



REQUEST FOR PROPOSALS

USAID/Haiti Evaluation and Survey Services Plus (ESS+) Activity Aquifer Mapping Assessment

From: Salima Mutima, Chief of Party, ESS+ Activity
Danny Guimaraes, Project Manager, ESS+ Activity

RFP Release Date: November 11, 2022

Questions Due Date: 5pm EST on November 18, 2022

Offer Due Date: 5pm EST on November 29, 2022

International Business Initiatives (IBI), as the prime contractor for the USAID-funded Evaluation and Survey Services Plus (ESS+) Activity, is seeking proposals from qualified organizations to provide GIS and hydrology services for an **Aquifer Mapping Assessment**.

All interested offerors are invited to submit a proposal in accordance with the requirements set out herein. The proposals must be received by IBI no later than 5pm EST on the Offer Due Date noted above. If the proposal is received after the deadline or if it is incomplete, it may not be accepted or considered.

This solicitation in no way obligates IBI to award a contract, nor does it commit IBI to pay any cost incurred in the preparation and submission of a proposal in response hereto. IBI reserves the right to reject any or all offers.

Any questions concerning this RFP must be submitted via email to Danny Guimaraes at dguimaraes@ibi-usa.com by 5pm EST on the Questions Due Date noted above. Oral instructions, answers, or guidance prior to the award of the contract shall not be binding.

Sincerely,

A handwritten signature in blue ink that reads "Salima Mutima".

Salima Mutima
Chief of Party, ESS+

I. GENERAL INSTRUCTIONS

IBI will not make assumptions concerning intent, capabilities, or experiences. Clear identification of proposal details shall be the sole responsibility of the offeror. The proposal shall meet the following basic requirements:

- a) Proposals must be submitted by 5pm EST on the Offer Due Date noted above. Late proposals will not be considered for evaluation.
- b) Proposals must be submitted via email to dguimaraes@ibi-usa.com, with copy to smutima@haiti-essplus.com. The subject line of the email must include the name of the offeror and “ESS+ Aquifer Mapping Assessment Proposal.”
- a) The proposal shall contain a cover page with the name of the offeror and contact information for an authorized representative of the organization, including email and phone number. The offer should include its Unique Entity Identifier (UEI) if it has one. If the offeror does not have a UEI, they must initiate the registration process on sam.gov and state that their UEI is in progress.
- b) The proposal shall contain a table of contents and include at the bottom left side of each page the page number.
- c) The technical proposal must be a Microsoft Word file, and the budget (cost proposal) must be a Microsoft Excel file. The budget narrative must be a Microsoft Word file.
- d) The technical proposal may not exceed 15 pages in length (not counting a cover page, list of acronyms, table of contents, or annexes), and must use 12-point font and one-inch margins. The budget narrative must follow the same formatting as the technical proposal, but does not have a page limit. The budget spreadsheet must have all unlocked cells.

1.1. Questions and clarifications

Any questions concerning this RFP must be submitted via email to Danny Guimaraes at dguimaraes@ibi-usa.com by 5pm EST on the Questions Due Date noted above.

2. INSTRUCTIONS FOR THE PREPARATION OF THE TECHNICAL PROPOSAL

The technical proposal must demonstrate the offeror’s capacity to implement the scope of work (SOW) as outlined in Annex I. Capacity may be demonstrated through relevant experience, staffing, and innovative technical approaches to implementing the activities outlined in the SOW.

2.1. Technical Approach and Understanding of Activity Goals and Operating Environment

Offerors are encouraged to present the technical approach they will use for completing the activities and deliverables outlined in the SOW. The approach must clearly demonstrate how they will promote efficiency in carrying out the SOW. Efficiency may be measured in cost savings and achievement of rapid results or outcomes beyond what are required in the SOW. Offerors must demonstrate an understanding of the challenges they will face in achieving the results specified in the SOW and how they will mitigate risks.

2.2. Management/Staffing Plan

The offeror should outline the management approach, organization structure and staffing plan required to implement services requested under this RFP.

The offeror must describe the positions that will be involved in the implementation of the activities as described in the SOW and provide summaries of the role and responsibilities of each position. The offeror must name and provide the CVs for the individuals proposed for the key personnel positions outlined in the SOW. Each CV should be no longer than 3 pages and must be included as an annex to the technical proposal. Personnel for positions other than the key personnel described in the SOW do not need to be named at this time, but offerors are encouraged to provide names and CVs (no more than two CVs in addition to the two key personnel) for any staff identified to serve in those positions. Each CV must clearly state the position the candidate is proposed for. Offerors must include an organizational chart as an annex to the technical proposal to show reporting lines and highlight named staff. Offerors may highlight the experience of any staff who will be directly involved in the Assessment.

2.3. Past Performance

As an annex to the technical proposal, the offeror must include past performance information for at least three previous assignments. Offerors must use the past performance template form included in Annex 2. Past performance information must include a description of the offeror's previous assignments that are/were similar in scope to the Aquifer Mapping Assessment, the name of the funding agency/client, and the dates over which the previous experience was completed. As an annex to the technical proposal, offerors must include contact information for at least one individual from the funding agency or client organization from each previous relevant assignment who can speak to the offeror's work on that activity.

3. INSTRUCTIONS FOR THE PREPARATION OF THE COST PROPOSAL

Offerors must submit a cost proposal detailing the total cost required to implement the activities as outlined in their technical proposals. Cost proposals will be comprised of a budget spreadsheet and supporting budget narrative. All costs must be shown in US dollars.

Offerors must use the budget template attached to this RFP. The template may be modified with additional rows or tabs to provide further details on estimates as necessary. Costs must be broken down into short-term consultants and long-term labor, travel and transportation, other direct costs, indirect costs, and fee/profit. Currently, international travel to Haiti is not authorized under this assessment due to ongoing security concerns, but this travel restriction is subject to change. The budget ceiling for this activity is \$750,000. This ceiling figure is not provided to serve as a target for offerors' budgets, and offerors are encouraged to provide cost savings where possible. Costs must be reasonable and realistic given market rates for the goods and services proposed in the technical proposal. The activities outlined in the SOW should inform the costs proposed; each cost item must be clearly related to the services described in the technical proposal.

Offerors must submit a supporting budget narrative as an MS Word document providing justification for the cost estimates included in the budget as well as rationale for including each cost. Rationale must describe why the quantity of the proposed cost is required to complete the activities as described in the SOW. Offerors are encouraged to include tables or other descriptions in the budget narrative explaining

the roles of each position and how the proposed LOE is required to complete the activities outlined in the SOW.

The MS Excel worksheet(s) must not contain passwords, locked cells, or references to calculations not provided elsewhere in the proposal and all calculations and formulas must be visible and unlocked. Calculations and formulas must be used instead of lump figures wherever feasible; failure to provide a budget in this format is grounds for finding the price proposal non-responsive.

3.1. Cost Categories:

3.1.1. Salaries and Wages:

Offerors may propose a mix of international and local long-term staff. Long term staff are defined as working full time for over 6 months. Offerors are encouraged, but not required, to name all staff. The offeror must name the key personnel specified in the SOW. Offerors must submit a completed and signed USAID biographical data sheet (1420 form) for each employee named in the cost proposal. 1420 forms must be included for at least the two key personnel, as well as any other named staff, as an annex to the cost proposal (1420 template is included in annex 3).

3.1.2. Fringe Benefits:

Long-term staff are entitled to fringe benefits per the offeror's compensation policies and in accordance with labor laws of the country of employment. Employee benefits must be compliant with labor laws of the country of employment and the cost proposal must include a statement, signed by a duly authorized officer of the organization, certifying that the organization complies with all relevant labor laws.

3.1.3. Consultants:

Offerors may propose a mix of local and international short-term consultants anticipated to work on the assessment for less than 6 months of full time LOE (approximately 130 work days). Short term consultants are not entitled to fringe benefits. The offeror may propose line items that serve as pools for consultants and may be filled by multiple different personnel over the course of the activity. The rates for these pools are expected to be the average salary for all consultants fielded under that labor category. Pools should be specific to certain roles or labor categories and must be described in the budget narrative.

3.1.4. Travel, Transportation, and Per Diem:

Offerors should include costs for fuel, vehicle rental, meals & incidental expenses (M&IE), and lodging for any local staff traveling within Haiti. M&IE and lodging costs must not exceed the maximum rates for any given location determined by the US Department of State Office of Allowances.

3.1.5. Other Direct Costs:

Offerors must propose all costs for equipment, supplies, and other expenses required for the implementation of the activity. Each cost must be clearly labeled and include a corresponding description in the budget narrative to indicate the purpose of the cost.

3.1.6. Indirect Costs:

Offerors may propose indirect costs such as overhead and general and administrative costs as a percentage of direct costs. To propose indirect rates exceeding the *de minimis* rate, offerors must provide audited

financial statements over the past two years by a GAAP-certified audit firm or a Negotiated Indirect Cost Rate Agreement (NICRA). If offerors cannot produce audited financial statements or a NICRA certifying the indirect rates proposed, they may apply a general and administrative fee (the *de minimis* rate) of 10% to all direct costs.

3.1.7. Profit or Fee (if any)

Offerors may propose a fee as a percentage of total costs. Fee must be justified based upon technical, management and cost control factors. A written justification is required and should be included in the budget narrative.

4. EVALUATION CRITERIA:

The technical proposal will be rated of significantly higher importance than the cost proposal. When the highest scoring technical proposal is equally rated between more than one offeror, cost/price may be the determining factor.

IBI may award a subcontract without discussions with bidders. However, IBI reserves the right to communicate and negotiate with any or all bidders submitting a proposal if it is determined advantageous to do so. This statement is not to be construed to mean that IBI is obligated to communicate with every bidder. IBI may eliminate a bidder from consideration without further communication if its technical and/or cost proposals are not among those bidders considered most advantageous to the ESS+ Activity based on a best value determination.

IBI may exclude an offer with multiple deficiencies and/or significant weaknesses. Also, IBI may exclude an unreasonably priced proposal in relation to more competitive proposals if little chance exists of this proposal becoming competitive.

For overall evaluation purposes, all non-price factors are significantly more important than cost or price factors. IBI intends to award the subcontract to the bidder whose proposal represents the best value to the ESS+ Activity, providing the greatest overall benefit in response to the requirements in consideration of cost and non-cost factors. In this regard, it may be in the best interest of IBI to consider awarding to other than the lowest priced offeror or other than the highest technically rated offeror.

4.1. Technical Evaluation Factors:

The Offeror should note that the evaluation factors presented below will (1) serve as the standard against which IBI will evaluate all offers; (2) serve to identify the significant matters that the bidder should address in its offer; and (3) reflect the requirements of this particular RFP.

IBI will evaluate offers on the basis of the below technical evaluation factors in following order of importance: the proposed “Technical Approach and Understanding Program Goals and Operating Environment” section is more important than the “Management/ Staffing Plan” section. The “Management/ Staffing Plan” section is more important than the “Past Performance” section. IBI will evaluate each technical evaluation factor as a whole.

4.1.1. Technical Approach and Understanding Program Goals and Operating Environment

The technical approach, including methodology and techniques, will be evaluated on the overall feasibility of the approach and responsiveness to the Statement of Work that demonstrates technical soundness detailing how the offeror intends to achieve the requirements within the SOW.

4.1.2. Management/Staffing Plan

The Management/Staffing Plan will be evaluated on the extent to which the bidder demonstrates an understanding of the staffing needs and the structure needed to implement the Technical Approach, the technical and management strength of the key personnel proposed. More specifically, the Management Approach will be evaluated on the extent to which the bidder's proposal convincingly explains how it will conduct and manage implementation consistent with the technical approach, IBI's requirements, and sound project implementation management practices.

4.1.3. Past Performance

IBI may use performance information relevant to the solutions proposed from sources other than those identified by the bidder. IBI reserves the right to solicit additional information from other sources. IBI will initially determine the relevance of past assignments completed or ongoing that are similar in size, scope and complexity as a predictor of probable performance under the Aquifer Mapping Assessment. IBI may give more weight to performance information that is considered more relevant and/or more current.

The bidder's past performance information will be evaluated by its relevance in size, scope, and complexity to the Aquifer Mapping Assessment and adherence to the past performance instructions detailed in this RFP.

4.2. Cost Evaluation Factors

IBI will not award evaluation points to or score cost proposals on an adjectival basis.

IBI will evaluate the total proposed amount, including any proposed fixed fee, for completeness and reasonableness, and that the total costs reflect the bidder's understanding of the requirements, and are consistent with the technical proposal. This assessment will inform IBI's best value analysis.

4.2.1. Cost realism

"Cost realism" means that costs in a bidder's proposal are realistic for the work to be performed; reflect a clear understanding of the requirements; and are consistent with the various elements of the bidder's technical proposal. Thus, cost realism is an assessment of accuracy with which proposed costs represent the most probable cost of performance within each bidder's technical approach. The cost realism analysis will inform IBI's best value analysis.

4.2.2. Cost analysis

IBI anticipates an adequate price competition. For this procurement, IBI may perform a limited cost analysis (whose scope focuses on major cost drivers) to the extent the cost analysis supports and informs the cost realism analysis. The comparison of proposed cost/price in response to this solicitation is the preferred technique for this evaluation.

IBI will not perform a cost analysis or cost realism analysis for those proposals that are found to be incomplete, “Unsatisfactory,” or technically unacceptable during the technical evaluation. Also, IBI will not perform a cost and cost realism analysis if the offeror submitted an offer that was excluded from further consideration.

ANNEX I

Scope of Work

Aquifer Mapping Assessment in Haiti's Resilience Focus Zone (RFZ) to gain understanding of aquifer storage status and trends to help effectively manage groundwater resources

I. Purpose of the assessment

The purpose of the assessment is to characterize the quantity, quality and sustainability of ground water in aquifers for better management and decision making. Improvement of our understanding of the geologic framework of aquifers, their hydrologic characteristics, water levels in the aquifers and how they change over time, and the occurrence of natural and anthropogenic contaminants that affect ground water quality would contribute significantly to resource management models and tools development aiming at long-term sustainability of ground water resources in the resilience zones. The primary stakeholders for this assessment include the Ministry of Agriculture Natural Resources and Rural Development, Direction Nationale de L'eau Potable et de L'assainissement (DINEPA), USAID/Haiti, implementing partners of WASH/Agriculture projects, and other donors and entities active in Haiti's WASH/Agriculture sectors (the World Bank, JICA, IDB, World Vision), and a variety of NGOs and religious affiliations devoted to improving water management and use in Haiti.

II. Background

Haiti is recognized as one of the least developed countries in the world, ranking 170 out of 189 countries, according to the UNDP's 2020 Human Development Report. It is also one of the most water-insecure countries in the world. With a ranking of the lowest per capita income in Latin America, Haiti is characterized by political, socio-economic, and environmental instability. Poverty and instability together spur issues such as civil unrest, corruption, food insecurity, resource degradation, homelessness, migration, and more. Such fragility also manifests dependence on humanitarian, financial, and technical assistance from foreign donors.

Currently, 57 percent of the Haitian population lives in urban areas. Unplanned, ad hoc urbanization, primarily in informal settlements, over the last 30 years has adversely affected the distribution of water supply. Population density, water supply and quality of life are inextricably linked. Between 1990 and 2015, access to safely managed water decreased from 62 percent to 52 percent.

Positive and sustainable development outcomes are becoming increasingly more challenging in Haiti. The country is historically susceptible to natural and man-made disasters as well as a host of recurrent shocks and stresses, which reverse development gains accomplished during periods of stability. Climate change is increasing the severity and frequency of droughts and other adverse climate events, such as storms and other less acute climate stressors, including sea level rise, storm surge, salinity intrusion, and increasing temperatures. The UNDP, for example, estimates that precipitation in Haiti is expected to decrease by 5.9 to 20 percent by 2030 due to climate change. The people of Haiti are already feeling such impacts; the

severe droughts of 2013 and 2016 touched millions of people. Climate change is and will affect agriculture in USAID's Northeast Resilience Focus Zone (RFZ), where the agricultural sector is already impeded by such challenges as largely defunct irrigation systems and diminishing water sources, competing with increasing demands from domestic users. Water security in Haiti is not only plagued by recurrent shocks and stressors due to climate variability that causes extreme weather events, but also rapid, unplanned population increases; ad hoc settlements that have open-pool user-access to natural resources, and lack of, or unsealed, improperly situated, or unmaintained sanitation systems that pollute the environment.

Groundwater is Haiti's primary source of water for agricultural irrigation, industrial processes, domestic uses and for drinking water. Droughts impact water access, especially for users (households, agriculture and livestock farmers, industrial) reliant on springs and shallow wells. Prolonged high ambient temperatures, another factor of climate change that will impact Haiti, will reduce the availability (through evaporation) of surface water, creating shortfalls for humans, crops, and livestock.

Resilience is the foundation for the USAID/Haiti Strategic Framework to reinforce stability and inclusive growth. To achieve this, USAID/Haiti employs an integrated approach across three DOs: 1) Haiti is more resilient to shocks and stresses; 2) More inclusive, locally-driven economic growth and social development advanced; and 3) Governance that is more responsive to citizens' needs. Assessments, surveys and other data gathering and analytics will help define critical factors for household and community resilience and inform adjustments to strategies and programs.

Developing strategies for the effective management of water resources will require data-driven approaches to adaptive management, and consensus building approaches to ensure that best practices are optimized to improve access to safe drinking water, food security, and safeguard and manage existing natural water systems. By accurately characterizing the changing state of an aquifer over time, identifying vulnerabilities and integrating salient evidence into USAID capacity strengthening and adaptation approaches in resilience focused programs, Haiti's people, communities and institutions in the Resilience Focus Zones will be better prepared to respond to shocks and stresses (see Figure 1 for USAID Haiti Resilience Focus Zones).

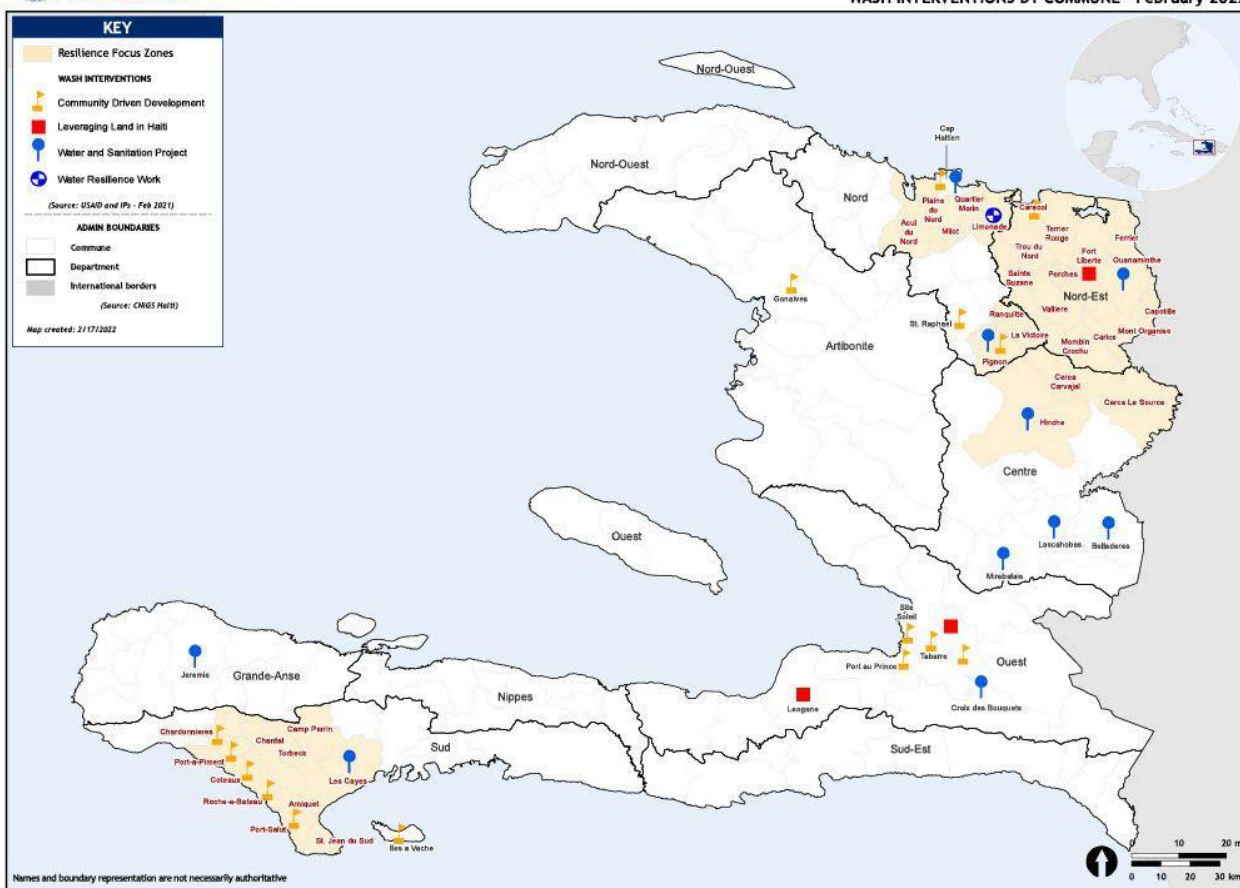


Figure I: USAID/Haiti Resilience Focus Zones

III. Assessment Questions

The assessment must provide timely, accurate, and comprehensive answers to the following questions:

1. What is the status of water quality/quantity in the aquifers supporting communes in the Northern RFZ/ Southern RFZ?
2. What is the approximate size of the populations depending on each aquifer in Northern and Southern RFZ? What is the rate of increase/decrease of these populations?
3. What is the rate of water extraction from these aquifers, and this rate sustainable?
4. What is the most significant source of pollution threatening aquifers as a safe water source? Are there other threats to aquifers in Southern and Northern RFZ, other than extraction and pollution?
5. Based on available demographic and population data and data collected, which modeling approaches are most promising and which kinds of questions can those approaches answer, as related to the optimal management of aquifers?

IV. Approaches and expected outcomes

To answer the assessment questions, the assessment team must complete a series of tasks or phases. These tasks include:

*(1) Collect secondary data and other relevant information (**Scoping Phase**)*

Recognizing the vulnerability of groundwater resources, the Aquifer mapping exercise will help the USAID Mission address challenges to the sustainable management of groundwater resources in the Resilience Focus Zones. As a part of the geographic scoping of the assessment, the Contractor shall contact Direction Nationale de L'eau Potable et de L'assainissement (DINEPA), the Center for Geospatial Information (CNIGS), and/or other relevant organization to request access to any recent mapping information they have available for public use. The contractor shall collect secondary quantitative data, qualitative data, and other relevant information for the areas overlying the relevant aquifers within the agreed geographic scope to identify information and knowledge gaps on aquifers data. During this scoping phase the contractor shall identify appropriate approaches for each RFZ (should they be different) in terms of aquifer systems, challenges, information, data and knowledge gaps and limitations. The contractor shall clearly define how those gaps will be filled to produce valuable data and aquifer knowledge. The contractor shall recommend the appropriate number of aquifers, with justification, to do a baseline on, using population size as a criteria of interest.

The data collected, within the agreed geographic scope shall inform the development of models and recommendations on the governance and sustainable use of the groundwater resources during a second phase for this assessment. These data sources must include sources that address both the social and economic components of the objectives of this assessment (e.g. availability of drinking water and availability of water for livelihoods and economic activities like agriculture, and social services). The Team must propose and describe a tentative list of data sources that they deem relevant, appropriate, and publicly available, to inform assessment questions. Particular emphasis should be given to how the Subcontractor will develop a sampling frame of aquifers to be sampled in this assessment.

Maps should be at communal and departmental level to facilitate decision making. Scale of currently available maps at communal level should be suitable for the aquifer mapping. The team should ensure that **updated geological and hydrogeological maps** are available to complete the aquifer mapping.

*(2) Collect data, generate maps and reports (data collection and **mapping phase**)*

The assessment team must propose a sound design and efficiently collect appropriate data (quantitative and qualitative) for the aquifer mapping.

The Contractor shall assess/enumerate:

- a. The quantity and quality of groundwater resources integrating the techniques of geophysical prospection and exploration drilling, especially where existing wells, springs and boreholes are rare or even non-existent.
- b. Aquifer storage change over time, monitoring the activities during both dry and rainy seasons in each municipality for the aquifer mapping,

- c. Major water uses/users and size of dependent population in service areas, and
- d. Potential impacts of further groundwater exploitation.

In addition, collected data shall allow the Contractor to generate maps suitable for aquifer mapping at necessary scale for the RFZ and associated communes, and make recommendations based on findings, providing information that is useful to decision makers involved in water service provision, water resource management, agri and livestock husbandry, and commercial water use. Furthermore, the Contractor shall include recommendations for university curricula; technical assistance for capacity building for local water authorities; along with digital technology and equipment options for sustainable groundwater management to increase and enhance the ability of local institutions to manage and safeguard sustainable access to adequate quantities and quality water for socio-economic development, including, improved access to safely and sustainably managed water for drinking, livelihoods and economic growth, and social services in Haiti's Northern and Southern Resilience Focus Zone (RFZ).

Finally, the contractor shall incorporate recommendations for each RFZ which include methods for feasible modeling approaches to characterize water usage and changes to groundwater quantity and quality and impact of further groundwater development. Those recommendations shall include the potential and pitfalls of such methods.

(3) Dissemination presentation for policy and decision-makers

The contractor shall get on the agenda of the monthly round table meeting of the Haiti Groupe Sectoriel Eau et Assainissement (GSEPA) to share results and to solicit feedback on the Aquifer Mapping Assessment and recommendations on how to manage the sustainable use of groundwater resources to facilitate socio-economic development. USAID/Haiti will support entry on the agenda and invite relevant University stakeholders.

V. Deliverables

1. **Work plan:** Contractor shall submit within 20 business days a draft work plan to ESS+. The work plan will include: (1) the anticipated schedule and logistical arrangements; (2) The list of the members of the assessment team, delineated by roles and responsibilities with their level of effort; (3) the identification of other required personnel, their LOE, roles and responsibilities and qualifications; and (4) the deliverable schedule.
2. **Assessment Inception / Design combined report:** Within five weeks of approval of all assessment team members the Contractor must submit to ESS+ a combined assessment inception and design report. The assessment inception / design report will include: (1) a brief summary of what the team learned from its review of Activity background documents and other relevant literature; (2) a brief summary of the information gaps to be filled through the primary data collection; (3) a detailed assessment design, including key stakeholder groups to be participants, sampling approaches, data collection and analysis methods, and an assessment matrix that links the Assessment Questions in the SOW to data sources, methods, and the data analysis plan that will facilitate completely addressing

the questions; (4) draft questionnaires and other data collection instruments or their main features; (5) the list of potential interviewees and sites to be visited; (6) known limitations to the assessment design; and (7) a dissemination plan.

Throughout this process, alongside the document review, the assessment team will use information from a kickoff meeting as well as an in-briefing presentation (see below). ESS+ and USAID/Haiti will take up to 10 business days to review and consolidate comments and feedback. Once the Contractor receives the consolidated comments on the combined assessment inception / design report, they are expected to return with a revised assessment design and work plan within 5 business days.

- 3. In-briefing Presentation:** Prior to undertaking field work, the assessment team will have an in-briefing with ESS+ and USAID/Haiti staff to discuss having a shared understanding of the design approach and proposed methodology, etc. This is an opportunity to clarify the assignment (including the assessment questions or logistic needs) and assumptions, and ensure that data collection tools, sampling, and analysis plans will capture the information needed to answer the assessment questions and with the highest quality. Also, to provide quality control of the assessment, the Assessment Team, ESS+ and USAID/Haiti key staff will meet bi-weekly, or as possible at key moments, starting from submission of the combined inception / design report.
- 4. Out-briefing Presentation:** The assessment team is expected to hold the first presentation to discuss the summary of findings, conclusions and recommendations to USAID within 20 business days after the conclusion of fieldwork. This will be the first of two out-briefing presentations and will include key staff from the USAID/Haiti Program Office and Technical Offices (including the activity staff). The second out-briefing will be open to the entire Mission (and possibly other stakeholders) and will happen at later TBD date. These sessions will generate deeper discussions within the Mission and could serve as launching points for USAID/Haiti's post -assessment management plan. Additional presentations may be scheduled.
- 5. Draft Assessment Report:** The draft assessment report should be consistent with USAID- provided guidance on **Final Report Format (see Section IX below)**. The report will address each of the questions identified in the SOW and any other issues the team considers to have a bearing on the objectives of the assessment. Any such issues can be included in the report only after consultation with USAID. The submission date for the draft assessment report will be 15 business days after the first out-brief presentation. Once the initial draft assessment report is submitted, ESS+ and USAID will have 10 working business days in which to review and comment on the initial draft, after which point ESS+ will submit the consolidated comments to the assessment team. The assessment team will then be asked to submit a revised final draft report 10 business days hence, and again ESS+ and USAID Technical Office will review and send comments or approve the final draft report within 10 business days of its submission.
- 6. Final Assessment Report and other communication materials:** The assessment team will be asked to take no more than 10 business days to respond/incorporate the final comments from USAID/Haiti. The assessment team leader will then submit the final report to the COR via ESS+. All project data and records shall be submitted in full and should be in electronic form in easily readable format, organized, and documented for use by those not fully familiar with the intervention or assessment, and owned by USAID.

Together with the final report, the following should be submitted:

- a) GIS coordinates for Aquifers mapped (suit for aquifers both at RFZ and communes' level), with four (4) hard copies of presentation-sized maps;
- b) Scenarios & Final Report: Finalized, validated scenarios. Details on scenarios are provided in a report outlining the data sources, approach, models, and potential recommendations -including recommendations for planning, budgeting, and policy development (including regulations). Final reports should be provided to USAID in both French and English.
- c) Validation Presentation: This presentation should provide the key findings from this assessment and implications for policy and decision-making to support the economic performance and sustainable use of aquifers. The presentation should be prepared for USAID in English and presented at the Haiti GSEPA in French for feedback..
- d) Executive Summary Report: A document of no more than 5 pages, one in English, one in French, that includes data visualization and maps as annexure where relevant. This document should be tailored to an audience who is not familiar with the technical aspects of the modeling approach in this SOW. It should provide the key findings from the assessment and implications for policy and decision-making to support the economic performance and sustainable use of aquifers. Data base for all primary data that the contractor has collected
- e) Identification of different sectors groundwater: Highlight in the report the various stakeholders managing groundwater and what is their mission in the areas where the assessment was conducted.
- f) Accuracy about the scales: Maps should be at communal and departmental (Resilience Focus Zone) level to facilitate decision making.

VI. Key Personnel & Qualifications

The assessment team shall include at least the following key personnel and qualifications. Additional positions can be proposed as needed.

Assessment Team Leader

The Team Leader (TL) is ultimately responsible for the overall management of the assessment team, coordinating the implementation of the assessment, assigning assessment responsibilities and tasks, and authoring the final assessment report and all other deliverables in conformity with this Statement of Work. The TL must be an experienced GIS and hydrology expert, with a documented track record of 10 years of experience in the field of aquifer mapping. S/he should have a strong background in the hydrology and environmental field. S/he should be fluent in French and English. S/he should have at least a master's Degree in hydrology, Geology or a related field.

Water and Geoscience Specialist(s)

The water and geoscience specialist(s) will serve as the water expert for the assessment team, providing technical expertise to the senior assessment team leader and other team members. The water and geoscience specialist will be responsible for providing expertise in the development of hydrogeologic conceptual models, field work, groundwater modeling, data interpretation and analysis and GIS spatial analysis. S/he will report to the Assessment Team Leader. Other qualifications include:

- Bachelor's degree (Arts or Science) in one or more relevant fields (e.g. water engineering, environmental management, geology, hydrogeology) with at least 5 years of professional experience in designing and implementing groundwater modeling and analysis is required. Advanced degrees (Master's or PhD) may be substituted for years of experience.

- Demonstrated experience with water quality assessment and modeling techniques for water resources management and governance is desired
- Hydrology related experience working in the water development sector in Haiti, with preference for experience in Haiti.
- Working competency in French or Kreyol preferred.
- Ability to design data models and build databases accordingly.

VII. Schedule

Table 1: Tentative Key Tasks

Tasks	Tentative Timeline
Assessment Work Plan draft submitted	Week 2
USAID Work Plan and Team approval	Week 3
ET onboarding and training	Week 3
Kickoff with USAID and IP	Week 5
In-briefing presentation with USAID and IP	Week 8
Inception/Design combined Report draft submitted, with Budget and Narrative, and IRB processes/other approvals commenced	Week 9
USAID provides feedback on Inception/Design Report and Budget/Narrative	Week 11
Incorporate USAID comments and submit final Inception/Design combined Report	Week 12
USAID approval of combined Inception/Design Report and Budget/Narrative	Week 14
Team planning meeting / Fieldwork Planning	Month 4
Data Collection and Fieldwork(both dry and wet seasons) *	Months 4-6
Data Analysis and Report writing	Months 7-9
Prepare and conduct assessment debriefing presentations	Months 9-10
Draft report submitted to USAID	Months 10-11
Incorporate USAID comments and submit Assessment Final Report	Months 11-12
Upload collected data to DDL, upload the assessment report to the DEC, and share a Closeout Folder with USAID/Haiti	Month 12

With regards to rainfall in Haiti, there is usually a dry season from December to February and a rainy season from April to October, with two rainy peaks at the beginning and the end of the period, and a decrease in July.

VIII. Final report format

The assessment final report should include an abstract of no more than 250 words; executive summary of no more than 5 pages; background on the local context and strategies/projects/activities being

evaluated; the assessment purpose and assessment questions; the methodology or methodologies; study limitations; findings, conclusions, and recommendations.

The executive summary should be 2–5 pages in length and summarize the purpose, background of the activity being evaluated, main assessment questions, methods, findings, conclusions, and recommendations and lessons learned (if applicable).

The assessment methodology shall be explained in detail in the report. Limitations to the assessment shall be disclosed in the report, with attention to the limitations associated with the assessment methodology (e.g., selection bias, recall bias, unobservable differences between comparator groups, etc.).

The final report format should be as follows:

- Abstract
- Executive Summary
- Assessment Purpose
- Background on the Context and the Strategies/Projects/Activities being Evaluated
- Assessment Questions
- Methodology
- Limitations to the Assessment
- Findings, Conclusions, and Recommendations
- Annexes

The annexes to the report shall include:

- The Assessment SOW
- All data collection and analysis tools used in conducting the assessment, such as questionnaires, checklists, and discussion guides
- All sources of information properly identified and listed
- Signed disclosure of conflict of interest forms for all assessment team members, either attesting to a lack of conflicts of interest or describing existing conflicts of interest
- Any “statements of difference” regarding significant unresolved differences of opinion by funders, implementers, and/or members of the assessment team

IX. Other requirements

All quantitative data collected by the assessment team must be provided in machine-readable, non-proprietary formats as required by USAID’s Open Data policy (see ADS 579). The data should be organized and fully documented for use by those not fully familiar with the activity or the assessment. USAID will retain ownership of the survey and all datasets developed.

All modifications to the required elements of the SOW of the contract/agreement, whether in technical requirements, assessment questions, team composition, methodology, or timeline, need to be agreed upon in writing by the COR. Any revisions should be updated in the SOW that is included as an annex to the final report.

ANNEX 2

Past Performance Information (PPI)

[ONE FORM TO BE COMPLETED BY THE OFFEROR FOR EACH PAST PERFORMANCE EXAMPLE]

1. CONTRACT NAME AND FUNDING AGENCY OR ORGANIZATION:
2. RECIPIENT/CONTRACTOR (NAME AND ADDRESS):
3. TYPE OF CONTRACT OR COOPERATIVE AGREEMENT (FIRM FIXED PRICE, TIME & MATERIALS, COST REIMBURSEMENT, ETC.):
4. DATE OF AWARD: _____ AWARD COMPLETION DATE (INCLUDING EXTENSIONS): _____
5. DOLLAR VALUE OF WORK: _____ STATUS: ACTIVE _____ COMPLETED _____
6. RELEVANCY OF WORK TO AQUIFER MAPPING ASSESSMENT (SIZE, SCOPE, AND COMPLEXITY):
7. CONTACT INFORMATION FOR CLIENT REFERENCE: NAME, TITLE, AND RELATION TO ACTIVITY: TELEPHONE NUMBER: E-MAIL ADDRESS:

ANNEX 3

USAID Biographical Data Form

(on following page)



CONTRACTOR EMPLOYEE BIOGRAPHICAL DATA SHEET

OMB Control No: 0412-0520
Expiration Date: 11/30/2024

PRIVACY ACT STATEMENT

Authority: Foreign Assistance Act, Pub. L. 87-165, as amended, and 48 CFR Ch. 7 - AIDAR.

Purpose: To collect, use, maintain, and disclose information to determine the qualifications of an individual for a specific contract position and to determine the reasonableness of proposed salary or consultant rate for the services proposed under the contract. This form is only valid with an OMB Number displayed in accordance with 44 USC 3506(c)(1)(B)(iii)(V).

Routine Uses: The personal information is used by USAID to maintain administrative records and to perform other administrative functions inherent to the administration of the contract. This information will be used by USAID Contracting Officers and will not be disclosed outside USAID.

Disclosure: Contractor employees/consultants under USAID cost-reimbursement contracts must submit personal, employment history, and educational data, and the contractor must provide the basis and rationale for the proposed salary as specified in the form. Providing personal information is voluntary. However, failure to provide any of the requested information may delay or prevent approval of the individual proposed under the specific contract.

1. Name <i>(Last, First, Middle)</i>				2. Contractor's Name		
3. Employee's Address <i>(include ZIP code)</i>				4. Contract Number		5. Position Under Contract
				6. Proposed Salary		7. Duration of Assignment
8. Telephone Number <i>(include area code)</i>		9. Place of Birth		10. Citizenship <i>(If non-U.S. citizen, give visa status)</i>		
11. Names, Ages, and Relationship of Dependents to Accompany Individual to Country of Assignment						
12. EDUCATION <i>(include all college or university degrees)</i>				13. LANGUAGE PROFICIENCY <i>(see instructions on Page 3)</i>		
NAME AND LOCATION OF INSTITUTION	MAJOR	DEGREE	DATE	LANGUAGE	Proficiency Speaking	Proficiency Reading
14. EMPLOYMENT HISTORY <i>(List last three (3) positions held by the individual)</i>						
POSITION TITLE	EMPLOYER'S NAME AND ADDRESS POINT OF CONTACT & TELEPHONE #			Dates of Employment <i>(MM/YYYY)</i>		
				From		To



15. SPECIFIC CONSULTANT SERVICES (give last three (3) years). Continue on a separate sheet of paper, if required, to provide this information.

SERVICES PERFORMED	EMPLOYER'S NAME AND ADDRESS POINT OF CONTACT & TELEPHONE #	Dates of Employment (MM/YYYY)	
		From	To

16. RATIONALE FOR PROPOSED SALARY (Provide the basis for the salary proposed in Block 6 with supporting rationale for the market value of the position. Continue on a separate sheet of paper, if required) Salary definition – basic periodic payment for services rendered. Exclude bonuses, profit-sharing arrangements, commissions, consultant fees, extra or overtime work payments, overseas differential or quarters, cost of living or dependent education allowances.

17. CERTIFICATION: To the best of my knowledge, the above facts as stated are true and correct.

Signature of Employee	Date
-----------------------	------

18. CONTRACTOR'S CERTIFICATION (To be signed by responsible representative of Contractor)

Contractor certifies in submitting this form that it has taken reasonable steps (in accordance with sound business practices) to verify the information in this form. Contractor understands that USAID may rely on the accuracy of such information in negotiating and reimbursing personnel under this contract. Certifications that are false, fictitious, or fraudulent, or that are based on inadequately verified information, may result in appropriate remedial action by USAID, taking into consideration all the pertinent facts and circumstances, ranging from refund claims to criminal prosecution.

Signature of Contractor's Representative	Date
--	------

INSTRUCTIONS

Indicate your language proficiency in Block 13 using the following numeric Interagency Language Roundtable levels (Foreign Service Institute Levels). The following provides brief descriptions of proficiency levels 2, 3, 4, and 5. "S" indicates speaking ability and "R" indicates reading ability. For more in-depth description of the levels refer to ADS 438.

2. Limited working proficiency

- S Able to satisfy routine special demands and limited work requirements.
- R Sufficient comprehension to read simple, authentic written material in a form equivalent to usual printing or typescript on familiar subjects within familiar contexts.

3. General professional proficiency

- S Able to speak the language with sufficient structural accuracy and vocabulary to participate effectively in most formal and informal conversations on practical, social, and professional topics.
- R Able to read within a normal range of speed and with almost complete comprehension of a variety of authentic prose material on unfamiliar subjects.

4. Advanced professional proficiency

- S Able to use the language fluently and accurately on all levels normally pertinent to professional needs. R
Able to read fluently and accurately all styles and forms of the language pertinent to professional needs.

5. Functionally native proficiency

- S Speaking proficiency is functionally equivalent to that of a highly articulate well-educated native speaker and reflects the cultural standards of a country where the language is natively spoken.
- R Reading proficiency is functionally equivalent to that of the well-educated native reader.

PAPERWORK REDUCTION ACT INFORMATION

The information requested by this form is necessary for prudent management and administration of public funds under USAID contracts. The information helps USAID estimate logistic support and allowances, the educational information provides an indication of qualifications, and the proposed salary, along with the basis and rationale for the market value is used to monitor cost and help determine reasonableness of proposed salary.

PAPERWORK REDUCTION ACT NOTICE

Public reporting burden for this collection of information is estimated to average thirty (30) minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to:

United States Agency for International Development
Bureau for Management
Office of Acquisition and Assistance
Policy Division (M/OAA/P)
Washington, DC 20523-7100;

and

Office of Management and Budget
Paperwork Reduction Project (0412-0520)
Washington, DC 20503

ANNEX 4

Budget Template

(Template included as separate Microsoft Excel file attached to this RFP)