

Request for Quotations (RFQ)

RFQ Number: 1118_FY24_May-RFQ-4

Issuance Date: 2 June 2024

Deadline for Offers: 16 June 2024

Description: Monitoring, Evaluation and Research Company

For: USAID-funded Iraq Civil Society Activity (ICSA) -Tafa'aol

Funded By: United States Agency for International Development (USAID),
Cooperative Agreement No. 72026723CA00001

Implemented By: Counterpart International Inc.

Number of anticipated awards: Single

Section 1: Instructions to Offerors

1. **Introduction:** The Iraq Civil Society Activity (ICSA)– Tafa'aol Project is a USAID program implemented by Counterpart International in Iraq. The goal of Tafa'aol is to strengthen citizen engagement and participation in the public sphere, as well as to strengthen and expand the capacity of civil society organizations for representing the interests of citizens and advancing community development. As part of project activities, the ICSA Tafa'aol requires the service of Monitoring, Evaluation and Research (MEL) Company.

The purpose of this RFQ is to solicit quotations from eligible vendors for as-needed purchases of services to conduct comprehensive data collection activities for a period of one year. The selected vendor will be responsible for conducting site visits, organizing focus group discussions, conducting key informant interviews, administering surveys, and producing detailed reports based on the findings. As a result of this RFQ, the ICSA Tafa'aol Project anticipates issuing a blanket purchase agreement (BPA)—or possibly multiple BPAs—to establish specific pricing levels and parameters for ordering these services. This will allow the ICSA Tafa'ol Project to issue specific ordering documents, on an as-needed basis, for the procurement of these items over the next year. The vendor shall furnish the supplies/services described in any ordering documents issued by Counterpart under this BPA. Counterpart is only obligated to pay for supplies/services ordered through ordering documents issued under this BPA and delivered by the vendor in accordance with the terms/conditions of this BPA.

Offerors are responsible for ensuring that their offers are received by Counterpart in accordance with the instructions, terms, and conditions described in this RFQ. Failure to adhere with instructions described in this RFQ may lead to disqualification of an offer from consideration.

2. **Offer Deadline and Protocol:** Offers must be received no later than 17:00 Baghdad time on 16 June 2024 by email delivery to the procurement.iraqcsa@counterpart.org. Please reference the RFQ number in any response to this RFQ. Offers received after this time and date will be considered late and will be considered only at the discretion of Counterpart.
3. **Questions:** Questions regarding the technical or administrative requirements of this RFQ may be submitted no later than 17:00 local Baghdad time on 9 June 2024 by email to procurement.iraqcsa@counterpart.org. Questions and requests for clarification—and the responses thereto—that Counterpart believes may be of interest to other offerors will be circulated to all RFQ recipients who have indicated an interest in bidding.

Only the written answers issued by Counterpart will be considered official and carry weight in the RFQ process and subsequent evaluation. Any verbal information received from employees of Counterpart or any other entity should not be considered as an official response to any questions regarding this RFQ.

4. **Specifications:** Section 3 contains the technical specifications of the items that may be ordered under the BPA. All commodities offered in response to this RFQ must be new and unused.

Please note that, unless otherwise indicated, stated brand names or models are for illustrative description only. An equivalent substitute, as determined by the specifications, is acceptable.

At this time, specific quantities to be purchased under any BPA resulting from this RFQ are unknown. Specific quantities will depend on the needs of the ICSA Tafa'aol Project. Individual ordering documents will be issued under the BPA agreement, as the need arises for additional commodities/services.

5. **Quotations:** The per-unit pricing in quotations in response to this RFQ must be priced on a fixed-price, all-inclusive basis, including delivery and all other costs. Pricing must be presented in USD. Counterpart will pay in US Dollars or Iraq Dinar per instructions of the Central Bank. Offers must remain valid for not less than thirty (30) calendar days after the offer deadline.

In addition, offerors responding to this RFQ are requested to submit the following:

- Organizations responding to this RFQ are requested to submit a copy of their official registration or business license.

6. **Delivery:** The delivery location for the items described in this RFQ is Basra, Muthanna, Wasit, Ninawa, Anbar. As part of its response to this RFQ, each offeror is expected to

provide an estimate (in calendar days) of the delivery timeframe (after receipt of order). The delivery estimate presented in an offer in response to this RFQ must be upheld in the performance of any resulting contract.

7. **Source/Nationality/Manufacture:** All goods and services offered in response to this RFQ or supplied under any resulting award must meet **USAID Geographic Code 937** in accordance with the United States Code of Federal Regulations (CFR), [22 CFR §228](#). The cooperating country for this RFQ is Iraq.

Offerors may not offer or supply any commodities or services that are manufactured or assembled in, shipped from, transported through, or otherwise involving any of the following countries: Burma (Myanmar), Cuba, Iran, North Korea, (North) Sudan, Syria.

8. **Taxes and VAT:** The Tafa'aol Project is exempt from cooperating country taxes, duties, and VAT. As such, all prices must be presented exclusive of any taxes, duties, and VAT.
9. **Eligibility:** By submitting an offer in response to this RFQ, the offeror certifies that it and its principal officers are not debarred, suspended, or otherwise considered ineligible for an award by the U.S. Government. Counterpart will not award a contract to any firm that is debarred, suspended, or considered to be ineligible by the U.S. Government.
10. **Evaluation and Award:** The award will be made to a responsible offeror whose offer follows the RFQ instructions, meets the eligibility requirements, and determined via a trade-off analysis to be the best value based on application of the following evaluation criteria :

Evaluation Criteria	Evaluation Sub-Criteria	Maximum Points
Technical knowledge	Experience and qualifications of staff in MEL methodologies, tools and reporting.	25 Points
Past Experience	Past experience in providing site visits, focus group discussions and key informant interviews and reporting for international entities.	25 Points
Local Presence and recruitment plan	Local presence across the country and especially in the selected regions: Basra, Muthanna, Wasit, Anbar, and Ninawa.	20 Points
Cost	Cost reasonable for Counterpart International's budget plan	15 Points
Mitigation Plan	Clear mitigation plan for security challenges, lack of	15 Points

	staff, quality assurance, data management software's, etc.	
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Please note that if there are significant deficiencies regarding responsiveness to the requirements of this RFQ, an offer may be deemed “non-responsive” and thereby disqualified from consideration. Counterpart reserves the right to waive immaterial deficiencies at its discretion.

Best-offer quotations are requested. It is anticipated that award(s) will be made solely on the basis of these original quotations. However, Counterpart reserves the right to conduct any of the following:

- Counterpart may conduct negotiations with and/or request clarifications from any offeror prior to award.
- While preference will be given to offerors who can address the full technical requirements of this RFQ, Counterpart may issue a partial award or split the award among various vendors, if in the best interest of the ICSA Tafa’aoi Project.
- Counterpart may cancel this RFQ at any time.
- Counterpart may reject any and all offers, if such action is considered to be in the best interest of Counterpart.

Please note that in submitting a response to this RFQ, the offeror understands 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 the ICSA Tafa’aoi Project for consideration, as USAID will not consider protests regarding procurements carried out by implementing partners. Counterpart, at its sole discretion, will make a final decision on the protest for this procurement.

11. **Terms and Conditions:** This is a Request for Quotations only. Issuance of this RFQ does not in any way obligate Counterpart, the ICSA Tafa’aoi Project, or USAID to make an award or pay for costs incurred by potential offerors in the preparation and submission of an offer.

This solicitation is subject to Counterpart’ standard terms and conditions. Any resultant award will be governed by these terms and conditions; a copy of the full terms and conditions is available upon request. Please note the following terms and conditions will apply:

- (a) Counterpart’ standard payment terms are net 30 days after receipt and acceptance of any commodities or deliverables. Payment for ordering documents issued under any BPA resulting from this RFQ will only be issued to the entity submitting the offer in response to this RFQ and identified in the corresponding BPA award; payment will not be issued to a third party.
- (b) Any award resulting from this RFQ will be in the form of a Blanket Purchase Agreement (BPA). The ICSA Tafa’aoi Project anticipates issuing a BPA (or multiple BPAs) under which specific ordering documents can be issued—on an as-needed basis—at the pricing levels established in the BPA. When the need arises for the commodities/services

described in the BPA, the ICSA Tafa'aol Project will issue an ordering document to the BPA-holder. If there are multiple BPA-holders as a result of this RFQ, the ordering document will be issued to the BPA-holder that presents the best value for that specific order, based on price and delivery time. Any BPA issued as a result of this RFQ will have a minimum duration of at least one year. The Vendor shall furnish the supplies/services described in any ordering documents issued by the ICSA Tafa'aol Project under the BPA. The ICSA Tafa'aol Project is only obligated to pay for supplies/services to the extent ordering documents are issued under any BPA resulting from this RFQ.

- (c) No commodities or services may be supplied that are manufactured or assembled in, shipped from, transported through, or otherwise involving any of the following countries: Burma (Myanmar), Cuba, Iran, North Korea, (North) Sudan, Syria.
- (d) Any international air or ocean transportation or shipping carried out under any award resulting from this RFQ must take place on U.S.-flag carriers/vessels.
- (e) United States law prohibits transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. The Vendor under any award resulting from this RFQ must ensure compliance with these laws.
- (f) The title to any goods supplied under any award resulting from this RFQ shall pass to Counterpart following delivery and acceptance of the goods by Counterpart. Risk of loss, injury, or destruction of the goods shall be borne by the offeror until title passes to Counterpart.

Section 2: Offer Checklist

To assist offerors in preparation of proposals, the following checklist summarizes the documentation to include an offer in response to this RFQ:

- ☐ Cover letter, signed by an authorized representative of the offeror (see Section 4 for template)
- ☐ Official quotation, including specifications of offered equipment (see Section 3 for example format)
- ☐ Copy of offeror's registration or business license (see Section 1.5 for more details)
- ☐ Past Performance: List of 5 or more past assignments, specifying the name of client, donor project, duration, a brief description of services provided, and client contact information.
- ☐ In a stamped document, bidders are required to respond to the following questions and include this with their bid submissions:

Field Contingency Plan and Data Management

1. What is the contingency plan if any of the data collectors left during data collection?
2. How do they ensure data collection from women and youth?
3. What is the online platform for securing data? what is the plan be in case of any damages?
4. How do they ensure the quality of the data? and what is the plan to address any data deficiency?
5. How do they deal with security issues? is there any approval letters for data collection from local authorities?

Section 3: Specifications and Technical Requirements

- a- Overview:** Counterpart International seeks to engage a Monitoring, Evaluation, and Learning (MEL) company to conduct comprehensive data collection activities for a period of one year. The purpose of this engagement is to assess the effectiveness, efficiency, and impact of our program interventions. The selected vendor will be responsible for conducting site visits, organizing focus group discussions, conducting key informant interviews, administering surveys, and producing detailed reports based on the findings.
- b- Research Objectives:** During the one year of the contract, the program aims to implement robust monitoring and evaluation techniques:
- To assess the program efficiency through progress monitoring (observations, focus group discussions, etc.)
 - To set clear baseline indicators for the project.
- c- Methodology:** The MEL company will employ a mixed-methods approach to gather data, combining quantitative and qualitative techniques to ensure a comprehensive understanding of program outcomes and impacts. The following methodologies will be utilized:
1. Site Visit Observations and Report:
 - The aim of the site visits is to assess implementation progress, identify challenges, and document best practices. Site visit reports are designed based on site visits to the activities' location.
 - Site visits will include the data collector's observation, interviewing at least 3 members from attendees, and fact sheet check.
 - The structure of site visit reports will include output analysis, challenges, success stories, observations, and recommendations. This should span between 1.5 – 2 pages with the font size 11, and Gill Sans MT font type.
 2. Focus Group Discussions:
 - Facilitated group discussions with program beneficiaries and stakeholders to gather insights, perceptions, and feedback on program effectiveness and relevance.
 - The focus groups must include at least 6-8 persons, no more than 1.5 hour discussion, with delivering the cleaned data as per the instructions of Counterpart International.
 3. Key Informant Interviews: In-depth interviews with key stakeholders, including project staff, partners, and community leaders, to gather expert opinions and insights.
 4. Surveys (if needed): Administering structured questionnaires to a representative sample of beneficiaries to collect quantitative data on program outputs, outcomes, and impact indicators.
- d- Locations:** The target locations include specific remote areas in Basra, Muthanna, Wasit, Ninawa, Anbar.
- e- Roles and Responsibilities:**

1. The company is responsible for all the security, access, and escort of the data collectors to the project site.
2. The company should calculate the cost of logistics (renting a place for FGDs, transportation, refreshments if needed, etc.) as part of the unit cost in the table. No any additional funding will be done from Counterpart International in case of any mistakes in the budgeting.
3. The company needs to train and technically support the data collectors.
4. The company follows the instruction of the technical MEL guidance of Counterpart international and collect any rejected data by the MEL team.
5. While CI MEL team is responsible for developing the questionnaires and templates for data collection, the MEL company should provide technical inputs and feedback during the review.
6. While CI MEL team is responsible for tracking and updating the DevResults application, the MEL company should deliver accurate data and be responsive to additional data collection if needed.

f- Description of Technical terms:

1. Monitoring: Continuous tracking and oversight of program activities to ensure they are implemented as planned and achieve desired outputs.
2. Evaluation: Systematic assessment of the relevance, effectiveness, efficiency, impact, and sustainability of program interventions.
3. Learning: Continuous process of gathering, analyzing, and utilizing data and feedback to improve program design, implementation, and outcomes.
4. Site Visit Observations: Direct observations conducted at project locations to assess progress, challenges, and successes.
5. Focus Group Discussions: Structured group discussions with program participants or stakeholders to gather qualitative data and insights.
6. Key Informant Interviews: In-depth interviews conducted with individuals who possess valuable knowledge or expertise relevant to the program.
7. Surveys: Structured questionnaires administered to a sample of respondents to collect quantitative data on specific indicators.
8. Data Analysis: Process of organizing, cleaning, and analyzing collected data to derive meaningful insights and conclusions.
9. Reporting: Compilation of findings, analysis, and recommendations into a comprehensive report for stakeholders.
10. Presentation: Communicating findings, conclusions, and recommendations to stakeholders through visual aids and verbal communication.

The table below contains the list of services that may be ordered under the BPA mechanism. Offerors are requested to provide per-unit quotations containing the information below on official letterhead or official quotation format. In the event this is not possible, offerors may complete this Section 3 and submit a signed/stamped version to Counterpart.

Offered unit prices should include transportation/delivery costs. The number of deliverable units in the table is estimated; ICSA Tafa'aol may request more deliverables covered under the one year contract duration.

Province	Deliverable	Quantity	Unit	Unit Cost (?)	Notes
1. Basra	Site visits (including site visit report)	1	Site visit (with report)		The total site visits might result in 12 site visits for 6 months
	Focus group discussion (including cleaned data)	1	FGD (plus cleaned data)		The total FGDs might result in 4 FGDs during the 6 months of contract
	Key Informant Interviews (Including cleaned data)	1	Per 1 interview (with cleaned data)		The total KIIs might result in 16 KIIs for the 6 months
2. Muthanna	Site visits (including site visit report)	1	Site visit (with report)		The total site visits might result in 12 site visits for 6 months
	Focus group discussion (including cleaned data)	1	FGD (plus cleaned data)		The total FGDs might result in 4 FGDs during the 6 months of contract
	Key Informant Interviews (Including cleaned data)	1	Per 1 interview (with cleaned data)		The total KIIs might result in 16 KIIs for the 6 months

3. Wasit	Site visits (including site visit report)	1	Site visit (with report)		The total site visits might result in 12 site visits for 6 months
	Focus group discussion (including cleaned data)	1	FGD (plus cleaned data)		The total FGDs might result in 4 FGDs during the 6 months of contract
	Key Informant Interviews (Including cleaned data)	1	Per 1 interview (with cleaned data)		The total KIIs might result in 16 KIIs for the 6 months
4. Anbar	Site visits (including site visit report)	1	Site visit (with report)		The total site visits might result in 12 site visits for 6 months
	Focus group discussion (including cleaned data)	1	FGD (plus cleaned data)		The total FGDs might result in 4 FGDs during the 6 months of contract
	Key Informant Interviews (Including cleaned data)	1	Per 1 interview (with cleaned data)		The total KIIs might result in 16 KIIs for the 6 months
5. Ninawa	Site visits (including site visit report)	1	Site visit (with report)		The total site visits might result in 12 site visits for 6 months
	Focus group discussion (including cleaned data)	1	FGD (plus cleaned data)		The total FGDs might result in 4 FGDs during the 6 months of contract
	Key Informant Interviews	1	Per 1 interview (with		The total KIIs might result in 16

	(Including cleaned data)		cleaned data)		KIIs for the 6 months
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The timeline in the below table is designed for 12 months, however; the frequency might vary depending on the needs of the program.

Section 4: Offer Cover Letter

The following cover letter must be placed on letterhead and completed/signed/stamped by a representative authorized to sign on behalf of the offeror:

To: Counterpart International ICSA Tafa'aol Project
T4-22-5, Quarter Empire Diamond
Erbil-Iraq

Reference: RFQ no. 1118_FY24_May-RFQ-4

To Whom It May Concern:

We, the undersigned, hereby provide the attached offer to perform all work required to complete the activities and requirements as described in the above-referenced RFQ. Please find our offer attached.

We hereby acknowledge and agree to all terms, conditions, special provisions, and instructions included in the above-referenced RFQ. We further certify that the below-named firm—as well as the firm's principal officers and all commodities and services offered in response to this RFQ—are eligible to participate in this procurement under the terms of this solicitation and under USAID regulations.

Furthermore, we hereby certify that, to the best of our knowledge and belief:

- We have no close, familial, or financial relationships with any Counterpart or ICSA Tafa'aol project staff members;
- We have no close, familial, or financial relationships with any other offerors submitting proposals in response to the above-referenced RFQ; and
- The prices in our offer have been arrived at independently, without any consultation, communication, or agreement with any other offeror or competitor for the purpose of restricting competition.

We hereby certify that the enclosed representations, certifications, and other statements are accurate, current, and complete.

Authorized Signature: _____

Name and Title of Signatory: _____

Date: _____

Company Name: _____

Company Address: _____

Company Telephone and Website: _____

Company Registration or Taxpayer ID Number: _____

Does the company have an active bank account (Yes/No)? _____

Official name associated with bank account (for payment): _____