



## **USAID Liberia Civil Society Activity (CSA)**

### **Request For Proposals (RFP)**

### **Capacity Strengthening support to anticipated CSA Grantees monitoring and Evaluation & Gender Policy Development**

Issue Date: April 13, 2023

#### **WARNING:**

Prospective Offerors who have received this document from a source other than USAID/Liberia Civil Society Activity (CSA), 18<sup>th</sup> Street and Warner Avenue, Sinkor, Monrovia, should immediately contact [LiberiaCSA\\_Procurement@dai.com](mailto:LiberiaCSA_Procurement@dai.com) and provide their name and mailing address in order that amendments to the RFP or other communications can be sent directly to them. Any prospective Offeror who fails to register their interest assumes complete responsibility in the event that they do not receive communications prior to the closing date. Any amendments to this solicitation will be issued and sent to service providers (SP) email addresses. Offerors are encouraged to check their mails periodically.

**Synopsis of the RFP**

RFP No.	RFP-DAI- LIB-CSA- 003
Issue Date	April 13, 2023,
Title	<b>Capacity Strengthening support to anticipated CSA Grantees - Monitoring and Evaluation &amp; Gender Policy Development</b>
Issuing Office & Email/Physical Address for Submission of Proposals	Attn: Liberia Civil Society Activity (CSA) 18 <sup>th</sup> Street and Warner Avenue, Sinkor, Monrovia, Liberia Email: <a href="mailto:LiberiaCSA_Submissions@dai.com">LiberiaCSA_Submissions@dai.com</a>
Pre-submission meeting	There will be no pre-submission meeting.
Deadline for Receipt of Questions	Applicants can send questions for clarification to <a href="mailto:LiberiaCSA_Procurement@dai.com">LiberiaCSA_Procurement@dai.com</a> . The deadline for receiving questions is <b>Tuesday, April 18, 2023, 5:00 pm, local time.</b>
Deadline for Receipt of Proposals.	The deadline for receiving the proposal is <b>Sunday, April 23, 2023, 5:00 pm local time. Proposal should be submitted via email only.</b>
Anticipated Award Type	Blanket Purchase Agreement - BPA
Anticipated Award location	Montserrado, Margibi, Grand Bassa, Bong, Lofa and Nimba Counties
Basis for Award	An award will be made based on the value for money, Technically Acceptable Source Selection process. The award will be issued to the responsible Offeror submitting the lowest evaluated price that meets or exceeds the acceptability requirements for technical/non-cost factors described in this RFP.

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## **1. Introduction and Purpose**

### **1.1 Purpose**

DAI, the implementer of the Liberia Civil Society Activity (CSA) invites qualified service providers to submit proposals/bids to provide Capacity Development Support (training, mentorship, and coaching) for CSA CSO's Coalition members in support of program implementation. As much as CSA welcomes individual service providers and bidders, CSA would appreciate Capacity Development Service Providers of Liberia (CBDSPL) submitting joint bids to address the capacity support of CSA Coalition members.

### **1.2 Issuing Office**

The Issuing Office above is the sole point of contact at DAI for purposes of this RFP. Any prospective offeror who fails to register their interest with this office assumes complete responsibility in the event that they do not receive direct communications (amendments, answers to questions, etc.) prior to the closing date.

### **1.3 Background**

CSA is a five-year USAID-funded project designed to strengthen Liberians' ability to advocate for policy reforms, policy implementation, and service delivery improvements through multi-stakeholder coalitions that build feedback loops among the GOL, CSOs, and citizens. In Objective 1, the activity will form issue-based coalitions around three thematic windows. Composed of diverse members, coalitions will analyze the most critical issues that can lead to feasible reforms, co-create advocacy strategies, and translate them into improved policy formation and implementation. Under Objective 2, coalitions will apply citizen engagement strategies and policy dialogue platforms to integrate citizens' voices into advocacy agendas. Coalitions will close feedback loops by disseminating the results of their advocacy efforts to the broader community to encourage continued dialogue. Activities under Objectives 3 and 4 will ensure that coalition members' achievements are sustainable by building their financial resilience and adaptive capacities and linking them to a pool of Liberian private sector service providers.

A critical goal of CSA is to build the institutional and advocacy capacity of targeted civil society organizations (CSOs) implementing the USAID-funded civil society activity project to advocate for policy reform, policy implementation, and service delivery in Liberia. During CSA implementation, CSA will facilitate the opportunity for civil society organizations to connect with service providers through the provision of in-kind grants to support the capacity development of civil society organizations in key institutional and technical capacity areas based on the results of CSA's Institutional and Advocacy Capacity Assessment (IACAT). The in-kind grant supports CSA's overall program Objective 3. Supported CSOs' Financial and Organizational Sustainability Enhanced and Objective 4. Ongoing Capacity Development Services Available on the Local Market.

#### **1.4 Type of Award Anticipated**

DAI anticipates issuing Blanket Purchase Agreement - BPA to successful service providers based on capacity need in Monitoring & Evaluation and Gender Policy Development of CSA Supported Civil Society Partners, valid for a period of one year.

Goods and services ordered under the BPA shall be paid on a fixed price basis using the unit prices and the specific quantities required at that time. Offerors are expected to include all costs, direct and indirect, into their total proposed price.

## **2. General Instructions to Offerors**

### **2.1 General Instructions**

Proposals are due no later than April 23, 2023, at 5:00pm local time to be submitted to the Issuing Office. Late offers will be rejected except under extraordinary circumstances at DAI's discretion. DAI reserves the right not to evaluate a non-responsive or incomplete proposal. The completion of all RFP requirements in accordance with the instructions in this RFP and submission to DAI of the proposal will constitute an offer and indicate the Offeror's agreement to the terms and conditions in this RFP and any attachments hereto. DAI reserves the right to award a subcontract without discussion and/or negotiation; however, DAI also reserves the right to conduct discussions and/or negotiations, which among other things may require an Offeror(s) to revise its proposal. Issuance of this RFP in no way obligates DAI to award a subcontract or purchase order. All documents from the Offeror related to this RFP shall be in English. Offerors will not be reimbursed for any costs associated with the preparation or submission of their proposal. DAI shall in no case be responsible for liable for these costs.

Offerors are required to fully review all instructions and specifications contained in this RFP. Failure to do so will be at the Offeror's risk.

Offerors shall submit proposals only via email. Please state the RFP Number and Title of the activity in the subject line of the email.

Offerors shall confirm in writing that the Offeror fully understands that their proposal/offer must be valid for a period of one (1) year from April 2023 to April 2024

If the solicitation is amended, then all terms and conditions not modified in the amendment shall remain unchanged. Offerors shall acknowledge receipt of amendments in the cover letter.

Offerors shall:

1. Furnish all of the information required by the RFP
2. Ask any questions to clarify the requirements if necessary
3. Sign and submit the cover letter
4. Use and submit forms as provided in the Attachments as required.

"Offeror", "Subcontractor", and/or "Bidder" means a firm proposing the work under this RFP. "Offer" and/or "Proposal" means the package of documents the firm submits to propose the work.

## **2.2 Proposal Cover Letter**

A cover letter shall be included with the proposal on the Offeror's company letterhead with a duly authorized signature and company stamp/seal using Attachment B as a template for the format. The cover letter shall include the following items:

- Acknowledge reception of the solicitation
- Certify the validity period of three months for the prices provided.
- List all the documents attached (see template below)

## **2.3 Questions regarding the RFP**

Each Offeror is responsible for reading very carefully and understanding fully the terms and conditions of this RFP. All communications regarding this solicitation are to be made solely through the Issuing Office. Requests for clarification or additional information must be submitted via email the Issuing Office no later than the date and time specified in the Synopsis above. Only written communications relative to the procurement shall be considered. No questions will be answered over the phone or in person, except for administrative questions regarding the project office location, packaging of the bid, etc.... The subject line of the email or the heading of the letter must include the RFP Number and Title.

Questions and requests for clarifications – and the responses thereto – that DAI believes may be of interest to other offerors will be circulated in writing to all RFP recipients who have indicated interest in responding to this RFP. Both questions and answers will be distributed, without identification of the inquirer(s), to all prospective Offerors who are on record as having received this RFP. Any verbal information received from a DAI or CSA employee, or other entity shall not be considered as an official response to any question regarding this RFP.

## **2.4 Pre-Proposal Conference**

There will be no pre-proposal conference. Please submit your inquiry on **April 18, 2023, to get answer by April 19, 2023.**

## **3. Instructions for the Preparation of Technical Proposals**

Technical proposals shall include a thorough description of the proposed service which meets or exceeds the stated technical specifications or scope of work. It shall include the following sections:

1. Understanding of the subject matter including the common challenges faced by CSOs in this area
2. Understanding of the tasks
3. Overview of the institution's training methodology and approach
4. Profile of the technical staff who will be delivering the services
5. Submission of documents which demonstrates that the offeror can meet or exceed the listed non-cost factors that determine technical acceptability.
6. A list of Past Performance (See template below)

### **3.1 Goods or Services Specified**

For this RFP, DAI is in need of the services described in detail in Attachment A. Final delivery is required latest by April 30, 2024. It shall be understood that by that date, the Offeror would have met the following technical specifications or deliverables.

### **3.2 Technical Acceptability Requirements**

To be considered technically acceptable, offerors must demonstrate how they will meet or exceed all of the requirements that are outlined below as Technical Acceptability Requirements. If the proposal fails to meet one or more of the requirements, it will be deemed technically unacceptable. Proposals deemed technically unacceptable contain significant weaknesses or deficiencies that are not able to be corrected without a major rewrite or revision of the original proposal.

Offerors are required to meet or exceed the significant non-cost factors listed below:

1. A minimum of 5 years of demonstrated experience in M & E, particularly with civil society organizations and/or advocacy campaigns. A relevant degree with a minimum of five years professional experience in the development of M&E systems and/or performance-based management for CSO's.
2. Verified accomplishment in designing, implementing and operating M&E systems is required.
3. Proven skills in research and data analysis are a key requirement.
4. Experience in Strategic plan development for CSO's in Liberia
5. Have extensive idea in preparing gender policy
6. High proficiency in spoken and written English is preferred
7. Offeror must have documented ability to meet deadlines, produce quality report and work collaboratively, as demonstrated through reference letters from prior clients.
8. A minimum of two years' experience in working with USAID projects
9. A minimum of 5 years of demonstrated experience in developing customized training materials and providing training and mentorship to clients.

The technical proposal shall include information on past performance. Provide a list of at least three (3) recent awards of similar scope and duration. The information supplied shall be stated in a table and shall include the legal name and address of the organization for which services were performed, a description of work performed, the duration of the work and the value of the contract, description of any problems encountered and how it was resolved, and a current contact phone number of a responsible and knowledgeable representative of the organization. See Attachment F.

## **4. Instructions for the Preparation of Cost/Price Proposals**

### **4.1 Price Schedule**

Provided in Attachment C is a template for the Price Schedule. Offerors shall complete the template including as much detailed information as possible. The sections of the template are as follows:

- Item number
- Item name
- Description/Specifications
- Quantity
- Unit Price
- Total Price
- Applicable taxes and fees

The Subcontractor is responsible for all applicable taxes and fees, as prescribed under the applicable laws for income, compensation, permits, licenses, and other taxes and fees due as required

## 5. Required documents to Determine Responsibility

### 5.1 General Responsibility

DAI will not enter into any type of agreement with an Offeror prior to ensuring the Offeror's responsibility. When assessing an Offeror's responsibility, the following factors are taken into consideration:

1. Up to date business registration papers
2. Latest tax clearance
3. Company Profile
4. CVs of key technical staff (tailored to specific capacity development domain)
5. Sample of previous training materials (manuals, presentation, activity reports)
6. Overview of satisfactory past performance record (services provided in specific capacity development area(s) for which you are applying).
7. Contact for previous clients
8. Evidence of a SAM number (explained below and instructions contained in the Attachment).
9. The source, origin and nationality of the products or services are not from a Prohibited Country (explained below).
10. Adequate financial resources to finance and perform the work or deliver goods or the ability to obtain financial resources without receiving advance funds from DAI.
11. Ability to comply with required or proposed delivery or performance schedules.
12. Satisfactory record of integrity and business ethics.
13. Necessary organization, experience, accounting and operational controls and technical skills.
14. Be qualified and eligible to perform work under applicable laws and regulations.

### 5.2 System for Award Management (SAM)

There is a **mandatory** requirement for your organization to provide a SAM number to DAI. The System for Award Management is a system developed and regulated by the US Government that assigns a unique numeric identifier, referred to as a "SAM number" to a single business entity. Without a SAM number, DAI cannot deem an Offeror "responsible" to conduct business with and therefore, DAI will not enter into a subcontract/purchase order or monetary agreement with any organization. The determination of a successful offeror/applicant resulting from this RFP is



contingent upon the winner providing a SAM number to DAI. Offerors who fail to provide a SAM number will not receive an award and DAI will select an alternate Offeror.

All U.S. and foreign organizations which receive first-tier subcontracts/ purchase orders with a value of \$25,000 and above **are required** to obtain a SAM number prior to signing of the agreement. Organizations are exempt from this requirement if the gross income received from all sources in the previous tax year was under \$300,000. DAI requires that Offerors sign the self-certification statement if the Offeror claims exemption for this reason.

For those required to obtain a SAM number, see Attachment D - Instructions for Obtaining a SAM Number - DAI'S Vendors, Subcontractors

For those not required to obtain a SAM number, see Attachment E: Self Certification for Exemption from SAM Requirement

## **6. Basis of Award and Selection Process**

### **6.1 Basis of Award**

Award will be made to a responsible offeror, whose proposal offers the lowest evaluated price and meets or exceeds the acceptability standards for technical/non-cost factors, using United States Federal regulations (FAR 15.101-2 – Lowest Price Technically Acceptable Source Selection Process) as a guide. DAI will classify a proposal as not acceptable for award if it does not meet the requirements of this RFP. DAI may also determine that an Offeror is "not responsible", i.e., that it does not have the management and financial capabilities in all respects to perform the work required. In order for Offerors to be considered technically acceptable, they must meet all of the technical acceptability requirements and business requirements as specified in this RFP. Proposals will be evaluated by committee against the acceptability requirements contained herein. DAI may award to an Offeror without discussions with the Offeror. Therefore the initial offer must contain the Offeror's best price and technical terms.

### **6.2 Selection Process**

All proposals shall be received and remain unopened until the due date. All proposals shall be stored in a secure and locked location. On the due date, all proposals shall be opened by the Procurement Officer and shall be witnessed by at least one other project employee.

An Evaluation Committee comprised of a minimum of three (3) people shall be convened, and each committee member will receive a copy of the solicitation requirements and shall sign a Statement of Non-Disclosure/Conflict of Interest form. The Evaluation Committee shall jointly review the technical proposals and determine which proposals 1) are complete, and 2) meet the technical acceptability requirements. Those proposals which are determined to be "technically acceptable" shall be considered in the "Competitive Range". Prior to concluding on those offerors in the Competitive Range, DAI may contact offerors to seek clarification to proposal submissions that are insufficient. Competitive Range offerors may then be contacted to answer questions, negotiate and discuss offers, and potentially be asked to submit a "Best and Final Offer". Upon receiving all Best and Final Offers (if a Best and Final Offer is requested), the Evaluation Committee shall select the offer which is the lowest price amongst those in Competitive Range and investigate to ensure that the offeror is responsible, and the price is reasonable.

## 7. Source and Nationality

Under the authorized geographic code for its contract DAI, may only procure goods and services from the following countries.

**Geographic Code 937:** Goods and services from the United States, the cooperating country, and "Developing Countries" other than "Advanced Developing Countries," excluding prohibited countries. A list of the "Developing Countries" as well as "Advanced Developing Countries" can be found at: <http://www.usaid.gov/policy/ads/300/310maa.pdf> and <http://www.usaid.gov/policy/ads/300/310mab.pdf> respectively.

DAI must verify the source, nationality and origin, of goods and services and ensure (to the fullest extent possible) that DAI does not procure any goods or services from prohibited countries listed by the Office of Foreign Assets Control (OFAC) as sanctioned countries. The current list of countries under comprehensive sanctions include: Cuba, Iran, North Korea, Sudan, and Syria. Goods may not transit through or be assembled in comprehensive sanctioned origin countries nor can the vendor be owned or controlled by a prohibited country. DAI is prohibited from facilitating any transaction by a third party if that transaction would be prohibited if performed by DAI.

By submitting a proposal in response to this RFP, Offerors confirm that they are not violating the Source and Nationality requirements of the goods or services being offered and that the goods and services comply with the Geographic Code and the exclusions for prohibited countries outlined above.

## 8. Anticipated Post-Award Deliverables

Upon award of a subcontract, the deliverables detailed below will be submitted to DAI according to deadlines established by DAI and the selected subcontractor. The deliverables are intended as evidence or confirmation that the activities have been successfully completed.

All of the deliverables must be submitted to and approved by DAI before payment will be processed.

Service Providers will be responsible for delivering:

### Deliverables

- Action Plan that includes:
  - a. Objectives
  - b. Anticipated outcomes
  - c. Activities
  - d. Dates and timeline for work
- Completed updated activities (SoW's) stated in the RFP for CSA Coalition members
- Final Report that includes:
  - e. Summary of all activities
  - f. Outcomes
  - g. Progress Achieved
  - h. Recommendations

### **8.1 Branding Implementation Plan and Marking Plan**

Markings under this subcontract shall comply with the USAID "Graphic Standards Manual" available at [www.usaid.gov/branding](http://www.usaid.gov/branding) or any successor branding policy. In accordance with ADS 320 "Branding and Marking," this subcontract incorporates USAID's policy directives and required procedures on branding and marking of USAID-funded programs, projects, activities, public communications, and commodities with the USAID identity.

### **9. Inspection & Acceptance**

The DAI Capacity Building Team will inspect from time to time the services being performed to determine whether the activities are being performed in a satisfactory manner, and that all equipment or supplies are of acceptable quality and standards. The subcontractor shall be responsible for any countermeasures or corrective action, within the scope of this RFP, which may be required by the DAI Chief of Party as a result of such inspection.

### **10. Compliance with Terms and Conditions**

Offerors shall be aware of the general terms and conditions for an award resulting from this RFP. The selected Offeror shall comply with all Representations and Certifications of Compliance listed in Attachment G.

### **11. Procurement Ethics**

Neither payment nor preference shall be made by either the Offeror, or by any DAI staff, in an attempt to affect the results of the award. DAI treats all reports of possible fraud/abuse very seriously. Acts of fraud or corruption will not be tolerated, and DAI employees and/or subcontractors/grantees/vendors who engage in such activities will face serious consequences. Any such practice constitutes an unethical, illegal, and corrupt practice and either the Offeror or the DAI staff may report violations to the Toll-Free Ethics and Compliance Anonymous Hotline at +1 855-603-6987, via the DAI website, or via email to [FPI\\_hotline@dai.com](mailto:FPI_hotline@dai.com). DAI ensures anonymity and an unbiased, serious review and treatment of the information provided. Such practice may result in the cancellation of the procurement and disqualification of the Offeror's participation in this, and future, procurements. Violators will be reported to USAID, and as a result, may be reported to the U.S. Department of Justice to be included in a Restricted Parties list, preventing them from participating in future U.S. Government business.

Offerors must provide full, accurate and complete information in response to this solicitation. The penalty for materially false responses is prescribed in Section 1001 of Title 18 of the United States Code.

In addition, DAI takes the payment of USAID funds to pay Terrorists, or groups supporting Terrorists, or other parties in exchange for protection very seriously. Should the Terrorist, groups or other parties attempt to extort/demand payment from your organization you are asked to immediately report the incident to DAI Fraud Prevention and Investigations Team at the contacts above.

By submitting an offer, offerors certify that they have not/will not attempt to bribe or make any payments to DAI employees in return for preference, nor have any payments with Terrorists, or groups supporting Terrorists, been attempted.

## **12. Attachments**

### **12.1 Attachment A: Scope of Work for Services or Technical Specifications**

#### **Capacity Development Scope of Work for CSA Coalition Partners (CSOs)**

##### **Brief Statement of Purpose, Objectives/Project Summary**

A critical goal of CSA is to build the Institutional and advocacy capacity of targeted civil society organizations (CSO`s) to advocate for policy reform, policy implementation and service delivery in Liberia. CSA will facilitate the opportunity for civil society organizations to connect with service providers through the provision of in-kind grant to support capacity development of civil society organizations in key institutional and technical capacity areas based on the results of CSA`s Institutional and Advocacy Capacity Assessment (IACAT). The in-kind grant supports CSA overall program Objective 3. Supported CSOs` Financial and Organizational Sustainability Enhanced and Objective 4. Ongoing Capacity Development Services Available on the Local Market.

##### **Background**

CSA will adopt a participatory self-assessment approach called Institutional Advocacy Capacity Assessment (IACAT) and utilize the IACAT to conduct an Institutional and Advocacy capacity of Education, Health and Economic Security Coalition partners that will be supported by CSA in six counties namely (Monsterrado, Nimba, Margibi, Grand Bassa, Lofa and Bong counties) to engage in issue-based advocacy to promote policy reform, policy implementation, and service delivery in health, education and economic security. Utilizing the IACAT self-assessment approach, CSA Coalition partners will identify key institutional capacity gaps as well as an action plan and capacity development plan to address the gaps. IACAT comprised three Institutional and four Advocacy capacity areas. The three institutional capacity areas include Strategic Management, Project Management, Quality Control, and Financial Management. The four advocacy capacity areas include Advocacy Goals, Plans and Strategies, Conducting Advocacy, Advocacy Avenues, and Public Policy Processes. Each capacity area consists of several performance indicators along with measurement units or score options that the coalition partners will use to assess themselves.

##### **Description of Scope of Work**

CSA Capacity Development (CD) team will conduct two days participatory Institutional and Advocacy Capacity assessment (IACAT) baseline with coalition partners. Following the IACAT assessment, CSA CD team will support coalition partners to develop a capacity development plan (CDP) that outlined and described specific capacity gaps that coalition partners need to address through external support that will include the below listed:

##### **Institutional areas:**

1. Monitoring and Evaluation including training staffs in monitoring and evaluation tools and processes and develop monitoring and evaluation plan.

2. Gender policy including developing clearly written gender mainstreaming strategy/plan and tools for tracking gender mainstreaming activities.

**CSA`s Support**

Based on the capacity development plan, CSA will connect CSA coalition partners to capacity development service providers to provide capacity development training, mentorship and coaching in the identified capacity areas. CSA will work hand in hand with service providers to monitor and ensure the services deliver to CSA coalition partners are of the quality.

**CSA Coalition Partners` Responsibilities**

CSA coalition partners leadership will committee to undertaking this capacity development work and will make certain that the capacity development activities are directly supporting CSO`s vision, mission, and their advocacy project to have a lasting impact on their constituencies.

As such, CSOs will undertake the following activities:

Commit staffs to participate in monitoring and evaluation and gender trainings and mentoring sessions and the development and maintenance of a M&E system and plan and the development of a clearly written gender mainstreaming policy.

**Expected Outcomes:**

The capacity development support to CSOs will help CSOs:

- collect accurate data and maintain an M&E system
- develop gender policy and mainstream gender across all CSO`s interventions

**Oversight and Monitoring:**

CSA capacity development team will monitor coalition partners` capacity development activities monthly to assess progress of the capacity development support provided by service providers.

**Capacity Development Activities to Support CSA Coalition Partners**

**Timeline**

Quarter 1, Year 2 (Oct - Dec)	Quarter 2, Year 2 (Jan- March.)	Quarter 3, Year 2 (April. - June)	Q4 Year 2 (July- Sept)
			M&E Training and development of M&E plan/system
			Development of Gender policy and training

**1. Monitoring and Evaluation SOW**  
**Proposed Timeline: Quarter 3 Year 2**

<b>Activities</b>	<b>Expected Outputs</b>	<b>Number of days</b>
1-day meeting with CSOs to review documents and materials related to monitoring and evaluation and develop an action plan for fulfilling the tasks in this SOW, includes dates, timelines, staff names, other specifics.	- Completed agreed upon action plan that includes Objectives, Activities, outputs, dates and timelines for work, list of staff for training	1
3 days technical assistance for M&E Manual development in consultation with CSOs. Includes framework, indicators, tools, data collection protocol, and tracking tools.	- Finalized monitoring and evaluation policy manual	3
Provide a 3-day joint M&E training workshop including sessions on: <ul style="list-style-type: none"> <li>- Principles, definitions, and processes of monitoring and evaluation</li> <li>- Data collection and Monitoring and Evaluation tools &amp; techniques</li> <li>- Key M&amp;E plan components and M&amp;E plan development</li> <li>- Data Analysis and M&amp;E reporting</li> </ul>	<ul style="list-style-type: none"> <li>- Draft M&amp;E data collection tools &amp; reporting templates</li> <li>- Draft M&amp;E policy manual with M&amp;E processes</li> </ul>	3
Provide a 2-day mentorship visit to review and finalize M&E manual with CSOs	<ul style="list-style-type: none"> <li>- Final M&amp;E manual</li> <li>- Mentorship report</li> </ul>	2
Service Provider (SP) submits final report and recommendations for partner	- Final report	1
Total number of days		10

**2. Gender Policy SOW**

**Proposed Timeline: Quarter 3, Year 2**

<b>Activities</b>	<b>Expected Outputs</b>	<b>Number of days</b>
1-day meeting with CSOs to develop a gender training action plan for fulfilling	Completed agreed upon action plan that includes Objectives, Activities, outputs, dates and	1

the tasks in this SOW, includes dates, timelines, staff names, other specifics.	timelines for work, list of staff for training	
3 days technical assistance for gender policy development in consultation with CSOs. Includes policy, goals, actions including CSOs' specific expectation	Finalized GESI training manual	3
Provide a 3-day joint gender-training workshop including sessions on: <ul style="list-style-type: none"> <li>- Principles, definitions, and processes of gender mainstreaming</li> <li>- Development of gender tools for tracking gender mainstreaming activities</li> <li>- Draft clean gender mainstreaming policy</li> <li>- Draft reporting mechanism on gender relating issues</li> </ul>	Draft gender mainstreaming tools and reporting mechanism  Draft gender policy for CSOs	3
Provide a 2-day mentorship visit to CSOs to review and finalize Gender Policy	Final gender mainstreaming policy developed  Mentorship report	2
1 days for the development of Final Report	- Final report	1
Total number of days		10

**12.2 Attachment B: Proposal Cover Letter**

[On Firm’s Letterhead]

<Insert date>

TO: [Click here to enter text.](#)  
 Development Alternatives, Inc.  
[Click here to enter text.](#)

We, the undersigned, provide the attached proposal in accordance with **RFP**-[Click here to enter text.](#)-[Click here to enter text.](#) dated [Click here to enter text.](#). Our attached proposal is for the total price of <Sum in Words (\$0.00 Sum in Figures) >.  
 I certify a validity period of [Click here to enter text.](#) months for the prices provided in the attached Price Schedule/Bill of Quantities. Our proposal shall be binding upon us subject to the modifications resulting from any discussions.  
*Offeror shall verify here the items specified in this RFP document.*  
 We understand that DAI is not bound to accept any proposal it receives.  
 Yours sincerely,

Authorized Signature:  
 Name and Title of Signatory: [Click here to enter text.](#)  
 Name of Firm: [Click here to enter text.](#)  
 Address: [Click here to enter text.](#)  
 Telephone: [Click here to enter text.](#)  
 Email: [Click here to enter text.](#)

Company Seal/Stamp:

**12.3 Attachment C: Price Schedule**

Item Number	Services Name	Quantity	Number of days	Number of staff	Daily labor cost	Total Price
1a 1b 1c	List of services					
2	Applicable taxes and fees					
<b>GRAND TOTAL IN</b> <a href="#">Click here to enter text.</a>						
<b>GRAND TOTAL IN UNITED STATES DOLLARS</b>						\$



**Delivery Period:** [Click here to enter text.](#)

- 12.4 Attachment D: Instructions for Obtaining a SAM Number - DAI'S Vendors, Subcontractors**
- 12.5 Attachment E: Self Certification for Exemption from SAM Requirement**

**12.6 Attachment F: Past Performance Form**

Include projects that best illustrate your work experience relevant to this RFP, sorted by decreasing order of completion date. Projects should have been undertaken in the past three years. Projects undertaken in the past six years may be taken into consideration at the discretion of the evaluation committee.

#	Project Title	Description of Activities	Location Province/District	Client Name/Tel No	Cost in US\$	Start-End Dates	Completed on schedule (Yes/No)	Completion Letter Received? (Yes/No)	Type of Agreement, Subcontract, Grant, PO (fixed price, cost reimbursable )
1									
2									
3									
4									
5									

## 12.7 Attachment G: Representations and Certifications of Compliance

1. Federal Excluded Parties List - The Bidder Select is not presently debarred, suspended, or determined ineligible for an award of a contract by any Federal agency.
2. Executive Compensation Certification- FAR 52.204-10 requires DAI, as prime contractor of U.S. federal government contracts, to report compensation levels of the five most highly compensated subcontractor executives to the Federal Funding Accountability and Transparency Act Sub-Award Report System (FSRS)
3. Executive Order on Terrorism Financing- The Contractor is reminded that U.S. Executive Orders and U.S. law prohibits transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. It is the legal responsibility of the Contractor/Recipient to ensure compliance with these Executive Orders and laws. Recipients may not engage with, or provide resources or support to, individuals and organizations associated with terrorism. No support or resources may be provided to individuals or entities that appear on the Specially Designated Nationals and Blocked persons List maintained by the US Treasury (online at [www.SAM.gov](http://www.SAM.gov)) or the United Nations Security Designation List (online at: [http://www.un.org/sc/committees/1267/aq\\_sanctions\\_list.shtml](http://www.un.org/sc/committees/1267/aq_sanctions_list.shtml)). This provision must be included in all subcontracts/sub awards issued under this Contract.
4. Trafficking of Persons – The Contractor may not traffic in persons (as defined in the Protocol to Prevent, Suppress, and Punish Trafficking of persons, especially Women and Children, supplementing the UN Convention against Transnational Organized Crime), procure commercial sex, and use forced labor during the period of this award.
5. Certification and Disclosure Regarding Payment to Influence Certain Federal Transactions – The Bidder certifies that it currently is and will remain in compliance with FAR 52.203-11, Certification and Disclosure Regarding Payment to Influence Certain Federal Transactions.
6. Organizational Conflict of Interest – The Bidder certifies that will comply FAR Part 9.5, Organizational Conflict of Interest. The Bidder certifies that is not aware of any information bearing on the existence of any potential organizational conflict of interest. The Bidder further certifies that if the Bidder becomes aware of information bearing on whether a potential conflict may exist, that Bidder shall immediately provide DAI with a disclosure statement describing this information.
7. Business Size and Classification(s) – The Bidder certifies that is has accurately and completely identified its business size and classification(s) herein in accordance with the definitions and requirements set forth in FAR Part 19, Small Business Programs.

8. Prohibition of Segregated Facilities - The Bidder certifies that it is compliant with FAR 52.222-21, Prohibition of Segregated Facilities.
9. Equal Opportunity – The Bidder certifies that it does not discriminate against any employee or applicant for employment because of age, sex, religion, handicap, race, creed, color or national origin.
10. Labor Laws – The Bidder certifies that it is in compliance with all labor laws..
11. Federal Acquisition Regulation (FAR) – The Bidder certifies that it is familiar with the Federal Acquisition Regulation (FAR) and is in not in violation of any certifications required in the applicable clauses of the FAR, including but not limited to certifications regarding lobbying, kickbacks, equal employment opportunity, affirmation action, and payments to influence Federal transactions.
12. Employee Compliance – The Bidder warrants that it will require all employees, entities and individuals providing services in connection with the performance of an DAI Purchase Order to comply with the provisions of the resulting Purchase Order and with all Federal, State, and local laws and regulations in connection with the work associated therein.

By submitting a proposal, offerors agree to fully comply with the terms and conditions above and all applicable U.S. federal government clauses included herein, and will be asked to sign these Representations and Certifications upon award.

## 12.8 Attachment J: Proposal Checklist

Offeror:

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Have you?

Submitted your proposal to DAI electronically as specified in General Instructions above?

Does your proposal include the following?

Signed Cover Letter (*use template in Attachment B*)

Proposal of the Product or Service that meets the technical requirements as per

Attachment A

Demonstration of how you meet or exceed each of the technical acceptability criteria.

Documents use to determine Responsibility

Evidence of a SAM Number OR Self Certification for Exemption from SAM Requirement

Past Performance (*use template in Attachment F*)