.pdf>), USAID's Marking and Branding Guidance, and FFP guidance and relevant guidelines. It should follow any applicable final evaluation report guidelines from USAID's Office of Food for Peace. A summary of USAID's Evaluation Policy may be found in the Policy's Annex 1. This includes the requirement that modifications to the scope of work, whether in technical requirements, evaluation questions, evaluation team composition, methodology or timeline need to be agreed upon in writing by the technical officer (in this case, the USAID/FFP AOR in Washington DC).

The final report will have the following components:

- Cover Page
- Table of Contents
- List of Acronyms and Abbreviations
- Executive Summary including major recommendations
- Introduction
- Background
- Methodology
- Limitations to the Study
- Findings
 - Strategic Objective 1 – Evaluation questions/results
 - Strategic Objective 2 – Evaluation questions/results
 - Strategic Objective 3 – Evaluation questions/results
 - Cross Cutting (DRR & Early Warning & Gender)-Evaluation questions/results
- Assessment (as relates to food security, institutional and impact sustainability, and target/actual achievements) for each Objective/IR and the combined impact
- Lessons learned, and promising practices
- Conclusions / Recommendations
- Annexes
- Bibliography

The final report should be submitted both in hard copy and electronic formats to the LAUNCH team to Mark Stevens, 50 F Street NW, Suite 1000, Washington, DC 20001. Email: MStevens@acdivoca.org with copy to Mike Thayer at MThayer@acdivoca.org.

List of documents to be provided to the evaluator(s) by the project team:

- LAUNCH technical proposal
- Baseline report
- Performance Monitoring Plan
- Results framework
- Indicator Performance Tracking Table (IPTT)

- f) Annual Results Reports for the program
- g) Midterm evaluation report
- h) Annual Resource Requests (PREPs) for the program
- i) Quarterly Reports
- j) Relevant trip reports
- k) Annual survey(s) reports

e. Evaluation Team Composition

The team will be multidisciplinary to ensure that all the key components of the program are evaluated by an expert. To minimize costs and maximize the potential for local institutional capacity building, the evaluation should use a combination of international and/or local experts external to ACDI/VOCA and its LAUNCH implementing partners. LAUNCH will provide all required logistical support.

The final evaluation team will be composed of:

- 1) A team leader with extensive experience in evaluation coupled with significant knowledge of nutrition, agriculture, and/or Title II development programs. S/he will be responsible for designing, organizing, implementing, and documenting the results of, the final evaluation. The team leader will lead the evaluation team and may also undertake any one of the following roles:
 - 2) A Health/Nutrition specialist
 - 3) An Agricultural/Livelihood/Value Chain (Ag/LH) Specialist
 - 4) Education Specialist
 - 5) Disaster Risk Reduction Specialist

Below is the desired profile of the evaluation team:

The Evaluation Team Leader should have:

- Advanced degree in a relevant academic field
- Demonstrated experience leading at least two-three multi-sectoral, program performance evaluations, preferably of USAID Title II funded programs in developing countries,
- At least 10 years’ experience in management, implementation or evaluation of agriculture/food security/health and nutrition programs
- Experience in evaluation of Title II programs is essential
- Demonstrated experience in qualitative data collection– including qualitative research study design, tool development, data collection, data analysis, and reporting.
- Demonstrated experience leading teams and training local staff in qualitative data collection methods
- Experience in integrating gender in evaluation is necessary.
- Excellent verbal and written communication in English required;
- Previous experience working in rural Liberia or West Africa region will be preferred;
- Strong critical analysis and report-writing skills required (a writing sample may be requested); and
- Experience working with USAID reporting and assessment tools.

The Health & Nutrition Specialist should have:

- Advanced degree in public health, nutrition, medicine, nursing, or other related field;
- Demonstrated experience designing and implementing at least two qualitative, performance evaluations of MCHN programs/strategies in developing country contexts;
- Demonstrated expertise in qualitative data collection and analysis – including qualitative research study design, tool development, data collection, data analysis, and reporting;
- At least 8 years' experience in management, implementation or evaluation Health and nutrition programs;
- Demonstrated experience in training local staff in qualitative data collection methods;
- Knowledge and experience with multi-sectoral, and food assistance approaches to improving MCHN;
- Experience working in rural Liberia or West Africa region preferred; and
- Experience in integrating gender in evaluation.

The Agriculture, Livelihood and Value Chain Specialist should have:

- Master's degree in rural development, agronomy, development, anthropology, geography, international development, etc.;
- Expertise in one or more of the following areas preferred: value chain analysis, income generation, villages loan schemes, savings and credit groups or small/medium enterprises;
- Demonstrated experience designing and implementing at least two qualitative, performance evaluations of Ag/LH programs/strategies in developing country contexts;
- Experience implementing Ag/LH programming in developing country contexts preferred;
- Demonstrated expertise in qualitative data collection and analysis – including qualitative research study design, tool development, data collection, data analysis, and reporting;
- Knowledge and experience with multi-sectoral, and food assistance approaches to improving Ag/LH;
- Experience working in rural Liberia or West Africa region preferred; and
- Experience in integrating gender in evaluation.

Other member of the final evaluation team may include:**Education Specialist**

- Advanced degree in education with a focus on primary education;
- At least 5 years of experience in management, implementation or evaluation of education programs;
- Experience working with community-based education committees (i.e. PTAs);
- Demonstrated experience designing and implementing at least two qualitative, performance evaluations of primary education programs/strategies in developing country contexts;
- Experience implementing education programming in developing country contexts, particularly programming involving community based education committees (i.e. PTAs) preferred;
- Demonstrated expertise in qualitative data collection and analysis – including qualitative research study design, tool development, data collection, data analysis, and reporting;
- Knowledge and experience with multi-sectoral, and food assistance approaches to improving educational and food security outcomes;

- Experience working in rural Liberia or West Africa region preferred; and
- Experience in integrating gender in evaluation.

Disaster Risk Reduction Specialist

- At least 5 years of experience in disaster risk management programs;
- Experience in early warning systems development;
- Experience working with community-based committees;
- Demonstrated experience in qualitative data collection and analysis;
- Demonstrated experience in training local staff in qualitative data collection methods; and
- Experience working in sub-Saharan or West Africa.

f. Travel, Expenditures, and Logistical Support

Travel to Bong and Nimba counties is expected for field data collection. A driver and car will be provided for travel outside of Monrovia.

The evaluation team will be eligible to receive per diem (lodging and meals/incidentals) for time spent in Liberia as well as for time spent traveling to and from Monrovia. ACDI/VOCA will pay directly for lodging. Additional expenditures will be reimbursed on the basis of expense reports backed by receipts, and should be included in the Consultant's proposed budget. Allowable expenditures consist of phone/fax charges related to the consultancy, photocopying, intra-city transport to meetings, and travel (based on approved itineraries).

The evaluation team will provide their own laptop computers and will provide all documents in Microsoft Word and Excel formats and hard copies of receipts as necessary.

g. Proposed Timeline

Level of Effort: Up to 80 days. The final version of the report should be made available by July 18, 2014.

	Activities	Total number of working days required	Expected timeline/Due date	Remarks
1	Obtain all necessary approvals (both in the US and in Liberia)	TBD		
2	Desk review of program and secondary source documents, and discussions with key program staff	5 days		
3	Develop, submit and finalize inception report	5 days		Concurrent with desk review
4	Review of draft inception report by LAUNCH team	3 days		

	Activities	Total number of working days required	Expected timeline/Due date	Remarks
5	Develop draft data collection instruments and protocols	5 days		
6	Review of data collection tools by LAUNCH staff	3 days		
7	Approval of inception report and data collection tools by FFP	10 days		10 days
8	Develop, translate and finalize data collection training agenda and materials (in English and in relevant local languages)	5 days		Concurrent with preparation of data collection instruments
9	Train data collectors, and pre-test and finalize data collection instruments and protocols	5 days		
10	Lead and oversee data collection activities	20 days		
11	Data analysis and preparation of presentation of preliminary findings	5 days		
12	Present preliminary evaluation findings during in-country debriefing	1 day		
13	Draft first version of report	10 days		
14	Review of draft report by LAUNCH management team	5 days		
15	Finalize report in line with LAUNCH comments	5 days		
16	Present final evaluation findings to LAUNCH in Monrovia	1 day		July 18, 2014
	Total expected work days:	88		

III. CONTRACT MECHANISM & TERMS OF PAYMENT

ACDI/VOCA anticipates issuing a fixed price deliverables based purchase order to an Offeror. ACDI/VOCA will issue fixed payment(s) based on submission and ACDI/VOCA acceptance of deliverables. Once an award is issued, it will include a fixed price payment schedule with deliverables specified above. A copy of the purchase order terms and conditions are attached to this RFP for informational purposes.

IV. PROPOSAL PREPARATION AND SUBMISSION REQUIREMENTS

a. Instructions for Proposal Preparation

The selection committee will evaluate the Offerors based upon their written technical and cost proposals. Each section will be evaluated according to the criteria for evaluations in Section V. Offerors are expected to examine the specifications and all instructions in the RFP. Failure to do so is at the Offeror's risk. Interested Offerors must provide the following:

1. Capability and Technical Experience Statement

Demonstrate capabilities and technical experience by providing the following:

- a. Organization Overview: 1 page description of the firm
- b. Capabilities Statement: 1 page description of relevant capacities and experience
- c. Project Approach: a detailed proposal explaining how the firm intends to achieve the expectations set forth in section II, including specifications of any data collection equipment required.

2. Project Staffing

Identify the project staffing and the percentage of the time each will spend on this activity. Include no more than a half-page biosketch for each individual considered essential for the successful implementation of this contract.

3. Cost Proposal

Offerors will submit a proposed budget with their proposals. The proposed budget will have sufficient detail to allow evaluation of elements of costs proposed. Budgets should be submitted in the currency in which your organization is located and will be paid; please label your budget with the name of the currency. ACDI/VOCA reserves the right to request any additional information to support detailed cost and price.

4. References

Please include three client references and contact information. References should have worked with your organization within the past two years in connection with the countries or regions (and if possible, subject matter) applicable to this RFP.

b. Instructions for Submission of Proposal

1. The technical and price proposals shall be separate files and identified as such. Each attachment shall be clearly identified with the RFP number and the Offeror’s name.

All responses to this RFP must be received no later than the submission deadline on the cover page of this RFP. Offerors must submit the proposal electronically to:

ACDI/VOCA	
Attention:	Maby Palmisano
Email:	mpalmisano@acdivoca.org

Faxed offers are not acceptable.

2. All inquiries and requests for information regarding this RFP must be submitted by email to the following individuals no later than the question/inquiry submission deadline on the cover page of this RFP. Reference the RFP number in all questions/inquiries.

Contractual	Technical
mstevens@acdivoca.org	mpalmisano@acdivoca.org

3. ACDI/VOCA will not compensate Offerors for their preparation of responses to this RFP.

V. CRITERIA FOR EVALUATION

ACDI/VOCA will evaluate proposals based on a best-value determination. Offerors should submit their most competitive price proposal. Proposals will be evaluated using the following criteria:

- Proposed methodology
- Past performance
- Experience in similar countries
- Capacity to mobilize quickly
- Cost proposal
- Timing of implementation

The evaluation committee will review the technical proposal based upon the technical criteria listed above. The cost proposals will be reviewed to ensure they are complete and free of computational errors. The committee will also assess the reasonableness of costs and the cost-effectiveness of the budget, and will determine whether the costs reflect a clear understanding of project requirements. A purchase order will be offered to the responsible Offeror whose proposal follows the RFP instructions and is judged to be the most advantageous to ACDI/VOCA.

VI. SOLICITATION PROCESS

Once the RFP is released, the Offerors must prepare a formal proposal to be sent to the contact person at ACDI/VOCA as indicated in Section IV (b) (1). The submitted proposals will be reviewed against the criteria for evaluation defined in Section V above and rated on their ability to satisfy the requirements stated in this RFP document. A preferred Offeror will be chosen and

formally notified. A formal purchase order will be negotiated with the selected Offeror and, if endorsed, the Offeror will begin work on the project.

VII. TERMS AND CONDITIONS

a. Late Submissions

Proposals received after the submission deadline stated in the cover page of this RFP may not be considered. Offerors will be held responsible for ensuring their quotations are received according to the instructions stated herein. A late offer will be considered if the cause was attributable to ACDI/VOCA or its employees/agents, or if it is in the best interest of ACDI/VOCA.

b. Modification of RFP Requirements

ACDI/VOCA retains the right to terminate the RFP or modify the requirements upon notification to Offerors.

c. Withdrawals of Proposals

Proposals may be withdrawn by written notice via email at any time before award. Proposals may be withdrawn in person by an Offeror or authorized representative, if the representative's identity is made known and the representative signs a receipt for the proposal before award.

d. Right of Negotiation and Acceptance of Proposal

This RFP represents a definition of requirements and is an invitation for submission of proposals. ACDI/VOCA reserves the right to fund/award any or none of the submitted proposals. No commitment is made, either expressed or implied, to compensate Offerors for costs incurred in the preparation and submission of their proposal.

ACDI/VOCA may reject any proposal that is nonresponsive. A responsive proposal is one that complies with all terms and conditions of the RFP. A proposal must be complete, signed by an authorized signatory, and delivered no later than the submission time and date indicated on the cover sheet of this RFP. ACDI/VOCA may reserve the right to waive any minor discrepancies in a proposal.

ACDI/VOCA reserves the right to issue an award based on the initial evaluation of proposals without discussion. ACDI/VOCA also reserves the right to enter into best and final negotiations with any responsive Offerors for all or part of the proposed scope.

e. Validity of Proposal

Proposals submitted shall remain open for acceptance for 60 days from the last date specified for receipt of proposals. This includes, but is not limited to, pricing, terms and conditions, service levels, and all other information. If your organization is awarded the contract, all information in the RFP and negotiation process is contractually binding.

f. Minimum Offeror Qualifications

Offerors submitting proposals must (1) be officially licensed to do such business in Liberia, (2) be able to receive USAID funds and (3) not have been identified as a terrorist. In addition, Offeror may be required to provide the following information:

- Documentation to verify licensure (e.g., tax id, registration certificate, etc.)
- Demonstration of adequate management and financial resources to perform the contract
- Satisfactory records of performance history, integrity and business ethics

g. Intellectual Property Rights

All tangible or intangible property created or acquired under this purchase order shall be the exclusive property of ACDI/VOCA and the donor. The term “property” includes all data and reports associated with this engagement. Reference is made to Sections 12 and 13 in the business terms and conditions attached in Appendix A.

VIII. ATTACHMENTS

Appendix A: Purchase Order General Terms and Conditions

Appendix B: Sample Budget Format

Technical Proposal Submission Sheet

Appendix A

General Business Terms and Conditions

****These Terms and Conditions apply to all Purchase Orders****

- 1. Assignment.** Vendor shall not assign, subcontract or transfer all or any portion this Purchase Order or any of its obligations without the express, prior written permission of ACDI/VOCA.
- 2. Proprietary Information & Confidentiality.** Vendor shall consider all data, documentation, drawings, specifications software and other information furnished by ACDI/VOCA to be confidential and proprietary and shall not disclose any such information to any other person, or use such information itself for any purpose other than that for which it was intended in completing this order, unless Vendor obtains written permission from ACDI/VOCA to do so. Vendor agrees to execute ACDI/VOCA's standard Non-Disclosure Agreement upon request.
- 3. Terms of Payment.** Subject to any superseding terms on the face hereof, Vendor shall mail the invoice to the address listed in Section II of Attachment A and be paid upon completion/acceptance of the required supplies/services. **(A) TIMING OF PAYMENTS.** Vendor shall be paid, in the currency on the face of this Purchase Order, within than forty-five (45) days after ACDI/VOCA's receipt of an acceptable invoice and ACDI/VOCA's acceptance of the completed products/services in accordance with section (B) "Inspection" below, together with any required documents. ACDI/VOCA is under no obligation to pay Vendor's invoices received later than 90 days after acceptance. Payment of Vendor invoices by ACDI/VOCA shall not constitute final approval of the invoices. All charges invoiced by Vendor may remain subject to ACDI/VOCA and/or government audit and subsequent adjustment. Vendor agrees to reimburse ACDI/VOCA for any costs disallowed by Client. **(B) INSPECTION & ACCEPTANCE.** (1) Vendor shall work within professional standards covering the work and shall make such inspections as are deemed necessary to insure Vendor compliance. (2) All deliveries shall be subject to final inspection by ACDI/VOCA. If deliverables or a service performed by Vendor is found to be defective, Vendor shall be given the opportunity to correct any deficiencies within a reasonable period of time, not more than 10 days. If correction of such work is impracticable, Vendor shall bear all risk after notice of rejection and shall promptly make all necessary replacements at its own expense, if so requested by ACDI/VOCA. Vendor shall provide immediate notice to ACDI/VOCA of any potential failure on the part of its suppliers to provide supplies/services required. Vendor is responsible for any deficiency on the part of its suppliers. Vendor shall be responsible for any costs of reprourement as may be necessary for ACDI/VOCA to secure the supplies/services as a result of Vendor's inability to perform that exceed the agreed upon price herein. **(C) LATE DELIVERIES.** In addition to any remedies available to it in the event of late delivery, ACDI/VOCA may deduct 1% of the amount invoiced for such delivery for each day said delivery was late. This will not exceed 10% of the total value of the Purchase Order.
- 4. Performance.** All services are to be performed to the satisfaction of ACDI/VOCA. If stated in the scope of work, time is of the essence with respect to the performance. ACDI/VOCA shall not be billed at prices higher than those stated in this Purchase Order. ACDI/VOCA shall have no obligation to pay Vendor more than the fixed price or ceiling price stated on the face of this Purchase Order.
- 5. Title and Risk of Loss.** Title to and risk of loss of, each product and/or service to be delivered/provided shall, unless otherwise provided herein, pass from Vendor to ACDI/VOCA upon acceptance of such product/service by ACDI/VOCA.
- 6. Force Majeure.** Any non-performance or delay in performance of any obligation of either party under this Purchase Order may be excused to the extent such failure or non-performance is caused by an event or condition beyond the reasonable control of the non-performing party, and which, by the exercise of due diligence, could not be avoided or overcome ("Force Majeure"). However, in no event will any non-performance or delay in performance of any of Vendor's suppliers or any labor disruption affecting Vendor specifically, and not Vendor's industry generally, constitute Force Majeure for Vendor. If Vendor is affected by Force Majeure, it will (i) promptly provide notice to ACDI/VOCA, explaining the particulars and the expected duration of the Force Majeure and (ii) use its best efforts to remedy the interruption or delay if it is reasonably capable of being remedied, and to mitigate the adverse effects of such interruption or delay on ACDI/VOCA, including sourcing substitute providers of services from the market, at Vendor's expense, in order to meet ACDI/VOCA's required completion dates.
- 7. Warranty.** Vendor warrants all supplies/services to be free from all material defects and expressly represents that all such required supplies/services are capable of providing/performing the function service for which they were intended. Vendor agrees to pass on all manufacturers' warranties to ACDI/VOCA. To the extent that ACDI/VOCA is held financially responsible for any deficiencies in the services performed by the Vendor, the Vendor agrees to cure such deficiencies at the sole cost to the Vendor. Vendor agrees to deliver/provide the products/services which are the subject-matter of this Purchase Order to ACDI/VOCA free and clear of all liens, claims, and encumbrances. Vendor represents and warrants to ACDI/VOCA that: (i) it has no conflict of interest with respect to the Services to be performed for ACDI/VOCA under this Purchase Order; (ii) it has not entered into any agreement, or executed any document, with any individual or other organization that will prevent it from: (a) disclosing and assigning intellectual property in work product exclusively to ACDI/VOCA; and (b) performing any other obligation under this Purchase Order; (iii) it will not enter into any such agreement, or execute any documents, which will create a conflict of interest or which will prevent it from freely performing any obligation under this Purchase Order; and (iv) it will not knowingly incorporate confidential information of any person or entity not a party to this Purchase Order into any materials furnished to ACDI/VOCA without prior written notice to ACDI/VOCA. Vendor further represents and warrants to ACDI/VOCA as follows: (i) no kickback, bribe, gratuity or transfer of anything of value was offered, agreed to, or made, nor shall be made, to or for the benefit of any employee or representative of ACDI/VOCA in return for or in connection with the award of this Purchase Order; (ii) the Vendor has not engaged in bid-rigging or other collusive agreements or behavior with any actual or potential competitor for this Purchase Order or any other person, which behavior could have had the effect of lessening competition for the award of this Purchase Order or of raising the price of the Deliverables or the Services procured; and (iii) all statements of material fact contained in any proposal, response, certification, or questionnaire submitted by Vendor or any of its representatives in connection with the solicitation, award or negotiation of this Purchase Order were true and complete when made.
- 8. Compliance with Law.** Vendor's performance of work and all products to be delivered shall be in accordance with any and all applicable regulations: executive orders, Federal, State, municipal, local and host country laws and ordinances, and rules, orders, requirements and regulations. Such Federal laws shall include, but not be limited to, the Fair Labor Standards Act of 1938 as amended, E.O. 11246, "Equal Opportunity," as amended by E.O. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and as supplemented by regulations at 41 CFR Chapter 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor", the Copeland "Anti-Kickback" Act (18USC874 and 40USC276c and 18USC874 as supplemented by Department of Labor regulations at 29CFRpart 3, the Davis-Bacon Act, as amended (40USC276a-a7) and as supplemented by Department of Labor at 29CFRpart 5, the Contract Work Hours and Safety Standards Act (40USC327-333), and the Byrd Anti-Lobbying Amendment (31USC1352). Unless otherwise agreed, governing law shall be that of the District of Columbia.
- 9. Suspension and Termination.** ACDI/VOCA shall retain the right to direct Vendor to stop work ("Suspension") at any time. Such direction must be in writing and shall be effective for a period of no more than 30 days after which time Vendor may continue work absent direction to do so or a notice of termination at their own risk. Under no circumstances shall Vendor receive more than the original value of this Purchase Order. "Termination": ACDI/VOCA reserves the right to terminate this Purchase Order when: 1. deemed in the best interests of its client; or 2. if the Vendor defaults in performing this Purchase Order and fails to cure the default within 10 days after receiving a notice specifying the default. ACDI/VOCA shall be liable only for payment under the payment provisions of this Purchase Order for services/deliverables completed and accepted before the effective date of termination. Payments for partial deliverables shall not be made unless explicitly authorized by ACDI/VOCA in the Termination Letter. This paragraph shall not limit any legal rights to cancel this Purchase Order without further liability for articles not accepted by ACDI/VOCA. This Purchase Order may be terminated at any time in the event Vendor commits an act of bankruptcy, files or has filed against the petition of bankruptcy or insolvency or suffers any receivership or other similar petition to be filed for or against it, or is subject to any Suspension/Debarment or other action by the USG. Vendor may be liable to reimburse ACDI/VOCA should ACDI/VOCA incur any additional costs as a direct result of such default termination.

10. Insurance & Work on ACDI/VOCA's or ACDI/VOCA Client Premises. Vendor agrees to maintain the adequate insurance coverage against claims arising from injuries sustained by Vendor on ACDI/VOCA's facilities and agrees to be liable for all damages & claims arising against ACDI/VOCA for which the Vendor is responsible. Vendor will maintain a comprehensive general liability insurance policy in the amount of at least \$500,000 per occurrence or the standard, local business practice. Purchase Orders which require performance outside the United States shall contain a provision requiring Worker's Compensation Insurance. The Vendor should refer questions on this subject to the ACDI/VOCA representative named above in Block 6.

11. Independent Relationship. Vendor agrees that its relationship with ACDI/VOCA is that of an independent contractor and nothing in this Purchase Order shall be construed as creating any other relationship. As such, Vendor shall comply with all applicable laws and assume all risks incident to its status as an independent contractor. This includes, but is not limited to: compliance with all applicable laws, responsibility for all applicable taxes including VAT, income taxes, social security payments and other such taxes that might occur, licenses, fees, insurance, etc. The Vendor nor anyone employed by it shall be, represent, act or be deemed to be an agent, representative or employee of ACDI/VOCA.

12. Rights in Intellectual Property. Vendor acknowledges that all Deliverables and work product produced by Vendor, whether alone or jointly with others, in connection with or pursuant to the Vendor's performance under this Purchase Order shall be the sole and exclusive property of ACDI/VOCA. This includes all writings, books, articles, computer programs, databases, source and object codes, and other material of any nature whatsoever, including trademarks, trade names, and logos, that is subject to copyright protection and reduced to tangible form in whole or in part by Vendor in the course of Vendor's service to ACDI/VOCA shall be considered a work made for hire, or otherwise ACDI/VOCA property. Vendor hereby assigns and agrees to assign to ACDI/VOCA all of its respective rights, title and interest in such Deliverables and work product, including without limitation all patents and patent rights and all applications for registration of the same, and, upon being reduced to a tangible form, all copyrights therein. To the greatest extent permissible under U.S. copyright laws, each copyrightable element of the property and work product first produced shall be a "work made for hire" in favor of ACDI/VOCA. For items and material of Vendor existing prior to or produced outside this Purchase Order, and incorporated into Deliverables or work product delivered or produced pursuant to this Purchase Order, Vendor hereby grants and agrees to grant to ACDI/VOCA an irrevocable, non-exclusive, fully transferable and sublicensable, royalty-free license to make, use, sell, copy, publish, perform, display, and prepare derivative works from such items and material in connection with ACDI/VOCA's beneficial use, enjoyment and disposition of such property and work product. Vendor agrees to execute such documents of assignment or take such other action as ACDI/VOCA may reasonably request to evidence, perfect or effect the transfer, recordation or protection of rights assigned or licensed.

13. Rights in Data. The Vendor understands and agrees that ACDI/VOCA may itself and permit others, including government agencies of the United States and other foreign governments, to reproduce any provided publications and materials through but not limited to the publication, broadcast, translation, creation of other versions, quotations there from, and otherwise utilize the work and material of this Purchase Order.

14. Indemnification. The Vendor shall indemnify, and hold harmless each of ACDI/VOCA and its directors, officers, employees and agents from and against all claims, liabilities, losses, suits, costs, damages, and expenses, including reasonable attorneys' fees and litigation expenses, that ACDI/VOCA may sustain by reason of Vendor's negligent or unlawful actions in connection with its performance under this Purchase Order, or a breach of any of Vendor's warranties contained herein.

15. Claims and Disputes. In the event of any dispute, a claim by the Vendor must be made in writing and submitted to the ACDI/VOCA Vice President of Contracts and Grants for a written decision. A claim by the Vendor is subject to a written decision by the Vice President of Contracts and Grants, who shall render a decision within 60 days of receipt of the Vendor's claim. If an equitable resolution cannot be resolved, both Parties agree to settlement by arbitration in accordance with the regulations of the American Arbitration Association in the District of Columbia, USA. The non-prevailing Party (as determined by the arbitrator) in the arbitration shall pay all of the associated costs, expenses and attorney's fees in connection with the arbitration and the cost of the arbitrator and any accountants or advisors which the Parties agree to employ for the benefit of the arbitrator. The Subcontractor will proceed with performance of this Purchase Order pending final resolution of any claim.

16. Changes. ACDI/VOCA may - with the consent of the Subcontractor - make changes, revisions, additions, or deletions (collectively hereinafter called "changes") in the Subcontract scope of services. ACDI/VOCA may make unilateral changes, with prior written notice to the Subcontractor, to this Purchase Order by written order issued by ACDI/VOCA where required in writing by the Client. If any change causes an increase or decrease in the Subcontractor's cost of, or the time required for, the performance of any part of the Work, whether or not changed by any such change authorization, ACDI/VOCA shall make an equitable adjustment and modify in writing the Subcontract as applicable. Any claim by Subcontractor for an adjustment under this paragraph must be asserted in writing, fully supported by factual information, to ACDI/VOCA's Prime Contracting Officer or designee within thirty (30) calendar days from the date of receipt by Subcontractor of the written change authorization from ACDI/VOCA or within such extension of that 30-day period as ACDI/VOCA, in its sole discretion, may grant in writing at Subcontractor's request prior to expiration of said period. The Subcontractor will not proceed with any changes unless notified to proceed in writing by the Prime Contracting Officer.

17. Certifications. Vendor certifies by acceptance of this agreement that (i) neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any U.S. Federal Government department of agency; (ii) neither it nor its principals have been convicted of a narcotics offense or have been engaged in drug trafficking as defined in 22 CFR Part 140; (iii) neither it nor its principals are designated affiliates as "specially designated nationals" by the Office of Foreign Asset Control of the U.S. Department of Treasury; (iv) neither it nor its principals have been indicted or convicted on charges of terrorism or of providing support to terrorists; (v) Vendor agrees and certifies to take all necessary actions to comply with Executive Order No. 13244 on Terrorist Financing; blocking and prohibiting transactions with persons who commit, threaten to commit, or support terrorism. Note: Vendor is required to obtain the updated lists at the time of procurement of goods or services. The updated lists are available at: www.epls.org and <http://www.un.org/Docs/sc/committees/1267/consolist.shtml>; (vi) neither it nor its principals have been indicted or convicted for violating the Trafficking in Persons Policy; (vii) Vendor may not charge under this Purchase Order any item which has a source/origin from any restricted countries or prohibited sources, as designated by the U.S. State Department. Restricted countries currently include, but are not necessarily limited to: Cuba, Iran, Libya, North Korea and Syria; and (viii) Vendor warrants that no offer, payment, consideration, or benefit of any kind, which constitutes an illegal or corrupt practice, has been made or shall be made, either directly or indirectly, as an inducement or reward for the award of this Purchase Order. Any such practice will be grounds for terminating or rescinding the award of this Purchase Order, in addition to any other remedies that may be available to ACDI/VOCA in such event. Violation of any of these certifications is considered a material defect and will lead to the termination of this Purchase Order.

18. Severability. If any provision of this Purchase Order is held to be invalid or unenforceable for any reason, the remaining provisions may continue in full force at the discretion of ACDI/VOCA without being impaired or invalidated in any way. The invalid provision will be replaced with a valid provision which most closely approximates the intent and economic effect of the invalid provision.

19. Order of Precedence. The rights and obligations of both Parties shall be subject to and governed by the following documents in order listed: (a) the cover page of this Purchase Order; (b) the Business Terms and Conditions of this Purchase Order; (c) any Attachments to this Purchase Order; (d) the Client award noted at Block 9; (e) the Federal Terms and Conditions of this Purchase Order. Any conflict occurring among these documents will be resolved in the stated order of precedence.

THESE CLAUSES APPLY TO PURCHASE ORDERS THAT EXCEED \$100,000

20. Access to Records. If this Purchase Order is a negotiated Purchase Order, ACDI/VOCA, USAID, the Comptroller General of the United States, or any of their duly authorized representatives, shall have access to any records of the contractor which are directly pertinent to this Purchase Order for the purpose of an audit or examination.

The following tables of Terms & Conditions Apply to Purchase Orders under U.S. Government Prime Contracts Only

Federal Terms and Conditions

This agreement is issued under a U.S. Government Prime Contract. Applicable clauses set forth below are incorporated by reference into this agreement with the same force and effect as if they were set forth in full. A full copy of each clause may be obtained from the ACDI/VOCA Compliance Department. The term FAR means Federal Acquisition Regulation, effective as of January 1, 2001. The terms, "Contractor," "Government" and "Contracting Officer" as used in these clauses shall refer to the Vendor, ACDI/VOCA, and the ACDI/VOCA Compliance Administrator, respectively. This agreement is between Vendor and ACDI/VOCA only and shall not be construed in any way to create a contractual relationship between Vendor and the U.S. Government. The Vendor shall not appeal directly to the U.S. Government without the written consent/concurrence of the ACDI/VOCA Contract Administrator.

THESE CLAUSES AND STANDARD BUSINESS TERMS AND CONDITIONS APPLY TO ALL CONTRACTS

CLAUSE TITLE	FAR CITE	CLAUSE TITLE	FAR CITE
Definitions	52.202-1	Patent Rights – Acquisition by the Government	52.227-13
Restriction on Subcontractor Sales to the Government	52.203-6	Rights in Data – Special Works	52.227-17
Taxpayer Identification	52.204-3	Disputes, Alternate I	52.233-1
Data Universal Numbering System (DUNS)	52.204-6	Restrictions on Severance Payments to Foreign Nationals	52.237-8
Annual Representations & Certifications	52.204-8	Stop Work Order, Alternate I	52.242-15
Material Requirements	52.211-5	Government Delay of Work	52.242-17
Liquidated Damages (1% of Contract Value/Day)	52.211-11	Changes-Fixed Price	52.243-1
Terms and Conditions – Simplified Acquisition (Other Than Commercial Items)	52.213-4	Subcontracts	52.244-2
Order of Precedence	52.215-8	Contractor Liability for Personal Injury and/or Property Damage	52.247-21
Convict Labor	52.222-3	Contract Not Affected By Oral Agreement	52.247-27
Child Labor- Cooperation With Authorities and Remedies	52.222-19	Preference for U.S.-Flag Air Carriers	52.247-63
Combatting Trafficking in Persons	52.222.50	Preference for Privately Owned U.S.-Flag Commercial Vessels	52.247-64
Privacy Act Notification	52.224-1	Termination For Convenience	52.249-2
Restrictions on Certain Foreign Purchases	52.225-13		

THESE CLAUSES APPLY TO CONTRACTS THAT EXCEED \$10,000

CLAUSE TITLE	FAR CITE	CLAUSE TITLE	FAR CITE
Protecting Government's Interest When Subcontracting with Contracts Debarred, Suspended or Proposed for Debarment Walsh-Healy Act	52.209-6	Equal Opportunity for Special Disabled Veterans and Veterans of the Vietnam Era and Other Eligible Veterans	52.222-35
Prohibition of Segregated Facilities	52.222-21	Affirmative Action for Workers With Disabilities	52.222-36
Affirmative Action Compliance	52.222-25	Employment Reports on Disabled Veterans and Veterans of the Vietnam Era	52.222-37
Equal Opportunity	52.222-26	Inspection of Supplies – Fixed Price	52.246-2

THESE CLAUSES APPLY TO CONTRACTS FOR SERVICES

CLAUSE TITLE	FAR CITE	CLAUSE TITLE	FAR CITE
Service Contract Act	52.222-41	Inspection of Services – Fixed Price	52.246-4
Changes – Fixed Price Services, Alternate II	52.243-1	Inspection – Time & Materials/Labor Hours	52.246-6
Changes – Time & Materials/Labor Hours	52.243-3	HBCU and Minority Institution Representations	52.226-2

THESE FAR CLAUSES APPLY TO CONTRACTS THAT EXCEED \$100,000

CLAUSE TITLE	FAR CITE	CLAUSE TITLE	FAR CITE
Certificate of Independent Price Determination	52.203-2	Payment for Overtime Premiums	52.222-2
Gratuities	52.203-3	Drug-Free Workplace	52.223-6
Anti-Kickback Procedures	52.203-7	Certificate of Toxic Chemical Release Reporting	52.223-13
Cancellation, Rescission, and Recovery of Funds for Illegal or Improper Activities	52.203-8	Toxic Chemical Release Reporting	52.223-14
Price or Fee Adjustment for Illegal or Improper Activity	52.203-10	Authorization and Consent	52.227-1
Certification and Disclosure Regarding Payment to Influence Certain Federal Transactions	52.203-11	Notice and Assistance Regarding Patent & Copyright Infringement	52.227-2
Limitation on Payments to Influence Certain Federal Transactions	52.203-12	Federal, State, and Local Taxes	52.229-3
Printed or Copied Double-Sided on Recycled Paper	52.204-4	Federal, State, and Local Taxes	52.229-6
Certification Regarding Debarment, Suspension, Proposed Debarment, and Other Responsibility Matters	52.209-5	Interest	52.232-17
Responsibility Matters	52.209-7	Stop-Work Order	52.242-15
Updates of Information Regarding Responsibility Matters	52.209-9	Competition in Subcontracting	52.244-5
Audit and Records – Negotiation	52.215-2	Contractor Inspection Requirements	52.246-1
Integrity of Unit Prices	52.215-14	Limitation of Liability	52.246-23
Price Re-determination – Retroactive	52.216-6	Limitation of Liability – Services	52.246-25
		Termination of Convenience for the Government (Fixed Price-SF)	52.249-1
		Default (Fixed-Price Supply and Service)	52.249-8

THESE CLAUSES APPLY TO USAID CONTRACTS

CLAUSE TITLE	AIDAR CITE	CLAUSE TITLE	AIDAR CITE
Organizational Conflicts of Interest After Award	752.209-71	Marking	752.7009
Language and Measurement	752.211-70	Family Planning and Population Assistance Activities	752.7016
Source, Origin and Nationality	752.225-70	Health and Accident Insurance for AID Participant Trainees	752.7018
Local Procurement	752.225-71	Conflicts Between Contract and Catalog	752.7022
Insurance – Liability to Third Persons	752.228-07	Required Visa Form for AID Participants	752.7023
Salary Supplements for Host Government Employees	752.231-71	Approvals	752.7025
Payments Under Time & Materials/Labor Hours Contracts	752.232-7	Acknowledgement and Disclaimer	752.7034
Government Property – USAID Reporting Requirements Title To and Care of Property	752.245-70	Public Notices	752.7035
	752.245-71		

Appendix B Sample Budget Format

Personnel	Number of Days	Daily Rate	Total
Subtotal Personnel			
Administrative Costs	Units	Costs	Total
Subtotal Administrative Costs			
License fees	Units	Costs	Total
Subtotal License fees			
Total			
Data Collection Equipment Costs			
Total Equipment Costs			

Technical Proposal Submission Sheet

(Complete this form with all the requested details and submit it as the first page of your technical proposal, with the documents requested above attached. Ensure that your proposal is authorized in the signature block below. A signature and authorization on this form will confirm that the terms and conditions of this RFP prevail over any attachments. If your proposal is not authorized, it may be rejected.)

Date of Technical Proposal:	
RFP Number:	
RFP Title:	

We offer to provide the goods/services described in the Scope of Work, in accordance with the terms and conditions stated in Request for Proposal referenced above. We confirm that we are eligible to participate in public procurement and meet the eligibility criteria specified.

The validity period of our proposal is ___ days/weeks/months from the time and date of the submission deadline.

Type of Business/Institution (Check all that apply)

Offeror certifies that it is: Non U.S. Owned/Operated Government Owned/Operated
(If Non U.S. Owned/Operated is selected, continue to Anti-Terrorism Certification)

OR FOR US ORGANIZATIONS ONLY:

Nonprofit For-Profit Government Owned/Operated
 Large Business Small Business College or University
 Women Owned Small and Disadvantaged Business

Anti-Terrorism Certification

The Offeror, to the best of its current knowledge, did not provide, within the previous 10 years, and will take all reasonable steps to ensure that it does not and will not knowingly provide, material support or resources to any individual or entity that commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitated, or participated in terrorist acts.

The Offeror also verifies that it does not appear on 1) the website of the Excluded Party List: www.epls.gov or 2) the website of the United Nations Security (UNSC) sanctions committee established under UNSC Resolution 1267 (1999) (the "1267 Committee"): <http://www.un.org/Docs/sc/committees/1267/consolist.shtml>.

The undersigned declares s/he is authorized to sign on behalf of the company listed below and to bind the company to all conditions and provisions stated in the original RFP document including attachments from ACDI/VOCA.

Proposal Authorized By:

Signature: _____ Name: _____
Position: _____ Date: _____
Authorized for and on behalf of: _____ *(DD/MM/YY)*

Company: _____
Address: _____
DUNS No.: _____ Business Registration No. _____