



Iraq Governance and Performance Accountability Project (IGPA)

Request for Proposals (RFP)

RFP-DAI- IGPA-EBL-19-113 Water Conservancy Behavior Change Campaign- Erbil

Issue Date: May 9, 2019

WARNING: Prospective Offerors who have received this document from a source other than the Iraq Governance and Performance Accountability project, Babylon-Warwick Hotel, ProcurementIGPA@dai.com , IGPAProcurementINBOX@dai.com, should immediately contact IGPAProcurementINBOX@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 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 amendments to this solicitation will be distributed via IGPAProcurementINBOX@dai.com.

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Synopsis of the RFP

RFP No.	RFP-DAI-IGPA-EBL-19-113
Issue Date	May 9, 2019
Title	Water Conservancy Behavior Change Campaign- Erbil
Issuing Office & Email/Physical Address for Submission of Proposals	Iraq Governance and Performance Accountability Project, Baghdad Office Erbil Italian Village I, Villa # 70- IV 33 DAI Erbil Office ProcurementIGPA@dai.com
Deadline for Receipt of Proposals	May 19, 2019 at 5:00 PM Baghdad Time
Point of Contact for Questions and Answers	IGPAProcurementINBOX@dai.com – Procurement Manager
Bidders' meeting related to RFP (Attendance is Optional, and it is Not Mandatory)	May 14, 2019 at 11:00 AM Baghdad Local Time in Erbil Italian Village I, villa No 70 – DAI IGPA Erbil Office.
Anticipated Award Type	DAI anticipates issuing a Firm Fixed Price Purchase Order. This is only the anticipated type of award and may be changed as a result of negotiations. Issuance of this RFP in no way obligates DAI to award a subcontract or purchase order and offerors will not be reimbursed for any costs associated with the preparation of their bid.
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.

I. Introduction and Purpose

I.1 Purpose

DAI, the implementer of the USAID-funded Iraq Governance and Performance Accountability (IGPA) project, invites qualified offerors to submit proposals to implement the Water Conservancy behavior change in Erbil Province as part of implementation of communication and outreach plan.

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.

I.2 Type of Award Anticipated

DAI anticipates awarding a Firm Fixed Price Purchase Order This is only the anticipated type of award and may be changed as a result 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 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 than **May 19, 2019 at 5:00 PM Baghdad Time**, to be submitted to ProcurementIGPA@dai.com and the RFP Number and Title of the activity must be stated 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 non-responsive 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 validity period 120 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 (insert Project Acronym) 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. Environmental Approach – Description of proposed services and how they will be carried out in a way that respects the overall approach of the project to be less wasteful and create as little solid waste as possible.
3. 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. Five points of this will be reserved for offeror’s that show a commitment to diversity in staffing including, but not limited to, gender, ethnicity, disabled populations, and other vulnerable populations that apply.
4. Past Performance –Provide a list of at least three (2-3) 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 F.

3.1 Services Specified

For this RFP, DAI is in need of 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 significantly more important than cost/price factors.

Evaluation Criteria	Evaluation Sub-criteria (if needed)	Maximum Points
Technical Approach		35 points
Environmental Approach		5 points
Management Approach or Personnel Qualifications	Diversity of staff. Give five points for a diverse staffing structure.	35 points
Corporate Capabilities or Past Performance		25 points

Total Points	100 points
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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, 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.

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 of the required business licenses to operate in the host country.
2. Evidence of a DUNS number (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 subcontract, 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.	Task	Task Deliverable	Due Date
1	Create a timeline for the work and receive materials, message and direction from IGPA and the TWG.	Timeline and implementation plan. Briefing on specifics from the TWG and IGPA and submission of the work schedule.	2 weeks after award
2	Capture baseline from Erbil Water Directorate	One-two pages baseline summary based on water usage, bill payment and contact to service phone lines.	3 weeks after award
3	Approval need it from Erbil Water directorate and other related government agencies to implement the Campaign in targeted areas	Consent Letters on Implementing project activities as well the target areas.	3 weeks after award
4	Behavior Change – Printing Materials (Brochure). To be distributed during the campaign activities.	Materials should include creative messages on behavior change. Designed and printed, deliver it during project activities- 1000 copies. Printing some short messages with the project Logo on some tools and distributing on all the target groups during the project activities and even as a separate activity. Ideas include, but do not need to be limited to: mugs, umbrellas, and students water bottles. is a large No. of cars and most of the people their own cars. Targeting young, women, drivers, teachers, officials.	5 weeks after award
5	Roll up-Banner	Printing 16 roll- up banner Should include water conservation message, or water standards to public to place in public locations like, schools, hospitals, health	5 weeks after award

No.	Task	Task Deliverable	Due Date
		centers, shopping malls, etc.	
6	Social Media ads for online campaign for purchase to go to citizens, mostly young, women. Targeting 10,000 thousand people in Erbil city with focus on target areas for one month.	2 Images to designed, produced, posted/ boost on Facebook for one month. 3 Videos to designed, produced and posted/ boost for one month.	5-9 weeks after award
7	TV Panel discussion	A TV panel program to be held on well-known with huge viewer TV channel (Like RUDAW) hosting some experts and government officials, academics, CSOs to discuss the water conservancy issue and how improve citizens participation especially young & women in saving the water during daily life. This is activity target families especially women, young, and even the government officials as well to pay more attention to water issue.	8 weeks after award
8	Final report	Collect the post campaign numbers for water usage, customer service call. Final report should include lessons learned, challenges and any success stories.	10-12 weeks after award

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 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 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 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.

8.1 Data Universal Numbering System (DUNS)

There is a **mandatory** requirement for your organization to provide a DUNS number to DAI. The Data Universal Numbering System is a system developed and regulated by Dun & Bradstreet (D&B) that assigns a unique numeric identifier, referred to as a "DUNS number" to a single business entity. Without a DUNS number, 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 a DUNS number to DAI. Offerors who fail to provide a DUNS number 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 DUNS number 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.

9. Procurement Ethics

Neither payment nor preference shall be made by either the Offeror, or by any DAI staff, in an attempt to affect the results of the award. DAI treats all reports of possible fraud/abuse very seriously. Acts of fraud or corruption will not be tolerated, and DAI employees and/or subcontractors/grantees/vendors who engage in such activities will face serious consequences. Any such practice constitutes an unethical, illegal, and corrupt practice and either the Offeror or the DAI staff may report violations to the Toll-Free Ethics and Compliance Anonymous Hotline at +1 855-603-6987, via the DAI website, or via email to FPI_hotline@dai.com. DAI ensures anonymity and an unbiased, serious review and treatment of the information provided. Such practice may result in the cancellation of the procurement and disqualification of the Offeror's participation in this, and future, procurements. Violators will be reported to USAID, and as a result, may be reported to the U.S. Department of Justice to be included in a Restricted Parties list, preventing them from participating in future U.S. Government business.

Offerors must provide full, accurate and complete information in response to this solicitation. The penalty for materially false responses is prescribed in Section 1001 of Title 18 of the United States Code.

In addition, DAI takes the payment of USAID funds to pay Terrorists, or groups supporting Terrorists, or other parties in exchange for protection very seriously. Should the Terrorist, groups or other parties attempt to extort/demand payment from your organization you are asked to immediately report the incident to DAI's Ethics and Compliance Anonymous Hotline at the contacts described in this clause.

By submitting an offeror, offerors certify that they have not/will not attempt to bribe or make any payments to DAI employees in return for preference, nor have any payments with Terrorists, or groups supporting Terrorists, been attempted.

10. Attachments

10.1 Attachment A: Scope of Work for Services or Technical Specifications SCOPE OF WORK/TERMS OF REFERENCE

IGPA/Takamul

Water Consumption Behaviors Change – Erbil

A. BACKGROUND AND JUSTIFICATION

Iraq Governance and Performance Accountability Project (IGPA/Takamul)

Project Overview

The Takamul project, also known as the Iraq Governance and Performance Accountability (IGPA) project, works to advance effective, accountable, and transparent governance in Iraq. The project serves as a major channel for U.S. Government support to strengthen governance in Iraq. The project works with federal and provincial governments to better respond to the citizens needs by supporting reform initiatives and Iraqi change agents over governance and public-sector transparency, accountability, and performance. “Reform initiatives” include support to improve public service delivery, public financial management, and open government initiatives. IGPA/Takamul supports federal, regional, and provincial governments and Iraqi citizens through joint partnerships and collaborative efforts to address governance challenges.

IGPA/Takamul has four objectives:

1. Enhance service delivery capacity
2. Improve public financial management
3. Strengthen monitoring and oversight of service delivery and public expenditure
4. Support Iraqi change agents (cross-cutting objective)

The USAID-funded IGPA/Takamul project is providing technical support to the Kurdistan Region of Iraq KRI in improving water supply and electricity service provision to all citizens. The project recognizes the current challenges in the KRI due to the financial crisis, the government’s priority to limit public spending, and the need to provide basic services on an equitable basis to all citizens. In the water sector, this demonstrates accountability on the part of the General Directorate of Water and Sewerage in KRI and gives all communities a stake in good governance. The project is designing this assistance package in ways to build on ongoing activities undertaken between the General Directorate of Water and Sewerage and a private company to improve billing and collection and help ensure that gains will be sustained over the long term.

The shortage of portable water is a challenge, as is the wastage of water resources by not conserving clean water in their homes, farms and workplaces. The average of waste is around 30 percent of the water production and each person in KRI is estimated to waste more than 250 liters/month. This costs the government an estimated 240,000,000 IQD per day.

IGPA/Takamul project provided a series of meetings, trainings, and technical assistance to representatives of the government, water delivery providers, and civil society organizations, and supported several water conservation campaigns in KRI to improve the relationship with the people and water services. A technical working group has created a communication and outreach plan implemented by CSOs in Erbil which aim to change citizen behavior in water consumption and support the provincial government in providing better services.

The CSO vendor will be responsible for implementing the communication and outreach plan created for the KRG with ongoing direct supervision of IGPA/ Takamul project technical staff and the Technical Working Group members over a four-month period.

Although this SOW focuses specifically on water usage, overall IGPA/Takamul is a project focused on service delivery. It regularly engages in campaigns to encourage people to reduce and properly dispose of waste. Campaigns should be designed with respect for the goal of reducing trash overall. Communication materials should be reusable and not contribute to the solid waste problem in the province. This includes limiting the number of posters/stickers/flyers printed and having collection plans for times when paper products are considered necessary to the success of an event.

This SOW determines the activities, deliverables, quantities and quality of work set in the communication and outreach plan by a technical working group of government and CSO leaders. Many CSOs may have experience in some aspects of this proposal but can consider partnership agreements with individuals that have the skills the organization does not have for the purpose of this proposal.

B. OBJECTIVES

- 1- Citizens implement water conservation practices in their home resulting in lower water consumption across Erbil.
- 2- Citizens support the water provision services in legal subscription, adopting the new smart meter, paying water bills, using the water in right ways.
- 3- Erbil Water Directorate engages citizens in improving water service in Erbil, making them partners in improving water service delivery.

C. SCOPE OF WORK AND DETAILED TASKS REQUIREMENTS

This RFP is designed to utilize the communication tools targeted to young and women and consider the characteristics of different audiences and ways to deliver the messages in corporation with IGPA/Takamul technical team within a duration of 120 days. The CSO will collect a pre- and post-statistics on water consumption, bill payment and call averages to the service lines to serve as a baseline from KRG Water Directorate.

The specific activities of this SOW are described below:

No.	Task	Task Deliverable
1	Create a timeline for the work and receive materials, message and direction from IGPA and the TWG.	Timeline and implementation plan. Briefing on specifics from the TWG and IGPA and submission of the work schedule.
2	Capture baseline from Erbil Water Directorate	One-two pages baseline summary based on water usage, bill payment and contact to service phone lines.
3	Approval from Erbil Water directorate and other related government agencies to implement the campaign in targeted areas	Consent letters on implementing project activities as well the target areas.
4	Behavior Change – Printing Materials (Brochure, others). To be distributed during the campaign activities.	To be designed and printed during the campaign activities and materials should include creative messages on behavior change. Designed and printed, deliver it during project activities. Printing some short messages with the project Logo on some tools and distributing on all the target groups during the project activities and even as a separate activity. Ideas include, but do not need to be limited to: mugs, umbrellas, and students water bottles. is a large No. of cars and most of the people their own cars. Targeting young, children, women, drivers, teachers, officials.
5	Roll up-Banner	Printing 16 roll- up banner Should include water conservation message, or water standards to public to place in public locations like, schools, hospitals, health centers, shopping mall, etc. this could General and can be used by the Water Directorate in the future activities. Targeting women, young.
6	Social Media ads for online campaign for purchase to go to citizens, mostly young, women. Targeting 10,000 thousand people in Erbil city with focus on target areas for one month. Targeting women and young.	2 Images to be designed, produced and posted/ boost on Facebook for one month. 3 Videos to be designed, produced, and posted/ boost for one month.

No.	Task	Task Deliverable
7	TV Panel discussion	A TV panel program to be held on well-known with huge viewer TV channel Like RUDAW) hosting some experts and government officials, academics, CSOs to discuss the water conservancy issue and how improve citizens participation especially young& women in saving the water during daily life. This is activity target families especially women, young, and even the government officials as well to pay more attention to water issue.
8	Final report	Collect the post campaign numbers for water usage, customer service call. Asking the same questions from baseline at beginning of project Final report should include lessons learned, challenges, photos, recommendation and any success stories. the changes have been made during the campaign.

Successful vendors will meet the following requirements:

- **Should have at least three years' experience in relevant projects**
- **Valid CSO registration certificate or business registration.**
- **Proof of previous participation in campaigns.**
- **CVs, and Organizational Structure.**
- **List of the CSO/business technical staff with relevant experiences.**

D. Technical Proposals

All technical proposals should include:

Organizational chart and relevant staff. Staff descriptions should show an overall commitment to diversity as noted in section 3.

Sample print and online materials. (can be copies, screenshots or links)

Implementation proposal and sample calendar

The implementation plan should identify what communication methods work for what targeted audiences and why these methods were chosen.

E. OUTPUTS AND DELIVERABLES

- Weekly Reports: IGPA expects a weekly report on progress of the implementation Monday at 02:00 PM each week. Which include the project progress and the plan of next week.
- Baseline number collection at the beginning and end of the campaign.
 - Water usage by citizens.
 - Calls to customer service per day, per week or per month prior to the communication campaign.
- Written Approval from Erbil Water directorate and other related government agencies to implement the Campaign in targeted areas.
- The CSO will need to produce a timeline or a calendar schedule that covers the steps for literature and poster design and production, social media ad production and purchase.
- Behavior Change – Printed Materials. Materials should include creative messages on behavior change. Designed and printed, deliver it during project activities. Behavior Change Advertisement materials stuff. Printing some short messages with the project logo on some tools and distributing on all the target groups during the project activities and even as a separate activity. Ideas include, but do not need to be limited to: mugs, umbrellas, and students water bottles.
- Roll up Banners for behavior change for indoor public places. There has been significant outreach by CSOs and government. This banner is designed for schools, place of worship, hospitals, health centers (targeting women who visit the health centers), and other locations deemed appropriate by the vendor.
- Social Media ads for online campaign for purchase to go to citizens, mostly young women. Targeting people in Erbil city with focus on target areas for one month.
- TV Panel discussion, A TV panel program to be held on well-known with huge viewer TV channel Like RUDAW) hosting some experts and government officials, academics, CSOs to discuss the water conservancy issue and how improve citizens participation especially young& women in saving the water during daily life.
- Final Report- this report should include outline activities, photos, collect the post campaign numbers for water usage, customer service compliance, tracking the changes during the campaign period, challenges & issues, successful stories, participants quotes main results, number of beneficiaries and recommendations.

F. Timeframe/duration

The duration of the implementation of this SOW are 100 days.

G. SPECIAL CONSIDERATIONS

All designed materials should be approved by IGPA/Takamul- Objective three technical team, graphic designer specialist, concerned department, and the TWG in Erbil province. All approvals should be documented in hard copy.

10.2 Attachment B: Proposal Cover Letter

[On Firm's Letterhead]

<Insert date>

TO: [Click here to enter text.](#)
DAI Global LLC.

We, the undersigned, provide the attached proposal in accordance with RFP-DAI- IGPA-EBL-19 113 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	Deliverable	Description/Specifications	Quantity	Unit price USD	Total USD
1	Create a timeline for the work and receive materials, message and direction from IGPA and the TWG.	Timeline and implementation plan. Briefing on specifics from the TWG and IGPA and submission of the work schedule.	1		
2	Capture baseline from Erbil Water Directorate	One-two pages baseline summary based on water usage, bill payment and contact to service phone lines.	1		
3	Approval need it from Erbil Water directorate and other related government agencies to implement the Campaign in targeted areas	Consent Letters on Implementing project activities as well the target areas.			
4	Behavior Change – Printing Materials (Brochure, Others).	1000 copies of brochure- Size A4-1000 -Printing some short messages on mugs, umbrellas, and students water bottles. is a large No. of cars and most of the people their own cars. Targeting young, women, drivers, teachers, officials.	1000 100 for each		
5	Roll up-Banner	Printing 16 roll- up banner Should include water conservation message, or water standards to public to place in public locations like, schools, hospitals, health centers, shopping malls, etc. targeting	16		

		women and young.			
6	Design and develop 5 Social Media ads for online campaign for purchase to go to citizens, mostly young, women. Targeting 10,000 thousand people in Erbil city with focus on target areas for one month. Targeting young and women.	2 Images to create and boost on Facebook for one month. 3 Videos to create and boost for one month.	2 images 3 videos		
7	TV Panel discussion	A TV panel program to be held on well-known with huge viewer TV channel Like RUDAW) hosting some experts and government officials, academics, CSOs to discuss the water conservancy issue and how improve citizens participation especially young& women in saving the water during daily life.	1		
8	TV –Ad	One video to be showed on Popular TV for one week.	1		
9	Final report	Collect the post campaign numbers for water usage, customer service call. Final report should include lessons learned, challenges and any success stories.	1		
GRAND TOTAL IN DOLLARS					
GRAND TOTAL IN UNITED STATES DOLLARS					

Delivery Period: 100 days

10.4 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									

10.5 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 DAII with a disclosure statement describing this information.
7. Prohibition of Segregated Facilities - The Bidder certifies that it is compliant with FAR 52.222-21, Prohibition of Segregated Facilities.
8. 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.
9. Labor Laws – The Bidder certifies that it is in compliance with all labor laws.
10. 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.
11. 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.