



USAID-Bangladesh Agricultural Value Chains (AVC)

Request For Proposals (RFP)

No. AVC-Dhaka-078

Annual Performance Survey- FY 2018

Issue Date: May 17, 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.**)

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Synopsis of the RFP

RFP No.	RFP No. AVC-Dhaka-078
RFP Issue Date	May 17, 2018
Title	Annual Performance Survey- FY2018
Issuing Office & Email/Physical Address for Submission of Proposals	Agricultural Value Chains (AVC) Project, House 5, Road 78, Gulshan North, Dhaka-1212, Bangladesh http://www.avcbd.com/pages/frontavcprocurement Email: avcsolicitation@dai.com
Bidders' Conference	A Pre-Proposal Bidders' Conference is scheduled for 23 rd May 2018 at 11am at the AVC Offices
Deadline for Receipt of Proposals	Thursday May 31, 2018
Submission of Proposals	Attn: 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 Contract/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 Award 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 contract to conduct project beneficiary baseline and annual performance survey for the AVC project. The following qualifications and experience are requirements for eligibility for a subcontract.

Minimum Requirements of Offeror

- Be registered in Bangladesh as an NGO or corporation
- Qualifications of Team leader and Program Specialists as listed below in Staffing Requirements
- Have a demonstrated experience of conducting large scale baseline and impact surveys
- Have adequate staff resources in the organization to complete the SOW
- Experience on a USAID-funded project

Preferences for Offeror

- Prior work experience in the Southern Delta region
- Prior experience and applications of advance level Information Technology in survey
- Preferred prior experience on a USAID-FTF funded market systems/value chain activity.
- Preferred prior experience and applications of advance level Information Technology in the survey using smart-phones and **survey to go** platform

1.2 Purpose of RFP 78

DAI seeks to partner with a Bangladeshi organization (“Offeror”) to conduct project beneficiary annual performance survey for the AVC project. The Annual Performance Survey will provide progress on the set impact and outcome indicators for the AVC project. This survey is a fixed price award, it will provide reliable, high-quality quantitative as well as qualitative data for analyzing the results of AVC interventions over the FY 2018 in the Southern Delta Region of Bangladesh. All phases of the survey shall provide high quality data that conforms to USAID’s five standards of data quality viz. validity, reliability, timeliness, precision and integrity.

1.3 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 its interest at this email address assumes complete responsibility in the event that s/he does not receive direct communications (amendments, answers to questions, etc.) prior to the closing date.

1.4 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 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 “**VOLUME I: BAFO TECHNICAL PROPOSAL, RFP No. AVC-Dhaka-078, “Annual Performance Survey- FY2018”**” and “**VOLUME 2: COST PROPOSAL, RFP No. AVC-Dhaka-078, “Annual Performance Survey- FY 2018 ”**”. Proposals must be submitted to the Issuing Office no later than **5:00 PM (Dhaka time) on Thursday May 31, 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 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 fixed price contract 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 May 22, 2018 5:00pm Dhaka time.

Copies of questions and responses will be distributed in writing to all prospective bidders via AVC website <http://www.avcbd.com>

2.5 Pre-Proposal Bidders' Conference

A pre-proposal bidders' conference will be held on 23rd May 2018, beginning at 11:00am Dhaka time, at the following location: AVC Officer, Road 78, house 5 in Gulshan 2.

Information of interest to all prospective Offerors will be presented. While attendance at the pre-proposal conference is not mandatory, all interested prospective suppliers are encouraged to attend in order to prepare acceptable proposals. Questions asked at the Pre-Proposal Bidder's Conference, that would benefit all bidders, shall be uploaded to AVC website <http://www.avcbd.com>

3. Instructions for the Preparation of Technical Proposals

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 50 pages** 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 3 pages.

The organizational overview will not be scored, but will demonstrate the Offeror's eligibility for this fixed price 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 project (if any).
- c. The Offeror's geographic reach including offices and prior work in the Southern Delta (if any).
- d. The services the Offeror provides, especially in farmers capacity building/training. It is strongly desired that Offerors will have experience such capacity building approaches/training.

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, goal of the survey, methodologies and tools to guide the process and complete the deliverables.

b. Implementation Plan

The Offeror will explain the steps it will take to accomplish the survey plan. After award, DAI will work closely with the Offeror for this step, but the Offeror will take the lead on the logistical preparations. The Offeror should clarify in its plan how it will work collaboratively with DAI throughout the assignment.

5. **Personnel** - Not to exceed 20 pages.

a. Composition of study team

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: Team Leader and Program Specialists that can be part-time or full-time depending on the Offeror's understanding of the resource requirements. The Offeror must explain its staffing plan for this assignment, and indicate the percentage of time each of the Program Specialists will be dedicated to this assignment. The Offeror should clarify in its technical proposal what additional resources it requires (additional Program Specialists, more staff time from DAI than what's indicated herein, etc.) to complete the deliverables on time. 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).

b. CVs of Key Personnel

The Offeror will provide five CVs (limited to three pages each). The CVs will be for the Team Leader and Program Specialists. Each CV must showcase how the candidate meets or exceeds the qualifications listed in Attachment A – Scope of Work. The CVs must include up to three references, with name, title, organization, phone number, email address, and how the reference knows the proposed candidate. Services Specified

6. **Past Experience** – Not to exceed 2 pages.

Using the format provided in Attachment D, list up to 5 of the most recent and relevant contracts for efforts similar to the work in the subject proposal. The most relevant indicators of performance are contracts for similar donors (USAID), of similar scope (Beneficiary Baseline and Annual Performance Survey), and recently performed (within last five years).

For each of the projects above, provide the legal name and address of the organization for which services were performed, the duration of the work and the value of the contract, description of any problems encountered and how it was resolved, and a current email and contact phone number of a responsible and knowledgeable representative of the organization. DAI recommends that you alert the contacts that their names have been submitted and that they are authorized to provide performance information concerning the listed contracts if and when DAI requests it. DAI may use performance information obtained from other than the sources identified.

For description of work performed, provide examples of:

- Demonstrated experience building capacity of organizations in the Southern Delta for programs funded by USAID or other donors.
- Demonstrated experience and successful performance conducting survey, especially identified in Attachment A- Scope of Work.

- Prior experience to conduct Beneficiary Baseline and Annual Performance Survey in a USAID funded project.

7. Example of a completed survey report conducted previously for other client/organization – Not to exceed 15 pages.

The Offeror must provide an example of a completed survey report that it developed previously for another client/organization. (Confidential information such as the name of the client/organization can be redacted). The example must be in professional quality English and be limited to ten pages. It should show the detail tools and techniques Offeror used to conduct the survey which demonstrate a quality and accurate result.

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.

Each proposal will be evaluated and scored against the evaluation criteria and evaluation sub-criteria which are stated in the table below.

A total of 100 points are assigned according to the following technical evaluation criteria:

40 points – Technical Approach

35 points – Personnel

25 points – Past Experience

Technical Approach (40 points)

Points for Technical Approach will be allocated across the following criteria:

- 20 points – Demonstrating and understanding the technical requirements of the Statement of Work
- 20 points - A feasible, clear implementation approach for each step that leads to high quality and timely completion of survey.

Personnel (35 points)

Points for Personnel will be based on how well candidates meet or exceed the minimum qualifications outlined in Attachment A – Scope of Work. The allocation of points will be:

- 10 points - Adequate resources to complete each step and deliverable on time.
- 25 points – Team leader and Program Specialists

Past Experience (25 points)

Points for Past Experience (Use Past Performance Form in Attachment D) will be allocated equally across the criteria below:

- 10 points - Demonstrated experience in conducting large scale of baseline and annual performance survey funded by USAID or other donors.
- 15 points - Demonstrated experience and success in conducting survey as identified in Attachment A- Scope of Work.

Evaluation Table:

Evaluation Criteria	Evaluation Sub-criteria (if needed)	Maximum Points
Technical Approach	20 points – Demonstrating and understanding the technical requirements of the Statement of Work. 20 points - A feasible, clear implementation approach for each step that leads to high quality and timely completion of survey.	40 points
Management Approach or Personnel Qualifications	10 points - Adequate resources to complete each step and deliverable on time. 25 points – Team leader and Program Specialists	35 points
Corporate Capabilities or Past Performance	10 points - Demonstrated experience in conducting large scale of baseline and annual performance survey funded by USAID or other donors. 15 points - Demonstrated experience and success in conducting survey as identified in Attachment A- Scope of Work	25 points
Total Points	100 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 (available on AVC website). The budget will be used to evaluate cost reasonableness only. Payments will be made based on specified deliverables as defined on page 11 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. Information can be found

on AVC website under Working with AVC -> Current Procurement -> Current RFP -> "Tax Information for Bidders"

The Ceiling amount of the future awarded contract will be maximum BDT 6,000,000 ceiling – price proposals will need to come in under or at BDT 6,000,000 to be considered.

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 Confidentiality & Disclosure of Relationships 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.

No.	Deliverables	Percentage
1.	Complete work plan, survey methods, final tool (E-version) for Annual Performance FY 2018 survey. These include Task 1: Conducted introductory meeting with the AVC Monitoring, Evaluation and knowledge management Team to submitted detailed work plan for the survey process (following service delivery mechanism) Task 2: Submitted weekly progress updates Task 3: Recruited core staff, enumerators and survey supervisors Task 4: Reviewed and submitted survey instrument and final tool, training manual, tools, guide including e-version of the tools	20%
2.	Training Completion report, field manual, and field investigation plan for Annual Performance Survey, including market health study FY 2018 Task 5: Trained enumerators and survey supervisors Task 6: Field tested survey instruments (Online and paper based both). Prepared data analysis framework, share with AVC for approval	20%
3.	Clean Data Sets, draft report for Project Annual Performance including, System health FY 2018 Task 7: Completed Data collection in the field, Data Quality and Field Monitoring ensured Summary feedback reports of supervisor, field observation and Data quality measures and systems used Task 8: Ensured Data entry, cleaning, test analysis and share the test data outputs report following the basic excel indicator reporting table for FTFMS and PPR provided by AVC Task 9: Review the IPTT and background documents Task 11: Compilation and analysis of the 4 quarterly reports to fit them into IPTT Task 12: Calculate and analyze the annual survey results to fit them into IPTT	30%
4	Final reports for Annual Performance Report FY 2018 with supporting doc/data Set. Task 16: Presented data to AVC staff Task 17: Incorporated the final feedback into report and final report submitted to AVC with all the supporting documents, data sets (SPSS including syntax, output tables, CSV in excel if needed, mobile apps and admin panel keys, survey notes by enumerators or supervisor. Task 18: Submitted annual performance final reports to AVC	30%
	Grand Total of FPPO Contract	100%

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 awarded firms 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

Annual Performance Survey FY 2018

Period of Performance: July 01- Oct 31, 2018 (04 months)

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.

PURPOSE

The USAID Agricultural Value Chain Project (AVC) in Bangladesh has been working to improve economic stability through enhanced food security in the impoverished Southern Delta region. The five-year, \$34.2 million project is a part of Feed the Future Initiative to end hunger in the world's most food-insecure regions. The AVC project is applying a market systems approach to targeted agricultural value chains to increase rural incomes, support rural employment, and expand export sales. The project has identified food and non-food agricultural crops with the potential for value added processing and new end users. The food value chains include potatoes, tomatoes, mangos, groundnuts, pulses like lentils and mungbeans and summer vegetable basket that include bitter melon, eggplant, cucumber, sweet melon and pointed melon. Non-food products include flowers and natural fibers like jute and coir. Having considered the country's potential to compete well in regional and international markets; the project emphasized to address the challenges in agricultural market system, including limited market information flows, weak market linkages, and limited incentives for farmers and businesses to invest in agricultural upgrades. AVC has substantially improved its ability to generate results through high potential market actors that are within the core of its selected market systems, it has also set up supporting mechanisms to leverage local service providers in order to catalyze immediate but durable results. AVC has established pre-qualified firms for marketing, stakeholder engagement, and peer-to-peer training – all areas where agribusinesses consistently request support and learning. The project goal statement is “improved food security through strengthened agricultural value chains”. To achieve this goal, USAID anticipates the following results will be required:

Intermediate Result 1: Sustainable, Diversified Agricultural Productivity Increased

Intermediate Result 2: Agricultural Market Systems Strengthened

Intermediate Result 3: Innovation and Value Chain Upgrading Increased

Intermediate Result 4: Local Capacities and Systems Strengthened

Crosscutting elements: Nutritional practices improved; Gender equity and youth participation enhanced; Access to finance Improved; and Environmental sustainability and resilience to climate change strengthened

STUDY OBJECTIVE

DAI seeks to partner with a Bangladeshi organization (“Offeror”) to conduct the project annual performance survey (FY 2018) for the AVC project. The project beneficiary annual performance survey will provide the overall performance of the project in FY 2018. The Annual Performance Survey will provide progress on the set impact and outcome indicators following the FtF Indicator handbook and Monitoring Evaluation and Learning Plan of AVC. The survey shall provide reliable, high-quality data required to illustrate both qualitatively and quantitatively using mixed methods following the study protocol developed by the Knowledge Management Team of AVC, the situation in the Southern Delta region of Bangladesh, prior to AVC project implementation.

Under this fixed-price award, the offeror will undertake the Final beneficiary based annual performance survey (FY 2018) to determine conditions in the Southern Delta Region of Bangladesh, prior and post implementation of AVC activities. All the surveys shall provide reliable, high quality data that conform to USAID’s five standards of data quality. These include validity, reliability, timeliness, precision and integrity.

APPROACH

AVC’s approach consists of three interrelated principles, all of which our implementing partners are required to adopt in support of effective programme delivery:

Systemic Impacts/Results

AVC takes a market systems approach designed to achieve the following systemic results:

- **Crowd-in new actors** by building broader and deeper commercially grounded networks; i.e., increasing the attractiveness for new entrants to establish more effective relationships in the market system, interconnected markets and/or enabling environments
- **Foster competition** based on upgrading; i.e., increased productivity, increased investments, increased efficiencies, etc.
- **Improve credibility of and confidence in market mechanisms** by making benefit flows to all market actors more transparent, and more appropriate;
- **Support key end market factors that will increase competitiveness** – product, operations; i.e., improve the specific market system products and operations required to increase the capacity of the industry to differentiate itself from its competitors.

Sustainability through facilitative interventions:

Intertwined in AVCs expected results is a focus on sustainability. For AVC sustainability is defined by two criteria.

- Market systems have to be viable without donor investments (i.e., the donor project needs to catalyse the system and interconnected systems to perform better allowing the project to exit)
- Market systems have to generate effective societal benefit flows (i.e., social and economic) that catalyse ongoing investments in upgrading (i.e., compete over time) and crowding in (i.e., grow)

As a result, AVC requires all partners to apply facilitation intervention tactics based on the following guidelines:

- **INTENSITY**—Determine the appropriate level of project resources and the role that is needed to foster change without creating donor dependence or competing against other actors who can or should perform the same function.
- **OWNERSHIP**—Encourage market actors to take ownership of the change process so they continue to invest in upgrading over time.
- **RELATIONSHIPS**: Build and strengthen relationships among local actors, rather than establishing the project as a direct, long-term actor within the system.
- **EXIT**: Articulate how the project will manage its intensity, foster ownership, and crowd in new relationships to allow an effective exit where change is sustained and replicated.

KNOWLEDGE MANAGEMENT

Each partner will need to develop an effective knowledge and learning platform that captures relevant formal and informal information to inform decisions, support project reporting requirements, and foster learning within the specific activities and throughout the programme. Specific activities are described below.

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 periodical 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.

SPECIFIC ACTIVITIES

The offeror should understand the beneficiary definition, tracking mechanism and follow the set rules, guidance mentioned in the study protocol which project will be provided.

Definition of Beneficiary: USAID and the notes from the Bureau of Food Security (BFS) on direct and indirect beneficiaries in light of the FTF indicators definitions. As stated in the FTF Indicator Handbook, the Implementing Mechanism indicator universe is **direct beneficiaries**.

Implementing mechanisms should **only** report on direct beneficiaries of the activity. An individual or organization is a direct beneficiary if s/he/it comes into direct contact with the set of interventions (goods or services) provided by the activity.

- ***Service delivery mechanisms:*** Individuals and organizations are often trained or otherwise assisted by an activity as part of the activity's service delivery strategy. These individuals or organizations then deliver services directly to others; they are the activity's service delivery mechanism. The individuals or organizations who deliver the services are considered direct beneficiaries, as are the individuals or organizations who receive the services from the individuals or organizations assisted by the activity. In the value chain facilitation activity example, the Secondary Contacts (e.g., small-holder farmers) receive services from the Primary Contacts (e.g., market actors such as input firms), which are assisted directly by the value chain implementing partner. Both Primary and Secondary Contacts of value chain facilitation activities are considered direct beneficiaries for implementing mechanism-level indicator reporting purposes.

AVC will apply two strategies to study project beneficiary following the definition mentioned above. The farmers who are being trained under AVC interventions contracts and beneficiary impacted under the grants programme under activity service delivery mechanism like inputs sellers, market actors i.e. value chain facilitation activity. Both the primary and secondary contacts will be considered under the study.

Annual Performance Monitoring Strategy:

Following the similar strategy (primary and secondary contacts) the project beneficiary will be selected for annual performance survey. In FY 2018 annual performance survey will be included eight value chains (food: mango and summer vegetables, potatoes, tomatoes, groundnuts and pulses (lentils and mungbeans) and non-food: natural fibers (jute and coir and flowers) and approximately **3400 farmers samples** required for annual performance survey and **300 samples for market systems health-traders survey**. The survey will be implemented in three phases, 1st phase-four value chains (Pulses-Mungbean, Lentil; Tomato and Potato) in July considering the harvest and the rest of the value chains (Flowers, Mango, Jute, Groundnuts and Summerbasket/vegetables) in August under 2nd phase. In the 3rd and final phase, the market system health survey (300 samples) data collection should be completed end of Aug 2018 following the study guide developed by the project. The AVC's Knowledge Management Team developed two separate tools, used and tested both the study tools earlier years using **Survey to go platform** using smart-phones. Using the tool for the annual performance study each of the respondent's interviews would take tentatively 1.5-2 hours and Market system health study interview will take one hour. These surveys will be both quantitative and qualitative which will help to get the flavor of all value chains the following activities and steps mentioned below are required for the annual survey:

Activity-1: Read study protocol, review, translate and field test, the annual performance survey instruments (two):

- Consult with AVC Staff on survey plans (following service delivery mechanism)
- Recruit the required core staff and make an introductory meeting with AVC
- Review draft survey instruments provided by AVC staff and suggest any relevant changes
- Finalize drafts of the survey instruments, translate, back-translate and field test the survey instruments
- Consult with AVC staff on suggested modifications to the survey instrument before and after field testing
- Align online data collection systems after the training and adjust the online tools (survey to go) following the field observations
- Finalize the tools (online and paper base) and submit to AVC for approval

Activity-2: Develop a sampling plan:

- Design and finalize sampling strategy (Mixed methods) based methodology in consultation with AVC staff (following service delivery mechanism)
- Calculate sample size considering agreed-upon methodologies
- Conduct sampling and report summary to AVC
- Include the above in the final report to AVC

Activity-3: Plan, design, and implement training of enumerators and supervisors:

- Recruit sufficient number of enumerators based on sampling plan
- Prepare training plan and field work protocols according to agreed-upon methodologies
- Set validation ranges for production, yield and price information conducting FGD in the FTF zones
- Create a survey manual for enumerators and supervisors, including step-by-step instructions for data collection and guidance on handling problems and questions that might arise during data collection
- Implement training for enumerators including responsibility for logistics – venue, snacks, equipment, etc.
- Make available tablets and design an online database using real-time data collection platform, share with AVC and train staff
- Create the data entry plan, including entry, cleaning, and analysis
- Plan to collect GPS coordinates of the sampled respondents

Activity-4: Implement and supervise field data collection, employing rigorous quality control measures:

- Prepare materials and equipment for data collection in the field
- Notify partners and communities of up-coming data collection in the field
- Deploy enumerators to the field and ensure multi-layered, rigorous data quality assurance checks
- Conduct data processing, including primary processing, comparisons and validation of files, cleaning of files, and tabulations; share primary data sets with AVC for comments
- Report weekly basis progress to AVC on data collection process, issues, concerns and Data quality issues

Activity-5: Input and clean data

- Input survey data
- Check for data coding errors
- Clean entered data, correcting any findings in data coding

Activity-6: Analyze data in preparation for final presentation and report

- Prepare initial results in output tables
- Discuss with AVC Staff on initial results and findings
- Prepare data analysis and synthesis
- Revise impact indicators
- Prepare reports in English

Activity-7: Conduct final presentation

- Validate workshop on regional and national level
- Coordinate for final presentation to AVC staff in Bengali and English

Activity-8: Preparation and submission of final report, including Indicator Tracking Table

- Deliver final report, surveys, and other relevant documents such as training documents and quality control records

SPECIFIC TASKS

The Offeror should be prepared to complete the following tasks.

- Task 1: Introductory meeting with the AVC Monitoring, Evaluation and Knowledge Management Team to agree to a detailed work plan for the survey process (following service delivery mechanism)
- Task 2: Weekly progress updates
- Task 3: Recruit core staffs, enumerators and survey supervisors
- Task 4: Review survey instrument developed by the AVC team and suggest any changes
- Task 5: Train enumerators and survey supervisors
- Task 6: Field test survey instruments (using survey to go an online tool and paper based both)
- Task 7: Data collection in the field, Data Quality and Field Monitoring
- Task 8: Ensure Data entry and share the test data outputs to AVC
- Task 9: Review the IPTT and background documents
- Task 10: Work with KMT to identify the reporting requirement to USAID
- Task 11: Compilation and analysis of the 4 quarterly reports to fit them into IPTT
- Task 12: Calculate and analyze the annual survey results to fit them into IPTT
- Task 13: Help the AVC KMT to prepare the report to USAID
- Task 14: Help KMT clarify the follow up questions and concerns related to the analysis.
- Task 15: Meet the KMT team periodically and as and when required
- Task 16: Prepare data analysis framework, share with AVC for approval
- Task 17: Validation workshop and draft report submission
- Task 18: Evaluation and revision based on feedback
- Task 19: Final report and deliverables submission

DELIVERABLES

The following deliverables are required throughout the survey process for Project Annual Performance surveys (FY 2018). These are subject to review and approval by DAI before they are considered “final.” Due dates for each deliverable will be specified in the final fixed price award.

1. Overall Work plan (with detailed survey methodology and sampling frame)
2. Final translated survey instrument
3. Data collection plan
4. Staff training modules
5. Field Data collection
6. Raw data, including GPS coordinate data
7. Presentation of findings to AVC staff
8. Final Report with supporting documentation, including hard copies of survey questionnaires and data, final training documents and quality control records (Hard and electronics)

List of Indicators: Annual Performance Survey:

No.	SPS REF. (F)	INDICATOR NAME	TYPE
Project Objective: Improved food security through strengthened agricultural value chains			
1	Custom Indicator 1	Percent change in income of targeted groups	Outcome
2	EG.3-1	Number of households benefiting directly from USG interventions	Output
3	Custom Indicator 2	Number of full time equivalent jobs created as a result of AVC activities	Outcome

	Intermediate Result 1: Sustainable, Diversified Agricultural Productivity Increased		
4	EG.3-6,7,8	Farmer's gross margin per hectare, per animal, per cage obtained with USG assistance	Outcome
	<i>Sub-IR 1.1: Utilization of inputs improved</i>		
5	Custom Indicator 3	Percent change in yield of value chain crops per hectare	Outcome
	<i>Sub-IR 1.2: Sustainable, productivity, enhancing practices adopted</i>		
6	EG.3.2-18	Number of hectares of land under improved technologies or management practices with USG assistance	Outcome
	<i>Sub-IR 1.3: Agricultural technologies and nutrition information services strengthened</i>		
7	Custom Indicator 4	Percent of beneficiaries with awareness on nutritional diets receiving nutritional information	Outcome
	Intermediate Result 2: Agricultural Market Systems Strengthened		
8	EG.3.2-19 (RAA)	Value of small-holder incremental sales generated with USG assistance	Outcome
	Intermediate Result 3: Innovation and Value Chain Upgrading Increased		
9	EG.3.2-17 (RAA) (WOG)	Number of farmers and others who have applied improved technologies or management practices with USG assistance	Outcome
	<i>Sub-IR 3.2: Availability of appropriate services, technologies & practices expanded</i>		
10	Custom Indicator 7	Number of new technologies and management practices introduced for transfer	Output
	<i>Sub-IR 3.4: Private sector research and development capacity increased</i>		
11	Custom Indicator 8	Percentage adoption of new and/or innovative services, technology and/or management practices by value chain actors	Outcome
	Cross cutting results: Nutritional awareness increased, Gender equity and youth participation enhanced, Access to finance and Environmental sustainability and resilience to climate change strengthened		

Benchmark/Indicators: The market system health survey:

- System structure
 - Retention rates (churn)
 - Innovation rates
- Flows
 - Reinvestment (return)
 - Payment mechanisms
 - Information
- Stresses and concerns

OFFEROR RELATIONSHIP WITH DAI

DAI will provide technical oversight of all surveying activities and will conduct spot checks of the Offerors work in the field. The Offeror will collaborate with DAI on a daily basis as both organizations will be involved throughout the process.

The Offeror's Team Leader will be fully dedicated (100% time) to this assignment, and will report to DAI's Monitoring and Evaluation Manager. It is expected that four or more Program Officers will work part-time or more for this assignment. Offerors will propose the number of Program officers needed to adequately resource the project.

It is understood that the allocation of work to the Offeror by DAI will also be dependent on the continuing satisfactory performance of the contracted work and submission of high-quality deliverables by the Offeror pursuant to the terms of any resultant contract.

ELIGIBILITY TO AWARD

The following qualifications and experience are requirements for eligibility for a fixed price award.

- Be registered in Bangladesh as an NGO or a corporation.
- Preferred prior experience on a USAID-FTF funded market systems/value chain activity.
- Preferred prior work experience in the Southern Delta region.
- Preferred prior experience and applications of advance level Information Technology in the survey using smart-phones and *survey to go* platform
- Have a demonstrated track-record of conducting large scale baseline and annual performance surveys
- Have adequate staff resources to complete the SOW.

MONITORING AND EVALUATION OF THE ACTIVITIES

The role of the Awarded Firm is to provide reports for all the deliverables as set in the contract and ensure data quality following the DQA measures of USAID. After awarding the contract AVC M&E unit will organize an orientation for the firm to orient them on M&E reporting needs and ensuring data quality aspects. Throughout the contracting period AVC will monitor and pay spot checks announced and unannounced for the stronger DQA process. The following aspects need to consider-

- The awarded firm will be solely responsible for providing complete data sets to AVC
- Provide additional data and information to the AVC project technical and M&E team as requested/needed
- For any issues and unsatisfactory data quality the contractor should provide rational, justifications, supporting evidence on data quality and in worst case re-do the study if 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

STAFFING REQUIREMENTS

The Offeror will provide, at a minimum, the following staff:

Team Leader – The Team Leader will ensure high-quality implementation, cost-efficient management, and professional-quality deliverables in English. This individual will be dedicated to the AVC assignment on a full-time basis during the period of performance of the fixed price award. **DAI will approve this staff person. No change in the staff can be made without the approval of DAI.** The Team Leader will have:

- The Team leader should be well qualified in market systems, rural development, agriculture, value chain promotion approaches, agricultural markets, organization development, gender analysis, statistics or quantitative and qualitative survey methodology
- Minimum Master degree in Agricultural Economics, Economics, Business Administration, Statistics or very relevant educations
- Five or more years of experience implementing large scale baseline or impact surveys using an online platform
- Prior experience with USAID projects and utilizing USAID methodologies (e.g., RCT, baseline or annual performance Surveys and Data Quality Assessments preferred)

- Demonstrated knowledge of USAID standards for data quality, program monitoring and evaluation, and reporting
- Strong background in data analysis using SPSS, STATA, Access and Excel
- Add value working expertise in business network analysis, the most significant change, market system learning and behavioral change measurements using innovative benchmarks and approaches
- Fluent in spoken and written English, with proven experience drafting high quality deliverables in English

Program Officers - Program Officers will have specializations in statistics, agricultural economy, MIS, survey design and implementation, analysis, reporting or monitoring and evaluation. The program officers will be responsible for field level survey implementation, monitoring, ensure data quality and provide technical support to the data collection team. Program officers will design data entry platform or database using access or SPSS or any advanced level applications for ensuring data entry, cleaning and quality; program officers will work on analyzing data to generate results against the set indicators following the guidelines of Feed the Future Handbook and guidelines provided by the AVC. Officers will be responsible for reporting and documentation, etc. **DAI will approve these staff. No change in the staff can be made without the approval of DAI.**

Statistician cum Data Management Specialist:

Each Program Officer will have:

- Graduate/Master in any discipline (Prefer Masters in Statistics, Computer Science or Engineering or Mathematics, Agri/Economics, Business Administration)
- Experience in randomization statistical method
- Experience designing baseline assessments, survey tools, sampling designs, and monitoring & evaluation systems, MIS or database, Data Quality, analysis and reporting
- Experience in managing baseline, impact assessment and value Chain assessment work.
- Three or more years of experience with USAID FTF indicator analysis and reporting (i.e Gross margin, Incremental sales, technology used etc.)
- Strong experience in MIS or database, Data Quality, analysis and reporting
- Excellent understanding and expertise in Excel (i.e. Pivot tables, data tables)
- Strong background in data analysis using SPSS, STATA, Access and Excel
- Friendly with English and Bengali Typing
- Good communication skills in English and Bengali

Monitoring, Evaluation Learning and Reporting Expert:

Each Program Officer will have:

- Minimum graduation in English, Journalism, Agriculture Economics, Economics, Business Administration, Statistics, Development Studies or relevant educations
- Experience in randomization statistical method,
- Experience designing baseline assessments, survey tools, sampling designs, and monitoring & evaluation systems, MIS or database, Data Quality, analysis and reporting
- Experience in managing baseline, impact assessment and value Chain assessment work.
- Strong background in data analysis using SPSS, STATA, Access and Excel
- Experience in report writing and documentation
- Friendly with English and Bengali Typing
- Good communication skills in English and Bengali

Market System/Value Chains Specialist:

The Program Officer will have:

- Minimum graduation in Agriculture Economics, Economics, Business Administration, Statistics, Development Studies or relevant educations
- Three or more years of experience with Value Chains or Market System Development project or USAID funded projects preferred
- Experience designing market systems, value chain survey tools, value chain sampling design analysis and reporting
- Add value working expertise in business network analysis, the most significant change, market system learning and behavioral change measurements using innovative benchmarks and approaches
- Experience in managing baseline, impact assessment and value chain assessment work.
- Friendly with English and Bengali Typing
- Good communication skills in English and Bengali

Reporting

The firm will report on day to day basis to the AVC Manager, Knowledge Management, Monitoring and Evaluation. 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. Firms /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. Firms/Consultants are expected to actively support this process whenever requested during the period they are engaged by the programme.

11. DELIVERABLES AND TIMELINE

No.	Deliverables	Due Date
1.	Complete work plan, survey methods, final tool (E-version) for Annual Performance FY 2018 survey. These include Task 1: Conducted introductory meeting with the AVC Monitoring, Evaluation and knowledge management Team to submitted detailed work plan for the survey process (following service delivery mechanism) Task 2: Submitted weekly progress updates Task 3: Recruited core staff, enumerators and survey supervisors Task 4: Reviewed and submitted survey instrument and final tool, training manual, tools, guide including e-version of the tools	TBD
2.	Training Completion report, field manual, and field investigation plan for Annual Performance Survey, including market health study FY 2018 Task 5: Trained enumerators and survey supervisors Task 6: Field tested survey instruments (Online and paper based both). Prepared data analysis framework, share with AVC for approval	TBD

3	<p>Clean Data Sets, draft report for Project Annual Performance including, System health FY 2018</p> <p>Task 7: Completed Data collection in the field, Data Quality and Field Monitoring ensured Summary feedback reports of supervisor, field observation and Data quality measures and systems used</p> <p>Task 8: Ensured Data entry, cleaning, test analysis and share the test data outputs report following the basic excel indicator reporting table for FTFMS and PPR provided by AVC</p> <p>Task 9: Review the IPTT and background documents</p> <p>Task 11: Compilation and analysis of the 4 quarterly reports to fit them into IPTT</p> <p>Task 12: Calculate and analyze the annual survey results to fit them into IPTT</p>	TBD
4	<p>Final reports for Annual Performance Report FY 2018 with supporting doc/data Set.</p> <p>Task 16: Presented data to AVC staff</p> <p>Task 17: Incorporated the final feedback into report and final report submitted to AVC with all the supporting documents, data sets (SPSS including syntax, output tables, CSV in excel if needed, mobile apps and admin panel keys, survey notes by enumerators or supervisor.</p> <p>Task 18: Submitted annual performance final reports to AVC</p>	TBD

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 **FP No. AVC-Dhaka-078**, "Annual Performance Survey- FY2018" 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.

Annual Performance Survey- FY2018

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 DAI with a disclosure statement describing this information.
7. Prohibition of Segregated Facilities - The Bidder certifies that it is compliant with FAR 52.222-21, Prohibition of Segregated Facilities.
8. 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.
9. Labor Laws – The Bidder certifies that it is in compliance with all labor laws..
10. 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.
11. 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 2017 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 \$30,000 is recommended. SAM registration is not required for contracting unlike DUNS registration – which is required.

10.8 Attachment H: Past Performance

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

10.9 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 fulfilling the DUNS requirement (mandatory if above \$30,000) and getting SAM registered which is recommended but not required for contracting? Evidence of a DUNS Number OR Self Certification for Exemption from DUNS Requirement and attempt to begin the process for SAM Registration (Attachment E – G)
- Reviewed the Tax Implications and Rules of USAID AVC Project for contracting Vendors? Information found on AVC website under Working with AVC -> Current Procurement -> Current RFP -> “Tax Information for Bidders”

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*)