

REQUEST FOR QUOTE APPLIED POLITICAL ECONOMY ANALYSIS TOOL

Issue Date:	28 th of February 2024
RFQ Number:	A0041-APEAT-022824
RFQ Name:	APPLIED POLITICAL ECONOMY ANALYSIS TOOL
Questions due by:	8 th of March 2024 by 5pm ET
Closing Date:	18 th of March 2024 by 5pm ET
Contact for Questions:	rfp@acdivoca.org

1. SUMMARY AND PURPOSE

ACDI/VOCA is a global development design and delivery partner based in Washington, D.C. We have implemented effective economic and social development projects around the world since 1963. As a leading market systems practitioner, ACDI/VOCA addresses issues of food security, economic prosperity, and social inclusion through locally driven market solutions. We engage governments, civil society groups, private companies, and financial institutions in our program design and execution.

The consultant will lead the development of an Applied Political Economy Analysis Tool (APEA Tool) for ACDI/VOCA to utilize across its global portfolio of projects. The tools will draw on the existing literature and available case studies and tools on the implementation of similar tools in international development contexts. The final tool will be adapted to meet the needs of ACDI/VOCA's home office and field staff.

Purpose	Intended Users	Use Cases	Illustrative Literature Review
The Tool will support the design and implementation of applied PEA and ensure political and programmatic feasibility of systems change recommendations.	ACDI/VOCA project staff, home office staff, local consultant(s)	Targeted start-up study; Integrated as part of market systems analysis during inception or in the first year of the project to inform systems change strategies and partnering activities.	USAID's TWP through Applied PEA, Policy landscape assessments, USAID Localization policy; ACDI/VOCA Inclusive Market Systems Approach

2. ASSIGNMENT ACTIONS

Actions	Description
Phase 1 (Week 1) Output: APEA Development Plan	Design and hold meetings with ACDI/VOCA to define the requirements of the tool [½ day LOE]. ACDI/VOCA is interested in a comprehensive APEA tool, based on USAID's existing TWP through APEA resources, that ACDI/VOCA staff and hired consultants will use to develop custom project specific APEA studies. The tool will emphasize sector and problem/issue level APEA guidance, integrating cross-cutting themes of gender, inclusion, climate, localization, and systems development. Deliver the APEA Development Plan [1 day LOE]. The Plan will include how proposed literature review and analysis methods will inform tool design; suggested approach for gathering feedback from ACDI/VOCA home office

	and field staff; and an outline for the final tool. The resulting tool should be concise and contain (i) background and references, (ii) preparatory checklist(s), (iii) decision trees and guidance (iv) interview guide(s), (v) report template(s), (vi) customizable SOW templates for (a) project staff supervisor and (b) outsourced consultant/firm with LOE estimates and timelines to conduct (1) a rapid, targeted PEA in less than 8 weeks and (2) a more comprehensive PEA in less than 12 weeks, and (vii) guidance for how the PEA feeds into project-level systems change strategies and associated partnership activities (viii) draft agenda template for project-level P&R to check in on TWP considerations throughout the project cycle. Deliver the APEA Development Plan to ACDI/VOCA for approval.
Phase 2 (Week 2-3) Outputs: Draft APEA Tool; Final APEA Tool	Draft the APEA tool and refine with relevant ACDI/VOCA stakeholders [6.5 days LOE]. Deliver the final APEA tool to ACDI/VOCA for approval.
Phase 3 (Week 4): Output: APEA Tool Workshop and Slides	Prepare and conduct an APEA Tool Workshop with a selection of ACDI/VOCA staff to “handoff” the tool [1 day LOE]. Deliver the final APEA Tool Workshop and provide training slide deck to ACDI/VOCA using ACDI/VOCA’s template.
Phase 4 (Week 4+) Output: BEE Advise	Additional Advisory Services [1 day LOE]. Consultant shall set aside 1 day LOE for exploratory advisory services on topics that may or may not be directly related to the APEA tool, such as Institutional Capacity Assessments, public private dialogue (PPD), Public Sector Engagement Best Practices and Tactics, and upcoming project applications of the tool.

3. CONSULTANT QUALIFICATIONS

The consultancy requires a combination of education, skills, and experience.

- An educational background in political science, international relations, international development, or a related field.
- Advanced understanding of political systems and their role in development outcomes.
- Hands on experience with USAID’s current guidance on project implementation, including TWP, PEA, systems development, and localization.
- Proficiency in gathering, analyzing, and interpreting data from various sources.
- The ability to communicate complex political ideas clearly and concisely in written form.
- Effective verbal and written communication for presentations, discussions, and reporting.
- Capacity to develop solutions and strategies in response to political challenges.
- Familiarity with tools and software for political, economic, and social data analysis.
- Ability to navigate and leverage information from digital platforms.
- Ability to work effectively with others.

4. ADDITIONAL INFORMATION

WORK LOCATION: Facilitated remotely

SUPERVISOR: Ydun Donahoe - Senior Technical Director, Market Systems and Governance

DATES: Approximately four weeks for the APEA Tool; start date flexible, preferred start date in March 2024.

LEVEL OF EFFORT ESTIMATE: Approximately 10 working days

5. CRITERIA FOR EVALUATION

The award will be made to a responsible offeror whose offer follows the instructions, meets the eligibility requirements, and meets or exceeds the minimum required technical specifications, and is judged to be the best value based on a lowest-price, technically acceptable basis.

6. APPLICATION

Send cover letter (1 page), CV (up to 2 pages), example of past work in this area, and daily rate to rfp@acdivoca.org for consideration.