



REQUEST FOR PROPOSAL

Final Evaluation

J0737

Under

Feed Enhancement for Ethiopian Development - Phase II (FEED II)

Funded By

USDA

FCC-663-2013/039-00

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| RFP Release Date: | July 10, 2018 |
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| Question/Inquiry Submission Deadline: | August 8 th 2018 |

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I. INTRODUCTION

A. COMPANY BACKGROUND

Based in Washington, D.C., ACDI/VOCA is a nonprofit international development organization that delivers technical and management assistance in agribusiness, financial services, enterprise development, community development and food security in order to promote broad-based economic growth and vibrant civil society. For more information, go to www.acdivoca.org.

B. PROGRAM BACKGROUND

The Feed Enhancement for Ethiopian Development Project - Phase II (FEED II) is a three -year project funded by the United States Department of Agriculture (USDA) Food for Progress Program and has been implemented by ACDI/VOCA since October 2013. In October 2016 the project received a cost extension and is expected to close around November 2018.

FEED II project interventions are designed to increase livestock productivity through development of the animal feed sector. FEED II field implementation began with an intensive baseline survey conducted between February-April 2014 to set benchmarks for outcome level indicators against which progress could be measured and the impact of the project assessed. Following the baseline survey, the project launched implementation in four regional states of the country (Amhara, Oromia, SNNPR and Tigray). In 2016, FEED II conducted a midterm review led by an independent consultant.

FEED II Goal and Objectives:

The goal of FEED II is to increase the incomes of Ethiopian smallholder livestock producers by improving access to, and use of consistent, affordable, high quality animal feed that can support greater livestock productivity and efficiency. To sustainably increase the incomes of Ethiopian smallholder farmers in project target areas, FEED II aims to:

- Increase the productivity of livestock and poultry by 15% by developing the animal feed sector; and
- Expand trade of agricultural products in the livestock and poultry sector by 15%.

These objectives are to be achieved through four Intermediate Results (IRs), which address availability, access, knowledge about and utilization of feed resources.

II. PURPOSE

According to USDA evaluation policy 2013, each project is required to undergo a comprehensive, independent final evaluation. The purpose of the final evaluation is to assess whether the project has achieved the expected results as outlined in the results framework. The final evaluation should assess areas of project design, implementation, management, lessons learned and replicability. It should seek to provide lessons learned and recommendations for USDA, program participants and other key stakeholders for future food assistance and capacity building programs. In general, the final evaluation should assess; a) relevance, b) effectiveness, c) efficiency, d) impact and e) sustainability. In addition to the focus on relevance, effectiveness, efficiency, sustainability and impact as described above, the evaluation may focus on other areas of interest to USDA, project staff or key stakeholders. In addition, as FEED III is currently being implemented, this is an opportunity to identify what the project should continue, cease and change to improve outcomes to ensure sustainability in FEED III. Feed enterprise sustainability assessment carried out by ACDI/VOCA in early 2018 was limited in scope. This end line assessment could provide detailed information on enterprises and at a household level to optimize FEED III implementation.

Specifically, the study intends to:

1. Collect household socioeconomic data pertaining to livestock farmers in the project zone of influence

2. Determine the endline values for contextual, outcome, and impact level performance indicators as outlined in the project performance monitoring plan
3. Identify gaps and weaknesses in feed manufacturing supply chains in each of the 4 project areas including feed regulatory framework
4. Identify and document innovative feed and forage production systems that promote smallholder and market resilience
5. Identify feed and forage production capacity gaps, sector policy constraints and organizational weaknesses related to feed manufacturing and feed distribution supply chains
6. Identify activities that can act as catalysts in developing sustainable forage production systems that can facilitate on-farm feeding practices
7. Identify opportunities for collaborative learning and action along the feed value chain that can foster livestock production systems change
8. Identify constraints in maximizing beneficial use of available feed resources among livestock and poultry smallholder farmers.
9. Identify recommendations for FEED III based on findings.

A. PROPOSED APPROACH AND METHODOLOGY

This will be a cross-sectional survey with an objective of collecting both quantitative and qualitative data on the various outcomes and impact level measures in strict compliance with USDA and ACIDI/VOCA Monitoring and Evaluation Policy, as well as the FEED III evaluation plan. The survey will also comply with ACIDI/VOCA's Gender First Framework, to ensure that data collected is used to generate knowledge and inform our learning approach and operations so we achieve the best results for men, women, boys, and girls in our programs.

The consultant will be expected to develop a detailed and systematic methodology that can be replicated toward the conclusion of implementation to assess changes in performance measures. The selection of method or methods for the final survey should principally consider the appropriateness of the evaluation design for answering the evaluation questions as well as balance costs, feasibility, and the level of rigor needed to measure the status of the project performance indicators at the onset of the project.

The final evaluation as much as possible should mirror baseline survey methodology to enable comparative analysis of a before and after scenario (baseline vs endline) on the project key performance indicators. The baseline survey adopted a cross-sectional survey design to provide livestock, household and cooperative level information related to project indicators. Households with livestock and cooperatives in the project regions were target groups from which baseline information was collected. To facilitate a random selection of project beneficiaries in the project areas, FEED II will provide a sampling frame from the existing database containing names of farmers and location information.

Besides household surveys, qualitative methods such as outcome harvesting, focus group discussions, key informant interviews will be conducted. The baseline did not include a comparison group but to compare the baseline and endline results, the endline assessment will survey the same households addressed during the baseline. The baseline survey covered eight woredas in each of the four region (Amhara, Tigray, Oromia, and SNNP). The woredas varied greatly in terms of the livestock populations, availability of feed, and access to infrastructure and markets. A sample size of 462 households were allocated equally among the eight woredas in each region.

During the design phase of the endline survey, the consultant will work closely with the FEED III project team. The FEED III team will review and approve the final survey methodology including sample size and sampling design, data collection tools and data analysis methods. Based on the understanding of the TOR, the consultant will provide a detailed methodology based on the following:

Sample Size and Sampling Design: Being a cross-sectional survey the consultant is expected to collect data from a random sample of potential beneficiaries at population level within the project zone of influence. This will include

direct beneficiaries as well as households/individuals/groups who might not have been served directly by the project but might have benefited indirectly because of the project's interventions and influence. The consultant should design a sample size that will conform to the requirements for performing rigorous statistical analysis. The factors to consider will include target population, required disaggregates, sample power, confidence level, margin of error, and sample selection approach to be used.

Data collection: Final data, including contextual variables that correspond to key outcomes and impacts, will be collected using quantitative and qualitative tools and analyzed to establish a reference point for outcome and impact indicators. This will include household survey among small holder farmers, group interviews as well as key informant interviews of selected industry stakeholders such as feed manufacturers and suppliers, policy makers, government representatives, value chain actors, etc.

Sex and Age Disaggregated data: The survey should collect sex and age disaggregated data and any other disaggregates required in the Performance Monitoring Plan (PMP).

Data Analysis: The final data collection should be designed based on a plan for analysis of the data. The consultant is expected to optimally undertake an in-depth analysis using both qualitative and quantitative data analysis approaches. At minimum, measures of central tendency, measures of dispersion, and bivariate/multivariate analyses will be undertaken.

The following is a list of illustrative key evaluation questions:

- 1) To what extent has the development of the animal feed sector by FEED I & II projects led to increased livestock and poultry productivity? How much milk are cows producing as compared to baseline? How many eggs are hens laying compared to baseline?
- 2) Have farmers adopted the practices that have been encouraged by FEED II? What is the rate of adoption among project beneficiaries?
- 3) Are farmers finding that inputs are closer and/or more easily accessible and affordable? How has the project facilitated the cooperative union system and private sector to increase the supply and demand of animal feed among project beneficiaries? Are there signs of scale due to crowding in and imitation by other sector actors?
- 4) Are feed manufacturing enterprises supported by FEED I & II operational? Are they operating efficiently and profitably? If not, what is preventing them from doing so (i.e. supply of ingredient shortages, lack of demand, management skills, etc.). To what extent did the project activities lead to an improvement of the feed business environment?
- 5) Are targeted cooperatives and unions operating as businesses? Do they have business plans that are followed and revisited on a regular basis? Do they have a clear and transparent governance system? What is their return on investment?
- 6) Are input suppliers able to sell their products and grow their business? What are the key constraints they face? To what extent did the project support development of improved animal feed production into viable economic opportunities for cooperative union based feed manufacturing enterprises?
- 7) What impact has increased availability and affordability of manufactured feed had on downstream economic activity (e.g. by poultry raisers, milk processors and retailers)?
- 8) In economic terms, what has been the contribution of project forage production activities to forage trade, milk production, savings in fertilizer to support crop production, etc.?
- 9) What is the current capacity of government extension agents to provide continued support to expansion in the production and use of improved forages and manufactured feeds in the project areas? Are they able to provide guidance to farmers, cooperatives and unions after the project ends? What models promoted by the project are deemed sustainable and scalable?

B. DELIVERABLES

The following deliverables are expected from the evaluation team:

- I. **Inception Report** - This report focuses on methodological and planning aspects and will be considered the operational plan of the evaluation. It will present the evaluation methodology including data collection tools. It will also present the division of tasks amongst team members as well as a detailed timeline for the evaluation fieldwork and for a stakeholders' consultation.

Including:

- Evaluation methodology
- Roles/responsibilities of each team member
- Protocols and instruments for data collection and analyses, including data entry templates, checklists prepared of the survey, data quality assessments tools in the field, data management guides, datasets codebook and dictionary
- Evaluation itinerary
- Statement of limitations of the methods and potential effects on results

- II. **Preliminary Findings Report** – Brief field data collection report that outlines preliminary findings of the survey, as well as issues and challenges that may need to be considered in interpreting the final report within. These will be submitted within one week of completing the data collection and will be followed by a briefing meeting with ACDI/VOCA FEED II staff.

- III. **Validation Workshop** - To validate the findings of the draft report, the evaluation team will conduct validation workshops. Representatives of key partners/stakeholders, including USDA, the feed industry association, union leaders, private enterprises in the sector and government representatives will take part in the workshop.

- IV. **Draft Evaluation Report** – This will be based on the outline found below and agreed upon in the Inception Report, and will be reviewed by ACDI/VOCA FEED II staff for feedback before final submission.

- V. **Final Evaluation Report** - The evaluation report will present the findings, limitations, conclusions and recommendations of the evaluation as per the agreed outline of the report. Findings should be evidence-based and relevant to the evaluation objectives. The evaluation findings and conclusions should be presented for different levels of beneficiaries, including smallholder farmers, unions and other direct beneficiaries. There should be a logical flow from findings to conclusions and from conclusions to recommendations. Recommendations will be action-oriented, practical and specific. Data from this evaluation might be used to inform implementation of FEED III project which has so far commenced.

Final Report format: Comprehensive report written in English and not to exceed 35 pages excluding title page, table of contents, glossary of terms and acronyms, acknowledgements, executive summary (not more than 2 pages), photos, footnotes, endnotes and annexes, and including the following components:

- Background (brief)
- Evaluation purpose and objectives
- Evaluation methods (details may be put in annex)
- Findings related to each key evaluation question
- Discussion and conclusions

- Recommendations, with prioritization based on their potential impact on project implementation and results, their feasibility in application and resource requirements.
- Annexes

Annexes should also include final cleaned data sets, survey team contact details, electronic files of the clean (final) data files, syntax, analysis outputs from STATA, SPSS or other appropriate statistical analysis software for both quantitative and qualitative data that meets the requirements of the Development Data Library, and other US government policies.

VI. **Brief Report** – A 2-3-page brief that describes the evaluation design, key findings, and other relevant considerations. This should include graphics and tables as appropriate to be distributed to general audiences.

III. CONTRACT MECHANISM & TERMS OF PAYMENT

ACDI/VOCA anticipates issuing an *Fixed Price Purchase Order* to an Offeror.

ACDI/VOCA will issue fixed payment(s) based on submission and ACDI/VOCA acceptance of deliverables. Once an award is issued, it will include a fixed price payment schedule with deliverables specified above. A copy of the purchase order terms and conditions are attached to this RFP for informational purposes.

IV. PROPOSAL PREPARATION AND SUBMISSION REQUIREMENTS

A. INSTRUCTIONS FOR PROPOSAL PREPARATION

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

1. CAPABILITY AND TECHNICAL EXPERIENCE STATEMENT

Demonstrate capabilities and technical experience by providing the following:

- Organization Overview description of the firm
- Capabilities Statement of relevant capacities of the firm
- Project Approach: A detailed proposal explaining how the firm intends to conduct the evaluation, taking into account Section II.
- Partner/Subcontractor (if applicable)
- Website
- Activity (work) Schedule

2. PROJECT STAFFING

Identify the project staffing and the percentage of the time each will spend on this activity. Include no more than a half-page bio sketch for each individual considered essential for the successful implementation of this contract.

1. Extensive experience in evaluation of economic development programs, including in designing and leading evaluations;
2. Expertise in feed value chains, dairy/livestock development, and gender;

3. Strong program evaluation experience using outcome harvesting approach and knowledge of qualitative and quantitative evaluation methodologies; including evidence of success in completing similar evaluations in terms of size, design, and rigor;
4. Previous experience in evaluation of USAID/USDA programs preferred;
5. Ability to work within multicultural environment.
6. Knowledge of Ethiopia preferred;
7. Demonstrated ability to bring a gender lens to the evaluation
8. Enumerators to be hired should know Amharic as well as the dominant native language in the project operational area of the country in which they will work

Specifically, the team of consultants should include:

- a) Business development/Value chain expert (1) with value chain, marketing and economic analysis background
- b) Qualitative expert (1) with participatory research, studies and assessment
- c) Feed expert (1) with dairy/livestock/poultry development experience
- d) Quantitative expert (1): Statistician/Analyst with experience in data compilation and analysis
- e) Field Enumerators: locals with 2-3 years' experience in data collection/surveys/studies

3. COST PROPOSAL

Offerors will submit a proposed budget with their proposals via email labeled "Budget Proposal." The proposed budget will have sufficient detail to allow evaluation of elements of costs proposed. Budgets should be submitted in the currency in which your organization is located and will be paid; please label your budget with the name of the currency. ACDI/VOCA reserves the right to request any additional information to support detailed cost and price.

4. REFERENCES

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

B. INSTRUCTIONS FOR SUBMISSION OF PROPOSAL

The technical and price proposals shall be sent via email. Each volume shall be clearly identified with the RFP number and the Offeror's name. Faxed offers are not acceptable.

1. All responses to this RFP must be received no later than the submission deadline on August 10th 2018 as on the cover page of this RFP. Offerors must submit original and two copies (only if sent via mail) of the proposal to:

| ACDI/VOCA | |
|-------------------|--|
| Attention: | Johana De la Cruz |
| Email: | JDelacruz@acdivoca.org |

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

Contractual

Technical

| | | |
|---------------|---|---|
| Name: | Naod Hailu and Johana De la Cruz | Sahle Fantahun and Alex Rutto |
| Email: | Nhailu@acdivoca.onmicrosoft.com and jdelacruz@acdivoca.org | sfantahun@acdivoca.onmicrosoft.com and ARotich@acdivoca.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:

| Evaluation criteria | Maximum Score |
|---|---------------|
| Understanding of TOR | 10 |
| Methodology | 25 |
| Organizational Capacity/Previous Experience | 10 |
| Qualification and experience of the core team | 15 |
| Past Performance/References | 10 |
| Cost competitiveness | 30 |
| Total | 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.

VII. TERMS AND CONDITIONS

A. LATE SUBMISSIONS

Proposals received after the submission deadline stated in the cover page of this RFP may not be considered. Offerors will be held responsible for ensuring their quotations are received according to the instructions stated herein. A late offer will be considered if the cause was attributable to ACDI/VOCA or its employees/agents, or if it is in the best interest of ACDI/VOCA.

B. MODIFICATION OF RFP REQUIREMENTS

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

C. WITHDRAWALS OF PROPOSALS

Proposals may be withdrawn by written notice via email at any time before award. Proposals may be withdrawn in person by an Offeror or authorized representative, if the representative's identity is made known and the representative signs a receipt for the proposal before award.

D. RIGHT OF NEGOTIATION AND ACCEPTANCE OF PROPOSAL

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

ACDI/VOCA may reject any proposal that is nonresponsive. A responsive proposal is one that complies with all terms and conditions of the RFP. A proposal must be complete, signed by an authorized signatory, and delivered no later than the submission time and date indicated on the cover sheet of this RFP. ACDI/VOCA may reserve the right to waive any minor discrepancies in a proposal.

ACDI/VOCA reserves the right to issue an award based on the initial evaluation of proposals without discussion. ACDI/VOCA also reserves the right to enter into best and final negotiations with any responsive Offerors for all or part of the proposed scope.

E. VALIDITY OF PROPOSAL

Proposals submitted shall remain open for acceptance for 30 days from the submission deadline. 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 Ethiopia, (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, registration certificate, etc.)
- Demonstration of adequate management and financial resources to perform the contract
- Satisfactory records of performance history, integrity and business ethics
- Extensive experience in evaluation of economic development programs, especially in feed and livestock, including in designing and leading evaluations

G. INTELLECTUAL PROPERTY RIGHTS

All tangible or intangible property created or acquired under this contract shall be the exclusive property of ACDI/VOCA and the donor. The term "property" includes all data and reports associated with this engagement. Reference is made to Sections 12 and 13 in the business terms and conditions attached in Appendix A.

VIII. ATTACHMENTS

Appendix A: Purchase Order General Terms and Conditions

Appendix B: Technical Proposal Submission Sheet

GENERAL BUSINESS TERMS AND CONDITIONS*****These Terms and Conditions apply to all Purchase Orders*****

1. Assignment. Vendor shall not assign, subcontract or transfer all or any portion this Purchase Order or any of its obligations without the express, prior written permission of ACDI/VOCA.

2. Proprietary Information & Confidentiality. Vendor shall consider all data, documentation, drawings, specifications software and other information furnished by ACDI/VOCA to be confidential and proprietary and shall not disclose any such information to any other person, or use such information itself for any purpose other than that for which it was intended in completing this order, unless Vendor obtains written permission from ACDI/VOCA to do so. Vendor agrees to execute ACDI/VOCA's standard Non-Disclosure Agreement upon request.

3. Terms of Payment. Subject to any superseding terms on the face hereof, Vendor shall mail the invoice to the address listed in Box 6 of the Purchase Order and be paid upon completion/acceptance of the required supplies/services. **(A) TIMING OF PAYMENTS.** Vendor shall be paid, in the currency on the face of this Purchase Order, within thirty (30) days after ACDI/VOCA's receipt of an acceptable invoice and ACDI/VOCA's acceptance of the completed products/services in accordance with (B) "Inspection and Acceptance" below, together with any required documents. ACDI/VOCA is under no obligation to pay Vendor's invoices received later than 90 days after acceptance. Payment of Vendor invoices by ACDI/VOCA shall not constitute final approval of the invoices. All charges invoiced by Vendor may remain subject to ACDI/VOCA and/or government/Client audit and subsequent adjustment. Vendor agrees to reimburse ACDI/VOCA for any costs disallowed by Client. **(B) INSPECTION & ACCEPTANCE.** (1) Vendor shall work within professional standards covering the work and shall make such inspections as are deemed necessary to insure Vendor compliance. (2) All deliveries shall be subject to final inspection by ACDI/VOCA. If deliverables or a service performed by Vendor is found to be defective, Vendor shall be given the opportunity to correct any deficiencies within a reasonable period of time, not more than 10 days. If correction of such work is impracticable, Vendor shall bear all risk after notice of rejection and shall promptly make all necessary replacements at its own expense, if so requested by ACDI/VOCA. Vendor shall provide immediate notice to ACDI/VOCA of any potential failure on the part of its suppliers to provide supplies/services required. Vendor is responsible for any deficiency on the part of its suppliers. Vendor shall be responsible for any costs of reprocurement as may be necessary for ACDI/VOCA to secure the supplies/services as a result of Vendor's inability to perform that exceed the agreed upon price herein. **(C) LATE DELIVERIES.** In addition to any remedies available to it in the event of late delivery, ACDI/VOCA may deduct 1% of the amount invoiced for such delivery for each day said delivery was late. This will not exceed 10% of the total value of the Purchase Order.

4. Performance. All services are to be performed to the satisfaction of ACDI/VOCA. If stated in the scope of work, time is of the essence with respect to the performance. ACDI/VOCA shall not be billed at prices higher than those stated in this Purchase Order. ACDI/VOCA shall have no obligation to pay Vendor more than the fixed price or ceiling price stated on the face of this Purchase Order.

5. Title and Risk of Loss. Title to and risk of loss of, each product and/or service to be delivered/provided shall, unless otherwise provided herein, pass from Vendor to ACDI/VOCA upon acceptance of such product/service by ACDI/VOCA.

6. Force Majeure. Any non-performance or delay in performance of any obligation of either party under this Purchase Order may be excused to the extent such failure or non-performance is caused by an event or condition beyond the reasonable control of the non-performing party, and which, by the exercise of due diligence, could not be avoided or overcome ("Force Majeure"). However, in no event will any non-performance or delay in performance of any of Vendor's suppliers or any labor disruption affecting Vendor specifically, and not Vendor's industry generally, constitute Force Majeure for Vendor. If Vendor is affected by Force Majeure, it will (i) promptly provide notice to ACDI/VOCA, explaining the particulars and the expected duration of the Force Majeure and (ii) use its best efforts to remedy the interruption or delay if it is reasonably capable of being remedied, and to mitigate the adverse effects of such interruption or delay on ACDI/VOCA, including sourcing substitute providers of services from the market, at Vendor's expense, in order to meet ACDI/VOCA's required completion dates.

7. Warranty. Vendor warrants all supplies/services to be free from all material defects and expressly represents that all such required supplies/services are capable of providing/performing the function service for which they were intended. Vendor agrees to pass on all manufacturers' warranties to ACDI/VOCA. To the extent that ACDI/VOCA is held financially responsible for any deficiencies in the services performed by the Vendor, the Vendor agrees to cure such deficiencies at the sole cost to the Vendor. Vendor agrees to deliver/provide the products/services which are the subject-matter of this Purchase Order to ACDI/VOCA free and clear of all liens, claims, and encumbrances. Vendor represents and warrants to ACDI/VOCA that: (i) it has no conflict of interest with respect to the Services to be performed for ACDI/VOCA under this Purchase Order; (ii) it has not entered into any agreement, or executed any document, with any individual or other organization that will prevent it from: (a) disclosing and assigning intellectual property in work product exclusively to ACDI/VOCA; and (b) performing any other obligation under this Purchase Order; (iii) it will not enter into any such agreement, or execute any documents, which will create a conflict of interest or which will prevent it from freely performing any obligation under this Purchase Order; and (iv) it will not knowingly incorporate confidential information of any person or entity not a party to this Purchase Order into any materials furnished to ACDI/VOCA without prior written notice to ACDI/VOCA. Vendor further represents and warrants to ACDI/VOCA as follows: (i) no kickback, bribe, gratuity or transfer of anything of value was offered, agreed to, or made, nor shall be made, to or for the benefit of any employee or representative of ACDI/VOCA in return for or in connection with the award of this Purchase Order; (ii) the Vendor has not engaged in bid-rigging or other collusive agreements or behavior with any actual or potential competitor for this Purchase Order or any other person, which behavior could have had the effect of lessening competition for the award of this Purchase Order or of raising the price of the Deliverables or the Services procured; and (iii) all statements of material fact contained in any proposal, response, certification, or questionnaire submitted by Vendor or any of its representatives in connection with the solicitation, award or negotiation of this Purchase Order were true and complete when made.

8. Compliance with Law. Vendor's performance of work and all products to be delivered shall be in accordance with any and all applicable regulations: executive orders, Federal, State, municipal, local and host country laws and ordinances, and rules, orders, requirements and regulations. Such Federal laws shall include, but not be limited to, the Fair Labor Standards Act of 1938 as amended, E.O. 11246, "Equal Opportunity," as amended by E.O. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and as supplemented by regulations at 41 CFR Chapter 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor", the Copeland "Anti-Kickback" Act (18USC874 and 40USC276c and 18USC874 as supplemented by Department of Labor regulations at 29CFRpart 3, the Davis-Bacon Act, as amended (40USC276a-a7) and as supplemented by Department of Labor at 29CFRpart 5, the Contract Work Hours and Safety Standards Act (40USC327-333), and the Byrd Anti-Lobbying Amendment (31USC1352). Unless otherwise agreed, governing law shall be that of the District of Columbia.

9. Suspension and Termination. ACDI/VOCA shall retain the right to direct Vendor to stop work ("Suspension") at any time. Such direction must be in writing and shall be effective for a period of no more than 30 days after which time Vendor may continue work absent direction to do so or a notice of termination at their own risk. Under no circumstances shall Vendor receive more than the original value of this Purchase Order. "Termination": ACDI/VOCA reserves the right to terminate this

Purchase Order when: 1. deemed in the best interests of its client; or 2. if the Vendor defaults in performing this Purchase Order and fails to cure the default within 10 days after receiving a notice specifying the default. ACIDI/VOCA shall be liable only for payment under the payment provisions of this Purchase Order for services/deliverables completed and accepted before the effective date of termination. Payments for partial deliverables shall not be made unless explicitly authorized by ACIDI/VOCA in the Termination Letter. This paragraph shall not limit any legal rights to cancel this Purchase Order without further liability for articles not accepted by ACIDI/VOCA. This Purchase Order may be terminated at any time in the event Vendor commits an act of bankruptcy, files or has filed against the petition of bankruptcy or insolvency or suffers any receivership or other similar petition to be filed for or against it, or is subject to any Suspension/Debarment or other action by the USG. Vendor may be liable to reimburse ACIDI/VOCA should ACIDI/VOCA incur any additional costs as a direct result of such default termination.

10. Insurance & Work on ACIDI/VOCA's or ACIDI/VOCA Client Premises. Vendor agrees to maintain the adequate insurance coverage against claims arising from injuries sustained by Vendor on ACIDI/VOCA's facilities and agrees to be liable for all damages & claims arising against ACIDI/VOCA for which the Vendor is responsible. Vendor will maintain a comprehensive general liability insurance policy in the amount of at least \$500,000 per occurrence or the standard, local business practice. Purchase Orders which require performance outside the United States shall contain a provision requiring Worker's Compensation Insurance. The Vendor should refer questions on this subject to the ACIDI/VOCA representative named above in Block 6.

11. Independent Relationship. Vendor agrees that its relationship with ACIDI/VOCA is that of an independent contractor and nothing in this Purchase Order shall be construed as creating any other relationship. As such, Vendor shall comply with all applicable laws and assume all risks incident to its status as an independent contractor. This includes, but is not limited to: compliance with all applicable laws, responsibility for all applicable taxes including VAT, income taxes, social security payments and other such taxes that might occur, licenses, fees, insurance, etc. Neither the vendor nor anyone employed by it shall be, represent, act or be deemed to be an agent, representative or employee of ACIDI/VOCA.

12. Rights in Intellectual Property. Vendor acknowledges that all Deliverables and work product produced by Vendor, whether alone or jointly with others, in connection with or pursuant to the Vendor's performance under this Purchase Order shall be the sole and exclusive property of ACIDI/VOCA. This includes all writings, books, articles, computer programs, databases, source and object codes, and other material of any nature whatsoever, including trademarks, trade names, and logos, that is subject to copyright protection and reduced to tangible form in whole or in part by Vendor in the course of Vendor's service to ACIDI/VOCA shall be considered a work made for hire, or otherwise ACIDI/VOCA property. Vendor hereby assigns and agrees to assign to ACIDI/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 ACIDI/VOCA. For items and material of Vendor existing prior to or produced outside this Purchase Order, and incorporated into Deliverables or work product delivered or produced pursuant to this Purchase Order, Vendor hereby grants and agrees to grant to ACIDI/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 ACIDI/VOCA's beneficial use, enjoyment and disposition of such property and work product. Vendor agrees to execute such documents of assignment or take such other action as ACIDI/VOCA may reasonably request to evidence, perfect or effect the transfer, recordation or protection of rights assigned or licensed.

13. Rights in Data. The Vendor understands and agrees that ACIDI/VOCA may itself and permit others, including government agencies of the United States and other foreign governments, to reproduce any provided publications and materials through but not limited to the publication, broadcast, translation, creation of other versions, quotations there from, and otherwise utilize the work and material of this Purchase Order.

14. Indemnification. The Vendor shall indemnify, and hold harmless each of ACIDI/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 ACIDI/VOCA may sustain by reason of Vendor's negligent or unlawful actions in connection with its performance under this Purchase Order, or a breach of any of Vendor's warranties contained herein.

15. Claims and Disputes. In the event of any dispute, a claim by the Vendor must be made in writing and submitted to the ACIDI/VOCA Vice President of Quality and Compliance for a written decision. A claim by the Vendor is subject to a written decision by the Vice President of Contracts and Grants, who shall render a decision within 60 days of receipt of the Vendor's claim. If an equitable resolution cannot be resolved, both Parties agree to settlement by arbitration in accordance with the regulations of the American Arbitration Association in the District of Columbia, USA. The non-prevailing Party (as determined by the arbitrator) in the arbitration shall pay all of the associated costs, expenses and attorney's fees in connection with the arbitration and the cost of the arbitrator and any accountants or advisors which the Parties agree to employ for the benefit of the arbitrator. The Subcontractor will proceed with performance of this Purchase Order pending final resolution of any claim.

16. Changes. ACIDI/VOCA may - with the consent of the Subcontractor - make changes, revisions, additions, or deletions (collectively hereinafter called "changes") in the Subcontract scope of services. ACIDI/VOCA may make unilateral changes, with prior written notice to the Subcontractor, to this Purchase Order by written order issued by ACIDI/VOCA where required in writing by the Client. If any change causes an increase or decrease in the Subcontractor's cost of, or the time required for, the performance of any part of the Work, whether or not changed by any such change authorization, ACIDI/VOCA shall make an equitable adjustment and modify in writing the Subcontract as applicable. Any claim by Subcontractor for an adjustment under this paragraph must be asserted in writing, fully supported by factual information, to ACIDI/VOCA's Prime Contracting Officer or designee within thirty (30) calendar days from the date of receipt by Subcontractor of the written change authorization from ACIDI/VOCA or within such extension of that 30-day period as ACIDI/VOCA, in its sole discretion, may grant in writing at Subcontractor's request prior to expiration of said period. The Subcontractor will not proceed with any changes unless notified to proceed in writing by the Prime Contracting Officer.

17. Certifications. Vendor certifies by acceptance of this agreement that (i) neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any U.S. Federal Government department of agency; (ii) neither it nor its principals have been convicted of a narcotics offense or have been engaged in drug trafficking as defined in 22 CFR Part 140; (iii) neither it nor its principals are designated affiliates as "specially designated nationals" by the Office of Foreign Asset Control of the U.S. Department of Treasury or UN Security Council Committee 1267 sanctions list; (iv) neither it nor its principals have been indicted or convicted on charges of terrorism or of providing support to terrorists; (v) Vendor agrees and certifies to take all necessary actions to comply with Executive Order No. 13244 on Terrorist Financing; blocking and prohibiting transactions with persons who commit, threaten to commit, or support terrorism. Note: Vendor is required to obtain the updated lists at the time of procurement of goods or services. The updated lists are available at: www.sam.gov; <http://www.treasury.gov/resource-center/sanctions/SDN-List/Pages/default.aspx>; and http://www.un.org/sc/committees/1267/faq_sanctions_list.shtml; (vi) neither it nor its principals have been indicted or convicted for violating the Trafficking in Persons Policy; (vii) Vendor may not charge under this Purchase Order any item which has a source/origin from any restricted countries or prohibited sources, as designated by the U.S. State Department. Further, ACIDI/VOCA shall not issue purchase orders to entities with a source or nationality of: Cuba, Iran, Libya, North Korea and Syria; and (viii) Vendor warrants that no offer, payment, consideration, or benefit of any kind, which constitutes an illegal or corrupt practice, has been made or shall be made, either directly or indirectly, as an inducement or reward for the award of this Purchase Order. Any such practice will be grounds for terminating or rescinding the award of this Purchase Order, in addition to any other remedies that may be available to ACIDI/VOCA in such event. Violation of any of these certifications is considered a material defect and will lead to the termination of this Purchase Order.

18. Severability. If any provision of this Purchase Order is held to be invalid or unenforceable for any reason, the remaining provisions may continue in full force at the discretion of ACDI/VOCA without being impaired or invalidated in any way. The invalid provision will be replaced with a valid provision which most closely approximates the intent and economic effect of the invalid provision.

19. Order of Precedence. The rights and obligations of both Parties shall be subject to and governed by the following documents in order listed: (a) the cover page of this Purchase Order; (b) the Business Terms and Conditions of this Purchase Order; (c) any Attachments to this Purchase Order; (d) the Client award noted at Block 9; (e) the Federal Terms and Conditions of this Purchase Order. Any conflict occurring among these documents will be resolved in the stated order of precedence.

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

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

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

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

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

22. Access to Records. If this Purchase Order is a negotiated Purchase Order, ACDI/VOCA, US government donor agency, the Comptroller General of the United States, or any of their duly authorized representatives, shall have access to any records of the contractor which are directly pertinent to this Purchase Order for the purpose of an audit or examination.

The following tables of Terms & Conditions Apply to Purchase Orders under U.S. Government Prime Contracts Only

FEDERAL TERMS AND CONDITIONS

This agreement is issued under a U.S. Government Prime Contract. Applicable clauses set forth below are incorporated by reference into this agreement with the same force and effect as if they were set forth in full. A full copy of each clause may be obtained from the ACDI/VOCA Compliance Department. The term FAR means Federal Acquisition Regulation, effective as of January 1, 2014. The terms, "Contractor," "Government" and "Contracting Officer" as used in these clauses shall refer to the Vendor, ACDI/VOCA, and the ACDI/VOCA Compliance Administrator, respectively. This agreement is between Vendor and ACDI/VOCA only and shall not be construed in any way to create a contractual relationship between Vendor and the U.S. Government. The Vendor shall not appeal directly to the U.S. Government without the written consent/concurrence of the ACDI/VOCA Contract Administrator.

THESE CLAUSES AND STANDARD BUSINESS TERMS AND CONDITIONS APPLY TO ALL CONTRACTS

| CLAUSE TITLE | FAR CITE | CLAUSE TITLE | FAR CITE |
|---|-----------|---|-----------|
| Definitions | 52.202-1 | Combatting Trafficking in Persons | 52.222-50 |
| Restriction on Subcontractor Sales to the Government | 52.203-6 | Privacy Act Notification | 52.224-1 |
| Anti-Kickback Procedures 52.203-7 | 52.203-7 | Restrictions on Certain Foreign Purchases | 52.225-13 |
| Taxpayer Identification | 52.204-3 | | |
| Data Universal Numbering System (DUNS) | 52-204-6 | | |
| Annual Representations & Certifications | 52.204-8 | Patent Rights – Acquisition by the Government | 52.227-13 |
| Protecting Government’s Interest When Subcontracting with Contracts Debarred, Suspended or Proposed for Debarment | 52.209-6 | Rights in Data – Special Works | 52.227-17 |
| | | Payments Under Time & Materials/Labor Hour Contracts | 52.232-7 |
| | | Disputes, Alternate I | 52.233-1 |
| | | Restrictions on Severance Payments to Foreign Nationals | 52.237-8 |
| Material Requirements | 52.211-5 | Stop Work Order, Alternate I | 52.242-15 |
| Liquidated Damages (1% of Contract Value/Day) | 52.211-11 | Government Delay of Work | 52.242-17 |
| Terms and Conditions – Simplified Acquisition (Other Than Commercial Items) | 52.213-4 | Changes-Fixed Price | 52.243-1 |
| Order of Precedence | 52.215-8 | Subcontracts | 52.244-2 |
| Convict Labor (U.S. POs only) | 52.222-3 | Inspection of Supplies – Fixed Price | 52.246-2 |
| Child Labor- Cooperation With Authorities and Remedies | 52.222-19 | Contractor Liability for Personal Injury and/or Property Damage (applies only to POs for transportation services) | 52.247-21 |
| Walsh-Healy Act | 52.222-20 | Contract Not Affected By Oral Agreement | 52.247-27 |
| Prohibition of Segregated Facilities | 52.222-21 | Preference for U.S.-Flag Air Carriers | 52.247-63 |
| Affirmative Action Compliance Equal Opportunity | 52.222-25 | Preference for Privately Owned U.S.-Flag Commercial Vessels | 52.247-64 |
| | 52.222-26 | Termination For Convenience of the Government (Fixed Price) | 52.249-2 |
| Equal Opportunity for Special Disabled Veterans and Veterans of the Vietnam Era and Other Eligible Veterans (for POs over \$100,000 only) | 52.222-35 | Termination (Cost Reimbursement) (for any cost reimbursable elements) | 52.249-6 |
| Affirmative Action for Workers With Disabilities | 52.222-36 | | |
| Employment Reports on Disabled Veterans and Veterans of the Vietnam Era | 52.222-37 | | |

THESE CLAUSES APPLY TO CONTRACTS FOR SERVICES

| CLAUSE TITLE | FAR CITE | CLAUSE TITLE | FAR CITE |
|--|-----------|---|----------|
| Service Contract Act | 52.222-41 | Inspection of Services – Fixed Price | 52.246-4 |
| Changes – Fixed Price Services, Alternate II | 52.243-1 | Inspection – Time & Materials/Labor Hours | 52.246-6 |
| Changes – Time & Materials/Labor Hours | 52.243-3 | HBCU and Minority Institution Representations | 52.226-2 |

THESE FAR CLAUSES APPLY TO CONTRACTS \$150,000 AND ABOVE

| CLAUSE TITLE | FAR CITE | CLAUSE TITLE | FAR CITE |
|--------------|----------|--------------|----------|
| | | | |

| | | | |
|---|-----------|---|-----------|
| Certificate of Independent Price Determination | 52.203-2 | Payment for Overtime Premiums | 52.222-2 |
| Gratuities | 52.203-3 | Drug-Free Workplace | 52.223-6 |
| Cancellation, Rescission, and Recovery of Funds for Illegal or Improper Activities | 52.203-8 | Authorization and Consent | 52.227-1 |
| Price or Fee Adjustment for Illegal or Improper Activity | 52.203-10 | Notice and Assistance Regarding Patent & Copyright Infringement | 52.227-2 |
| Certification and Disclosure Regarding Payment to Influence Certain Federal Transactions | 52.203-11 | Federal, State, and Local Taxes | 52.229-3 |
| Limitation on Payments to Influence Certain Federal Transactions | 52.203-12 | Federal, State, and Local Taxes | 52.229-6 |
| Printed or Copied Double-Sided on Recycled Paper | 52.204-4 | Interest | 52.232-17 |
| Certification Regarding Debarment, Suspension, Proposed Debarment, and Other Responsibility Matters | 52.209-5 | Stop-Work Order | 52.242-15 |
| Responsibility Matters | 52.209-7 | Competition in Subcontracting | 52.244-5 |
| Updates of Information Regarding Responsibility Matters | 52.209-9 | Contractor Inspection Requirements | 52.246-1 |
| Audit and Records – Negotiation | 52.215-2 | Limitation of Liability | 52.246-23 |
| Integrity of Unit Prices | 52.215-14 | Limitation of Liability – Services | 52.246-25 |
| Price Re-determination – Retroactive | 52.216-6 | Termination of Convenience for the Government (Fixed Price-SF) | 52.249-1 |
| | | Default (Fixed-Price Supply and Service) | 52.249-8 |

THESE CLAUSES APPLY TO USAID CONTRACTS

| CLAUSE TITLE | AIDAR CITE | CLAUSE TITLE | AIDAR CITE |
|--|-------------------|--|-------------------|
| Organizational Conflicts of Interest After Award | 752.209-71 | Marking | 752.7009 |
| Language and Measurement | 752.211-70 | Family Planning and Population Assistance Activities | 752.7016 |
| Source, Origin and Nationality (See AAPD 12-03) | 752.225-70 | Health and Accident Insurance for AID Participant Trainees | 752.7018 |
| Local Procurement | 752.225-71 | Conflicts Between Contract and Catalog | 752.7022 |
| Insurance – Liability to Third Persons | 752.228-07 | Required Visa Form for AID Participants | 752.7023 |
| Salary Supplements for Host Government Employees | 752.231-71 | Approvals | 752.7025 |
| Government Property – USAID Reporting Requirements | 752.245-70 | Personnel | 752.7027 |
| Title To and Care of Property | 752.245-71 | Acknowledgement and Disclaimer | 752.7034 |
| | | Public Notices | 752.7035 |

APPENDIX B. TECHNICAL PROPOSAL SUBMISSION SHEET

(Complete this form with all the requested details and submit it as the first page of your technical proposal, with the documents requested above attached. Ensure that your proposal is authorized in the signature block below. A signature and authorization on this form will confirm that the terms and conditions of this RFP prevail over any attachments. If your proposal is not authorized, it may be rejected.)

| | |
|-----------------------------|--|
| Date of Technical Proposal: | |
| RFP Number: | |
| RFP Title: | |

We offer to provide the goods/services described in the Scope of Work, in accordance with the terms and conditions stated in Request for Proposal referenced above. We confirm that we are eligible to participate in public procurement and meet the eligibility criteria specified.

The validity period of our proposal is XX days/weeks/months from the time and date of the submission deadline.

TYPE OF BUSINESS/INSTITUTION (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 For-Profit Government Owned/Operated
- Large Business Small Business College or University
- Women Owned Small and Disadvantaged Business

ANTI-TERRORISM CERTIFICATION

The Offeror, to the best of its current knowledge, did not provide, within the previous 10 years, and will take all reasonable steps to ensure that it does not and will not knowingly provide, material support or resources to any individual or entity that commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitated, or participated in terrorist acts.

The Offeror also verifies that it does not appear on 1) the website of the Excluded Party List: www.epis.gov or 2) the website of the United Nations Security (UNSC) sanctions committee established under UNSC Resolution 1267 (1999) (the "1267 Committee"): <http://www.un.org/Docs/sc/committees/1267/consolist.shtml>.

The undersigned declares s/he is authorized to sign on behalf of the company listed below and to bind the company to all conditions and provisions stated in the original RFP document including attachments from ACDI/VOCA.

Proposal Authorized By:

Signature: _____ Name: _____

Position: _____ Date: _____

Authorized for and on behalf of: _____ (DD/MM/YY)

Company: _____

Address: _____

DUNS No.: _____ Business Registration No. _____