

Request for Proposals

RFP No. IRP2-PROG-IRQ008-Data Collection

For the provision of

National and Regional Data Collection Services for Iraq

Contracting Entity:
Chemonics Iraq LLC
Jouhayna Business Center, 100m Road, Erbil, Iraq

Funded by:
United States Agency for International Development (USAID)

Funded under:
ICRI Ta'afi Program
Prime Contract Number 7200AA19D00015

******* ETHICAL AND BUSINESS CONDUCT REQUIREMENTS *******

Chemonics is committed to integrity in procurement, and only selects suppliers based on objective business criteria such as price and technical merit. Chemonics expects suppliers to comply with our Standards of Business Conduct, available at <https://www.chemonics.com/our-approach/standards-business-conduct/>.

Chemonics does not tolerate fraud, collusion among offerors, falsified proposals/bids, bribery, or kickbacks. Any firm or individual violating these standards will be disqualified from this procurement, barred from future procurement opportunities, and may be reported to both USAID and the Office of the Inspector General.

Employees and agents of Chemonics are strictly prohibited from asking for or accepting any money, fee, commission, credit, gift, gratuity, object of value or compensation from current or potential vendors or suppliers in exchange for or as a reward for business. Employees and agents engaging in this conduct are subject to termination and will be reported to USAID and the Office of the Inspector General. In addition, Chemonics will inform USAID and the Office of the Inspector General of any supplier offers of money, fee, commission, credit, gift, gratuity, object of value or compensation to obtain business.

Offerors responding to this RFP must include the following as part of the proposal submission:

- Disclose any close, familial, or financial relationships with Chemonics or project staff. For example, if an offeror's cousin is employed by the project, the offeror must state this.
- Disclose any family or financial relationship with other offerors submitting proposals. For example, if the offeror's father owns a company that is submitting another proposal, the offeror must state this.
- Certify that the prices in the offer have been arrived at independently, without any consultation, communication, or agreement with any other offeror or competitor for the purpose of restricting competition.
- Certify that all information in the proposal and all supporting documentation are authentic and accurate.
- Certify understanding and agreement to Chemonics' prohibitions against fraud, bribery and kickbacks.

Please contact suri@icritaafi.org with any questions or concerns regarding the above information or to report any potential violations. Potential violations may also be reported directly to Chemonics at to BusinessConduct@chemonics.com or by phone/Skype at 888.955.6881.

RFP Table of Contents

List of Acronyms

Section I Instructions to Offerors

- I.1 Introduction
- I.2 Chronological List of Proposal Events
- I.3 Offer Submission Requirements
- I.4 Eligibility Requirements
- I.5 Source of Funding, Authorized Geographic Code, and Source and Origin
- I.6 Validity Period
- I.7 Instructions for the Preparation of the Proposal
- I.8 Evaluation and Basis for Award
- I.9 Negotiations
- I.10 Terms of Subcontract
- I.11 Insurance and Services
- I.12 Privity

Section II Background, Scope of Work, Deliverables, and Deliverables Schedule

- II.1. Background
- II.2. Scope of Work
- II.3. Deliverables
- II.4. Deliverables Schedule

Section III Firm Fixed Price Subcontract (Terms and Clauses)

- Annex 1 Proposal Cover Letter
- Annex 2 Guide to Creating Financial Proposal and Sample Budget
- Annex 3 Required Certifications

List of Acronyms

AIDAR	Agency for International Development (USAID) Acquisition Regulation
CFR	Code of Federal Regulations
CO	USAID Contracting Officer
COP	Chief of Party
COR	USAID Contracting Officer's Representative
CV	Curriculum Vitae
DBA	Defense Base Act
FAR	Federal Acquisition Regulations
M&E	Monitoring and Evaluation
MEDEVAC	Medical Evacuation
POC	Point of Contact
RFP	Request for Proposals
SAM	System for Award Management
SOW	Scope of work
UEI	Unique Entity Identifier
U.S.	United States
USAID	U.S. Agency for International Development
USAID/Iraq	USAID Mission in Iraq
USG	U.S. Government
VAT	Value Added Tax

Section I. Instructions to Offerors

I.1. Introduction

Chemonics, the Buyer, acting on behalf of the U.S. Agency for International Development (USAID) and the ICRI Ta'afi Program, under contract number 7200AA19D00015 is soliciting offers from companies and organizations to submit proposals to participate with ICRI Ta'afi to carry out a national and regional data collection project.

The USAID-funded Ta'afi Program is working towards a more inclusive and prosperous Iraq by empowering Iraqis to lead positive change. Ta'afi does this by working with Iraqi partners to organize the community to address local issues and mobilize around common causes affecting all of Iraq. In order to measure and gauge the effectiveness of Ta'afi's programming and identify potential windows of opportunity for engagement, Ta'afi will need to periodically evaluate the Iraqi public's opinion and perception of civic engagement. Therefore, a subcontractor will support Ta'afi by implementing a quantitative national and regional data collection campaign. The work will include developing a detailed data collection plan, recruiting and training of data collection agents, collecting data from households in 4 key regions and nationally, and translating and cleaning of final collected data.

Offerors are invited to submit proposals in response to this RFP in accordance with **Section I Instructions to Offerors**, which will not be part of the subcontract. The instructions are intended to assist interested Offerors in the preparation of their offer. Any resulting subcontract will be guided by Sections II and III.

This RFP does not obligate Chemonics to execute a subcontract nor does it commit Chemonics to pay any costs incurred in the preparation and submission of the proposals. Furthermore, Chemonics reserves the right to reject any and all offers, if such action is considered to be in the best interest of Chemonics.

Unless otherwise stated, the periods named in the RFP shall be consecutive calendar days.

I.2. Chronological List of Proposal Events

The following calendar summarizes important dates in the solicitation process. Offerors must strictly follow these deadlines.

RFP published	07 th /02/2023
Proposal conference pre-registration deadline	14 th /02/2023
Deadline for written questions	14 th /02/2023
Answers provided to questions/clarifications	15 th /02/2023
Proposal conference (Online)	16 th /02/2023
Proposal due date	21 st /02/2023

The dates above may be modified at the sole discretion of Chemonics. Any changes will be published in an amendment to this RFP.

Proposal Conference. A mandatory proposal conference will be held online via Skype or Microsoft Teams on 10:00 hrs. local Baghdad time on February 16, 2023, to provide interested offerors an opportunity to learn more about ICRI Ta'afi and to ask any questions about this RFP and the solicitation process. Chemonics welcomes any organization to attend this proposal conference. Pre-registration to attend the proposal conference is required. Please email your registration request and any advance questions by 17:00 hrs. local Baghdad time on February 14, 2023, to solicitations@icritaafi.org.

Written notes from the proposal conference will be provided electronically to all registered offerors.

Written Questions and Clarifications. All questions or clarifications regarding this RFP must be in writing and submitted to solicitations@icritaafi.org no later than 17:00 hrs. local Baghdad time on February 14, 2023. Questions and requests for clarification, and the responses thereto, will be circulated to all RFP recipients who have indicated an interest in this RFP.

Only written answers from Chemonics will be considered official and carry weight in the RFP process and subsequent evaluation. Any answers received outside the official channel, whether received verbally or in writing, from employees or representatives of Chemonics International, the ICRI Ta'afi project, or any other party, will not be considered official responses regarding this RFP.

Proposal Submission Date. All proposals must be received by the date and time and complying with the instructions as provided in Section I.3.

I.3. Offer Submission Requirements

Offerors shall submit their offers electronically only as two separate email attachments (one file for the financial offer and one file for the technical offer) in PDF format. Each file attachment must include the RFP number in the file name, and the complete legal name and contact information of the Offeror's organization must be provided in the body of the email. Technical and financial offers must both be stamped and signed by the Offeror's representative. Technical proposals must not make reference to pricing data in order that the technical evaluation may be made strictly on the basis of technical merit.

Emailed offers must be submitted to solicitations@icritaafi.org no later than 17:00 hrs. local Baghdad time on February 21, 2023.

Offerors are responsible for ensuring that their offers are received in accordance with the instructions stated herein. Late offers may be considered at the discretion of Chemonics. Chemonics cannot guarantee that late offers will be considered. Each offeror may submit only one proposal, either individually or as a partner in a joint venture. An offeror who submits or participates in more than one proposal shall cause all the proposals with that offeror's participation to be disqualified.

I.4. Eligibility Requirements

To be determined responsive, an offer must include all of documents and sections included in I.4.A and I.4.B.

Chemonics anticipates issuing a subcontract to a company provided it is legally registered to operate in and recognized under the laws of Iraq and is in compliance with 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.

The award will be in the form of a firm fixed price subcontract (hereinafter referred to as "the subcontract". The successful Offeror shall be required to adhere to the statement of work and terms and conditions of the subcontract, which are incorporated in Section III herein.

Companies and organizations that submit proposals in response to this RFP must meet the following requirements:

- (i) Companies or organizations, whether for-profit or non-profit, must be legally registered to operate in Iraq under the laws of Iraq upon award of the subcontract.
- (ii) Firms operated as commercial companies or other organizations or enterprises (including nonprofit organizations) in which foreign governments or their agents or agencies have a controlling interest are not eligible as suppliers of commodities and services.
- (iii) Companies or organizations must obtain security access letters for each target region at the time the subcontract is signed.

Offerors may present their proposals as a member of a partnership with other companies or organizations. In such cases, the subcontract will be awarded to the lead company in the partnership. The leading company shall be responsible for compliance with all subcontract terms and conditions and making all partnership arrangements, including but not limited to division of labor, invoicing, etc., with the other company(ies). A legally registered partnership is not necessary for these purposes; however, the different organizations must be committed to work together in the fulfillment of the subcontract terms.

I.5. Source of Funding, Authorized Geographic Code,

- a) Any subcontract resulting from this RFP will be financed by USAID funding and will be subject to U.S. Government and USAID regulations. All goods and services offered in response to this RFP or supplied under any resulting award must meet USAID Geographic Code 935 in accordance with the United States Code of Federal Regulations (CFR), 22 CFR §228, available at: <http://www.gpo.gov/fdsys/pkg/CFR-2012-title22-vol1/pdf/CFR-2012-title22-vol1-part228.pdf>.

The cooperating country for this RFP is Iraq.

- b) Offerors may not offer or supply any products, commodities or related services that are manufactured or assembled in, shipped from, transported through, or otherwise involving any of the following countries: Cuba, Iran, North Korea, Syria. Related services include incidental services pertaining to any/all aspects of this work to be performed under a resulting contract (including transportation, fuel, lodging, meals, and communications expenses).
- c) Any and all items that are made by Huawei Technology Company, ZTE Corporation, Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, Dahua Technology Company will not be accepted. If quotes include items from these entities, please note that they will be deemed not technically responsive and excluded from competition.

I.6. Validity Period

Offerors' proposals must remain valid for 90 calendar days after the proposal deadline.

I.7. Instructions for the Preparation of the Proposal

1. Cover Letter

The offeror shall use the cover letter provided in Annex 1 of this RFP, which confirms organizational information and consent to the validity of this proposal.

2. Technical Proposal

The technical proposal shall comprise the parts below. Please note that the proposal must be responsive to the detailed information set out in Section II of this RFP, which provides the background, states the scope of work, describes the deliverables, and provides a deliverables schedule.

The components of the Technical Volume include:

- Technical Approach and Methodology
- Detailed Work Plan (Gantt chart)
- CVs of 2 Key Personnel
- Recruitment and Staffing Plan
- Corporate Capabilities and Experience
- Past Performance

All sections of the Technical Volume must be clearly labeled and identified. **Failure to submit any of the above components of the Technical Volume may result in elimination from consideration for award.**

- Part 1: Technical Approach, Methodology and Detailed Work Plan.

Part 1 of the technical volume may not exceed **6 pages** in total.

Using the information contained in the SOW, the offeror should describe its approach for executing each phase (see SOW for details) of the project, in as much detail as necessary, for a successful outcome. Please note that the proposal must be responsive to the detailed information set out in Section II of this RFP, which provides the background, states the scope of work, describes the deliverables, and provides a deliverables schedule. Specifically, the offeror must address and detail the following components of their approach:

- Number of interviews to be conducted for each regional (Mosul, Sinjar, Nasiriya, Basra city) data collection and the national data collection (regional is minimum 385 and national should be determined by the sub-contractor in the proposal stage and finalized later)
- Sampling approach, to ensure a diverse (geographic location, age, gender, ethnicity, etc) data set that is statistically representative of the population.
- Data collection methodology, including tools/software that will be used (Kobo collect, ODK, or similar) during the period of data collection, participant/household identification strategy, pilot or testing phases to evaluate and refine approach or survey questions, and approach and measures that will be taken to ensure collection agent safety and security.
- Data entry and database storage approach, including how to ensure personal information security of participants, secure/limited access to database, accuracy of recorded responses, and provide simultaneous data collection and analysis.
- Data translation and cleaning methodology, including how the offeror will ensure accuracy of translation, identify data points to be removed and re-collected, and maintain a statistically significant sample size.

Taking into consideration the points above, the offeror must provide a detailed work plan for each phase (see SOW for details) in the form of a Gantt chart. The work plan will provide a step-by-step process for executing every phase of the work, and set a timeline that is both efficient and realistic to provide thorough and accurate deliverables. The total time for the work **may not exceed 4 months** from the time of subcontract award.

- Part 2: Key Personnel and Recruitment and Staffing Plan.

The offeror should demonstrate that professional staff with extensive experience are available to oversee and carry out the scope of work. The professional staff deemed as Key Personnel shall be fully available throughout the duration of the subcontract and shall not be replaced without prior written consent of Chemonics. The Technical Volume should include CVs for the following required key personnel (each CV may not exceed **4 pages** in total):

Project Manager

Responsibilities

- Develop sampling and surveying approach, oversee data collection agent recruitment and training, and manage data collection phase
- Provide oversight and coordination of all subcontractor team members (including database manager) and data collection agents, as well as all required subcontract deliverables
- Ensure quality control and execution of work plan in accordance with agreed-upon methodology and approach
- Serve as main point-of contact with Chemonics staff and respond to or address requests and feedback as needed

Requirements

- Minimum bachelor's degree in related field
- Minimum 5 years of experience in management, monitoring and evaluation, data collection, statistics, or research
- Minimum 3 years of experience working in Iraq or similar context
- Ability to travel throughout Iraq, as needed
- Experience in managing remote data collection teams and with collection or analysis of large data sets
- Familiarity and experience with a range of quantitative data collection methodologies and questionnaires design
- English and Arabic language skills (written and verbal)

Database Manager (cleaning and translation)

Responsibilities

- Establish database system for collected survey results
- Ensure data is regularly and accurately uploaded from data collection agents, and can be accessed and reviewed simultaneously with collection
- Translate collected data from Arabic to English, ensuring accuracy and consistency in translation
- Regularly and thoroughly review and clean data, identifying incomplete, inaccurate, or irrelevant survey results
- Ensure sample size and composition remains statistically representative of population, in accordance with agreed-upon methodology
- Respond to and address Chemonics comments or feedback on data in a timely manner

Requirements

- Minimum bachelor's degree in related field
- Minimum 3 years of experience in monitoring and evaluation, preferably in managing quantitative data collection and analysis projects
 - Preference for experience in projects focused on civic engagement, media, social cohesion, or similar
- Familiarity and experience with cleaning large data sets, in accordance with standard M&E practices
- Strong English and Arabic language (written and verbal) skills

- Ability to travel throughout Iraq, as needed

In addition to the above Key Personnel, the offeror will need to engage data collection agents throughout Iraq to conduct surveys *in person* nationally and in key regions (Mosul, Sinjar, Nasiriyah, and Basra city). The Technical Volume should include a Recruitment and Staffing Plan (may not exceed **3 pages** in total) for data collection agents, which will detail the following components:

- Number of total data collection agents to be engaged, and allocation of agents per region.
 - Recruitment methodology, including target candidate background, identification and screening process, and ensuring a diverse and inclusive candidate pool.
 - Training program, including tools and resources that will be provided to agents to ensure they understand basic survey and interview administration techniques and how to access and use the software for recording results in database.
 - Safety and security plan, including how offeror will ensure agents have access to target areas (including confirmation of offeror's ability to obtain security access letters), incident reporting mechanism for agents in case of challenges, or other measures.
 - Performance monitoring, including how offeror will ensure individual and overall data collection agents are providing accurate and thorough data within to the agreed-upon timeline.
- Part 3: Corporate Capabilities, Experience, and Past Performance.

Part 3 of the technical volume may not exceed **5 pages** in total.

Part 3 must include a description of the company and organization, with appropriate reference to any parent company and subsidiaries. Offerors must include details demonstrating their experience and technical ability in implementing the technical approach/methodology and the detailed work plan.

Additionally, offerors must include 3 past performance references of similar work (under contracts or subcontracts) previously implemented as well as contact information for the companies for which such work was completed. A brief summary of each past performance will include the objective of the project, the general size or scope of the work, and the final products or deliverables produced, with emphasis on any aspects of the work that are similar to the works being requested in this RFP. Contact information must include at a minimum: name of point of contact who can speak to the offeror's performance, name and address of the company for which the work was performed, and email and phone number of the point of contact. Chemonics reserves the right to check additional references not provided by an offeror.

3. Cost Proposal

The cost proposal is used to determine which proposals represent the best value and serves as a basis of negotiation before award of a subcontract.

The price of the subcontract to be awarded will be an all-inclusive fixed price. Nevertheless, for the purpose of the proposal, offerors must provide a detailed budget showing major line items, and may include a budget narrative if applicable. Please refer to Annex 2 for detailed instructions and a sample cost structure.

No profit, fees, taxes, or additional costs may be added after award. The cost proposal must be inclusive of any taxes, VAT, tariffs, duties, or other levies imposed by any laws in effect in Iraq. Offerors are responsible for considering and including all relevant costs in their cost proposal; following contract award, no cost increases or modifications will be accepted unless Chemonics deems the changes necessary and reasonably outside of the subcontractor's control or capacity to have anticipated.

I.8 Evaluation and Basis for Award

This RFP will use the tradeoff process to determine best value as set forth in FAR 15.101-1. That means that each proposal will be evaluated and scored against the evaluation criteria and evaluation sub-criteria, which are stated in the table below. Chemonics will award a subcontract to the offeror whose proposal represents the best value to Chemonics and the ICRI Ta'afi project. Chemonics 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.

Evaluation points will not be awarded for cost, but for overall evaluation purposes of this RFP, technical evaluation factors other than cost, when combined, are considered more important than cost factors. Cost will primarily be evaluated for realism and reasonableness. If technical scores are determined to be nearly equal, cost will become the determining factor.

In evaluating proposals, Chemonics will use the following evaluation criteria and sub-criteria:

Evaluation Criteria	Evaluation Sub-criteria	Maximum Points
Technical Approach, Methodology, and Detailed Work Plan		
Technical Approach and Methodology	Technical know-how – Chemonics will assess whether the proposal understands and responds to the objectives of the project as stated in the Scope of Work, and addresses all requested components	10 points
	Approach and Methodology – Chemonics will assess whether the proposed program approach fulfills the requirements of executing the Scope of Work effectively and efficiently, and is sufficiently nuanced to demonstrate the offeror's understanding of and capacity to implement the approach. This includes their sampling methodology, ability to collect quantitative data, and other technical details	10 points
	Sector Knowledge – Chemonics will assess whether the proposal demonstrates the offeror's knowledge of and ability to apply tools and approaches related to technical sectors required by the SOW – data collection and database software and tools, survey and interview techniques, weighted data collection and analysis, data review and cleaning techniques, M&E practices	15 points
Detailed Work Plan	Timeline – Chemonics will evaluate whether work plan includes all required phases, is sufficiently detailed to understand each step, demonstrates an understanding of the realistic time requirements for each task, and implements phases simultaneously whenever possible	5 points
Total Points – Technical Approach		40 points

Key Personnel and Recruitment and Staffing Plan		
Key Personnel	Project Manager – Chemonics will evaluate the curriculum vitae (CV) of the proposed Project Manager and evaluate if the offer has the experience and capabilities carry out the Scope of Work	10 points
	Database Manager – Chemonics will evaluate the curriculum vitae (CV) of the proposed Database Manager and evaluate if the offer has the experience and capabilities carry out the Scope of Work	10 points
Recruitment and Staffing Plan	Data Collector Recruitment Plan – Chemonics will assess whether proposed plan for engaging data collectors addresses all requested components, is sufficient to provide the deliverables in the required time period, ensures an inclusive recruitment and diverse candidate pool, and demonstrates an understanding of the requirements for and capacity to manage and oversee a large labor force	10 points
Total Points – Management		30 points
Corporate Capabilities, Experience, and Past Performance		
Corporate Capabilities	Company Background and Experience – Chemonics will evaluate whether the company mandate and experience is relevant to the project SOW and M&E data collection	12 points
Experience	Relevant Experience – Chemonics will assess whether the offeror has conducted relevant similar projects in the past, by evaluating how similar the works are to this SOW in size and scope, objective, methodology, and application of M&E data collection techniques	13 points
Past Performance	Past Performance – Chemonics will contact three references provided by the offeror to assess whether the offeror was able to meet deadlines and deliverables, was responsive to requests and flexible with changes during implementation, and provided an overall satisfactory performance	5 points
Total Points – Corporate Capabilities		30 points
Total Points		100 points

I.9 Negotiations

Best offer proposals are requested. It is anticipated that a subcontract will be awarded solely on the basis of the original offers received. However, Chemonics reserves the right to conduct discussions, negotiations and/or request clarifications prior to awarding a subcontract. Furthermore, Chemonics reserves the right to conduct a competitive range and to limit the number of offerors in the competitive range to permit an efficient evaluation environment among the most highly-rated proposals. Highest-rated offerors, as determined by the technical evaluation committee, may be asked to submit their best prices or technical responses during a competitive range. At the sole discretion of Chemonics, offerors may be requested to conduct oral presentations. If deemed an opportunity, Chemonics reserves the right to make separate awards per component or to make no award at all.

I.10 Terms of Subcontract

This is a request for proposals only and in no way obligates Chemonics to award a subcontract. In the event of subcontract negotiations, any resulting subcontract will be subject to and governed by the terms and clauses detailed in Section III. Chemonics will use the template shown in section III to finalize the subcontract. Terms and clauses are not subject to negotiation. By submitting a proposal, offerors certify that they understand and agree to all of the terms and clauses contained in section III.

I.11 Insurance and Services

Within two weeks of signature of this subcontract, the Offeror shall procure and maintain in force, on all its operations, insurance in accordance with the charts listed below. The policies of insurance shall be in such form and shall be issued by such company or companies as may be satisfactory to Chemonics. Upon request from Chemonics, the Supplier shall furnish Chemonics with certificates of insurance from the insuring companies which shall specify the effective dates of the policies, the limits of liabilities there under, and contain a provision that the said insurance will not be canceled except upon thirty (30) days' notice in writing to Chemonics. The Supplier shall not cancel any policies of insurance required hereunder either before or after completion of the work without written consent of Chemonics. Note DBA is reimbursable to the Offeror.

DEFENSE BASE ACT (DBA) INSURANCE

a) FAR 52.228-3 WORKER'S COMPENSATION INSURANCE (DEFENSE BASE ACT INSURANCE) (Jul 2014) [Updated by AAPD 22-01- 6-10-22]

The Subcontractor shall (a) provide, before commencing performance under this Subcontract, such workers' compensation or security as the Defense Base Act (DBA) (42 U.S.C. 1651, et seq.) requires and (b) continue to maintain it until performance is completed. The Subcontractor shall insert, in all lower-tier subcontracts authorized by Chemonics under this Subcontract to which the Defense Base Act applies, a clause similar to this clause imposing upon those lower-tier subcontractors this requirement to comply with the Defense Base Act. DBA insurance provides critical protection and limits on liability. The Subcontractor shall provide a proof of DBA insurance coverage to Chemonics upon request. Chemonics will verify coverage for, at least, projects in high-risk environments and where Chemonics may be providing security.

(b) AIDAR 752.228-3 WORKERS' COMPENSATION (DEFENSE BASE ACT) [Updated by AAPD 22-01- 6-10-22] As prescribed in AIDAR 728.308, the following supplemental coverage is to be added to the clause specified in FAR 52.228-3.

(1) The Subcontractor agrees to procure DBA insurance pursuant to the terms of the contract between USAID and USAID's DBA insurance carrier unless the Subcontractor has a DBA self-insurance program approved by the U.S. Department of Labor or has an approved retrospective rating agreement for DBA.

(2) If USAID or Subcontractor has secured a waiver of DBA coverage (See AIDAR 728.305-70(a)) for Subcontractor's employees who are not citizens of, residents of, or hired in the United States, the Subcontractor agrees to provide such employees with worker's compensation benefits as required by the laws of the country in which the employees are working, or by the laws of the employee's native country, whichever offers greater benefits.

(3) The Subcontractor further agrees to insert in all lower-tier subcontracts hereunder to which the DBA is applicable a clause similar to this clause, including the sentence, imposing on all lower-tier subcontractors authorized by Chemonics a like requirement to provide overseas workmen's compensation insurance coverage and obtain DBA coverage under the USAID requirements contract.

(4) Contractors must apply for coverage directly to Starr Indemnity & Liability Company through its agent, Marsh McLennan Agency (MMA), using any of the following methods:

1. **Website.** There is a website with the option to print a PDF application form and submit it or complete an online application. The link to the website is:

<https://www.starr.com/Insurance/Casualty/Defense-Base-Act/USAID---Defense-Base-Act>

2. **Email.** An application form can be emailed to: USAID@marshmma.com

3. **Additional Contacts.** Contacts for Starr Indemnity & Liability Company and its agent, Marsh MMA are available for guidance and question regarding the required application form and submission requirements:

- Tyler Hlawati (Starr) tyler.hlawati@starrcompanies.com Telephone: 646-227-6556
- Bryan Cessna (Starr) bryan.cessna@starrcompanies.com Telephone: 302-249-6780
- Mike Dower (Marsh MMA) mike.dower@marshmma.com Telephone: 703-813-6513
- Diane Proctor (Marsh MMA) diane.proctor@marshmma.com Telephone: 703-813-6506

For instructions on the required application form and submission requirements, please refer to [AAPD 22-01](#). Pursuant to AIDAR 752.228-70, medical evacuation is a separate insurance requirement for overseas performance of USAID funded subcontracts; the Defense Base Act insurance does not provide coverage for medical evacuation. The costs of DBA insurance are allowable and reimbursable as a direct cost to this Subcontract.

Before starting work, the offeror must provide Chemonics with a copy of the DBA coverage policy that covers each of its employees.

(c) AIDAR 752.228-7 INSURANCE ON PRIVATE AUTOMOBILES Pursuant to the clause of this Subcontract entitled "Insurance Liability to Third Persons" (AIDAR 752.228-07), if the Subcontractor or any of its employees, consultants, or their dependents transport or cause to be transported (whether or not at Subcontract expense) privately owned automobiles to the Cooperating Country, or if any of them purchase an automobile within the Cooperating Country, the Subcontractor shall, during the period of this Subcontract, ensure that all such automobiles during such ownership within the Cooperating Country will be covered by a paid-up insurance policy issued by a reliable company providing minimum coverage of US\$10,000/US\$20,000 for injury to persons and US\$5,000 for property damage, or such other minimum

coverages as may be set by the cognizant Mission Director, payable in U.S. dollars or its equivalent in the currency of the Cooperating Country. The premium costs of such insurance shall not be a reimbursable cost under this Subcontract.

(d) AIDAR 752.228-70 Medical Evacuation Services (MEDEVAC) Services (July 2007) [Updated by AAPD 06-01].

(1) The Subcontractor shall provide MEDEVAC service coverage to all U.S. citizen, U.S. resident alien, and Third Country National employees and their authorized dependents (hereinafter “individual”) while overseas under a USAID-financed direct contract. Chemonics will reimburse reasonable, allowable, and allocable costs for MEDEVAC service coverage incurred under this Subcontract. The USAID Contracting Officer through Chemonics will determine the reasonableness, allowability, and allocability of the costs based on the applicable cost principles and in accordance with cost accounting standards.

(2) Exceptions: (i) The Subcontractor is not required to provide MEDEVAC insurance to eligible employees and their dependents with a health program that includes sufficient MEDEVAC coverage as approved by Chemonics. (ii) The USAID Mission Director through Chemonics, may make a written determination to waive the requirement for such coverage. The determination must be based on findings that the quality of local medical services or other circumstances obviate the need for such coverage for eligible employees and their dependents located at post.

(3) If authorized to issue lower-tier subcontracts, the Subcontractor shall insert a clause similar to this clause in all lower-tier subcontracts that require performance by Subcontractor employees

e) In addition to the foregoing insurance requirements, the Supplier shall, as a minimum, obtain the following insurance in form and substance satisfactory to Chemonics that are covered by the standard fixed rates in Section 3.

TYPE	MINIMUM LIMIT
(a) Defense Base Act or equivalent for waived nationals per FAR 52.228-3 and 52.228-4. The coverage shall extend to Employers Liability for bodily injury, death, and for occupational disease.	As required by DBA
(b) Comprehensive General Liability Each Occurrence Combined Single Limit for Personal Injury and/or Property Damage.	\$1,000,000 \$2,000,000
(c) Automobile Liability Combined Single Limit each occurrence	As per AIDAR 752.228-7 and \$1,000,000
(d) Other Required Insurance- Umbrella Insurance additive to (b) and (c) above	\$1,000,000/ \$2,000,000

I. 12 Privity

By submitting a response to this request for proposals, offerors understand that USAID is NOT a party to this solicitation and the offeror agrees that any protest hereunder must be presented—in writing with full explanations—to Chemonics International for consideration, as USAID will not consider protests made to it under USAID-financed subcontracts. Chemonics, at its sole discretion, will make a final decision on the protest for this procurement.

Section II Background, Scope of Work, Deliverables, and Deliverables Schedule

II.1. Background

The USAID-funded Ta'afi Program is working towards a more inclusive and prosperous Iraq by empowering Iraqis to lead positive change. Ta'afi does this by working with Iraqi partners to organize the community to address local issues and mobilize around common causes affecting all of Iraq. In order to measure and gauge the effectiveness of Ta'afi's programming and identify potential windows of opportunity for engagement, Ta'afi will need to periodically evaluate the Iraqi public's opinion and perception of civic engagement. Therefore, a subcontractor will support Ta'afi by implementing a quantitative national and regional data collection campaign. The work will include developing a detailed data collection plan, recruiting and training of data collection agents, collecting data from households in 4 key regions (Mosul, Sinjar, Nasiriyah, and Basra city) and nationally, and translating and cleaning of final collected data.

II.2. Scope of Work

Under this subcontract, Ta'afi staff and the subcontractor will work together to design an in person quantitative national and regional data collection around community perceptions and participation in civic engagement. Ta'afi and the subcontractor will develop the survey questions (approximately 15-20 questions), and both will monitor data collection results in real-time to determine if adjustments need to be made to ensure the final data is representative of the Iraqi public.

Geographic Coverage

Surveys will be conducted in a manner that is statistically representative of the national population of Iraq. The subcontractor will follow the methodology included in their proposal to ensure this. Additionally, regional data will be collected from Mosul, Sinjar, Nasiriyah, and Basra city, as these are key programming regions for Ta'afi. The subcontractor will recruit and engage data collection agents according to the approved recruitment and staffing plan. Agents should be able to access the identified areas and communicate in the relevant local language with a variety of actors on the ground, including women and youth and other generally underrepresented demographics and perspectives (e.g., ethnic minorities).

Implementation Phases

Following award, the works under this subcontract will be implemented in the following phases, in accordance with the approved Technical Approach and Methodology and according to the timeline in the Detailed Work Plan.

Phase 1 – Kick-off Meeting (within 7 calendar days of subcontract signature)

The subcontractor will participate in a one day start-up conference to be held with Ta'afi staff **in Erbil in person**. At a minimum, the subcontractor's key personnel must attend and participate in the session. This session will be organized by the subcontractor, and the agenda will be prepared by Ta'afi and shared with the subcontractor in advance. The agenda will broadly focus on introductions between team members, a presentation on Ta'afi program strategy, and a discussion on standard operating procedures for collaboration. A central part of the session will be to ensure mutual understanding of the survey purpose and questions and to identify roles and responsibilities of the subcontractor and Ta'afi key staff involved in the management of the subcontract. Prior to the session, Ta'afi will provide the subcontractor with a draft of the approximately 15-20 survey questions. It is anticipated that the same survey will be used for both regional data collection and national data collection, but adjustments may be made to this approach following the kick-off discussion or in the initial phases of Phase 4. The questions will be discussed together

during the kick-off meeting for any suggestion and feedback along with the methodology, approach, and timeline for the entire project.

Phase 2 – Finalization of Methodology and Detailed Work Plan

The subcontractor will use feedback and discussion points from the kick-off meeting to finalize the survey questions and tools, detailed work plan (with specific dates), data collection methodology and approach, and recruitment and staffing plan, as needed. Changes made to any of these documents – as compared to the original proposal documents – will be highlighted in the new submissions.

Phase 3 – Recruitment and Training of Data Collection Agents

The subcontractor will use the approved recruitment and staffing plan from Phase 2 to identify and engage data collection agents across Iraq. The subcontractor will organize and hold a training for the agents, which will follow the training agenda approved under Phase 2. A member of the Ta'afi team will participate in the training to provide support and background on the purpose of the data collection if needed.

Phase 4 – Data Collection

The subcontractor will set up data collection and database tools and software (Kobo collect, ODK, or similar), which will allow for tracking and monitoring data collection progress in real time. Ta'afi will be given access to this database at the beginning of the data collection period. The data collection agents will begin conducting the survey across Iraq in accordance with the data collection methodology and approach approved under Phase 2. There will be an initial test period, which will provide an initial representative sample of data from multiple geographic locations, which will be reviewed by Ta'afi and the subcontractor to determine if adjustments or modifications are needed to the approach or survey questions. Throughout data collection, Ta'afi and the subcontractor will monitor the collected data and make minor improvements or adjustments to ensure accurate and thorough survey responses are properly captured. Ta'afi reserves the right to stop or pause data collection, pending significant changes or improvements in methodology or data results.

Phase 5 – Data Translation and Cleaning

As survey results are being collected and recorded, they will be translated from Arabic to English (into a separate data set). The data entries will be regularly reviewed and cleaned, and any entries containing incomplete, inaccurate, or otherwise irrelevant information will be removed. All the final cleaned data and sample size should remain statistically significant in terms of locations, gender, themes and topics, as discussed and approved in Phases 1 and 2.

II.3. Deliverables

The successful offeror shall deliver to Chemonics the following deliverables, in accordance with the schedule set forth in II.4 below.

Deliverable No. 0: DBA Invoice

In accordance with section I.11, the subcontractor will procure DBA insurance from the referenced provider for all relevant workers under this subcontract. The cost of DBA insurance is fully reimbursable and will be paid in accordance with the purchase confirmation and invoice.

Deliverable No. 1: Final Data Collection Methodology and Approach

This should be primarily based on the initial proposal document, with updates from the kick-off meeting incorporated within. This should include sampling methodology and size, geographic distribution of survey responses, and participant identification and selection.

Deliverable No. 2: Final Survey Questions

Although Ta'afi will provide an initial draft list of survey questions, the subcontractor will use their knowledge of data collection best practices and the discussion during the kick-off meeting to revise and refine the survey questions that will be used.

Deliverable No. 3: Final Detailed Work Plan

The subcontractor will take their initial proposed detailed work plan and incorporate any feedback or suggestions from Ta'afi following the kick-off meeting and will establish specific dates and deadlines for each task and phase completion.

Deliverable No. 4: Final Recruitment and Staffing Plan

The subcontractor will take their initial proposed recruitment and staffing plan and incorporate any feedback or suggestions from Ta'afi following the kick-off meeting. Additionally, the subcontractor will include a training agenda for the identified data collection agents.

Deliverable No. 5: Raw Data Sets

Following the data collection period, when the full sample collection size has been met, the subcontractor will produce an excel sheet(s) of the raw (uncleaned) data that was collected over the course of the subcontract. Each regional data set and the national data set will be separated and labeled as such.

Deliverable No. 6: Cleaned and Translated Final Data Sets

When data cleaning and translation is completed, the subcontractor will produce an excel sheet(s) of the English translated and cleaned data that was collected over the course of the subcontract. Each regional data set and the national data set will be separated and labeled as such.

II.4. Deliverables Schedule

The successful offeror shall submit the deliverables described above in accordance with the following deliverables schedule:

Deliverable Number(s)	Implementation Phase Completion	Payment Amount	Due Date
0	Phase 1	Cost of DBA Insurance + 20% of total subcontract value	7 calendar days after subcontract signing
1, 2, 3, 4	Phase 2	30% of total subcontract value	According to Detailed Work Plan
5	Phase 3, Phase 4	35% of total subcontract value	According to Detailed Work Plan
6	Phase 5	15% of subcontract value	According to Detailed Work Plan

*Deliverable numbers and names refer to those fully described in II.3 above.

Section III Firm Fixed Price Subcontract (Terms and Clauses)

See attachment “A”.

Annex 1 Cover Letter

[Offeror: Insert date]

ICRI Ta'afi Procurement Team
solicitations@icritaafi.org
ICRI Ta'afi Program
Chemonics Iraq LLC
Jouhayna Business Center, 100m Road, Erbil, Iraq

Reference: Request for Proposals No. IRP2-PROG-IRQ008-Data Collection

Subject: [Offeror: Insert name of your organization]'s technical and cost proposals

Dear Mr. Gailan Rahman:

[Offeror: Insert name of your organization] is pleased to submit its proposal in regard to the above-referenced request for proposals. For this purpose, we are pleased to provide the information furnished below:

Name of Organization's Representative	_____
Name of Offeror	_____
Type of Organization	_____
Taxpayer Identification Number	_____
UEI Number	_____
Address	_____
Address	_____
Telephone	_____
Fax	_____
E-mail	_____

As required by section I, I.7, we confirm that our proposal, including the cost proposal will remain valid for **90** calendar days after the proposal deadline.

We are further pleased to provide the following annexes containing the information requested in the RFP.:

[Offerors: It is incumbent on each offeror to clearly review the RFP and its requirements. It is each offeror's responsibility to identify all required annexes and include them]

- I. Copy of registration or incorporation in the public registry, or equivalent document from the government office where the offeror is registered.
- II. Copy of company tax registration, or equivalent document.
- III. Copy of trade license, or equivalent document.
- IV. Evidence of Responsibility Statement.

Sincerely yours,

Signature
[Offeror: Insert name of your organization's representative]
[Offeror: Insert name of your organization]

Annex 2 Guide to Creating a Financial Proposal for a Fixed Price Subcontract and Sample Cost Proposal Template

The purpose of this annex is to guide offerors in creating a budget for their cost proposal. Because the subcontract will be funded under a United States government-funded project, it is important that all offerors' budgets conform to this standard format. It is thus strongly recommended that offerors follow the steps described below.

Under no circumstances may cost information be included in the technical proposal. No cost information or any prices, whether for deliverables or line items, may be included in the technical proposal. Cost information must only be shown in the cost proposal.

Step 1: Design the technical proposal. Offerors should examine the market for the proposed activity and realistically assess how they can meet the needs as described in this RFP, specifically in section II. Offerors should present and describe this assessment in their technical proposals.

Step 2: Determine the basic costs associated with each deliverable. Offerors should consider best estimate of the costs associated with each deliverable, which should include labor and all non-labor costs, e.g. other direct costs, such as fringe, allowances, travel and transport, etc.

Step 3: Create a budget for the cost proposal. Each offeror must create a budget using a spreadsheet program compatible with MS Excel. The budget period should follow the technical proposal period. A sample budget is shown on the following page. All items and services must be clearly labeled and include the total offered price. Offerors may add additional lines or descriptions for clarity and to justify larger line-item costs.

All cost information must be expressed in US Dollars. The selected offeror will be awarded a firm fixed-price subcontract for the value of the final accepted financial proposal. **Following subcontract signature, no budget modifications will be made to account for additional costs that Chemonics deems could reasonably have been anticipated during the proposal phase** – therefore, offerors are strongly encouraged to consider all aspects and associated costs of their technical proposal in developing their proposed budget.

Step 4: Write Budget Narrative (optional). A Budget Narrative is not required to be considered for award, but offerors may provide one to supplement or compliment their budget spreadsheet. The narrative may be provided in MS Word to explain each cost line item and the assumption(s) of why a cost is being budgeted as well as how the amount is reasonable. Supporting information will allow for a more complete analysis of each cost element or line item. Chemonics reserves the right to request additional cost information if the evaluation committee has concerns of the reasonableness, realism, or completeness of an offeror's proposed cost.

If it is an offeror's regular practice to budget indirect rates, e.g. overhead, fringe, G&A, administrative, or other rate, Offerors must explain the rates and the rates' base of application in the budget narrative. Chemonics reserves the right to request additional information to substantiate an Offeror's indirect rates.

See attachment "B": Sample Cost Proposal Template for an example of a budget proposal format, which may be completed in its current form or edited to better detail the offeror's proposed costs.

Annex 3 Required Certifications

EVIDENCE OF RESPONSIBILITY

*INSTRUCTIONS TO OFFERORS: Please edit and update the text in **red** below to indicate that your company is able to comply with the terms and conditions of the subcontract.*

1. Offeror Business Information

Company Name: Full Legal Name

Address: Address

UEI Number: (if applicable) Enter the Unique Entity Identifier (UEI number) assigned to the company

2. Authorized Negotiators

Company Name proposal for National and Regional Data Collection Services for Iraq may be discussed with any of the following individuals. These individuals are authorized to represent Company Name in negotiation of this offer in response to RFP No. IRP2-PROG-IRQ008-Data Collection.

List Names of Authorized signatories

These individuals can be reached at Company Name office:

Address

Telephone/Fax

Email address

3. Adequate Financial Resources

Company Name has adequate financial resources to manage this contract, as established by our audited financial statements (OR list what else may have been submitted) submitted as part of our response to this proposal.

If the offeror is selected for an award valued at \$30,000 or above, and is not exempted based on a negative response to Section 3(a) below, any first-tier subaward to the organization may be reported and made public through FSRs.gov in accordance with The Transparency Acts of 2006 and 2008. Therefore, in accordance with FAR 52.240-10 and 2CFR Part 170, if the offeror positively certifies below in Sections 3.a and 3.b and negatively certifies in Sections 3.c and 3.d, the offeror will be required to disclose to

Chemionics for reporting in accordance with the regulations, the names and total compensation of the organization's five most highly compensated executives. By submitting this proposal, the offeror agrees to comply with this requirement as applicable if selected for a subaward.

In accordance with those Acts and to determine applicable reporting requirements, Company Name certifies as follows:

- a) In the previous tax year, was your company's gross income from all sources above \$300,000?

☐Yes ☐No

b) In your business or organization's preceding completed fiscal year, did your business or organization (the legal entity to which the DUNS/UEI number belongs) receive (1) 80 percent or more of its annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements; and (2) \$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements?:

☐Yes ☐No

c) Does the public have access to information about the compensation of the executives in your business or organization (the legal entity to which the DUNS/UEI number it provided belongs) through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986? (FFATA § 2(b)(1)):

☐Yes ☐No

d) Does your business or organization maintain an active registration in the System for Award Management (www.SAM.gov)?

☐Yes ☐No

4. Ability to Comply

Company Name is able to comply with the proposed delivery of performance schedule having taken into consideration all existing business commitments, commercial as well as governmental.

☐Yes ☐No

5. Record of Performance, Integrity, and Business Ethics

Company Name record of integrity is exemplary. We have no allegations of lack of integrity or of questionable business ethics. Our integrity can be confirmed by our references in our Past Performance References, contained in the Technical Proposal.

☐ Yes ☐ No

6. Organization, Experience, Accounting and Operational Controls, and Technical Skills

Company Name has an appropriate organizational system for managing the subcontract SOW and deliverables. **Company Name** has accounting and control procedures to adequately accommodate and responsibly manage funds and payments as needed for this subcontract. *(may include additional details as appropriate)*

☐ Yes ☐ No

7. Equipment and Facilities

Company Name has the necessary facilities and equipment to carry out the contract as per the subcontract SOW. *(may include additional details as appropriate)*

☐ Yes ☐ No

8. Eligibility to Receive Award

Company Name is qualified and eligible to receive an award under applicable laws and regulation and affirm that they are not included in any list maintained by the US Government of entities debarred, suspended or excluded for US Government awards and funding.

☐ Yes ☐ No

Additionally, **Company Name** has performed work of similar nature under similar mechanisms for USAID:

☐ No

☐ Yes – *please describe:*

9. Cognizant Auditor

(Instructions: If applicable, Offeror should provide Name, address, phone of their auditors – whether it is a government audit agency, such as DCAA, or an independent CPA.)

10. Acceptability of Contract Terms

Company Name has read and accepts the proposed contract terms and conditions.

☐ Yes ☐ No

Signature: _____

Name: _____

Title: _____

Date: _____