



EXPRESSIONS OF INTEREST (EOI)

EOI Number:	IRP II-PROG-BPA-001
Description:	Expression of Interest for FGDs (Focus Group Discussion) Service Indefinite
Release Date:	February 14 th , 2022
Questions Due:	5:00 PM on February 16 th , 2022
Due Date:	5:00 PM on February 20 th , 2022
For:	Iraq Community Resilience Initiative (ICRI) Ta'afi
Project Implementer:	Chemonics Iraq LLC.
Funded by:	United States Agency for International Development (USAID), Contract No. 7200AA19D00015/7200AA21F00006
Contents of EOI Package:	Section 1: Introduction Section 2: Instructions Section 3: Technical services, locations, and SoW

SECTION 1: INTRODUCTION

Chemonics International Inc. **through Chemonics Iraq LLC**. (hereinafter referred to as “Chemonics”), acting on behalf of the Office of Transition Initiative (OTI) United States Agency for International Development (USAID) and Iraq Community Resilience Initiative (ICRI) Ta’afi, under Prime Contract No. 7200AA19D00015/7200AA21F00006, is soliciting proposals from companies to provide FGDs services upon request of ICRI Ta’afi

Interested Parties are invited to submit their response in accordance with Section 2 (Instructions). A submittal of a response serves as notice to Chemonics of the Party’s general interest in participating in the BPA (Blanket purchase agreement for service). Responses will be used to confirm eligibility for Requests for proposals. However, a submittal of a response does not guarantee that the Interested Party will be contacted to perform any services. Activities that are listed in Section 3.

SECTION 2: INSTRUCTIONS

2.1 Submittal Deadline

Expressions of **interest with vendor CV and similar work list must** be received by email no later than 5:00 PM local time on February 20th, 2022. Late submission will be considered at the discretion of the Project. The full RFQ Services will be submitted to interested Parties

2.2 Protocol for Submission of Submittals and Required Documents

Respondents are responsible for ensuring that their submittals are received in accordance with the instructions stated herein.

All submittals must be prepared in the English language. The EOI must be submitted by email to solicitations@icritaafi.org with the subject line IRP II-PROG-BPA-001 and include the complete legal name and contact information of the responder’s organization.

2.3 Questions and Clarifications

All questions and/or clarifications regarding this EOI must be submitted via email to solicitations@icritaafi.org no later than 05:00PM local time in February 16th, 2022. All correspondence and/or inquiries regarding this solicitation must reference the EOI number. No phone calls or in-person inquiries will be entertained; all questions and inquiries must be in writing.

Only the written answers will be considered official. Any verbal information received from a Chemonics or project employee, or other entity, should not be considered as an official response to any questions regarding this EOI.

2.4 Technical Interest and Capability

Interested Parties should describe in detail their proposed qualifications for FGDs Services, listed in the Section 3 and in the SOW- attachment ‘A’, for which they would like to be considered. The following documents must be included in the response:

1. Company Name, Contact Information, Office Locations and Addresses
2. Summary of General Experience: Summary of general history and experience.

2.5 Eligibility

To be considered eligible under any future RFQ Services, Interested Parties must meet the following criteria and submit certifications of compliance as required. The EOI response must include statements from the Interested Party that it:

1. Is not debarred, suspended, or proposed for debarment, by the US Government or who proposes to do business with firms or firms' principals who are debarred, suspended, or proposed for debarment by the US Government, in the performance of the requirement of this activity.
2. Is legally registered and recognized under the laws of Iraq and follows all applicable civil, fiscal, and other applicable regulations. Such a company or organization could include a private firm, non-profit, civil society organization, or university.
3. Maintains a physical location in the possible work locations selected.
4. Agree to work under U.S. Government and USAID regulations applicable to future Request for Quotations.
5. Qualify under the authorized USAID geographic code for the Project, which is **Code 935**. All commodities and services supplied for any work awarded under future Request for Quotations must meet this geographic code in accordance with the US Code of Federal Regulations (CFR), [22 CFR §228](#).

2.6 **Geographic Code**

The following applies to this RFQ Services, all related correspondence, and any resulting subcontract:

A. Definitions:

1. **Cooperating Country:** "Cooperating country" means Iraq.
2. **Source:** "Source" means the country from which a commodity is shipped to the cooperating country or the cooperating country itself if the commodity is located therein at the time of purchase. However, where a commodity is shipped from a free port or bonded warehouse in the form in which received therein, "source" means the country from which the commodity was shipped to the free port or bonded warehouse.
3. **Nationality:** "Nationality" refers to the place of incorporation, ownership, citizenship, residence, etc. of suppliers of goods and services.

B. Application: The source and nationality of all goods and services provided to the Project must meet the USAID geographic code 935 requirements in accordance with [22 CFR §228](#).

C. No items, items with components from, or related services may be offered from the following countries: Cuba, Iran, Syria, and North Korea, Related services include incidental services pertaining to any/all aspects of this work to be performed under a resulting subcontract (including transportation, fuel, lodging, meals, and communications expenses).

All goods and services provided to the Project must comply with geographic code 935.

SECTION 3: CATEGORIES OF TECHNICAL SERVICES , LOCATIONS AND SOW

3.1 Objective

ICRI Ta'afi, funded by USAID and implemented by Chemonics Iraq LLC, seeks qualified companies to provide analysis and monitoring Services for its activities; these will include scope of work regarding what is required and based on each activity. See attachment 'A' below.

Chemonics anticipates issuing more than one award. The awards will be in the form of fixed unit price indefinite quantity subcontracts (IQS), with economic price adjustments with task orders issued on a firm fixed price basis. The term of this contract anticipated to be 8 months with possibility of extension .

3.2 Locations of Work

Chemonics anticipates issuing more than one award to the companies who can provide the requested services on nationwide level and in same time companies who provide similar services only in below mentioned location may be awarded too:

- Ninewa Plains
- Sinjar,
- Anbar
- Mosel
- Talafer
- Dhi Qar Province
- National
- Basra
- Baghdad
- Possibly: Salahaddin Governorate

3.3 SoW (Scop of Work)

ICRI Ta'afi program under the USAID/OTI fund attempts to increase the stability of Iraq through partnering with local CSOs, governmental entities and youth groups to implement projects under different themes and sectors. ICRI Ta'afi program through the partners implement activities including but not limited to improving service delivery, livelihood activities, civic engagement projects, and activities that support community bonding. The activities aim to contribute to a higher-level impact of reducing perception of marginalization and reducing divisions among Iraqis. Through this subcontract, ICRI Ta'afi program aims to frequently measure the contribution of ICRI Ta'afi program activities' contribution to the higher-level impact. The subcontract period will be eight months period when the subcontractor collaboratively with ICRI Ta'afi team will conduct qualitative data collection to measure the impact

The overarching purpose of this subcontract is to have a flexible qualitative data collection service provider that shall provide a range of qualitative data collection in support of the ICRI Ta'afi team in developing the general questions of cluster and program objective review of ICRI Ta'afi program. These services will provide essential information to ICRI Ta'afi program team for technical and programmatic decision-making, support measuring the higher-level impact of the ICRI Ta'afi activities on the community perception.

Under this subcontract, the ICRI Ta'afi MEL team and program team will design the generic evaluation questions, plan for the periods of evaluation, assist in identifying community members to be interviewed and be involved in the design of the Focus group discussion (FGD) questions. The subcontractor shall provide a response to this request based on the menu of quantitative data collection capabilities that can be implemented across Iraq.

The subcontractor shall participate in a one- to two-day start-up conference to be held with Chemonics International and USAID/OTI staff in Erbil or online. It is highly desirable that the subcontractor's key personnel participate in the session. In close consultation with the subcontractor, this session will be organized by Chemonics and will take place shortly after the IRQ005 activity has been cleared by the ICRI Ta'afi's OTI STAs. The agenda for the session will be established by Chemonics in consultation with USAID/OTI and the subcontractor. The agenda will broadly focus on introductions between team members (the subcontractor, Chemonics, and USAID/OTI), a presentation about OTI and the ICRI Ta'afi program strategy, and a discussion on standard operating procedures for our collaboration. A central part of the session will be to ensure mutual understanding of the roles and relationship of the subcontractor's key personnel, Chemonics key staff involved in the management of the subcontract, and USAID/OTI's role, including the "one team" approach. The meeting will also include the development of the upcoming baseline evaluation, and design for the initial questions that will comprise the first month. In addition to the general plan of data collection, and the data cleaning and its timeline for the next 6 months. Giving the context of each area, the subcontractor should mind the appropriate representation of (women, men, youth between 16 – 35, elders, tribal representation, ethno-religious representations, disability etc.) to be counted for in the design of the FGD participants. In addition to noting that those groups might require mixed or individual FGDs depending on the location. Additionally, the venue and the tools need to be accessible for the people with disabilities and the considerations of cultural norms.

Approved travel costs associated with key personnel attendance at the start-up conference will be reimbursed upon receiving advance international travel approval from Chemonics and ICRI Ta'afi's leadership approval. Labor costs associated with participation at the kick-off meeting will not be reimbursed separately, as participation is required for the management of the subcontractor.

On-site Focus Groups – The subcontractor shall implement data collection through focus groups of 6-10 individuals. Focus groups may be requested with male and/or female participants in separate group discussions, and participants may be stratified to include youth or specific professions or segments of the community. The subcontractor is expected to provide all refreshments, stipends, stationery, and materials required for the effective completion of the focus group discussion, including sourcing appropriate and safe venues for discussions to take place. ICRI Ta'afi may request the subcontractor to present physical or video content to a focus group and then to engage in discussion based on the materials presented. The subcontractor should find creative tools to engage all the participants in the discussion such as using rich picture, mapping, etc. The subcontractor shall have the obligation to provide all necessary equipment for the presentation of these materials. Limited travel costs may be payable to participants and these costs should be outlined by the subcontractor in response to the request in the proposal. For each focus group study, the subcontractor shall agree to a designed set of questions with ICRI Ta'afi. team and USAID/OTI if needed, provide full transcripts from all discussions in original language and translated English versions along with the FGD cleaned notes. If audio recording is undertaken in preference to detailed note taking, complete and informed consent (template included in Annex A) must be obtained from the entire group. In these cases, a copy of the audio recording and transcript, along with an English translation, shall be provided to ICRI Ta'afi.