***Request for Proposals***

***Mid-Term and Final Evaluations***

***Solicitation Number: MA3AN/ MSCPV/FHI360/RFP/2021/001***

**To:** Qualified and Eligible Companies Specialized in Monitoring and Evaluation Services with Emphasis in Most Significant Change Approaches.

**From:**  Patrick O'Mahony, Chief of Party, Ma3an Project

**Contract Title:** Ma3anMid-Term and Final Evaluations

**Date Issued: July 19th, 2021**

**Questions Concerning the RFP: July 26th, 2021**

**Submission Deadline: August 9th, 2021**

**1. BACKGROUND**

The United States Agency for International Development (USAID) is funding the Ma3an project, a five-year (September 2018 – August 2023) project that aims to increase youth participation in civic and political life, address youth grievances, and prevent radicalization in Tunisian communities vulnerable to violent extremism (VE).

Ma3an is implemented by FHI 360, a non-profit human development organization dedicated to improving lives in lasting ways by advancing integrated, locally driven solutions.

Ma3an works in 33 communities in 15 governorates across Tunisia included in Graph 1 below.

**Graph 1. Ma3an Target Communities**



Goal, Objectives, and Theory of Change

The goal of the Ma3an project is to increase youth participation in civic and political life, address youth grievances, and prevent radicalization in Tunisian communities vulnerable to VE. Ma3an’s goal is achieved through two inter-related objectives:

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| --- | --- |
| **Objective 1**:  Youth are equipped with skills and engaged in civic actions with local actors to address their communities’ needs. (Positive Youth Development) | **Objective 2**: Tunisian capabilities to prevent and counter violent extremism are enhanced. (Preventing/Countering Violent Extremism) |

At the **community level**, Ma3an uses a community-driven model to inform both Positive Youth Development (PYD) and P/CVE interventions. This model establishes and supports sustainable interventions for ongoing collaboration between community actors that are inclusive, participatory, and solutions focused. Ma3an undertakes the following processes in target communities:

1. Understand local dynamics in each community.
2. Community-led program design: Ma3an works through local partners to share the above findings as part of a facilitated co-creation process to design local solutions. This co-creation process includes youth, civil society organizations, local government, and other community leaders, and results in community-identified activities and solutions to be supported through grants.
3. Community-specific grants: Ma3an awards grants to local NGOs or youth groups, and/or provides in-kind assistance to local government (e.g. renovations of government-run youth centers).

At the **national level**, Ma3an works to: 1) engage in discussions and advocate for government policy reforms that benefit youth and social cohesion; 2) build the capacity of the *Committee Nationale pour la Lutte Contra la Terrorisme* (CNLCT) to coordinate, design, oversee, and publicize P/CVE work throughout the country; 3) coordinate community-based projects with the CNLCT; and 4) build the capacity of the CNLCT to design and implement nation-wide outreach and communication programs to reduce violent extremism.

Ma3an is implemented in three phases. Each phase incorporates new communities as others “graduate”. In years one and two, Ma3an implemented activities in 17 Phase 1 and Phase 2 communities. In year three, Ma3an launched activities in 15 additional communities (Phase 3), for a total of 33 communities over the life of the project.

**2. SCOPE OF WORK**

FHI 360 is launching a competitive tender to award a fixed priced contract to eligible contractors or firms with the capacity to formulate, manage, implement and deliver the specified services and products detailed in the solicitation.

**2.1 Evaluation Objective**

The purpose of this RFP is to solicit applications to conduct two (Mid-Term and Final) rigorous Most Significant Change (MSC) evaluations for the Ma3an project. To complement traditional quantitative performance indicators, Ma3an seeks to employ the MSC participatory methodology to evaluate the project’s progress towards objectives. The selected offeror will be responsible for all aspects of these evaluations, including their methodological design; data collection processes; analyses; and dissemination of findings (including a final report and presentation to the program and USAID).

FHI 360 expects that the evaluations will result in documenting the main changes that have happened because of the program, as well as its intended and unintended consequences. These findings will then be used to inform improvements to Ma3an (or future iterations of the program) and identify necessary implementation adaptations.

**2.2 Most Significant Change (MSC) Approach**

MSC is a participatory technique that involves the collection and selection of stories of change, developed by program stakeholders. MSC will entail speaking to beneficiaries about their perceptions regarding the most significant change Ma3an has had in their lives, thus identifying changes through the eyes of stakeholders themselves. This qualitative data will complement the quantitative data collected in the rest of Ma3an’s performance indicators, thus providing a richer, more nuanced understanding of the program’s impact on beneficiaries’ lives. It will also allow the program to understand both its intended and unintended consequences.

To do so, the offeror will collect significant changes stories from target communities. These stories will be compiled at the community, regional, and program-wide level, and then reviewed and debated to deduce program performance and impact.

**2.3 Tasks and Deliverables**

Ma3an envisions the following steps for each evaluation, however the program welcomes offerors to tailor the approach to best fit their proposed methodological approach.

## **Step 1: Preparation and Design Phase**

1. **Define Domains of Change**, which will be articulated based on the Ma3an Journey to Transformation. This includes the following change areas: Understand; Engage; Partner; Solutions; Sustain. More specifically, change will be identified in:

* Target communities’ abilities to understand their VE contexts and dynamics.
* Target communities’ abilities to engage, partner, and plan locally-owned P/CVE solutions.
* Target communities’ ability to implement and sustain those solutions.

1. **Define MSC questions** that elicit both positive and negative outcomes of change for each domain.
2. **Define sample and sampling approach.** Ma3an anticipates sampling 10 or 11 communities for each evaluation, composed of a combination of communities from Ma3an’s three phases of implementation. Offerors should propose a sampling approach that includes ***at least 10*** of the following communities:

|  |  |
| --- | --- |
| 1. Kef City (Phase 1) 2. Souk Jedid (Phase 1) 3. Ettadhamen (Phase 1) 4. Sousse Riadh (Phase 2) 5. Kairouan North (Phase 2) 6. Nadhour (Phase 2) | 1. El Aroussa (Phase 2) 2. Medenine North (Phase 3) 3. Kram West (Phase 3) 4. Ennour (Phase 3) 5. Ezzouhour (Phase 3) |

The offeror will also recommend how many story circles to conduct per community, the number of storytellers per story circle, and the process for selecting storytellers, seeking to balance methodological rigor with value for money.

1. **Define the criteria and process for selecting** the most significant stories from each story circle, **the composition** of the selection committees responsible for selecting the most significant stories at each level, and the **appropriate levels** for these committees.For example, MSC stories selected at the community could be brought together at the regional level. Stories selected at the regional level could then be analyzed at the program-wide level. In this way, each level will choose the most significant story in each domain, and then pass it on to the next level. Eventually, a few stories will emerge as the most significant of all. These stories, and a statement explaining why they were selected, will then be fed back down to the communities.
2. **Design workplan and timelines:** Ma3an’s estimated timelines are as follows, thought will be agreed upon with the offeror prior to contract signing.
   * Mid-Term Evaluation: October 1st, 2021-February 28th, 2022
   * Final Evaluation: February 1st, 2023-June 30th, 2023
3. **Define MSC outputs:** Written narratives, audio narratives and/or videos.
4. **Define and train facilitators:** Define who will facilitate the collection of stories in the story circles and provide relevant training on the MSC methodology.

## **Step 2: Data Collection Phase**

1. **Conduct data collection**. The facilitators will organize and facilitate (three to five) story circles in each community. During these story circles, storytellers will be asked to respond to the pre-determined MSC questions with relevant stories about their experiences. These stories will either be written down by a notetaker or audio recorded for later analysis.
2. **Choose most significant story**. The facilitator will then ask each story circle to select one story that contains the most significant change. The facilitator will organize a nomination and selection process to do so.
3. **Process the selected story** as a written, audio, or video output.

## **Step 3: Select the Most Significant Stories**

Once the selected stories are chosen from target communities, regional selection committees will implement a story selection process. They will review the relevant stories from their region and select one story demonstrating the MSC for submission to the program-level selection committee, which will implement the same process.

## **Step 4: Use of Selected Stories**

The offeror will then use the selected MSC stories to analyze results and draft the evaluation reports. These stories will support indicator reporting, share learning, and inform reflections and program adaptations.

**Expectations for the Evaluation Team**

* Collaborate with Ma3an to develop and revise the evaluation design for both the Mid-Term and the Final Evaluation, including a rigorous yet cost effective sampling approach.
* Collaborate with Ma3an to refine the evaluation workplan.
* Implement the evaluation workplan and analyze all data.
* Meet with Ma3an team, as required, to discuss progress.
* Produce a final evaluation report for both the Mid-Term and Final Evaluations.
* Present findings to both Ma3an and USAID.

**2.4 Schedule of Milestones and Deliverables**

The table below lists milestones and deliverables and schedule for completion.

|  |  |  |  |
| --- | --- | --- | --- |
| **Milestone** | **Description of Milestone** | **Deliverables** | **End Date** |
| **Mid-Term Evaluation** | | | |
| 1. | **Task #1**: Participate in planning and organizing meetings. Develop and finalize methodology including proposed team, sampling approach, data collection schedule, evaluation methodology, and data collection tools. | 1. Evaluation Workplan and Design Methodology | 15 days after signing of the agreement |
| 2. | **Task #2**: Conduct data collection per the defined Methodology.  **Task #3:** Prepare and provide status update on the data collection, including potential challenges, emerging opportunities, and preliminary findings. | 1. Mid-Term Report  2. Briefing presentation | 35 days after completion of Milestone 1 |
| 3. | **Task #4:** Finalize data collection and analysis per the defined Methodology.  **Task #5**: Prepare and submit a summary of key findings and conclusions, as well as recommendations for further program adaptations. | 1. Final Evaluation Report  2. Briefing presentation | 7 days after receipt of comments and feedback on the rough cuts of the videos |
| **Final Evaluation** | | | |
| 4. | **Task #6:** Participate in planning and organizing meetings. Develop and finalize methodology including proposed team, sampling approach, data collection schedule, evaluation methodology, and data collection tools. | 1. Evaluation Workplan and Design Methodology | Starting December 2022; dates To Be Determined (TBD) |
| 5. | **Task #7:** Conduct data collection per the defined Methodology.  **Task #8:** Prepare and provide status update on the data collection, including potential challenges, emerging opportunities, and preliminary findings. | 1. Mid-Term Report  2. Briefing presentation | February – April 2023; dates TBD |
| 6. | **Task #9**: Finalize data collection and analysis per the defined Methodology.  Task #10: Prepare and submit a summary of key findings and conclusions, as well as recommendations for further program adaptations. | 1. Final Evaluation Report  2. Briefing presentation | May-June 2023; dates TBD |

Ma3an reserves the right to provide feedback, comments, and questions for each deliverable prior to its approval. The above timeline is illustrative, and the final timeline will be set during negotiation, however the estimated duration of the contract will be 22 months from award to close.

**2.5 Place of Performance**

The selected contractor shall perform the work at their own facility and, for a minimum duration of six weeks – 3 weeks each for the mid-term and final evaluations - in selected communities in Tunisia.

**3. INFORMATION REQUIRED IN THE RESPONSE**

All companies/firms that wish to participate in the process are required to complete a proposal. The information provided will be used to assess your suitability to qualify for selection of the services mentioned above.

**3.1 Required Documentation**

Interested applicants must submit the following documents:

1. Technical Application**:** The total number of pages should not exceed 15 pages exclusive of cover page and table of contents. The Technical Application must be in Times New Roman font 12 pt single spaced.

* 1. Technical Approach
     1. Provide a description of approaches to community sampling and participatory monitoring and evaluation
     2. Propose activities that are interactive and practical
     3. Provide an activity schedule which includes a breakdown of the order and timeframe of the activities, including providing realistic milestones to indicate progress
  2. Capacity Statement of the Organization demonstrating
     1. Experience in conducting evaluations
     2. Experience using Most Significant Change Approach
     3. Experience on P/CVE and/or youth and community empowerment projects
     4. Experience in Tunisia and/or North Africa
     5. Capacity to produce detailed evaluation reports

1. Budget Application:There is no page limit to the budget application.
   1. Please submit a summary and detailed line item budget and budget narrative using the templates provided in Attachment A (Budget Template) and Attachment B (Budget Narrative Template)
   2. The budget should be for the entire period of performance.
   3. All costs should be factored into the budget, including all travel and training-related costs.
   4. All cost items should be described in the budget narrative. The narrative should justify each cost outlined in the budget and explain how the amounts were derived.
   5. All projected costs must be in accordance with the organization’s standard practices and policies.
   6. Budgets must be sufficiently detailed to demonstrate cost reasonableness and completeness. The budget should include details of calculations, including quantities, unit costs, and other similar quantitative detail.  Offerors including budget information determined to be unreasonable, incomplete, unnecessary for the completion of the proposed project, or based on a methodology that is not adequately supported may be deemed unacceptable.
   7. Vendors should submit competitive pricing Please note the contract will be made in local currency depending on the selected bidder.
2. CV of key personnel:Please provide CVs for project team leader and other key staff working on this activity. There is no page limit for the CVs.
3. Past performance/experience information:Past performance information should not exceed three pages.
   1. List up to 3 relevant contracts within the last 24 months for efforts like the work in the scope
   2. Provide for each contract
      1. Scope of work
      2. Primary locations of work
      3. Period of performance
      4. Skills or expertise used
      5. Contract value
      6. Contact information for a reference of an individual who supervised the offeror’s work on this contract (at least one contact for each contract, for a minimum of 3 references).

1. Contact information:
   1. This should include full name, email contact and address of a point of contact to discuss the application and who is authorized to negotiate terms and conditions.
2. Biodata form: for any proposed staff or selected subcontractors who have a daily rate greater than $50 USD, offeror should provide a biodata form using the form provided in Attachment C.
3. Evidence of Responsibility and Independent Price Determination Form:Offeror shall complete and submit this form (Attachment D).
4. SAM.gov registration: If not already registered, the agency shall register on SAM.gov and provide proof that their submission has been received for processing.
5. DUNS number: The agency shall be required to have a DUNS number upon awarding of the contract.

**3.2 Application Format**

Proposals should be submitted in either Microsoft Word or PDF format.

The proposals shall be typed in English or French and shall be signed by the applicant or by a person duly authorized to bind the applicant to the contract.

**4. EVALUATION PROCESS**

Proposals will be reviewed and awarded by an evaluation panel. A technical evaluation committee will review all technical proposals using the Evaluation Criteria detailed below.

It is anticipated that the award will be made within 2-4 weeks after the submission deadline. Final negotiations and award will be managed by FHI 360.

Bids must first meet the mandatory requirements before their technical and cost proposals will be reviewed. Those bids not meeting the mandatory requirements will be automatically rejected.

**The mandatory requirements are:**

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| --- | --- | --- |
|  | **MANDATORY REQUIREMENTS** | **MEETS REQUIREMENT** |
| 1 | Evidence of Responsibility and Independent Price Determination Form Completed – Offeror shall complete and submit the Evidence of Responsibility and Independent Price Determination Form with the technical proposal. | YES/NO |
| 2 | The technical proposal is in English or French, submitted on time and within the page limitation established | YES/NO |

Bids satisfying the mandatory requirements will then be evaluated for technical strengths and cost.

**4.1 Eligibility criteria**

Offerors must meet the following eligibility criteria to be considered:

* Legally registered with a demonstrated track record in evaluation.
* Prior experience working in Tunisia (or North Africa).
* Must not be listed in any US Government and International excluded parties list due to their affiliation with unlawful activities.

In addition, Ma3an expects offerors to demonstrate the following qualifications to submit a competitive proposal in response to this RFP:

1. Contractor must have demonstrable experience with similar commercial and/or non-profit projects and having the latest technical, managerial, and administrative experience necessary to complete the tasks listed above.
2. Contractor must have demonstrable experience in conducting evaluations for various international donors including USAID.
3. Contractor must have proven and recent experience in using Most Significant Change approach.
4. Contractor must have fluency in Arabic or French language.
5. Contractor must guarantee timely delivery of required tasks and deliverables.
6. Contractor has demonstrable experience in youth and community empowerment projects.

**4.2 Evaluation Criteria**

FHI 360 will assess the technical quality of the proposed approach and methodology, management and institutional capacity including staffing, and the reasonableness, completeness and cost effectiveness of the proposed budget.All applications will be reviewed by an internal review panel comprised of Ma3an staff. The specific evaluation criteria, as well as their relative value, are listed below.

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| --- | --- |
| **Evaluation Criteria** | **Weight** |
| 1. **Technical Approach:** The quality and feasibility of proposed approach (i.e. and whether potential risks have been sufficiently mitigated). Specific criteria:  * The degree to which the technical application proposes technically-sound approaches to achieve the deliverables described in the scope of work, including the strength of the methodology and the utility of the proposed deliverable(s). * The extent to which the applicant’s activity schedule is well-defined and realistic. * The extent to which the approach demonstrates an understanding of potential risks and appropriate mitigation measures. | **40 points** |
| 1. **Past Experience and Technical Capacity:** Evidence of the organization’s capability to undertake, oversee, and accomplish the proposed evaluations on time and within budget. Specific criteria:  * Previous experience in conducting evaluations * Previous experience in using Most Significant Change Approach * Previous experience in P/CVE and/or youth and community empowerment projects * The applicant demonstrates an institutional record of successful programs in relevant areas * Language capabilities * Relevance of the background, qualifications, reputation, and skills of the key personnel who will be overseeing the evaluations process. | **30 points** |
| 1. **Financial Proposal:** Offerors are requested to clearly demonstrate how their proposals offer Value for Money and provide clear justification for the level of inputs and size of team proposed. The maximum number of points will be allotted to the lowest price proposal that meets the threshold points in the evaluation of Merit Review Categories A and B (Technical Approach and Past Experience and Technical Capacity). All other price proposals will receive points in inverse proportion to the lowest. Specific criteria:  * Proposed costs are reasonable * Proposed costs reflect a clear understanding of the scope of work requirements * Proposed planned costs ensure optimal delivery of the proposed activities | **30 points** |
| **Total:** | **100 points** |

**5. DEADLINE**

All submissions to this RFP must be received no later than **5:00 PM, ET time August 9th, 2021**. Any offers received after this date and time may not be accepted and shall be considered non-responsive. FHI 360 will not compensate organizations for the preparation of its response to this expression of interest.

Submissions should be emailed to [Grantstunisia@ma3an.org](mailto:Grantstunisia@ma3an.org).

**6. QUESTIONS CONCERNING THE RFP**

All inquiries and requests for information affecting this RFP must be submitted by e-mail to [Grantstunisia@ma3an.org](mailto:Grantstunisia@ma3an.org) by **July 26th, 2021 by 5:00PM ET time**. Please include the following in the subject line of the email: **RFP-Ma3an**

Inquiries and answers to inquiries will be shared with all other bidding organizations/offers by **July 30th, 2021**. Verbal or telephone responses will not be accepted.

**7. TERMS AND CONDITIONS**

Offerors are responsible for review of the terms and conditions described below and in the award budget template attached. If relevant, particular attention should be paid to clauses regarding USAID geographic code, marking and branding requirements and equipment and commodity purchases.

**EXECUTIVE ORDER 13224 ON TERRORIST FINANCING**

Offerors are informed that FHI 360 complies with U.S. Sanctions and Embargo Laws and Regulations including Executive Order 13224 on Terrorist Financing, which effectively prohibit transactions with persons or entities that commit, threaten to commit or support terrorism. Any person or entity that participates in this bidding process, either as a prime or sub to the prime, must certify as part of the bid that he or it is not on the U.S. Department of Treasury Office of Foreign Assets Control (OFAC) Specially Designated Nationals (SDN) List and is eligible to participate. FHI 360 shall disqualify any bid received from a person or entity that is found to be on the List or otherwise ineligible.

Firms or individuals that are included on the Excluded Parties List System ([www.sam.gov](http://www.sam.gov)) shall not be eligible for financing and shall not be used to provide any commodities or services contemplated by this RFP.

**Source of Funding and Geographic Code**

Any award issued under this RFP will be financed by USAID funding and will be subject to U.S. Government and USAID regulations. The authorized USAID geographic code for this RFP and any resulting award is Code 937. All commodities and services supplied under any subcontract resulting from this RFP must meet this geographic code in accordance with the US Code of Federal Regulations (CFR), 22 CFR §228.

**Withdrawal of proposals**

Offerors may withdraw proposals by written notice via email received at any time before award.

**Right to Select/Reject**

FHI 360 reserves the right to select and negotiate with those firms/organizations/individuals it determines, in its sole discretion, to be qualified for competitive proposals and to terminate negotiations without incurring any liability. FHI 360 also reserves the right to reject any or all proposals received without explanation.

CLIENT PRIOR APPROVAL

The selected offeror will be subject to funding agency approval before a subcontract can be awarded. Therefore, organizations are reminded that there may be delays for this process to be completed. In addition, should such approval not be given, this subcontract cannot be awarded.

REQUEST FOR PROPOSAL FIRM GUARANTEE

All information submitted in connection with this RFP will be valid for 90 (ninety) days from the RFP due date. This includes, but is not limited to, cost, pricing, terms and conditions, service levels, and all other information. If your firm is awarded the contract, all information in the RFP and negotiation process is contractually binding.

**Disclaimer**

1. Offerors will not be reimbursed for the cost incurred in preparation and submission of a proposal. All preparation and submission costs are at the Offeror’s expense.
2. This RFP represents only a definition of requirements. It is merely an invitation for submission of proposals and does not legally obligate FHI 360 to accept any of the submitted proposals in whole or in part, nor is FHI 360 obligated to select the lowest priced proposal.
3. FHI 360 reserves the right to negotiate with any or all firms, both with respect to price, cost and/or scope of services.
4. FHI 360 reserves the right to independently negotiate with any offeror, or to make an award without conducting discussion based solely on the written proposals if it decides it is in its best interest to do so. FHI 360 reserves the right to fund any or none of the proposals received.
5. FHI 360 reserves the right to disqualify any offer based on offeror failure to follow solicitation instructions.
6. FHI 360 may choose to award only part of the activities in the solicitation, or issue multiple awards based on the solicitation activities.
7. FHI 360 reserves the right to waive minor proposal deficiencies that can be corrected prior to award determination to promote competition.
8. FHI 360 reserves the right to check applicant’s donor reference.

**Offer Verification**

FHI 360 may contact offerors to confirm contact person, address, bid amount and to confirm that the bid was submitted for this solicitation.

**False Statements in Offer**

Offerors must provide full, accurate and complete information as required by this solicitation and its attachments. Failure to submit correct, complete and accurate information shall lead to automatic disqualification.

**Conflict of Interest**

Offerors must provide disclosure of any past, present or future relationships with any parties associated with the issuance, review or management of this solicitation and anticipated award or awards. Failure to provide full and open disclosure may result in FHI 360 having to re-evaluate selection of a potential offeror.

**Reserved Rights**

All RFP responses become the property of FHI 360 and FHI 360 reserves the right in its sole

discretion to:

* Disqualify any offer based on offeror failure to follow solicitation instructions;
* Waive any deviations by offerors from the requirements of this solicitation that in FHI 360's opinion are considered not to be material defects requiring rejection or disqualification; or where such a waiver will promote increased competition;
* Extend the time for submission of all RFP responses after notification to all offerors;
* Terminate or modify the RFP process at any time and re-issue the RFP to whomever FHI 360 deems appropriate;
* Issue an award based on the initial evaluation of offers without discussion;

**Governing Law and Language**

This solicitation and any resulting contract shall be interpreted in accordance with the laws of the U.S. Government. The English language version of this solicitation and any resulting contract shall govern, and all notices pursuant to the provisions of this solicitation and any resulting contract shall be in English.

**Certification of Independent Price Determination**

(a) The offeror certifies that--

(1) The prices in this offer have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any other offeror, including but not limited to subsidiaries or other entities in which offeror has any ownership or other interests, or any competitor relating to (i) those prices, (ii) the intention to submit an offer, or (iii) the methods or factors used to calculate the prices offered;

(2) The prices in this offer have not been and will not be knowingly disclosed by the offeror, directly or indirectly, to any other offeror, including but not limited to subsidiaries or other entities in which offeror has any ownership or other interests, or any competitor before bid opening (in the case of a sealed bid solicitation) or contract award (in the case of a negotiated or competitive solicitation) unless otherwise required by law; and

(3) No attempt has been made or will be made by the offeror to induce any other concern or individual to submit or not to submit an offer for the purpose of restricting competition or influencing the competitive environment.

(b) Each signature on the offer is considered to be a certification by the signatory that the signatory--

(1) Is the person in the offeror's organization responsible for determining the prices being offered in this bid or proposal, and that the signatory has not participated and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above; or

(2) (i) Has been authorized, in writing, to act as agent for the principals of the offeror in certifying that those principals have not participated, and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above;

(ii) As an authorized agent, does certify that the principals of the offeror have not participated, and will not participate, in any action contrary to subparagraphs (a)(1) through

(a)(3) above; and

(iii) As an agent, has not personally participated, and will not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) above.

(c) Offeror understands and agrees that --

(1) Violation of this certification will result in immediate disqualification from this solicitation without recourse and may result in disqualification from future solicitations; and

(2) Discovery of any violation after award to the offeror will result in the termination of the award for default.

**Award and Notification of Selected Proposals**

1. Prior to the expiration period of proposal validity, FHI 360 will notify the successful offeror (s) who submitted the highest scoring proposals in writing by registered letter, email, or facsimile and invite it or them to negotiate the contract.
2. The aim will be to reach agreement on all points and draft an initial contract by the conclusion of negotiations.
3. Negotiations will commence with a discussion of the offeror’s technical proposal, schedule of activities, staffing and any suggestions you may have made to improve upon the Scope of Work. Agreement must then be reached on the final deliverables, staffing, logistics and reporting. Special attention will be paid to define clearly the inputs required from FHI 360 to ensure satisfactory implementation of the assignment. Changes agreed upon will then be reflected in the financial proposal, using proposed unit rates.
4. Having selected the Subcontractor (s) on the basis of an evaluation of proposed key professional staff among other things, FHI 360 expects to negotiate a contract or contracts on the basis of the staff named in the proposal and, prior to contract negotiations, will require assurance that these staff will be actually available. FHI 360 will not consider substitutions during contract negotiations except in cases of unexpected delays in the starting date or incapacity of key professional staff for reasons of health.
5. The negotiations will be concluded with a review of the draft form of the contract (s). FHI 360 and the offeror(s) shall finalize the contract(s) to conclude negotiations.
6. The contract will be awarded after successful negotiations with the selected offeror. If negotiations fail, FHI 360 will invite the offeror having obtained the second highest score to contract negotiations.
7. Any selected firm(s) will be required to complete a Financial Pre-Award Assessment in order for FHI 360 to ascertain that the organization has the capacity to perform successfully under the terms and conditions of the proposed award. As part of the Pre-Award Assessment process the firm will also be requested to submit a financial audit report from the previous fiscal year. In addition, payroll records and other financial information may be requested to support budgeted costs.
8. Issuance of this Request for Proposal does not constitute an award commitment on the part of FHI 360 nor does it commit FHI 360 to pay for the costs incurred in the submission of a proposal to the RFP. Furthermore, FHI 360 reserves the right to reject any or all offers received and to negotiate separately with an offeror, if such action is considered to be in the best interest of FHI 360’s client organization, the U.S. Agency for International Development.
9. FHI 360 may evaluate offers in response to this solicitation without discussions and will award a contract to the responsible offeror whose offer, conforming to the solicitation, will be most advantageous to FHI 360 based on the technical factors specified in this solicitation and the price.

FHI 360 reserves the right to:

* + 1. Reject any or all offers;
    2. Accept other than the lowest-price offer; and/or
    3. Waive informalities or minor irregularities in offers received.

1. Please note that if you consider that your firm does not have all the expertise for the assignment, there is no objection to your firm associating with another firm to enable a full range of expertise to be presented. However, joint ventures between firms on the shortlist are not permitted without the prior approval of FHI 360. The request for a joint venture should be accompanied with full details of the proposed association.

# ATTACHMENTS

Attachment A – Budget Template

Attachment B – Budget Narrative Template

Attachment C – Biodata Form

Attachment D – Evidence of Responsibility and Independent Price Determination Form

Attachment E – FHI 360 Subcontract Terms and Conditions

**[END OF RFP]**