

## Request for Proposals

**Solicitation No.** RFP # P1006-A-OTH-024-PR-0524-001  
**Title:** Provision of Annual Outcome Services for IRiS Project  
**Issue Date:** 22<sup>nd</sup> May 2024.  
**Questions Due:** 27<sup>th</sup> May 2024, noon (12:00) East Africa Time  
**Closing Date:** 2<sup>nd</sup> June 2024 Closing Time: 11:59 hrs. (11:59 pm) East Africa time.  
**Subject:** USAID Contract No. 72062322CA00003  
**Project Name:** IRiS

DT Global, the implementer of the Inclusive Resilience in Somalia (IRiS) under USAID Contract No. **72062322CA00003**, invites proposals from eligible bidders for procurement of Annual Outcome Services, as described in Attachment I, "Statement of Work."

The performance period for this activity anticipates commencing on June and ending on J November 2024. The issuance of a subcontract is subject to the availability of funds, successful negotiation of the subcontract terms and budget, and reception of USAID's Contracting Officer subcontract consent if required. The Contract resulting from this award is envisioned as a Firm Fixed-price deliverable-based Subcontract.

Your organization can indicate its interest in this procurement by submitting a proposal in accordance with the instructions in Attachment II "Instructions to Offerors". Proposals will be evaluated based on the evaluation criteria established in Attachment III "Evaluation Criteria" of this solicitation. An award will be made to the Offeror whose proposal represents the best value to the project after evaluation in accordance with the criteria stated in the solicitation.

To be considered under the solicitation process, the Offeror should submit a complete proposal by the means indicated herein no later than the closing date and time indicated above. Offerors should ensure that the proposals are well written in English, easy to read and follow, and contain only the requested information.

Proposals must be submitted **electronically** via email to:

IRiS Procurement Team Email: [iris.procurement@dt-global.com](mailto:iris.procurement@dt-global.com)

The solicitation number above **must** also be mentioned in the subject of the email.

All questions relating to this solicitation must be submitted **electronically** via email to:

Procurement Team [iris.procurement@dt-global.com](mailto:iris.procurement@dt-global.com), no later than **27<sup>th</sup> May 2024, 11.59 p.m. East Africa Time**. Unless otherwise notified by an amendment to this RFP, no questions will be accepted after this date. No questions/clarifications will be entertained if received by means other than the specified email address. The solicitation number should be stated in the subject. If you are planning to submit a proposal, it is imperative to confirm receipt of this solicitation by email to [iris.procurement@dt-global.com](mailto:iris.procurement@dt-global.com) in order to be included on the solicitation mailing list to receive answers to questions and any future amendment(s).

Proposals must be submitted separately via **two different emails**. The first email shall include the **technical proposal** as an attachment and should be named "**Technical Proposal**" and the second email shall include the **cost/business proposal** and should be named "**Business Proposal**."



Attachments:

- Attachment I Statement of Work
- Attachment II Instructions to Offerors
- Attachment III Evaluation Criteria
- Attachment IV Prime Contract Flow-Down Clauses
- Attachment V RFP Budget sample template

Sincerely,

IRiS Procurement Unit  
**DT Global**  
Airport Hotel, MIA  
Mogadishu Somalia

[dt-global.com](http://dt-global.com)

**ATTACHMENT I**

**STATEMENT OF WORK**

**Inclusive Resilience in Somalia**

**IRiS Annual Outcome Survey-Scope of Work (SoW)**

<b>Program Title:</b>	<b>Inclusive Resilience in Somalia (IRiS) Activity</b>
<b>Location(s):</b>	<b>Bay (Baidoa), Lower Shabelle ( Afgoi, Barawe), Middle Shabelle (Balcad, Jowhar), Banadir (Mogadishu), Lower Juba (Kismayu)</b>

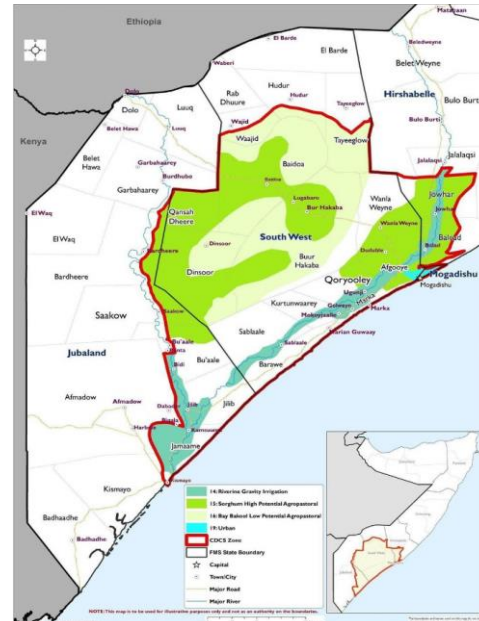
**Background**

Inclusive Resilience in Somalia (IRiS) is a five-year (2022 – 2027) Project jointly funded by the U.S. Agency for International Development (USAID) and the United Kingdom’s Foreign, Commonwealth and Development Office (FCDO). The project goal is to accelerate economic development for marginalized groups in the targeted areas of Somalia by increasing individual, household, business, community, and system-wide resilience through rural and urban livelihood diversification and promoting inclusive economic market systems. DT-Global implements the project with their partners Mercy Corp, Save the Children International, Somalia Agricultural Technical Group (SATG), and ITAD.

The program employs a facilitative approach to enhance the ability of marginalized households, communities, businesses, and the broader market systems in Somalia's productive sectors to absorb, adapt, and transform as means to mitigate or respond to shocks/stresses. These sectors encompass agriculture, livestock, and fisheries and include targeted interventions to integrate and engage the urban poor in economic activities. IRiS addresses four key shocks and stressors in Somalia: recurrent 1) droughts and 2) floods due to climate variability, 3) conflict and political instability, and 4) macro and micro economic instability that causes price volatility in essential commodities.

To build the resilience of marginalized and poor households, IRiS activities are structured in four result areas as follows:.

- Integration of urban poor and IDPs into urban economies by strengthening market-driven competitiveness in entrepreneurship in the three sectors (of fisheries, livestock and crops).
- Promotion of private sector investments, service delivery, and strengthening economic agency of rural and urban populations.
- Strengthening policy and regulatory environment that build businesses in the three productive areas.
- Supporting financial institutions to expand their services to and financial products accessible to businesses and organizations of marginalized populations.



The activities are implemented in identified CDCS/geographic focal zones (GFZ), as shown on the map across six districts: **Bay (Baidoa)**, **Lower Shabelle ( Afgoi, Barawe)**, **Middle Shabelle (Balcad, Jowhar)**, **Banadir (Mogadishu)**, **Lower Juba (Kismayu)**

### Activity Purpose/ Rationale:

DT Global is seeking to procure a supplier to carry out household and business level annual surveys in the GFZ. The first annual survey will be carried out in June 2024. To measure changes in the performance indicators against targets agreed with the Clients and other stakeholders IRiS calls for the services of a firm to lead the implementation of the 2024 Annual Outcome Survey (post-baseline) across the designated USAID Geographic Focal Zones (refer to figure 1). The research will provide detailed information of the status of various performance indicators as outlined in the program’s Activity Monitoring, Evaluation and Learning Plan (AMELP). The findings from the survey will help the program team, its donors, and partners to better understand:

1. The types of services received by the project’s participants (including businesses) through IRiS’ facilitative engagements.
  2. The level uptake of the delivered services by the target project’s participants
  3. Outcomes achieved as a result of the project’s interventions, including resilience capacities that matter to target sector households to withstand shocks and stresses.
  4. Business strategies adopted, arrangements, structures by private sector companies and how these contribute to their performance and overall growth.
- **Household Level Survey:** The household survey will provide robust data for the program indicators and other key measures including: uptake of climate resilient practices/technologies, product outputs in the target sectors (crops, livestock, fisheries), access to inputs and output markets, household incomes, adaptation to climatic shocks, access to information/extension, economic opportunities (including employment, VCs involved, & access to formal and informal finance, households’ social connectedness among others. The households will be sampled from a database of IRiS’ project participants/beneficiaries.
  - All data will also be disaggregated by key demographic characteristics and source of the support in the last one year to understand to what extent results are benefiting different groups, as specified in the AMELP. The AMELP has just undergone a review which included

amendment of the sector level and overall theories of change, and update to the selection of indicators. The list of indicators to be reported have been summarised in annex I. The samples will be drawn from the IRiS' project participant list stratified by sector, gender and location.

- **Business Level Survey:** Data collection will involve conducting detailed interviews with IRiS' implementing partners (private sector companies); supported cooperatives and service providers (e.g extension/sales agents, Village Based gents etc) to better understand the observed changes attributable to the program's delivered interventions.
- The survey will assess: a) assess access to technologies to improve efficiency, b) access to financing, c) access to market information, d) diversification of suppliers, or product/market diversification, etc. to the market systems resilience analysis will focus on: changes in connectivity, collaboration, cooperation with other market actors, rules and relationships that shape their operations, diversity in services provision/markets, use of evidence/information/data for decision making, changes in sales volumes, employment patterns among others. A separate tool shall be developed and used to administer the survey to all IRiS' implementing partners (20-25 private sector companies). The samples will be drawn from this IRiS' project IPs list stratified by sector and location.

### Scope of Work and Methodology

In line with the objectives, a household survey will be developed through a consultative and participatory manner using a mixed methods approach that captures quantitative and qualitative data in line with the project results framework. This will borrow from the existing baseline tool which requires substantial updating following the review of the AMELP. Baselines for new indicators will either be collected retrospectively during the survey e.g. using additional recall questions, or this data collected will be used as the baseline. Methodologies for indicators are still being designed, but details on exactly how each data points will be used will be detailed in the analysis plan.

IRiS MEL team will lead the development of survey tools including; household questionnaire, business level questionnaire, key informant interview, focus group discussion guides and analysis plan.

The research firm is expected to perform the following tasks:

- a. Script the survey tools in Kobo Toolbox with clear validation checks and skip patterns, as applicable. The firm **MUST** have its own tablets/smart phones for data collection.
  - b. All the data will be hosted on DT Global Kobo Cloud Server (Data Security). The IRiS team will run quality checks of the data to ensure consistency and completeness.
  - c. The firm will present a recommended survey methodology, including;
- Sampling framework that identifies stratification of households across the target groups/sectors in the GFZs, list of key informants to be interviewed and number and types of population groups to be interviewed through focus group discussions (FGDs).
  - The samples will be drawn from the IRiS' project participant list stratified by sector, gender and location.
  - Data management and quality mechanisms. IRiS MEL team will develop a guiding analysis plan to inform data processing and reporting. The supplier is at liberty to suggest additional analysis such as new cross-tabulations, as relevant.
  - The company will be responsible for acquiring necessary authorizations/approvals for data collection in the target areas. In adherence to relevant code of ethics and practices for survey research and demonstrated competence of the core team, the firm will prioritize data collection in the following areas with proportionate sample representation of; fishing, pastoral, agricultural and urban poor communities<sup>1</sup>. The breakdown of the number of project participants by sector and intervention as at May 2024 is summarized in Table I.

- Provision of a Field Procedure Plan detailing protocols and guidance for all field work, including team composition, roles and responsibilities, activity schedule, selection and replacement of households and key informants, securing consent, logistics, security, data collection using Kobo Toolbox (Hosted on DT Global Server), and quality assurance, verification, and supervision, while allowing for course correction/substitution as needed.
- The research firm shall submit analysis outputs in excel spreadsheet with all required cross-tabulations.
- The research firm will be required to make a power point presentation to the IRiS team to discuss the findings and obtain feedback before report finalization.

The plan to include the development and roll out of a training program, such as field pre-testing of the data collection instruments. The firm should also provide training materials, consent forms, and a brief field manual to help operationalize the plan. The field team should also meet for daily check-ins after the start of field work to review progress, issues, and troubleshoot with IRiS MEL team.

- d. Pre-testing and enhancement of survey instruments, monitoring efficiency, effectiveness, and quality of the applied field and data entry procedures in the study area (e.g., 30 households in two enumeration areas). Pre-testing will help eliminate any ambiguities, ascertain the importance and relevance of questions, and ensure that skip logics in questionnaires are accurately set.

All information produced under the assignment should be managed discretely and securely, to be the property of the IRiS program in digital format. The deliverables will include; Cleaned datasets in SPSS/STATA formats, analysis outputs and syntax used to produce the results.

- e. Deliver final formatted report in word document. The report should have the following flow:
  - Acknowledgements
  - Glossary/Acronyms
  - Executive Summary
  - Introduction
  - Methodology
  - Limitations
  - Findings (tables and interpretations)—presented by productive sector and geographic areas.
  - Conclusion and recommendations
- Annexes (survey tools, completed indicator table and analysis outputs in excel spreadsheet with all cross-tabulations)

### Team Composition, Qualifications and Experience

The IRiS team recommends a diverse staffing plan with the needed access to the target locations to gather the baseline data as required.

#### **Project Manager/ Team Leader (Full time)**

The key expert proposed for the position of project Manager/ Team Leader must possess a minimum of Master' degree in Project Planning and Management, Political sciences, Business Administration, Development Economics, Statistics, Mathematics, or related fields. The Team Leader will possess at least 10 years of experience in research/data collection. Experience in conducting baseline surveys for resilience programs will be an added advantage.

#### **i. Field Supervisors (1 per location during data collection)**

The key experts proposed for the position of Field Supervisors (Deputy Team Leader) must possess a minimum of bachelor's degree in development studies, Sociology, Political science, Business Administration, Management studies or related fields. A Post Graduate qualification in Monitoring and Evaluation will be a plus. The field supervisors will possess at least five years of working experience data collection in Somalia with demonstrated capacity to work in the target GFZs.

**ii. MIS Specialists/ Data Analyst (Full Time-I.)**

This position will be responsible for leading data analysis and management. S/he will also be responsible for scripting the questionnaire in Kobo Toolbox. The key expert for the position of Data Analyst/ Data Manager must possess a minimum of bachelor's degree in computer science/mathematics, applied statistics or related fields. The Data Analyst must be familiar with at least one data analysis software for quantitative and qualitative analysis such as SPSS, Stata, R, Nvivo or Atlas ti. They will possess at least a minimum of five years' experience in data analysis and management.

**iii. Interviewers/Enumerators**

The interviewers/ data enumerators will be responsible for administering the questionnaires and checklists for data collection. They will also be responsible for transcribing qualitative data obtained from FGDs and KIs. They will possess a minimum of a Diploma on Social works, Political studies, Public Administration, Community Development or related disciplines. The Interviewers/ enumerators must possess at least one year's experience in data collection. Prior experience in a resilience project or as a Research Assistant will be an added advantage. They should be familiar with English and Somali language. The enumerators should be drawn from the target project GFZs where possible.

**iv. Community Focal Persons**

The community focal persons will act as key contact points at community levels during data collection. They will guide the enumerators and lead them to the authorities for formal introduction during the surveys. They will also lead the survey teams to the targeted/ sampled respondents/ households during the data collection process. They will be charged with the responsibility of mobilizing participants of the relevant target categories for the FGD sessions. The selected focal person should be a resident within the community. No academic qualifications are required for this role, however, possession of one will be an advantage.

**Deliverables**

<b>Deliverable</b>	<b>Payment</b>
Inception report	20% of contract value upon approval of the inception report
Mobilisation of field team, completion of enumerator training & pre-testing of the survey tools	40% of contract value upon submission of a debrief report
Presentation of initial findings and analysis outputs with all required cross- tabulations aligned with indicator disaggregation requirements	25% upon acceptance of service delivery by DTG/IRiS
Final report, cleaned dataset and analysis syntax	15% upon approval of the final report

## ATTACHMENT II

### INSTRUCTIONS TO OFFERORS

#### General Instructions

These Instructions to Offerors will not form part of the offer or of the Subcontract. They are intended solely to aid Offerors in the preparation of their proposals.

- This is a full competition open only to SARIS registered companies in IRiS's Geographic Focal Zone area.
- The proposals, and all corresponding documents related to the proposal must be written in the English language unless otherwise explicitly allowed.
- No costs incurred by the Offerors in preparing and submitting the proposal are reimbursable by DT Global. All such costs will be at the Offeror's expense.
- Proposals and all cost and price figures must be presented in USD. All prices should be net of Host Country VAT and customs duties. The services provided under this contract are funded by the U.S. Government and shall be exempt from Host Country taxes, import and other fees, as stipulated in the bilateral agreement between the U.S. Government and Government of Somalia. The subcontractor shall obtain prior written approval by DT Global before making any VAT payments. Awards and payments made to Somalia firms will be in local currency.
- The Offeror must state in its Proposal the validity period of its offer. The minimum offer acceptance period for this RFP is **90 days** after closing date of the RFP. Offers with a shorter acceptance period will be rejected. This RFP in no way obligates DT Global to award a subcontract.
- Responsibility Determination: Award shall only be made to "responsible" prospective Offerors. To enable DT Global to make this determination, the Offeror must briefly describe in the Attachment Section of the proposal that it:
  - has adequate financial resources including appropriate insurance coverage to perform the work stated herein, or the ability to obtain them.
  - is able to comply with the required or proposed delivery or performance schedule, taking into consideration all existing commercial and governmental business commitments.
  - has a satisfactory performance record.
  - has a satisfactory record of integrity and business ethics.
  - has the necessary technical capacity, equipment and facilities, or the ability to obtain them; and
  - is otherwise qualified and eligible to receive an award under applicable laws and regulations.
- Eligibility of Firms – Source /Nationality:The authorized geographic code for the source and nationality of the goods, services, and suppliers under the IRiS contracts is 937. 937 requires that goods and services be acquired from the United States, cooperating country, and developing countries other than advanced developing countries but excluding any country that is a prohibited source. A full discussion of the source and nationality requirements may be found at 22CFR228. Offerors whose proposals fail to meet the nationality requirements will be considered non-responsive.



- NDAA Section 889 Compliance. Section 889 of John S. McCain National Defense Authorization Act for Fiscal Year 2019 (NDAA) prohibits the U.S. Government and its contractors from (1) procuring or obtaining any equipment, system, or services that uses covered telecommunications equipment or services and (2) enter into a contract (or extend or renew a contract) with an entity that uses any equipment, system, or service that uses covered telecommunications equipment or services. A full discussion of the prohibitions can be found at FAR 52.204-25. To be eligible for award the offeror must complete and sign the representation in Attachment IV.  
In addition to the above and to comply with the Federal Republic of Somalia local laws, Offerors must be licensed and authorized to conduct business in Somalia.
- Late Offers: Offerors are wholly responsible for ensuring that their offers are received in accordance with the instructions stated herein. DT Global reserves the right to reject any offer not submitted by the indicated deadline, even if it was late as a result of circumstances beyond the Offeror's control.
- Modification/Withdrawal of Offers: Offerors have the right to withdraw, modify or correct their offer after such time as it has been emailed to DT Global; at the email address stated above and provided that the request is made before the RFP closing date.
- Disposition of Proposals: Proposals submitted in response to this RFP will not be returned. Reasonable efforts will be made to ensure confidentiality of both Business and Technical Proposals received from all Offerors. This RFP does not seek information of a highly proprietary nature but if such information is included in the Offeror's proposal, the Offeror must alert DT Global and must annotate the material by marking it "Confidential and Proprietary" so that these sections can be treated appropriately.
- Regardless of the method used in the submission of the proposal, the Technical Proposal and Business Proposal must be kept separate from each other. Technical Proposals **must not** make reference to cost or pricing data in order that the technical evaluation may be made strictly on the basis of technical merit.
- Clarification and Amendment to the RFP:
  - Any question raised regarding this solicitation should be received no later date and time indicated in the first page of this document. All questions must be **in writing**, emailed to the email address specified in the cover letter. No questions/clarifications will be entertained if they are received by means other than the aforementioned email address. The solicitation number should be stated in the subject line. Responses to questions received will be compiled and emailed to potential Offerors.
- If Offeror intends to submit a proposal in response to this solicitation and wishes to receive any updates thereto, Offeror is encouraged to confirm receipt of this solicitation by email to the email address specified in the cover memo.
- Offeror's email message should state in the subject the solicitation number. Also, the email should include the name of your organization, the name of contact person, email address and telephone number.
- DT Global anticipates that discussions with Offerors will be conducted; however, DT Global reserves the right to make award without discussions. Therefore, it is strongly recommended that Offerors present their best offer as their initial submission.
- DT Global may waive informalities and minor irregularities in proposals received.

### Submission of Proposal:

- Proposals must be submitted electronically as an email attachment sent to the email address specified in the cover letter no later than the date and time specified in the cover letter.
- The technical proposal and business proposals should be submitted in **two separate emails**. The first should be named “**Technical**” and the second is named “**Cost/Business**.” If the submission will be through several emails, then the emails should be sequentially numbered indicating the total number of emails that will be submitted (example 1/4, 2/4, 3/4 and 4/4).
- The email must state the solicitation number in the subject line.
- The file attachment should be in a format that can be opened by one of the following applications: PDF, MSWord, MS Excel, MS PowerPoint. The submission of attachments in any other format may result in disqualifying the offer.
- Please note that the DT Global email server has a limitation of 20MB for the total attachments per single email. It is strongly recommended that the size of ALL attachments per a single email be less than 20MB.

### Content of Proposal:

The proposal shall consist of five (5) sections. 1) The Cover Page-Technical, 2) The Technical Proposal, 3) The Cover Page-Cost, 4) the Cost/Business Proposal; and 5) The Attachments

#### I. The Cover Page-Technical:

The cover page should be on the Offeror’s letterhead and **MUST** contain the following information:

- Solicitation Number
- Company’s Name:
- Company’s Address
- Name of Company’s authorized representative
- Telephone No, Cellular Phone #, Email address
- Validity of Proposal
- Signature, Date, and time

#### 2. Technical Proposal:

The technical proposal shall describe how the Offeror intends to carry out the statement of work. It will also address the Offeror’s corporate capabilities to carry out the work and the extent to which the Offeror has a demonstrated ability to provide the required services.

The Offeror will also include the resumes of all proposed personnel. The Offeror shall provide information about past performance implementing similar work globally, and most particularly, in Somalia within the last 5 years. Capacity to undertake the technical and administrative backstopping of all interventions described in the Scope of Work. Offeror should also provide detailed description of existing facilities in Somalia.

The technical proposal should be divided into three sections following the same order of the technical evaluation criteria mentioned in Attachment III. Failure to respond to any section will be the basis for disqualification of the Offeror from further consideration.

### 3. The Cover Page - Cost/Business:

The cover page should be on the Offeror's letterhead and MUST contain the following information:

- Solicitation Number
- Company's Name:
- Company's Address
- Name of Company's authorized representative
- Telephone No, Cellular Phone #, Email address
- Total Proposed Price
- Validity of Proposal
- Acceptance of Tax Withholding Statement
- DUNS number (if available) and TIN
- Name and address of Government Audit Agency and name and phone number of the auditor
- A valid business license or Registration Certificate in Somalia
- Signature, Date, and time

### 4. The Cost/Business Proposal:

As stated earlier, the cost proposal shall be submitted separately from the technical proposal. The budget will present the cost for performing the work specified in this solicitation. Offerors should use their own templates when submitting their cost proposal I.. At a minimum, the cost proposal will include the following information:

- A detailed cost break-down of the proposed budget to the maximum extent practical using the template provided.
- A detailed and comprehensive budget narrative explaining the basis for the cost estimates.
- Contractor Employee Biographical Data sheet (USAID 1420-17) for each individual presented in the proposal. The Form has to be duly signed by the individual and the Offeror. The form can be accessed in this [link](#) or can be google searched in the internet.
- Negotiated Indirect Rate Agreement (NICRA) or other documentation from its cognizant audit agency, if any, stating the most recent provisional indirect cost rates.
- If Offeror does not have a cognizant audit agency, the Offeror must provide audited balance sheets and profit & loss statements for the last two complete years and current year-to-date; and
- The most recent two fiscal year pool and base cost compositions along with derived rates, the bases of allocation of these rates and an independent certified audit by a certified accounting firm of these rates.

### 5. Attachments

This section will include any information or document that was not listed in the above sections and the Offeror finds necessary to include in the proposal. In this section, the Offeror will also

include the information that will assist DT Global to determine the Offeror's responsibility. The following are required documents to be submitted with the proposal:

### **Mandatory Required Documents**

- **Current Valid Business Registration in Somalia**
- **Valid Tax Clearance Certification (Tax compliance Certificate at least Q4 in 2023) to be obtained from Federal State Administration/Federal Government of Somalia**
- **Completed and signed NDAA Representation Form (see Attachment IV)**

This solicitation in no way obligates DTG Global to award a subcontract, nor does it commit DT Global to pay any costs incurred in preparing and submitting a proposal in response to the RFP. Furthermore, DT Global reserves the right to reject any and all offers if such action is in the best interest of DT Global.

### **Instructions for the Preparation of the Cost/Business Proposal**

The subcontract type will be a Firm-Fixed Price Deliverable-based Subcontract is: An award 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 must include all direct and indirect costs in their total proposed price.

The Offeror must provide a completed budget in the template provided. If an Excel file, it should not be 'read-only' or 'protected.' The proposal must include any necessary supporting information to substantiate the proposed costs. The Offerors must submit a detailed budget narrative that supports and clarifies item for item the cost estimates proposed in its budget. Narratives for the individual cost items must discuss any estimated escalation rates where applicable. Estimated costs proposed to exceed ceilings imposed by USAID or Federal procurement policy must be fully explained and justified.

**ATTACHMENT III  
EVALUATION CRITERIA**

**TECHNICAL PROPOSAL EVALUATION**

Proposals will be evaluated according to the criteria stated herein. The relative importance of each individual criterion is indicated by the number of points assigned thereto. A total of 100 points is the maximum possible technical score for each proposal. The evaluation criteria serve to: (a) identify the significant factors which the Offeror should address in their proposal under each section and (b) set the standard against which all proposals will be evaluated. Bidders who fail to submit the **mandatory required documents** will not be considered/eligible for technical evaluation. DT Global IRiS may request a presentation that clearly demonstrates the technical proposal from bidders who pass the evaluation criteria.

**Evaluation Criteria (100 Points)**

The proposal demonstrates a full understanding of the work that needs to be performed under the scope of work, this includes, capacity, innovation, Sustainability, knowledge of specific technologies tools and methodologies as well as a clear, straightforward approach to achieving the activity objective.

**Evaluation criteria:**

<b>Evaluation Criteria</b>	<b>Max Score</b>
<p><b>Understanding of the assignment and prior experience</b></p> <ul style="list-style-type: none"> <li>• Provision of Similar experience in the past (-5 years+ experience in large surveys design &amp; implementation)- 20 points</li> <li>• Presence and similar work conducted in Somalia (5 points)</li> <li>• Provision of Market Systems Development experience (3+ years in market systems resilience analysis and reporting) -5 points</li> </ul>	30 points
<p><b>Technical Approach/Methodology</b></p> <ul style="list-style-type: none"> <li>• Provision of clearly stated Sampling methods &amp; sample size (5 points)</li> <li>• Clearly demonstrate a detailed survey implementation process in the technical proposal (20 points)</li> <li>• Provide a clear Data quality and analysis methods (10 points)</li> <li>• Reporting -provision of comprehensive technical report (10 points)</li> </ul>	45 points
<p><b>Team composition</b></p> <ul style="list-style-type: none"> <li>• Provision of Team Leader’s qualifications with at least 5 years’ experience (10 points)</li> <li>• Data analyst/statistician with proven 3 years’ experience (10 points)</li> <li>• Qualitative expert (5 points)</li> </ul>	25 points
The pass maker is at least 70 points and above.	Total:100 points

## **COST PROPOSAL EVALUATION**

Evaluation scores are not assigned for cost. The review of the cost proposal shall include cost realism. This process will include a review of the cost portion of the Offeror's proposal to determine if the overall costs proposed are reasonable and realistic for the work to be performed, if the cost reflects that the Offeror understands the requirements, and if the costs are consistent with the technical part of the proposal. Cost proposals providing more direct funding towards the program instead of administrative costs will be reviewed favorably in the best value determination. Offerors must use the costing proposal using their own template. Evaluation of cost proposals will consider, but not be limited to, the following:

- Cost realism and completeness of cost proposal and supporting documentation.
- Overall cost control evidenced in the proposal such as avoidance of excessive salaries, competitive procurement of subcontracts, excessive cost of management oversight and other costs in excess of reasonable requirements.
- Amount of proposed fee, if any.
- Cost efficiency of proposed Other Direct Costs (ODCs).

Bidders are reminded that DT Global is not obligated to award a negotiated subcontract based on lowest proposed cost or to the bidder with the highest technical evaluation score. DT Global will make award to the bidder whose proposal offers the best value to the IRiS program considering both technical and cost factors. When competing technical proposals are considered essentially equal then cost will become the determining factor.

The format shown in the table below is the proposed cost breakdown. Bidders must use the attached template as a sample for submission of their cost proposal - Attachment V RFP Budget Sample Template. All costs must be included in the budget, and any additional related costs may be included as additional lines in the budget template/cost proposal. Bidders are expected to submit their cost proposal in Excel version.

## ATTACHMENT IV

### REPRESENTATION REGARDING CERTAIN TELECOMMUNICATIONS AND VIDEO SURVEILLANCE SERVICES OR EQUIPMENT

#### **(a) Prohibitions.**

Section 889(a) of the John S. McCain National Defense Authorization Act (NDAA) for Fiscal Year 2019 (Pub. L. 115-232) prohibits the U.S. Government and any of its contractors and subcontractors from procuring or obtaining or extending or renewing a contract to procure or obtain, any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system.

#### **(b) Definitions:**

*Covered foreign country* means The People's Republic of China.

*Covered telecommunications equipment or services* means telecommunications equipment produced by Huawei Technologies Company, ZTE Corporation, Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities)

*Critical technology* means defense articles or defense services included on the United States Munitions List set forth in the International Traffic in Arms Regulations under subchapter M of chapter I of title 22, Code of Federal Regulations; Items included on the Commerce Control List set forth in Supplement No. 1 to part 774 of the Export Administration Regulations under subchapter C of chapter VII of title 15, Code of Federal Regulations, and controlled- (i) Pursuant to multilateral regimes, including for reasons relating to national security, chemical and biological weapons proliferation, nuclear nonproliferation, or missile technology; or (ii) For reasons relating to regional stability or surreptitious listening; Specially designed and prepared nuclear equipment, parts and components, materials, software, and technology covered by part 810 of title 10, Code of Federal Regulations (relating to assistance to foreign atomic energy activities); Nuclear facilities, equipment, and material covered by part 110 of title 10, Code of Federal Regulations (relating to export and import of nuclear equipment and material); Select agents and toxins covered by part 331 of title 7, Code of Federal Regulations, part 121 of title 9 of such Code, or part 73 of title 42 of such Code; or Emerging and foundational technologies controlled pursuant to section 1758 of the Export Control Reform Act of 2018 (50 U.S.C. 4817).

*Reasonable inquiry* means an inquiry designed to uncover any information in the entity's possession about the identity of the producer or provider of covered telecommunications equipment or services used by the entity that excludes the need to include an internal or third-party audit.

*Substantial or essential component* means any component necessary for the proper function or performance of a piece of equipment, system, or service.

**(c) Representation.** After conducting a reasonable inquiry Subcontractor represents that it [ ] will or [ ] will not provide covered telecommunications equipment or services to DT Global in the performance of any contract, subcontract, order, or other contractual instrument resulting from this contract. This representation shall be provided as part of the proposal and resubmitted on an annual basis from the date of award.

**(d) Disclosures.** If the Subcontractor has responded affirmatively to the representation in paragraph (c) of this clause, the Subcontractor shall provide the following additional information to DT Global:

(1) List of all covered telecommunications equipment and services offered or provided (Entity name, brand; model number, such as original equipment manufacturer (OEM) number, manufacturer part number, or wholesaler number; and item description, as applicable);

(2) Explanation of the proposed use of covered telecommunications equipment and services and any factors relevant to determining if such use would be permissible under the prohibition in paragraph (b) of this provision;

**(e) Reporting requirement.**

(1) In the event the Subcontractor identifies covered telecommunications equipment or services used as a substantial or essential component of any system, or as critical technology as part of any system, during contract performance, or the Subcontractor is notified of such by a subcontractor at any tier or by any other source, the Subcontractor shall report the information in paragraph (d)(2) of this clause to DT Global.

(2) The Subcontractor shall report the following information pursuant to paragraph (d)(1) of this clause

(i) Immediately upon such identification or notification: the contract number; the order number(s), if applicable; supplier name; supplier unique entity identifier (if known); supplier Commercial and Government Entity (CAGE) code (if known); brand; model number (original equipment manufacturer number, manufacturer part number, or wholesaler number); item description; and any readily available information about mitigation actions undertaken or recommended.

(ii) Within 5 business days of submitting the information in paragraph (d)(2)(i) of this clause: any further available information about mitigation actions undertaken or recommended. In addition, the Subcontractor shall describe the efforts it undertook to prevent use or submission of covered telecommunications equipment or services, and any additional efforts that will be incorporated to prevent future use or submission of covered telecommunications equipment or services.

**(f) 2<sup>nd</sup> Tier Subcontracts.** The Subcontractor shall insert the substance of this clause, including this paragraph (f), in all 2<sup>nd</sup> Tier subcontracts and other contractual instruments, including subcontracts for the acquisition of commercial items.

**(g) SAM Verification.** The Subcontractor shall regularly review the list of excluded parties in the System for Award Management (SAM) (<https://www.sam.gov>) to identify entities excluded from receiving federal awards for “covered telecommunications equipment or services”.





Contract/Subcontract No.: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Title/Position: \_\_\_\_\_

Organization: \_\_\_\_\_

**ATTACHMENT V**

**PRIME CONTRACT FLOW-DOWN CLAUSES**

**[MODIFY THESE CLAUSES PER PRIME CONTRACT]**

This Contract will be funded by the U.S. Agency for International Development (USAID) with DT Global implementing this USAID project. Applicable clauses incorporated herein by reference shall have the same force and effect as if they were incorporated in full text. A copy of the full text of each clause may be obtained from <http://www.acquisition.gov/far>, <http://www.usaid.gov/policy/ads/300/aidar.pdf>, or from DT Global's procurement official. The term "FAR" means Federal Acquisition Regulation. The terms, "Contractor," "Government" and "Contracting Officer" as used in these clauses shall refer to Vendor, DT Global, and DT Global Contract Administrator respectively. In no event shall any provision of this contract or Orders issued against it be construed as allowing the Vendor to appeal directly to or otherwise communicate directly with (USAID) without written consent of DT Global.

<b>NUMBER</b>	<b>TITLE</b>	<b>DATE</b>
FEDERAL ACQUISITION REGULATION (48 CFR Chapter 1)		
52.202-1 2013	DEFINITIONS	NOV
52.203-5 MAY2014	COVENANT AGAINST CONTINGENT FEES	
52.203-6	RESTRICTIONS ON SUBCONTRACTOR SALES TO THE GOVERNMENT	SEP 2006
52.203-7 2014	ANTI-KICKBACK PROCEDURES	MAY
52.203-8 MAY2014	CANCELLATION, RESCISSION, AND RECOVERY  OF FUNDS FOR ILLEGAL OR IMPROPER ACTIVITY	
52.203-13 20156	CONTRACTOR CODE OF BUSINESS ETHICS AND CONDUCT	OCT
52.204-9	PERSONAL IDENTIFICATION VERIFICATION OF CONTRACTOR PERSONNEL	JAN 2011
52.204-10	REPORTING EXECUTIVE COMPENSATION AND FIRST-TIER SUBCONTRACT AWARDS	OCT 2018
52.204-13	SYSTEM FOR AWARD MANAGEMENT MAINTENANCE	OCT 2018
52.204-14 52.204-25	SERVICE CONTRACT REPORTING REQUIREMENTS PROHIBITION ON CONTRACTING FOR CERTAIN TELECOMMUNICATIONS AND VIDEO SURVEILLANCE SERVICES OR EQUIPMENT.	OCT 2016
52.209-6 2015	AUG 2020 PROTECTING THE GOVERNMENT'S INTEREST  WHEN SUBCONTRACTING WITH CONTRACTORS	OCT

	DEBARRED, SUSPENDED, OR PROPOSED FOR DEBARMENT	
52.209-9	UPDATES ON PUBLICLY AVAILABLE INFORMATION REGARDING RESPONSIBILITY MATTERS	OCT 2018
52.215-2 OCT 2010	AUDIT AND RECORDS—NEGOTIATION	
52.215-8 1997	ORDER OF PRECEDENCE--UNIFORM CONTRACT	OCT
	FORMAT	
52.215-10	PRICE REDUCTION FOR DEFECTIVE CERTIFIED COST AND PRICING DATA	AUG 2011
52.215-11	PRICE REDUCTION FOR DEFECTIVE CERTIFIED COST AND PRICING DATA-MODIFICATIONS	AUG 2011
52.215-12	SUBCONTRACTOR COST AND PRICING DATA	OCT 2010
52.215-13	SUBCONTRACTOR COST AND PRICING DATA-OCT 2010	
	MODIFICATIONS	
52.215-19	NOTIFICATION OF OWNERSHIP CHANGES	OCT 1997
52.215-23 2009	LIMITATIONS ON PASS-THRU CHARGES	OCT
52.216-7 AUG 2018	ALLOWABLE COST AND PAYMENT	
52.217-8 NOV 1999	OPTION TO EXTEND SERVICES	
52.222-21 2015	PROHIBITION OF SEGREGATED FACILITIES	APR
52.222-26 2016	EQUAL OPPORTUNITY	SEP
52.222-29 APR 2015	NOTIFICATION OF VISA DENIAL	
52.222-35	EQUAL OPPORTUNITY FOR VETERANS	OCT 2015
52.222-36 2014	AFFIRMATIVE ACTION FOR WORKERS WITH DISABILITIES	JUL
52.222-37 2016	EMPLOYMENT REPORTS ON VETERANS	FEB
52.222-50	COMBATING TRAFFICKING IN PERSONS	MAR 2015
52.223-6 MAY 2001	DRUG-FREE WORKPLACE	
52.223-18 AUG 2011	ENCOURAGING CONTRACTOR POLICIES TO BAN TEXT MESSAGING WHILE DRIVING	
52.225-13 2008	RESTRICTIONS ON CERTAIN FOREIGN PURCHASES	JUN
52.225-14 FEB 2000	INCONSISTENCY BETWEEN ENGLISH VERSION AND TRANSLATION OF CONTRACT	
52.225-19	CONTRACTOR PERSONNEL IN A DESIGNATED	MAR 2008

	OPERATIONAL AREA/SUPPORTING DIPLOMATIC OR CONSULAR MISSION OUTSIDE UNITED STATES	
52.228-3	WORKERS' COMPENSATION INSURANCE (DBA) JUL 2014	
52.228-4	WORKERS' COMPENSATION AND WAR-HAZARD APR 1984	
	INSURANCE OVERSEAS	
52.228-7	INSURANCE--LIABILITY TO THIRD PERSONS	MAR
1996		
52.229-8	TAXES-FOREIGN COST REIMBURSEMENT	MAR
1990		
	CONTRACTS	
52.230-2	COST ACCOUNTING STANDARDS	
OCT 2015		
52.232-18	AVAILABILITY OF FUNDS APR 1984	
52.232-22	LIMITATION OF FUNDS APR 1984	
52.232-23	ASSIGNMENT OF CLAIMS MAY 2014	
52.232-25	PROMPT PAYMENT JULY 2017) ALTERNATE I FEB 2002	
52.232-33	PAYMENT BY ELECTRONIC FUNDS TRANSFER-OCT 2018	
	SYSTEM FOR AWARD MANAGEMENT	
52.233-1	DISPUTES (MAY 2014) ALTERNATE I DEC 1991	
52.233-3	PROTEST AFTER AWARD AUG 1996	
	ALTERNATE I	JUN 1985
52.233-4	APPLICABLE LAW FOR BREACH OF CONTRACT	OCT
2004		
	CLAIM	
52.237-3	CONTINUITY OF SERVICES	JAN 1991
52.242-1	NOTICE OF INTENT TO DISALLOW COSTS APR 1984	
52.242-3	PENALTIES FOR UNALLOWABLE COSTS MAY 2014	
52.242-4	CERTIFICATION OF FINAL INDIRECT COSTS JAN 1997	
52.242-13	BANKRUPTCY	JUL
1995		
52.242-15	STOP WORK ORDER	AUG
1989		
	ALTERNATE I	APR
1984		
52.243-3	CHANGES—TIME AND MATERIALS OR LABOR HOURS	SEP 2000
52.243-7	NOTIFICATION OF CHANGES JAN 2017	
52.244-2	SUBCONTRACTS	
OCT 2010		
	ALTERNATE I (JUN 2007)	
52.244-5	COMPETITION IN SUBCONTRACTING	DEC
1996		
52.244-6	SUBCONTRACTS FOR COMMERCIAL ITEMS	
OCT 2018		
52.245-1	GOVERNMENT PROPERTY	JAN 2017
52.246-25	LIMITATION OF LIABILITY—SERVICES FEB 1997	
52.247-63	PREFERENCE FOR U.S. FLAG AIR CARRIERS	JUN
2003		
52.249-6	TERMINATION (COST-REIMBURSEMENT)	MAY 2004

52.249-14  
APR 1984

EXCUSABLE DELAY

**AIDAR 48 CFR Chapter 7**

752.202-1	DEFINITIONS	JAN 1990
752.209-71	ORGANIZATIONAL CONFLICT OF INTEREST	JUN 1993
	DISCOVERED AFTER AWARD	
752.211-70	LANGUAGE AND MEASUREMENT	JUN 1992
752.222-781	NONDISCRIMINATION	
JUN 2012		
752.225-70	SOURCE AND NATIONALITY REQUIREMENTS	FEB
2012		
752.228-3	WORKERS' COMPENSATION INSURANCE (DBA)	DEC
1991		
752.228-7	INSURANCE-LIABILITY TO THIRD PERSONS	JUL
1997		
752.228-70	MEDICAL EVACUATION (MEDVAC) SERVICES	JUL
2007		
752.245-70	GOVERNMENT PROPERTY-USAID REPORTING	OCT
2017		
	REQUIREMENTS	
752.245-71	TITLE TO AND CARE OF PROPERTY	APR 1984
752.7001	BIOGRAPHICAL DATA	
JUL 1997		
752.7002	TRAVEL AND TRANSPORTATION	JAN
1990		
752.7003	DOCUMENTATION FOR PAYMENT	NOV 1998
752.7004	EMERGENCY LOCATOR INFORMATION	JUL
1997		
752.7006	NOTICES	APR 1984
752.7007	PERSONNEL COMPENSATION	JUL
2007		
752.7008	USE OF GOVERNMENT FACILITIES OR	APR
1984		
	PERSONNEL	
752.7009	MARKING	JAN 1993
752.7010	CONVERSION OF U.S. DOLLARS TO LOCAL CURRENCY	APR 1984
	ORIENTATION AND LANGUAGE TRAINING	
752.7011		
APR 1984		
752.7013	CONTRACTOR-MISSION RELATIONSHIPS	OCT 1989
752.7014	NOTICE OF CHANGES IN TRAVEL REGULATIONS	JAN 1990
752.7015	USE OF POUCH FACILITIES	JUL
1997		
752.7019	PARTICIPANT TRAINING	
JAN 1999		
752.7025	APPROVALS	APR
1984		

752.7027 DEC 1990	PERSONNEL	
752.7028 1996	DIFFERENTIALS AND ALLOWANCES	JUL
752.7029 1993	POST PRIVILEGES	JUL
752.7031 OCT 1989	LEAVE AND HOLIDAYS	
752.7032	INTERNATIONAL TRAVEL APPROVAL AND APR2014 NOTIFICATION REQUIREMENTS	
752.7033 1997	PHYSICAL FITNESS	JUL
752.7034 DEC 1991	ACKNOWLEDGEMENT AND DISCLAIMER	
752.7035 DEC 1991	PUBLIC NOTICES	

**EXECUTIVE ORDER ON TERRORISM FINANCING (AUG 2016)**

The Subcontractor/Recipient 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 subcontractor/recipient to ensure compliance with these Executive Orders and laws. This provision must be included in all subcontracts/sub-awards issued under this subcontract/agreement.

### ATTACHMENT V

Submit RFP Budget template is a separate Excel spreadsheet.

Below is a detailed and comprehensive budget narrative explaining the basis for the cost estimate. Bidders are expected to include additional lines in their cost proposal if deemed necessary.

S/N	Item Description
1	Inception report- consultants fees
2	Documents review
3	Writing inception report
4	Presentation/feedback incorporation
5	Enumerator training
6	Venue hire
7	Training materials
8	Enumerators fees
10	vehicle hire field testing
11	Vehicle hire for main data collection
12	Enumerators fees
13	Enumerators accommodation /field incidentals
14	Field supervisors
15	Technical consultants' fees
16	Data analyst
17	Report
18	Report writing
19	Presentation of findings
20	Finalization of the report