



USAID-Bangladesh Agricultural Value Chains (AVC)

Request For Proposals (RFP)

No. AVC-Dhaka-076

Capacity Building on Improved Cultivation and Post-harvest techniques for Farmers

Best and Final Offer (BAFO) Issue Date: (February 26, 2018)

WARNING: Prospective Offerors who have received this document from a source other than the AVC project office Road No. 78, House No. 5, Gulshan 2, Dhaka, Bangladesh (AVCprocurement@dai.com), should immediately contact AVCprocurement@dai.com and provide their name and mailing address in order that amendments to the RFP or other communications can be sent directly to them. Any prospective Offeror who fails to register their interest assumes complete responsibility in the event that they do not receive communications prior to the closing date. Any amendments to this solicitation will be issued and posted (<http://www.avcbd.com> **Offerors are encouraged to check this website periodically.**)

Table of Contents

Synopsis of the RFP	3
1. Introduction and Purpose	4
1.1 Introduction and Eligibility to Fixed Price Contract	4
1.2 Issuing Office	4
1.3 Type of Award Anticipated	4
2. General Instructions to Offerors	5
2.1 Services Specified	5
2.2 General Instructions	5
2.3 Proposal Cover Letter	5
3. Instructions for the Preparation of Technical Proposals for BAFO	6
3.1 Services Specified	7
3.2 Technical Evaluation Criteria	7
3.3 Presentation of Workplan to AVC/DAI	Error! Bookmark not defined.
4. Instructions for the Preparation of Cost/Price Proposals	8
4.1 Budget	8
5. Basis of Award and Selection Process	8
5.1 Best Value Determination	8
5.2 Responsibility Determination	8
5.3 Selection Process	9
6. Anticipated post-award Deliverables	9
7. Inspection & Acceptance	10
8. Compliance with Terms and Conditions	10
8.1 General Terms and Conditions	10
8.2 Source and Nationality	10
8.3 Data Universal Numbering System (DUNS)	10
8.4 SAM Registration	11
9. Procurement Ethics	11
10. Attachments	12
10.1 Attachment A: Scope of Work for Services	12
10.2 Attachment B: Proposal Cover Letter	17
10.3 Attachment C: Representations and Certifications of Compliance	18
10.4 Attachment D: Budget	19
10.5 Attachment E: Instructions for Obtaining a DUNS Number - DAI'S Vendors, Subcontractors ...	19
10.6 Attachment F: Self Certification for Exemption from DUNS Requirement	19
10.7 Attachment G: SAM Registration Requirement	19
10.8 Attachment H: Proposal Checklist	20

Synopsis of the RFP

RFP No.	RFP No. AVC-Dhaka-076 Best and Final Offer
BAFO Issue Date	Monday February 26, 2018
Title	Capacity Building on Improved Cultivation and Post-harvest techniques for Farmers
Issuing Office	Agricultural Value Chains (AVC) Project, House 5, Road 78, Gulshan North, Dhaka-1212, Bangladesh http://www.avcbd.com
Deadline for Receipt of BAFO Proposals	March 07, 2018
Submission of Proposals	Attn: Grants/Procurement Department, Agricultural Value Chains (AVC) Project, House 5, Road 78, Gulshan North, Dhaka-1212, Bangladesh Email: AVCsolicitation@dai.com
Anticipated Award Type	Fixed Priced Subcontract/Fixed Price Purchase Order
Basis for Award	An award will be made based on the Trade Off Method. The award will be issued to the responsible and reasonable Offeror who provides the best value to DAI and its client using a combination of technical and price factors.

Interested Offerors may obtain a full copy of the RFP which contains detailed instructions for preparation of the proposal. The RFP may be collected from the address and/or contact person above.

1. Introduction and Purpose

1.1 Introduction and Eligibility to Fixed Price Contract

Development Alternatives, Inc. (DAI) is an international development firm based in Washington, DC. DAI was recently awarded a contract from the US Agency for International Development (USAID) for the Bangladesh Agricultural Value Chains project (AVC). DAI invites qualified Offerors to submit proposals for a Fixed Price Contract to build the capacity of pulses farmers in select southern districts on cultivating high yielding varieties and adopting modern methods of post-harvest management.

The following qualifications and experience are requirements for eligibility for a contract. The Offeror must:

- Be registered in Bangladesh as an NGO or private sector involved in building capacity of farmers on modern cultivation (on pulses preferred) techniques, post-harvest management and input/forward market linkages.
- Have prior experience as a subcontractor or sub-grantee for a donor funded project (USAID-funded project preferred).
- Have prior work experience in the Southern Delta.
- Have a demonstrated track-record of conducting trainings for farmers.
- Local office set up in the southern area

Purpose of Best and Final Offer (BAFO) RFP 076

DAI seeks to partner with Bangladeshi organizations to build the farmers capacity in select southern districts on cultivating high yielding varieties and adopting modern methods of post-harvest management. The awarded firms will select farmers and organize them in groups, conduct one day training for the farmers on modern cultivation and post-harvest management techniques.

Enhancing the capacity of farmers

The awarded firm will provide group based trainings to farmers by following training modules on modern cultivation practices, post-harvest management, access to finance, gender and nutrition issues and environmental issues. The trainings will be on improved techniques of cultivation and post-harvest management. The awarded firm will develop the training modules, tools, manuals, and flipcharts to use it during training. The awarded firms will develop and maintain database for monitoring farmers and other activities in close conjunction with and direction from the AVC Monitoring and Evaluation team.

1.2 Issuing Office

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

1.3 Type of Award Anticipated

DAI anticipates awarding Firm Fixed Price Purchase Order. This is the anticipated type of award, though it may be changed as a result of negotiations.

A Firm Fixed Price Purchase Order is: An award for a total firm fixed price, for values less than \$150,000, for the provision of specific services, goods, or deliverables and is not adjusted if the actual costs are

higher or lower than the fixed price amount. Offerors are expected to include all costs, direct and indirect, into their total proposed price.

A Firm Fixed Price Subcontract is: An award for a total firm fixed price, for values more than \$150,000, for the provision of specific services, goods, or deliverables and is not adjusted if the actual costs are higher or lower than the fixed price amount. Offerors are expected to include all costs, direct and indirect, into their total proposed price.

2. General Instructions to Offerors

2.1 Services Specified

The Scope of Work describes services required for this fixed price contract. It is included as Attachment A of this RFP.

2.2 General Instructions

All documents from the Offeror related to this RFP shall be in English and include three (3) hard copies and one (1) soft copy (on CD-ROM) of both the Technical Proposal and Cost Proposal. All hard copies must be signed and stamped by the Offeror. Technical proposals shall be sealed in a separate envelope from cost proposals, and shall be clearly labeled as "Capacity Building on Improved Cultivation and Post-harvest techniques for Farmers". Proposals must be submitted to the Issuing Office no later than **5:00 PM (Dhaka time) on March 07, 2018**. Late offers will be rejected except under extraordinary circumstances at DAI's discretion.

The terms "Offeror" and/or "Bidder" refer to a firm proposing the work under this RFP. "Offer" and/or "Proposal" refer to the package of documents that the firm submits to propose the work. Offerors shall:

1. Review the RFP and any amendments in their entirety.
2. Ask any questions to clarify the requirements, if necessary.
3. Furnish all of the information required by the RFP, using and submitting forms as provided in the Attachments as required.

The completion of all RFP requirements in accordance with the instructions in this RFP and submission to DAI of the proposal will constitute an offer and indicate the Offeror's agreement to the terms and conditions in this RFP and any attachments hereto. Offerors are required to fully review all instructions and specifications contained in this RFP. Failure to do so will be at the Offeror's risk. If the solicitation is amended, then all terms and conditions not modified in the amendment shall remain unchanged. DAI reserves the right not to evaluate a non-responsive or incomplete proposal.

DAI reserves the right to award a fixed price contract without discussion and/or negotiation; however, DAI also reserves the right to conduct discussions and/or negotiations, which among other things may require an Offeror(s) to revise its proposal. Issuance of this RFP in no way obligates DAI to award a subcontract or purchase order. Offerors will not be reimbursed for any costs associated with the preparation or submission of their proposal. DAI shall in no case be responsible or liable for these costs.

2.3 Proposal Cover Letter

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

- The Offeror will certify a validity period of (90) days for the prices provided.
- Acknowledge the solicitation amendments received.

2.4 Questions regarding the RFP

Each Offeror is responsible for reading and complying with the terms and conditions of this RFP. Requests for clarification or additional information must be submitted in writing via email or in writing to the Issuing Office as specified in the Synopsis above. No questions will be answered by phone. Any verbal information received from a DAI or AVC employee or other entity shall not be considered as an official response to any question regarding this RFP.

Questions due March 01, 2018 3:00pm Dhaka time.

Copies of questions and responses will be distributed in writing to all prospective bidders via email directly to the bidders as they are received and no later than **March 04, 2018**.

3. Instructions for the Preparation of Technical Proposals for BAFO

Technical proposals shall be sealed in a separate envelope from cost/price proposals, and shall be clearly labeled as **"VOLUME I: TECHNICAL PROPOSAL"**. Proposals shall be written in English, single-spaced, and use 12-point Times New Roman font. The technical proposal shall **not exceed 10 pages (2 points will be deducted if above 10 pages total)** and shall include the sections listed below:

1. **Cover Letter** – Not to exceed 1 page.
A cover letter shall be included with the proposal on the Offeror's company letterhead with a duly authorized signature and company stamp/seal using Attachment B as a template for the format. The cover letter shall include the following items:
 - a. The Offeror will certify a validity period of 90 calendar days for the prices provided.
 - b. Acknowledge the solicitation amendments received.
2. **Table of Contents** – Not to exceed 1 page.
3. **Organizational Overview** - Not to exceed 2 pages.
The organizational overview will not be scored, but will demonstrate the Offeror's eligibility for this contract. It will include:
 - a. The date the Offeror was registered in Bangladesh and its activities since.
 - b. The Offeror's past and current clients and funders, especially experience as a subcontractor or sub-grantee for a USAID-funded/other donor funded project (if any).
 - c. The Offeror's geographic reach including offices and prior work in the Southern Delta.
 - d. The Offeror's experience in the agriculture sector.
 - e. The services the Offeror provides, especially in training. It is strongly desired that Offerors will have experience training farmers.
4. **Technical Approach** - Not to exceed 10 pages.
The Offeror's Technical Approach will specifically respond to the Statement of Work in Attachment A. The Technical Plan must be organized by the headers underlined below:
 - a. Brief Understanding of Assignment
The Offeror will explain its understanding of the purpose and tasks for cultivating high yielding varieties of pulses and adopting modern methods of post-harvest management, and preferred methodologies and tools to conduct training.

b. Implementation Plan

The Offeror will explain the steps it will take to implement the trainings. DAI will work closely with the Offeror for this step, but the Offeror will take the lead on the logistical preparations.

c. Resources for the Assignment

It is the Offeror’s responsibility to ensure it has adequate resources to satisfactorily complete the assignment and finalize deliverables. The minimal personnel resource requirements are: a Program Manager, Master trainer, Junior Trainers and Field Officers. The Offeror must explain its staffing plan for this assignment, and indicate the percentage of time for each of the Field Officers will be dedicated to this assignment. The Offeror must clarify the employment status of each person proposed (e.g., currently employed by the Offeror full-time, part-time, or on a consultant arrangement).

d. Communication with DAI

The Offeror should clarify its plan to ensure that it will work collaboratively with DAI throughout the assignment.

3.1 Services Specified

For this RFP, DAI is in need of the services described in Attachment A.

3.2 Technical Evaluation Criteria

Each proposal will be evaluated and scored against the evaluation criteria and evaluation sub-criteria, which are stated in the table below. Cost/Price proposals are not assigned points, but for overall evaluation purposes of this RFP, technical evaluation factors other than cost/price, when combined, are considered significantly more important than cost/price factors.

Best and Final Offer Evaluation:

Evaluation Criteria	Evaluation Sub-criteria (if needed)	Maximum Points
Implementation Plan		20 points
Institutional Capacity	Does the offeror understand technical requirements and capacity needed to execute the SOW within the period of performance	30 points
Innovation	Is the technical approach innovative	20 points
District/regional development experience		5 points
Total Points		75 points

4. Instructions for the Preparation of Cost/Price Proposals

4.1 Budget

Cost/Price proposals shall be sealed in a separate envelope from technical proposals, and shall be clearly labeled as "VOLUME II: COST/PRICE PROPOSAL".

Provided in **Attachment D** is a template for the Cost Proposal, for firm-fixed price awards. The budget will be used to evaluate cost reasonableness only. Payments will be made based on specified deliverables as defined on page 9 of this RFP. Offerors shall complete the template including as much detailed information as possible.

It is important to note that Value Added Tax (VAT) shall not be included in the budget. These services are eligible for VAT exemption under the DAI prime contract and VAT coupons will be provided to the Offeror. AIT shall be deducted as per Government of Bangladesh Tax policy.

5. Basis of Award and Selection Process

5.1 Best Value Determination

DAI will review all proposals, and make an award based on the technical and cost evaluation criteria stated above, and select the offeror whose proposal provides the best value to DAI. DAI may also exclude an offer from consideration if it determines that an Offeror is "not responsible", i.e., that it does not have the management and financial capabilities required to perform the work required.

Evaluation points will not be awarded for cost. Cost will primarily be evaluated for realism and reasonableness. DAI may award to a higher priced offeror if a determination is made that the higher technical evaluation of that offeror merits the additional cost/price.

DAI may award to an Offeror without discussions. Therefore the initial offer **must contain the Offeror's best price and technical terms.**

5.2 Responsibility Determination

DAI will not enter into any type of agreement with an Offeror prior to ensuring the Offeror's responsibility. Prior to award, DAI will assess the selected Offeror's responsibility by taking the following factors into consideration:

1. Provide evidence of the required legal registration to operate in Bangladesh.
2. Evidence of a DUNS number (explained below and instructions to obtain the DUNS number in Attachment: E).
3. Offerors are encouraged to start the process for SAM registration for avoiding delay of contract signing after the final selection. As SAM registration process takes one to two weeks and mandatory for contract awarding. Please see the instructions in Attachment G.
4. The source and nationality of the products or services are not from a Prohibited Country (explained below).
5. Have adequate financial resources to finance and perform the work or deliver goods or the ability to obtain financial resources without receiving advance funds from DAI.
6. Ability to comply with required or proposed delivery or performance schedules.
7. Have a satisfactory past performance record.
8. Have a satisfactory record of integrity and business ethics.
9. Have the necessary organization, experience, accounting and operational controls, and technical skills.
10. Have the necessary production, construction and technical equipment and facilities if applicable.
11. Be qualified and eligible to perform work under applicable laws and regulations.

5.3 Selection Process

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

An Evaluation Committee comprised of a minimum of three (3) people shall be established, and each committee member will receive a copy of the solicitation requirements and shall sign a Statement of Non-Disclosure/Conflict of Interest form. Technical proposals will be evaluated first by individual committee members before the committee meeting. The Evaluation Committee shall review and score the technical proposals—first individually and then by consensus—based on the evaluation criteria and their respective weights. Before final evaluation, DAI may contact Offerors to seek clarification and may request revisions if the submission is insufficient.

6. Anticipated post-award Deliverables

Upon award of a fixed price contract, the deliverables and deadlines detailed in below table will be submitted to DAI. The Offeror should detail proposed costs per deliverable in the Price Schedule. All of the deliverables must be submitted to and approved by DAI before payment will be processed. **To better understand the anticipated deliverables contractor should check the months in Gantt Chart provided in the annex.**

No.	Deliverables	Percentage
1.	Delivery and Acceptance of detailed Work Plan due 10 days after signing of contract (a) Submission of activity timeline/work plan (b) Final CVs of staff/consultants	20%
2.	Delivery and Acceptance of Report which should include the successful submission of the reports of the contract on the last business day of the 1st month (e.g. April 30, 2018). Payment will be after the Report approval by AVC. Completion of farmers' list and entries of respective farmers' data in AVC prescribed format (soft and hard copy) within AVC's stipulated timeline within first months after signing the contract. a) Training report on farmers' training conducted with required supporting documents such as participant list, picture, training evaluation sheet (Hard, soft and Scanned).	60%
3	Delivery and Acceptance of Final Report. The draft Final Report has to be submitted at least 10 days before the last day of the 2nd month of the contract. The draft final report will cover a) Final completion of all activities of this contract including all previous monthly/progress reports. b) The final report may also include brief narrative on achievements, constraints, lessons learnt and success stories captured during the project. c) Training report on farmers' training conducted with required supporting documents such as participant list, picture, training	20%

	<p>evaluation sheet (Hard, soft and Scanned).</p> <p>After necessary amendments the final report has to be submitted on the last day of the 2nd month. The final payment will be made upon approval of final report by AVC.</p>	
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7. Inspection & Acceptance

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

8. Compliance with Terms and Conditions

8.1 General Terms and Conditions

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

8.2 Source and Nationality

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

Geographic Code 937: Goods and services from the United States, the cooperating country, and "Developing Countries" other than "Advanced Developing Countries: excluding prohibited countries. A list of the "Developing Countries" as well as "Advanced Developing Countries" can be found at:

<http://www.usaid.gov/policy/ads/300/310maa.pdf> and
<http://www.usaid.gov/policy/ads/300/310mab.pdf> respectively.

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

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

8.3 Data Universal Numbering System (DUNS)

There is a **mandatory** requirement for your organization to provide a DUNS number to DAI. The Data Universal Numbering System is a system developed and regulated by Dun & Bradstreet (D&B) that assigns a unique numeric identifier, referred to as a "DUNS number" to a single business entity. Without a DUNS number, DAI cannot deem an Offeror "responsible" to conduct business with and therefore, DAI

will not enter into a subcontract/purchase order or monetary agreement with any organization. The determination of a successful offeror/applicant resulting from this RFP/RFQ/RFA is contingent upon the winner providing a DUNS number to DAI. Offerors who fail to provide a DUNS number will not receive an award and DAI will select an alternate Offeror.

All U.S. and foreign organizations which receive first-tier subcontracts/ purchase orders with a value of \$30,000 and above **are required** to obtain a DUNS number prior to signing of the agreement. Organizations are exempt from this requirement if the gross income received from all sources in the previous tax year was under \$300,000. DAI requires that Offerors sign the self-certification statement if the Offeror claims exemption for this reason.

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

For those not required to obtain a DUNS number, see **Attachment F**: Self Certification for Exemption from DUNS Requirement

8.4 SAM Registration

System of Award Management (SAM) registration is a must for all USAID partners and its sub-awardees. It is mandated in ADS 303.3.9. Offerors are required to provide DAI SAM registration confirmation. SAM registration should be completed as a public entity using organizational information as opposed to private entity and/or personal information. SAM registration proof will be required of all awarded offerors upon signing of a fixed price contract with DAI. Please review Attachment G for instructions on SAM registration.

9. Procurement Ethics

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

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

In addition, DAI takes the payment of USAID funds to pay Terrorists, or groups supporting Terrorists, or other parties in exchange for protection very seriously. Should the Terrorist, groups or other parties attempt to extort/demand payment from your organization you are asked to immediately report the incident to DAI's Ethics and Compliance Anonymous Hotline at the contacts described in this clause.

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

10. Attachments

10.1 Attachment A: Scope of Work for Services

1. PROGRAM DESCRIPTION

The USAID-funded Bangladesh Agricultural Value Chains (AVC) project seeks to facilitate growth and upgrading of the agricultural sector and maximize value by increasing income for the rural poor who participate in it. The result will be increased access to and availability of diverse agricultural products in local, regional, and national markets that will contribute significantly to achieving improved food security in the Southern Delta of Bangladesh. For implementation AVC has divided 20 FtF districts into two working regions, namely Barisal region and Jessore region. The districts under Barisal region are Barisal, Bhola, Jhalokati, Pirojpur, Barguna, Patuakhali, Faridpur, Gopalganj, Madaripur, Rajbari and Shariatpur, and the districts under Jessore region are Jessore, Jhenaidah, Magura, Narail, Bagerhat, Khulna, Satkhira, Chuadanga, and Meherpur.

2. OVERVIEW

The AVC Project will achieve broad-based economic growth thus enhancing long-term food security in the targeted area by applying a market systems approach. This approach will be sustainable – i.e., capable of continuing to achieve results after the life of activity. The market systems approach will transform targeted agricultural value chains to increase on and off-farm income at the household level. The project will also increase key investments in value chain innovation and build capacity of local organizations to ensure that value chain upgrading is private-sector driven and sustainable in the long term, reflecting USAID's emphasis on locally-led and implemented development efforts. The project goal statement is "Improved food security through strengthened agricultural value chains".

3. PERIOD OF PERFORMANCE

The scope of the work defined in this RFP should be implemented within a 2 month period of performance. DAI intends to begin this fixed price contract on or around April 1, 2018.

4. PURPOSE

DAI seeks to partner with Bangladeshi organizations to build the farmers capacity in select southern districts on cultivating high yielding varieties and adopting modern methods of post-harvest management. The awarded firms will select farmers and organize them in groups, conduct one day training for the farmers on modern cultivation and post-harvest management techniques. A brief detail on the training modality is attached as annex. The awarded firms will need to collect data and register farmers using AVC prescribed registration book and submit both hard copy and soft copy to AVC.

5. COMMUNICATION SCOPE OF WORK

- **Prior to commencing the awarded bidder review and subsequently provide comments and feedback on relevant AVC documents relating to the contract.** Arriving at a common understanding of the overall project approach is a crucial basis for undertaking this contract in support of AVC.
- **Participate in AVC team meetings as required and on an ongoing basis for the duration of the contract.** AVC operates with a team structure for each of the sectors we operate in- this is

intended to drive the strategic direction of the programme and improve the quality of management decision making. This will include a mandatory quarterly review process that focuses on progress towards achieving the systems results, and planning and adjustments that might be needed to improve performance in achieving the intended results.

- **Provide information and feedback in support of AVC's knowledge management and results measurement functions.** Generating information (both formal and informal) and data on the performance of our activities is critical to our work. When requested to do so, the awarded bidder will be required to support AVC's knowledge management team in gathering, analysing and interpreting information relating to the work of this fixed price contract. Where applicable the awarded bidder will also be required to participate in key AVC knowledge capture events such as informal meetings, workshops and other key events.

Awarded bidders have the flexibility to pursue alternatives to project delivery- providing it fits within the principles of a market systems approach and contributes towards achieving our overall sector vision and outcomes. In making any alternative recommendations, the awarded bidder will need to set out the implications of the alternative approach and in doing so discuss with the AVC management team how it fits within the market systems approach described in section 3.

6. Geographic Area and Crops

AVC is focusing on Jessore and Barisal region. Any districts except Kushtia could be considered as working area. One bidder could select multiple crops from the selected crop portfolio that includes- Jute, Flower, Summer Vegetable, Lentils, Mung beans, Ground Nuts, and Mango. Summer vegetable is a basket of eggplant, bitter gourd, bottle gourd, pointed gourd, sweet gourd, and cucumber.

7. SPECIFIC TASKS

To introduce the modern cultivation techniques, the following activities and steps are required:

Activity-1: Staffs orientation and staff meeting

- Organize day long staff orientation on project goal, objectives, activities and M&E systems provided by AVC
- Coach and counsel staff for implementation of project activities
- Organize monthly staff meeting for views & information sharing and planning

Activity- 2: Identify and select farmers and organize producer groups

- Select working area in Jessore or Barisal region.
- Select maximum 5000 farmers and form groups constituting of 25 to 30 farmers in each group (cluster approach) through meeting. Collect data on farmers' profile information (production, yield, income, area of cultivation, etc.) using the AVC prescribed registration format.
- Assist AVC's M&E team in verifying sample of farmers' data and finalize the farmers group as and when required
- Submit monthly meeting schedule to AVC office prior to the training program including date, location, and contact number of field officer who will be in charge of this training

Activity- 3: Facilitate farmers Training

- Hire trainers in association with the AVC team. The number of trainers has to be rational with the proposed number of farmers that an awarded firm intends to work with. The awarded firm will be

responsible for conducting the Training of Trainers (ToTs) for the hired trainers. The ToTs will have to be delivered by high quality trainer/ consultant

- Organize and conduct one-day farmers' trainings (at least 5 hours) in Jessore and/or Barisal region (Basic modality of the training is described in attachment A annex)
- Ensure appropriate logistics support is provided for conducting the trainings
- Ensure trainees'/farmers' timely participation in the trainings
- Ensure trainings are of quality and monitoring mechanisms are in place
- Prepare and submit complete training reports separately with required deliverables

Monitoring and Evaluation of the Activities

The role of the Awarded Firm is to provide reports for all the deliverables as set in contract and ensure data quality following the DQA measures of USAID. After awarding the contract AVC Knowledge Management unit will organize an orientation for the firm to orient them on Knowledge Management reporting needs and ensuring data quality aspects.

- The awarded firm will be solely responsible for providing complete farmers database (soft and hard copy) to AVC
- Provide additional data and information to the AVC project technical and Knowledge Management team as requested/needed
- Document and archive all reports and records for potential Data Quality Assessment (DQA) audit by AVC or USAID any time during the life of the AVC project

8. STAFFING REQUIREMENTS

DAI will approve these staff. No change in the staff can be made without the approval of DAI.

However, the offeror may include in its proposal an alternate staffing plan and describe how the personnel will accomplish all SOW tasks, deliverables, and objectives.

The offeror will coordinate with AVC team including the Food Value Chain Team Leader, Deputy Team Leader, M&E team, Capacity Building and others as needed to ensure the success of the project.

The awarded firm will provide, at a minimum, the following key personnel:

Project lead will be responsible for the overall implementation of the interventions/ activities in the respective districts.

Required Qualification:

- Education with Bachelor/Master in Agricultural Science/Botany /Business or commerce background preferred.
- Five or more years of experience overseeing and leading agricultural trainings.
- Prior experience in value chain/market development project.
- Experience working in Southern Delta and in USAID funded projects preferred.
- Fluent in spoken and written English, with proven experience drafting high quality deliverables in English.

Field Officers: will be involved in the day-to-day activities of the project activities

Required Qualification:

- Education with Diploma/Graduate degree in an agricultural subject preferred
- Three of more years' experience organizing farmers group and training in agriculture related projects.
- Prior experience in case of work in value chain related projects preferred
- Demonstrated experience working in Southern Delta and good understanding of rural community development preferred.

Master Trainer/Consultant will provide ToTs to the trainers who will conduct training to farmers at the field level.

Required Qualification:

- Minimum master's degree from any reputed agricultural university in Bangladesh
- At least 8-10 years of experience in working in agriculture/ crop production/ post harvest management in Bangladesh
- At least 5 years of experience in providing training to large groups
- Experience in training organize and management, planning and issues handling.

Junior Trainers will provide training to the farmers at the field level.

Required Qualification:

- Diploma in agriculture is preferable; however graduate from any discipline with high experience in agricultural training delivery will also be acceptable.
- At least 1-2 years of experience in working as trainer in agriculture/ crop production/ post-harvest management in Bangladesh

9. Reporting

The awarded firm will report on day to day basis to the AVC Team Leader. Ultimate accountability is to the AVC Management Team (COP and Directors/Team leads).

Partnership working

All of the projects and consultancies commissioned under AVC require a collaborative and partnership based approach and a high level of interaction with the AVC management team. Consultants will be required to participate in AVC's team structures. When requested to do so the consultants/implementing partners will also base themselves in the AVC offices and will make themselves available to provide peer review and feedback on material relevant to the work they have been commissioned to support.

Knowledge Management

Effective knowledge management and results measurement is central to effective programme delivery. Consultants are expected to actively support this process whenever requested during the period they are engaged by the programme.

Deliverables and Timeline:

Awarded Firms will need to meet with their AVC counterparts on a monthly basis. Monthly reports will be submitted to AVC on the first day of each following month but payments will be made as per the following Deliverable Table:

No.	Deliverables	Due Date
1.	Delivery and Acceptance of detailed Work Plan due 10 days after signing of contract (a) Submission of activity timeline/work plan (b) Final CVs of staff/consultants	TBD upon signing of award
2.	Delivery and Acceptance of Progress Report which should include the successful submission of the 1 st monthly reports of the contract on the last business day of the 1st month (e.g. April 30, 2018). Payment will be after the Progress Report approval by AVC. Each monthly report/progress report should cover the following: b) Completion of farmers' list and entries of respective farmers' data in AVC prescribed format (soft and hard copy) within AVC's stipulated timeline within first months after signing the contract. c) Training report on farmers' training conducted with required supporting documents such as participant list, picture, training evaluation sheet (Hard, soft and Scanned).	TBD upon signing of award
3	Delivery and Acceptance of Final Report. The draft Final Report has to be submitted at least 10 days before the last day of the 2nd month of the contract. The draft final report will cover d) Final completion of all activities of this contract including all previous monthly/progress reports. e) The final report may also include brief narrative on achievements, constraints, lessons learnt and success stories captured during the project. f) Training report on farmers' training conducted with required supporting documents such as participant list, picture, training evaluation sheet (Hard, soft and Scanned). After necessary amendments the final report has to be submitted on the last day of the 2nd month. The final payment will be made upon approval of final report by AVC.	TBD upon signing of award

MODALITY FOR TRAINING OF FARMERS:

AVC planned to offer one-day training to each of the farmers' groups. Partner will develop necessary manuals, handouts and flip charts for the trainings. The breakdown of one-day farmer training is as follows:

Ideally this farmers' training will start to roll out before seed sowing. The contents of the training will include aspects related to seed sowing techniques, inoculum treatment of pulses seeds, modern cultivation methods, usage and dosage of fertilizer, pesticide, fungicide, and importance of irrigation and weeding. The 1st day training will conclude with discussion on a cross-cutting issue, i.e., importance of sustainable environment in agriculture.

The training will also include modern harvesting and post-harvest management techniques with special focus on how to safely handle the produces before marketing. Trainers will educate farmers on the importance of proper drying, cleaning, sorting and grading. The training subject will also include two other cross-cutting issues in AVC, namely gender and nutrition, and access to finance in agriculture.

10.2 Attachment B: Proposal Cover Letter

[On Firm's Letterhead]

<Insert date>

TO: [Click here to enter text.](#)

Development Alternatives, Inc.

[Click here to enter text.](#)

We, the undersigned, provide the attached proposal in accordance with **RFP-AVC-0076-**dated [Click here to enter text.](#). Our attached proposal is for the total price of <Sum in Words (BDT0.00 Sum in Figures) >.

I certify a validity period of [Click here to enter text.](#) days for the prices provided in the attached Price Schedule/Bill of Quantities. Our proposal shall be binding upon us subject to the modifications resulting from any discussions.

Offeror shall verify here the items specified in this RFP document.

We understand that DAI is not bound to accept any proposal it receives.

Presentation Date and Time Availabilities: *(Please enter the times on October 13th and/or 14th your firm is available to come to AVC Dhaka office to present their proposal).*

Yours sincerely,

Authorized Signature:

Name and Title of Signatory: [Click here to enter text.](#)

Name of Firm: [Click here to enter text.](#)

Address: [Click here to enter text.](#)

Telephone: [Click here to enter text.](#)

Email: [Click here to enter text.](#)

Company Seal/Stamp:

10.3 Attachment C: Representations and Certifications of Compliance

1. Federal Excluded Parties List - The Bidder Select is not presently debarred, suspended, or determined ineligible for an award of a contract by any Federal agency.
2. Executive Compensation Certification- FAR 52.204-10 requires DAI, as prime contractor of U.S. federal government contracts, to report compensation levels of the five most highly compensated subcontractor executives to the Federal Funding Accountability and Transparency Act Sub-Award Report System (FSRS)
3. Executive Order on Terrorism Financing- The Contractor is reminded that U.S. Executive Orders and U.S. law prohibits transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. It is the legal responsibility of the Contractor/Recipient to ensure compliance with these Executive Orders and laws. Recipients may not engage with, or provide resources or support to, individuals and organizations associated with terrorism. No support or resources may be provided to individuals or entities that appear on the Specially Designated Nationals and Blocked persons List maintained by the US Treasury (online at www.SAM.gov) or the United Nations Security Designation List (online at: http://www.un.org/sc/committees/1267/aq_sanctions_list.shtml). This provision must be included in all subcontracts/sub awards issued under this Contract.
4. Trafficking of Persons – The Contractor may not traffic in persons (as defined in the Protocol to Prevent, Suppress, and Punish Trafficking of persons, especially Women and Children, supplementing the UN Convention against Transnational Organized Crime), procure commercial sex, and use forced labor during the period of this award.
5. Certification and Disclosure Regarding Payment to Influence Certain Federal Transactions – The Bidder certifies that it currently is and will remain in compliance with FAR 52.203-11, Certification and Disclosure Regarding Payment to Influence Certain Federal Transactions.
6. Organizational Conflict of Interest – The Bidder certifies that will comply FAR Part 9.5, Organizational Conflict of Interest. The Bidder certifies that is not aware of any information bearing on the existence of any potential organizational conflict of interest. The Bidder further certifies that if the Bidder becomes aware of information bearing on whether a potential conflict may exist, that Bidder shall immediately provide DAII with a disclosure statement describing this information.
7. Business Size and Classification(s) – The Bidder certifies that is has accurately and completely identified its business size and classification(s) herein in accordance with the definitions and requirements set forth in FAR Part 19, Small Business Programs.
8. Prohibition of Segregated Facilities - The Bidder certifies that it is compliant with FAR 52.222-21, Prohibition of Segregated Facilities.
9. Equal Opportunity – The Bidder certifies that it does not discriminate against any employee or applicant for employment because of age, sex, religion, handicap, race, creed, color or national origin.
10. Labor Laws – The Bidder certifies that it is in compliance with all labor laws..
11. Federal Acquisition Regulation (FAR) – The Bidder certifies that it is familiar with the Federal Acquisition Regulation (FAR) and is in not in violation of any certifications required in the applicable clauses of the FAR, including but not limited to certifications regarding lobbying, kickbacks, equal employment opportunity, affirmation action, and payments to influence Federal transactions.
12. Employee Compliance – The Bidder warrants that it will require all employees, entities and individuals providing services in connection with the performance of an DAI Purchase Order to comply with the provisions of the resulting Purchase Order and with all Federal, State, and local laws and regulations in connection with the work associated therein.

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

10.4 Attachment D: Budget

(please find Excel template from our website: <http://www.avcbd.com/pages/frontavcprocurement>)

10.5 Attachment E: Instructions for Obtaining a DUNS Number - DAI'S Vendors, Subcontractors

Check our Website <http://www.avcbd.com> or Email AVCProcurement@dai.com for this attachment, DUNS Number is mandatory for any awarded bidder and is needed prior to fixed price purchase order completion.

10.6 Attachment F: Self Certification for Exemption from DUNS Requirement

Check our Website <http://www.avcbd.com> or Email AVCProcurement@dai.com for this attachment, self-certification for offerors who made less than \$300,000 in gross profit in 2013 is mandatory for any awarded bidder and is needed prior to fixed price purchase order completion.

10.7 Attachment G: SAM Registration Requirement

Check our Website <http://www.avcbd.com> or Email AVCProcurement@dai.com for this attachment, instructions on SAM registration requirements for fixed price awards above \$25,000.

10.8 Attachment H: Proposal Checklist

Offeror: _____

Have you?

- Submitted your proposal to DAI in 2 sealed envelopes to the address as specified in General Instructions above? If submitting electronically the cost and the technical have been separated into two different emails?
- Begun the process of getting SAM registered and fulfilling the DUNS requirement? Evidence of a DUNS Number OR Self Certification for Exemption from DUNS Requirement and SAM Registration (Attachment E – G)

Does your proposal include the following?

- Signed Cover Letter (*use template in Attachment B*)
- Separate Technical and Cost proposals individually sealed and labeled as Volume I and Volume II respectfully.**
- Proposal of the Product or Service that meets the technical requirements as per Attachment A
- Response to each of the evaluation criteria**
- Documents use to determine Responsibility
- Evidence of a DUNS Number OR Self Certification for Exemption from DUNS Requirement (Attachment E and F)
- Copy of current, valid registration to operate in Bangladesh
- Budget Breakdown (*use template in Attachment D*)