



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

Request For Proposals (RFP)

No. RFP_REQ-CHN-24-0109

Support for the strengthening and expansion of savings groups (SGs) in areas targeted by the HRASA project.

Issue Date: July 23, 2024

WARNING: Prospective Offerors who have received this document from a source other than the Haiti Resilience & Agriculture Sector Advancement (HRASA), 44, Rues des Antilles, Pipo Ville, Mombin Lataille, Cap-Haitien, Haiti, via email Hrasa_procurement@dai.com, should immediately contact email mentioned below provide their name and mailing address in order that amendments to the RFP or other communications can be sent directly to them. Any prospective Offeror who fails to register their interest assumes complete responsibility in the event that they do not receive communications prior to the closing date. Any changes to this solicitation will be sent to the identified bidders. Bidders are encouraged to check their account regularly

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.

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Synopsis of the RFP

RFP No.	REQ-CHN-24-0109
Issue Date	July 23, 2024
Title	Support for the strengthening and expansion of savings groups (SGs) in areas targeted by the HRASA project
Issuing Office & Email/Physical Address for Submission of Proposals	Haiti Resilience & Agriculture Sector Advancement (HRASA) 44, Rue des Antilles, Pipo Ville, Mombin Lataille, Cap-Haitien Hrasa_procurementBID@dai.com
Deadline for Receipt of Questions	August 6, 2024
Deadline for Receipt of Proposals	August 22, 2024 – 11:59 pm
Point of Contact	Hrasa_procurement@dai.com
Anticipated Award Type	Firm Fixed Price Purchase Order
Basis for Award	An award will be made based on the Trade Off Method. 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

DAI, the implementer of the USAID Haiti Resilience & Agriculture Sector Advancement, HRASA, invites qualified offerors to submit proposals for the strengthening and expansion of savings groups (SGs) in areas targeted by the HRASA project in support of program implementation.

Resilience and Advancement of the Agricultural Sector in Haiti (RASAH) is a five-year initiative (2021-2026) funded by USAID as part of its Feed the Future program and implemented by DAI. The initiative aims to increase the resilience of individuals, households, and communities through strengthened, efficient, and inclusive market systems. RASAH activities target thirty-three communes in the North region (Nord/Nord-Est/ Plateau Central) and the South department. Prioritizing a market systems development approach, RASAH operates in the commodities rice, broiler chicken, maize, vegetables, and cassava. Its interventions, designed to benefit rural farmers, particularly marginalized groups such as women and young people, aim to achieve the following objectives:

- improve the efficiency of the agricultural market system.
- increase private sector investment and involvement in the walking system.
- strengthen the resilience of households and communities, i.e., their ability to recover from shocks and stresses.

To achieve this third objective, RASAH facilitates the implementation of a series of activities, one of which consists of strengthening and expanding savings groups (SGs) with a view to increasing the asset accumulation and protection capacities of households in its intervention zones. To better facilitate impact interventions to this end, RASAH commissioned a study of savings groups in its intervention zones in 2023. Among the study's key findings are that savings groups are dominated by women (68%) and that, despite a confluence of economic and political shocks and tensions, the value of their savings and loans has increased considerably. The volume of credit allocated to the agricultural sector by savings groups represents 13% of total credit disbursed, demonstrating their importance in the rural economy. According to the Banque de la République d'Haïti (BRH), in 2023, credit to agriculture represented 0.08% of total credit granted by the banking system and 4.48% of total credit granted by the financial cooperatives. Despite their importance to the rural economy, according to the study, savings groups face capacity-building needs, particularly in terms of structuring and management, and in training their members in various areas such as financial education, entrepreneurship, and risk management. Most of the groups surveyed are not legally constituted. One of their main priorities is to obtain legal recognition from the Ministry of Social Affairs and Labor (MAST). The expansion of the savings group sector, despite significant investment from international donors over the past twenty years, remains dependent on international development partners.

Considering the results of the study and its recommendations, HRASA intends to facilitate the strengthening and expansion of savings groups through an inclusive and resilient agricultural market systems development approach. This approach will enable them to take better advantage of market opportunities to increase their members' access to agricultural financing and their investments in agricultural activities. To this end, HRASA will subcontract the services of a qualified organization.

1.2 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, etc.) prior to the closing date.

1.3 Type of Award Anticipated

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

2. General Instructions to Offerors

2.1 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 French, 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 than August 22, 2024, at 11:59 pm either in the original hard copy with three copies, or electronic version to:

- Résilience et Avancement du Secteur Agricole en Haïti (RASAH), 44, Rues des Antilles, Pipo Ville, Mombin Lataille, Cap-Haitien, Haiti.
- By email to: Hrasa_procurementBID@dai.com. The tender number must be indicated in the subject line of the 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.

2.2 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 90 days for the prices provided.
- Acknowledge the solicitation amendments received.

2.3 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 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.

3. 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 two (2) 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 F.

3.1 Services Specified

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

3.2 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, technical evaluation factors other than cost/price, when combined, are considered cost/price factors. The pass mark is above 70 points. Any technical offer below this mark will be categorically eliminated.

Evaluation Criteria	Evaluation Sub-criteria (if needed)	Maximum Points
Understanding the consultancy mandate including its objective and performance criteria		15
Clear, relevant and comprehensive methodology adds value to ToRs, contains innovations and feeds into performance indicators		25
Qualifications, experience and the number of resource persons and working days planned for each are sufficient to carry out the planned tasks satisfactorily.		25
Suitability of methodology and timetable, feasibility and coherence of work plan		10
<u>Offeror/Applicant's</u> specific skills and experience relating to the assignment		25

Total Points	100
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4. Instructions for the Preparation of Cost/Price Proposals

4.1 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. Offerors shall complete the template including as much detailed information as possible.

These services are not eligible for VAT 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.

5. Basis of Award

5.1 Best Value Determination

DAI will review all proposals, and make an award based on the technical and cost 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.**

5.2 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 (Patente, Quitus, Matricule fiscal, Attestation du Ministere du Commerce) of the required business licenses to operate in the host country.
2. Evidence of an Unique Entity ID (SAM) (explained below and instructions contained in Attachment D).
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.

6. Anticipated post-award Deliverables

Upon award of a Purchase Order, the deliverables and deadlines detailed in below table will be submitted to DAI. The Offeror should detail proposed costs per deliverable in the Price Schedule. All of the deliverables must be submitted to and approved by DAI before payment will be processed.

No.	Description	Due Date
1	A methodology including a detailed work plan approved by RASAH.	
2	Quarterly reports on meetings of the Savings Group Collaboration Committee focusing on experience and best practices sharing and synergies' opportunities.	
3	Training modules and additional resources (videos, posters, etc.) tested and validated by RASAH and integrated into the service provider's digital platform	
4	Reports on the training/retraining of fifty (50) facilitators, including the results of knowledge assessments and the list of participants with their profiles.	
5	Quarterly reports on the performance of savings groups, their constituent savings groups and their members.	
6	Deeds of incorporation and articles of association adopted by at least ten (10) savings group associations/federations, and acknowledgement of receipt of files submitted to the Ministry of Social Affairs and Labor for authorization to operate.	
7	Proposals submitted to RASAH for small and micro grants by at least ten (10) local organizations for the expansion of savings groups by strengthening them and creating new ones.	
8	At least ten (10) memorandums of understanding and/or contracts between savings group associations and other market system players (financial institutions, buyers, suppliers of agricultural inputs and	

No.	Description	Due Date
	equipment, etc.).	
9	Documents confirming investments in the agricultural sector by savings group groupings, the latter and their members, group purchases from group savings, sales and any business transactions related to agriculture carried out by these players.	
10	A final report summarizing the project's activities and including recommendations for the expansion of savings groups in the areas targeted by RASAH.	

7. 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.

8. 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: <https://www.usaid.gov/about-us/agency-policy/series-300/references-chapter/310maa> and <https://datahelpdesk.worldbank.org/knowledgebase/articles/906519-world-bank-country-and-lending-groups>, respectively. (An "advanced developing country" means any country categorized by the World Bank as an upper middle income country according to its gross national income per capita. Goods and

services with an advanced developing country source or nationality are only eligible under 937 when the procurement is for a USAID program in that advanced developing country, i.e., it is the “cooperating” or “recipient” country).

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

Note: USAID/Haiti has authorized the use of Geographic Code 935 for procurement of research services related to food security and climate change under this contract. As set forth in ADS 310.3.1.1, Code 935 refers to any area or country including the recipient country but excluding any country that is a prohibited source.

The authorized geographic code for the procurement of all other goods and services under this contract is Geographic Code 937. As set forth in ADS 310.3.1.1, Code 937 refers to the United States, the recipient country, and developing countries other than advanced developing countries, but excluding any country that is a prohibited source.

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 an Unique Entity ID (SAM) to DAI. Without an 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/RFQ/RFA 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 an 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.

For those required to obtain an Unique Entity ID (SAM), see Attachment D - Instructions for Obtaining an Unique Entity ID (SAM)- DAI’S Vendors, Subcontractors

For those not required to obtain an Unique Entity ID (SAM), see Attachment E: Self Certification for Exemption from Unique Entity ID (SAM) Requirement

9. 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 mis-stating 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 <https://oigportal.ains.com/eCasePortal>

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.

10. [Attachments](#)

10.1 [Attachment A: Scope of Work for Services or Technical Specifications](#)

TERMS OF REFERENCE

Support for the strengthening and expansion of savings groups (SGs) in areas targeted by the HRASA project

1- BACKGROUND AND JUSTIFICATION

Resilience and Advancement of the Agricultural Sector in Haiti (HRASA) is a five-year initiative (2021-2026) funded by USAID as part of its Feed the Future program and implemented by DAI. The initiative aims to increase the resilience of individuals, households, and communities through strengthened, efficient, and inclusive market systems. HRASA activities target thirty-three communes in the Nord region (North/North-East/Central Plateau) and the South department. Prioritizing a market systems development approach, HRASA operates in the commodities rice, broiler chicken, maize, vegetables, and cassava. Its interventions designed to benefit rural farmers, particularly marginalized groups such as women and young people, aim to achieve the following objectives:

1. Improve the efficiency of the agricultural market system.
2. Increase private sector investment and involvement in the market system.
3. Strengthen the resilience of households and communities, i.e. their ability to recover from shocks and stresses.

To achieve this third objective, HRASA facilitates the implementation of a series of activities, one of which consists of strengthening and expanding savings groups (SGs) with a view to increasing the asset accumulation and protection capacities of households in its areas of intervention. To better facilitate impact interventions to this end, HRASA commissioned a study of savings groups in its intervention zones in 2023. Among the study's key findings are that savings groups are dominated by women (68%) and that, despite a confluence of economic and political shocks and tensions, the value of their savings and loans has increased considerably. The volume of credit allocated to the agricultural sector by savings groups represents 13% of total credit disbursed, demonstrating their importance in the rural economy. According to the Haiti Central Bank, in 2023, credit to agriculture represented 0.08% of total credit granted by the banking system and 4.48% of total credit granted by the financial cooperatives. Despite their importance to the rural economy, according to the study, savings groups face capacity-building needs, particularly in terms of structuring and management, and in training their members in various areas such as financial education, entrepreneurship, and risk management. Most of the groups surveyed are not legally constituted. One of their main priorities is to obtain legal recognition from the Ministry of Social Affairs and Labor (MAST). The expansion of the savings group sector, despite significant investment from international donors over the past twenty years, remains dependent on international development partners.

Considering the results of the study and its recommendations, HRASA intends to facilitate the strengthening and expansion of savings groups through an inclusive and resilient agricultural market systems development approach. This approach will enable them to take better advantage of market

opportunities to increase their members' access to agricultural financing and their investments in agricultural activities. To this end, HRASA will subcontract the services of a qualified organization.

2- MISSION GOAL AND OBJECTIVE

The purpose of this assignment is to facilitate the strengthening and expansion of savings groups through an approach to developing inclusive and resilient agricultural market systems. Its specific objectives are to:

- Build the capacity of local organizations to consolidate and expand networks of savings groups offering quality financial services to their members without the ongoing support and participation of development actors.
- Empower savings groups to take better advantage of market opportunities in order to increase their members' access to agricultural financing and their investments in agricultural activities.

3- RESPONSIBILITIES AND SPECIFIC TASKS

As part of this assignment, the service provider will:

- Participate in a scoping meeting with the project team, with a view to revising and validating a methodology and work plan as required.
- Help set up and lead a savings group collaboration group made up of local organizations associated with the mission, with a view to developing synergies, sharing experiences and best practices through quarterly meetings.
- Adapt to the market systems development approach and integrate into an existing digital platform training materials based on available educational resources for the retraining, professionalization and networking of community animators/facilitators in the savings group sector.
- Adapt to the mission, in close collaboration with HRASA, an existing digital platform for monitoring and evaluating the performance of local organizations and their facilitators, savings group associations, the latter and their members.
- Retrain fifty (50) animators/facilitators from five (5) local organizations in order to build their capacity to provide professional services efficiently and cost-effectively to strengthen and create savings groups through an agricultural market systems development approach.
- Support and regroup around one hundred and fifty (150) existing savings groups into at least ten (10) legally constituted associations to pool their savings and invest in agricultural assets and activities such as bulk purchasing of inputs and new technologies.
- Support local organizations and groups/associations of savings groups in the formulation of proposals for small and micro grants in kind from HRASA for the creation of 100 new savings groups with the assistance of recycled and trained facilitators.

4- EXPECTED RESULTS AND PERFORMANCE INDICATORS

The following results are expected at the end of the mission:

- Four meetings of a savings group collaboration group made up of 10 to 12 HRASA partners and key players in the sector.
- At least fifty (50) facilitators from five (5) local organizations offering paid services to these organizations, local communities and savings groups.
- Around one hundred and fifty (150) savings groups grouped into at least ten (10) associations/clusters recognized by MAST.
- A digital platform equipped with training and coaching materials for capacity-building of savings group leaders, and tools for monitoring and evaluating the performance of savings groups, their members and the actors who support them.
- At least twenty percent (20%) of the savings groups' loan portfolio and pooled savings invested in agricultural activities.
- Small and micro grants in kind allocated by HRASA to ten (10) local organizations and groups of savings groups for the expansion of savings groups with the assistance of recycled and trained facilitators.
- One hundred (100) new savings groups created within producer groups and youth groups involved in partnerships supported by HRASA through the above-mentioned small and micro grants.

The service provider will have to take into account certain performance indicators of the HRASA project.

- Number of individuals participating in savings programs
- Value of agriculture-related financing granted by groups supported by the project
- Percentage of young people under 29 in groups supported
- Number of savings groups with strengthened capacities
- Total number of memorandums of understanding signed or strengthened

Two other indicators more specific to the financial and social performance of savings groups will also be considered.

- Evolution of savings portfolio of supervised groups
- Evolution of the supervised groups' loan portfolio
- Development of the provident and emergency fund

5- METHODOLOGICAL ELEMENTS

The choice of methodology is left to the initiative of the service provider and will form an integral part of its technical proposal. The various activities will be carried out simultaneously in the following intervention zones.

Département	Commune
Nord	Limonade, Acul du Nord
Nord-est	Terrier Rouge, Trou du Nord
Sud	Torbeck, Arniquet, Ducis
Centre	Cerca la Source
Centre	Hinche

The proposed methodology will be discussed during a scoping meeting at the start of the assignment, and then validated by the HRASA project.

6- EXPECTED DELIVERABLES

The main deliverables expected are:

- A methodology including a detailed work plan approved by HRASA.
- Quarterly minutes of meetings of the Savings Group Collaborative Committee.
- Training modules and additional resources (videos, posters, etc.) tested and validated by HRASA integrated into the service provider's digital platform.
- Reports of the training/refresher training of fifty (50) facilitators/facilitators including the results of knowledge assessments and the list of participants with their profile.
- Quarterly reports on the performance of savings group groups, their member savings groups and their members.
- The constitutive acts and statutes adopted by at least ten (10) associations/federations of savings groups and the acknowledgement of receipt of the files submitted to the Ministry of Social Affairs and Labour for authorization to operate.
- Proposals submitted to HRASA for small and micro-grants by at least ten (10) local organizations for the expansion of savings groups by strengthening them and creating new ones.
- At least ten (10) memoranda of understanding and/or contracts between savings group associations and other market system actors (financial institutions, buyers, suppliers of agricultural inputs and equipment, etc.).

- Documents confirming investments in the agricultural sector by the groupings of savings groups, the latter and their members, group purchases from the savings of the groups, sales and all business transactions related to agriculture carried out by these actors.

These different deliverables will be consolidated in progress reports that will be submitted according to a schedule established by the service provider. A final report will summarize the project activities and include recommendations for the expansion of savings groups in the areas targeted by HRASA.

7- TERMS AND DURATION OF SERVICE

The service provider will work directly under the supervision of two specialists from the third component of the project, relating to strengthening household and community resilience in the North and South regions respectively, and in collaboration with the project's Gender, Youth and Social Inclusion (GEYSI) team. The assignment will last twelve months from the date of contract signature.

8- PROFILE SOUGHT

The service provider must meet the following profile:

- Solid experience of at least fifteen (15) years in the creation, support and consolidation of savings groups.
- Have more than ten (10) years' experience in developing training curricula, conducting training of trainers in MUSO and AVEC methodology, and have training materials available.
- Have more than ten (10) years' experience in supporting savings groups in the areas targeted by HRASA.
- Have qualified trainers in the project's two intervention zones, the North region (North, North-East and Upper Central Plateau) and the South department.
- Be equipped with a digital platform capable of monitoring and reporting on the progress of savings groups.
- Have a website or other digital platform capable of hosting modules and other training materials.
- Demonstrate experience in implementing at least one (1) similar mandate.
- Have more than ten (10) years' experience working with market players, particularly financial institutions, universities and the business sector.

9- DOCUMENTS REQUIRED FROM THE CANDIDATE

The service provider must submit :

A **technical proposal** including at least: the service provider's profile, an understanding of the mandate and an innovative methodology, deliverables related to performance-based payment schedule, a Gantt chart/activity table, the consultant(s)' CVs and an example of a similar mandate.

A **financial proposal** including a detailed budget in Gourdes and Dollars and a schedule of performance-based payments related to the progress reports that will be submitted to HRASA. Small and micro-kind grants are not included in the budget and will be covered by HRASA.

10- METHODS OF SELECTING THE SERVICE PROVIDER

The technical offer will be evaluated according to the following five criteria, to which scores will be assigned

Criteria	Maximum Score
Understanding the consultancy mandate including its objective and performance criteria	15
Clear, relevant and complete methodology adds value to the ToR, contains innovations and feeds into the performance indicators	25
Qualifications, experience and number of resource persons and working days planned for each well dimensioned to satisfactorily carry out the planned tasks.	25
Suitability of methodology and timetable, feasibility and coherence of work plan	10
Offeror's specific skills and experience relating to the assignment	25
Total	100

Evaluation points will not be awarded to the financial offer, which will be evaluated first for realism and reasonableness. DAI may award the contract to a Bidder with a higher price if it is determined that the Bidder's technical evaluation merits the additional cost/price.

10.2 Attachment B: 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:

10.3 Attachment C: Price Schedule

Item Number	Item Name	Description/Specifications	Quantity	Unit Price	Total Price
1a	List the items that are to be supplied				
1b					
1c					
2					
3					
GRAND TOTAL IN Click here to enter text.					
GRAND TOTAL IN UNITED STATES DOLLARS					\$

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

10.4 Attachment D: Instructions for Obtaining an Unique Entity ID (SAM)Number - DAI'S Vendors, Subcontractors

ATTACHMENT A
INSTRUCTIONS FOR OBTAINING AN Unique Entity ID (SAM)
DAI'S VENDORS, SUBCONTRACTORS & GRANTEES

Note: There is a Mandatory Requirement for your Organization to Provide an Unique Entity ID (SAM) to DAI

I. SUBCONTRACTS/PURCHASE ORDERS: All domestic and foreign organizations which receive first-tier subcontracts/ purchase orders with a value of \$30,000 and above are required to obtain an Unique Entity ID (SAM) prior to signing of the agreement. *Your organization is exempt from this requirement if the gross income received from all sources in the previous tax year was under \$300,000. Please see the self-certification form attached.*

II. MONETARY GRANTS: All foreign entities receiving first-tier monetary grants (standard, simplified and FOGs) with a value equal to or over \$25,000 and performing work outside the U.S. must obtain an Unique Entity ID (SAM) prior to signing of the grant. All U.S. organizations who are recipients of first-tier monetary grants of any value are required to obtain an Unique Entity ID (SAM); the exemption for under \$25,000 applies to foreign organizations only.

NO SUBCONTRACTS/POs (\$30,000 + above) or MONETARY GRANTS WILL BE SIGNED BY DAI WITHOUT PRIOR RECEIPT OF AN UNIQUE ENTITY ID (SAM).

Note: The determination of a successful offeror/applicant resulting from this RFP/RFQ/RFA is contingent upon the winner providing an Unique Entity ID (SAM) to DAI. Organizations who fail to provide an Unique Entity ID (SAM) will not receive an award and DAI will select an alternate vendor/subcontractor/grantee.

Background:

Summary of Current U.S. Government Requirements - Unique Entity ID (SAM)

Effective April 4, 2022, entities doing business with the federal government will use the Unique Entity Identifier (SAM) created in SAM.gov. The Unique Entity ID (SAM) is a 12-character alphanumeric value managed, granted, and owned by the government. This allows the government to streamline the entity identification and validation process, making it easier and less burdensome for entities to do business with the federal government.

Entities are assigned an identifier during registration or one can be requested at SAM.gov without needing to register. Ernst and Young provides the validation services for the U.S. Government. The information required for getting an Unique Entity ID (SAM) without registration is minimal. It only validates your organization's legal business name and address. It is a verification that your organization is what you say it is.

The Unique Entity ID (SAM) does not expire.

Summary of Previous U.S. Government Requirements – DUNS

The Data Universal Numbering System (DUNS) is a system developed and managed by Dun and Bradstreet that assigns a unique nine-digit identifier to a business entity. It is a common

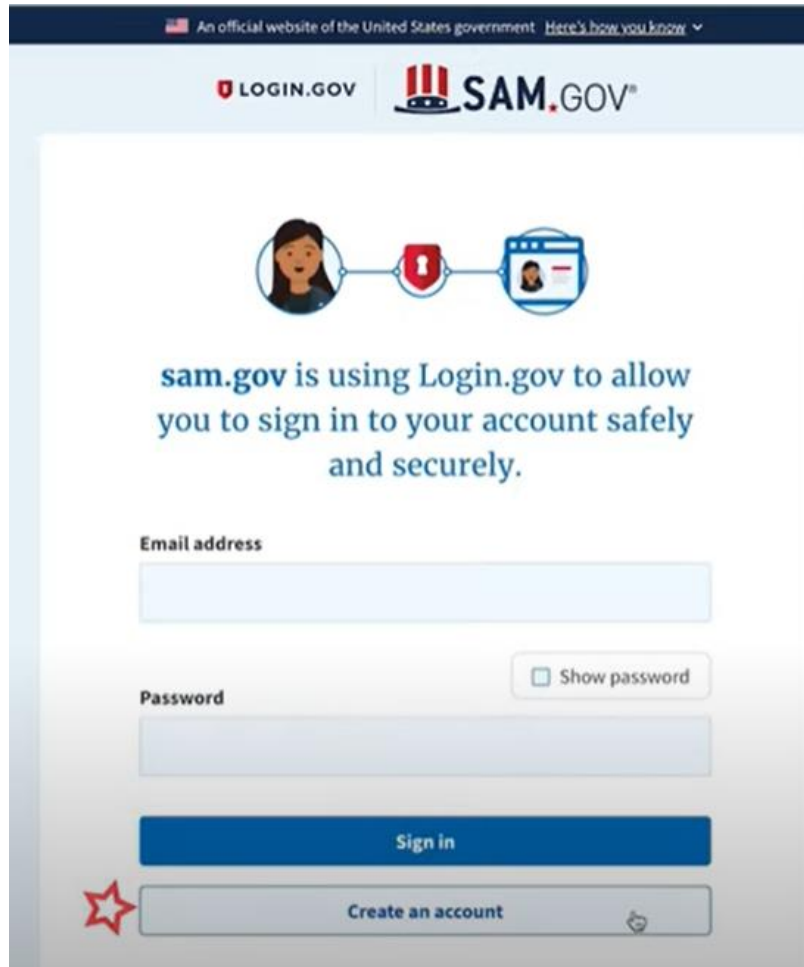
standard world-wide and was previously used by the U.S. Government to assign unique entity identifiers. This system was retired by the U.S. Government on April 4, 2022 and replaced with the Unique Entity Identifier (SAM). After April 4, 2022 the federal government will have no requirements for the DUNS number.

If the entity was registered in SAM.gov (active or inactive registration), an Unique Entity ID (SAM) was assigned and viewable in the entity registration record in SAM.gov prior to the April 4, 2022 transition. The Unique Entity ID (SAM) can be found by signing into SAM.gov and selecting the Entity Management widget in your Workspace or by signing in and searching entity information.

Instructions detailing the process to be followed in order to obtain an Unique Entity ID (SAM) for your organization begin on the next page.

THE PROCESS FOR OBTAINING A UNIQUE ENTITY ID IS OUTLINED BELOW:

1. Have the following information ready to request a Unique Entity ID (SAM)
 - a. Legal Business Name
 - b. Physical Address (including ZIP + 4)
 - c. SAM.gov account (this is a user account, not actual SAM.gov business registration).
 - i. **As a new user**, to get a SAM.gov account, go to www.sam.gov.
 1. Click “Sign In” on the upper right hand corner.
 2. Click on “Create a User Account”



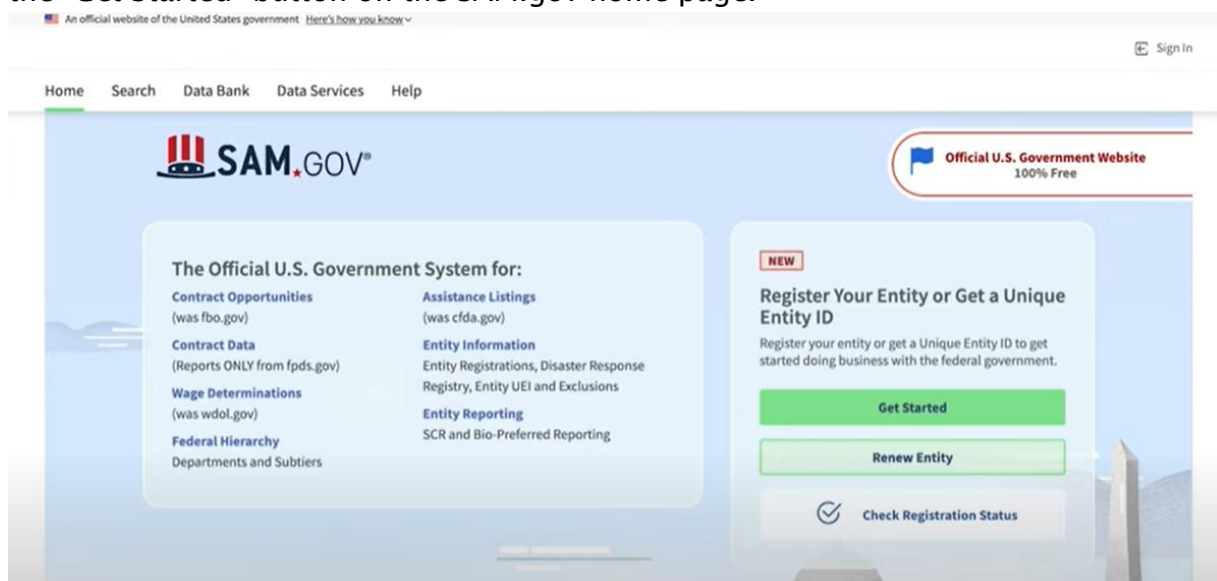
3. Choose Account Type:
 - a. Create an Individual User Account to perform tasks such as register/update your entity, create and manage exclusion records or to view FOUO level data for entity records.
 - b. Create a System User Account if you need system-to-system communication or if performing data transfer from SAM to your government database system.

Complete the requested information, and then click “Submit.”

4. Click “DONE” on the confirmation page. You will receive an email confirming you have created a user account in SAM.
5. Click the validation link in the email that contains the activation code within 48 hours to activate your user account. If the email link is not hyperlinked (i.e., underlined or appearing in a different color), please copy the validation link and paste it into the browser address bar. You can now register an entity.

NOTE: Creating a user account does not create a registration in SAM, nor will it update/renew an existing registration in SAM.

2. Once you have registered as a user, you can get an Unique Entity ID by selecting the “Get Started” button on the SAM.gov home page.



3. Select “Get Started” on the Getting Started with Registration page.

An official website of the United States government [Here's how you know](#)

SAM.GOV

Requests Notifications Workspace Sign Out

Home Search Data Bank Data Services Help

Getting Started with Registration

This the official U.S. government website for entity registration. Entity registration is FREE.

Entity Information Home

Before You Get Started

Before you start your registration, there are a few steps you must complete first. Review these steps to help ensure you set aside enough time to complete your registration.

- 1 Request a DUNS Number
- 2 Prepare Your Data
- 3 Get a Login.gov Account
- 4 Submit and Finish

1 Request a DUNS Number

All entities wishing to do business with the federal government must have a unique entity identifier (UEI). Currently, the DUNS number, which is a unique nine-character identification number provided by Dun & Bradstreet (D&B) free of charge, is the official UEI. D&B assigns UEI (DUNS) for each physical location of a business. Requesting a UEI (DUNS) takes about 10 minutes. Receiving a UEI (DUNS) takes 1-2 business days (under normal circumstances) when using the D&B web form.

[Go to D&B web form](#)

NEW

Register Your Entity or Get a Unique Entity ID

Register your entity or get a Unique Entity ID to get started doing business with the federal government.

Get Started

Renew Entity

Check Registration Status

4. Select “Get Unique Entity ID” on the Get Started page.

Entity Management

Get Started

Register Entity

An entity registration allows you to bid on government contracts and apply for federal assistance. As part of entity registration, we will assign you a Unique Entity ID (SAM).

Comprehensive and current entity information is an essential part of the federal award process. It is important to prepare your information and allow sufficient time to understand and accurately complete your registration. You only need to complete and manage it here to remain eligible for federal awards.

You must renew your registration every 365 days for it to remain active.

Register Entity

Get Unique Entity ID (SAM)

If you only conduct certain types of transactions, such as reporting as a sub-awardee, you may not need to complete an entity registration. Your entity may only need a Unique Entity Identifier.

You can get a Unique Entity ID (SAM) for your organization without having to complete a full entity registration.

Get Unique Entity ID

5. Enter Entity Information.



- a. If you previously had a DUN Number, make sure your Legal Business Name and Physical Address are accurate and match the Entity Information, down to capitalization and punctuation, used for DUNS registration.
6. When you are ready, select “Next”
7. Confirm your company’s information.



- a. On this page you will have the option to restrict the public search of this information. “Allow the selected record to be a public display record.” If you uncheck this box, only you and the federal government users will be able to search and view the entity information and entities like DAI will not be able to independently verify that you have an Unique Entity Identifier (SAM).

☒ **Allow the selected record to be a public display record.**

If you feel displaying non-sensitive information like your registration status, legal business name and physical address in the search engine results poses a security threat or danger to you or your organization, you can restrict the public viewing of you record in SAM's search engine. However, your non-sensitive registration information remains available under the Freedom of Information Act to those who download the [SAM public data file](#). [Learn more about SAM public search results](#).

8. When you are ready, select “Next”
9. Once validation is completed, select “Request UEI” to be assigned an Unique Entity ID (SAM). Before requesting your UEI (SAM), you must certify that you are authorized to conduct transactions under penalty of law to reduce the likelihood of unauthorized transactions conducted for the entity.



Request UEI

You have completed validation. Select **Request UEI** to be assigned a Unique Entity ID.

VERIFIED MATCH:

US TEST COMPANY 999 • Public

DUNS UNIQUE ENTITY ID:
362267515

PHYSICAL ADDRESS
3501 CORPORATE PKWY
CENTER VALLEY, PA 18034
US

Before requesting your UEI, please certify that you are authorized to conduct transactions under penalty of law to reduce the likelihood of unauthorized transactions conducted for my entity. Then select **Request UEI**.

☐ I certify that I am authorized to conduct transactions on behalf of the entity.

Request UEI

10. The Unique Entity ID will be shown on the next page. SAM.gov will send an email confirmation with your Unique Entity ID.



Receive UEI

Congratulations! You have been assigned the following Unique Entity ID.

EH4HG9MLR7Q6

VERIFIED MATCH:

US TEST COMPANY 999 • Public

DUNS UNIQUE ENTITY ID:
362267515

SAM UNIQUE ENTITY ID:
EH4HG9MLR7Q6

PHYSICAL ADDRESS
3501 CORPORATE PKWY
CENTER VALLEY, PA 18034
US

You have finished getting your Unique Entity ID, select **Done** to return to your workspace.

To continue with registration, select **Continue Registration**.

[Continue Registration](#)[Done](#)

11. If you need to view the Unique Entity ID from SAM in the future or update the organization's information, sign into SAM.gov and go to "Entity Management" widget.

Workspace

Entity Management

What do I need for registration?

[Get Started](#)

Entity Registration



Next Update Due: Due in Next 30 days: **0 Entity Registrations**

Unique Entity ID



System Accounts



Profile



John Doe
john.doe@gsa.gov



Downloads



Saved Searches



Following

Pending Requests

No pending requests

[See All](#)

Notifications

No available notifications

[See All](#)

Add A New Role

Select on the options below to request a new role. If you need a role that you do not see below, contact an administrator for your organization directly.

Select a Role



GSA

10.5 Attachment F: 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	Completed on schedule (Yes/No)	Completion Letter Received? (Yes/No)	Type of Agreement, Subcontract, Grant, PO (fixed price, cost reimbursable)
1									
2									
3									
4									
5									

10.6 Attachment G: 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.

List of Optional Attachments

10.7 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 Service that meets the technical requirements as per Attachment A
- ☐ Response to each of the evaluation criteria
- ☐ Documents use to determine Responsibility.
- ☐ Evidence of an Unique Entity ID (SAM)OR Self Certification for Exemption from Unique Entity ID (SAM)Requirement
- ☐ Past Performance (*use template in Attachment F*)
- ☐ Work calendar
- ☐ CV of proposed personnel
- ☐ Diplomas of proposed staff
- ☐ Evidence (Patente, Quitus, Matricule fiscal, Attestation du Ministere du Commerce) of the required business licenses to operate in the host country