



Save the Children®

SAVE THE CHILDREN
REQUEST FOR PROPOSAL (RFP) FOR THE MID-TERM EVALUATION OF
THE SABAL DEVELOPMENT FOOD ASSISTANCE PROGRAM

USAID: AID-OAA-A-15-00002

RFP Issued: December 16th, 2016

Save the Children Federation, Inc.

Headquarters

501 Kings Highway East, Suite 400

Fairfield, CT 06825

www.savethechildren.org

Key Contact for Questions and Responses:

Teresa Pemberton

Associate Director, Procurement

tpemberton@savechildren.org

859-899-1205

STATEMENT OF CONFIDENTIALITY AND NON DISCLOSURE

All information within this RFP, regardless of the communication form, is given in absolute confidence and may not be disclosed without written permission by Save the Children Federation, Inc. (SCUS). This RFP and the information contained and referred to therein, whether verbally communicated or in written form, include confidential information about SCUS which is provided for proposal purposes only. Your firm shall regard and preserve as confidential this RFP and all non-public information related to the operations of SCUS and its affiliated organizations that may be obtained from any source as a result of this RFP process.

SCUS is an equal opportunity employer and federal contractor or subcontractor. Consequently, the parties agree that, as applicable, they will abide by the requirements of 41 CFR 60-1.4(a), 41 CFR 60-300.5(a) and 41 CFR 60-741.5(a) and that these laws are incorporated herein by reference. These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on their race, color, religion, sex, or national origin. These regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, national origin, protected veteran status or disability. The parties also agree that, as applicable, they will abide by the requirements of Executive Order 13496 (29 CFR Part 471, Appendix A to Subpart A), relating to the notice of employee rights under federal labor laws.

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Introduction

Save the Children Federation, Inc. (hereafter “SCUS”) is the world’s leading independent organization for children. In 2015, we reached an estimated 185 million children, achieving lasting, large-scale results around the world. We worked in 120 countries, including the United States. Our signature programs in 13 countries have contributed to increasing newborn survival, giving children a healthy start and improving learning outcomes on a national scale. We work with our donors and partners to inspire breakthroughs in the way the world treats children and to achieve immediate and lasting change in their lives.

RFP Overview

SCUS is requesting competitive proposals from qualified firms or individual consultants interested in conducting a mid-term evaluation of the Sustainable Action Resiliency and Food Security program (hereafter “SABAL”). Refer to the attached SABAL scope of work (SOW) for further details regarding program background, evaluation objectives, methods, deliverables, etc.

Provisional Calendar of Events

December 16 th , 2016	Request for Proposal issued
December 30 th , 2016	Please provide a written notification via email to Teresa Pemberton at tpemberton@savechildren.org of your <u>intention to bid or not bid</u> . If not to bid, please include reason in the email.
January 6 th , 2017	Deadline to submit any questions related to RFP
January 9 th , 2017	Answers to any questions related to RFP issued to all vendors
January 23 rd , 2017 “Closing Date”	Electronic copies (Adobe PDF) of the proposals should be submitted to Eyerusalem Tessema at etessema@savechildren.org and Teresa Pemberton at tpemberton@savechildren.org by Noon EST. The subject line should read “SABAL Program Mid-term Evaluation Proposal”.
Week of January 30 th , 2017	Review of proposals by Procurement Committee
February 3 rd , 2017	Contract winner determined and notified
Week of February 6 th , 2017	Contract negotiations to begin

Contract Term

SCUS intends to award a firm fixed contract for a period of six months. The majority of work is expected to take place during the first 4 months. The bidder should be available for a minimum of two months following submission of the draft donor report to respond to comments questions. Bidders must propose costs that are realistic and reasonable for the work described in the attached SABAL SOW. The Program Manager of Food Security and Livelihoods will be responsible for coordinating with the consulting firm or individual consultant to ensure on-time completion of the assignment. SCUS requests that the chosen firm or individual consultant has the availability to initiate this work within a week of selection.

Evaluation Criteria

After the evaluation of the proposals by the procurement committee, SCUS will make the award to the offeror whose proposal provides the best value, considering both technical and cost factors. Technical and cost factors will be evaluated relative to each other, as described herein. The technical evaluation factors, taken as a whole, are of greater importance than cost or price in determining best value.

Bidders should note that these criteria: (1) serve as the standard against which all proposals will be evaluated, and (2) serve to identify the significant matters which Bidders should address in their proposals. Each proposal will be evaluated on the criteria listed below and the criteria will be weighted according to the following allocations:

Criterion	Points Possible
1. Technical Approach	
A. Proposed methodology, approach and implementation plan demonstrates it will achieve the requirements of the SOW for the project	
B. The proposal is clear and the sequence of activities and the planning logical, realistic and promises efficient implementation of the evaluation	
C. Describes the activities to be implemented, how and by whom, and the proposed timelines for each major objective/deliverable/milestone described in the attached SABAL SOW	40
D. Provides in table format clear and well-defined deliverables and due dates that can be used as milestones on which fixed payments will be based	
2. Key Personnel	
A. Academic qualifications	
B. Team Leader/coordination experience	
C. Professional experience and expertise in technical area	30
D. Experience evaluating USAID/FFP, multi-sectoral, or large scale programs	
E. Fluent oral and written communication skills in Nepali and English	
3. Fees and Associated Costs	
A. The degree to which costs are allocable	
B. The degree to which costs are reasonable	
C. The degree to which costs are allowable	20
D. A clear and concise budget narrative	
4. Expertise of the Firm or Individual Consultant	
A. Reputation of firm and the firm's staff or individual consultant (Credibility / Reliability / Industry Standing)	
B. Recent experience in leading complex evaluations, especially in the field of development cooperation, USAID/FFP preferred, UN agencies and/or other international organizations evaluations	10
Total Points Possible	100

The proposal submitted will be the primary document upon which each Bidder will be evaluated. SCUS reserves the right to waive any minor or technical defects or irregularities, and reserves the right to reject any or all bids.

Submission Requirements and Instructions

SCUS requests all prospective bidders to submit proposals as defined in the proposal submission forms, Attachment A "Technical Proposal Form" and Attachment B "Financial Proposal Form". Proposals should be prepared simply and economically, providing a straight forward, concise description of provider capabilities to satisfy the requirements of the request. Special bindings, colored displays, promotional materials, etc. are not required. Emphasis should be on completeness and clarity of content.

Technical Proposals are not to exceed 15 pages in length and this includes cover page, charts, appendices and attachments. Unless otherwise stated all proposals will remain valid for a period of 90 days after submission.

Attachment A: Technical Proposal Form

Note: Technical Proposals not submitted in this format may be rejected.

Please note that the technical proposal should reflect all deliverables identified in the SOW of this RFP, as well as, a weekly update report to SCUS on progress/findings (weekly update not to exceed two pages).

Name of Proposing Firm/Individual Consultant:	
PAN/VAT/TIN Number:	
Country of Registration:	
Name of Contact Person for this Proposal:	
Address:	
Phone / Fax:	
Email:	

SECTION 1: EXPERTISE OF FIRM/ INDIVIDUAL CONSULTANT
<p><i>This section should fully explain the Bidder's resources in terms of personnel and facilities necessary for the performance of this requirement. All contents of this section may be modified or expanded depending on the evaluation criteria stated in the RFP.</i></p> <p>1.1 Brief Description of Bidder as an Entity: Provide a brief description of the organization / firm submitting the proposal, its legal mandates/authorized business activities, the year and country of incorporation, types of activities undertaken, and approximate annual budget, etc. Include reference to reputation, or any history of litigation and arbitration in which the organization / firm has been involved that could adversely affect or impact the performance of services, indicating the status/result of such litigation/arbitration.</p> <p>1.2. Financial Capacity: Provide the latest Audited Financial Statement (Income Statement and Balance Sheet) duly certified by a Public Accountant, and with authentication of receiving by the Government's Internal Revenue Authority. Include any indication of credit rating, industry rating, etc.</p> <p>1.3. Track Record and Experiences: Provide the following information regarding corporate experience within the last five (5) years which are related or relevant to those required for this Contract.</p>

Name of project	Client	Contract Value	Period of activity	Types of activities undertaken	Status or Date Completed	References Contact Details (Name, Phone, Email)

SECTION 2 - APPROACH AND IMPLEMENTATION PLAN
<p><i>This section should demonstrate the Bidder's responsiveness to the SOW by identifying the specific components proposed, addressing the requirements, as specified, point by point; providing a detailed description of the essential performance characteristics proposed; and demonstrating how the proposed methodology meets or exceeds the requirements.</i></p> <p><u>2.1. Approach to the Service/Work Required:</u> Please provide a detailed description of the methodology for how the firm/individual consultant will achieve the Scope of Work of the project, keeping in mind the appropriateness to local conditions and project environment.</p> <p><u>2.2. Technical Quality Assurance Review Mechanisms:</u> The methodology shall also include details of the Bidder's internal technical and quality assurance review mechanisms.</p> <p><u>2.3 Implementation Timelines:</u> The Bidder shall submit a Gantt Chart, Flow Chart, or Project Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timing.</p> <p><u>2.4. Subcontracting:</u> Explain whether any work would be subcontracted, to whom, how much percentage of the work, the rationale for such, and the roles of the proposed sub-contractors. Special attention should be given to providing a clear picture of the role of each entity and how everyone will function as a team.</p> <p><u>2.5. Risks / Mitigation Measures:</u> Please describe the potential risks for the implementation of this project that may impact achievement and timely completion of expected results as well as their quality. Describe measures that will be put in place to mitigate these risks.</p> <p><u>2.6. Reporting and Monitoring:</u> Please provide a brief description of the mechanisms proposed for this project for reporting to SCUS and partners, including a reporting schedule.</p> <p><u>2.7. Anti-Corruption Strategy:</u> Define the anti-corruption strategy that will be applied in this project to prevent</p>

the misuse of funds. Describe the financial controls that will be put in place.

2.8. Partnerships: Explain any partnerships with local, international or other organizations that are planned for the implementation of the project. Special attention should be given to providing a clear picture of the role of each entity and how everyone will function as a team. Letters of commitment from partners and an indication of whether some or all have successfully worked together on other previous projects is encouraged.

2.9 Statement of Full Disclosure: This is intended to disclose any potential conflict in accordance with the definition of “conflict” under Section Conditions of Tendering #11 of this document, if any.

2.10 Other: Any other comments or information regarding the project approach and methodology that will be adopted.

SECTION 3: PERSONNEL

3.1 Management Structure: Describe the overall management approach toward planning and implementing this activity. Include an organization chart for the management of the project describing the relationship of key positions and designations.

3.2 Staff Time Allocation: Provide a spreadsheet which will be included to show the activities of each staff member and the time allocated for his/her involvement. *(Note: This spreadsheet is crucial and no substitution of Team Leader & Technical Staff will be tolerated once the contract has been awarded except in extreme circumstances and with the written approval of SCUS. If substitution is unavoidable it will be with a person who, in the opinion of the SCUS project manager, is at least as experienced as the person being replaced, and subject to the approval SCUS. No increase in costs will be considered as a result of any substitution.)*

3.3 Qualifications of Key Personnel. Provide the signed CVs for key personnel (Team Leader and Technical staff) that will be provided to support the implementation of this project. CVs should demonstrate qualifications in areas relevant to the Scope of Services. *(Note: If you are an individual consultant submitting an application, the USAID I420-17 BioData form must be completed, along with your resume.)*

Attachment B: Financial Proposal Form

A realistic budget should be submitted by the Bidder along with a technical proposal that is responsive to the SOW of this RFP. The budget should include all costs associated with the completion of this assignment, including but not limited to: consultant fees; ground and/or air travel, if applicable; enumerators/researchers; and, other costs. The consultant shall bear all tariffs, duties, and applicable taxes or charges levied at any stage during the execution of the work.

Any estimates for cost-reimbursable items, such as travel and out-of-pocket expenses, should be listed separately.

The format shown on the following pages is suggested for use as a guide in preparing the Financial Proposal. The format includes specific expenditures, which may or may not be required or applicable but are indicated to serve as examples.

A. Cost Breakdown per Deliverables

	Deliverables as per SOW	Percentage of Total Price	Price
1			
2			
3			
4			
	Total	100%	

B. Cost Breakdown by Cost Component

The Bidders are requested to provide the cost breakdown for the above given prices for each deliverable based on the following format. SCUS shall use the cost breakdown for the price reasonability assessment purposes as well as the calculation of price in the event that both parties have agreed to add new deliverables to the scope of Services.

Description of Activity	Remuneration per Unit of Time (e.g., day, month, etc.)	Total Period of Engagement	No. of Personnel	Total Rate for the Period
I. Personnel Services				

1. Services from Home Office				
a. Expertise 1				
b. Expertise 2				
2. Services from Field Offices				
a. Expertise 1				
b. Expertise 2				
3. Services from Overseas				
a. Expertise 1				
b. Expertise 2				
II. Out of Pocket Expenses				
1. Travel Costs				
2. Daily Allowance				
3. Communications				
4. Reproduction				
5. Equipment Lease				
6. Others				
III. Other Related Costs				

Conditions of Tendering

By providing a proposal in response to this RFP the Bidder is confirming that it will abide by the conditions of tendering.

1. Late tenders

Tenders received after the Closing Date will not be considered, unless there are in SCUS' sole discretion exceptional circumstances which have caused the delay.

2. Correspondence

All communications from Bidders to SCUS relating to the tender must be in writing and addressed to the person identified in the Cover Letter. Any request for information should be received at least by the Closing Date, as defined in the RFP. Responses to questions submitted by any Bidder will be circulated by SCUS to all Bidders to ensure fairness in the process.

3. Acceptance of tenders

SCUS may, unless the Bidder expressly stipulates to the contrary in the tender, accept whatever part of a tender that SCUS so wishes. SCUS is under no obligation to accept the lowest or any tender.

4. Alternative offer

If the Bidder wishes to propose modifications to the tender (which may provide a better way to achieve SCUS' Specification) these may, at SCUS' discretion, be considered as an Alternative Offer. The Bidder must make any Alternative Offer in a separate letter to accompany the Tender. SCUS is under no obligation to accept Alternative Offers.

5. Prices

If the Bidder is US Based, all prices/rates quoted must be exclusive of all taxes, since SCUS is exempt from taxes.

6. No reimbursement of quote expenses

Expenses incurred in the preparation and dispatch of the tender will not be reimbursed.

7. Non-Disclosure and Confidentiality

Bidders must treat the Invitation to Tender, contract and all associated documentation (including the Specification) and any other information relating to SCUS' employees, servants, officers, partners or its business or affairs (the "**Confidential Information**") as confidential. All Bidders shall:

- recognize the confidential nature of the Confidential Information;

- respect the confidence placed in the Bidder by SCUS by maintaining the secrecy of the Confidential Information;
- not employ any part of the Confidential Information without SCUS' prior written consent, for any purpose except that of tendering for business from SCUS;
- not disclose the Confidential Information to third parties without SCUS' prior written consent;
- not employ their knowledge of the Confidential Information in any way that would be detrimental or harmful to SCUS;
- use all reasonable efforts to prevent the disclosure of the Confidential Information to third parties;
- notify SCUS immediately of any possible breach of the provisions of this Condition 9 and acknowledge that damages may not be an adequate remedy for such a breach.

8. Award Procedure

SCUS' Procurement Committee will review the proposals to determine, in accordance with the Evaluation Criteria, whether they will award the contract to any one of them.

9. Unsuccessful Tenderers

SCUS shall consider any reasonable request from any unsuccessful Bidder for feedback on its tender and, where it is appropriate and proportionate to do so, provide the unsuccessful Bidder with reasons why their proposal was rejected. Where applicable, this information shall be provided within 30 business days from (but not including) the date on which SCUS receives the request.

10. Exclusion Criteria

- Neither it nor any related company to which it regularly subcontracts is insolvent or being wound up, is having its affairs administered by the courts, has entered into an arrangement with creditors, has suspended business activities, is the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- Neither it nor a company to which it regularly subcontracts has been convicted of fraud, corruption, involvement in a criminal organization, any money laundering offence, any offence concerning professional conduct, breaches of applicable labor law or labor tax legislation or any other illegal activity by a judgment in any court of law whether national or international;
- Neither it nor a company to which it regularly subcontracts has failed to comply with its obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the relevant country in which it the Bidder operates.

Any Bidder will automatically be excluded from the tender process if it is found that they are guilty of misrepresentation in supplying the required information within their tender bid or fail to supply the required information.

11. Conflict of Interest

- That it is not aware of any connection between it or any of its directors or senior managers and the directors and staff of SCUS which may affect the outcome of the selection process. If there are such connections the Bidder is required to disclose them.
- Whether or not there are any existing contacts between SCUS and any other Save the Children entity, and if there are any arrangements which have been put in place over the last twenty four (24) months.
- That it has not communicated to anyone other than SCUS the amount or approximate amount of the tender.
- That it has not and will not offer pay or give any sum of money commission, gift, inducement or other financial benefit directly or indirectly to any person for doing or omitting to do any act in relation to the tender process.

12. SCUS Child Safeguarding Policy and Zero Fraud Tolerance Policy

All bidders are required to comply fully with SCUS' Child Safeguarding Policy and Zero Fraud Tolerance Policy located at:

http://www.savethechildren.org/site/c.8rKLIXMGIpI4E/b.9364821/k.A2E4/Terms_Conditions.htm.

13. SCUS and Affiliates

All Bidders are required to confirm that they will if required be willing to enter into a contract on similar terms with either SCUS or any other Save the Children entity if so required.