Request for Quote/Proposal (RFQ/RFP)

<table>
<thead>
<tr>
<th>Commodity/Service Required:</th>
<th>Developing sanitation BCC Strategies and Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type of Procurement:</td>
<td>Sub-contract</td>
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<tr>
<td>Type of Contract:</td>
<td>TBD</td>
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<tr>
<td>Term of Contract:</td>
<td>May 2023 – May 2024</td>
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<tr>
<td>Contract Funding:</td>
<td>USAID</td>
</tr>
<tr>
<td>This Procurement supports:</td>
<td>USAID/Cambodia Integrated Early Childhood Development (IECD) Activity</td>
</tr>
<tr>
<td>Submit Proposal to:</td>
<td>Mr. Makara Doung, <a href="mailto:mdoung@iecd.rti.org">mdoung@iecd.rti.org</a></td>
</tr>
<tr>
<td>Date of Issue of RFP:</td>
<td>April 7, 2023</td>
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<tr>
<td>Date Questions from Supplier Due:</td>
<td>April 12, 2023, 1:00pm Cambodia time</td>
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<td>Date Proposal Due:</td>
<td>April 20, 2023</td>
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<tr>
<td>Approximate Date Purchase Order Issued to Successful Bidder(s):</td>
<td>May 15, 2023</td>
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Method of Submittal:

Email to mdoung@iecd.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: IECD RFQ-2023-008

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](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](http://www.rti.org/files/PO_FAR_Clauses.pdf) or for commercial items: [http://www.rti.org/files/PO_FAR_Clauses_Commercial_Items.pdf](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.

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Attachment A
Commodity Specifications or Statement of Work

Statement of Work
Developing sanitation BCC Strategies and Activities to

to Address the Unreached and the Last Mile Populations in IECD target Villages

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 Cambodia Integrated Early Childhood Development (IECD) Activity is an integrated approach activity funded by the United States Agency for International Development (USAID) led by RTI International and its partners including Helen Keller International and Safe Haven. IECD aims to advance the physical, cognitive, linguistic, and social-emotional development of young Cambodian children in Kampong Thom and Preah Vihear province. The IECD activity supports the Royal Government of Cambodia (RGC) in its efforts to promote nurturing care and improve nutrition for all children, including the most vulnerable, starting from before birth. The Activity works to strengthen nutrition service delivery in health facilities and in communities; supports nutrition sensitive agriculture and improved livelihoods; improves water, sanitation, and hygiene (WASH) practices among caregivers; facilitates screening and access to services for children who may have developmental delays and disabilities; and promotes responsive caregiving to help children meet critical developmental milestones. These activities are delivered in an integrated manner, so that community-level health personnel and other social service providers are not overburdened and so that families can have streamlined support.

Numerous large-scale WASH Behavior Change Communications campaigns have been designed and implemented in Cambodia to help change people’s behavior from practicing open defecation (OD) to using and maintaining latrines. While some of these campaigns have successfully led to impressive gains in certain communities around Cambodia, many communities have not been reached by previous interventions or continue to struggle to meet the RGC’s vision to ensure universal latrine coverage by 2025. Furthermore, even in communities where BCC and other promotion activities have resulted in achieving open-defecation free (ODF) status, some households continue to practice OD.

The IECD Activity is implementing a series of activities to promote improved access to water and sanitation. To accelerate progress on universal latrine access in rural Cambodia, IECD is seeking a bidder to develop cost-effective BCC activities for targeting both unreached groups and those that did not respond to previous BCC campaigns in rural Cambodia. The activities will focus on targeted villages in Rovieng Districts, Preah Vihear and Stoung District, Kampong Thom.
Product or Service Expectations (both if applicable):

The selected firm, or organization (referred to in this document as “the bidder”) will identify current sanitation behaviors, constraints to adopting latrines, and opportunities for promoting sanitation to the targeted households that either did not receive or did not respond to previous BCC activities. The analysis should explore the beliefs and perceptions about sanitation of households without toilets and of households with shared toilets. The analysis should also identify constraints for promoting and sustaining sanitation progress for these households. The analysis should consider differences in socio-economic and demographic groups including poor households, ethnic minorities, and other vulnerable populations. Additionally, the analysis should consider the impact of community characteristics such as whether a community is ODF or whether the village is a challenging environment due to issues such as frequent flooding or rocky soil on household behaviors.

The analysis should also assess the beliefs of Commune and village leaders and the opportunities and constraints in working with these leaders to promote sanitation. The bidder should explore successful approaches for engaging these leaders and how to help these leaders become better advocates for promoting safe sanitation behaviors in their communities.

The bidder will also conduct a review of the existing BCC materials in Cambodia. Since the sanitation sector benefits from previous interventions the bidder will identify materials appropriate for IECD to use in its BCC campaign. The bidder will also identify gaps in the existing materials, including any materials needed to target the poor, ethnic minorities, and other vulnerable groups. When gaps are identified the bidder should provide detailed descriptions of what new materials would be required and what messages those materials should contain.

The bidder will then use the findings from the analyses and the review of BCC materials to develop a comprehensive strategy to provide guidance on which BCC techniques or activities and/or BCC materials to use with different households or different community leaders according to their specific characteristics (e.g. a community that has frequent flooding or rocky soil, ID Poor households, ethnic minority households). The strategy should be designed so that BCC activities are implemented by Commune and village leaders.

The bidder will then test the strategy by training commune and villages leaders in some selected villages with the approved materials as drawn from the existing materials or new materials approved by IECD. The bidder should then monitor the initial implementation in those villages, and document lessons learned or suggest revisions as needed to ensure the final strategy is feasible, practical and meets project needs.

The bidder will then organize and provide the logistic support for the training to IECD team members and relevant sub-national government staff to implement the BCC activities in other communities in Kampong Thom and Preah Vihear.

Deliverables, Timelines, Special Terms and Conditions:

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<tr>
<th>Key Task</th>
<th>Deliverable</th>
<th>Date</th>
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<tbody>
<tr>
<td>Sanitation Behavior Assessment</td>
<td>Assessment report</td>
<td>August 30, 2023</td>
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with shared toilets in different communities, and the perceptions of Commune and village leaders

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<tr>
<th><strong>Review existing related sanitation BCC materials</strong></th>
<th>Review report</th>
<th>September 30, 2023</th>
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<tr>
<td>developed by: previous USAID-funded projects such as USAID/Cambodia's Integrated Nutrition, Hygiene, and Sanitation (NOURISH) and USAID’s Water, Sanitation, and Hygiene Enterprise Development (WaterSHED) project; the World Bank; or other partners. As part of the review the bidder should provide detailed recommendations of any new materials that may be necessary.</td>
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<tr>
<th><strong>Develop BCC Strategy</strong></th>
<th>Draft BCC Strategy and Action Plan</th>
<th>October 30, 2023</th>
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<tr>
<td>Define priority communication objectives for the BCC campaign. Draft an Action plan that details the BCC activities for the different targeted groups. For each BCC activity, provide clear guidance on existing information, education, and communication (IEC) tools and materials to be used to promote behaviors. Additionally, provide guidance on the human and material resources, time requirements, and financial cost for each activity.</td>
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<tr>
<td>Train IECD WASH staff and key local government stakeholders to test proposed strategies and activities with relevant IEC tools and materials in selected villages. Monitor testing activities, document lessons learned from the BCC activities.</td>
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<th><strong>Revise BCC Strategy</strong></th>
<th>Final BCC Strategy and Action Plan</th>
<th>March 30, 2024</th>
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<tr>
<td>Review and finalize communication objectives in the Strategy, and the activities in the Action Plan with clear recommendations for the relevant IEC tools and materials.</td>
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<tr>
<th><strong>Training on Final Strategy and Action Plan</strong></th>
<th>Training report</th>
<th>April 30, 2024</th>
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<tr>
<td>Train 5 IECD-WASH staff and 25 key local government stakeholders</td>
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<tr>
<th><strong>Final Report</strong></th>
<th>Report</th>
<th>May 30, 2024</th>
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**Minimum Criteria**

- The organization is legally registered in Cambodia
- Experience implementing BCC programs promoting sanitation behaviors in rural Cambodia.
- Experience with designing communication activities and/or products for poor, vulnerable, and other hard-to-reach groups.
- Sound understanding of commitments of the Cambodian rural sanitation sector in achieving sustainable open defecation free status for the last mile population.
- Experience developing BCC materials for USAID projects or activities is highly desirable.
## Pricing

<table>
<thead>
<tr>
<th>Item #</th>
<th>Quantity to be Purchased</th>
<th>Description of Preferred Commodity or Services Specifications</th>
<th>Unit of Measure</th>
<th>Unit Fixed Price (Each)</th>
<th>Total Fixed Price (Each)</th>
<th>Lead Time Availability (Number of Days)</th>
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<td>Total Value</td>
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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 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

Integrated Early Childhood Development Project, Phnom Penh office—the Point Community Mall, First Floor, U01 & U02, No#113C, Mao Tse Tung Blvd, Sangkat Toul Svay Prey 1, Khan Beoung Kong, Phnom Penh, Cambodia

(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 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) 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 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 regards to this RFQ/RFP to be directed to

Mr. Makara Doung (Makara)

(insert name of procurement officer)

at this email address:

mdoung@iecd.rti.org

(insert email address of the procurement officer).

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

April 12, 2023

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.

The evaluation factors will be comprised of the following criteria:
   (a) **PRICE.** Lowest evaluated ceiling price (inclusive of option quantities) – 25%
   (b) **DELIVERY.** Bidder provides the most advantageous delivery schedule – 25%
   (c) **TECHNICAL.** Items/Services shall satisfy or exceed the specifications described in RFQ/RFP Attachment A – 30%
   (d) **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 – 20%
   (e) **OTHER EVALUATION CRITERIA.**

| No                                      |
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. **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.

16. **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.

By: *(Seller Company Name)*

Signature: ________________________________

Title: ________________________________

Date: ________________________________