

Request for Quote/Proposal (RFQ/RFP)

Commodity/Service Required:	Pre-qualification to provide technical services to conduct a rolling baseline survey with Feed the Future Ethiopia Transforming Agriculture's partner firms
Type of Procurement:	Subcontract agreement
Type of Contract:	Indefinite Quantity, Indefinite Delivery
Term of Contract:	TBD
Contract Funding:	USAID
This Procurement supports:	Feed the Future Ethiopia Transforming Agriculture
Submit Proposal to:	Address below mentioned
Date of Issue of RFP:	March 27, 2024
Date Questions from Supplier Due:	April 05, 2024, by 14:00 East Africa Time (EAT)
Date Proposal Due:	April 10, 2024 by 10:00 East Africa Time (EAT)
Approximate Date Purchase Order Issued to Successful Bidder(s):	May 2024

Method of Submittal:	
Via email to procurement.eta@rti.org	
Respond via e-mail with attached document in MS Word / pdf format. The Bidder/Seller agrees to hold the prices in its offer firm for 90 days from the date specified for the receipt of offers, unless another time is specified in the addendum of the RFP/RFQ.	
Solicitation Number:	RTI-ETA 24-118

Attachments to RFP:

1. Attachment "A" – Commodity Specifications
2. Attachment "B" – Instructions to Bidders/Sellers
3. All PO Terms and Conditions are listed on our website at: <https://www.rti.org/sites/default/files/rti-purchase-order-terms-and-conditions-v1.16.pdf>, http://www.rti.org/files/PO_FAR_Clauses.pdf or for commercial items: http://www.rti.org/files/PO_FAR_Clauses_Commercial_Items.pdf (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 bidders/sellers are responsible to carefully review each attachment and follow any instructions that may be relevant to this procurement.

Attachment A
Commodity Specifications or Statement of Work

Statement of Work

Description of Activity/Service:

SCOPE: Pre-qualification to provide technical services to conduct a rolling baseline survey with Feed the Future Ethiopia Transforming Agriculture's partner firms

Period of Performance: 1 year from award, with possibility for extension dependent on performance

PROJECT SUMMARY

RTI International is an independent, non-profit research institute providing research, development, and technical services to government and commercial clients worldwide. The Food Security and Agriculture division within the International Development Group is implementing the USAID-funded Feed the Future Transforming Agriculture activity in Ethiopia.

The purpose of the Feed the Future Ethiopia Transforming Agriculture Activity is to increase access to healthy diets, particularly for women and children, by improving competitiveness, inclusiveness, and resilience of the Ethiopian food and agriculture system. Feed the Future Ethiopia Transforming Agriculture is a core component of a suite of food and agriculture activities funded by USAID. The activity operates in USAID's Zone of Influence (ZOI), which includes 132 woredas across 12 regions and 2 city administrations: Addis Ababa, Afar, Amhara, Benishangul Gumz, Dire Dawa, Gambela, Harari, Oromia, Sidama, South Ethiopia, Central Ethiopia, Somali, Southwest Ethiopia, and Tigray. USAID classified the 132 woredas in 5 Zone of Influence (ZOI) cluster <https://www.usaid.gov/sites/default/files/2022-05/GFSS-Country-Plan-Ethiopia-FINAL-April-2019.pdf>.

PURPOSE OF ASSIGNMENT

To effectively measure the project's impact and success, strong and evidence-based baselines are required for the project's key indicators. This baseline assessment is meant to constitute the basis to measure the project performance over time. The baseline will serve as a point of comparison for annual performance indicator reporting throughout the Feed the Future Ethiopia Transforming Agriculture project cycle. Additionally, it will assist in the programming and further targeting of Feed the Future Ethiopia Transforming Agriculture interventions. The Baseline Study will quantitatively profile firm characteristics and establish the baseline values for Feed the Future Ethiopia Transforming Agriculture performance indicators at the firm level, specifically technology application, value of agriculture-related financing, firm sales, and full-time equivalent jobs.

This TOR is prepared to pre-qualify service providers/firms to conduct a baseline study on a rolling basis as implementation proceeds and engages new beneficiary firms. Pre-qualified service providers will be contracted if and when a need arises from needed. **Being placed on the pre-qualification list does not guarantee issuance of an assignment.** Rolling baseline survey assignments are identified as new partner enterprises are onboarded to Feed the Future Ethiopia Transforming Agriculture activities. The rolling baseline survey needs will be provided in a brief that will be shared with the prequalified providers and they will be requested to submit a proposal that contains a clear approach and budget tailored to a specific assignment, it is based on this proposal that a rolling baseline assignment will be awarded.

Under these assignments, the Feed the Future Ethiopia Transforming Agriculture Collaborating, Learning, and Adapting (CLA)/Monitoring, Evaluation, and Learning (MEL) team develops a data collection questionnaire and

sampling methodology; and the selected service provider/ firm recruits, hires, trains and deploys field enumerators; and provides data collection and cleaning services.

DETAILED ACTIVITIES

Upon award of an assignment, the selected, prequalified vendor will lead the coordination and management of baseline data collection on rolling basis for firms that will be direct participants in the Feed the Future Ethiopia Transforming Agriculture project. The selected vendor will coordinate with the Feed the Future Ethiopia Transforming Agriculture project MEL team to receive data collection templates (including a list of beneficiary's firms with identifying information and phone numbers, where available). The Feed the Future Ethiopia Transforming Agriculture project MEL team will provide training on the nature of data to be collected and use of data collection tools on the tablets/ smart phone. The selected vendor will be provided with a data collection tool designed in Tangerine where enumerators will collect the data using tablets or Android phones.

The following activities will be the responsibility of the successful applicant with the oversight, input, and guidance of the Feed the Future Transforming Agriculture MEL Manager:

1. **Preparatory phase:** In collaboration with RTI, the selected vendor will:

- prepare a work plan protocol.
- participate in the development of study design and methodology in consultation with MEL team
- finalize the methodology of the study, including identified firms address in the selected ZOI and targeted cross market functions.
- Obtain signed consent from the participant firm to keep the collected data confidential (i.e., not to share or use for other purpose).

RTI will:

- share relevant project documents and draft survey questionnaire.
- develop a training plan and training materials for enumerators.
- train the service provider on mobile data collection system (Tangerine)
- refine the survey instrument.
- program the survey instrument into a mobile data collection platform.

2. **Field work:** Field work will take place in targeted areas in the ZOI noted above. During the field work, and with the support of the project team, the selected vendor will:

- recruit data collectors (Vendor will identify total number needed based on data collection caseload described in this ToR) who will be responsible for collecting the quantitative data for this study.
- train data collectors and conduct field testing of the questionnaire.
- prepare enumerator training material
- translate questionnaires from English to Amharic, and regional languages as necessary.
- coordinate with Transforming Agriculture MEL team and partner staff to select and locate firms, as needed.
- coordinate logistical arrangements for the data collection, including transportation, lodging and per-diem for enumerators, and field supervision.
- Provide Samsung tablets for data collection. Ensure data is secured and all locally-stored data is deleted at the end of the assignment.

- Ensure that all data collected offline are successfully synced to RTI's data collection platform, Tangerine, on a daily basis
- supervise data collection: Ensure high data quality throughout data collection along with adherence to strong ethical considerations.
- prepare update reports of progress and rapid identification of issues with proposed solutions.

Vendor is responsible to check and monitor the data quality including: consistency and timelines, completeness and traceability.

KEY QUALIFICATIONS

The vendor should have demonstrated ability to:

- Plan, manage and collect baseline data ensuring quality and rigor in all baseline data collection activities.
- Recruit and manage the baseline survey team through the period of performance.
- Have experience in quantitative and qualitative data collection.
- Have experience in using digital devices for data collection.
- Have strong communication (written and spoken) skills in the ZOI woreda local language.
- Have willingness to work in rural areas.

Qualification for lead consultant

- Must have a recognized university degree in agricultural economics/economics, statistics, development studies or related areas of discipline and in-depth knowledge of agribusiness sector.
- A minimum of 5 years of practical experience in survey data collection specially related to agricultural business development.

Qualification for enumerators/data collectors

- The service provider should propose the minimum qualifications for enumerators that are consistent with the proposed approach.

ELIGIBILITY CRITERIA

This assignment is open for firms only (*individual CVs are not accepted*). To be considered eligible under this opportunity, firms must meet the following criteria:

- Proof of legal registration for similar services as demonstrated by commercial registration certificate and tax identification number (TIN).
- Renewed business license.

PREQUALIFICATION PROCESS

The following steps will be used in the screening and selection of qualified firms:

- Feed the Future Ethiopia Transforming Agriculture will evaluate applications in response to call for “Expression of Interest” to pre-qualify rolling baseline survey providers.
- Feed the Future Ethiopia Transforming Agriculture will prequalify all candidates that have demonstrated they have the technical expertise to provide rolling baseline survey services based on the selection criteria.

- Feed the Future Ethiopia Transforming Agriculture will identify partner enterprises that require baseline survey data collection.
- SOWs will be issued to prequalified firms to submit quotes to implement SOWs to collect baseline data from partner enterprises.
- Feed the Future Ethiopia Transforming Agriculture competitively selects the service provider for each SOW.

Attachment “B”
Instructions to Bidders/Sellers

1. **Procurement Narrative Description:** The Buyer (RTI) intends to purchase commodities and/or services identified in Attachment A. The Buyer intends to purchase the quantities (for commodities) and/or services (based on deliverables identified in a Statement of Work). The term of the Ordering 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 an Ordering Agreement is established as a result of this RFQ/RFP, supplier understands that quantities indicated in the specifications (Attachment A) are an estimate only and RTI does not guarantee the purchase quantity of any item listed.
2. **Procuring Activity:** This procurement will be made by **Research Triangle Institute (RTI International)**, located at

RTI International, Central Printing Press Building, 2 nd Floor, Addis Ababa, Ethiopia
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(insert full address of the office)

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

USAID/Ethiopia

(insert client’s name)

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 Sellers will submit a quote/proposal which contains offers for all items and options included in this RFQ/RFP. All information presented in the Sellers quote/proposal will be considered during RTI’s evaluation. Failure to submit the information required in this RFQ/RFP may result in Seller’s offer being deemed non-responsive. Sellers 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 Seller’s proposal shall include the following:
 - (a) The solicitation number:
 - (b) The date and time submitted:
 - (c) The name, address, and telephone number of the seller (bidder) and authorized signature of same:
 - (d) Validity period of Quote:
 - (e) An **expression of interest with:**
 - At least three examples of similar engagements undertaken previously, and the results achieved (including references on previous successful accomplishment of similar assignments) not exceeding 2 pages.

- Detailed CVs (2 pages per CV) of the proposed team member(s) for carrying out the assignment highlighting previous experiences in undertaking similar assignments and copies of degrees from recognized academic institutions.
 - A brief methodology/process for executing the assignment not exceeding two pages. At minimum, the methodology must outline the methods and strategies employed while executing the assignment and activities with associated timelines.
- (f) A technical description of the item being offered in sufficient detail to evaluate compliance with the requirement in the solicitation. This may include product literature or other documents if necessary
- If RTI informs Seller that the Commodity is intended for export and the Commodity is not
- (g) classified for export under Export Classification Control Number (ECCN) “EAR99” of the U.S. Department of Commerce Export Administration Regulations (EAR), then Seller must provide RTI the correct ECCN and the name of Seller’s representative responsible for Trade Compliance who can confirm the export classification.
- (h) Terms of warranty describing what and how the warranties will be serviced.
- (i) 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.
- (j) Payment address or instructions (if different from mailing address)
- (k) Acknowledgment of solicitation amendments (if any)
- (l) 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)
- (m) **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:** Sellers (potential bidders or suppliers) must record their pricing utilizing the format found on Attachment “A”. Sellers 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 regard to this RFQ/RFP to be directed to
- Feed the Future Ethiopia Transforming Agriculture Procurement team
- (insert name of procurement officer)
- at this email address:
- Procurement.eta@rti.org
- (insert email address of the procurement officer).
- The cut-off date for questions is (insert date).
- April 05, 2024, by 14:00 East Africa Time (EAT)

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) Packing List
 - (c) All relevant product/service documentation (manuals, warranty doc, certificate of analysis, etc.)
8. **Payment Terms:** Refer to RTI purchase order terms and conditions found in <https://www.rti.org/sites/default/files/rti-purchase-order-terms-and-conditions-v1.16.pdf>, http://www.rti.org/files/PO_FAR_Clauses.pdf, or http://www.rti.org/files/PO_FAR_Clauses_Commercial_Items.pdf. Payment can be made via wire transfer or other acceptable form. Sellers 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 item shall be inspected prior to final acceptance of the item. All significant discrepancies, shortages, and/or faults must be satisfactorily corrected and satisfactorily documented prior to delivery and release of payment.
11. **Evaluation and Award Process:** The RTI Procurement Officer will award an agreement contract resulting from this solicitation to the responsible Seller (bidder) 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 Seller 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 Seller's initial offer should contain the Seller'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.
 - **Technical Capacity (40%):** Extent to which the applicant has a clear approach to all components of the assignment as outlined in the "activities" section of Attachment A (scope of work). Applicants must clearly explain their methods, including how they will customize their services to the local context.
 - **Expertise (25%):** Extent to which the profile and experience of the company and proposed team members to carry out the assignment aligns with the "key qualifications" section of Attachment A (scope of work).
 - **Past Performance (35%):** Extent to which applicant can demonstrate successful

accomplishment of similar assignments, including references from prior clients.

- **OTHER EVALUATION CRITERIA.**

N/A

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. **Representations and Certifications.** Winning suppliers under a US Federal Contract are required to complete and sign as part of your offer RTI Representations and Certifications for values over \$10,000.
15. **Certifications.**
Certification and Disclosure Regarding Payments to Influence Certain Federal Transactions - Certification and Disclosure Regarding Payments to Influence Certain Federal Transaction as referenced in FAR 52.203-11 is hereby incorporated into this Request for Proposal as a condition of acceptance.

Limitation on Payments to Influence Certain Federal Transactions- Limitation on Payments to Influence Certain Federal Transactions as referenced in FAR 52.203-12 is hereby incorporated into this Request for Proposal as a condition of acceptance.
16. **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. You may report a suspected violation anonymously.
17. **The John S. McCain National Defense Authorization Act for fiscal year 2019 - section 889.** RTI cannot use any equipment or services from specific companies, or their subsidiaries and affiliates, including Huawei Technologies Company, ZTE Corporation, Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, and Dahua Technology Company ("Covered Technology"). In response to this request for proposal, please do not provide a quote which includes any Covered Technology. Any quote which includes Covered Technology will be deemed non-responsive. Additionally, if the United States Government is the source of funds for this RFP, the resulting Supplier shall not provide any equipment, system, or service that uses Covered Technology as a substantial or essential component.

Acceptance:

Seller agrees, as evidenced by signature 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.

: *(Seller Company Name)*

Signature: _____

Title:

Date: