



**Haiti Resilience & Agriculture Sector Advancement
(HRASA)**

Request For Proposals (RFP)

REQ-CHN-23-0041

Market System Indicators

Issue Date: June 9, 2023

WARNING: Prospective Offerors who have received this document from a source other than the Haiti Resilience & Agriculture Sector Advancement (HRASA) published on the jobpaw website, should immediately contact Hrasa_procurement@dai.com and provide their name and mailing address in order that amendments to the RFP or other communications can be sent directly to them. Any amendments to this solicitation will be issued and posted on the jobpaw website. Offerors are encouraged to check this website periodically.

DAI conducts business under the strictest ethical standards to assure fairness in competition, reasonable prices and successful performance or delivery of quality goods and equipment. DAI does not tolerate corruption, bribery, collusion or conflicts of interest. Any requests for payment or favors by DAI employees should be reported as soon as possible to ethics@dai.com or by visiting www.dai.ethicspoint.com. Further, any attempts by an offeror or subcontractor to offer inducements to a DAI employee to influence a decision will not be tolerated and will be grounds for disqualification, termination and possible debarment. See provision No. 9 for more details.

Synopsis of the RFP

RFP No.	REQ-CHN-23-0041
Issue Date	June 9, 2023
Title	Market System Development/Resilience Indicators
Issuing Office & Email/Physical Address for Submission of Proposals	Haiti Resilience & Agriculture Sector Advancement (HRASA) c/o DAI Global, LLC 44, Rue des Antilles, Pipo Ville, Mombin Lataille, Cap-Haitien Hrasa_procurementBID@dai.com
Deadline for Receipt of Questions	June 22, 2023, at 11:59 P.M.
Deadline for Receipt of Proposals	July 20, 2023, at 11:59 P.M.
Point of Contact for questions only	Hrasa_procurement@dai.com <u>PLEASE NOTE THAT THE EMAIL ADDRESS FOR RECEIPT OF QUESTIONS AND THE EMAIL ADDRESS FOR RECEIPT OF PROPOSALS ARE DIFFERENT</u>
Anticipated Award Type	Firm Fixed Price Purchase Order
Basis for Award	An award will be made based on the Best Value. The award will be issued to the responsible and reasonable offeror who provides the best value to DAI and its client using a combination of technical and cost/price factors.

Interested Offerors may obtain a full copy of the RFP which contains detailed instructions for preparation of the proposal. The RFP may be collected from the address and/or contact person above.

1. Introduction and Purpose

1.1 Purpose

HRASA is seeking the service of a professional firm experienced in Market System Development/Resilience (MSD/R) related indicators, baselines, data collection and evaluation. The Contractor will assist HRASA in the establishment of market system development baseline indicators by providing: (1) a review of the HRASA suggested indicators and providing suggestions; (2) remote training to a HRASA selected Haitian company carrying out the field data collection; (3) analyzing the data collected; (4) providing results and recommendations on the baseline and on mid-line and endline surveys; and (5) remote training to HRASA technical staff on MSD/R related indicators and analysis.

Project Background:

The Feed the Future Haiti Resilience and Agriculture Sector Advancement (HRASA) Activity is a five-year United States Agency for International Development (USAID)-funded project implemented by DAI Global, LLC (DAI) in association with Haitian partner institutions AgriDev S.A., Papyrus S.A., and Quisqueya University. The program seeks to increase individual, household, and community resilience through strengthened, well-functioning, and inclusive market systems. HRASA's activities are centered in two Resilience Focus Zones (RFZ)—one in the North/North-East/Central Plateau region and the other in the Southern Les Cayes region—and cover a total of 32 communes.

HRASA uses a facilitative market systems development (MSD) approach, working with and through local actors—especially the private sector—producer groups, academic and financial institutions, and community-based organizations (CBOs) to co-identify market problems and co-create solutions. Given households' and communities' high degree of exposure to shocks and stresses, the project also applies a resilience lens and collaborates with development and humanitarian assistance partners to examine and build the absorptive, adaptive, and transformative capacity of households and communities to manage risks. Ultimately, through its various activities, HRASA seeks to empower local actors to align incentives for improved market performance, specifically by forging partnerships and strengthening capacities and relationships among system actors to address root causes and constraints impeding the Activity's three integrated and mutually reinforcing objectives:

1. Increased market system efficiency;
2. Increased private sector investment and engagement across market systems; and
3. Increased household and community ability to recover from shocks and stresses.

Background: HRASA in year 1 conducted a Market System Diagnostic that provided the project a deeper understanding of the root causes of dysfunction and underperformance in the five commodity-based market systems selected: vegetables (onions, peppers), manioc, rice, and poultry. The MS diagnostic also included a benchmarking activity to determine the baseline for the resilience of each of the commodity-based market systems, which was assessed to be low. The methodology adapted USAID's Market Systems Resilience (MSR)—A Framework for Measurement—to the local Haitian context. The team selected three to four sub-indicators within eight domains (cooperation, competition, evidence-based decision making, business strategy, connectivity, diversity, power

dynamics, and rule of law) considered most important locally to MSR. A validation workshop with key informants in each commodity was to be held in Q3 to refine this benchmarking, however this activity never took place owing to team's lack of experience in assessing resilience of market systems. The client (USAID) likewise felt that the benchmarking exercise assessed exclusively through the collective experience of the technical staff was not sufficient to provide an objective benchmark of the market system. Consequently, HRASA is seeking to engage a third-party MSD expert firm to design and implement measurement around the market system resilience index and other market system change indicators.

Main objectives of the assignment:

- (1) Deliver short remote training on MSD measurement tools and processes which will include providing guidelines, tools and resources to the MEL team and CLA Manager to equip their capacity to monitor and capture market system change. Training will be for two days maximum.
- (2) A review of the HRASA suggested indicators and providing suggestions;
- (3) Develop and refine methodology for implementing baseline and follow-on data collection and analysis
- (4) Remote training to a HRASA selected Haitian company carrying out the field data collection;
- (5) Analyzing the data collected;
- (6) An analytic report providing results and recommendations on the baseline and on mid-line and endline surveys;

Geographic scope of survey

All activities performed by the subcontractor will be carried out remotely. It is not envisioned that travel to Haiti or elsewhere will be required. Data collection by HRASA's locally subcontracted baseline firm will take place in the South Department and North, North East, and Centre Departments in selected communes in Haiti:

- North East Department : Mont-Organisé, Carice, Vallière, Capotille, Terrier-Rouge, Perches, Fort-Liberté, Ferrier, Ouanaminthe, Sainte-Suzanne, Caracol, Trou-du-Nord,
- North Department : Ranquitte, La Victoire, Pignon, Saint-Raphaël, Plaine-du-Nord, Acul-du-Nord, Limonade, Quartier-Morin,
- Central Department : de Hinche, Cerca-la-Source and Cerca-Carvajal ; and
- South Department : Chardonnières, Port-à-Piment, Roches-à-Bateau, Arniquet, Port-Salut, Saint-Jean-du Sud, Chantal, Torbeck, Camp-Perrin, Les Cayes.

Methodology

The contractor will develop and present its methodology including timeline. HRASA suggestions are shown below.

Literature Review

1. Review of Documents: Undertake a review of the Activity documents and other relevant documents that are available at the time, including, but not limited to, the following:
 - Contract Scope of Work with USAID

- Market System Diagnostic and parallel internal MSR index benchmarking
 - Activity Monitoring, Evaluation and Learning Plan
 - Year 1 Workplan
 - Year 2 Workplan
 - Any relevant assessments on the Haiti economy and sectors, market systems
 - Any relevant Government of Haiti documents or reports
2. Development of methodology and data collection tools: The contractor, in close collaboration with HRASA and the HRASA Haitian baseline firm, will do the following:
- Adapting USAID's Market Systems Resilience (MSR): A Framework for Measurement to develop a methodology to carry out the baseline assessment and follow-on data collections. Discussions will be held with USAID for final review.
 - Develop data collection tools for quantitative or qualitative data collection with key market system stakeholders
 - Based upon a reading of the program documents, propose any additional topics or issues for analysis prior to or during the baseline; and
 - Develop and submit an inception report that includes all the above for review and approval by HRASA
3. Field Data Collection:
- Promote remote training to the field data collection staff of the Haitian baseline firm.
 - With the Haitian baseline firm, plan and coordinate the necessary logistics to collect the data in accordance with the selected methodology.
 - With the Haitian baseline firm, pre-test, edit, translate, finalize the survey instruments
4. Data entry, analysis and reporting:
- Review and analyze and interpret qualitative and quantitative data provided by the Haitian baseline firm.
 - Develop outline of the baseline report for review and approval by HRASA
 - Prepare a draft baseline report that addresses the objectives outlined in this SOW and make recommendations for the project.
 - Prepare the final baseline report that includes revisions based on feedback on the draft reports.
 - Develop a PowerPoint presentation of baseline findings (including the MSD/R radial diagram) and present and submit to stakeholders eventually for validation.

Issuing Office

The Issuing Office and Contact Person noted in the above synopsis is the sole point of contact at DAI for purposes of this RFP. Any prospective offeror who fails to register their interest with this office assumes complete responsibility in the event that they do not receive direct communications (amendments, answers to questions) prior to the closing date.

Type of Award Anticipated

DAI anticipates awarding a Firm Fixed Price Purchase Order. This subcontract type is subject to change during negotiations.

General Instructions to Offerors

General Instructions

“Offeror”, “Subcontractor”, and/or “Bidder” means a firm proposing the work under this RFP. “Offer” and/or “Proposal” means the package of documents the firm submits to propose the work.

Offerors wishing to respond to this RFP must submit proposals, in English, in accordance with the following instructions. Offerors are required to review all instructions and specifications contained in this RFP. Failure to do so will be at the Offeror’s risk. If the solicitation is amended, then all terms and conditions not modified in the amendment shall remain unchanged.

Issuance of this RFP in no way obligates DAI to award a subcontract or purchase order. Offerors will not be reimbursed for any costs associated with the preparation or submission of their proposal. DAI shall in no case be responsible for liable for these costs.

Proposals are due no later July 20, 2023, at 11:59 P.M Haiti local time to be submitted to via procurement email Hrasa_procurementBID@dai.com. The RFP number and title of the activity must be stated in the subject line of the email, the cost and technical proposals shall be submitted in a single email. Late offers will be rejected except under extraordinary circumstances at DAI’s discretion. All proposals submitted in hardcopy shall be sealed and labeled with the RFP Number.

The submission to DAI of a proposal in response to this RFP will constitute an offer and indicates the Offeror’s agreement to the terms and conditions in this RFP and any attachments hereto. DAI reserves the right not to evaluate a nonresponsive or incomplete proposal.

Proposal Cover Letter

A cover letter shall be included with the proposal on the Offeror’s company letterhead with a duly authorized signature and company stamp/seal using Attachment B as a template for the format. The cover letter shall include the following items:

- The Offeror will certify a validity period of 180 days for the prices provided.
- Acknowledge the solicitation amendments received if there is.
- Address and phone number of the Offeror

Questions regarding the RFP

Each Offeror is responsible for reading and complying with the terms and conditions of this RFP. Requests for clarification or additional information must be submitted in writing via email or in writing to the Issuing Office as specified in the Synopsis above. No questions will be answered by phone. Any verbal information received from a DAI or a HRASA employee or other entity shall not be considered as an official response to any question regarding this RFP. Copies of questions and responses will be distributed in writing to all prospective bidders who are on record as having received this RFP after the submission date specified in the Synopsis above.

Instructions for the Preparation of Technical Proposals

Technical proposals shall be sealed in a separate envelope from cost/price proposals and shall be clearly labeled as “VOLUME I: TECHNICAL PROPOSAL”.

Technical proposals shall include the following contents

1. Technical Approach - Description of the proposed services which meets or exceeds the stated technical specifications or scope of work. The proposal must show how the Offeror plans to

complete the work and describe an approach that demonstrates the achievement of timely and acceptable performance of the work.

2. Management approach – Description of the Offeror’s staff assigned to the project. The proposal should describe how the proposed team members have the necessary experience and capabilities to carry out the Technical Approach.
3. Past Performance –Provide a list of at least three (3) recent awards of similar scope and duration. The information shall be supplied as a table and shall include the legal name and address of the organization for which services were performed, a description of work performed, the duration of the work and the value of the contract, description of any problems encountered and how it was resolved, and a current contact phone number of a responsible and knowledgeable representative of the organization. See Attachment D.

Services Specified

For this RFP, DAI needs the services described in Attachment A.

Technical Evaluation Criteria

Each proposal will be evaluated and scored against the evaluation criteria and evaluation sub-criteria, which are stated in the table below. Cost/Price proposals are not assigned points, but for overall evaluation purposes of this RFP cost considerations will enter into the analysis of Best Value.

Selected Factors for Evaluation	Max Score
I. RELEVANT EXPERIENCE	50
Proposed technical approach highlighting the key issues to be addressed and practical solutions to implement the terms of reference.	20
Demonstrated experience in training staff on Market System Development/Resilience baselines and follow up surveys	15
Demonstrated experience on implementing MSD/R baselines and follow up surveys	15
II. PERSONNEL, EQUIPMENT & TIMELINE	50
Proposed key staff	25
Implementation plan and timeline	Imp. plan (10 pts)
	Timeline (15 pts)
III. TOTAL EVALUATED TECHNICAL SCORE	100
Is the technical proposal complete? If not, specify what is missing.	Yes or No
Is the technical proposal acceptable?	Yes or No

Instructions for the Preparation of Cost/Price Proposals

Cost/Price Proposals

Cost/Price proposals shall be sealed in a separate envelope from technical proposals and shall be clearly labeled as "VOLUME II: COST/PRICE PROPOSAL".

Provided in Attachment C is a template for the Price Schedule, for firm-fixed price awards. For cost-reimbursable or time & material awards, the offeror shall provide a fully detailed budget. Offerors shall complete the template including as much detailed information as possible.

These services are eligible for TCA exemption under the DAI prime contract. The Subcontractor is responsible for all applicable taxes and fees, as prescribed under the applicable laws for income, compensation, permits, licenses, and other taxes and fees due as required.

Basis of Award

Best Value Determination

DAI will review all proposals, and make an award based on the technical evaluation criteria stated above and select the offeror whose proposal provides the best value to DAI. DAI may also exclude an offer from consideration if it determines that an Offeror is "not responsible", i.e., that it does not have the management and financial capabilities required to perform the work required.

Evaluation points will not be awarded for cost. Cost will primarily be evaluated for realism and reasonableness. DAI may award to a higher priced offeror if a determination is made that the higher technical evaluation of that offeror merits the additional cost/price.

DAI may award to an Offeror without discussions. Therefore, the initial offer **must contain the Offeror's best price and technical terms.**

Responsibility Determination

DAI will not enter into any type of agreement with an Offeror prior to ensuring the Offeror's responsibility. When assessing an Offeror's responsibility, the following factors are taken into consideration:

1. Provide evidence of the required business licenses to operate in the host country.
2. Evidence of a Unique Entity ID (SAM) explained below.
3. The source, origin and nationality of the products or services are not from a Prohibited Country (explained below).
4. Having adequate financial resources to finance and perform the work or deliver goods or the ability to obtain financial resources without receiving advance funds from DAI.
5. Ability to comply with required or proposed delivery or performance schedules.
6. Have a satisfactory past performance record.
7. Have a satisfactory record of integrity and business ethics.
8. Have the necessary organization, experience, accounting and operational controls and technical skills.
9. Have the necessary production, construction and technical equipment and facilities if applicable.
10. Be qualified and eligible to perform work under applicable laws and regulations.

Anticipated Post-award Deliverables

DAI will pay the Subcontractor a percentage of the total cost of the work per deliverable as described in the Scope of Work in accordance with the below payment schedule. Each deliverable will be reviewed

and approved by the Chief of Party or his designee. Invoice payment will be processed only after approval is received.

Deliverable #	Description of Deliverable (includes tasks and requirement for measuring deliverable completion)	Due Date	Amount in US\$
1) Prepare inception report; develop and refine the MSR index, along with methodology for implementation	<ul style="list-style-type: none"> Review of documentation Selection of appropriate sub-indicator questions for each 8 domains and appropriate method for scoring/benchmarking the market resilience Report (maximum 10 pages) of the methodology that will be used 	"45 days" after award	20%
2) Deliver a two-day remote training on MSD/R to HRASA staff	<ul style="list-style-type: none"> Methodology PowerPoint presentation A maximum 5 pages report on the training 	"15 days after Deliverable #1"	20%
3) Deliver remote training on MSD/R to Haitian baseline firm	<ul style="list-style-type: none"> Methodology PowerPoint presentation A maximum 5 pages report on the training 	"15 days after Deliverable #2"	20%
4) Analyze and draft report on the baseline data provided by the Haitian baseline firm	<ul style="list-style-type: none"> Draft Report (maximum 25 pages) of the findings 	"45 days after Deliverable #3"	20%
5) Final report and PPP	<ul style="list-style-type: none"> Final report including HRASA recommendations and comments Power Point Presentation to stakeholders 	"45 days after Deliverable #4"	20%

Logistics

All work will be done remotely.

Reporting relationships

The contractor should report to the project COP or designee.

Language on future use of data

Within the scope of work, language should be included to the following effect: “The completed data set will be the sole property of USAID. The contractor may not use the data for its own research purposes, nor license the data to be used by others, without the written consent of USAID.”

Branding and Marking

All technical materials produced under this engagement will be co-branded Feed the Future and USAID.

Required Selection Requirements

- Experience with the Market System Development/Resilience indicators in agriculture, their collection and analysis
- Experience in assessing resilience capacities and market systems development
- Minimum of 5 years’ work experience in conducting baselines in agricultural market system development programs and minimum 3 years’ experience with market systems resilience surveys
- Evidence of success in completing similar assessments in terms of size, design, and rigor
- Proven record of excellent management, leadership, decision-making and interpersonal skills
- Strong qualitative and quantitative research and analytical skills; experience collecting quantitative and qualitative data
- Knowledge of research design and sampling
- Knowledge of the context in Haiti, or similar conflict-afflicted, fragile environments
- Excellent French language and and/or ability to hire and train trainers that are fluent in French

Preferred

- Prior experience undertaking similar assignments on DAI projects

Submission Details

Questions on the RFP should be sent to Hrasa_procurement@dai.com by June 20, 2023

Proposals should be sent to the following email address Hrasa_procurementBID@dai.com. The exact date and time deadline (with time zone) for receiving bids is July 20, 2023. Any bids received after the deadline will not be considered. Proposal should be a maximum of 25 pages not counting annexes, resumes, title pages.

Proposal outline

Bidders are requested to provide separate technical and detailed cost proposals. A suggestive format for the technical proposal is outlined below:

- Background and Executive Summary:** Brief background about the objectives of the study should be included in the proposal along with brief description of proposed methodology for carrying out the baseline, including the proposed sampling strategy, and training to HRASA staff and Haitian baseline firm
- Work plan:** The proposal should clearly mention details of each activity. The timeline and person(s) responsible for each activity should be clearly stated.

- c. **Survey design/sampling plan:** The proposal should provide information on the overall survey design, covering an overview of the treatment of all the items
- d. **Training:** The proposal should state who will be responsible for training interviewers and supervisors, and should describe the topics covered, expected duration, and logistic and administrative support needed.
- e. **Field team:** Proposed personnel and their responsibilities (Curriculum Vitae included in the annex)
- f. **Quality control mechanisms during data collection:** The proposal should provide a section that details the mechanisms that will be put in place to ensure data quality, clearly specifying steps for data validation. This section may also include supervisory mechanisms for data quality and the role of field editors.
- g. **Data cleaning, data analysis and report writing:** The proposal should provide details on the analyses that will be carried out and the person/people responsible for data cleaning, analysis and the writing of the summary report.
- h. **Contractor Expertise:** This section of the proposal should highlight past experience of the contractor in conducting similar surveys, preferably with complex sample designs and in developing countries. The section should mention names, qualifications, and experiences of all persons who would be involved in various aspects of conducting the survey.
- i. **Progress updates:** This section of the proposal should clearly indicate the mechanism that will be used to communicate with HRASA in providing regular updates on field activities, coverage rate, data entry status, etc.
- j. **References:** at least two references

Detailed Cost Proposal: No budget values are specified. The cost proposal should be itemized with brief narrative explanation of the line items. Applicable taxes should be included.

Criteria For Evaluation

Proposals will be evaluated on the following criteria:

75%: Technical approach, methodology, prior satisfactory performance, implementation plan and timeline

25%: Proposed personnel

Obligations Of Key Participants In Survey

It is useful to detail the obligations of each party in the survey to set realistic expectations and accountabilities.

HRASA responsibilities

Technical Direction: The HRASA MEL Director and Chief of Party (COP) will provide overall technical direction and acceptance of all Consulting Firm deliverables for this SOW.

HRASA Management and Support to the Consulting Firm

- HRASA will provide the consulting firm with relevant project information and documents, and coordination with the Haitian baseline firm to facilitate planning and implementation.
- Review and approve the proposed methodology in consultation with USAID

- Facilitate the work of the contractor with participants and other local stakeholders.
- Answer day-to-day enquiries, monitor the daily work of the contractor, and flag concerns.
- HRASA will review data collection guides provided by the Consulting Firm for any update, with support and approval from HRASA.
- HRASA will provide insights and monitor the process of the training on data collection tools, technology, and sampling.
- HRASA will provide guidance for the schedule and target sample size to complete.
- HRASA will provide data quality control and conduct spot checks of the Consulting Firm's work.
- Provide technical oversight in the review of all deliverables.
- Provide timely comments on any draft reports.

Contractor/Consulting firm responsibilities (in addition to the implementation of the Scope of Work and submission of deliverables as stated in the subcontract resulting from this solicitation)

- The consulting firm will inform HRASA in a timely fashion of progress made and of problems encountered
- The consulting firm will implement the activities as expected, and, if modifications are necessary, bring them to the attention of HRASA staff before enacting any changes
- The Consulting Firm will work closely with the HRASA team to troubleshoot any field implementation challenges.

Lessons Learned

The lessons learned through the data collection exercise shall be documented and shared with HRASA team. The documentation of these lessons will be vital for reflection, growth, and continued improvement.

Additional Information

- Consulting Firm shall abide with USAID beneficiary data privacy/management policies

Ethical Considerations, Confidentiality and Proprietary Interests

The incumbent shall not, either during the term or after termination of the assignment, disclose any proprietary or confidential information related to the service without prior written consent by the HRASA. Proprietary interests on all materials and documents prepared by the contract holder under this assignment shall become and remain properties of DAI/HRASA.

Inspection & Acceptance

The designated DAI Project Manager will inspect from time to time the services being performed to determine whether the activities are being performed in a satisfactory manner, and that all equipment or supplies are of acceptable quality and standards. The subcontractor shall be responsible for any countermeasures or corrective action, within the scope of this RFP, which may be required by the DAI Chief of Party as a result of such inspection.

Compliance with Terms and Conditions

8.1 General Terms and Conditions

Offerors agree to comply with the general terms and conditions for an award resulting from this RFP. The selected Offeror shall comply with all Representations and Certifications of Compliance listed in Attachment G.

8.2 Prohibited Technology

Bidders MUST NOT provide any goods and/or services that utilize telecommunications and video surveillance products from the following companies: Huawei Technologies Company, ZTE Corporation, Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company, or any subsidiary or affiliate thereof, in compliance with FAR 52.204-25.

8.3 Source and Nationality

Under the authorized geographic code for its contract DAI may only procure goods and services from the following countries.

Geographic Code 937: Goods and services from the United States, the cooperating country, and "Developing Countries" other than "Advanced Developing Countries: excluding prohibited countries. A list of the "Developing Countries" as well as "Advanced Developing Countries" can be found at:

<http://www.usaid.gov/policy/ads/300/310maa.pdf> and

<http://www.usaid.gov/policy/ads/300/310mab.pdf> respectively.

Geographic Code 935: Goods and services from any area or country including the cooperating country, but excluding Prohibited Countries.

Geographic Code 110: Goods and services from the United States, the independent states of the former Soviet Union, or a developing country, but excluding Prohibited Countries.

DAI must verify the source and nationality of goods and services and ensure (to the fullest extent possible) that DAI does not procure any goods or services from prohibited countries listed by the Office of Foreign Assets Control (OFAC) as sanctioned countries. OFAC sanctioned countries may be searched within the System for Award Management (SAM) at www.SAM.gov. The current list of countries under comprehensive sanctions include: Cuba, Iran, North Korea, Sudan, and Syria. Goods may not transit through or be assembled in comprehensive sanctioned origin or nationality or countries nor can the vendor be owned or controlled by a prohibited country. DAI is prohibited from facilitating any transaction by a third party if that transaction would be prohibited if performed by DAI.

By submitting a proposal in response to this RFP, Offerors confirm that they are not violating the Source and Nationality requirements of the goods or services being offered and that the goods and services comply with the Geographic Code and the exclusions for prohibited countries outlined above.

8.4 Unique Entity ID (SAM)

There is a **mandatory** requirement for your organization to provide a Unique Entity ID (SAM) to DAI. Without a Unique Entity ID (SAM), DAI cannot deem an Offeror "responsible" to conduct business with and therefore, DAI will not enter into a subcontract/purchase order or monetary agreement with any organization. The determination of a successful offeror/applicant resulting from this RFP is contingent

upon the winner providing an Unique Entity ID (SAM) to DAI. Offerors who fail to provide Unique Entity ID (SAM) will not receive an award and DAI will select an alternate Offeror.

All U.S. and foreign organizations which receive first-tier subcontracts/ purchase orders with a value of \$30,000 and above **are required** to obtain a Unique Entity ID (SAM) prior to signing of the agreement. Organizations are exempt from this requirement if the gross income received from all sources in the previous tax year was under \$300,000. DAI requires that Offerors sign the self-certification statement if the Offeror claims exemption for this reason.

Anti-Corruption and Anti-Bribery Policy and Reporting Responsibilities

DAI conducts business under the strictest ethical standards to assure fairness in competition, reasonable prices and successful performance or delivery of quality goods and equipment. **DAI does not tolerate the following acts of corruption:**

- Any requests for a bribe, kickback, facilitation payment or gratuity in the form of payment, gift or special consideration by a DAI employee, Government official, or their representatives, to influence an award or approval decision.
- Any offer of a bribe, kickback, facilitation payment or gratuity in the form of payment, gift or special consideration by an offeror or subcontractor to influence an award or approval decision.
- Any fraud, such as misstating or withholding information to benefit the offeror or subcontractor.
- Any collusion or conflicts of interest in which a DAI employee, consultant, or representative has a business or personal relationship with a principal or owner of the offeror or subcontractor that may appear to unfairly favor the offeror or subcontractor. Subcontractors must also avoid collusion or conflicts of interest in their procurements from vendors. Any such relationship must be disclosed immediately to DAI management for review and appropriate action, including possible exclusion from award.

These acts of corruption are not tolerated and may result in serious consequences, including termination of the award and possible suspension and debarment by the U.S. Government, excluding the offeror or subcontractor from participating in future U.S. Government business.

Any attempted or actual corruption should be reported immediately by either the offeror, subcontractor or DAI staff to:

- Toll-free Ethics and Compliance Anonymous Hotline at (U.S.) +1-503-597-4328
- Hotline website – www.DAI.ethicspoint.com, or
- Email to Ethics@DAI.com
- USAID's Office of the Inspector General Hotline at hotline@usaid.gov.

By signing this proposal, the offeror confirms adherence to this standard and ensures that no attempts shall be made to influence DAI or Government staff through bribes, gratuities, facilitation payments, kickbacks, or fraud. The offeror also acknowledges that violation of this policy may result in termination, repayment of funds disallowed by the corrupt actions and possible suspension and debarment by the U.S. Government.

Attachments

Attachment B: Financial Proposal Cover Letter

[On Firm's Letterhead]

<Insert date>

TO: [Click here to enter text.](#)
Development Alternatives, Inc.

We, the undersigned, provide the attached proposal in accordance with **RFP**-[Click here to enter text.](#)-[Click here to enter text.](#) issued on [Click here to enter text.](#). Our attached proposal is for the total price of <Sum in Words (\$0.00 Sum in Figures) >.

I certify a validity period of [Click here to enter text.](#) days for the prices provided in the attached Price Schedule/Bill of Quantities. Our proposal shall be binding upon us subject to the modifications resulting from any discussions.

Offeror shall verify here the items specified in this RFP document.

We understand that DAI is not bound to accept any proposal it receives.

Yours sincerely,

Authorized Signature:

Name and Title of Signatory: [Click here to enter text.](#)

Name of Firm: [Click here to enter text.](#)

Address: [Click here to enter text.](#)

Telephone: [Click here to enter text.](#)

Email: [Click here to enter text.](#)

Company Seal/Stamp:

Attachment C: PRICE SCHEDULE SHOULD BE IN A SEPARATED EMAIL LISTED BY ACTIVITY

Item Number	Description of Activity	Unit	Quantity	Unit Price	Total Price
1					
2					
3					
GRAND TOTAL IN Click here to enter text.					
GRAND TOTAL IN UNITED STATES DOLLARS					\$

Delivery Period: [Click here to enter text.](#)

Attachment D: Past Performance Form

Include projects that best illustrate your work experience relevant to this RFP, sorted by decreasing order of completion date.

Projects should have been undertaken in the past three years. Projects undertaken in the past six years may be taken into consideration at the discretion of the evaluation committee.

#	Project Title	Description of Activities	Location Province/ District	Client Name/Tel No	Cost in US\$	Start-End Dates	Complete d on schedule (Yes/No)	Completion Letter Received? (Yes/No)	Type of Agreement, Subcontract, Grant, PO (fixed price, cost reimbursable)
1									
2									
3									
4									
5									

Attachment E: Representations and Certifications of Compliance

1. Federal Excluded Parties List - The Bidder Select is not presently debarred, suspended, or determined ineligible for an award of a contract by any Federal agency.
2. Executive Compensation Certification- FAR 52.204-10 requires DAI, as prime contractor of U.S. federal government contracts, to report compensation levels of the five most highly compensated subcontractor executives to the Federal Funding Accountability and Transparency Act Sub-Award Report System (FSRS)
3. Executive Order on Terrorism Financing- The Contractor is reminded that U.S. Executive Orders and U.S. law prohibits transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. It is the legal responsibility of the Contractor/Recipient to ensure compliance with these Executive Orders and laws. Recipients may not engage with, or provide resources or support to, individuals and organizations associated with terrorism. No support or resources may be provided to individuals or entities that appear on the Specially Designated Nationals and Blocked persons List maintained by the US Treasury (online at www.SAM.gov) or the United Nations Security Designation List (online at: http://www.un.org/sc/committees/1267/aq_sanctions_list.shtml). This provision must be included in all subcontracts/sub awards issued under this Contract.
4. Trafficking of Persons – The Contractor may not traffic in persons (as defined in the Protocol to Prevent, Suppress, and Punish Trafficking of persons, especially Women and Children, supplementing the UN Convention against Transnational Organized Crime), procure commercial sex, and use forced labor during the period of this award.
5. Certification and Disclosure Regarding Payment to Influence Certain Federal Transactions – The Bidder certifies that it currently is and will remain in compliance with FAR 52.203-11, Certification and Disclosure Regarding Payment to Influence Certain Federal Transactions.
6. Organizational Conflict of Interest – The Bidder certifies that will comply FAR Part 9.5, Organizational Conflict of Interest. The Bidder certifies that is not aware of any information bearing on the existence of any potential organizational conflict of interest. The Bidder further certifies that if the Bidder becomes aware of information bearing on whether a potential conflict may exist, that Bidder shall immediately provide DAI with a disclosure statement describing this information.
7. Business Size and Classification(s) – The Bidder certifies that is has accurately and completely identified its business size and classification(s) herein in accordance with the definitions and requirements set forth in FAR Part 19, Small Business Programs.
8. Prohibition of Segregated Facilities - The Bidder certifies that it is compliant with FAR 52.222-21, Prohibition of Segregated Facilities.
9. Equal Opportunity – The Bidder certifies that it does not discriminate against any employee or applicant for employment because of age, sex, religion, handicap, race, creed, color or national origin.
10. Labor Laws – The Bidder certifies that it is in compliance with all labor laws.
11. Federal Acquisition Regulation (FAR) – The Bidder certifies that it is familiar with the Federal Acquisition Regulation (FAR) and is in not in violation of any certifications required in the applicable clauses of the FAR, including but not limited to certifications regarding lobbying, kickbacks, equal employment opportunity, affirmation action, and payments to influence Federal transactions.
12. Employee Compliance – The Bidder warrants that it will require all employees, entities and individuals providing services in connection with the performance of an DAI Purchase Order to comply with the provisions of the resulting Purchase Order and with all Federal, State, and local laws and regulations in connection with the work associated therein.

By submitting a proposal, offerors agree to fully comply with the terms and conditions above and all applicable U.S. federal government clauses included herein, and will be asked to sign these Representations and Certifications upon award.



Shaping a more livable world.

Attachment J: Proposal Checklist

Offeror: _____

Have you?

Submitted your proposal to DAI in a sealed envelope to the address (electronic or mailing) as specified in General Instructions above?

Does your proposal include the following?

Signed Cover Letter (*use template in Attachment B*)

Separate Technical and Cost proposals individually sealed and labeled as Volume I and Volume II respectfully.

Proposal of the Product or Service that meets the technical requirements as per Attachment A

Response to each of the evaluation criteria

Documents use to determine Responsibility

Past Performance (*use template in Attachment D*)

To Whom It May Concern,

Kindly see here our questions that we would like to share vis-à-vis the Haiti Resilience & Agriculture Sector Advancement (HRASA) RFP for market systems indicators:

- Would you be open for us to suggesting some modifications to the timing of the proposed milestones included in the RFP on page 9 of 19, so long as the total time allocated for the work is not extended? We would like to propose a slight modification in the duration of at least one of the milestones if that would be acceptable based on our previous experience.

A: We don't oppose to that, since the total time allocated will not extend.

- Can you kindly share whether you have preferences on which types of actors (e.g., input sellers; retailers; processors) and/or the number of actor types that you feel are important to be included in the sample?

A: Since we are assessing the market system resilience, as baseline, we should have an idea of all relevant actors in operation in the market. The sample should be representative

- With respect to the section titled "HRASA Management and Support to the Consulting Firm" on pages 11-12, we wanted to clarify this item of HRASA's support: "HRASA will provide guidance for the schedule and target sample size to complete." We would like to confirm that HRASA and/or the Haitian baseline firm will assemble a complete list of respondents to be interviewed as part of the study, and that this will not be the responsibility of the selected consulting firm.

A: HRASA can provide a partial list of actual partners and potential ones, but not an exhaustive list. Saying that, based on the expertise and experiences of the consulting firm it can give advice on the best way to do so.

- Similarly, we would also like to confirm whether you would like the selected consulting firm to oversee the quality of the data collection by the Haitian baseline firm as it relates to the market systems indicators or if that will rather be done by HRASA?

We expect the selected consulting firm to train the staff of the Haitian baseline firm, evaluate the quality of the information they provide, and analyze and report on that information.

July 14, 2023

Answers

Questions

1. What is the expected language of the training and materials to be conducted/submitted (ENG, Creole, FR)?

A. The training could be conducted in French/Creole. However, the materials can be submitted in French, but for the training HRASA will responsible to translate it into creole.

2. In the event that the proposed firm/team is based in PaP, Haiti can the training take place in person? This is assuming the other organizations are based in PaP.

A. The training should be done remotely, per the RFP

3. Is this a long term engagement given the baseline, midline, and endline study involvement? See Page 4: 6) An analytic report providing results and recommendations on the baseline and on mid-line and endline surveys;

A. No. This engagement is only for the baseline. Midline and Endline study will be conducted separately but not under this particular subcontract.

4. Can you identify the HRASA Haitian baseline firm?

A. It's called Development Diagnostic Group (DDG)

5. Can you clarify how the data is to be collected, as in pen and paper, tablet, etc by the local enumerators? Who is responsible for the initial data entry/codification (local Haiti team or Contractor)?

A. Data will be collected through mobile data collection devices. All data entry/codification should be done by the local firm. Data analysis and report writing will be done by the subcontractor and not by DDG

6. What is the anticipated time frame (months/years) of this engagement?

A. In the RFP, it is requested to the subcontractor to provide a realistic timeframe.