



REQUEST FOR PROPOSAL

Baseline Study of FTF RESINA

RFP-J2064-02

Under

Feed the Future Mozambique

Resiliência Integrada na Nutrição e Agricultura (FTF RESINA) Activity

Funded By

USAID

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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

The Feed the Future Mozambique Resiliência Integrada na Nutrição e Agricultura (FTF RESINA) Activity is a five-year award from USAID/Mozambique. The Activity started on May 17, 2022, and it is implemented by ACDI/VOCA and its consortium members, IDE and ideaLab. The goal of the FTF RESINA Activity is to increase resilience of smallholder farmers and rural households in selected districts of Nampula and Zambezia provinces.

ACDI/VOCA and its consortium partners, IDE and ideaLab, will implement a local food and market systems approach that integrates context-aware resilience-building capacities focusing on climate adaption, innovation, affordable water solutions, nutritious food environments, and social inclusivity. The team will co-create solutions with market, institutional, and community actors to develop and strengthen the absorptive, adaptive, and transformative capacities of actors, networks, households, and systems to better cope with shocks and stressors, mitigate future negative impacts, and reduce underlying vulnerabilities. Efforts will also involve transforming how market actors work with communities to anticipate and respond to shocks. The program is expected to increase the prosperity of at least 60,000 households in Zambezia and Nampula.

FTF RESINA seeks to ensure food security for households in the target Resilience Zone of Influence (ZOI) of Nampula and Zambezia provinces by expanding both the food production and income pathways. Promoting the empowerment of women, youth, and other marginalized social groups (e.g., persons with disability) are cross-cutting themes that are integrated across all activities.

IR 1: INCREASED HOUSEHOLD FOOD SECURITY
IR 1.1: Increased Productivity of Smallholder Agriculture
I.R. 1.2. Increased Profitability of Agricultural Enterprises
IR 2: IMPROVED MANAGEMENT OF PRODUCTIVE NATURAL RESOURCES
IR 2.1: Increased use of sustainable climate change adaptation approaches in agriculture
IR. 2.2. Increased access to and management of multi-use water resources
IR 3: IMPROV NUTRITION OUTCOMES OF WOMEN, ADOLESCENT GIRLS, AND YOUNG CHILDREN
IR.3.1. Improved diet diversity
IR 3.2: Women's Empowerment

II. OBJECTIVE

The objective of the baseline is to set base values for RESINA's outcome level key indicators [Table 1] to inform the development of tailored interventions and provide a basis for monitoring activity results and impacts. It will serve as benchmark to be able to measure changes in the indicators over time and to also get contextual insights of the existing farming practices, conditions and perceptions and resilience of smallholder farmers and rural households in the ZOI 12 districts in Zambezia and Nampula provinces. The findings will also be utilized to fine-tune RESINA's targeting and, if possible, as inputs to inform its design.

Table 1: Indicators for Baseline Study

INDICATOR CODE	NAME OF INDICATOR
RESIL-b	Index of Social Capital at the HH Level
EG-e	Prevalence of moderate and severe food insecurity in the population, based on the Food Insecurity Experience Scale (FIES) [ZOI-level]
EG.3-10,-11,-12	Yield of targeted agricultural commodities among program participants with USG assistance [IM-level] <i>(commodities- vegetables, maize, soybean, poultry and casava)</i>
EG.3.2-26	Value of annual sales of producers and firms receiving USG assistance [IM-level] <i>(commodities- vegetables, maize, soybean, poultry and casava + services)</i>
EG.3.2-24	Number of individuals in the agriculture system who have applied improved management practices or technologies with USG assistance [IM-level] <i>(improved management practices or technologies - crop genetics, cultural practices, natural resources, or ecosystem management, etc.: complete list available)</i>
EG.3.2-25	Number of hectares under improved management practices or technologies with USG assistance [IM-level] <i>(improved management practices or technologies - crop genetics, cultural practices, natural resources or ecosystem management, etc.: complete list available)</i>
EG.3.2-28	Number of hectares under improved management practices or technologies that promote improved climate risk reduction and/or natural resources management with USG assistance [IM-level] <i>(improved management practices or technologies - Natural resource or ecosystem management, Climate mitigation, Climate adaptation/climate risk management; complete list available)</i>
HL.8.5-1	Number of people benefiting from the adoption and implementation of measures to improve water resources management as a result of USG assistance
EG.3.3-10	Percent of female participants of USG nutrition-sensitive agriculture activities consuming a diet of minimum diversity [IM-level]
EG.3.2-27	Value of agriculture-related financing accessed as a result of USG assistance [IM-level]

A. SCOPE OF WORK

RESINA will contract a firm to undertake a comprehensive, independent baseline study. Independence helps to ensure both credibility and being objective. It is with due consideration that RESINA develops this Scope of Work for the independent consulting firm to (a) design and implement comprehensive, rigorous, and credible baseline study; to collect qualitative data to help set base values for RESINA’s outcome level key indicators, and also (b) also set the basis for future midterm and final evaluations or other studies using the overall design, same sampling approach, and tools (with relevant updates). The baseline should be conducted after the approval by USAID of the Activity Monitoring, Evaluation and Learning Plan but before November 17, 2022.

Summary of the scope of work is described below:

- a) Prior to the actual implementation of the baseline study in response to the Request for Proposal (RFP), the independent consultant shall develop and submit the baseline study technical document. The technical document shall include:
- proposed baseline study design: the baseline study can use the approach of population-based survey with smallholder farmers in the ZOI 12 districts in Zambezia and Nampula provinces
 - the baseline study method: the mixed method approach which combines both qualitative and quantitative research methods in the collection and analysis of relevant data can be used
 - sampling strategy including: (a) clear description of how **sampling** will be conducted, i.e., sample frame construction, stages of sampling, definitions of clusters if to be used, methodology for identifying smallholder

farmers in the ZOI selected 12 districts in Zambezia and Nampula provinces; and (b) **sample size** estimation including the rationale for sample size calculation and the equation used for the sample size calculation and the parameters used in the equation

- data collection plan, data treatment plan and analysis plan
- methods of data collection, development of data collection instruments based on the indicators (Table 1), hiring and training of enumerators and supervisors, field testing of the instruments, and oversight and quality control mechanisms.
- COVID-19 safety plans for the field team and respondents; include procedures to adhere to the government's directives to protect the data collection team against COVID-19 and also on how the baseline study may continuously be updated so that the questions asked to reflect the real situation on the ground as the COVID-19 pandemic evolves and as the epidemiological and response situation rapidly changes.

b) **During the actual baseline study implementation, the consultant will**

- conduct field work to collect **quantitative** primary data through survey to get the data for outcome indicators (Table 1); data for the baseline study will be collected from
 - smallholder farmers in the ZOI 12 districts in Zambezia and Nampula provinces
- conduct field work to collect **qualitative** primary data; data for the baseline study will be collected using focus group discussion and/or in-depth interviews and/or key informant interviews
- implement COVID-19 safety plans for the field team and respondents
- data analysis and report writing, analysis of data collected, and tests to be used to detect at population level difference at 95 percent level of significance.

Details on the statement of work is provided here below and special considerations including suggested COVID 19 safety protocols.

Baseline Study Geographic Area (Study Area)

RESINA will be implemented in the Zone of Influence (ZOI) selected 12 districts in Zambezia and Nampula provinces. The districts are *Morrumbala, Lugela, Lalaua, Mecuburi, Mocuba, Gurue, Ribaue, Namarroi, Ile, Alto Molocue, Murrupula, and Mogovolas*. The geographic coverage of the baseline study will therefore include all or sampled districts to collect quantitative data from smallholder farmers. There may be minimal changes in the final district selection pending feedback from USAID.

Baseline Study Data Sources (Study Target Groups)

RESINA sets out to achieve its outcomes by impacting smallholder farmers and government and private sector partners. The baseline study will therefore have

- 1) smallholder farmers in the ZOI 12 districts in Zambezia and Nampula provinces as its source of data. These farmers will be surveyed through the quantitative approach of the baseline
- 2) government and private sector partners including smallholder farmers (as found necessary) will be interviewed through key informant, in-depth interviews, and other techniques through the qualitative approach of the baseline study.

The methods of data collection and data sources (survey respondents, key informants and focus group discussants) are described in detail below.

Baseline Study Design and Methods

The baseline study will be guided by the principles of (1) outcome-focused: primarily focus on RESINA's outcome indicators; (2) mixed-methods: a quantitative-dominated data collection methods but supported by qualitative methods; (3) representativeness: sample will be drawn, using statistical techniques to find a fair sample of sufficient size to report **confidently about baseline study population** and hence the baseline values of the outcome indicators at province level; (4) collaborative: the baseline activities will employ USAID's participatory evaluation process to ensure the quality, validity, reliability, utility and mutual ownership of the baseline findings; (5) ethically stringent: particularly during the design of target groups, conduct of data collectors/interviewers, and the truthfulness of analysis; (6) optional transitioning: where COVID-19 protocols need to be observed, data collection can be transitioned from in-person interviewing to telephone or internet interviews; and (7) flexibility and adaptation: as the COVID-19

pandemic evolves and the epidemiological and response situation rapidly changes, the baseline study may continuously be updated so that the questions asked reflect the real situation on the ground.

Baseline Study Design

The baseline study can adopt a cross-sectional population-based survey design to assess prevailing situations with respect to key outcome indicators (Table 1). The consulting firm can suggest / propose a more applicable design especially if it ensure / enable effective comparability of baseline values of the outcome indicators with future (annual, midterm and endline) measurement values of these same indicators.

Baseline Study Method

The mixed method approach will be applied in the baseline study, and this will help in overcoming the weaknesses in adopting one approach and hence, the baseline will have stronger evidence for better representation of its findings. The mixed methods will include (a) quantitative methods (structured questionnaires, which will consist of both closed and few open-ended questions); (b) qualitative methods which may include key informant interview, in-depth interviews, and focus group discussions; and (c) desk review.

- a) **Quantitative Methods** (quantitative survey respondents): with the use of questionnaires, quantitative data will be collected from Smallholder Farmers

Smallholder farmer is one who holds 5 hectares or less of arable land and who is in the ZOI 12 districts in Zambezia and Nampula provinces. The farmer does not have to own the land.

The **mode of data collection** for the quantitative survey needs to be **Computer Assisted Personal Interview (CAPI)**. All data need be directly recorded into portable computer (tablet) during interview. Preferably ODK or Kobo Collect software can be used to design data entry template and data management system. This mode of data collection, allows range and consistency check for data collection, skip logics are built in, allows frequent uploading of collected data, ensures continuous data quality review and allows for timely solution if a problem arises.

- b) **Qualitative Methods**: with the use of focus group discussion and/or in-depth interviews and/or key informant interviews. The qualitative data will help get contextual insights of the existing farming practices, conditions and perceptions and resilience of smallholder farmers and rural households in the ZOI 12 districts in Zambezia and Nampula provinces. Qualitative data will be collected from:

1. Smallholder Farmers in target districts in Nampula and Zambezia
2. Representatives of relevant Government of the Republic of Mozambique (GRM) institutions and agencies, including provincial governments and Serviços Distrital de Actividades Económicas – SDAE of each districts where the project will operate
3. Representatives of relevant private sector institutions, including input suppliers, end market buyers, processors, and other actors.

- c) **Desk Review**: establish provincial and/or district level base values for the outcome indicators from secondary and provide contextual insights.

Sample Size and Sampling Approach

Sample Size

The sample size required for the baseline study are for smallholder farmers. The baseline study is aimed to identify values for the identified outcome indicators results measurement to be able to measure changes in the indicators over time. Hence the required sample size for quantitative survey with smallholder farmers should be adequate/representative to **report and infer confidently about baseline study population (i.e., smallholder farmer) at provincial level**.

It also important to factor in sampling weights to ensure that the indicator baseline values better represent the smallholder farmers at provincial level. Different sampling weights shall be calculated for separate analyses of provincial level aggregate. It is also important to consider the confidence intervals associated with the survey estimates that will be produced alongside the indicator estimates that will consider the design effect associated with the sampling design. Additionally, non-response adjustment will have to be considered to the sampling weights as part of the final weighting system.

Sampling Approach

Probability sampling using a multi-stage sampling approach should be considered to be used to ensure a representative smallholder farmers sample is chosen. However, other best fit sampling approach can be proposed.

Purposive sampling technique can be used to select key government and private sector representatives for the qualitative data collection.

Ethical Procedures

ACDI/VOCA maintains very clear and established ethical procedures and protocols for data collection. Survey, FGD, KII, participants will need to be provided with information about the purpose of the baseline data collection and the nature of their participation at the time of interview. They need to be asked to provide consent prior to initiating the interview by field enumerators who will read a clear and concise '**informed consent**' form to the participant. The informed consent form will include details on purpose of baseline; procedures involved in the Baseline data collection; risks and benefits of participating; voluntary withdrawal from the survey; participants' ability to withdraw their consent at any point without any consequences during the interview and confidentiality. In addition to informed consent, enumerators need to be trained on how to maintain confidentiality during data collection (ensuring that respondents are interviewed one-on-one without interference).

Other Components to be taken into Consideration

Definitions

Definitions of each of the outcome indicators (Table 1), their means of verification, and means of measurement should follow RESINA's Performance Indicator Reference Sheets (PIRS). The consultant must disaggregate all data according to the levels required by the PIRS, with sex and age-disaggregation at a minimum.

Survey Plan

The baseline study protocol must be prepared and approved by RESINA once the consulting firm has been issued the contract for this assignment. The document should include sampling strategy (including clear description of how sampling will be conducted, e.g. stages of sampling, definitions of clusters, methodology for identifying survey respondents and sample size estimation (including the rationale for sample size calculation and the equation used for the sample size calculation and the definition of parameters used in the equation), data treatment and analysis plan and statistical model, training of enumerators and supervisors, field testing of the instruments, and oversight and quality control mechanisms.

The sample sizes required for the survey (sample size for the smallholder farmers) and the sample size for the FGDs and KIIs.

Data Treatment and Analysis Plan

The consultant must prepare a data treatment and analysis plan to address the following elements:

- timeline for data entry/validation to ensure no delays occurs in analysis
- data quality checks and edits (data cleaning) planned to ensure logical consistency and coherence, as well as an indication of the software to be used
- statistical model(s) to be used

Indicator tabulation plan: when preparing the plan, please ensure to:

- Indicate the standard deviation that will be produced alongside the indicator estimates that will take into account the design effect associated with the sampling design.
- Software to be used for data analysis.

Survey Questionnaires / Tools and Methodologies Review and Approval: the tools and methodologies should be finalized in consultation with RESINA Monitoring, Evaluation and Learning (MEL) team. Any changes recommended would require review and approval by RESINA.

Pretesting: The instruments should be tested in a community similar to those that are part of the target population but will not be part of the target group. The questionnaire will then need to be modified based on feedback from the field test.

Data Sets: the consultant will, be expected to submit the following:

- raw data and the cleaned data files with all of the computed variables in SPSS or other pre-approved format
- statistical software syntax files and weighting files in Microsoft Excel
- A data dictionary - essentially a definition and description of all of the fields provided in the dataset

COVID 19 Safety Protocol

The consultant is to develop COVID-19 safety plans for the field team and respondents. The prevention measures during data collection at the minimal and as applicable should include:

- daily symptom screening and temperature checks of enumerators and supervisors,
- if possible and ethical ask the respondent if he/she has any symptoms such as fever, loss of taste, shortness of breath, coughing and/or low energy levels before the interview and take recommended actions before continuing with the interview if confirmed to have at least one symptom
- check with the respondent if there are members of his/her household who are showing any COVID 19 symptoms or if he/she has recently been in contact with anyone showing COVID 19 related symptoms such as fever, loss of taste, shortness of breath, coughing and/or low energy levels
- social distancing of at least 2 meters during interviews,
- no direct physical contact with anyone,
- regular hand washing and hand sanitizing,
- outdoor interviews with no bystanders
- fulltime use of face masks during interviews and
- carry extra mask and hand sanitizer; the hand sanitizer can be used to sanitize both the interviewer’s and the respondent’s hands

Responsibilities

Overall Guidance: The consultant will work under the overall direction of RESINA’s Baseline Team to consist of the technical and MEL staff of RESINA.

RESINA Responsibilities: The project team will introduce the consultants to relevant implementing partners, government officials and other key stakeholders for the accomplishment of activities through introductory letters or advance phone calls.

Logistics

The assignment will require travel to and stay in different districts in Nampula and Zambezia provinces in Mozambique. The consulting firm will arrange all resources.

B. DELIVERABLES

Duration, Timing and Schedule

The tentative timeline for the baseline is that the work will begin on or about 22nd of August 2022 and be completed no later than 28th October 2022. However, given unexpected constraints which can be imposed by government on travel, holding of meetings, etc. to combat the COVID-19 pandemic and the uncertainty as to when they will be loosened or repealed, actual time frame will be dependent on conditions on the ground and negotiation with the selected consultant.

The draft timeline below therefore takes into account the probable delays because of COVID as explained above and contains key milestones/deliverables for the LOE and dates for which can be changed /modified as the consultant sees fit.

Table 2: Tasks/Deliverables

Task/Deliverable	LOE Estimated
Submission of technical & financial proposal	-
Review of relevant literature & available data/reports related to the project and submission of inception report (Baseline Study Protocol)	2 Days
Preparation of detailed implementation plan, sample sites, data collection tools e.g., questionnaire’s + ODK/Kobo	5 Days
Training for enumerators, supervisors and project staff in undertaking the quantitative & qualitative surveys	3 Days

Field work <ul style="list-style-type: none"> Data Collection (both quantitative survey data collection and qualitative data collection) Biweekly progress report which outlines all activities completed during the reporting period (Due every other Monday during consultancy) 	15 Days
Data Cleaning and Processing, Data Submission and Data Analysis <ul style="list-style-type: none"> Data Cleaning (Quantitative survey data) Final Quantitative Survey Dataset submitted within the 10 days (preferably 2/3 days before the end of the 10 days for review and to get feedback from ACDI/VOCA, and RESINA) Data Processing (Qualitative Data) Transcribed Qualitative Data (electronic and if there are to be any recordings) submitted within the 10 days Data Analysis 	10 Days
Writing and submission of <ul style="list-style-type: none"> the first draft Baseline report; and power point presentation to be used for debriefing/presentation of preliminary findings 	10 Days
Finalization and submission of <ul style="list-style-type: none"> Final report with feedbacks from the debriefing/presentation of findings and from reviewers of the first draft incorporated Brief Report: a 2–3-page brief that describes the Baseline design, key findings, and other relevant considerations. This should include graphics and tables as appropriate. It should be written to be appropriate for distribution to general audiences. 	5 Days
Total LOE Note: Based on the five working days per week	50 Days

Composition of the Baseline Team

The consulting firm should organize a team and the members of the team should have in-depth knowledge and experience in conducting baseline, especially, qualitative and quantitative data collection, preferably in the ZOI provinces and districts. The team may be composed of a team leader, agriculture expert, nutrition expert, market system expert, statistician, quality controllers (supervisors), data collectors/enumerators and research assistants.

It is also expected that the consulting firm has good prior knowledge and experience in conducting baseline for international organizations and/ or USAID/ US government-funded programs/ projects in Mozambique. Required expertise are detailed below.

- Business development/value chain expert (1) with 7-10 years' experience in value chain, marketing, economic analysis, professional experience in conducting baseline of social development projects (preferably in agriculture and related fields) and having experience in conducting baseline of a market system-related development project. (Team lead)
- Qualitative data expert (1) with 5-7 years' experience from participatory research, studies and assessments; strong and competent knowledge of approaches and tools to conduct data collection in qualitative assessment
- Quantitative data expert (1) with 5-7 years' experience as statistician/analyst and data compilation and analysis; previous experience in conducting baseline of USAID implemented project; expertise on analyzing data using different statistical analysis software
- Field Enumerators with 2–3-year experience in data collection/surveys/studies; experience of collecting online based household survey, expertise on cleaning data maintaining data quality including validity, integrity, precision, reliability, and timeliness.
- Research Assistants with 3-4 years' experience of collecting qualitative data through FGD and KII, knowledge about agriculture; expertise to produce scripts from the interviews.

DELIVERABLES

1) Inception report/Study Protocol

Revised and detailed approach/methodology and work plan should be submitted no later than as stipulated in Table 2. It will present sampling strategy (including clear description of how sampling will be conducted, e.g. stages of sampling, definitions of clusters, methodology for identifying survey respondents and sample size estimation (including the rationale for sample size calculation and the equation used for the sample size calculation and the definition of parameters used in the equation), data treatment and analysis plan and statistical model, training of enumerators and supervisors, field testing of the instruments, protocols and instruments for data collection and oversight and quality control mechanisms.

It should also present the division of tasks amongst team members (roles/responsibilities of each team member), detailed timeline for the baseline fieldwork, and analyses.

2) Preliminary Findings Report

Brief field data collection report will outline preliminary findings of the survey, as well as issues and challenges that may need to be considered in interpreting the final report. These will be submitted within one week of completing the data collection and will be followed by a briefing meeting with RESINA staff.

3) Draft Baseline Report

This will be based on the outline found below and agreed upon in the Inception Report. It will be reviewed by RESINA staff for feedback before final submission.

4) Final Baseline Report

The Baseline report will present the findings, limitations, conclusions/summary as per the agreed outline of the SOW. Findings should be evidence-based and relevant to the Baseline objectives. There should be a logical flow from findings to conclusions/summary.

Final Baseline Report format: Comprehensive report written in English and not to exceed 35 pages excluding title page, table of contents, glossary of terms and acronyms, acknowledgements, executive summary (not more than 3 pages), photos, footnotes, endnotes and annexes, but including the following components:

- a. **Executive summary:** should present a concise and accurate statement of the most critical elements of the report.
- b. **Introduction and background**
- c. **Baseline methodology:** should be explained in detail and all sources of information properly identified.
- d. **Limitations to the Baseline:** should be adequately disclosed in the report, with attention to the limitations.
- e. **Baseline findings:** should be based on collected data and presented as analyzed facts, evidence, and not based on anecdotes, hearsay, or simply the compilation of people's opinions. It should include analysis of outcome indicators data and data disaggregated as required by the respective PIRS and by province.
- f. **Conclusion:** should be specific, concise, and supported by strong quantitative or qualitative evidence and should flow from the findings and interpretations.
- g. **Annexes:** should also include final cleaned data sets, survey team contact details. Electronic files of the clean (final) data files, syntax, analysis outputs from e.g., STATA or SPSS for both quantitative and qualitative data that meets the requirements of the Development Data Library, and other US government policies.

5) Synthesized Report

A 2–3-page brief that describes the baseline design, key findings, and other relevant considerations. This should include graphics and tables as appropriate. It should be written to be appropriate for distribution to general public audiences.

III. CONTRACT MECHANISM & TERMS OF PAYMENT

ACDI/VOCA anticipates issuing a fixed price 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.

If issuing a cost reimbursement or time and materials subcontract, delete the purchase order template and include either the cost reimbursement or time and materials template as appropriate

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
- b. Capabilities Statement
- c. Project Approach
- d. Activity (work) Schedule

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 in a separate, sealed envelope (or separate file, if submitting via email) labeled "Budget Proposal." 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 separately bound and identified as such (or sent via email). Each volume 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 (faxed offers are not acceptable) on the cover page of this RFP. Offerors must submit the proposal to:

ACDI/VOCA	
Attention:	Lucas Valente da Costa
Email:	resinaopportunities@acdivoca-mz.org

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
Name:	Lucas Valente da Costa	Mark Sevier

Email:	resinaopportunities@acdivoca- mz.org	resinaopportunities@acdivoca- mz.org
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3. ACDI/VOCA will not compensate Offerors for their preparation of responses to this RFP.

RESPONSE FORMAT

Technical proposal

- Applicant to submit a technical proposal with methodology and plan of work. Final selected firm may be invited to collaborate with ACDI/VOCA for refinement and finalization of plan of work.

Detailed Financial Proposal

- Outlines key costs in line with field work plan and LOE. Once the selection of a consultant and signing of the contract is completed, the consultant is expected to refine the proposed methodology and budget and submit an inception report.

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:

- Technical proposal (50%)
- Personnel (20%)
- Cost competitiveness and value; clarity of budget presentation including thoroughness of the justification for each cost element, cost realism (30%)

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 contract 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 contract 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 *30 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 (*insert country*), (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
- (*Insert any other qualifications; see instructions for items that may be included here*).

G. INTELLECTUAL PROPERTY RIGHTS

All tangible or intangible property created or acquired under this contract 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: Technical Proposal Submission Sheet

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 Box 6 of the Purchase Order 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 thirty (30) days after ACDI/VOCA's receipt of an acceptable invoice and ACDI/VOCA's acceptance of the completed products/services in accordance with (B) "Inspection and Acceptance" 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/Client 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 procurement 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. Neither 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 Quality and Compliance 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 or UN Security Council Committee 1267 sanctions list; (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.sam.gov; <http://www.treasury.gov/resource-center/sanctions/SDN-List/Pages/default.aspx>; and http://www.un.org/sc/committees/1267/aa_sanctions_list.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. Further, ACDI/VOCA shall not issue purchase orders to entities with a source or nationality of: 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.

20. Compliance with Foreign Corrupt Practices Act. By accepting and implementing the terms of this agreement with ACDI/VOCA the awardee and/or contractor certifies that neither it, nor any of its affiliates, partners, owners, officers, directors, employees, and agents have paid, offered, promised to pay or authorized payment of, and will not pay, offer, promise to pay, or authorize payment of, directly or indirectly, any monies or anything of value to any government official, government employee, political party, or candidate for political office for the purpose of influencing any act or decision of such person or of the government for the benefit of ACDI/VOCA or the programs it implements. Further, the awardee and/or contractor agrees to report any suspected improper payment or activity to the ACDI/VOCA Chief of Party or through the ACDI/VOCA Ethics Hotline <https://secure.ethicspoint.com/domain/media/en/gui/26304/index.html>

THE FOLLOWING CLAUSE APPLIES ONLY TO PURCHASE ORDERS IN WHICH WORK WILL BE PERFORMED IN WHOLE OR PART IN THE U.S.

21. Anti-discrimination. Veterans Rule: "This contractor and subcontractor shall abide by the requirements of 41 CFR 60-300.5(a). This regulation prohibits discrimination against qualified protected veterans, and requires affirmative action by covered prime contractors and subcontractors to employ and advance in employment qualified protected veterans."

Disability Rule: "This contractor and subcontractor shall abide by the requirements of 41 CFR 60-741.5(a). This regulation prohibits discrimination against qualified individuals on the basis of disability, and requires affirmative action by covered prime contractors and subcontractors to employ and advance in employment qualified individuals with disabilities."

THIS CLAUSE APPLIES TO PURCHASE ORDERS THAT EXCEED \$150,000

22. Access to Records. If this Purchase Order is a negotiated Purchase Order, ACDI/VOCA, US government donor agency, 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, 2014. 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	Combatting Trafficking in Persons	52.222-50
Restriction on Subcontractor Sales to the Government	52.203-6	Privacy Act Notification	52.224-1
Anti-Kickback Procedures 52.203-7	52.203- 52.204-3	Restrictions on Certain Foreign Purchases	52.225-13
Taxpayer Identification	52-204-6		
Data Universal Numbering System (DUNS)	52.204-8	Patent Rights – Acquisition by the Government	52.227-13
Annual Representations & Certifications	52.204-8	Rights in Data – Special Works	52.227-17
Protecting Government’s Interest When Subcontracting with Contracts Debarred, Suspended or Proposed for Debarment	52.209-6	Payments Under Time & Materials/Labor Hour Contracts	52.232-7
		Disputes, Alternate I	52.233-1
		Restrictions on Severance Payments to Foreign Nationals	52.237-8
Material Requirements	52.211-5	Stop Work Order, Alternate I	52.242-15
Liquidated Damages (1% of Contract Value/Day)	52.211-11	Government Delay of Work	52.242-17
Terms and Conditions – Simplified Acquisition (Other Than Commercial Items)	52.213-4	Changes-Fixed Price	52.243-1
Order of Precedence	52.215-8	Subcontracts	52.244-2
Convict Labor (U.S. POs only)	52.222-3	Inspection of Supplies – Fixed Price	52.246-2
Child Labor- Cooperation With Authorities and Remedies	52.222-19	Contractor Liability for Personal Injury and/or Property Damage (applies only to POs for transportation services)	52.247-21
Walsh-Healy Act	52.222-20	Contract Not Affected By Oral Agreement	52.247-27
Prohibition of Segregated Facilities	52.222-21	Preference for U.S.-Flag Air Carriers	52.247-63
Affirmative Action Compliance Equal Opportunity	52.222-25 52.222-26	Preference for Privately Owned U.S.-Flag Commercial Vessels	52.247-64
Equal Opportunity for Special Disabled Veterans and Veterans of the Vietnam Era and Other Eligible Veterans (for POs over \$100,000 only)	52.222-35	Termination For Convenience of the Government (Fixed Price)	52.249-2
Affirmative Action for Workers With Disabilities	52.222-36	Termination (Cost Reimbursement) (for any cost reimbursable elements)	52.249-6
Employment Reports on Disabled Veterans and Veterans of the Vietnam Era	52.222-37		

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 \$150,000 AND ABOVE

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

Cancellation, Rescission, and Recovery of Funds for Illegal or Improper Activities	52.203-8	Authorization and Consent	52.227-1
Price or Fee Adjustment for Illegal or Improper Activity	52.203-10	Notice and Assistance Regarding Patent & Copyright Infringement	52.227-2
Certification and Disclosure Regarding Payment to Influence Certain Federal Transactions	52.203-11	Federal, State, and Local Taxes	52.229-3
Limitation on Payments to Influence Certain Federal Transactions	52.203-12	Federal, State, and Local Taxes	52.229-6
Printed or Copied Double-Sided on Recycled Paper	52.204-4	Interest	52.232-17
Certification Regarding Debarment, Suspension, Proposed Debarment, and Other Responsibility Matters	52.209-5	Stop-Work Order	52.242-15
Responsibility Matters	52.209-7	Competition in Subcontracting	52.244-5
Updates of Information Regarding Responsibility Matters	52.209-9	Contractor Inspection Requirements	52.246-1
Audit and Records – Negotiation	52.215-2	Limitation of Liability	52.246-23
Integrity of Unit Prices	52.215-14	Limitation of Liability – Services	52.246-25
Price Re-determination – Retroactive	52.216-6	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 (See AAPD 12-03)	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
Government Property – USAID Reporting Requirements	752.245-70	Personnel	752.7027
Title To and Care of Property	752.245-71	Acknowledgement and Disclaimer	752.7034
		Public Notices	752.7035

APPENDIX B. 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

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. _____

