

## Request for Quote/Proposal: (RFQ/RFP)

### Consultancy Personnel

Consultancy Service Required:	Senior Upper Primary Literacy Consultant, Teaching & Learning
Type of Contract:	Firm fixed labor rate
Term of Contract:	Six months
Contract Funding:	Strategic Investment Funds K-12
This Procurement supports:	IE Upper-Primary Scope of Work
Submit Proposal to:	Patience Sowa <a href="mailto:psowa@rti.org">psowa@rti.org</a>
Date of Issue of Request:	5 December 2016
Date Questions from Candidate Due:	9 December 2016
Date Proposal from Candidate Due:	11 December
Approximate Consultant Agreement/Purchase Order Issued to Successful Candidate:	15 December 2016

<b>Method of Submittal:</b>	
Respond via email to the contact listed above with your firm fixed labor rate, resume and cover letter in .pdf format. Only short-listed candidates will be contacted.	
The Candidate agrees to hold their labor rate proposed for the term of the award, unless another time is specified in an addendum of this RFP/RFQ.	
Solicitation Number:	IDG-FY17-001

#### Attachments to RFP:

1. Attachment "A" –Specifications/Statement of Work
2. Attachment "B" – Instructions to Consultants
3. All PO Terms and Conditions are listed on our website at forth at: <http://www.rti.org/POterms>, (hereinafter the "Terms"). Supplier's delivery of products, performance of services, or issuance of invoices in connection with this purchase order establishes Supplier's agreement to the Terms. The Terms may only be modified in writing signed by both parties.

All candidates are responsible to carefully review each attachment and follow any instructions that may be relevant to this procurement.

## Attachment A

### Specifications or Statement of Work

**About RTI**

RTI International is one of the world's leading research institutes, dedicated to improving the human condition by turning knowledge into practice. Our staff of more than 4000 provides research and technical services to governments and businesses in more than 75 countries in the areas of health and pharmaceuticals, education and training, surveys and statistics, advanced technology, international development, economic and social policy, energy and the environment, and laboratory testing and chemical analysis.

**About International Education**

RTI's International Education Division is supporting education development around the world by strengthening education policy, management and practice in order to achieve measurable improvement in teaching and learning. From our well-established reputation in education system strengthening, to innovative work in early grade assessment and learning, RTI is improving education quality, relevance and efficiency through implementation of projects funded by USAID, DFID, DFAT and other donors, foundations and clients.

**Job Description**

RTI's International Education Division (IE) is seeking a Senior Literacy Consultant with a Ph.D. in reading and extensive experience in upper primary literacy development. This consultant will work up to six months with a total amount of labor to be determined upon consultation with the hiring manager. S/he will have expertise in teacher professional development, curriculum planning and reform, and the design, development, implementation and evaluation of classroom-based strategies focusing on upper primary literacy instruction and learning, preferably on USAID-funded projects. The Senior Literacy Consultant will support RTI teams working on upper primary literacy initiatives to effect improved reading and content area literacy teaching and learning. This will include the development and revision of curriculum, teacher professional development modules and materials development. This position may require 2-3 international trips, most likely to Sub-Saharan African countries such as Ethiopia or Tanzania, with each trip to last between 1-2 weeks.

**Deliverables and Timelines****Primary Responsibilities:**

- Contribute to the design and implementation of effective teacher professional development programs including teacher preparation, induction and in-service programs.
- Provide support to upper primary literacy team on essential components of upper primary reading and content area literacy programs, including curriculum design and revision, teacher professional development, classroom level assessment, and teaching approaches.
- Promote and support a community of practice linked to a broader knowledge base on

upper primary literacy instruction and learning.

- Bring knowledge of lessons learned and best practices from US and other developed-countries' assessment and remediation approaches, and developing countries as appropriate, to inform learning improvement programs in countries working on upper primary literacy initiatives.
- Support upper primary literacy initiatives by furthering the relationship between external and classroom-based assessment and teacher professional development, with emphasis on best practices of teacher preparation and professional development.
- Carry out short-term technical assistance and, as appropriate, provide back-stopping for IE's portfolio of projects.

**Timing:** The consultant's assignment is anticipated to commence in 15 December 2016.

**Work Location:** The consultant's work location will be the consultant's place of work or residence with possible travel to Ethiopia or Tanzania with an expected time in country of 1 to 2 weeks. Domestic travel to North Carolina to meet with the hiring manager may also be required; timing of such travel will be negotiated as needed. Airfare, lodging and travel allowances will be provided to the consultant for international travel. All travel will need to be within the USG Per Diem Rates.

**Labor Rate of Pay:** Please provide a daily/monthly labor rate for the expected schedule as described above. Please indicate any conflict with your availability based on the timing and expected schedule.

By signing this attachment, the bidder confirms he has a complete understanding of the specifications and fully intends to deliver items that comply with the above listed specifications.

Signature:

Title:

Date:


## Attachment “B”

### Instructions to Candidates

1. **Procurement Narrative Description:** The Buyer (RTI) intends to purchase labor services identified in Attachment A. The Buyer intends to purchase services (based on deliverables identified in a Statement of Work). The term of the Consultancy Agreement shall be from Award Date to the Delivery date of the Offeror unless extended by mutual agreement of the parties. The Buyer intends to award to a single “approved” supplier based on conformance to the listed specifications, the ability to service this contract, and selling price. We reserve the right to award to more than one bidder. If a Consultancy Agreement is established as a result of this RFQ/RFP, candidate understands that services requested in the Statement of Work/ Specifications (Attachment A) are an estimate only and RTI does not guarantee the purchase service listed.
2. **Procuring Activity:** This procurement will be made by **Research Triangle Institute (RTI International)**, located at

3040 E. Cornwallis Road  
Research Triangle Park, NC 27709  
USA

who has a purchase requirement in support of a project funded by

Strategic Investment Funds for K -12

RTI shall award the initial quantities and/or services and any option quantities (if exercised by RTI) to Seller by a properly executed Purchase Order as set forth within the terms of this properly executed agreement.

3. **Proposal Requirements.** All Candidates will submit a quote/proposal which contains offers for all services included in this RFQ/RFP. All information presented in the Candidate’s quote/proposal will be considered during RTI’s evaluation. Failure to submit the information required in this RFQ/RFP may result in Candidate’s offer being deemed non-responsive. Candidates are responsible for submitting offers, and any modifications, revisions, or withdrawals, so as to reach RTI’s office designated in the RFQ/RFP by the time and date specified in the RFQ/RFP. Any offer, modification, revision, or withdrawal of an offer received at the RTI office designated in the RFQ/RFP after the exact time specified for receipt of offers is “late” and may not be considered at the discretion of the RTI Procurement Officer. The Candidate’s proposal shall include the following:

The solicitation number: **IDG-FY17-001**

The date and time submitted:

The name, address, and telephone number of the seller (bidder) and authorized signature of same:

Validity period of Quote:

A technical description of the items being offered in sufficient detail to evaluate compliance with the requirements in the solicitation. This may include product literature, or other documents, if necessary.

Lead Time Availability of the Service.

Terms of warranty describing what and how the warranties will be serviced.

Special pricing instructions: Price and any discount terms or special requirements or terms (special note: pricing must include guaranteed firm fixed prices for items requested.

Payment address or instructions (if different from mailing address)

Acknowledgment of solicitation amendments (if any)

Past performance information, when included as an evaluation factor, to include recent and relevant contracts for the same or similar items and other references (including points of contact with telephone numbers, and other relevant information)

**Special Note:** *The Seller, by his response to this RFQ/RFP and accompanying signatures, confirms that the terms and conditions associated with this RFQ/RFP document have been agreed to and all of its attachments have been carefully read and understood and all related questions answered.*

4. **Forms:** Candidates must provide their pricing as outlined in Attachment "A". Candidates must sign the single hardcopy submitted and send to address listed on the cover page of this RFQ/RFP.
5. **Questions Concerning the Procurement.** All questions in regards to this RFQ/RFP to be directed to

Patience Sowa

at this email address:

[psowa@rti.org](mailto:psowa@rti.org)

The cut-off date for questions is *(insert date)*.

9 December 2016

6. **Notifications and Deliveries:** Time is of the essence for this procurement. Seller shall deliver the items or services no later than the dates set forth in the contract that will be agreed by both parties as a result of this RFQ/RFP. The Seller shall immediately contact the Buyer's Procurement Officer if the specifications, availability, or the delivery schedule(s) changes. Exceptional delays will result in financial penalties being imposed of Seller.
7. **Documentation:** The following documents will be required for payment for each item:
  - (a) A detailed invoice listing Purchase Order Number, Bank information with wiring

- instructions (when applicable)
- (b) Time Sheets
  - (c) All relevant expenses as pertained to travel. Expenses will be reimbursed at the DFAT Government Per Diem Rate.
8. **Payment Terms:** Refer to RTI purchase order terms and conditions found at [www.rti.org/potermis](http://www.rti.org/potermis). Payment can be made via wire transfer or other acceptable form. Candidates may propose alternative payment terms and they will be considered in the evaluation process.
  9. **Alternative Proposals:** Sellers are permitted to offer “alternatives” should they not be able to meet the listed requirements. Any alternative proposals shall still satisfy the minimum requirements set forth in Attachment A Specifications.
  10. **Inspection Process:** Each deliverable will be inspected prior to final acceptance of the deliverable. All significant discrepancies, faults must be satisfactorily corrected and satisfactorily documented prior to release of payment.
  11. **Evaluation and Award Process:** The RTI Procurement Officer will award an agreement contract resulting from this solicitation to the responsible Candidate whose offer conforms to the RFQ/RFP will be most advantageous to RTI, price and other factors considered. The award will be made to the Candidate representing the **best value** to the project and to RTI. For the purpose of this RFQ/RFP, price, delivery, technical and past performance are of equal importance for the purposes of evaluating, and selecting the “best value” awardee. RTI intends to evaluate offers and award an Agreement without discussions with Sellers. Therefore, the Candidate’s initial offer should contain the Candidate’s best terms from a price and technical standpoint. However, RTI reserves the right to conduct discussions if later determined by the RTI Procurement Officer to be necessary.

The evaluation factors will be comprised of the following criteria:

- (a) **PAST PERFORMANCE** - Consultant can demonstrate his/her capability and resources to provide the items/services requested in this solicitation in a timely and responsive manner.
- (b) **OTHER EVALUATION CRITERIA.**

**Qualifications:**

- Ph.D. level academic qualifications in reading , with at least 15 years of relevant experience, preferred.
- Reading specialist certification, preferred.
- At least 5 years’ experience in upper primary literacy, instructional practice, assessment and research.
- At least 5 years’ experience in teacher education, teacher professional development practices and adult learning methods.
- Experience teaching in the upper primary grades.
- Prior experience working with donor-funded projects, particularly USAID, is preferred.
- Experience in low-income countries.
- Strong oral and written communication skills including an ability to communicate and collaborate effectively with local country counterparts, RTI staff, consultants and other partners.

- Excellent organizational skills, process and systems-oriented, with a strong attention to detail.
- Ability to meet deadlines under pressure.

12. **Award Notice.** A written notice of award or acceptance of an offer, mailed or otherwise furnished to the successful supplier within the time acceptance specified in the offer, shall result in a binding contract without further action by either party.
13. **Validity of Offer.** This RFP in no way obligates RTI to make an award, nor does it commit RTI to pay any costs incurred by the Seller in the preparation and submission of a proposal or amendments to a proposal. Your proposal shall be considered valid for 90 days after submission.
14. **Anti- Kick Back Act of 1986.** Anti-Kickback Act of 1986 as referenced in FAR 52.203-7 is hereby incorporated into this Request for Proposal as a condition of acceptance. If you have reasonable grounds to believe that a violation, as described in Paragraph (b) of FAR 52.203-7 may have occurred, you should report this suspected violation to the RTI's Ethics Hotline at 1-877-212-7220 or by sending an e-mail to [Ethics@rti.org](mailto:Ethics@rti.org). You may report a suspected violation anonymously.
15. **Equal Employment Opportunity**  
We are proud to be an EEO/AA employer M/F/D/V. Specific information regarding the laws that are designed to protect you against discrimination relating to your legal right to work in the US can be located at the employment portal. [www.rti.org/jobs](http://www.rti.org/jobs)

**Acceptance:**

Seller and buyer agree, as evidenced by signatures below, that the seller's completed and signed solicitation, seller's proposal including all required submissions and the negotiated terms contained herein, constitute the entire agreement for the services described herein.

By: **RTI International**

By:

(Candidate Name)

Signature:   
Title:   
Date:

Signature:   
Title:   
Date: