

Request for Application (RFA)

Commodity/Service Required:	Nutrition Intervention Design and Implementation and Qualitative Data Collection and Analysis for the “Enhancing milk quality and consumption for improved income and nutrition in Rwanda” study
Type of Procurement:	Service provision contract
Type of Contract:	Fixed price contract
Term of Contract:	14 months
This Procurement supports:	Enhancing milk quality and consumption for improved income and nutrition in Rwanda
Submit Proposal to:	kmcgill@rti.org
Date of Issue of RFP:	August 21, 2017
Date Questions from Supplier Due:	September 4, 2017
Date Proposal Due:	September 18, 2017
Approximate Date Purchase Order or Sub-contract Issued to Successful Bidder(s):	October 9, 2017

Method of Submittal:	
Email: kmcgill@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 365 days from the date specified for the receipt of offers, unless another time is specified in the addendum of the RFP/RFQ.	
Solicitation Number:	0215801.17.01

Attachments to RFP:

1. Attachment “A” – Bidder Specifications
2. Attachment “B” – Instructions to Bidders
3. Attachment “C” – Budget Template
4. Attachment “D” – Factors for Selecting Intervention Districts
4. All Subcontract Terms and Conditions are listed on our website at forth at:
<http://www.rti.org/suppliers-and-small-businesses>

Attachment A

Commodity Specifications or Statement of Work

Statement of Work

Indicate a description of the activity/service that is expected from the supplier. Provide product specifications or service expectations (both if applicable). Include deliverables, timelines, and any special terms and conditions.

Description of Activity/Service:

The purpose of this research is to contribute to efforts for improving the consumption of milk in Rwanda. It will do so by generating and communicating evidence on the nutrition benefits of including animal source foods (ASF) in diets of 12-23 month-old children and pregnant and lactating women through nutrition education and behavior change communication. The proposed project draws upon the work of a government of Rwanda program - the One Cow per Poor Family (Girinka) program. The goal of the Girinka program (2006 – present) is to increase household income and reduce child malnutrition among poor households through livestock asset transfer.

A crucial assumption that underlies the Girinka program is that increased milk production and income at household level leads to better nutrition outcomes for poor households. However, evaluations of the Girinka program have focused on economic rather than nutrition impacts. Our research will use a rigorous design to learn if a nutrition education intervention together with the receipt of a cow through the Girinka program is effective in increasing ASF consumption among women and young children in two districts of Rwanda. Our intervention will aim to educate project participants on the importance of nutrition, and will include behaviour change messaging on the consumption of ASF, especially milk, as a way of increasing dietary diversity. The nutrition intervention will be evaluated using a cluster-randomized design whereby cells will be randomly assigned to receive the intervention or no intervention and differences in child growth and maternal and child dietary diversity and ASF consumption will be measured.

OBJECTIVES AND RESEARCH QUESTIONS

The objective of this research is to contribute to generalizable knowledge on the impact of a combined ASF promotion intervention and dairy asset transfer (i.e., Girinka). The results of this research can also be used to inform policies related to the implementation of dairy asset transfer programs in Rwanda and elsewhere in Africa.

This study is designed to answer two main research questions:

1. Does receiving a cow through Girinka plus nutrition education contribute to a greater improvement in the diet and nutritional status of women and young children than receiving a cow only or being eligible for Girinka, but not receiving a cow?
2. Does receiving a cow through the Girinka plus nutrition education contribute to a greater improvement in nutrition outcomes in women and young children than receiving a cow only or being eligible for Girinka, but not receiving a cow?

To answer these questions, we will measure changes in the following nutrition outcomes:

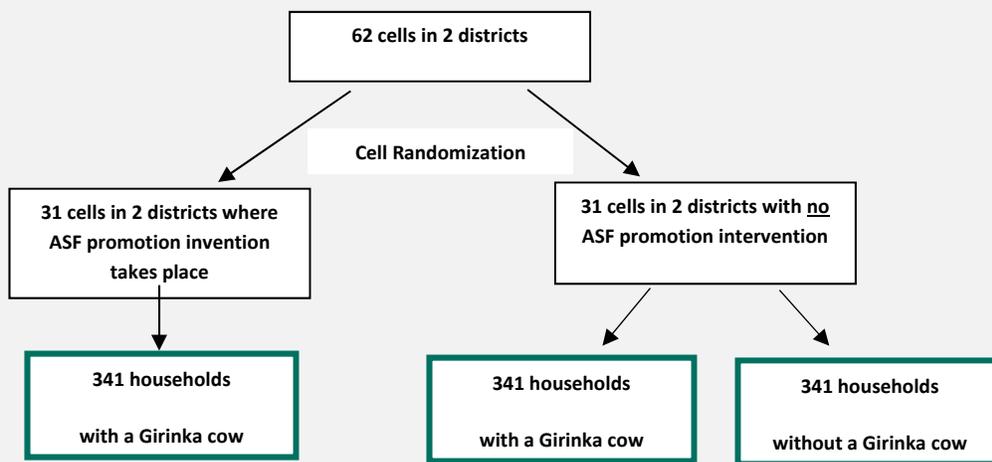
- Dietary diversity in children 12-23 months at baseline and their mothers

- Milk consumption in children 12-23 months at baseline and their mothers
- Height-for-age, weight-for-height, and weight-for-age z-scores in children 12-23 months at baseline
- Body-mass index in mothers of children 12-23 months at baseline

Product or Service Expectations (both if applicable):

RTI, University of Rwanda, and ILRI will conduct a mixed methods cluster-randomized controlled trial to determine the impacts of participation in the Girinka program plus a community-based ASF promotion intervention compared to participation in Girinka alone or Girinka eligibility, but no participation.

Figure 1. Randomization and sample



The intervention will be implemented by a Bidder organization based in Rwanda. RTI will work with the Bidder to design and analyze formative data collection that will identify facilitators and barriers to household milk consumption among our target population and develop intervention messages and activities to address them. We expect the interventions to be delivered to communities where our study participants live and not just to individual households in the intervention arm.

To ensure sustainability, the nutrition intervention will be implemented by Government of Rwanda (GoR) Community Health Workers (CHWs), who are already involved in growth monitoring and nutrition activities. The CHWs will be trained on community-based nutrition education activities and messages specific to this project, which will be targeted at pregnant and lactating women and children 12-23 months of age. Training of CHWs will also be part of the project’s HICD efforts; a complete maternal and child nutrition counseling training may be necessary, if the CHWs have not previously been trained. CHWs will conduct individual or group ASF promotion activities in each intervention community at least monthly throughout the intervention period. The CHWs will be trained and supervised by the selected Bidder, using protocols developed in collaboration with RTI International. The Rwandan Ministry of Health (MOH) has a standard set of activities that CHWs carry out, including growth monitoring. Additional CHW nutrition activities are determined by community needs and will be negotiated by the Bidder with input from district GoR health authorities.

Deliverables, Timelines, Special Terms and Conditions:

The successful bidder will be expected to perform the following tasks:

- Collaborate with RTI and the other research partners in this project to confirm selection of two districts for the ASF promotion intervention. We have received tentative guidance from one GoR office to conduct the study in Gakenke and Karongi Districts. Based on the selection criteria in ATTACHMENT “D” plus the Bidder’s knowledge of existing nutrition programs in the country, we would like the Bidder to confirm that these districts are appropriate. We need to ensure that the areas where we implement our intervention have similar types of existing nutrition interventions or no nutrition interventions on the ground.
- Conduct rapid formative research and analysis on the facilitators and barriers to animal source food, especially milk, consumption by young children and pregnant/breastfeeding women in households that have received a Girinka cow in the last three years. The formative data should be collected from at least 20 households across two districts
- Use the formative data to design an ASF promotion intervention to be implemented at community level by CHWs
- Develop training materials and visual aids/counseling cards/promotional materials for use by CHWs during group and individual ASF promotion activities in the community.
- Ensure that ASF promotion activities are integrated into the existing program/activities related to maternal and child nutrition that CHWs already implement.
- Train CHWs in 31 cells across two districts (e.g., 15 cells in one district, 16 cells in the other) to implement ASF promotion activities.
- Provide regular supportive supervision to CHWs during 12 months of intervention implementation.
- Liaise with national Ministry of Health staff to ensure that the messages and materials used in this project are acceptable and in line with national guidelines.
- Liaise with other organizations implementing nutrition interventions in Rwanda to ensure coordination of the ASF promotion intervention with complementary nutrition activities funded or implemented by other actors.
- Liaise with district Ministry of Health staff and local leaders to ensure smooth collaboration and implementation of the intervention.
- Participate in regular check in calls with RTI during formative data collection/analysis and intervention implementation
- Collaborate with RTI to analyze the qualitative data collected as part of the study (this is different from the formative data).
- Submit monthly activity reports and documentation of intervention activities in a format provided by RTI
- Submit a final overall activity report

Deliverable Due Dates and Payment Schedule

The Bidder will provide RTI with the following deliverables by email. RTI will review each submitted deliverable and provide feedback. After the Bidder has successfully addressed RTI’s feedback, RTI will approve the deliverable.

Payment	Deliverable	Due Date
5% of total	Deliverable #1: Contract signing	October 16,

budget	<ul style="list-style-type: none"> • Sign and return the contract and provide other required contractual information 	2017
5% of total budget	<p>Deliverable #2: Formative data collection/analysis and intervention design</p> <ul style="list-style-type: none"> • Submit a plan for formative data collection on facilitators and barriers to animal source food consumption with at least 20 households in two districts • Submit a report on the analysis of the formative data • Submit a detailed intervention plan and visual aids or counseling cards or promotional materials 	November 27, 2017
5% of total budget	<p>Deliverable #3: Conduct CHW training</p> <ul style="list-style-type: none"> • Submit a training manual for CHW training for the intervention • Submit documentation of the names and gender of CHWs trained and the dates of training 	January 12, 2018
20% of total budget	<p>Deliverable #4: Completion of first quarter of intervention implementation (months 1-3)</p> <ul style="list-style-type: none"> • Submit monthly reports following the format provided by RTI • Submit documentation of the number of group and individual activities conducted and the number and type of participants • Participate in regular check in calls with RTI 	April 30, 2018
20% of total budget	<p>Deliverable #5: Completion of second quarter of intervention implementation (months 4-6)</p> <ul style="list-style-type: none"> • Submit monthly reports following the format provided by RTI • Submit documentation of the number of group and individual activities conducted and the number and type of participants • Participate in regular check in calls with RTI 	July 31, 2018
20% of total budget	<p>Deliverable #6: Completion of third quarter of intervention implementation (months 7-9)</p> <ul style="list-style-type: none"> • Submit monthly reports following the format provided by RTI • Submit documentation of the number of group and individual activities conducted and the number and type of participants • Participate in regular check in calls with RTI 	October 31, 2018
20% of total budget	<p>Deliverable #7: Completion of fourth quarter of intervention implementation (months 10-12)</p> <ul style="list-style-type: none"> • Submit monthly reports following the format provided by RTI • Submit documentation of the number of group and individual activities conducted and the number and type of participants • Participate in regular check in calls with RTI 	January 31, 2019

5% of total budget	Deliverable #8: Final report <ul style="list-style-type: none">• Submit a final report following the format provided by RTI	February 28, 2019
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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 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 RFA, 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

3040 E. Cornwallis Road
Research Triangle Park, NC 27707
USA

(insert full address of the office)

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

USAID

(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 RFA. All information presented in the Sellers quote/proposal will be considered during RTI’s evaluation. Failure to submit the information required in this RFA 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 RFA by the time and date specified in the RFA. Any offer, modification, revision, or withdrawal of an offer received at the RTI office designated in the RFA 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) 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.
 - (f) If RTI informs Seller that the Commodity is intended for export and the Commodity is not 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.
 - (g) Lead Time Availability of the Commodity/Service.
 - (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 RFA and accompanying signatures, confirms that the terms and conditions associated with this RFA 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 RFA.

5. **Questions Concerning the Procurement.** All questions in regards to this RFA to be directed to

Karis McGill

(insert name of procurement officer)

at this email address:

KMcGill@RTI.org

(insert email address of the procurement officer).

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

September 4, 2017

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 RFA. 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.

8. **Payment Terms:** Refer to RTI subcontract terms and conditions found at <http://www.rti.org/invoice-instructions-and-terms-and-conditions> and https://www.rti.org/sites/default/files/final_supplier_invoicing_instructions_for_rti_org.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. **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 RFA 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 RFA, 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.

The evaluation factors will be comprised of the following criteria:

- (a) **PRICE.** Lowest evaluated ceiling price (inclusive of option quantities). Budget should be in the range from 75,000-100,000 USD.
- (b) **TECHNICAL.** Items/Services shall satisfy or exceed the specifications described in RFA Attachment A.
- (c) **PAST PERFORMANCE** - Seller can demonstrate his/her capability and resources to provide the items/services requested in this solicitation in a timely and responsive manner.
- (d) **OTHER EVALUATION CRITERIA.**

Justification for approval/selection of project districts.
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11. **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.
12. **Validity of Offer.** This RFA 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.

13. **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.
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. You may report a suspected violation anonymously.

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.

By: *(Seller Company Name)*

Signature: _____

Title:

Date: