

**RFP for the Teacher Professional Development Study Tour
USAID Teacher Education Project in Pakistan**

Responses and Clarifications

The following questions were submitted to the Education Development Center (EDC) regarding the Request for Proposals (RFP) for the Teacher Professional Development Study Tour for the USAID Teacher Education Project in Pakistan. Questions have been posed verbatim to the extent possible. Responses and clarifications to the submitted questions are outlined below. Any further questions pertaining to this RFP may be addressed by clearly stating assumptions within the submitted proposal.

All proposals are due by **5:00pm EDT on Monday, May 6th, 2013** via email to sfaizullah@edc.org with a copy to tchesney@edc.org.

- 1. Would it be possible for EDC to provide a range or a ceiling for the funding amount that would be made available for the study tour?**

The training offeror is expected to submit an inclusive program budget that should range between \$130,000.00 and \$150,000.00.

- 2. Are there any specific ceilings for labor categories, types of activity, supplies, travel-related items that we need to consider?**

There is a ceiling on annual salaries of \$165,300. There is no specific ceiling on the type(s) of activity or supplies. Offerors should adhere to GSA per diem rates (lodging and M&IE) and federal travel regulations, including the Fly America restrictions. All proposed costs must be reasonable. Participant training guidelines as outlined in the USAID ADS 252 and 253 will pertain to this study tour activity.

- 3. If awarded the contract, would the offeror be responsible for programming activities and budgeting for them during the three days in Washington, DC?**

The selected training provider is responsible for budgeting for the program activities for the three days in Washington, DC, including costs to cover meeting facilities. (Since EDC has an office in Washington, DC, EDC can provide assistance and recommendations for logistical arrangements if needed.) EDC will work jointly with the selected training provider to develop the activities for the Washington, DC component.

- 4. Is the offeror responsible for budgeting flights and/or ground transport from study tour location to Washington DC?**

The selected training provider will be responsible for budgeting and coordinating flights and/or ground transport from the study tour site to Washington, DC. The provider will also be responsible for budgeting and securing ground transportation within the two cities (the study tour location and Washington, DC). Additionally, the provider will need to budget for the international trip between Islamabad and the training provider site, with a return trip from

Washington, DC to Islamabad. EDC will help the training provider coordinate the arrangements with a local (Pakistan-based) travel agency.

- 5. Is the offeror expected to select, rent, and/or secure space for final reception, graduation ceremony and presentations in Washington DC? Or, is EDC providing the space for group presentations in WDC?**

Yes, the offeror is expected to select, rent, and secure space for the final reception and all other activities during the Washington, DC, trip. EDC will provide suggestions, and—where possible—offer the option of utilizing EDC facilities for the Washington, DC portion of the study tour.

- 6. By what dates do participants need to return to Pakistan? In other words, how late in the month of September could the program be completed?**

The participants should return to Pakistan no later than September 1, 2013. All program follow up activities/processes, including submission of final deliverables and all invoicing must be completed by September 30, 2013.

- 7. If the offeror has a team member who is in Pakistan by the time of announcement of the award, would it be possible to have this person contact the program implementers in Pakistan?**

The selected training provider must coordinate with EDC for any in-country or pre-program preparations.

- 8. We understand EDC has not made its final selection of participants yet. However, what indication could we have regarding the backgrounds of the participants? For instance, for those who are teacher educators, do they train teachers in specific content areas? Are they training only elementary school teachers?**

Participants nominated for the study tour fall into one of three categories: education department administration/policy, teacher education management, and course development or academic instruction, including design/development of distance education curricula. Participants come from all provinces/areas and represent a variety of professional experiences. The majority of the nominated participants are involved in teacher education focusing on elementary and/or secondary school education.

- 9. How early will we be provided information about participants (i.e. Name, Title/position, Email, Region)?**

EDC will be able to share information about the study tour participants once the award has been finalized. The participant list is finalized once the US visa process is completed.

- 10. Any information pertaining to their region's information technology infrastructure (e.g., mobile phone coverage, broadband, availability of public libraries or community centers with computers, availability of VCR/DVD players, TV, etc.)?**

The majority of participants represent provinces/areas that have adequate information technology infrastructure. All participants represent provinces/areas with mobile phone coverage and internet access in public libraries and universities. Gilgit-Baltistan and the Federally Administered Tribal Areas (FATA) have more limited technology infrastructure compared to the rest of the country, but overall, information technology infrastructure is in place.

11. Are there any laws in Pakistan which will prevent access to certain websites and programs (e.g., YouTube, Skype)?

Currently, the Government of Pakistan prohibits access to YouTube. Other than this exception, there are no other websites or programs blocked by the Government of Pakistan at this time.

12. To organize some pre-program activities, will participant information (names, emails) be available at least a week in advance. Are we allowed to contact them before their arrival?

Participant information will be available in advance. Any communications prior to the start of the study tour will take place in coordination with and through the EDC team in Islamabad.

13. What is the level of English (oral and written) of the participants?

Participants generally have adequate proficiency, oral and written, in English. A number of participants have either visited or studied in the US before.

14. What is the level of information technology literacy of the participants?

The participants are IT literate, with the majority of participants having internet access in their homes, and all having access to email and internet at their offices.

15. Will participants bring laptops and cameras with them to the US?

Some participants may bring laptop computers, and most participants are likely to bring personal cameras to the US. Participants will appreciate access to computers and internet throughout the study tour experience in order to check emails, doing study tour-related activities or assignments, and for communications purposes.

16. Will the training provider be responsible for the tax payments and filing returns for participants?

Yes, the responsibility of filing and paying requisite federal and state taxes will fall to the selected training provider. EDC will provide guidance and supporting documents to assist the provider in this process. Providers may allocate 14% of per diem provided per participant towards withholding expenses in the proposal budget.