



CONSULTANCY

Date: April 2, 2021
Subject: Request for Quote: Virtual Instructor-led Training Design
RFQ Number: A0088-VTD-04022021

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.

ACDI/VOCA is seeking quotes for the supply of the services listed in the Scope of Work in **Appendix B**.

All quotes provided should meet the specification(s) listed below and include the following information for the criterion listed below, which shall be used in evaluating the best bidder:

- Adherence to specifications listed.
- Anti-terrorism certification (**Appendix C**).
- A short expression of interest (maximum 3 pages) outlining proposed methodology to undertake this consultancy.
- An updated CV listing all relevant qualifications and experience.
- An estimated work plan for this consultancy broken down by working day.
- A work sample of one (1) virtual instructor-led training (vILT) or blended learning training developed by the offeror.
- Three (3) client references and contact information. References should have worked with you within the past two years in connection with a similar scope of work to this RFQ. Reference information must be provided as part of the proposal. Any proposals offering references “available upon request” will be rejected.
- Offerors will submit a proposed rate based on the deliverable schedule below with their proposals in a separate file labeled “Proposed Rate.” Provide the basis for the rate proposed with supporting rationale for the market value of the services requested. Rates should be submitted in the currency in which you are located and will be paid; please label your rate with the name of the currency. ACDI/VOCA reserves the right to request any additional information to support detailed cost and price. Rate must be valid through May 23, 2021.

| Activity | Scope |
|---------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Deliverable 1 | Phase 1 - Plan course content/outline <ul style="list-style-type: none"> • Coordinate with ACDI/VOCA Vice President of Gender and Social Inclusion to ensure training content aligns with ACDI/VOCA goals • Review existing ACDI/VOCA training curricula and become familiar with GSI training goals, methods, concepts, terminology, etc. to |

| | |
|---------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | <p>identify appropriate module sequencing, messaging, structure, visualization, and content options</p> <ul style="list-style-type: none"> • Select key messages and content to focus on and propose relevant interactive tools/methods • Develop compelling and effective virtual learning content and materials that are consistent with existing training resources (such as the aforementioned e-course) <p><i>Payment 1 upon delivery of draft course outline</i></p> |
| Deliverable 2 | <p>Phase 2 - Develop course content/materials</p> <ul style="list-style-type: none"> • Develop facilitation guide for delivery of virtual learning content • Develop a participant guide or set of materials to support individual, self-paced learning, as appropriate • Develop a method for evaluating the success of a training <p><i>Payment 2 upon final approval of materials</i></p> |
| Deliverable 3 | <p>Phase 3 - Train GSI Team to deliver training</p> <ul style="list-style-type: none"> • Train Gender and Social Inclusion (GSI) Team on delivery of virtual learning content through pilot Training of Trainers (TOT) session <p><i>Payment 3 upon completion of TOT</i></p> |

QUOTE SUBMISSION DEADLINE

Date: April 23, 2021 **Time:** 5:00pm EST

MODE OF SUBMISSION OF QUOTE

Quote(s) shall be submitted in writing to:

Name: Jenn Williamson

Email: jwilliamson@acdivoca.org

The subject line of the email should be the Offeror's name followed by RFQ No. A0088-VTD-04022021.

Each file shall be clearly identified with the Offeror's name. All responses to this RFQ must be received no later than the submission deadline. Faxed offers are not acceptable.

SPECIAL CONDITIONS

VALIDITY OF QUOTES

Quotes submitted shall remain open for acceptance for a minimum of 30 days from the last date specified for receipt of quotes. The selected Bidder(s) shall supply the service requested at the quoted prices for the delivery/performance period specified in this RFQ.

CRITERIA FOR EVALUATION

ACDI/VOCA will evaluate quotes based on a trade-off process. Quotes will be evaluated using the following criteria:

| Technical Evaluation Matrix | | |
|------------------------------------|---------------------------------------------------|--------------------------------------|
| Requirement | Criteria | Out of 100 Maximum Points |
| Expression of Interest | Proposed methodology | 25 |
| CV | Relevant qualifications and experience | 20 |
| Work Plan | Availability, timeliness | 15 |
| Work Sample | Quality and relevance to scope | 15 |
| Client References | Feedback on past work relevant to described scope | 15 |
| Proposed Fee Structure | Cost details | 10 |

Initial responses will be reviewed, and several offerors will be invited to perform a general presentation and to discuss the business requirements outlined in this RFP. Where possible, examples of similar projects would be helpful.

A contract will be offered to the responsible Offeror whose quote follows the RFQ instructions and is judged to be the most advantageous to ACDI/VOCA.

MODIFICATION OF RFQ REQUIREMENTS

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

WITHDRAWAL OF OFFERS

Offers may be withdrawn by written notice via email or at any time before award.

RIGHT OF NEGOTIATION AND ACCEPTANCE OF OFFER

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

ACDI/VOCA may reject any quote that is nonresponsive. A responsive quote is one that complies with all terms and conditions of the RFQ. A quote must be complete and delivered no later than the submission time and date indicated above. ACDI/VOCA may reserve the right to waive any minor discrepancies in a quote.

ACDI/VOCA reserves the right to issue an award based on the initial evaluation of quotes 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.

INTELLECTUAL PROPERTY RIGHTS

All tangible or intangible property created or acquired under this contract shall be the exclusive property of ACDI/VOCA. The term “property” includes all data and reports associated with this engagement.

Reference is made to Article 8 in the independent contractor agreement terms and conditions attached in **Appendix A**.

As per Terms and Conditions, Article 5, Confidentiality (see **Appendix A**), all communications between ACDI/VOCA and awardees will be considered confidential and proprietary.

APPENDICES

- I. Appendix A: Independent Contractor Agreement General Terms and Conditions
- II. Appendix B: Scope of Work
- III. Appendix C: Anti-Terrorism Certification

APPENDIX A: INDEPENDENT CONTRACTOR AGREEMENT GENERAL TERMS AND CONDITIONS

This Independent Contractor Agreement for consulting services ("Contract") is entered as of the latest signature date set forth on the cover page, by and between ACDI/VOCA, located at 50 F Street, NW, Suite 1000, Washington, DC, 20001, and Consultant, (each a "Party" or collectively the "Parties").

ACDI/VOCA desires to obtain the services of Consultant; and Consultant has agreed to render such services upon request by ACDI/VOCA, at mutually agreeable times, under the following terms and conditions:

Article 1. Period of Performance and Termination

(a) The period of performance of this Contract is as stated in Block I of the Specifications on the front page of this Contract, unless terminated earlier by either Party hereto.

(b) Either Party may terminate this Contract upon thirty (30) days' prior written notice. In the event of a material breach of the Contract by Consultant, or in the event that ACDI/VOCA's Client terminates ACDI/VOCA's contract, or ACDI/VOCA's client does not approve ACDI/VOCA's Consultant, ACDI/VOCA may terminate this Contract immediately. In the event of termination of this Contract, payment shall be made by ACDI/VOCA for reasonable costs incurred by Contractor up to the effective date of the termination.

(c) This Contract may be amended, altered or changed only by a written modification signed by both Parties.

Article 2. Scope of Services

Consultant shall perform the services as set forth in the Statement of Work attached hereto as **Appendix B** (hereinafter the "Services"). Consultant agrees that he/she shall make himself/herself available to perform such Services. Consultant agrees at all times to provide the Services in a timely and professional manner based on ACDI/VOCA's needs.

Article 3. Compensation

(a) ACDI/VOCA will compensate Consultant at the hourly rate, fixed daily rate or fixed reimbursement rate provided in Block II of the Specifications on the front page of this Contract for time devoted to the Services described herein, and will reimburse the Consultant for such travel and other expenses as have been authorized in advance and in writing. The total amount of

compensation to Consultant, including authorized travel expenses and/or approved other direct costs, shall not exceed the amount in Block V of the Specifications on the front page of this Contract. If the compensation rate is specified as a "daily rate", the Consultant must perform Services at least eight (8) hours on that particular day; otherwise, the day is treated as a partial day. Partial days shall be compensated on an hourly basis calculated by dividing the daily rate by eight (8)]. ACDI/VOCA shall make any payments due under this Contract within thirty (30) calendar days after its receipt of a proper invoice from Consultant provided such invoice from Consultant conforms to the standards agreed to with ACDI/VOCA's accounting department. To ensure payment, unless otherwise specified by the Project Manager, invoices must be submitted monthly within 30 days from the end of the monthly billing period. The final invoice must be submitted to ACDI/VOCA within 30 days of the effective end date or termination of the Contract and must be clearly marked as a "final invoice". Failure to submit invoices by these deadlines risks nonpayment. ACDI/VOCA must have a fully signed copy of this Contract and other required documents on file in order for invoices to be paid. Dates of service on the invoice must be within the dates as outlined in Article 1.

(b) All travel costs incurred shall be in accordance with the Federal Acquisition Regulations, as codified in Title 48 of the Code of Federal Regulations ("FAR") and FAR Supplementary Regulations.

(c) All taxes applicable to the proceeds received by Consultant shall be the liability of Consultant, and ACDI/VOCA shall not withhold nor pay any amounts for federal, state or municipal income tax, social security, unemployment or workman's compensation unless required by law. ACDI/VOCA shall withhold and remit any amount, regardless of its description as a tax or otherwise, in countries where local laws require that such amounts be withheld and timely remitted by ACDI/VOCA. In accordance with law, ACDI/VOCA shall annually file with the Internal Revenue Service, or any other tax agency, whether domestic or not, any applicable tax forms reflecting the gross annual payments made by ACDI/VOCA to Consultant. Gross annual payments shall be the total compensation for labor and reimbursement of expenses; therefore, it is the Consultant's responsibility to retain copies of expenses incurred during the performance of Services under this Contract for tax reporting purposes. It is the Consultant's responsibility to determine if a value added tax (VAT) is applicable to services provided to ACDI/VOCA, and to timely remit the VAT charged to ACDI/VOCA per the invoicing instructions included in Paragraph A of this Article. The invoice tendered to ACDI/VOCA for payment shall comply with the applicable local country's VAT regulations.

Article 4. Project Manager

ACDI/VOCA designates the individual named in Block VII of the Specifications on the front page of this Contract as the ACDI/VOCA Project Manager for Services under this Contract. The ACDI/VOCA Project Manager shall also be responsible for determining whether Consultant has satisfactorily delivered the Services as specified in the Scope of Work and will be responsible for review and approval of invoices submitted to Accounts Payable by Consultant.

Article 5. Confidentiality

(a) It is understood that, during the course of this Contract and/or in performing the Services, Consultant may be exposed to or receive proprietary information, technical data, or know-how, including, but not limited to, that which relates to research, product plans, products, services, customers, markets, developments, inventions (whether patentable or not), processes, designs, drawings, strategies, marketing, advertising and/or finances which is confidential to ACDI/VOCA (hereinafter "Confidential Information"). All Confidential Information, written or verbal, made available, disclosed or otherwise known to Consultant as a result of this Contract shall be considered the sole property of ACDI/VOCA and/or ACDI/VOCA's Client. Confidential

Information may be used by Consultant only for purposes of performing the Services or other obligations hereunder. Both during the term of this Contract and at all times thereafter, Consultant shall not reveal, publish or otherwise disclose Confidential Information to any third party without the prior written consent of ACDI/VOCA.

(b) Upon termination of this Contract, Consultant agrees to return all Confidential Information to ACDI/VOCA. Consultant agrees that the terms of this Contract shall be treated as Confidential Information of ACDI/VOCA.

(c) In performance of research projects, ACDI/VOCA guarantees confidentiality to its commercial clients. Therefore, in accomplishment of, and/or in connection with, work authorized under a contract which ACDI/VOCA has with a commercial concern, Consultant agrees not to reveal the identity of the commercial client in any manner whatsoever without specific approval of ACDI/VOCA. Furthermore, Consultant shall not publish or make known to others the subject matter of any information developed in performance of Services under this Contract, without first having obtained the approval of the President of ACDI/VOCA or her designee/nominee.

(d) Information excluded from this Article 5. is as follows: 1) information that comes into the public domain other than through breach of this agreement; 2) was known by Consultant (as established by Consultant's own records or other competent proof before the disclosure); 3) lawfully comes into the possession of Consultant from a third party who is not under an obligation to keep such information confidential; or 4) the disclosure of which is required by law, by any court of competent jurisdiction or by any official regulatory body.

Article 6. Representations; Conflicts of Interest

(a) Consultant represents that he/she is not under any contractual obligation with his or her current employer or with any other entity that would interfere with or otherwise impair his or her ability to perform the Services hereunder.

(b) In the performance of the Services, Consultant represents and agrees that he/she will not disclose to ACDI/VOCA any information or perform any work which would violate any contractual or legal obligation he/she has with his/her current employer or with any other entity.

(c) Consultant affirms that to the best of his/her knowledge no actual or potential conflict of interest exists between Consultant, Consultant's family, business or financial interests and the Services provided under this Contract. In the event of a change in Consultant's private interest that has potential for conflict of interest with the Services under this Contract, Consultant will promptly notify ACDI/VOCA. At ACDI/VOCA's request, Consultant shall complete ACDI/VOCA's Conflict of Interest training and submit a Significant Financial Interest disclosure form prior to beginning work and either annually thereafter or as new reportable Significant Financial Interests are obtained, whichever occurs first.

(d) Consultant agrees that if an actual or potential conflict of interest is discovered after award, Consultant will make a full disclosure in writing to ACDI/VOCA. This disclosure shall include a description of activities that Consultant has taken or proposes to take, after consultation with ACDI/VOCA, to avoid, mitigate, or neutralize the actual or potential conflict.

(e) ACDI/VOCA may terminate this Contract immediately if it deems such termination necessary to avoid a conflict of interest. If Consultant was aware of a potential conflict of interest prior to award, or discovered an actual or potential conflict after award and did not disclose or misrepresented relevant information to ACDI/VOCA, ACDI/VOCA may terminate the Contract

immediately for default, and/or pursue such other remedies as may be permitted by law or this Contract.

Article 7. Employment Status and Privity

(a) Consultant hereby certifies that he/she is an independent contractor and not an employee of ACDI/VOCA under applicable Internal Revenue Service (IRS) or federal or state labor provisions, and Consultant shall have no right to participate in any employee benefit plan offered by ACDI/VOCA.

(b) In accepting this Contract, the Consultant certifies that neither it is not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this type of transaction by any Federal department or agency. Any change in the debarred or suspended status of the Consultant during the life of this Contract must be reported immediately to ACDI/VOCA. Consultant agrees to incorporate this Debarment and Suspension certification into any lower-tier contract that it may enter into as a part of this Contract.

(c) ACDI/VOCA shall neither exercise nor have any right to control the Consultant as to the means by which the Consultant's Services are to be accomplished.

(d) No privity between Consultant and ACDI/VOCA's Client, including the Federal Government is established by this Contract. All communications regarding this Contract must be directed only to ACDI/VOCA.

Article 8. Intellectual Property Ownership

(a) Consultant agrees that all inventions, work product, deliverables or any other information, know-how or material that is created for, or provided to, ACDI/VOCA by Consultant under this Contract ("Invention(s)"), including any background information necessary to practice such Inventions, shall be the sole and exclusive property of ACDI/VOCA or its assignees, and Consultant will and hereby does assign to ACDI/VOCA all rights in and to such Inventions upon the creation of any such Invention, including without limitation (i) patents, patent applications, and patent rights throughout the world; (ii) rights associated with works of authorship throughout the world, including copyrights, copyright applications, copyright registrations, mask work rights, mask work applications and mask work registrations; (iii) rights relating to the protection of trade secrets and confidential information throughout the world; (iv) rights analogous to those set forth herein and any other proprietary rights relating to intangible property, including trademarks, service marks, and the like; and (v) divisions, continuations, renewals, reissues and extensions of the foregoing (as applicable) now existing or hereafter filed, issued or acquired (collectively, "IP Rights"). ACDI/VOCA and its nominees shall have the right to use and/or to apply for statutory or common law protections for such Inventions in any and all countries.

(b) If the Inventions include any software, then such Invention shall be deemed to include, in both source code and object code forms, the final version and all intermediate versions for the software and all routines and subroutines, as well as all program materials, flowcharts, notes outlines, work papers and the like created or developed in connection therewith, the resulting screen formats and other visual effects of the software, and any formulae, processes, algorithms, ideas, and other information not generally known to the public, whether or not protected by copyright, which are developed or generated by Consultant in the course of performing the Services.

(c) Any computer program or report, or any portions thereof, prepared by Consultant pursuant to this Contract or which discusses the Invention(s), Services performed under this Contract or the results thereof (the "Written Data") shall be and is produced as a "work made for hire" under the copyright laws of the United States. As a "work made for hire", the copyrights in the Written Data

shall belong to ACDI/VOCA from their creation and no further action by ACDI/VOCA shall be necessary to perfect ACDI/VOCA's rights therein. All right, title and interest, including any copyright in and to any Written Data that does not qualify as a "work made for hire" shall be and hereby is assigned to ACDI/VOCA. Consultant, without additional compensation, will assign the copyright in all Written Data to ACDI/VOCA, as soon as it is fixed and the copyright comes into being. In addition, Consultant agrees to assist ACDI/VOCA in taking any subsequent legal steps that may be required to perfect ACDI/VOCA's copyrights in this Written Data including, but not limited to, executing a formal assignment of copyright that can be recorded.

(d) Consultant shall restrict disclosure of Confidential Information within its organization to those persons having a need to know for purposes of this Contract, and such persons shall be advised of the obligations set forth in this Contract and shall be obligated in like manner.

Article 9. Standards of Ethics and Business Conduct

(a) ACDI/VOCA has established very high ethical standards for our employees. ACDI/VOCA considers adherence to the ACDI/VOCA Code of Conduct as well as strict observance of all applicable U.S. and non U.S. laws and regulations to be not only a legal requirements but more than that, an ethical obligation for all. While performing as an ACDI/VOCA Consultant, Consultant is expected to adopt and comply with these same standards. As a result, this Contract incorporates by reference, with the same force and effect as if it was given in full text, ACDI/VOCA's "Code of Conduct." Upon request, ACDI/VOCA can provide paper copies of these standards.

(b) If Consultant has a good faith reason to believe that any violation of the Code of Conduct has been committed by an employee(s) of ACDI/VOCA, Consultant shall report such violation to ACDI/VOCA by calling the ACDI/VOCA's Ethics Helpline toll-free at 1-866-343-6004.

Article 10. Insurance

Consultant shall maintain adequate insurance coverage, which shall include:

- a) Commercial general liability in the amount of USD 500,000 per occurrence;
- b) Commercial automobile liability in the amount of USD 500,000 combined single limit, with respect to automobiles operated in the performance of services; and,
- c) If relevant to the nature of services provided, professional liability in the amount of USD 500,000 per occurrence.

Upon request, Consultant agrees to provide ACDI/VOCA with a Certificate of Insurance as evidence that the Consultant has procured and currently maintains the required insurance as outlined above.

ACDI/VOCA will maintain appropriate foreign workers' compensation insurance to include the Consultant. Such workers' compensation insurance will be specific to the appropriate statutory or voluntary workers' compensation scheme applicable to the ACDI/VOCA project for which the Services contracted herein are performed. The insurance coverage will apply only to the work performed by the Consultant for ACDI/VOCA under this Contract and will not extend to work performed by the Consultant for other parties.

Article 11. Indemnity

Consultant shall be responsible for all losses, costs, claims, causes of action, damages, liabilities and expense, including attorney's fees, all expense of litigation and/or settlement, and court costs, arising from any act or omission of Consultant, its officers, employees, agents, or consultant/suppliers at any tier, in the performance of any of its obligations under this Article.

Article 12. Infringement Indemnity

In addition to any other warranty by Consultant against infringement, statutory or otherwise and to the extent permitted by law, Consultant shall defend at his or her expense, any suit against ACIDI/VOCA or any client of ACIDI/VOCA based on a claim that any item furnished by Consultant under this Contract or the normal use or sale thereof infringes any U.S. Letters patent or copyright, and shall pay costs and damages finally awarded in any such suit, provided that Consultant is notified in writing of the suit and given authority, information, and assistance at Consultant's expense for the defense of same. If the use or sale of said item is enjoined as a result of such suit, Consultant, at no expense to ACIDI/VOCA, shall obtain for ACIDI/VOCA and for any client identified by ACIDI/VOCA the right to use and sell said item or shall substitute an equivalent item reasonably acceptable to ACIDI/VOCA and extend this patent indemnity thereto.

Article 13. Assignability

Consultant shall not assign or subcontract any portion of its rights, duties, and/or obligations hereunder unless ACIDI/VOCA, in its sole discretion, grants Consultant written permission to do so.

Article 14. Limitation on Liability

In no event shall ACIDI/VOCA be liable to Consultant, (a) in the aggregate for any claim, damage, injury or loss of any nature arising out of or related to this Contract in excess of the maximum amount which ACIDI/VOCA agreed to pay Consultant, as specified in Article 3, for the Services giving rise to the claim, damage, injury or loss, or (b) for any incidental, consequential, special, punitive or indirect damages.

Article 15. Electronic Contracting

The Parties agree that if this Contract is transmitted electronically neither Party shall contest the validity of this Contract, or any acknowledgement thereof, on the basis that this Contract or acknowledgement contains an electronic signature.

Article 16. Federal Acquisition Regulation Clauses and Supplements *(if Contract is Federally-funded)*

Because this Contract is not Federally-funded, FAR and FAR Supplementary Regulations do not apply.

Article 17. Governing Law

This Contract shall be construed and interpreted in accordance with the laws of the District of Columbia, USA, excluding that body of law known as choice of law, and shall be binding upon the Parties hereto in the United States and worldwide.

Article 18. Survivability

If this Contract is completed, or is terminated, Consultant shall not be relieved of those obligations that, by their language, by implication, or by operation of law, necessarily continue beyond completion, or termination of this Contract, including but not limited to the following provisions:

- Governing Law
- Federal Acquisition Regulation flow-down clauses that by their nature should survive *(applicable only if this Contract is Federally-funded)*
- Electronic Contracting
- Confidentiality
- Export Control
- Intellectual Property Ownership
- Indemnity
- Infringement Indemnity

- Use of Name

Article 19. Use of Name

The Parties each agree not to use the other Party's name, or make any reference to the other Party or any of its employees for advertising, publicity or any purpose whatsoever, whether or not related to this Contract, unless such use of name and/or related materials have been previously approved in writing by the other Party. The provisions of this Article shall survive the termination of this Contract.

Article 20. Disputes

(a) Any dispute arising under this Contract shall be settled by mutual agreement of the parties or pursuant to Paragraph B below.

(b) If the parties cannot resolve the dispute amongst themselves within a reasonable time, the parties may, by mutual agreement, settle such dispute by arbitration in accordance with the Rules of the American Arbitration Association in the District of Columbia, USA, and judgment upon the award rendered by the arbitrators may be entered in any court having jurisdiction.

(c) Pending completion of the portion of the Statement of Work under dispute, or final resolution of a dispute which releases Consultant from performance hereunder, the Consultant shall, at all times, proceed diligently with the performance of the Contract.

Article 21. Order of Precedence

Any inconsistency in this Contract shall be resolved by giving precedence in the following order:

1. Articles of this Contract cited herein;
2. Statement of Work, **Appendix B**; and
3. any and all other attachments incorporated herein by reference.

APPENDIX B: SCOPE OF WORK

PURPOSE

ACDI/VOCA is seeking an experienced virtual instructional designer to design an online workshop or training course to provide staff with an introduction to Gender and Social Inclusion.

At least twice per year, the ACDI/VOCA Gender and Social Inclusion (GSI) Team facilitates a full-day, in-person "Gender Basics" workshop at its home office. This participatory training complements an existing self-paced, e-course that introduces staff to basic gender mainstreaming concepts and terms. The in-person "Gender Basics" course introduces staff to ACDI/VOCA's Gender Equality and Social Inclusion (GESI) policy, our values, and our organizational approaches to Equity and Inclusion. With the onset of the 2020 COVID-19 pandemic, ACDI/VOCA is now working in a fully virtual environment, and all staff trainings must be conducted online. Therefore, ACDI/VOCA is seeking a consultant to lead the process of converting the "Gender Basics" workshop into a virtual workshop that can be facilitated by the GSI Team, is participatory, and continues to promote our culture of gender equality and social inclusion.

Objectives of the "Virtual Gender Basics" Workshop:

- To reflect on and internalize how gender, identity, culture, and power affect our own human development and relationships;
- To understand and be able to explain how gender, equality, inclusion, and diversity are relevant in ACDI/VOCA's programming; and

- To identify steps and resources to promote gender equality and social inclusion in their work at ACDI/VOCA.

Anticipated Structure of the “Virtual Gender Basics” Workshop:

- Reflects adult learning principles and participatory methods
- Delivered in approximately 3 “live sessions” of 1-2 hours duration
- May be combined with offline individual reflection/learning (blended learning approaches)
- Live sessions will be facilitated by a member of the ACDI/VOCA GSI Team
- Platform is likely to be Microsoft Teams or Adobe Connect
- Whiteboarding tools, such as Mural, may be incorporated
- Additional technology tools may be discussed but should be compatible with Teams and Adobe

Under the guidance and direction of the ACDI/VOCA Vice President of Gender and Social Inclusion, the consultant will develop a blended learning course that supports the objectives listed above. For the purposes of this scope, blended learning is defined as a learning approach that combines:

- Virtual instructor-led training (vILT) that leverages technology to engage participants;
- Interactive, peer engagements that emphasize experiential learning; and
- Self-paced, individual opportunities for learning and reflection that helps participants to strengthen understanding and apply learning.

Through a blended learning approach, virtual instructor-led training and self-paced individual learning are complementary, creating an integrated learning experience.

The final structure of the workshop (i.e., number and duration of sessions) will be finalized upon review of the consultant’s recommendations. The consultant may incorporate existing ACDI/VOCA training materials and/or supplement with additional content, as appropriate.

The format and style of the training should reflect ACDI/VOCA methods, approaches, and aesthetics, which emphasizes accessibility, participation, clarity, and content. The learning objectives and content should drive the selection of virtual learning tools.

The target audience for this effort includes international development staff at all levels of the organization, including but not limited to technical advisors, program managers/coordinators, new business writers, finance & accounting staff, human resources staff, and administrative staff.

ESSENTIAL DUTIES/RESPONSIBILITIES

- Coordinate with ACDI/VOCA Vice President of Gender and Social Inclusion to ensure training content aligns with ACDI/VOCA goals
- Review existing ACDI/VOCA training curricula and become familiar with GSI training goals, methods, concepts, terminology, etc., to identify appropriate module sequencing, messaging, structure, visualization, and content options
- Select key messages and content to focus on and propose relevant interactive tools/methods
- Develop compelling and effective virtual learning content and materials that are consistent with existing training resources (such as the aforementioned e-course)

- Develop facilitation guide for delivery of virtual learning content
- Develop a participant guide or set of materials to support individual, self-paced learning, as appropriate
- Develop a method for evaluating the success of a training
- Train Gender and Social Inclusion (GSI) Team on delivery of virtual learning content through pilot Training of Trainers (TOT) session

QUALIFICATIONS/REQUIREMENTS

- University degree or formal certification in adult learning or instructional design
- Demonstrated experience and success with developing and facilitating distance/virtual learning for international development audiences
- Familiarity and technical understanding of gender mainstreaming and social inclusion required
- Knowledgeable about agriculture, food systems, and economic growth development sector preferred
- Demonstrated knowledge of participatory and adult learning methods
- Demonstrated experience with a range of virtual learning methods and technologies
- Ability to create informative, credible, and memorable learning experiences
- Capacity to build trust and collaborate with people across cultures and sectors
- Possesses strong oral and written communication skills
- Fluent in English

APPENDIX C: ANTI-TERRORISM CERTIFICATION

APPENDIX C. 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 XX 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:

- | | | |
|-----------------------------------------|-----------------------------------------------------------|----------------------------------------------------|
| <input type="checkbox"/> Nonprofit | <input type="checkbox"/> For-Profit | <input type="checkbox"/> Government Owned/Operated |
| <input type="checkbox"/> Large Business | <input type="checkbox"/> Small Business | <input type="checkbox"/> College or University |
| <input type="checkbox"/> Women Owned | <input type="checkbox"/> 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: _____ |
| <i>Authorized for and on behalf of:</i> | <i>(DD/MM/YY)</i> |
| Company: _____ | |
| Address: _____ | |
| DUNS No.: _____ | Business Registration No. _____ |