



REQUEST FOR PROPOSAL

PhilCAFE Final Evaluation
RFP 003

Under

Philippine Coffee Advancement and Farm Enterprise (PhilCAFE) Project

Funded By

United States Department of Agriculture (USDA)

RFP Release Date:	February 27, 2023
Performance Period:	April 17, 2023 – September 29, 2023
Proposal Submission Deadline:	March 31, 2023
Questions/ Inquiry Submission Deadline:	March 17, 2023

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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. PROJECT BACKGROUND

In September 2018, ACDI/VOCA was awarded the five-year USDA Food for Progress PhilCAFE project (lasting until June, 2023). PhilCAFE is a follow-on project to the Mindanao Productivity in Agriculture Commerce and Trade (MinPACT) project which focused on coffee, cacao, and coconut, though PhilCAFE focuses exclusively on coffee. PhilCAFE aims to support 13,700 farmers to triple their production of conventional and specialty coffee, boost national coffee production by over 50 percent, and by doing so, increase ten-fold Philippines' coffee exports. ACDI/VOCA will build the capacity and expand service provision of 350 value chain actors, including financial institutions, colleges and universities, producer organizations (POs), input suppliers, roasters, and retailers. This will create inclusive economic opportunities for marginalized rural poor — including Muslims and indigenous people — that will reduce security issues in conflict zones, spur investment and trade with U.S. businesses, and positively affect at least 54,800 indirect beneficiaries through improved livelihoods.

PhilCAFE is working in strategic regions and provinces of Mindanao, Luzon, and Visayas to:

- Improve public-private coordination to promote the coffee industry
- Expand extension services to increase adoption of good agricultural practices (GAP) and improved technologies
- Support the establishment of nurseries and strengthen retail input agents
- Increase the capacity of POs as a critical link in the value chain
- Improve post-harvest handling and processing to maintain quality characteristics
- Facilitate agricultural lending to close the financing gap across the value chain
- Leverage public and private investment to scale and sustain results
- Highlight the diversity of Filipino coffee origins and facilitate linkages to specialty and conventional coffee buyers

PhilCAFE utilizes ACDI/VOCA's market systems approach to address the interconnectedness and complexity of bringing agricultural products to market and the need to target relationships, ownership, capacity, and incentives to change the behaviors of system actors. PhilCAFE partners with the producer organizations as entry points to farmers and link producer organizations to universities to improve extension and technology transfer while building market linkages, access to credit, and other critical services. All project activities will reinforce local climate change adaptation, gender, age and cultural equality, and promote youth engagement in agriculture through training, instilling entrepreneurship, and emphasizing information technologies. PhilCAFE will create lasting impact by strengthening the capacity of the Philippine coffee market system, its actors and organizations, to provide new or improved services, including, finance, inputs supply, plant materials production, buying and trading, processing, research and development and training and extension.

II. RFP PURPOSE

The purpose of this RFP is to identify a firm or organization that will conduct a FINAL EVALUATION for the PhilCAFE to assess the project's achievements by comparing project performance against baseline results and will highlight accomplishments and the sustainability of project components while evaluating for relevance, efficiency, effectiveness, and impacts. The final evaluation will also allow the project to reflect on its achievements, strengths, and sustainability, as well as to understand any weaknesses, lessons learned, and best practices for implementing future interventions and replicability.

The evaluation design will use a mixed method approach using both quantitative and qualitative methods. The quantitative survey will determine whether the project achieved desired results, assessing unexpected negative and positive effects, as well as generating lessons learned and best practices. The qualitative component will involve the use of Outcome Harvesting (OH) to account for positive or negative, direct and indirect as well as expected and unexpected effects of the project on the capacity of key Philippine coffee sector entities, the coffee business growth, and the marginalized groups' access to and benefits from the generated economic opportunities. The qualitative data collection will be participatory in nature to allow beneficiaries, and market system actors to shape the assessment of the project by freely reflecting on evaluation questions; and pondering on project performance and planned interventions in order to determine the effectiveness, relevance and plausible impact of the project on their farming practices and livelihoods. It will also provide an opportunity for an independent eye to assess whether the underlying premises of the project expressed in the Project-Results Framework (**Appendix A**) hold true, answer the key learning questions, and take COVID-19 impacts into account when collecting, analyzing and interpreting the data that focus on whether PhilCAFE mitigated covid-19 impacts for project participants versus non project participants and not merely a focus on whether PhilCAFE enhanced results for indicators.

A. SCOPE OF WORK

Anticipated Period of Performance: April 3, 2023 to September 29, 2023

Note: this TOR is pending final approval and may be updated to reflect changes suggested by the donor, USDA.

PhilCAFE Results Framework

PhilCAFE activities and results are designed around two integrated Strategic Objectives (SOs):

SO1 Increase agricultural productivity: Activities under SO1 will be centered on improving productivity through training of farmers, producer organizations, and agribusiness service providers, and the provision of grants.

SO2 Expand trade of agricultural products: Activities will be based on identification of market system constraints. And by improving post-harvest management, product quality, adding value to smallholder agriculture products, provision of grants, and increasing access to markets.

All project activities integrates ACDI/VOCA's principles and policies on gender equity and environmental stewardship. Please see **Appendix A** for the PhilCAFE's Results Framework.

Objectives of the Final Evaluation

The overall aim of the FINAL EVALUATION is to assess the project's achievements by comparing project performance against baseline results and will highlight accomplishments and the sustainability of project components while evaluating for relevance, efficiency, effectiveness, and impacts. The evaluation will also allow the project to test the assumptions and logical pathway of the project results framework. Both qualitative and quantitative information from the evaluation will provide an in-depth understanding of the results achieved, insights on what is working or not working, and inform recommendations. See **Appendix B** for the Indicator Table with targets.

The following are specific PhilCAFE FINAL EVALUATION objectives:

- Measure the extent to which the project objectives were met or expected results attained and the factors (internal or external) that influenced the achievement or non-achievement of the project objectives or results
- Document the positive and negative changes produced by project interventions, directly or indirectly, intended or unintended.
- Assess the extent to which the project integrated women and youth in its interventions and whether both men and women are benefiting equally from project interventions.
- Assess potential for sustainability and scalability.
- Document lessons learned and best practices for programming
- Provide succinct recommendations on areas of improvements based on evaluation findings.

- Provide analysis on the potential replicability of the interventions

Geographic Focus and Beneficiary Selection

The PhilCAFE has carried out its activities in Mindanao, Luzon and Visayas. We anticipate that 70 percent of project efforts were in Mindanao, 20% in Luzon and 10% in Visayas. We work in 10 regions and in not less than 25 provinces.

Region	Type of Individual Participant Group					Total
	Civil Society	Government Agency	Laborer	Private Sector	Producer/Farmer	
BARMM	2	25	6	9	128	170
CAR	121	51	25	75	822	1,094
NCR	16	10	14	46		86
Region I	3	9	1	12	426	451
Region II	3	35		17	98	153
Region III				4	4	8
Region IV-A	63	9	1	62	489	624
Region IV-B				1		1
Region VI	16	46	6	16	470	554
Region VII		1	4	13	2	20
Region VIII				1		1
Region IX	1	3	1	9	1	15
Region X	112	155	32	486	2,568	3,353
Region XI	270	244	173	776	2,866	4,329
Region XII	70	78	10	191	1,700	2,049
Region XIII	3	36	1	161	1,528	1,729
Total	680	702	274	1,879	11,102	14,637

Region	Firm/Organization Type				Total
	Non-Government Organization or Civil Societies	Private Sector Firms (Include private Universities and Colleges)	Producer's Organization	Public/Government Agencies (include SUCs)	
BARMM	1	2	11	3	17
CAR	3	5	30	17	55
NCR	2	19	1	4	26
Region I		1	1	3	5
Region II		3	2	6	11
Region III			1		1
Region IV-A	1	5	10	6	22
Region IV-B		1			1
Region VI	2	10	32	11	55
Region VII		6		1	7
Region IX		2			2
Region X	8	12	49	32	101
Region XI	4	38	49	34	125
Region XII	7	13	50	24	94
Region XIII	2	3	34	6	45
Total	30	120	270	147	567

Please see **Appendix C** for a map of the targeted areas. Project beneficiaries include individuals and organizations that participated in some aspect of the coffee market system. This includes smallholder producers, including members and employees of the producer organizations (associations, cooperatives) within the targeted geographic area, and the managers, owners, and employees (market system actors) of agriculture enterprises (processors, retail, etc.), financial service providers, universities and colleges, government extension agents, input suppliers and other support institutions and organizations active in the coffee market system. All surveyed or interviewed households, farms and market system actors should be mapped based on the GPS coordinates for their household, farms or business.

Included in these ten regions are strategic lowland areas for Robusta production and highland areas for Arabica. ACIDI/VOCA have project offices in Davao City; CMU, Musuan Maramag, Bukidnon; SKSU, Tacurong City; CvSU, Indang, Cavite; and MPSPC, Bontoc, Mountain Province.

Upon award of the final evaluation contract, ACIDI/VOCA will provide the list of beneficiary POs, MSAs and farmers which is based on PhilCAFE database (the sample size will be proportionally distributed among identified sampling strata (e.g. firm size, type of firm, sex/gender, age group, farm size, etc.). See methodology section for further details on stakeholder groups to be included this evaluation.

Approach and Overall Plan

Specifically, the consultant will support the design of the final evaluation including sample size determination and sampling strategy, survey instruments (both quantitative and qualitative), data analysis plan and data collection, data quality control plan and the overall execution plan. The implementation of the evaluation must not threaten public health or endanger project participants, staff, and the evaluators. The evaluation must be conducted in a way that is in compliance with local public health protocols. The consultant will work closely with ACIDI/VOCA and all stakeholders to ensure all information needs are met. An overall final evaluation plan should be developed using a template provided by ACIDI/VOCA. Please see **Appendix D** Such a plan will facilitate the design and planning for the survey and forecast schedule, logistic and cost needs. The consultant will select and provide training to enumerators. In addition, the consultant will be required to carry out a field test of the data collection instrument and undertake an analysis of the data before going to the field. This will not only ensure that the enumerators are familiar with the tools, but the questionnaire items are reliable and produce valid results. The consultant will be expected to develop a comprehensive data quality assurance plan including a standardized survey protocol. Following data collection, the consultant will compile and analyze quantitative and qualitative data, synthesize survey findings, compute final evaluation project indicators and draft/prepare, review and finalize final evaluation report.

In addition to providing the final evaluation values of project indicators, the final evaluation team will also provide the final evaluation answers to a number of prioritized and targeted evaluation and learning questions. Methodologies employed to answer these questions depend upon the questions themselves but could include secondary data collection; large- or smaller-scale, targeted quantitative surveys (i.e., household level, farmers, cooperative/organization units, enterprise level, etc.); focus groups; and key informant interviews, among other methods.

Learning & Evaluation Questions

The following learning questions should be examined through a quantitative survey, with a shorter quantitative survey administered to the control group for prioritized outcome metrics. Influential factors and reasoning/variables behind quantitative differences should be explored through qualitative FGD's/KIIs:

- **To what extent have farmers' and market actors' production, coffee quality, sales, incomes, access to services, marketing skills, finances or other production resources changed compared to the non-beneficiaries? To what extent are these changes attributable to the project's interventions? What factors have most influenced the profitability of these actors (e.g. production, sales, specific**

technologies/practices adopted that have influenced quality, end-market access/marketing, geography, group membership, etc.)?

- **Has PhilCAFE contributed to the resilience of assisted coffee market actors compared to non-assisted actors? How and to what extent?**

Learning Questions Specifically Examined via the Qualitative Outcome Harvest (while utilizing relevant supporting data from the quantitative survey and secondary information, as needed):

- **What are the notable positive and negative outcomes of PhilCAFE?** (see below for prioritized PhilCAFE outcomes from the Theory of Change, to be examined for the initial outcome hierarchy)
- **How sustainable is/are PhilCAFE's major outcomes as defined by the outcome harvest?** (an element of an outcome harvest is exploring the sustainability of verified project outcomes and the elements that feed into them, potential examples would be- examining the sustainability of improved stakeholder organizational governance mechanisms facilitated by PhilCAFE; increased public and private sectors capital investment in the coffee sector; and farmers' utilization of new practices/technologies adopted due to PhilCAFE assistance; the changes in quality and reach of the SUC's extension related services etc.?)
- **To what extent the project has developed local ownership?**
- **In what key ways has the project contributed to women and youth empowerment and social inclusion in the coffee sector?** (the inclusion and empowerment of marginalized groups should be examined in KII/FGD guides for each outcome in the outcome hierarchy and including in outcome stories as relevant)
- **What is the depth/scale of PhilCAFE's major outcomes, as defined by the outcome harvest?** (another element of the outcome harvest is examining the scale of the change for each outcome. Outcomes should be ranked using the specified change scale)
- **What factors were most effective in incentivizing adopters of PhilCAFE targeted technologies and practices-**most specifically regarding product value-addition, those related to environmental conservation, acquiring financing, post-production handling, marketing and GAPs?

Evaluation Methodology

The FINAL EVALUATION is expected to apply a mixed method approach by using both quantitative and qualitative methods for data collection and analysis. In-depth key informant interviews conducted face to face and based on a semi structured questionnaire, focus group discussions (FGDs) etc will provide much of the necessary qualitative data. Additionally, a structured survey using a questionnaire will be used to collect quantitative data and project indicators contained in the project PMP. Please review the attached PMP for more details.

The evaluation will take a participatory approach by ensuring that all key project stakeholders, including representatives from the government like the Department of Trade and Industry and Department of Agriculture, field staff, implementing partners, farmers and donor representative participate in the FINAL EVALUATION. There will be support from project staff in evaluation preparation, including in developing lists of project sites, sharing project documents, answering questions, sharing successes and challenges, recommending changes of approaches, and help interpreting the results, and reviewing draft reports.

Quantitative survey:

The sampling methodologies will be the same as those used for the baseline survey where direct farmer beneficiaries will be selected through multi-stage sampling approaches; robust sample sizes will be calculated based on individuals. Firms and market system actors (MSAs) reached by PhilCAFE until March 30, 2023, with a confidence level of 95 percent, margin error of five percent, a design effect of two, and a power of 0.8 to detect the expected magnitude of change from the baseline values. Propensity Score Matching will be used to select control group participants (see description of control group below) and difference-in-difference analytics should be used to assess PhilCAFE's impacts/changes from the baseline (utilizing baseline data for this calculation).

For the counterfactual group, the firm should use the same propensity score variables that were used in the baseline and midterm. Non-beneficiaries will be composed of farmers who didn't benefit from the project, didn't receive any significant support from any other organization, and share the overall characteristics of the beneficiaries. Specifically, stakeholders that the quantitative survey will be administered to include: Farmers (participants and counterfactuals); participant producers organization and Firms; participant Government/civil-society personnel; participant Market system actors). Both nearest neighbor and radius matching methods will be tested to get the best balance and the highest sample sizes. Only prioritized outcome metrics will be integrated into the counterfactual quantitative questionnaire, as well as questions that examine the validity of the counterfactual group (e.g. potential influence of differential external factors such as the environment and potential indirect influence of PhilCAFE). Inferential statistics (e.g. t-tests) should be used to ascertain the significance of any observed differences across groups.

Qualitative data will be collected from the counterfactual groups to address the first two learning questions listed above (exploring influential factors and reasoning/variables behind quantitative differences between the participant and counterfactual groups), complementing the quantitative data.

The use of control and treatment groups will increase the rigor of the survey and at the end of the project enable the project to measure the impact of interventions. However, given the uncertainty around the global pandemic, this statement of work may change (evaluation design, data collection methods, etc.) to reflect constraints related to the pandemic. Because PhilCAFE is targeting the ability of men, women, and youth to respond to end market demands, we will interview both the male and female participants and a proportion of the sample size that is specifically identified as youth. Roughly one-third of the farmer participants interviewed will comprise the control group.

Outcome Harvest:

The qualitative part of the final evaluation will involve the use of Outcome Harvesting (OH) to account for positive or negative, direct and indirect as well as expected and unexpected outcomes of the project on the capacity of key Philippine coffee sector entities, the coffee business growth, and the marginalized groups' access to and benefits from the generated economic opportunities. ACIDI/VOCA has successfully implemented OH in several projects. The OH focus groups discussions and key informant interview data should be utilized to answer the learning and evaluation questions specified above. The firm would perform all five steps of the OH, coordinating with PhilCAFE MERL technical staff, as needed. The qualitative and quantitative data and secondary data should be analysed and used to generate an OH Report (separate from the endline report) with outcome stories, as well as a visual report briefer. Systems change measurement is expected for this initiative, meaning that groups/individuals outside of the PhilCAFE direct participant list but within PhilCAFE targeted market systems should be interviewed to understand the extent of systems change. ACIDI/VOCA staff can conduct an initial OH methodology workshop to review best practices and steps associated with the methodology. Key informant interviews (KII) and focus group discussions (FGD) should be conducted until qualitative thresholds are reached/substantial patterns are observed. To provide some context, based on previous OHs, interviews and FGD's with 90-150 individuals were necessary (not including project staff). Again, each KII should be recorded and transcribed into English (so translation might be needed after transcription). At a minimum, stakeholders included in the OH will encompass Female & Male Producers (separate FGD's), Youth Producers (separate FGD's for males and females), Indigenous persons, Academic partners, Coffee influencers, Private firms, Financial sector actors, National government agencies, provincial government units, non-government organizations; civil society organizations. Relevant strata such as geographic area should also be integrated.

Primary outcomes of interest to be considered for step one below are FFPr 1.2 Increased use of improved agricultural techniques and technologies; FFPr 1.2. Increased Availability of Improved Inputs; FFPr 2.2 Increased Access to Markets to Sell Agricultural Products; FFPr 2.2. Improved Linkages Between Buyers and Sellers; FFPr 2.3.2 Improved Management of Buyer/Seller Groups Within Trade Sector; FFPr 1.2.3, 2.2.3.1 Increased Use of Financial Services; FFPr 1.4.4, 2.4.4 Improved Capacity of Key Groups in the Agricultural Trade Sectors; FFPr 1.4.5, 2.4.5 Increased Leverage of Private Sector Resources ; FFPr SO2 Expanded Trade of Agricultural Products (Domestic, Regional and International); FFPrSO1 Increased Agricultural Productivity.

- Step 1: The selected firm reviews relevant reports and PhilCAFE documents so they are familiar with the Activity. During this process the firm and PhilCAFE should map potential outcomes they would like to explore in future steps (in interviews and focus group discussions). The outcome hierarchy that comes out of this review process should be shared for review and discussed in a subsequent meeting with PhilCAFE points of contact.
- Step 2: The firm interviews PhilCAFE staff and key partners to explore outcomes in the initial outcome hierarchy. The firm should share interview guides (per thematic staff group) prior to implementation. Guides should be aligned with the initial draft outcome hierarchy. Interviews with staff should be recorded and transcribed word for word. These interviews should provide additional insight on outcomes, lessons learned, as well as provide leads for who/what should be verified in future steps of the OH process. The outcome hierarchy should be revised based on information obtained in these interviews.
- Step 3: The firm randomly selects individuals and organizations to interview for further exploration and verification of the adjusted outcome hierarchy. These individuals/organizations should be selected such that various types of groups PhilCAFE has assisted (e.g. females, youth, geographic regions, etc.) are represented in the study. Strata should be discussed with PhilCAFE MERL staff and HQ MERL staff. The firm then creates focus group discuss/key informant interview guides based on the current outcome hierarchy. These tools should be shared with the PhilCAFE MERL staff for review and approval, prior to use. Following each KII/FGD the data collection team should discuss if the outcome hierarchy should be adjusted, and if the tools for subsequent KIIs/FGDs also need to be modified based on the information that has been obtained. The firm should take photos, with the proper permission, during this process, for use in the final deliverables.
- Step 4: Qualitative data (FGD and KII transcriptions) is analyzed using a software platform (e.g. Nvivo/MAX DQA etc.), where information is coded to outcomes and their suboutcomes. The outcome hierarchy should be adjusted based on this coding and reviewed with project points of contact.
- Step 5: Information from coded outcomes and suboutcomes are used to write the outcome descriptions for the final report. The firm should follow the OH outline provided by the project. This should follow the example and format laid out in the previous ACIDI/VOCA REGAL-AG report (see report outline below). Systemic change ratings for each outcome should be included based on a change rating scale. Outcome descriptions should communicate the why, what, how, and where of the outcomes in the form of a narrative story that can easily be understood and digested by a reader external to the project. High-quality photos should be used in the report and briefer and complimentary quantitative data from the projects' continuous monitoring system should be in text boxes and integrated into the text to add context. Secondary quantitative data (e.g. price data, poverty data, etc.), and qualitative information with proper and references should also be integrated, as relevant, for context purposes (e.g. to better tell the story and illuminate the scope/depth/meaning of the outcome). The report and brochure shall be iteratively reviewed (and subsequently adjusted by the firm based on feedback) by relevant PhilCAFE staff & ACIDI/VOCA HQ staff until it has been approved as a deliverable.

Data Collection Tools

The consultant will work closely with ACIDI/VOCA to develop the evaluation instruments and should utilize the ActivityInfo data collection platform. To the extent possible, questions should mirror those used for data collection in the baseline and/or annual survey-to maintain data quality. The data collection package will include field manual, data collection instruments such as farmer participant questionnaire, FGD/KII guides etc. The use of smart phones and tablets is required. Unique ID's of all direct participants selected for the survey should be recorded in the survey tool so the relationships between participants profiles and survey results are maintained in the project database.

Enumerator and Interviewers Training

Prior to undertaking the evaluation, the consultant will provide a training workshop for quantitative enumerators and qualitative data interviewers. The purpose of the training is to ensure that everyone involved understands the objectives of the surveys, the methods, sampling strategy, use of tools, and roles and responsibilities in data collection. Participants in the workshop will review every individual survey's question for appropriateness, clarity and value of the information provided. The workshop will discuss practical tips on questioning techniques, probing techniques, logical sequences and skip rules. As a part of the training workshop, participants will be given opportunities to interview farmers, representative and firms as part of a survey pre-test. Pre-testing the questionnaire will provide enumerators and interviewers with an opportunity to gain practical experience in interviewing, introduce them to the field realities, identify any ambiguity in the questionnaire, and get a sense of the time required to collect responses.

Sampling strategy

The consultant will determine a sample size that is statistically representative and provides results that can be generalized to the target population. For that purpose, it is recommended to use a confidence level of 95 percent, a margin of error of five percent, a power of 0.8, and a design effect value of two. The quantitative survey sample sizes will be calculated based on the reach of PhilCAFE up to March 30, 2023. The consultant is expected to ensure that the sample size consists of proportionally representative strata of sex, youth, coffee product type, farm size type, size of firm, type of firm, ownership type, and region and therefore propose a sample size that is proportionate to the population size (PPS).

For the qualitative information, there will be a minimum of 18 Focus Group Discussions and 80 Key informants interviews (SUCs, National Government agencies, Provincial Local Government, Finance Service Providers, Regional Coffee Councils-8, and Coffee Influencers).

Data Treatment and Analysis Plan

The consultant is expected to conduct advanced analytics to test whether significant differences exist between treatment and control groups (using a difference-in-difference analysis, as appropriate), pre and post quasi-experimental design tests, and inferential statistics that examine if significant differences exist between targeted participant groups (e.g. by sex, by age, etc.) and identify variables that significantly influence key outcome metrics (e.g. yield, sales & profitability). The consultant must prepare a data treatment and analysis plan to address the following elements:

- i. Software to be used for data entry, along with timeline for double data entry and validation to ensure no delays occur in analysis;
- ii. Statistical software to be used to calculate secondary variables from primary variables, where appropriate;
- iii. 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.
- iv. Statistical tests that will be conducted to understand significant differences and relationships as described above.

Sampling weights to be included in the data file

The formula used to calculate the sampling weights should be included as part of a data dictionary document. Different sampling weights will need to be calculated for separate analysis of each strata and of the program level aggregate. Note that a household non-response adjustment should be made to the sampling weights as part of the final weighting system.

Indicator tabulation plan

Each indicator will include actual value and confidence intervals where applicable.

Expected Roles and Responsibilities

USDA Responsibilities

- Comment on the TOR/RFP.
- Participate in a stakeholder call with the selected evaluator prior to field data collection.
- Comment on the draft of the evaluation report and approve the final evaluation report.
- Serve as a key informant, review the evaluation report for accuracy and clarity, approve the evaluation, and publish a copy of the approved evaluation report on USAID's Development Experience Clearinghouse (DEC)

ACDI/VOCA HQ MERL Support responsibilities:

- Provide oversight of the final evaluation
- Provide feedback on inception report, data collection tools, and written report
- Review quality of initial incoming data to ensure consultant is collecting appropriate data
- Organize draft report discussion meeting and comments to provide additional context and feedback on the final evaluation report.
- Ensure that the final final evaluation report conforms to the standard quality.

ACDI/VOCA PhilCAFE responsibilities:

- Provide administrative and logistics support to the evaluation team
- Ensure effective coordination of the FINAL EVALUATION team, scheduling appointments with the stakeholders to facilitate the consultants in undertaking their assignment.
- Provide consultants with background documents such as the project evaluation plan and indicator definitions/PIRS, reports (including the baseline report, final evaluation report and semi-annual performance reports), data, materials
- Staff will participate in key informant interviews/focus group discussions for the OH, as needed
- Develop a list of all operational communities, classify them based on provinces, firm name, age category, gender, farm size, firm size, product or species and make it available to the FINAL EVALUATION team

The consultant will have the overall responsibility for the administration of the final evaluation and for all of the deliverables specified in the deliverables section, and cutting the bullet points below:

- Review all key documentation
- Create an Inception Report which includes the Implementation and FINAL EVALUATION Plan to guide the planning and conduct of the actual surveys and data collection.
- In coordination with the PhilCAFE team, refine the Implementation and FINAL EVALUATION Plans while respecting ACDI/VOCA's guidelines (detailed methodology, sampling, data collection logistic, timeline & budget, Data quality control/supervision etc.). The plan document must be approved by ACDI/VOCA before training for team members and the data collection take place.
- Develop the survey instruments. The consultant will develop survey questionnaires in the appropriate format which makes it convenient for enumerators, data entry staff, and others to work with. The consultant will conduct the survey using tablets or smart phone, and face-to-face interviews. The Consultant should strive to ensure that all other indicators use definitions and questions taken from standardized sources and are developed in coordination with PhilCAFE staff.
- Develop, adapt and translate the quantitative (survey) and qualitative tools (interview guides)
- Develop training manuals/field guides and survey methods.
- Train the team members, pilot test the questionnaires and submit pilot test report.
- Supervise data collection fieldwork.
- Supervise data entry process (ensure it is entered and submitted).
- Conduct (or supervise the conducting) OH, key informant interviews, In-depth interviews and focus groups
- Design data entry templates and database mask that meet the USDA FFP standards. To minimize data entry errors, the consultant should help design a database with appropriate data masks. This could be

done either in MS Access, CS Pro, SPSS, or any other appropriate data entry package. The database must allow for data to be entered and to analyze disaggregated groups defined in PMP (e.g. region, gender, age group, ethnic group) Clean and analyze collected data including transcription, translation, and recording of qualitative data.

- Submit a complete standard evaluation report with outlines and fully written text in compliance with the detailed FINAL EVALUATION Implementation Plan
- Conduct a debriefing with the PhilCAFE management team and USDA.
- Share all cleaned, translated and recorded data in the appropriate formats.

B. DELIVERABLES

The following deliverables are expected:

1. **Inception report/workplan, including detailed survey implementation plan (DSIP):** i) Specifying details for methodology, critical tasks, anticipated outputs, date-bound timelines, resource needs, and responsible person(s); ii) Composition of a standard field survey team, including expected tasks and responsibilities of each team member, should also be described; iii) Detailing a sampling plan for the quantitative population-based household survey; and iv) Survey design and analysis plan, and detailed implementation plan reviewed and approved by ACDI/VOCA. This will include the FINAL EVALUATION Plan.
2. **Quantitative survey instrument & Qualitative Interview/FGD Guides:** i) Draft and final survey questionnaires; ii) Draft and final qualitative data collection guides; iii) Draft and final supervisor and enumerator/interviewers training agenda; iv) Draft and final supervisor and enumerator/interviewers training materials; and v) Draft and final supervisor and enumerator/interviewers field guides. All key documents shall be reviewed and approved by ACDI/VOCA.
3. **Data treatment and analysis plan:** Data treatment/quality assurance and analysis plan reviewed and approved by ACDI/VOCA.
4. **Raw and cleaned data set, data dictionary/codebook, edit rules, and syntax for data analysis, including syntax for variable transformations Deliverables:** i) Raw data set in SPSS and/or CSV formats; ii) Rules applied for cleaning data; iii) data dictionary/codebook; iv) Syntax for all data analysis and variable transformations; v) Final data set that includes cleaned data, sampling weights at each stage, final sampling weights, and all derived indicators; and vi) Sampling weights used to tabulate the results vii) transcribed and translated responses of key informant interviews and focus group discussions viii) recordings of key informant interviews and focus group discussions ix) qualitative analysis code books. The program files should clearly identify section or module names used in the questionnaire and should follow the same order as the survey questionnaire so the PhilCAFE staff could generate the same results. Include also a list of GPS waypoints collected for each household or market system actor visited and surveyed.
5. **Draft FINAL EVALUATION report.** i. Clear, accurate, and concise evaluation reports are expected with appendices and attachments, presented in English. ii). Estimates and confidence intervals for all indicators. The final study report will follow the FAS Evaluation Template. It is a tool that evaluators should use to format their evaluation reports to meet accessibility requirements and includes tips on how to develop Word documents that are compatible with assistive technologies which helps FAS align with USG guidance on accessible documents. The content and structure of the template are also aligned with the evaluation quality criteria below:
 - Acknowledgements
 - List of acronyms and abbreviations
 - Table of Contents
 - List of tables, figures, charts, maps
 - Executive Summary

- *Background/Brief project description, context and rationale (include a section on the impacts (if any) of COVID-19 on project implementation and how the project responded)*
- *Purpose, objectives and expected use of the study*
- *Study methodology, survey sampling and data collection techniques*
- *Survey teams management and operations*
- *Data analysis, management and presentation*
- *Results and Discussion*
 - *Main findings (to include values of all PMP indicators listed in the objectives section with their estimates and confidence intervals)*
 - *Key observations (to include cultural issues, beneficiary attitudes, etc.)*
 - *Data analysis methods, processes and limitations*
 - *Evaluations question answers/findings*
 - *Learning question answers/findings*
 - *Indicator/PMP results for 2021*
 - *Lessons Learned*
 - *Sampling methodologies employed*
- *Conclusions*
- *Recommendation*

Annexes:

- *GIS data and reporting*
- *Terms of Reference for the evaluation*
- *Timetable*
- *List of documents, references, and data sets used*
- *Survey instruments: questionnaire, interview guide (s), etc.*
- *Field work documentation*
- *Description of sampling procedures*
- *Data analysis procedures*

Electronic copies of all raw and processed data and GPS waypoints will be included with the final report.

6. Outcome Harvest deliverables:

- a. *Step 1 & Step 2 & Step 4 Outcome Hierarchies*
- b. *Staff interview guides for review (for step 2)*
- c. *Strata & sampling plan for FGD's & KII's (for step 3)*
- d. *Final Outcome Harvest Report*
 - *Introduction*
 - *Activity Background*
 - *Organization of Document*
 - *Outcome Harvest Objectives*
 - *Outcome Harvest Methodology*
 - *Executive Summary of Activity Outcomes*
 - *Outcome Scoring Framework*
 - *Outcome Descriptions (each with a section on scale & sustainability; and a section on lessons learned & ways Forward)*
 - *Conclusion*
 - *Critical Success Factors*
 - *Summary Recommendations*
 - *Annex*
- e. *Final Outcome Harvest Briefer*
- f. *Code sheets, recordings, & transcripts*

7. *Briefer. A 2-3 page stand-alone brief describing the evaluation design, key findings and other relevant considerations. It will serve to inform any interested stakeholders of the final evaluation, and should be written in language easy to understand by non-evaluators and with appropriate graphics and tables.*

Briefings for ACDI/VOCA. Multimedia presentation to PhilCAFE Management Team (2 presentations) and USDA staff (1 presentation). Presenting findings, conclusions, lessons learned, and recommendations.

8. **Final FINAL EVALUATION report:** This report will be a revised version of the draft report that incorporates the comments of ACDI/VOCA and USDA. The final report must be presented in English. Final FINAL EVALUATION report reviewed and approved by ACDI/VOCA and USDA.
9. **A copy of the evaluation report, results and data that is free of Personally Identifiable Information (PII) and FAS 508 compliant.** All final versions of international food assistance evaluation reports will be made publicly available. Evaluators shall provide a copy of the evaluation reports that is free of personally identifiable information (PII) and proprietary information. Final versions of evaluation reports ready for publication should be accessible to persons with disabilities. For guidance on creating documents accessible to persons with disabilities, please see the following resources:
<https://www.section508.gov/create/documents>
<https://www.section508.gov/create/pdfs>

III. CONTRACT MECHANISM & TERMS OF PAYMENT

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 Fixed Priced Contract with its terms and conditions are attached to this RFP for informational purposes.

IV. PROPOSAL PREPARATION AND SUBMISSION REQUIREMENTS

A. INSTRUCTIONS FOR PROPOSAL PREPARATION

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

1. CAPABILITY STATEMENT AND TECHNICAL PROPOSAL

Demonstrate capabilities and technical experience by providing the following:

- a. Organization Overview
- b. Capabilities Statement
- c. Website (if applicable)
- d. Sample of the two most recent study design (within the past 3 years) developed by the consultant
- e. Detailed proposal explaining how the consultant intends to conduct the final evaluation taking into account the SOW. **Maximum 20 pages**, excluding annexes.
- f. Activity (work) Schedule. See suggested schedule in **Appendix F**.

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.

It is suggested that the core study team should consist of: 1) A team leader experienced in leading quantitative and qualitative studies, preferably with experience in the Philippines; and 2) a Survey Specialist, with experience in data management and statistical analysis.

In addition, the study team will be required to identify the appropriate structure and number of enumerators/data collectors/supervisors/data entry clerks that will be used to complete the study on time, and to hire those persons in the Philippines.

Note: ACDI/VOCA staff will support in the FINAL EVALUATION to ensure proper methodology, and as facilitators to introduce beneficiaries, partners, and stakeholders to the evaluation team.

Table 2: Qualification and responsibilities of suggested team members

Position	Qualifications	Responsibilities
Team Leader	<ul style="list-style-type: none"> • Advanced degree in a relevant academic field; • Demonstrated experience leading final evaluation and other M&E exercises; • At least 10 years’ experience in conducting final evaluations and evaluations for agricultural development projects (both quantitative and qualitative); • Demonstrated experience in participatory evaluation, community-based approaches, outcome harvest and development projects; • Background in integrating gender in the final evaluation design required; • Demonstrated experience leading teams; • Strong critical analysis and report-writing skills required; • Excellent verbal and written communication in English required; Visayan dialect fluency preferred • Previous experience working in rural Philippines and South Asia region preferred; • Understanding of market systems, agricultural production/coffee production, processing, and marketing preferred. • Experience working with US donor (USDA, USAID, MCC) reporting and assessment tools is preferred. • Understanding or market systems and coffee production, processing, and marketing preferred. 	<ul style="list-style-type: none"> • Ensuring timeliness and quality of all products/activities required to complete this final evaluation; • Development and modification of the data collection tools (questionnaire; focus group guides, interview protocol, etc.), as appropriate, including a field manual for training, in consultation with the Survey Specialist; • Ensuring that translations of questionnaires focus groups guides, etc. are accurate; • Submitting a complete standard report using analyzed data with outlines and fully written text in a timely manner; • Submitting to PhilCAFE all the documents related to the study (filled questionnaires, electronic versions of the collected data, training manual, fieldwork logs, etc.)
Survey/Analysis Specialist	<ul style="list-style-type: none"> • Advanced degree in a relevant academic field • Experience in Survey Design and developing sampling methods is essential; • At least 5 years’ experience in survey management, implementation or evaluation of complex projects; • Experience in designing studies using mobile devices, preferred. • Demonstrated experience in designing input masks and data collection tools, processing and analysis of data; • Demonstrated experience with processing and analysis of data, specifically using Access, SPSS, Epi-Info etc.; • Demonstrated experience in conducting qualitative data collection and analysis • Demonstrated experience on training local staff in quantitative and qualitative data collection tools including entry software (including experience collecting anthropometric data); • Excellent verbal and written communication in English and Visayan dialect; 	<ul style="list-style-type: none"> • Data management and statistical analysis. • Pre-testing and adaptation of questionnaire/tools. Supervising the field administration of the questionnaire/tools; • Monitoring delivery of field interviews and data validation; • Sampling, questionnaire coding, database design, training of enumerators, data cleaning, and statistical analysis. • Designing the data entry template, procedures and systems, and training of entry clerks in the use of the template, if required; • Oversee quantitative and qualitative data collection and supervise post fieldwork data entry • Provide data that is completed and labeled in English (variables and values) for both the SPSS and CSV file formats. • Support team leader interpret analyzed data.

	<ul style="list-style-type: none"> • Previous experience working in rural Philippines or South Asia region preferred; • Experience with US donor (USDA, USAID, MCC) reporting and assessment tools preferred. 	
coffee/agri cultural specialists	<ul style="list-style-type: none"> • Demonstrated knowledge of and proven successful ability on market systems approaches in international development. • Clear knowledge and understanding of coffee and agriculture within the country and PhilCAFE area of coverage. Understanding of market systems and coffee production, processing, and marketing preferred. • Strong analytical skills, including ability to gather and analyze a variety of information pertaining to issues and to develop appropriate recommendations for action. • Proven ability to successfully design and conduct training and workshops and lead interviews and focus groups. • Ability to communicate effectively with persons on all levels on issues that could be complex or sensitive in nature. • Strong written communication skills, including demonstrated ability to write required documents in a clear, concise, well-organized manner. • Proven ability to work effectively in a multi-cultural environment. Awareness, sensitivity, and understanding of cross-cultural issues. 	<ul style="list-style-type: none"> • Ensure gender, youth, IP, marginalize sector related issues and concerns are documented and incorporated in the report; • Development and modification of a gender, youth and culture responsive/sensitive data collection tools (questionnaire; focus group guides, interview protocol, etc.), as appropriate, including metrics related to targeted aspects of empowerment and the creation of a field manual for training, in consultation with the Survey Specialist and the team leader.

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. ACIDI/VOCA reserves the right to request any additional information to support detailed cost and price.

Offerors should include a budget break down by:

1. Labor Costs including the names of staff who will conduct work, unit labor costs
2. Travel Costs
3. Operations
4. Other Direct Costs
5. Fees
6. Indirect Costs.

Please see sample format in **Appendix G**. A brief cost narrative should also be included with your cost proposal.

4. REFERENCES

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

Please also include at least 2 previous evaluation reports the applicant has authored.

B. INSTRUCTIONS FOR SUBMISSION OF PROPOSAL

1. The technical and price proposals shall be identified as such and sent via email. The price and technical proposals shall be clearly identified with the RFP number and the Offeror's name. All responses to this RFP must be received no later than the submission deadline on the cover page of this RFP. Offerors must submit one original technical proposal and one price proposal as separate PDF files to:

ACDI/VOCA	
Attention:	Louise Francine Alajar
Email:	lalajar@acdivoca-ph.org

Note: Faxed offers are not acceptable.

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

ACDI/VOCA	
Attention:	Louise Francine Alajar
Email:	lalajar@acdivoca-ph.org

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

V. CRITERIA FOR EVALUATION

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

Technical Scores	Points*
Technical Approach/Strategy/Methodology	40
Key Staff Qualifications	25
Past Performance/References	20
Experience in Philippines	15
Total Technical Score	100

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

F. MINIMUM OFFEROR QUALIFICATIONS

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

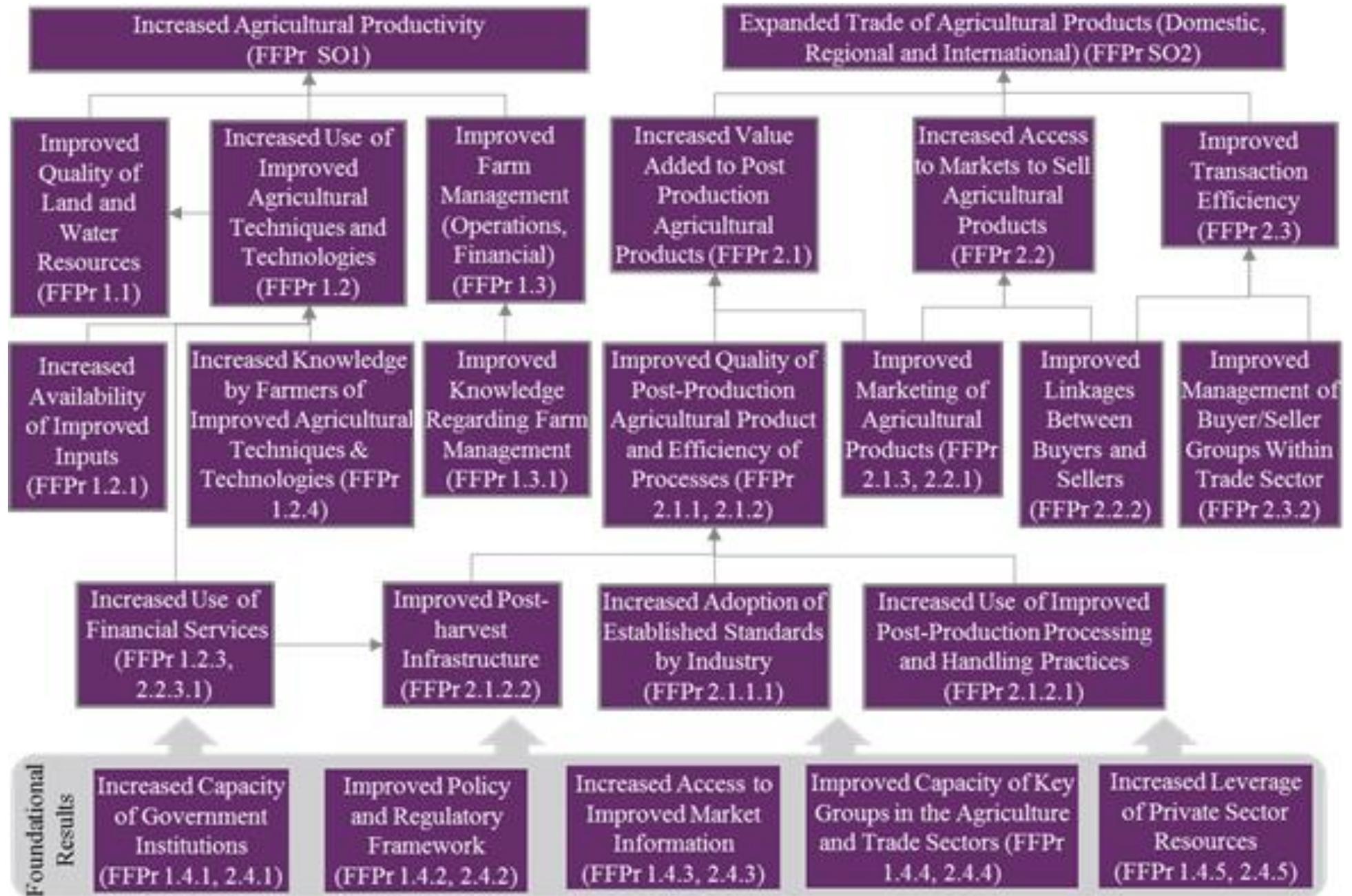
- Documentation to verify licensure (e.g. tax id, commercial registration certificate, etc.) to verify the offeror is complying with the laws of the country.
- Demonstration of adequate management and financial resources to perform the contract
- Satisfactory records of performance history, integrity and business ethics
- Register for a Unique Entity Identifier (UEI) number upon award of the contract. You can learn about and register for a UEI at the following website: [SAM.gov](https://sam.gov)

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 G**.

VIII. ATTACHMENTS

<p>Appendix A: PhilCAFE Results Framework Appendix B: Performance Monitoring Plan Appendix C: Maps of PhilCAFE Areas Appendix D: FINAL EVALUATION Implementation Plan Template</p>	<p>Appendix E: Suggested Activity Work Schedule Appendix F: Fixed Priced Contract General Terms and Conditions Appendix G: Sample Budget Format Appendix H: Technical Proposal Submission Sheet</p>
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APPENDIX B. INDICATOR TABLE WITH TARGETS

Indicator No.	Indicator Type	Result #	PERFORMANCE INDICATOR	UNIT OF MEASUREMENT	DISAGGREGATION	Baseline Values	Targets					LOP Target (Total)
							FY 1	FY 2	FY 3	FY 4	FY 5	
1	FFPr Standard Indicator 22	FFPr SO1 and SO2	Number of individuals participating in USDA food security programs	Number of individuals	gender, age category, type of individual, size of producer	0	500	3,500	4,050	4,000	2,000	14,050
			Male			0	250	2,100	2,430	2,400	1,200	8,380
			Female			0	250	1,400	1,620	1,600	800	5,670
			Age 15-29			0	60	420	486	480	240	1,686
			Age 30+			0	440	3,080	3,564	3,520	1,760	12,364
			People in the Government			0	50	350	405	400	200	1,405
			Private sector firms			0	100	700	810	800	400	2,810
			People in Civil Society			0	25	175	203	200	100	703
			Producers			0	325	2,275	2,632	2,600	1,300	9,132
			Small holder			0	175	1,229	1,421	1,404	702	4,931
		Non- Small Holder	0	150	1,046	1,211	1,196	598	4,201			
2	FFPr Standard Indicator 23	FFPr SO1 and SO2	Number of individuals benefiting indirectly as a result of USDA assistance	Number of individuals	none	0	2,000	14,000	16,200	16,000	8,000	56,200
3	FFPr Standard Indicator 21	FFPr SO1 and SO2	Number of individuals who have received short-term agricultural sector productivity or food security training as a result of USDA assistance	Number of individuals	province, gender, new and continuing, type of individual	0	500	3,500	4,050	4,000	2,000	14,050
			New			0	500	3,250	3,300	3,250	1,000	11,300
			Continuing			0	-	250	750	750	1,000	2,750
			Male			0	300	2,100	2,430	2,400	1,200	8,430
			Female			0	200	1,400	1,620	1,600	800	5,620
			Producers			0	350	3,170	3,848	3,810	1,860	13,038
			People in firms			0	30	100	67	62	40	299
			People in government			0	60	175	68	64	60	427
		People in civil society	0	60	55	67	64	40	286			

4	FFPr Standard Indicator 18	FFPr SO1 and SO2	Value of annual sales of farms and firms receiving USDA assistance (USD)	Value of Sales (US\$)	Type of products or services, gender age group, market location, province	\$	\$	\$	\$	\$	\$	\$
			6,661,451			400,000	3,000,000	5,000,000	6,000,000	5,328,000	19,728,000	
			Cherries			\$	\$	\$	\$	\$	\$	\$
			1,245,213			74,771	560,785	934,641	1,121,570	995,954	3,687,721	
			Small holder Producers			\$	\$	\$	\$	\$	\$	\$
			1,102,888			66,225	496,688	827,814	993,377	882,119	3,266,223	
			Male			\$	\$	\$	\$	\$	\$	\$
			667,960			40,109	300,817	501,362	601,635	534,252	1,978,176	
			Female			\$	\$	\$	\$	\$	\$	\$
			434,929			26,116	195,871	326,452	391,743	347,868	1,288,050	
			Mixed			0	0	0	0	0	0	0
			15-29			\$	\$	\$	\$	\$	\$	\$
			75,563			4,537	34,030	56,717	68,060	60,437	223,781	
			30+			\$	\$	\$	\$	\$	\$	\$
			1,027,325			61,688	462,658	771,097	925,317	821,681	3,042,441	
			Mixed Age			0	0	0	0	0	0	0
			Non-Small Holder Producers			\$	\$	\$	\$	\$	\$	\$
			4,592			276	2,068	3,447	4,136	3,673	13,600	
			Male			0.00	\$	\$	\$	\$	\$	\$
							166	1,241	2,068	2,482	2,204	8,160
			Female			\$	\$	\$	\$	\$	\$	\$
			4,592			110	827	1,379	1,654	1,469	5,440	
			Mixed			0	0	0	0	0	0	0
15-29	0	0	0	0	0	0	0					
30+	\$	\$	\$	\$	\$	\$	\$					
4,592	276	2,068	3,447	4,136	3,673	13,600						
Mixed Age	0	0	0	0	0	0	0					
Microenterprise	\$	\$	\$	\$	\$	\$	\$					
27,107	1,628	12,207	20,346	24,415	21,680	80,276						
Male	0	0	0	0	0	0	0					
Female	0	0	0	0	0	0	0					
Mixed	\$	\$	\$	\$	\$	\$	\$					
27,107	1,628	12,207	20,346	24,415	21,680	80,276						
15-29	0	0	0	0	0	0	0					
30+	0	0	0	0	0	0	0					
Mixed Age	\$	\$	\$	\$	\$	\$	\$					
27,107	1,628	12,207	20,346	24,415	21,680	80,276						
Small and Medium Enterprise	\$	\$	\$	\$	\$	\$	\$					
110,626	5,895	44,213	73,688	88,426	78,522	290,744						
Male	0	0	0	0	0	0	0					

			Female			0	0	0	0	0	0	0
			Mixed			\$	\$	\$	\$	\$	\$	\$
						110,626	5,895	44,213	73,688	88,426	78,522	290,744
			15-29			0	0	0	0	0	0	0
			30+			0	0	0	0	0	0	0
			Mixed Age			\$	\$	\$	\$	\$	\$	\$
						110,626	5,895	44,213	73,688	88,426	78,522	290,744
			Large Enterprise or Corporation			0	\$	\$	\$	\$	\$	\$
						0	748	5,608	9,346	11,216	9,960	36,877
			Male			0	0	0	0	0	0	0
			Female			0	0	0	0	0	0	0
			Mixed			0	\$	\$	\$	\$	\$	\$
						0	748	5,608	9,346	11,216	9,960	36,877
			15-29			0	0	0	0	0	0	0
			30+			0	0	0	0	0	0	0
			Mixed Age			0	\$	\$	\$	\$	\$	\$
						0	748	5,608	9,346	11,216	9,960	36,877
			Green Coffee Beans			\$	\$	\$	\$	\$	\$	\$
						5,416,237	325,229	2,439,215	4,065,358	4,878,430	4,332,046	16,040,279
			Small holder Producers			\$	\$	\$	\$	\$	\$	\$
						4,136,222	248,368	1,862,757	3,104,595	3,725,515	3,308,257	12,249,493
			Male			\$	\$	\$	\$	\$	\$	\$
						2,422,488	145,464	1,090,973	1,818,289	2,181,947	1,937,569	7,174,241
			Female			\$	\$	\$	\$	\$	\$	\$
						1,713,734	102,905	771,784	1,286,307	1,543,568	1,370,688	5,075,251
			Mixed			0	0	0	0	0	0	0
			15-29			\$	\$	\$	\$	\$	\$	\$
						534,532	42,030	240,728	401,213	481,456	427,533	1,592,960
			30+			\$	\$	\$	\$	\$	\$	\$
						3,601,690	283,200	1,622,029	2,703,382	3,244,059	2,880,724	10,733,394
			Mixed Age			0	0	0	0	0	0	0
			Non-Small Holder Producers			\$	\$	\$	\$	\$	\$	\$
						737,780	44,302	332,261	553,768	664,522	590,095	2,184,948
			Male			\$	\$	\$	\$	\$	\$	\$
						565,995	33,986	254,897	424,829	509,794	452,698	1,676,204
			Female			\$	\$	\$	\$	\$	\$	\$
						171,785	10,315	77,364	128,939	154,727	137,398	508,744
			Mixed			0	0	0	0	0	0	0
			15-29			\$	\$	\$	\$	\$	\$	\$
						8,460	508	3,810	6,350	7,620	6,766	25,054

			30+			\$ 729,320	\$ 43,794	\$ 328,451	\$ 547,418	\$ 656,902	\$ 583,329	\$ 2,159,894
			Mixed Age			0	0	0	0	0	0	0
			Microenterprise			\$ 311,473	\$ 18,703	\$ 140,273	\$ 233,788	\$ 280,545	\$ 249,124	\$ 922,433
			Male			0	0	0	0	0	0	0
			Female			0	0	0	0	0	0	0
			Mixed			\$ 311,473	\$ 18,703	\$ 140,273	\$ 233,788	\$ 280,545	\$ 249,124	\$ 922,433
			15-29			0	0	0	0	0	0	0
			30+			0	0	0	0	0	0	0
			Mixed Age			\$ 311,473	\$ 18,703	\$ 140,273	\$ 233,788	\$ 280,545	\$ 249,124	\$ 922,433
			Small and Medium Enterprise			\$ 230,762	\$ 10,604	\$ 79,532	\$ 132,554	\$ 159,064	\$ 141,249	\$ 523,003
			Male			0	0	0	0	0	0	0
			Female			0	0	0	0	0	0	0
			Mixed			\$ 230,762	\$ 10,604	\$ 79,532	\$ 132,554	\$ 159,064	\$ 141,249	\$ 523,003
			15-29			0	0	0	0	0	0	0
			30+			0	0	0	0	0	0	0
			Mixed Age			\$ 230,762	\$ 10,604	\$ 79,532	\$ 132,554	\$ 159,064	\$ 141,249	\$ 523,003
			Large Enterprise or Corporation			0	\$ 3,252	\$ 24,392	\$ 40,654	\$ 48,784	\$ 43,320	\$ 160,403
			Male			0	0	0	0	0	0	0
			Female			0	0	0	0	0	0	0
			Mixed			0	\$ 3,252	\$ 24,392	\$ 40,654	\$ 48,784	\$ 43,320	\$ 160,403
			15-29			0	0	0	0	0	0	0
			30+			0	0	0	0	0	0	0
			Mixed Age			0	\$ 3,252	\$ 24,392	\$ 40,654	\$ 48,784	\$ 43,320	\$ 160,403
5	FFPr Standard Indicator 19	FFPr SO1 and SO2	Volume of commodities sold by farms and firms receiving USDA assistance (in MT)	Volume (metric tons)	Province, Type of Products	\$ 10,539	200	1,500	2,500	3,000	2,664	9,864
			Cherries			\$ 5,929	100	750	1,250	1,500	1,332	4,932
			Green Coffee Beans			\$ 4,610	100	750	1,250	1,500	1,332	4,932

6	FFPr Standard Indicator 20	FFPr SO1 and SO2	Number of Jobs attributed to USDA assistance	Number of Jobs	Type of Employment, Gender	0	200	1,200	2,500	3,600	1,000	8,500
			Full-time Employment			0	22	132	275	396	110	935
			Male			0	16	96	201	289	80	682
			Female			0	6	36	74	107	30	253
			Part-time Employment			0	178	1,068	2,225	3,204	890	7,565
			Male			0	162	972	2,025	2,918	809	6,886
			Female			0	16	96	200	286	81	679
7	Custom Indicator	FFPr SO1 and SO2	Value of coffee exported from Philippines (in USD)	Value of Sales (US\$)	none	0	\$ 40,000	\$ 75,000	\$ 100,000	\$ 130,000	\$ 17,060	\$ 362,060
8	FFPr Standard Indicator 1	FFPr 1 Increased Agricultural Productivity	Yield of targeted agricultural commodities among program participants with USDA assistance (in MT-GCB)	MT/hectare	Farm Size, Type of Products, Gender, Age group/category	0.30	0.4	0.5	0.65	0.8	0.9	0.9
			Small holder			0.33	0.4	0.5	0.7	0.9	1.0	1.0
			Male			0.29	0.4	0.5	0.7	0.8	0.9	0.9
			Female			0.32	0.5	0.6	0.7	0.9	1.0	1.0
			15-29			0.28	0.4	0.5	0.7	0.8	0.9	0.9
			30+			0.30	0.4	0.6	0.7	0.9	1.0	1.0
			Non-smallholder			0.13	0.2	0.2	0.3	0.4	0.4	0.4
			Male			0.47	0.2	0.2	0.3	0.4	0.4	0.4
			Female			0.40	0.2	0.2	0.3	0.3	0.4	0.4
			15-29			0.39	0.2	0.2	0.3	0.3	0.4	0.4
			30+			0.45	0.2	0.2	0.3	0.4	0.4	0.4
9	FFPr Standard Indicator 2	FFPr 1.1 Improved Quality of Land and Water Resources	Number of hectares under improved management practices or technologies that promote improved climate risk reduction and/or natural resources management with USDA assistance	Hectares	none	2,330	100	600	1,250	2,000	503	4,453
10	FFPr Standard Indicator 3	FFPr 1.2 increased Use of Improved Agricultural	Number of hectares under improved management practices or technologies with USDA assistance	Hectares	Type of Hectare, Management Practice or technology	13,504	200	1,200	2,500	4,000	1,005	8,905
			Crop Land			9,435	140	838	1,747	2,795	702	6,222

		Techniques and Technologies/ FFPOr 1.3 Improved Farm Management	Conservation/Protected Area		type, Gendr, Agre group/category	2,638	39	234	488	781	196	1,739
			Farm Diversification			3,134	46	279	580	928	233	2,067
			Crop genetics			9,287	138	825	1,719	2,751	691	6,124
			Pest management			9,715	144	863	1,799	2,878	723	6,406
			Disease Management			4,309	64	383	798	1,276	321	2,842
			Soil-related Fertility and Conservation			2,377	35	211	440	704	177	1,567
			Harvesting & Postharvest Handling,PHH			13,028	193	1,158	2,412	3,859	970	8,591
11	FFPr Standard Indicator 4	FFPr 1.2 increased Used of Improved Agricultural Techniques and Technologies/ FFPOr 1.3 Improved Farm Management	Number of individuals in the agriculture system who have applied improved management practices or technologies with USDA assistance	Number of individuals	Value chain actor type, Management Practice or technology type,Gender , age group/category	11,426	200	1,200	2,500	4,000	1,005	8,905
		Smallholder Producers				11,203	182	1,094	2,280	3,647	916	8,120
		Farm Diversification				3,802	62	371	774	1,238	311	2,755
		Crop genetics				6,716	109	656	1,367	2,187	549	4,868
		Pest management				3,278	53	320	667	1,067	268	2,376
		Disease Management				3,385	55	331	689	1,102	277	2,454
		Soil-related Fertility and Conservation				3,197	52	312	651	1,041	262	2,317
		Harvesting & Postharvest Handling,PHH				11,203	182	1,094	2,280	3,647	916	8,120
		Male				6,316	103	617	1,285	2,056	517	4,578
		Female				4,887	80	477	995	1,591	400	3,542
		15-29				1,481	24	145	301	482	121	1,073
		30+				9,722	158	950	1,978	3,165	795	7,047
		Non-Smallholder Producers				223	4	22	45	73	18	161
		Farm Diversification				76	1	7	15	25	6	55
		Crop genetics				134	2	13	27	43	11	97
		Pest management				65	1	6	13	21	5	47
		Disease Management				67	1	7	14	22	5	49
		Soil-related Fertility and Conservation				64	1	6	13	21	5	46
		Harvesting & Postharvest Handling,PHH				223	4	22	45	73	18	161
		Male				144	2	14	29	47	12	104
		Female				79	1	8	16	26	4	55

		15-29			13	0	1	3	4	1	9
		30+			210	3	20	43	68	17	152
		People in government			0	6	36	75	120	30	267
		Farm Diversification			0	2	12	25	41	10	91
		Crop genetics			0	1	7	45	72	18	144
		Pest management			0	2	11	22	35	9	78
		Disease Management			0	2	11	23	36	9	81
		Soil-related Fertility and Conservation			0	2	10	21	34	9	76
		Harvesting & Postharvest Handling,PHH			0	6	36	75	120	30	267
		Male			0	4	23	49	78	20	173
		Female			0	2	13	26	42	7	91
		15-29			0	0	2	4	7	2	16
		30+			0	6	34	71	113	28	251
		People in firms			0	4	24	50	80	20	178
		Farm Diversification			0	1	8	17	27	7	60
		Crop genetics			0	2	14	10	48	12	87
		Pest management			0	1	7	5	23	6	42
		Disease Management			0	1	7	5	24	6	44
		Soil-related Fertility and Conservation			0	1	7	5	23	6	41
		Harvesting & Postharvest Handling,PHH			0	4	24	17	80	20	145
		Male			0	3	16	11	52	13	94
		Female			0	1	8	6	28	5	49
		15-29			0	0	1	1	5	1	9
		30+			0	4	23	16	75	19	137
		People in civil society			0	4	24	17	80	20	145
		Farm Diversification			0	1	8	10	27	7	54
		Crop genetics			0	2	14	5	48	12	82
		Pest management			0	1	7	5	23	6	43
		Disease Management			0	1	7	5	24	6	44
		Soil-related Fertility and Conservation			0	1	7	17	23	6	54
		Harvesting & Postharvest Handling,PHH			0	4	24	11	80	20	139
		Male			0	3	16	6	52	13	89
		Female			0	1	8	1	28	5	44
		15-29			0	0	1	16	5	1	24

			30+			0	4	23	15	75	19	136
12	Custom Indicator	FFPr1.2.1 Increased Availability of Improved inputs	Number of enterprises established or strengthened to supply improved inputs to coffee farmers	Number of enterprises	enterprise type	0	10	25	25	30	10	100
13	FFPr Standard Indicator 5	FFPr 1.2.3 /2.2.3.1/2.3.1.2 Increased Use of Financial Services	Number of individuals accessing agriculture-related financing as a result of USDA assistance	Number of individuals	Type of financing accessed, type of debt, size of recipient, gender of producer or proprietor(s) , age group/category, province	0	100	450	600	600	305	2,055
			Debt			0	100	450	600	595	305	2,050
			Cash			0	100	450	600	595	305	2,050
			In-kind			0	0	0	0	0	0	0
			Individuals/Microenterprises (<10 employee)			0	100	131	180	180	304	896
			Small and medium enterprises (<10-49 employees)			0	0	304	419	414	0	1,136
			Large enterprise and corporations (<50-249 employees)			0	0	15	1	1	1	18
			Male			0	57	75	102	102	173	509
			Female			0	43	57	78	78	131	386
			Mixed			0	0	319	420	415	1	1,154
			15-29			0	12	16	22	22	37	109
			30+			0	88	115	158	158	266	786
			Mixed Age			0	0	319	420	415	2	1,155
			Non-debt			0	0	0	0	5	0	5
			Cash			0	0	0	0	0	0	0
			In-kind			0	0	0	0	5	0	5
			Individuals/Microenterprises (<10 employee)			0	0	0	0	0	0	0
			Small and medium enterprises (<10-49 employees)			0	0	0	0	1	0	1
			Large enterprise and corporations (<50-249 employees)			0	0	0	0	4	0	4
			Male			0	0	0	0	0	0	0
Female	0	0	0	0	0	0	0					
Mixed	0	0	0	0	5	0	5					

			15-29			0	0	0	0	0	0	0
			30+			0	0	0	0	0	0	0
			Mixed Age			0	0	0	0	5	0	5
14	FFPr Standard Indicator 6	FFPr 1.2.3 /2.2.3.1/2.3.1.2 Increased Used of Financial Services	Number of individuals participating in group-based savings, microfinance, or lending programs with USDA assistance	Number of individuals	Gender, Age group/category, product type, duration(new/continuing)	0	0	266	398	464	200	1,328
			Male			0	0	53	80	140	50	323
			Female			0	0	213	318	324	150	1,005
			15-29			0	0	32	48	57	24	161
			30+			0	0	234	350	407	176	1,168
			Savings			0	0	253	378	438	190	1,259
			Credit			0	0	13	20	26	10	69
			New			0	0	253	378	437	190	1,258
			Continuing			0	0	13	20	27	10	70
15	FFPr Standard Indicator 7	FFPr 1.2.3 /2.2.3.1/2.3.1.2 Increased Used of Financial Services	Number of loans disbursed as a result of USDA assistance.	Number of loans	none	0	50	350	700	800	368	2,268
16	FFPr Standard Indicator 8	FFPr 1.2.3 /2.2.3.1/2.3.1.2 Increased Used of Financial Services	Value of agriculture-related financing accessed as a result of USDA assistance (in USD)	Value of loans (US\$)	Type of Commodity, province, Type of loan, sex, age	0	\$ 20,000	\$ 200,000	\$ 500,000	\$ 500,000	\$ 282,500	\$ 1,502,500
			Debt			0	20,000	200,000	500,000	495,833	282,500	1,498,333
			Cash			0	20,000	200,000	500,000	495,833	282,500	1,498,333
			In-kind			0	0	0	0	0	0	0
			Individuals/Microenterprises (<10 employee)			0	20,000	58,333	150,219	150,219	281,574	660,346
			Small and medium enterprises (<10-49 employees)			0	0	135,000	348,947	344,781	0	828,728
			Large enterprise and corporations (<50-249 employees)			0	0	6,667	833	833	926	9,260
			Male			0	11,371	113,707	284,267	281,898	160,611	851,853
			Female			0	8,629	86,293	215,733	213,935	121,889	646,480
			Mixed			0	0	0	0	0	0	0

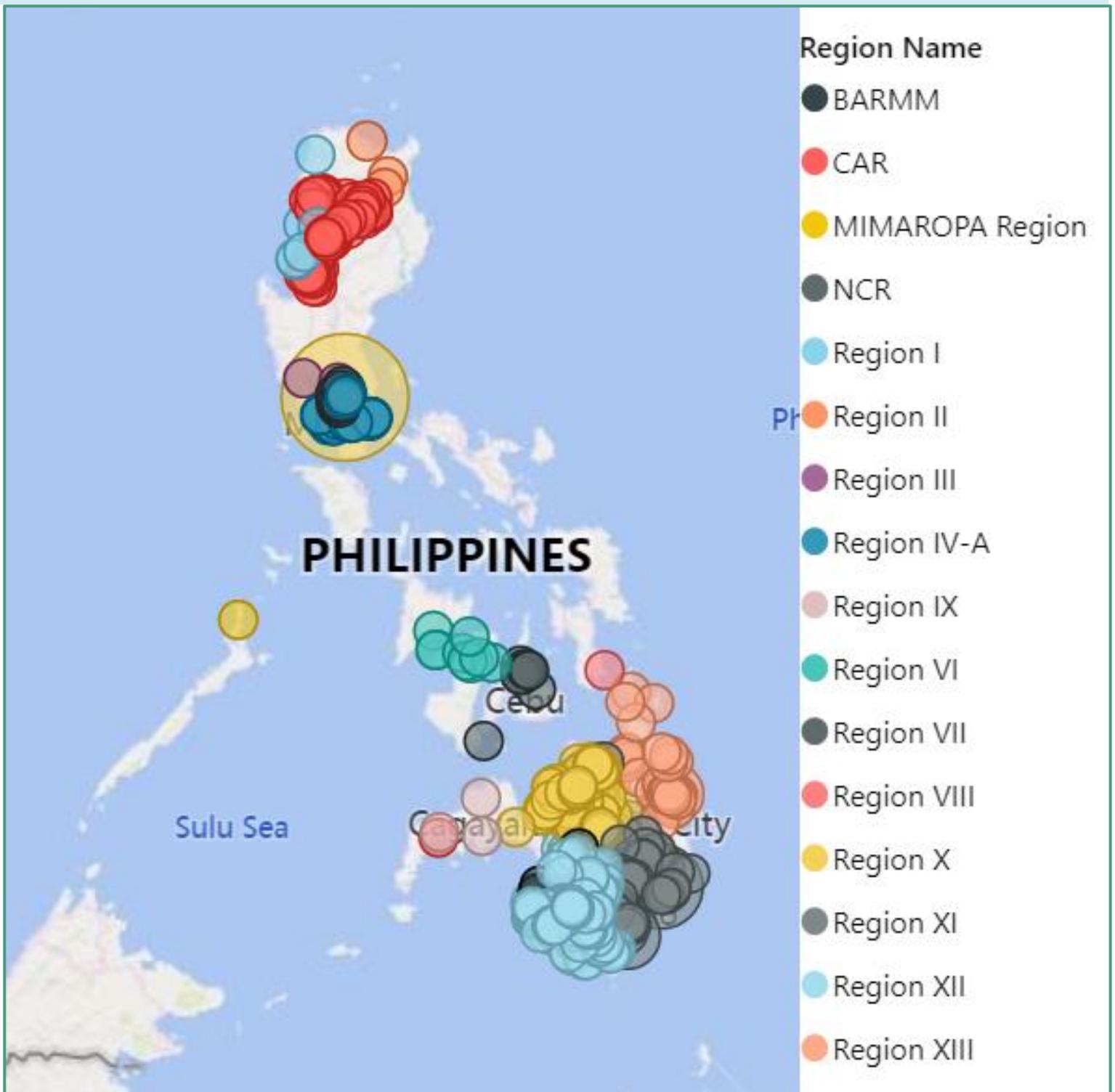
			15-29			0	2,431	24,315	60,787	60,280	34,344	182,157
			30+			0	17,569	175,685	439,213	435,553	248,156	1,316,176
			Mixed Age			0	0	0	0	0	0	0
			Non-debt			0	0	0	0	4,167	0	4,167
			Cash			0	0	0	0	0	0	0
			In-kind			0	0	0	0	4,167	0	4,167
			Individuals/Microenterprises (<10 employee)			0	0	0	0	0	0	0
			Small and medium enterprises (<10-49 employees)			0	0	0	0	833	0	833
			Large enterprise and corporations (<50-249 employees)			0	0	0	0	3,333	0	3,333
			Male			0	0	0	0	0	0	0
			Female			0	0	0	0	0	0	0
			Mixed			0	0	0	0	4,167	0	4,167
			15-29			0	0	0	0	0	0	0
			30+			0	0	0	0	0	0	0
			Mixed Age			0	0	0	0	4,167	0	4,167
17	FFPr Standard Indicator 9	FFPr 1.2.4 Increased knowledge of Improved Agricultural Techniques and Technologies	Number of technologies, practices, and approaches under various phases of research, development	Number	Category of Research, phase of development	0	4	8	12	12	8	44
18	Custom Indicator	FFPr 1.2.4 Increased knowledge regarding farm Management	Number of farmers able to mention at least three farm management practices	Number of farmers	Gender, Age group/category	5,324	250	1,750	2,000	1,675	1,175	6,850
19	FFPr Standard Indicator 11	FFPr 1.4.1/2.4.1 Increased Capacity of	Number of host government or community derived risk management plans formally proposed, adopted, implemented or	Number of risk management plans	Type of host, Phase of Development	0	4	5	10	10	5	34

		Government Institutions	institutionalized with USDA assistance									
			Government			0	1	2	1	0	0	4
			Community			0	3	3	9	10	5	30
			Proposed			0	4	5	10	10	5	34
			Adopted			0	4	5	5	-	1	15
			Implemented			0	0	0	3	8	3	14
			Institutionalized			0	0	0	2	2	1	5
20	FFPr Standard Indicator 12	FFPr 1.4.4/2.4.4 Increased Capacity of Key Groups in the Agriculture Production Sector	Number of organizations with increased performance with USDA assistance	Number of organizations	Type of organization	0	4	5	10	10	5	34
			Research and educational			0	4	0	1	0	0	5
			Private sector firms			0	0	0	1	0	0	1
			Producer associations			0	0	5	7	7	4	23
			Extension organizations			0	0	0	1	0	0	1
			Government agencies			0	0	0	0	1	0	1
			Non-governmental and not-for-profit organizations			0	0	0	0	0	1	1
			Women's group			0	0	0	0	1	0	1
			Trade and business association			0	0	0	0	1	0	1
21	FFPr Standard Indicator 14	FFPr 1.4.5/2.4.5 and 2.2 Increase leverage of private sector resources / Increased Access to Markets to Sell Agricultural Products	Value of new USG commitments and new public and private sector investment leveraged by USDA to support food security and nutrition	US\$	Type of investment	0	\$ 150,000	\$ 675,000	\$ 2,525,000	\$ 3,150,000	\$ 1,000,000	\$ 7,500,000
			Host Government			0	100,000	275,000	975,000	1,200,000	500,000	3,050,000
			Other public sector			0	0	160,000	550,000	800,000	200,000	1,710,000
			Private			0	50,000	165,000	625,000	800,000	200,000	1,840,000
			New USG commitment			0	0	75,000	375,000	350,000	100,000	900,000
22	Custom Indicator	FFPr 2.1 Increase Value Added to Post-Production	Number of farmers and firms adding value to post production agricultural products	Number of farmers and firms	Gender	0	10	0	150	200	60	420

		Agricultural Products										
24	Custom Indicator	FFPr 2.1.1.1 Increased Adoption of Established Standards by Industry	Number of registered firms i(inc POs and enterprises) n target sectors that obtain certifications.	Number of firms	Type of certification, type of business, province	0	2	6	9	8	5	30
25	Custom Indicator	FFPr 2.1.2 Increased efficeincy of Post Production Processes	Number of supported POs and enterprises reporting increased efficiency in their post production processes	Number of organizations	type of organization , type of post production processing	0	10	40	80	70	20	220
26	Custom Indicator	FFPr 2.1.2.1 Increased Use of Improved Post Production, Processing and Handling Practices	Number of POs and enterprises who are using ate least three improved practices like dehulling, fermentation, pulping, drying, proper storage,etc for coffee	Number of Firms	none	0	5	15	20	20	15	75
27	FFPr Standard Indicator 16	FFPr 2.1.2.2 Improved Post-Harvest Infrastructure	Total increase in installed storage capacity (dry or cold storage) as a result of USDA	Cubic Meters	Type of storage, Type of installation	0	5	30	100	120	45	300
28	Custom Indicator	FFPr 2.1.2.2 Improved Post-Harvest Infrastructure	Number of enterprises that invest in improved post-harvest infrastructure (inc grant support).	Number of enterprises	Province, type of enterprise	0	3	12	15	20	10	60
29	Custom Indicator	FFPr 2.2.1 Improved Marketing of Agricultural Products	Number of enterprises using improved media in marketing products	Number of enterprises	Province, type of product, type of enterprise/organization	0	10	30	60	60	40	200

30	Custom Indicator	FFPr 2.2.2 Improved Linkages Between Buyers and Sellers	Number of agreements signed between buyers and sellers as a result of project facilitation	Number of Agreements	Province, Coffee Type, market destination, conventional vs specialty	0	5	15	30	30	10	90	
33	Custom Indicator	FFPr 1.4.1 & 2.4.1 : Increased Capacity of Government Institutions	Number of government staff including university employees and extension agents, trained on coffee production, processing and trade	Number of individuals	province, gender	0	15	25	40	50	20	150	
34	FFP Standard Indicator 17	FFPr 2.4.2 and 2.1.1.1 Improved Policy & Regulatory Framework / Increased Adoption of Established Standards by Industry	Number of policies, regulations and/or administrative procedures in each of the following stages of development as a result of USDA assistance (FTF 8).	Number of policies, regulations, and/or administrative procedures	Type of Commodity, province, stage of the policy reform process	0	0	1	2	2	0	5	
						Stage 1	0	0	1	1	0	0	2
						Stage 2	0	0		1	2	0	3
35	Custom Indicator	FFPr 1.4.3 & 2.4.3: Increased Access to Market Information	Number of agricultural producers reporting access to at least one source of current agricultural market information.	Number of producers	Type of organization , source of information	0	400	2,800	3,200	2,680	1,880	10,960	
36	Custom Indicator	FFPr 1.4.4 & 2.4.4: Improved Capacity of Key Groups in the Agriculture Production Sector	Number of private enterprises, producer organizations, water user associations, women's groups, trade and business associations, and community-based organizations (CBOs) that applied improved	Number of organizations	Province, type of organization , new or continuing	0	10	30	55	70	35	200	

			techniques and technologies as a result of USDA assistance (FTF).									
			Producer organizations			0	5	10	20	5	5	45
			Private enterprise			0	5	20	35	65	30	155
37	FFPr Standard Indicator 13	FFPr 1.4.5/2.4.5 Increase Leverage of Private Sector Resources	Number of public-private partnerships formed as a result of USDA assistance	Number of partnerships	Type of partnership,	0	3	5	10	10	7	35
			Agricultural production			0	1	2	5	5	3	16
			Agricultural post-harvest transformation			0	1	2	3	3	2	11
			Multi-focus			0	1	1	2	2	2	8





APPENDIX F. FIXED PRICED SUBCONTRACT TERMS AND CONDITIONS

Fixed Price Subcontract

Name of Subcontractor:	
Title of Project:	ACDI/VOCA Work Order No.:
Total Fixed Price(<i>in the currency of payment</i>):	Subcontractor UEI No:
Period of Performance:	Place of Performance:
Subcontractor Status: <input type="checkbox"/> US <input type="checkbox"/> Non-US <input type="checkbox"/> Non-Profit <input type="checkbox"/> For-Profit <input type="checkbox"/> Gov't <input type="checkbox"/> Other :	
Prime Contract Agency:	
Prime Contract No.:	
ACDI/VOCA ACDI/VOCA Contracting Officer (Vice President of Global Support and Award Management or as designated): Name: Title: Email:	Subcontractor (Administrative) Point-of-Contact Name: Title: Email:
ACDI/VOCA Technical Representative Name: Title: Email:	Subcontractor Technical Representative Name: Title: Email:
ACDI/VOCA Office Address: Tel.:	Subcontractor Office Address: Tel: Submit invoices to: accountspayable@acdivoca.org

In witness of their agreement, and their acceptance of the terms and conditions herein, ACDI/VOCA and Subcontractor have caused this agreement to be executed by their duly authorized representatives:

ACDI/VOCA	Subcontractor
Signature 	Signature 
Name:	Name:
Title:	Title:

This subcontract is subject to the following terms and conditions.

SCHEDULE

Article 1. PURPOSE

(Enter brief description of project and the purpose of the subcontract.)

The purpose of this subcontract is to provide services described in Attachment A, Scope of Work. It is the expectation of the parties that the Scope of Work can be completed within the fixed price specified in Article 2.

Article 2. CONTRACT TYPE, FIXED PRICE AND CURRENCY OF PAYMENT

This is a Fixed Price subcontract. Subcontractor is required to and agrees to complete all activities specified in Attachment A, Scope of Work, for the fixed price set forth on the cover page of this contract. The currency of payment is (check one): [] US dollar or [] local currency (enter name of local currency). The price is not subject to adjustment unless authorized in a written modification to this subcontract signed by both parties. Subcontractor will invoice ACDI/VOCA upon the satisfactory completion of each payment milestone specified in Attachment B, Payment Schedule. If any of the services performed do not satisfy the subcontract requirements, Subcontractor shall perform the services to meet the requirements at no additional cost to ACDI/VOCA.

Article 3. PERIOD OF PERFORMANCE

The period of performance of this subcontract will begin on (enter date) and shall be completed no later than (enter date). This period of performance can only be extended by written modification to this subcontract.

Article 4. INVOICES AND PAYMENT

No later than the fifth (5th) day of each month, the Subcontractor shall present to ACDI/VOCA an invoice for milestones achieved and accepted by ACDI/VOCA in the previous month with the corresponding payment amount due. The original shall be in the format approved by ACDI/VOCA.

To constitute a proper invoice, the invoice must include the following information and/or attached documentation:

- 1) Name of Subcontractor and the invoice date
- 2) Subcontract number, or other appropriate reference to this Subcontract
- 3) Description, quantity, unit of measure, unit price and extended price of supplies delivered or services performed
- 4) Supporting documentation (when required) shall include the following:
 - a. Certified timesheets
 - b. Receipts for purchases over \$75 (or the local currency equivalent)
- 5) Name and (where applicable) title, phone number, and complete mailing address of responsible official to whom payment is to be sent, or, Electronic funds transfer (EFT) banking information for payment
- 6) a written certification, signed by an authorized official of Subcontractor, that the invoice is correct and that all costs contained in the invoice are current, complete and accurate and that Subcontractor has

in its possession appropriate substantiating documentation for any invoiced costs including but not limited to labor, travel, subsistence, lodging, other direct costs and indirect costs

Subcontractor will be reimbursed for allowable costs that are reasonable, allocable and necessary for the performance of this subcontract. Claims for reimbursement and payments will be in the currency specified in Article 2. If the total fixed price of this subcontract is denominated in foreign currency, the U.S. dollar equivalent of the total price at the time of award will control and may not be exceeded.

ACDI/VOCA will pay properly submitted invoices within 30 days after receipt. Subject to any superseding terms on the face page hereof, Contractor shall mail the invoice to accountspayable@acdivoca.org.

Article 5. ACDI/VOCA POINTS OF CONTACT AND TECHNICAL DIRECTION

Technical Representative

The Technical Representative shall provide technical direction for this subcontract for ACDI/VOCA and is responsible for monitoring the Subcontractor's technical progress and assisting in the resolution of technical problems encountered during performance.

Name, Title
Address
Contact No
Email

Financial Representative

Name, Title
Address
Contact No
Email

Award Manager Representative

Name, Title
Address
Contact No
Email

Any effort undertaken by Subcontractor pursuant to oral instructions or directions that are not in accordance with this subcontract shall be at Subcontractor's risk and may not be eligible for payment of the costs incurred. All communications concerning changes to the schedule, scope, terms and conditions should be referred to the Award Manager Representative identified herein. No changes to this subcontract shall be made except by written modification signed by both parties.

Article 6. REPORTING REQUIREMENTS

PROGRESS REPORT. The Subcontractor shall prepare and submit to the Technical Representative listed in Article 5 a (check one or inset n/a) [] monthly [] quarterly progress report detailing the Subcontractor's

progress under the subcontract and specifying Subcontractor's proposed work plan for the next period. The Progress Report will include Subcontractor's recommendations regarding current needs in the field of activity covered under the terms of this subcontract. The Progress Report shall be due within five (5) days after the end of each reporting period, or at such other time as agreed between the ACDI/VOCA technical lead identified in Article 7 and the Subcontractor.

FINANCIAL REPORTS. The Subcontractor will prepare and submit to the Financial Representative listed in Article 5 a (check one or insert n/a) [] monthly [] quarterly Subcontractor Financial Report within ten (10) days after the close of the period.

FINAL REPORT. At the completion of the subcontract, the Subcontractor shall prepare and submit to the Technical Representative listed in Article 5 a Final Report. The Final Report will summarize the accomplishments of the subcontract, the methods used, and the products developed, including a discussion of findings and notation of particular successes and/or strategies that did not achieve the anticipated effect. The Final Report which will be due within fifteen (15) days after the end date of performance, or at such other time as agreed between the ACDI/VOCA technical lead identified in Article 7 and the Subcontractor.

Article 7. LOWER-TIER SUBCONTRACTORS

Subcontractor will not further subcontract the services required under this subcontract without the prior written approval of ACDI/VOCA.

Article 8. NOTICES

All notices should be in writing and directed to the signatory for each party and the address identified on the cover page of this subcontract.

Article 9. ACDI/VOCA TERMS AND CONDITIONS

The General Terms and Conditions governing this subcontract are set forth in Attachment C and are hereby incorporated into this subcontract. For purposes of this subcontract, in all applicable clauses, the term "Contractor" shall mean the Subcontractor performing under this subcontract, the term "Contract" shall mean this subcontract, and the terms "Contracting Officer," "Project Officer" and equivalent phrases shall mean ACDI/VOCA's authorized representative.

Article 10. FLOW-DOWN TERMS AND CONDITIONS

This subcontract is also subject to the terms and conditions of the funding sponsor that ACDI/VOCA is required to flow-down to the Subcontractor. These are set forth in Attachment D and are hereby incorporated into this subcontract. For purposes of this subcontract, in all applicable clauses, the term "Contractor" shall mean the Subcontractor performing under this subcontract, the term "Contract" shall mean this subcontract, and the terms "Contracting Officer," "Project Officer" and equivalent phrases shall mean ACDI/VOCA's authorized representative.

Article 11. SPECIAL TERMS AND CONDITIONS

[Insert, as required, provisions from prime award that are not in Article 12, such as Key Personnel, specific Deliverable requirements, Authorized Geographic Code. If no SPECIAL TERMS AND CONDITIONS are required, write NONE.]

Article 12. ENTIRE AGREEMENT

The parties acknowledge that they have read this subcontract, understand it, and agree to be bound by its terms. The parties further agree that this subcontract, together with all of the referenced and incorporated attachments, is the entire agreement between the parties and that it supersedes all prior agreements, written or oral, relating to the subject matter of this subcontract.

Attachments:

A – Scope of Work

B – Budget

C – ACDI/VOCA General Terms and Conditions

D – Funding Sponsor Flow-down Terms and Conditions

END OF SCHEDULE

ATTACHMENT C -

ACDI/VOCA GENERAL TERMS AND CONDITIONS

1. Independent Relationship. Contractor agrees that its relationship with ACDI/VOCA is that of an independent contractor and nothing in this Contract shall be construed as creating any other relationship. As such, Contractor 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 Contractor nor anyone employed by it shall be, represent, act or be deemed to be an agent, representative or employee of ACDI/VOCA.

2. Performance. All services are to be performed to the satisfaction of ACDI/VOCA. Time is of the essence with respect to the performance. ACDI/VOCA shall not be billed at prices higher than those stated in this Contract. ACDI/VOCA shall have no obligation to pay Contractor more than the fixed price or ceiling price stated on the face of this Contract.

3. Terms of Payment. Subject to any superseding terms on the face hereof, Contractor shall mail the invoice to accountspayable@acdivoca.org.

(A) TIMING OF PAYMENTS. Contractor shall be paid, in the currency on the face of this Contract, 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 Contractor's invoices received later than 90 days after acceptance. Payment of Contractor invoices by ACDI/VOCA shall not constitute final approval of the invoices. All charges invoiced by Contractor may remain subject to ACDI/VOCA and/or Donor's audit and subsequent adjustment. Contractor agrees to reimburse ACDI/VOCA for any costs disallowed by Donor.

(B) INSPECTION & ACCEPTANCE. (1) Contractor shall work within professional standards covering the work and shall make such inspections as are deemed necessary to insure Contractor compliance. (2) All deliveries shall be subject to final inspection by ACDI/VOCA. If deliverables or a service performed by Contractor is found to be defective, Contractor 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, Contractor 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. Contractor shall provide immediate notice to ACDI/VOCA of any potential failure on the part of its suppliers to provide supplies/services required. Contractor is responsible for any deficiency on the part of its suppliers. Contractor shall be responsible for any costs of procurement as may be necessary for ACDI/VOCA to secure the supplies/services as a result of Contractor's inability to perform that exceed the agreed upon price herein. (3) The Contractor shall furnish all reasonable facilities and assistance for the safe and convenient inspection or test by ACDI/VOCA and/or its client for the work delivered under this Contract.

(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 Contract.

4. Changes. ACDI/VOCA may with the consent of the Contractor make changes, revisions, additions, or deletions (collectively hereinafter called "changes") in the scope of work of this Contract. ACDI/VOCA may make unilateral changes, with prior written notice to the Contractor, to this Contract by written order issued by ACDI/VOCA where required in writing by the Client. If any change causes an increase or decrease in the Contractor'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 Contract as applicable. Any claim by Contractor for an adjustment under this paragraph must be asserted in writing, fully supported by factual information, to ACDI/VOCA's Award Manager within thirty (30) calendar days from the date of receipt by Contractor 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 Contractor's request prior to expiration of said period. The Contractor will not proceed with any changes unless notified to proceed in writing by the ACDI/VOCA Contracting Officer.

5. Warranty. Contractor 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. Contractor 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 Contractor, the Contractor agrees to cure such deficiencies at the sole cost to the Contractor. Contractor 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. Contractor 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 Contract; (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 Contract; (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 Contract; and (iv) it will not knowingly incorporate confidential information of any person or entity not a party to this Contract into any materials furnished to ACDI/VOCA without prior written notice to ACDI/VOCA. Contractor 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 Contract; (ii) the Contractor has not engaged in bid-rigging or other collusive agreements or behavior with any actual or potential competitor for this Contractor any other person, which behavior could have had the effect of lessening competition for the award of this Contractor 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 Contractor or any of its representatives in connection with the solicitation, award or negotiation of this Contract were true and complete when made.

6. 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 Contractor to ACDI/VOCA upon acceptance of such product/service by ACDI/VOCA.

7. Proprietary Information & Confidentiality. Contractor 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 Contract, unless Contractor obtains written permission from ACDI/VOCA to do so. Contractor agrees to execute ACDI/VOCA's standard Non-Disclosure Agreement upon request.

8. Rights in Intellectual Property. Contractor acknowledges that all Deliverables and work product produced by Contractor, whether alone or jointly with others, in connection with or pursuant to the Contractor's performance under this Contract 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 Contractor in the course of Contractor's service to ACDI/VOCA shall be considered a work made for hire, or otherwise ACDI/VOCA property. Contractor 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 Contractor existing prior to or produced outside this Contract, and incorporated into Deliverables or work product delivered or produced pursuant to this Contract, Contractor 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. Contractor 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.

9. Rights in Data. The Contractor 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 therefrom, and otherwise utilize the work and material of this Contract.

10. Assignment. Contractor shall not assign, subcontract or transfer all or any portion this Contract or any of its obligations without the express, prior written permission of ACDI/VOCA.

11. Force Majeure. Any non-performance or delay in performance of any obligation of either party under this Contract 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 Contractor's suppliers or any labor disruption affecting Contractor specifically, and not Contractor's industry generally, constitute Force Majeure for Contractor. If Contractor 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 Contractor's expense, in order to meet ACDI/VOCA's required completion dates.

12. Insurance & Work on ACDI/VOCA's or ACDI/VOCA Client Premises. Contractor agrees to maintain the adequate insurance coverage against claims arising from injuries sustained by Contractor on ACDI/VOCA's facilities and agrees to be liable for all damages & claims arising against ACDI/VOCA for which the Contractor is responsible. Contractor will maintain adequate insurance coverage and shall require any lower-tier contractors to maintain, each at their own cost, appropriate 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;
- c) Workers' compensation as required by law;
- d) Employer's liability in the amount of USD 500,000 per occurrence; and,
- e) If relevant to the nature of services provided, professional liability in the amount of USD 500,000 per occurrence.

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

13. Indemnification. The Contractor 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 Contractor's negligent or unlawful actions in connection with its performance under this Contract, or a breach of any of Contractor's warranties contained herein.

14. Suspension and Termination. ACDI/VOCA shall retain the right to direct Contractor 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 Contractor may continue work absent direction to do so or a notice of termination at their own risk. Under no circumstances shall Contractor receive more than the original value of this Contract.

"Termination": ACDI/VOCA reserves the right to terminate this Contract when: (1) deemed in the best interests of its client; or (2) if the Contractor defaults in performing this Contract 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 Contract 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 Contract without further liability for articles not accepted by ACDI/VOCA. This Contract may be terminated at any time in the event Contractor commits an act of bankruptcy, files or has filed against it 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 or ACDI/VOCA's client, including Termination for Convenience by the USG or the client of ACDI/VOCA. Contractor may be liable to reimburse ACDI/VOCA should ACDI/VOCA incur any additional costs as a direct result of such default termination.

15. Claims and Disputes. In the event of any dispute, a claim by the Contractor must be made in writing and submitted to the ACDI/VOCA Executive Vice President of Quality and Compliance who shall render a written decision within 60 days of receipt of the Contractor'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 Contractor will proceed with performance of this Contract pending final resolution of any claim.

16. Access to Records. 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 Contract for the purpose of an audit or examination.

17. Certifications. Contractor 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 or 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) Contractor 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; (vi) neither it nor its principals have been indicted or convicted for violating the Trafficking in Persons Policy; (vii) Contractor may not charge under this Contract 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 contracts to entities with a source or nationality of: Cuba, Iran, Libya, North Korea and Syria; and (viii) Contractor 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 Contract. Any such practice will be grounds for terminating or rescinding the award of this

Contract, in addition to any other remedies that may be available to ACIDI/VOCA in such event. Violation of any of these certifications is considered a material defect and will lead to the termination of this Contract.

18. Compliance with Law. Contractor'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.

19. Compliance with Foreign Corrupt Practices Act. By accepting and implementing the terms of this agreement with ACIDI/VOCA 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 ACIDI/VOCA or the programs it implements. Further, the Contractor agrees to report any suspected improper payment or activity to the ACIDI/VOCA Chief of Party or through the ACIDI/VOCA Ethics Hotline <https://secure.ethicspoint.com/domain/media/en/gui/26304/index.html>

20. Anti-discrimination. If work under this Contract will be performed in whole or in part in the U.S. the following rules are applicable:–
Veterans Rule: Contractor 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 Contractors to employ and advance in employment qualified protected veterans.
Disability Rule: Contractor 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 Contractors to employ and advance in employment qualified individuals with disabilities.

21. Severability. If any provision of this Contract is held to be invalid or unenforceable for any reason, the remaining provisions may continue in full force at the discretion of ACIDI/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.

22. 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 Contract; (b) the ACIDI/VOCA General Terms and Conditions of this Contract; (c) any Attachments to this Contract; (d) the Client Prime Contract/Award; (e) the Federal Acquisition Regulation (FAR) and any other U.S. Government agency specific regulations. Any conflict occurring among these documents will be resolved in the stated order of precedence.

**ATTACHMENT D -
FUNDING SPONSOR FLOWDOWN TERMS AND CONDITIONS**

INCLUDE THIS SECTION ONLY TO SUBCONTRACTS AND SUBCONTRACTS UNDER U.S. GOVERNMENT PRIME CONTRACTS.

The FAR clauses cited below, where applicable by their terms, are incorporated herein by reference as if set forth in full text. The full text of all clauses incorporated by reference is available at <http://www.acquisition.gov/>. The effective version of each FAR clause shall be the same version as that which appears in ACDI/VOCA's prime contract, or higher-tier subcontract under which this Agreement is a subcontract.

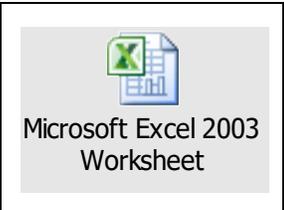
General information:

1. When the materials or products furnished are for use in connection with a U.S. Government contract or subcontract, in addition to ACDI/VOCA's General Terms and Conditions, the following provisions shall apply, as required by the terms of the prime contract, or by operation of law or regulation. Otherwise, ACDI/VOCA's General Terms and Conditions shall govern in the event of a conflict between these FAR provisions and ACDI/VOCA's General Terms and Conditions.
2. Clauses in this document may not be applicable to specific orders due to the type of subcontract/Subcontract to be issued, dollar thresholds under requirements of the FAR, or Public Law or Mandatory Flow Down requirements of a particular prime contract. Clauses that are not applicable are deemed self-deleting, shall not be removed from this document, and will be considered by all parties to be without force and effect. It is the Subcontractor's obligation to contact ACDI/VOCA regarding any confusion, ambiguity, or questions the Subcontractor may have regarding applicability of the following clauses.
3. For purposes of this Subcontract, in all applicable clauses, the term "Contractor" shall mean the Subcontractor performing under this Subcontract, the term "Contract" shall mean this Subcontract, and the terms "Contracting Officer," "Project Officer" and equivalent phrases shall mean ACDI/VOCA's authorized representative.

The following clauses apply to all Subcontracts and subcontracts.		
52.202-1	Definitions (NOV 2013)	
52.203-13	Contractor Code of Business Ethics and Conduct (Oct 2015)	
52.204-2	Security Requirements (AUG 1996)* <i>*if work involves access to classified information</i>	
52.204-3	Taxpayer Identification (OCT 1998)	
52.204-6	Data Universal Numbering System Number (JUL 2013)	
52.204-10	Reporting Executive Compensation and First-Tier Subcontract Awards (OCT 2015)* <i>*if the value of the subcontract is \$30,000 and above</i>	
52.209-6	Protecting the Government's Interest When Subcontracting with Contractors Debarred, Suspended or Proposed for Debarment (OCT 2015)* <i>*if the value of the subcontract is \$35,000 and above</i>	
52.211-11	Liquidated Damages – Supplies, Services, Or R&D (SEP 2000)* <i>*1% of subcontract value per day</i>	
52.211-12	Liquidated Damages – Construction (SEP 2000)* <i>*1% of subcontract value per day</i>	
52.212-5	Contract Terms and Conditions Required to Implement Statutes or Executive Orders – Commercial Items (DEC 2015)	
52.222-3	Convict Labor (JUN 2003)* <i>*when work will be performed in the U.S.</i>	
52.222-4	Contract Work Hours and Safety Standards Act – Overtime Compensation (MAY 2014)	
52.222-17	Nondisplacement of Qualified Workers (MAY 2014)	
52.222-19	Child Labor – Cooperation with Authorities and Remedies (JAN 2014)	
52.222-21	Prohibition of Segregated Facilities (APR 2015)	

52.222-22	Previous Contracts and Compliance Reports (FEB 1999)	
52.222-25	Affirmative Action Compliance (APR 1984)	
52.222-26	Equal Opportunity (APR 2015)* <i>*if the aggregate value of all subcontract awards to the Contractor in any 12-mo. period can reasonably be expected to exceed \$10,000</i>	
52.222-36	Affirmative Action for Workers with Disabilities (JUL 2014)* <i>*if the value of the subcontract is above \$15,000</i>	
52.222-41	Service Contract Labor Standards (MAY 2014)	
52.222-50	Combating Trafficking in Persons (MAR 2015)	
52.222-51	Exemption from Application of the Service Contract Act to Contracts for Maintenance, Callibration, or Repair of Certain Equipment – Requirements (MAY 2014)	
52.222-53	Exemption from Application of the Service Contract Act to Certain Services – Requirements (MAY 2014)	
52.222-54	Employment Eligibility Verification (OCT 2015)	
52.222-55	Minimum Wages Under Executive Order 13658 (DEC 2014)* <i>*Applicable to performance in the U.S.</i>	
52.223-18	Encouraging Contractor Policies to Ban Text Messaging While Driving (AUG 2011)	
52.224-1	Privacy Act Notification (APR 1984)	
52.224-2	Privacy Act (APR 1984)	
52.225-13	Restrictions on Certain Foreign Purchases (JUN 2008)	
52.227-13	Patent Rights – Ownership by the Government (DEC 2007)	
52.228-3	Workers’ Compensation Insurance (Defense base Act) (JUL 2014)	
52.228-4	Workers’ Compensation and War-Hazard Insurance Overseas (APR 1984)	
52.237-8	Restrictions on Severance Payments to Foreign Nationals (AUG 2003)	
52.244-6	Subcontracts for Commercial Items (OCT 2015)	
52.247-21	Contractor Liability for Personal Injury and/or Property Damage (APR 1984)	
52.247-63	Preference for U.S.-Flag Carriers	
52.247-64	Preference for Privately Owned U.S.-Flag Commercial Vessels (FEB 2006)	
The following clauses apply to subcontracts above \$150,000.		
52.203-6	Restrictions on Subcontractor Sales to the Government (SEP 2006)	
52.203-7	Anti-Kickback Procedures (MAY 2014)	
52.203-11	Certification and Disclosure Regarding Payment to Influence Certain Federal Transactions (SEP 2007)	
52.203-12	Limitation on Payments to Influence Certain Federal Transactions (OCT 2010)	
52.204-4	Printed or Copied Double-Sided on Postconsumer Fiber Content Paper (MAY 2011)	
52.204-14	Service Contract Reporting Requirements (JAN 2014)* <i>*if the subcontractor is providing services</i>	
52.204-15	Service Contract Reporting Requirements for Indefinite Delivery Contracts (JAN 2014)* <i>*if the subcontractor is providing services</i>	
52.209-5	Certification Regarding Responsibility Matters (APR 2010)	
52.215-14	Integrity of Unit Prices (OCT 2010)	
52.215-2	Audit and Records – Negotiation (OCT 2010)	
52.215-14	Integrity of Unit Prices (OCT 2010)	
52.222-35	Equal Opportunity for Veterans (OCT 2015)*	
52.222-37	Employment Reports on Veterans (OCT 2015)	
52.222-40	Notification of Employee Rights under the National Labor Relations Act (DEC 2010)* <i>*except for work performed exclusively outside of the U.S.</i>	

52.227-1	Authorization and Consent (DEC 2007)* <i>*except when both complete performance and delivery are outside the U.S.</i>
52.227-2	Notice and Assistance Regarding Patent & Copyright Infringement (DEC 2007)
52.229-3	Federal, State, and Local Taxes (FEB 2013)
52.229-6	Taxes-Foreign Fixed-Price Contracts (FEB 2013)
52.232-17	Interest (MAY 2014)
52.242-15	Stop Work Order (AUG 1989), Alternate I
52.242-17	Government Delay of Work (APR 1984)
The following clauses apply to subcontracts above \$700,000.	
52.219-8	Utilization of Small Business Concerns (OCT 2014)
The following clauses apply to subcontracts with a value of \$750,000 and above.	
52.214-26	Audit and Records – Sealed Bidding (OCT 2010)
52.214-28	Subcontractor Certified Cost or Pricing Data – Modifications – Sealed Bidding (OCT 2010)
52.215-12	Subcontractor Certified Cost or Pricing Data (OCT 2010)
52.215-13	Subcontractor Certified Cost or Pricing Data – Modifications (OCT 2010)
52.215-15	Pension Adjustments and Asset Reversions (OCT 2004)
52.215-18	Reversion or Adjustment of Plans for Postretirement Benefits (PRB) Other Than Pensions (JUL 2005)
52.215-19	Notification of Ownership Changes (OCT 1997)
52.215-20	Requirements for Certified Cost or Pricing Data and Data Other Than Certified Cost or Pricing Data (OCT 2010)
52.215-21	Requirements for Certified Cost or Pricing Data and Data Other Than Certified Cost or Pricing Data - Modifications (OCT 2010)
The following clauses apply to Subcontracts and subcontracts above \$5 million with a performance period of more than 120 days.	
52.203-13	Contractor Code of Business Ethics and Conduct (APR 2010)
The following clauses apply to Subcontracts and subcontracts above \$5 million except when it is for the acquisition of commercial items or is performed entirely outside the U.S.	
52.203-14	Display of Hotline Poster(s) (DEC 2007)
The following AIDAR clauses apply to Subcontracts and subcontracts under USAID prime contracts.	
752.202-1	USAID Definitions Clause (JAN 1990)
752.204-71	Partner Vetting (FEB 2012)
752.204-72	Access to USAID Facilities and USAID's Information Systems (AUG 2013)
752.211-70	Language and Measurement (JUN 1992)
752.225-70	Source and Nationality Requirements (FEB 2012)
752.228-3	Worker's Compensation Insurance (Defense Base Act) (DEC 1991)
752.228-07	Insurance – Liability to Third Persons (JUL 1997)
752.228-70	Medical Evacuation (MEDEVAC) Services (JUL 2007)
752.231-71	Salary Supplements for Host Government Employees (MAR 2015)
752.7001	Biographical Data (JUL 1997)
752.7002	Travel and Transportation (JAN 1990)
752.7007	Personnel Compensation (JUL 2007)
752.7009	Marking (JAN 1993)
752.7012	Protection of the Individual as a Research Subject (AUG 1995)
752.7027	Personnel (APR 1984)
752.7028	Differential and Allowances (JUL 1996)
752.7031	Leave and Holidays (OCT 1989)
752.7032	International Travel Approval and Notification Requirements (APR 2014)
752.7033	Physical Fitness (JUL 1997)
752.7034	Acknowledgement and Disclaimer (DEC 1991)
752.7035	Public Notices (DEC 1991)



SUMMARY BUDGET			
Location: Mindanao			
Project Name: MinPact			
Period of Performance: Dec 2014 - Feb 2015			
LINE ITEM DESCRIPTION	Year 1		
	Unit	Cost/Unit	YR 1 TOTAL
SALARIES & SERVICES	<u>PD's</u>	<u>Daily Rate</u>	
1. Consultants			
			-
			-
			-
			-
TOTAL SALARIES & SERVICES			-
TRAVEL	<u>Units</u>	<u>Cost</u>	
1. International Travel			-
Air Travel			-
Taxis			-
Per Diem/M&IE			-
Lodging			-
Visa/Work Permit			-
Medevac Insurance			-
1. In-country Travel			-
Air Travel			-
Taxis			-
Per Diem/M&IE			-
Lodging			-
TOTAL TRAVEL			-
	<u>Days/Months</u>	<u>Rate</u>	
OPERATIONS: (e.g. vehicles, phone, mail, courier etc.)			
Vehicle Rental			-
Communications			-
TOTAL OPERATIONS			-
OTHER DIRECT COSTS:			
Supplies			-
Printing/reproduction			-
Miscellaneous			-
TOTAL ODCs			-
TOTAL DIRECT COSTS			-
			-
TOTAL INDIRECT COSTS			-
TOTAL COSTS			-
Local Taxes (non-payroll) @ XX%	0.00%	-	-
LOCAL TAXES			-
XIII. GRAND TOTAL			-

APPENDIX H. 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:

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

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.sam.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: _____

UEI No.: _____ Business Registration No. _____