

AMENDMENT TO RFP-MAAN-MERLA-2024-001

1. Purpose of the Amendment:
 - a. The Request for Proposal (RFP-MAAN-MERLA-2024-001) has been amended to include two new provinces (four districts) in the public perception survey.
2. Amendments:
 - The highlighted sections in this document reflect the changes from the original RFP (MAAN-MERLA-2024-001) and should substitute the original sections as specified below.

Request for Proposals

RFP # MAAN-MERLA-2024-001-Rev01

For the provision of

Public Services Perception Survey

Contracting Entity:

Chemonics International Inc. (“Chemonics”) under its local registration, “Samaa Altatawer -Sky of Development for General Trading LLC

Funded by:

United States Agency for International Development (USAID)

Funded under:

Iraq – Iraq Together/Ma’an

Prime Contract Number Task Order No. 72026724N00001 under GSA OASIS IDIQ No. 47QRAD20DU117

***** 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 salnajjar@iraqmaan.com 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.

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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
MEDEVAC	Medical Evacuation
POC	Point of Contact
RFP	Request for Proposals
SAM	System for Award Management
SOW	Scope of work
STTA	Short Term Technical Assistance
UEI	Unique Entity Identifier
U.S.	United States
USAID	U.S. Agency for International Development
USAID/IQ	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 Iraq Together/Ma'an under contract number 47QRAD20DU117/72026724N00001 is soliciting offers from companies and organizations to submit proposals to participate with Iraq Together/Ma'n to carry out a baseline public services perception survey in the **identified six (6) provinces**.

The Iraq Ma'an activity is a USAID program implemented by Chemonics International Inc. in Iraq under its local registration of Sama Al Tatawer for General Trade LLC. The Ma'an activity aims to support select government entities in Iraq (national, regional, and local) to improve service delivery performance through use of technology and process standardization while increasing the availability of and access to information, particularly related to public services. The activity also fosters improved and inclusive relationships and engagement between the government and the communities they serve. The activity goal is more equitable, efficient, and sustainable public services as well as improved government responsiveness to citizens' needs and demands, contributing to more accountable, transparent, and inclusive governance.

Ma'an is seeking a subcontractor to conduct a baseline public services perception survey in the identified six (6) provinces (Baghdad, Anbar, Najaf, Basrah, Wasit, and Karbala). In each province, two (2) districts are targeted. The twelve (12) districts are Mahmudiya and Adhamiya districts in Baghdad province, Habbaniya and Ramadi districts in Anbar province, Kufa and Najaf districts in Najaf province, and Zubair, Basrah districts in Basrah province, Kut center and Noamaniya districts in Wasit province, and Karbala center and Hur in Karbala province, in addition to two other non-targeted districts in each of the targeted provinces to act as a comparison group. The survey will measure citizen perceptions of public service delivery of Ma'an targeted services (water, sewage, and solid waste management).

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 announcement	26/06/2024
RFP published	27/07/2024
Deadline for written questions	16/07/2024 – 23:59 Iraq Time
Proposal conference pre-registration deadline	16/07/2024
Answers provided to questions/clarifications	18/07/2024
Proposal conference	17/07/2024 – TBD
Proposal due date	24/07/2024 – 23:59 Iraq Time
Subcontract award (estimated)	24/08/2024

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. An optional proposal conference will be held online on July 17, 2024, time will be shared- to provide interested offerors an opportunity to learn more about Iraq Together 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 July 16, 2024 23:59 Iraq Time to Ahmed Naama - IraqMaanSolicitations@iraqmaan.com.

Written notes from the proposal conference will be provided electronically to all registered offerors, including those offerors who submitted written questions prior to the proposal conference, but were unable to attend the proposal conference in person. Any issues or concerns that might arise in the proposal conference will be clarified by July 20, 2024.

Written Questions and Clarifications. All questions or clarifications regarding this RFP must be in writing and submitted to Ahmed Naama - IraqMaanSolicitations@iraqmaan.com no later than July 16, 2024 – 23:59. 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 Iraq Together/Ma'n 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.2.

Oral Presentations. Chemonics reserves the option to have select offerors participate in oral presentations with the technical evaluation committee. Interviews may consist of oral presentations of offerors' proposed activities and approaches. Offerors should be prepared to give presentations to the technical evaluation committee at the Iraq Together/Ma'an office within 2 days of receiving notification.

Subcontract Award (estimated). Chemonics will select the proposal that offers the best value based upon the evaluation criteria stated in this RFP.

I.3. Offer Submission Requirements

Separate technical and cost proposals must be submitted by email no later than the time and date specified in I.2. The proposals must be submitted to the point of contact designated in I.2. Late offers may be considered at the discretion of Chemonics. Chemonics cannot guarantee that late offers will be considered.

The Offeror must submit the proposal electronically with up to 3 attachments (5 MB limit) per email compatible with MX Word, MS Excel, readable format, or Adobe Portable Document (PDF) format in a Microsoft XP environment. Offerors must not submit zipped files. Those pages requiring original manual signatures should be scanned and sent in PDF format as an email attachment.

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.

I.4. Eligibility Requirements

Chemonics anticipates issuing a subcontract to an award to one company or organization provided it is legally registered 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 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
- (iii) Companies or organizations must have a local presence in Iraq at the time the subcontract is signed.
- (iv) Companies or organizations, whether for-profit or non-profit, shall be requested to provide a UEI number if selected to receive a subaward valued at USD\$30,000 or more, unless exempted in accordance with information certified in the Evidence of Responsibility form included in the required certifications in Annex 3.

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 937 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 **60** 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.
Part 1: Technical Approach, Methodology and Detailed Work Plan. This part shall be between 5 and 7 pages long but may not exceed 7 pages. The section should explain the survey methodology design highlighting the survey sampling methodology, the selection of the non-targeted districts in each province that will be utilized for comparison between targeted and non-targeted districts, how to address the survey objectives and research questions, questionnaire design, a clear and detailed data collection plan, and the digital approach and data protection.
- Part 2: Management, Key Personnel, and Staffing Plan. This should say "This part shall be between 2 and 4 pages long but may not exceed 4 pages. CVs for key personnel should be included in an annex to the technical proposal and will not count against the page limit.

Staffing plan. Offerors must also provide a brief staffing plan and organizational chart that describes the technical resources, including but not limited to research and reporting expert(s), data management expert(s), security personnel, provincial team leads, enumerators or short-term technical assistance (STTA) to accomplish the scope of work described in Section II of this RFP

- Part 3: Corporate Capabilities, Experience, and Past Performance. This part shall be between 4 and 5 pages long but may not exceed 7 pages.

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.

Company Background and Experience:

Relevance of Experience: Ensure that your bid clearly demonstrates how your organization's experience aligns with the project's Scope of Work (SOW). Provide detailed information on your past

projects, highlighting those similar in scope and complexity to this project. Include specific metrics such as the number of similar projects completed, the scale of these projects, and the outcomes achieved.

Past Performance:

Additionally, offerors must include three (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. 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.

These references will be contacted to evaluate your past performance. Ensure that your references can speak to aspects such as timeliness, quality of work, ability to meet project requirements, communication, problem-solving skills, and overall client satisfaction.

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 as well as a budget narrative. 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.

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 Iraq Together/Ma'n 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 significantly 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		
Methodology Design	Chemonics will assess whether the proposal explains, understands, and responds to the objectives of the assignment as stated in the Scope of Work. Additionally, the proposed	40 points

	approach, detailed activities, and suggested timeline will be assessed to ensure they meet the requirements for executing the Scope of Work effectively and efficiently.	
Data Collection Approach	Chemonics will evaluate the incorporation of both quantitative and qualitative data collection methods, ensuring the presence of a system to maintain the accuracy and completeness of data.	10 points
Digital Approach & Data Protection	Chemonics will evaluate the research design to determine if digital tools are effectively utilized to improve and streamline data collection processes, while also ensuring compliance with relevant data protection regulations, such as General Data Protection Regulation (GDPR), to uphold the privacy and security of the data collected.	10 points
Total Points – Technical Approach		60 points
Management, Key Personnel, and Staffing Plan		
Personnel Qualifications	Chemonics will evaluate the curriculum vitae (CVs) of the proposed team members and evaluate if the offer has the experience and capabilities to carry out the Scope of Work?	25 points
Total Points – Management		25 points
Corporate Capabilities, Experience, and Past Performance		
Company Background and Experience	Chemonics will evaluate whether the company experience is relevant to the Scope of Work.	10 points
Infrastructure & Technology	Chemonics will assess if the company possesses the necessary technological and infrastructural resources to effectively support the assignment.	5 points
Total Points – Corporate Capabilities		15 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 Iraq Together/Ma'an (معاً) Activity (hereinafter "Ma'an") supports select Iraqi government entities at the national, regional, provincial, and district level to improve service delivery performance through the use of technology and process standardization, while increasing the availability of and access to information, particularly related to public services (water, sewage, and solid waste management). Ma'an also fosters improved and inclusive relationships and engagement between the government and the communities it serves. Ma'an's goal is more equitable, efficient, and sustainable public services. Ma'an utilizes an accountability ecosystems approach grounded in inclusion and localization to improve service delivery and build trust. The approach mobilizes Iraqi government entities, civil society organizations, emerging civic movements, issue-based groups, media, and the private sector to co-create interventions. This approach allows diverse Iraqi partners to exercise their rights and responsibilities, learn by doing, analyze performance data, and scale what works.

Ma'an objectives are:

- Targeted Iraqi government entities improve and are more inclusive in service delivery. Government improves service delivery through responsiveness to citizen needs, consultation with citizens, improved transparency, and use of green practices technology.
- Strengthened democratic and participatory governance of targeted Iraqi service delivery institutions. Citizen perception of government changes through increased participation in governance, improved access to government information, and stronger role of Iraqi NGOs in advocating for communities as well as increased public education regarding citizen roles and responsibilities.
- Response to windows of opportunity for change. Gaps in expertise and information required to improve government service delivery and increase citizen participation are addressed.

II.1. About the Survey

Ma'an is seeking a subcontractor to conduct a baseline public services perception survey in the identified six (6) provinces (Baghdad, Anbar, Najaf, Basrah, Wasit and Karbala). In each province, two (2) districts are targeted. The twelve (12) districts are Mahmudiya and Adhamiya districts in Baghdad province, Habbaniya and Ramadi districts in Anbar province, Kufa and Najaf districts in Najaf province, Zubair and Basrah districts in Basrah province, Kut center and Noamaniya districts in Wasit province, and Karbala center and Hur in Karbala province, in addition to two other non-targeted districts in each of the targeted provinces (12 additional districts) to act as a comparison group. The survey will measure citizen perceptions of public service delivery of Ma'an targeted services (water, sewage, and solid waste management). The baseline survey will help Ma'an assess future interventions' effect on various aspects, including but not limited to:

- The percentage of citizens reporting increased access to targeted public services.
- The percentage of citizens reporting improved confidence in government due to improved access to public services.
- The percentage of citizens who agree that the government (or specific government entity/entities) is/are more responsive to their needs.

II.2. Objectives of the survey

- Collect baseline and updated data in terms of public services perceptions.
- Measure citizen perceptions of public service delivery in targeted and non-targeted districts.
- Provide data to inform government and civil society partners and support decision-making.

II.3. Research questions:

The following list of research questions are preliminary and are subject to further expansion in agreement with Ma'an and the subcontractor during the design phase of the survey. The questions will be used for future surveys in both the targeted and non-targeted districts (comparison group).

- 1- How do citizens perceive the government's responsiveness to their needs?
- 2- How do citizens perceive the coverage and the quality of the three targeted services.
- 3- How do citizen perceptions of public service delivery differ between targeted and non-targeted districts?
- 4- What are the key factors contributing to improved citizen confidence in government as a result of enhanced public service delivery?
- 5- How do citizens' perceptions of government responsiveness vary across different demographics (e.g., age, gender, socioeconomic status)?
- 6- What challenges do citizens identify in accessing public services, and how do these challenges differ between targeted and non-targeted districts?
- 7- How can the survey data inform government and civil society partners to support decision-making and improve public service delivery?

II.4 Scope of Work

a. Survey Design and Methodology

- Conduct a desk review of Ma'an existing data and resources, including the annual implementation plan, the activity Monitoring, Evaluation, and Learning (MEL) plan, the political economy analysis, the conflict sensitivity analysis and implementation strategy, and gender and inclusion action plan reports.
- Conduct rounds of consultations with relevant stakeholders including Ma'an MEL and field teams, and USAID to inform survey design.
- Develop a comprehensive survey methodology that includes quantitative and qualitative approaches.
- Design the survey in targeted districts, where Ma'an is operational, and non-targeted districts (a total of four districts in each governorate, 2 targeted and 2 non-targeted through Ma'an). Give clear justification/clarification behind the selection of the 2 non-targeted districts that will act as comparison groups.
- Ensure the methodology allows for comparison over the upcoming years.
- The methodology should clarify the data verification process/quality control measures to be used for the survey.
- Design the survey questionnaire to address/respond to all research questions that are reviewed/approved by Ma'an team which will eventually lead to measuring the three main indicators that aimed to be measured through the perception survey:
- The percentage of citizens reporting increased access to targeted public services.

- The percentage of citizens reporting improved confidence in government due to improved access to public services.
- The percentage of citizens who agree that the government (or specific government entity/entities) is/are more responsive to their needs.
- The subcontractor will organize pre-launch training for its staff involved in data collection and administration of the survey. The Ma'an will review and approve the enumerator training materials to be developed by the subcontractor and the subcontractor will involve Ma'an in the training, to include, but not limited to: explanation of the survey instrument, goals, review of individual questions and response items, etc.

b. Data Collection

- Use a face-to-face data collection method.
- Collect data through mobile data collection tools (e.g.: Kobo Collect).
- Ma'an will require the subcontractor to submit a data quality control plan. Ma'an will also be conducting random data verification checks while the data collection is ongoing. Ma'an will, at its volition, check the quality of the field work, without any advance notification to the subcontractor to ensure that all relevant criteria for impartial and professional research are met. Should Ma'an discover, during its quality control efforts, that the confidentiality of the respondents was not sufficiently protected, or that any traceable information was available to a party other than the Ma'an, without specific approval of the Chief of Party, a sanction will be imposed in the form of a revocation of 25% of the total contract amount

c. Sampling

- Define a sampling strategy that ensures representation across different demographics and geographic locations, disaggregated by gender, district, displacement/residential status, religion, and ethnicity.
- Include a sufficient sample size to ensure statistically significant results.
- Ensure alignment of data protection and ethical considerations measures with the activity's policies and procedures.
- Implement data protection measures to ensure the confidentiality and anonymity of respondents.
- Obtain necessary ethical approvals and consents from participants.
- Adhere to relevant legal and regulatory requirements regarding data protection.

d. Data Analysis

- Analyze survey data to measure the defined indicators and research questions.
- Compare results from targeted and non-targeted districts to assess the effect of Ma'an's interventions.
- Link survey findings with other monitoring and evaluation data and context monitoring findings including Complexity Aware Monitoring, Political Economy Analysis, and Conflict Sensitivity Analysis.

e. Reporting

- Provide detailed reports on survey findings, including visualizations and interpretations of data.
- Present findings in a format suitable for non-technical audience.
- Include recommendations based on survey results to inform policy and decision-making.
- Reporting should include an overview of lessons learned and best practices throughout the survey process (Related to mechanics of the survey and programmatic questions).

f. Datasets

- Datasets submitted must be in source format (e.g. if using SPSS, both .SAV and .SPV files are required) as well as in non-proprietary, machine-readable format (e.g., spreadsheets submitted in a non-proprietary format such as comma separated values (CSV) are acceptable). Submitted datasets must also be accompanied by supporting documentation, defining the fields within the dataset and any categories or labels within the dataset that may require explanation to an individual not familiar with the data. This may be accomplished through the submission of a codebook or data dictionary. Datasets must be accompanied by metadata as required by Project Open Data and other metadata assigned by Ma'an. This may be accomplished by following the instructions at data.usaid.gov.
- Cleaned and anonymized dataset, including row data, and analyzed data both in the data collection language and a translated dataset with data translated to English.

g. Language

- All documents, during implementation, are to be submitted in Arabic and English

h. Survey Reports and Presentations

- Preliminary presentation of key findings
- Detailed presentation materials, including key findings and observations.
- Comprehensive report on the baseline survey, the main report section should highlight the following:
 - Survey methodology
 - Data collection process
 - Analysis process
 - Quality control plan/Verification process and findings
 - Key survey findings, that is also explained and linked to the context monitoring and Ma'an monitoring and evaluation findings.
 - Challenges
 - Recommendations: 1- using the survey findings to suggest recommendations for Ma'an upcoming interventions that will address citizen's feedback and support enhancing service delivery 2- recommendation for the following perception surveys in terms of the methodology, survey design and process, etc.
- Two-pager summary of the survey main key findings in Arabic and English

Timeline and workplan

Task	Survey Stages					
	Preparatory		Field		Data Analysis, Report Writing, Presentation	
	Survey Dates (Week)					
	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6
Development of survey design, methodology, detailed sampling plan, and set of tools for the survey						

Approval and endorsement of the methodology and set of tools by Ma'an						
Enumerators training, pilot data collection and fieldwork in accordance with the survey plan						
Fieldwork/data collection						
Data processing and data cleaning						
Dataset and analysis, preliminary presentation of key findings, data validation						
Final analytical report and presentation and approval thereof						

The ownership of all copyright and other intellectual property rights in respect of any data compilations, research, spreadsheets, graphs, reports, diagrams, designs, work products, software, or any other documents, developed in connection with this fixed price subcontract will exclusively vest in or remain with Chemonics, which shall have all proprietary rights therein, notwithstanding that the Subcontractor or its employees may be the author of the intellectual property. All documents relating to the intellectual property or otherwise connected with this RFP/fixed price subcontract, the services, or duties must be returned or delivered to Chemonics at the time of the expiration or termination of the subcontract. The Subcontractor agrees not to publish or make use of any of the intellectual property, or documents relating thereto, without the prior written approval of Chemonics and proper attribution

II.2. Deliverables

Deliverable No. 1: Development of survey design, methodology, detailed sampling plan, and set of tools for the survey.

Under this deliverable, the offeror is required to deliver to Chemonics a detailed survey design report that includes survey methodology, detailed sampling plan, and survey tools. The first instalment of the payment will be contingent on the successful delivery and Chemonics' approval of this deliverable.

Deliverable No. 2: Dataset and analysis, preliminary presentation of key findings, data validation

Under this deliverable, the offeror is required to provide Chemonics with dataset and analysis, a preliminary presentation of key findings, and a brief report outlining the successful process of data validation.

Deliverable No. 3: Final analytical report and presentation and approval thereof

Upon the receipt and Chemonics' approval of the final analytical report and final presentation of survey findings, Chemonics shall process the third and final instalment of the payment to the offeror.

II.4. Deliverables Schedule

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

Deliverable Number	Deliverable Name	Due Date/ Estimated and can be less or more.
1	Development of survey design, methodology, detailed sampling plan, and set of tools for the survey	2 weeks after the subcontract execution.
2	Dataset and analysis, preliminary presentation of key findings, data validation	5 weeks after the subcontract execution.
3	Final analytical report and presentation and approval thereof	6 weeks after the subcontract execution.

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

Section III Firm Fixed Price Subcontract (Terms and Clauses)

Please see attached – Annex 5

Annex 1 - Cover Letter

Attached Separately

Annex 2 Guide to Creating a Financial Proposal for a Fixed Price Subcontract

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. The detailed budget must show major line items, including, for example:

1. Salaries
2. Indirect costs
3. Any other costs applicable to the work
4. DBA – see clause I. 11

All cost information must be expressed in Iraqi Dinars – IQD.

Step 4: Write Budget Narrative. The spreadsheets shall be accompanied by written notes in MS Word that explain each cost line item and the assumption why a cost is being budgeted as well as how the amount is reasonable. Supporting information must be provided in sufficient detail to allow for a 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.

Sample Budget

Offerors should revise the budget line items accordingly in response to the technical and cost requirements of this RFP.

Design, Production, and Distribution of Communications Materials to District Courts			
Deliverable	Base	Rate	Total
Deliverable No. 1: Draft Communication Materials			
Design Specialist (daily rate)	6	\$400	\$2,400
Operations Manager (daily rate)	3	\$500	\$1,500
Software Lisence	1	\$1,500	\$1,500
<i>Total, Deliverable 1</i>			\$5,400
Deliverable No. 2: Printed Communication Materials			
Design Specialist (daily rate)	3	\$400	\$1,200
Operations Manager (daily rate)	2	\$500	\$1,000
Pamphlet Paper	500	\$2	\$1,000
Printing Ink	1	\$1,000	\$1,000
<i>Total, Deliverable 2</i>			\$4,200
Deliverable No. 3: Proof of Distribution of Materials to Districts 1-4			
Operations Manager (daily rate)	1	\$500	\$500
Logistics Manager (daily rate)	4	\$200	\$800
Truck Rental and Fuel	1	\$2,000	\$2,000
Per Diem for Logistics Manager	3	\$75	\$225
<i>Total, Deliverable 3</i>			\$3,525
Deliverable No. 4: Proof of Distribution of Materials to Districts 5-8			
Operations Manager (daily rate)	1	\$500	\$500
Logistics Manager (daily rate)	4	\$200	\$800
Truck Rental and Fuel	1	\$2,000	\$2,000
Per Diem for Logistics Manager	3	\$75	\$225
<i>Total, Deliverable 4</i>			\$3,525
Grand Total			\$16,650

Annex 3 Required Certifications

Attached Separately.

Annex 4

UEI and SAM Registration Guidance

What is an UEI Number?

The Unique Entity Identifier, or the UEI, is the official name of the “new, non-proprietary identifier” that will replace the DUNS number. The UEI will be requested in, and assigned by, the System for Award Management (SAM.gov). Businesses and organizations who receive funding from the US government will have to use a Unique Entity Identifier (UEI) created in SAM.gov. The UEI number helps the USG to identify companies.

Why am I being requested to obtain a UEI number?

U.S. law – in particular the Federal Funding Accountability and Transparency Act of 2006 (Pub.L. 109-282), as amended by section 6202 of the Government Funding Transparency Act of 2008 (Pub.L. 110-252) - make it a requirement for all entities doing business with the U.S. Government to be registered, currently through the System for Award Management, a single, free, publicly- searchable website that includes information on each federal award. As part of this reporting requirement, prime contractors such as Chemonics must report information on qualifying subawards as outlined in FAR 52.204-10 and 2CFR Part 170. Chemonics is required to report subcontracts with an award valued at greater than or equal to \$30,000 under a prime contract and subawards under prime grants or prime cooperative agreements obligating funds of \$25,000 or more, whether U.S. or locally based. Because the U.S. Government uses UEI numbers to uniquely identify businesses and organizations, Chemonics is required to enter subaward data with a corresponding UEI number.

Is there a charge for obtaining a UEI number?

No. Obtaining a UEI number is absolutely free for all entities doing business with the Federal government. This includes current and prospective contractors, grantees, and loan recipients.

How do I obtain a UEI number?

UEI numbers can be obtained online at SAM.gov.

What information will I need to obtain a UEI number?

To request a UEI number, you will need to provide the following information:

- Legal name and structure
- Tradestyle, Doing Business As (DBA), or other name by which your organization is commonly recognized
- Physical address, city, state and Zip Code
- Mailing address (if separate)
- Telephone number
- Contact name
- Number of employees at your location
- Description of operations and associated code (SIC code found at <https://www.osha.gov/pls/imis/sicsearch.html>)
- Annual sales and revenue information
- Headquarters name and address (if there is a reporting relationship to a parent corporate entity)

How long does it take to obtain a UEI number?

The UEI number is issued immediately upon completion of the request process.

Are there exemptions to the UEI number requirement?

There may be exemptions under specific prime contracts, based on an organization's previous fiscal year income when selected for a subcontract award, or Chemonics may agree that registration is impractical in certain situations. Organizations may discuss these options with the Chemonics representative.

What is CCR/SAM?

Central Contractor Registration (CCR)—which collected, validated, stored and disseminated data in support of agency acquisition and award missions—was consolidated with other federal systems into the System for Award Management (SAM). SAM is an official, free, U.S. government-operated website. There is NO charge to register or maintain your entity registration record in SAM.

When should I register in SAM?

While registration in SAM is not required for organizations receiving a grant under contract, subcontract or cooperative agreement from Chemonics, Chemonics requests that partners register in SAM if the organization meets the following criteria requiring executive compensation reporting in accordance with the FFATA regulations referenced above. SAM.gov registration allows an organization to directly report information and manage their organizational data instead of providing it to Chemonics. Reporting on executive compensation for the five highest paid executives is required for a qualifying subaward if in your business or organization's preceding completed fiscal year, your business or organization (the legal entity to which the UEI number belongs):

- (1) received 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; **and**,
- (3) The public have **does not** have access to information about the compensation of the executives in your business or organization (the legal entity to which the 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 US Internal Revenue Code of 1986.

If your organization meets the criteria to report executive compensation, the following sections of this document outline the benefits of and process for registration in SAM.gov. Registration may be initiated at <https://www.sam.gov>. There is NO fee to register for this site.

Why should I register in SAM?

Chemonics recommends that partners register in SAM to facilitate their management of organizational data and certifications related to any U.S. federal funding, including required executive compensation reporting. Executive compensation reporting for the five highest paid executives is required in connection with the reporting of a qualifying subaward if:

- a. In your business or organization's preceding completed fiscal year, your business or organization (the legal entity to which the UEI number belongs) received (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; and,
- b. The public have does not have access to information about the compensation of the executives in your business or organization (the legal entity to which the 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.

What benefits do I receive from registering in SAM?

By registering in SAM, you gain the ability to bid on federal government contracts. Your registration does not guarantee your winning a government contract or increasing your level of business. Registration is simply a prerequisite before bidding on a contract. SAM also provides a central storage location for the registrant to supply its information, rather than with each federal agency or prime contractor separately. When information about your business changes, you only need to document the change in one place for every federal government agency to have the most up-to-date information.

How do I register in SAM?

Follow the step-by-step guidance for registering in SAM for assistance awards (under grants/cooperative agreements) at: https://www.fsd.gov/sys_attachment.do?sys_id=d4d157741ba3c5103565ed3ce54bcba0

Follow the step-by-step guidance for contracts registrations at:
https://www.fsd.gov/sys_attachment.do?sys_id=b4c153341ba3c5103565ed3ce54bcbb8

You must have a UEI number in order to begin either registration process.

If you already have the necessary information on hand (see below), the online registration takes approximately one hour to complete, depending upon the size and complexity of your business or organization.

What data is needed to register in SAM?

SAM registrants are required to submit detailed information on their company in various categories. Additional, non-mandatory information is also requested. Categories of required and requested information include:

* General Information - Includes, but is not limited to, UEI number, CAGE Code, company name, Federal Tax Identification Number (TIN), location, receipts, employee numbers, and web site address.

* Corporate Information - Includes, but is not limited to, organization or business type and SBA-defined socioeconomic characteristics.

* Goods and Services Information - Includes, but is not limited to, NAICS code, SIC code, Product Service (PSC) code, and Federal Supply Classification (FSC) code.

* Financial Information - Includes, but is not limited to, financial institution, American Banking Association (ABA) routing number, account number, remittance address, lock box number, automated clearing house (ACH) information, and credit card information.

* Point of Contact (POC) Information - Includes, but is not limited to, the primary and alternate points of contact and the electronic business, past performance, and government points of contact. * Electronic Data Interchange (EDI) Information* - Includes, but is not limited to, the EDI point of contact and his or her telephone, e-mail, and physical address. (*Note: EDI Information is optional and may be provided only for businesses interested in conducting transactions through EDI.)