



Save the Children®

SAVE THE CHILDREN
REQUEST FOR PROPOSAL (RFP) FOR PRO-WASH TRAINING PARTNER FOR WATER
QUALITY MONITORING

RELEASED MAY 20, 2022

Updated June 21, 2022

Save the Children Federation, Inc.

Headquarters

501 Kings Highway East, Suite 400

Fairfield, CT 06825

www.savethechildren.org

Key Contact for Questions and Responses:

Julia Crowley, Advisor, DHL, jcrowley@savechildren.org and prowash@savechildren.org

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.

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.

SCUS is requesting competitive proposals from qualified vendors to act as PRO-WASH’s training partner for water quality monitoring. The objective of this proposal is to obtain a local or/regional partner with expertise and experience in water quality monitoring for a contract beginning on or about July 1, 2022 through October 31, 2022.

SCUS requests all prospective vendors to submit proposals as defined in the Request for Proposal (RFP). 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. Unless otherwise stated all proposals will remain valid for a period of 90 days after submission. Proposals are not to exceed **15** pages in length and this includes charts, appendices and attachments.

Objectives: In collaboration with PRO-WASH, the local training partner will participate in one water quality monitoring training in Zimbabwe, and then lead two additional water quality trainings for USAID/ BHA Resilience Food Security Activities (RFSAs), anticipated to be in Ethiopia and Malawi.

Provisional Calendar of Events:

5/20/2022	Request for Proposal issued
6/3/2022	Deadline to submit any questions related to RFP
6/8/2022	Answers to any questions related to RFP issued to all vendors
6/17/2022 “Closing Date” <i>Extended closing date</i> 6/29/2022	Electronic copies of the proposal should be submitted to prowash@savechildren.org by 5 pm EST. The email subject line should be “Response to RFP for PRO-WASH Training Partner for Water Quality Monitoring”.
6/30/2022	Review of proposals by Procurement Committee
6/30/2022	Short list of finalists determined and communicated out to vendors (no more than 3)
7/7/2022	Contract winner determined and notified
7/11/2022	Effective date of contract and/or transfer of services

Evaluation Criteria:

After the final evaluation of the proposals, Save the Children 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.

Offerors 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 offerors 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. Cost Reasonableness	
Bidder offers lowest true cost of services while upholding required services or Bidder’s prices demonstrate an economically advantageous position for SCUS.	30
2. Technical Approach	
This will evaluate the offeror’s proposed methodology and narrative. In the methodology it includes the understanding of the scope of work; appropriateness of the proposed intervention and clarity of the proposed deliverables. Under the Work plan it includes the organization of the tasks, maximization of time and clarity in the assignment of personnel.	
<ul style="list-style-type: none"> a. Does the staffing structure proposed respond to the technical needs of having expertise and capacity to deliver trainings to adult learners? b. Does the vision of the narrative plan correspond to PRO-WASH’s goals of providing up to two training on water quality monitoring for adult learners in RFSAs? c. Does the proposal show a collaborative approach to management and working with partners? 	35
3. Previous experience and/or quality of samples provided	
Past experience in relevant field and corporate capabilities: This will include an evaluation of the capacity of the organization to perform the scope of work, review of previous experience in similar jobs, references about quality deliverables, etc. i.e:	
<ul style="list-style-type: none"> a. Does the vendor have experience in producing and delivering similar training sessions? b. Are the training sessions similar in scope to those requested? c. Do other organizations/vendors recommend this vendor? d. Does the vendor have substantial experience in Sub-Saharan Africa and is very familiar with its context and related water quality monitoring challenges? 	35
Total points possible	100

Essential Criteria: Vendor submitting bids must meet the following:

1. The bidder must have substantial presence in Sub-Saharan Africa, either headquartered there or with regional headquarters there.
2. Assurance that the Bidder is insured/certified to operate in the country of registration.
3. Bidder’s confirmation of compliance with the attached Conditions of Tendering, Terms and Conditions of Purchase.
4. All documents are submitted in accordance with the Request for Information section.

The proposal submitted will be the primary document upon which each Bidder will be evaluated. All proposals will first be screened to determine if the vendor meets the minimum qualifications outlined. Proposals that do not meet the minimum requirements will be automatically rejected and may not undergo further evaluation. SCUS reserves the right to waive any minor or technical defects or irregularities, and reserves the right to reject any or all bids.

The award for the successful bidder will be administered in accordance with USAID policies and procedures contained in 2 CFR Part 200, 2 CFR 700, 22 CFR 228 and USAID Standard Provisions.

Request for Information: The proposal shall include the following:

- A. Cover page, including company name, contact information, company biography, and a proposal summary
- B. Proposed Project Narrative Plan that includes:
 - a. Ability and availability of the vendor to undertake this work between July- October 2022, their approach to project management, and their approach to adult learning
 - b. Related Project Experience, including demonstration of ability to work collaboratively with project partners and ideally experience with water quality monitoring in rural settings and with USAID projects
 - c. Details and responsibilities for the different team members, including copies of all CVs
- C. Names and contact details of at least two references of past work (Attachment D)
- D. Links to at least two samples of relevant work
- E. Detailed Cost Proposal (budget and budget narrative) in US Dollars including all costs expected to complete the Scope of Work. Costs may be budgeted in local currency but should include a conversion to US Dollars (and the exchange rate used should be explained).
- F. Fill out the Small Business certification form, if applicable; (Attachment E).

Attachment A: Scope of Work

1. BACKGROUND

PRO-WASH (Practices, Research and Operations in Water, Sanitation and Hygiene) is a five-year project led by Save the Children and funded by the USAID Bureau for Humanitarian Assistance (BHA). PRO-WASH works with partners operating in development and humanitarian contexts to strengthen the quality, effectiveness and sustainability of WASH practices in BHA-funded development and emergency food security activities. As part of the award's core commitment to strengthening WASH service delivery, PRO-WASH provides opportunities for knowledge sharing, one-on-one technical assistance, capacity strengthening events and resourcing for applied research in field-viable, innovative WASH solutions.

PRO-WASH is currently seeking an entity/vendor(s) who can provide training support for water quality monitoring. The entity/vendor(s) must be **have substantial presence in Sub-Saharan Africa, either headquartered or those with regional headquarters in Sub-Saharan Africa, with a preference for those with a presence/previous experience in countries with USAID BHA funded Resilience Food Security Activity (RFSA) programming in Sub-Saharan Africa, which currently includes the following countries: Niger, Burkina Faso, Mali, Madagascar, Kenya, Uganda, DRC, Ethiopia, Zimbabwe, and Malawi.**

The training package will be delivered using the draft PRO-WASH training, which is based on this technical guide (<https://www.fsnnetwork.org/resource/technical-guide-drinking-water-quality-monitoring>). The draft training package will be shared with the provider as part of the start-up of this work.

The training package is designed to strengthen the capacity of RFSA staff members to take water quality samples and manage water quality programs. The aim is to support safer drinking water in the RFSA project areas. The course is aimed at RFSA staff members who are responsible for water sampling, water sampling program design, water data analysis, or water quality in the RFSA project area. It is also intended for learners who are not yet working on these things, but plan to do so in future. The range of interests and abilities of learners is therefore fairly wide. Learners could include highly skilled water quality samplers, people with backgrounds in chemistry, or water quality project managers with many years of experience. Learners could also include inexperienced staff who wish to learn water quality sampling, or project managers with no water quality background who would like to know more about the subject. The training will be attending will consist of approximately sixteen two-hour sessions that include lectures, exercises, quizzes, and other activities, and will be spread out over six days.

Aligned with USAID's Localization Agenda, PRO-WASH aims to work with a local/regional partner to support and strengthen existing expertise on drinking water quality monitoring and to foster collaboration and connections between RFSA and local/regional training entities that can continue to serve the RFSA as future resources.

2. OBJECTIVES

To support partners on this front, PRO-WASH is seeking the services of an training partner to deliver the

water quality monitoring training package in Malawi and Ethiopia. The entity/vendor(s) will first participate in a PRO-WASH organized training in Zimbabwe before replicating the training in two other locations. Additional information on detailed deliverables encompassed within the partner's scope of work are included below.

3. DUTIES AND RESPONSIBILITIES

Deliverable 1: Participate in the training in Zimbabwe

- Review training materials ahead of the Zimbabwe training session
- Participate in one on one meetings to discuss the materials customized for Zimbabwe and what should be customized in future trainings.
- Have two trainers participate in the six day training session in Zimbabwe to be trained on the PRO-WASH training package and to provide informal feedback during the course itself. These trainers will then be responsible for delivering the course under Deliverables 2 &3.
- Write a short summary report at its conclusion to submit to the lead course facilitator on the training itself and recommendations on how to improve/adapt the training for future use.
- Participate in a debrief meeting with the lead course facilitator to provide feedback.

Deliverable 2: Prepare for and Deliver a WQM training for RFSA's and partners in Ethiopia. The priority location will be determined based on RFSA request and PRO-WASH input.

- Review program documentation (water quality assurance plans, available information on infrastructure etc.) to customize the training for the RFSA, based on their particular water quality challenges and requirements.
- Customize training materials (slides, handouts, exercises) to the RFSA, based on the above review and share with PRO-WASH for review.
- Work closely with PRO-WASH to prepare the training agenda, materials, training venue and logistics for this training.
- Finalize training materials based on PRO-WASH and partner input.
- Procure materials for training.
- Two trainers deliver a WQM training using the PRO-WASH training package.
- Following the trainings, write a training report and participate in an online one hour debrief with PRO-WASH, partners, and USAID teams to capture lessons learned and identify additional technical support or guidance for partners. The final training report will include PRO-WASH/ BHA feedback and any suggested modifications/things that went well (or poorly) when training and recommendations for future training sessions and support on WQM.

Deliverable 3: Prepare for and Deliver a WQM training for RFSA's and partners in Malawi. The priority location will be determined based on RFSA request and PRO-WASH input.

- Review program documentation (water quality assurance plans, available information on infrastructure etc.) to customize the training for the RFSA, based on their particular water quality challenges and requirements.
- Customize training materials (slides, handouts, exercises) to the RFSA, based on the above review and share with PRO-WASH prior to the training for review.

- Work closely with PRO-WASH to prepare the training agenda, materials, training venue and logistics for this training.
- Finalize training materials based on PRO-WASH and partner input.
- Procure materials for training.
- Two trainers deliver a WQM training using the PRO-WASH training package.
- Following the trainings, write a training report and participate in an online one hour debrief with PRO-WASH, partners, and USAID teams to capture lessons learned and identify additional technical support or guidance for partners. The final training report will include PRO-WASH/ BHA feedback and any suggested modifications/things that went well (or poorly) when training and recommendations for future training sessions and support on WQM.

EXPENSES

- The budget should be detailed and itemized and include a breakdown of project expenses by deliverables, type of cost, and unit costs needed to complete this scope of work.
- All travel expenses related to this work should be included in the provider's budget (international/local travel, hotels, per diems, visas etc).
- The partner should budget for two trainers to provide the trainings in Ethiopia, Malawi and to attend the training in Zimbabwe
- All training materials for the training sessions in Ethiopia and Malawi should be included in the vendor's budget, including printing of training materials, acquisition of testing kits and other training materials. Vendors should estimate for 30 participants in each water quality training session. See Attachment B for estimated list of materials.
- PRO-WASH will support the training by organizing and paying for the training venue, lunch and snack breaks, and managing invitations to participants to support the Provider during the training. The vendor should not include the training venue costs as these will be directly paid by Save the Children/PRO-WASH.
- The budget should include the time allotted for each staff member/s to complete the needed activities for each deliverable.
- If international flights are included in the budget, all flights must be compliant with Fly America Act (<https://www.gsa.gov/policy-regulations/policy/travel-management-policy/fly-america-act>), or traveling on US flag carriers, if applicable.

4. QUALIFICATIONS

The entity/vendor must be headquartered in Sub-Saharan Africa or have a regional headquarter in Sub-Saharan Africa with a preference for those with a presence or previous experience in the countries with USAID BHA funded RFSA programming in Sub-Saharan Africa, which currently includes the following countries: Niger, Burkina Faso, Mali, Madagascar, Kenya, Uganda, DRC, Ethiopia, Zimbabwe, and Malawi.

The team should have the proposed expertise requirement as described below:

- The proposed team should include at least two (2) key members with appropriate expertise and qualifications; (i) Advanced Degree in relevant fields such as Engineering, Environmental Sciences, Geology, Hydrology, Microbiology, Public Health or a related discipline; (ii) Knowledge of and experience with water quality monitoring in low- and middle-income settings, particularly in rural settings; (iii) Proven experience in adult education techniques and in designing and delivering trainings (iv) Demonstrated technical writing ability; (v) Strong understanding of and/or experience with USAID water quality guidelines is preferred
- Ability to travel internationally for up to 1-2 weeks at a time (for up to three field training sessions)

Desirable

- Team members able to also deliver this training in French.

ATTACHMENT B: MATERIALS NEEDED FOR TRAININGS

Printing costs only:

- Hard copy of the Water Quality Manual in color
- Hard copy of the ARGOSS manual in color (or a thumb drive with a copy on it)
- [Water Quality Assurance Plan Guidance Note](#)
- [Water Quality Assurance Plan Africa BureauTemplate](#)
- A local example of a WQAP, or the WQAP from the learners' RFSA, if available
- Standard field data collection form
- CAWST field sampling checklist
- Relevant page from an IPCC report showing how they communicate uncertainty
- Relevant page from the South African National Standards (SANS 241) water quality standards
- Relevant page from the WHO water quality standards (or a table made from them)
- A list of helpful resources (web links) – e.g. useful textbooks, guidelines, organizations, etc. (Make sure this includes PRO-WASH contact details).

Other items (for each participant):

- Temp, pH or conductivity meter, plus required calibration standards, batteries, etc.
- pH paper
- Whirl bag, and another field test kit too if possible such as an E. coli test kit
- Shoulder bag or backpack
- T-shirt
- Cap
- Sample bottle and labels (can be blank stickers that the learners can write on)
- Safety check list and /or a field safety risk assessment form
- A pen and a ruler each (ruler must be long enough to measure the pen, and graduated in cm and mm)
- A pad of paper for writing on
- Permanent marker / sharpie for writing on sample bottles

Attachment C:

Conditions of Tendering

1. Definitions

In addition to the terms defined in the Cover Letter, in these Conditions, the following definitions apply

- (a) **Evaluation Criteria** - the award criteria set out in the RFP.
- (b) **Bidder** - a person or organization who bids for the tender.
- (e) **Goods and/or Services** - everything purchased by SCUS under the contract.
- (f) **PRO-WASH**: Practices, Research, and Operations in Water, Sanitation, and Hygiene (PRO-WASH). PRO-WASH is a five-year project led by Save the Children and funded by the USAID Bureau for Humanitarian Assistance (BHA). PRO-WASH works with partners operating in development and humanitarian contexts to strengthen the quality, effectiveness and sustainability of WASH practices in BHA-funded development and emergency food security activities.
- (g) **RFSA** – Resilience Food Security Activity
- (h) **SCUS** – Save the Children Federation Inc., a non-profit organization with headquarters in 501 Kings Hwy East, Suite 400, Fairfield, CT 06825.
- (i) **Specification** - any specification for the Goods and/or Services, including any related plans and drawings, supplied by SCUS to the Supplier, or specifically produced by the Supplier for SCUS, in connection with the tender.

2. 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.

3. 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. Responses to questions submitted by any Bidder will be circulated by SCUS to all Bidders to ensure fairness in the process.

4. 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.

5. 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.

6. Prices

Tendered prices must be shown as both inclusive of and exclusive of any sales tax chargeable or any similar tax (if applicable).

7. No reimbursement of quote expenses

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

8. 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.

9. 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.

10. Information and Record Keeping

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.

11. Exclusion Criteria

Any Bidder is required to confirm in writing that:

- 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.

12. Conflict of Interest

Any Bidder is required to confirm in writing:

- 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 it 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.

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.

Attachment D:

**SAVE THE CHILDREN REQUEST FOR PROPOSAL (RFP) FOR PRO-WASH TRAINING
PARTNER FOR WATER QUALITY MONITORING**

BIDDER REFERENCE FORM

All references must be from customers for whom your company has completed work similar to the specifications of this bid, with particular attention given to public agency accounts and at least two of the references must be non-profit organizations. Attach additional page if necessary.

References for: _____
(Company Name)

1. Company _____

Street Address _____

City, State & Zip _____

Contact Person _____

Phone _____ FAX _____ Email _____

Describe Scope of Work and dates of project/service:

2. Company _____

Street Address _____

City, State & Zip _____

Contact Person _____

Phone _____ FAX _____ Email _____

Describe Scope of Work and dates of project/service:

3. Company _____

Street Address _____

City, State & Zip _____

Contact Person _____

Phone _____ FAX _____ Email _____

Describe Scope of Work and dates of project/service:



Small Business Self-Certification (if applicable)

_____ hereby self-certifies as a Small Business according to the US Government’s definition in the Federal Acquisition Regulation (FAR) Part 19 Small Business Programs and 19.703 Eligibility Requirements for Participating in the Program¹.

_____ DUNS number is _____ and confirms it has a current registration.

_____ confirms it meets the small business administration’s size standard for category of industry and business.

NAICS CODE	NAICS Industry Description	Size Standard

Definition of industry: _____

Definition of Size Standard: _____

_____ confirms it meets the following categories (choose as many as apply):

- Minority Small business
- Small disadvantaged business
- Veteran-owned small business
- Service-disabled veteran-owned small business
- Women-owned small business

I hereby certify that _____ qualifies as a small business as defined in FAR Part 19.703. I confirm I am the individual responsible for this self-certification and any further questions regarding these details can be directed to my attention. I agree to notify Save the Children in writing within 30 days if our small business status changes.

Signature: _____ **Date**

Name: _____ **Title:** _____
