# Request for Proposal (RFP)

<table>
<thead>
<tr>
<th>Service Required:</th>
<th>Consultancy Services</th>
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<tbody>
<tr>
<td>Type of Procurement:</td>
<td>One-Off</td>
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<tr>
<td>Type of Contract:</td>
<td>Fixed Term ; Firm Fixed price</td>
</tr>
<tr>
<td>Term of Contract:</td>
<td>Oct 1, 2019- May 31, 2020 (20 LOE days within this period)</td>
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<tr>
<td>Contract Funding:</td>
<td>USAID</td>
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<tr>
<td>This Procurement supports:</td>
<td>Health Policy Plus (HP+) Activity 3.4: Accountability and the Law: Zambia</td>
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<tr>
<td>Submit Proposal to:</td>
<td>See method of submittal below</td>
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<tr>
<td>Date of Issue of RFP:</td>
<td>September 19, 2019</td>
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<tr>
<td>Date Questions from Supplier Due:</td>
<td>September 23, 2019</td>
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<td>Date Proposal Due:</td>
<td>September 25, 2019</td>
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<tr>
<td>Approximate Date Consultancy Agreement Issued to Successful Bidder(s):</td>
<td>October 01, 2019</td>
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## Method of Submittal:

- **Email:** alipsky@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 60 days from the date specified for the receipt of offers, unless another time is specified in the addendum of the RFP/RFQ.

| Solicitation Number:                   | RO/225/2019                                 |

## 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 forth at: [http://www.rti.org/POterms](http://www.rti.org/POterms), [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.
Description of Activity/Service:

Health Policy Plus (HP+) is a USAID-funded five-year $185 million project awarded to Palladium (formerly Futures Group) on August 28, 2015. HP+ has a mandate across global, country, and subnational levels to strengthen and advance health policy priorities in HIV, family planning and reproductive health (FP/RH), and maternal health. It aims to improve the enabling environment for equitable and sustainable health services, supplies, and delivery systems through policy development and implementation, with an emphasis on voluntary, rights-based health programs, and by strengthening in-country partners’ capacity to navigate complex environments for effective policy design, implementation, and financing aligned to their priorities. A key component of improving the enabling environment for equitable and sustainable health services, supplies, and delivery systems is a transparent legal framework. Family planning donors, advocates, and implementers around the world have demonstrated increased interest in accountability as a useful lens for supporting the achievement of family planning goals, as evidenced by the attention given to the issue by FP2020, the advocacy and accountability working group of the Reproductive Health Supplies Coalition, and the multitude of case studies, tools, and resources on accountability that have been recently published by HP+, Advance Family Planning, the Evidence Project, and others.

Policies, grounded in laws, provide the basis for accountability, responsiveness, and sustainable reforms. Health system accountability is complex, with multiple actors representing several sectors – the government, clients/citizens, and providers who all play a part in strengthening and supporting accountability for political, programmatic, and financial commitments. Accountability for family planning is rooted in health and family planning strategies and policies, and other areas of the law, including, for example, laws that establish and protect cadres of health workers, public accountability laws, and laws regulating speech, information dissemination, and CSOs.

To achieve the above purpose, HP+ will complete the following steps:

1. conduct a desk review of existing HP+ approaches and additional legal environment assessment resources (February – September 2019)
2. select two countries in which to apply the approach (February 2019)
3. develop analysis approach (February – October 2019)
4. apply the approach in two selected countries (Zambia and the Philippines) (October 2019 – March 2020)
5. complete analysis, conduct webinar, and finalize approach (March – May 2020)

Product or Service Expectations (both if applicable):

The purpose of this statement of work is to help identify a consultant to contribute to step 4 above applying the approach in Zambia through the following tasks:

1. Develop a list of key stakeholders for interviews and focus group discussions and share with the team for approval.
2. Schedule and ensure logistics for interviews and focus group discussions. Once the list of interviewees and discussants is finalized, the consultant will take the lead in scheduling and securing logistics for the interviews and focus group discussions.
3. Contribute to design of key informant interview and focus group discussion guides. The consultant will contribute to the development of key informant interview and focus group discussion guides, helping to frame questions so that they are culturally sensitive.

4. Participate in key informant interviews and focus group discussions over a two-week period and take detailed notes.

5. Provide finalized list of interviewees, and focus group discussion participants. Upon completion of the interviews and focus group discussions, the consultant will cross-check the list of planned interviews and discussants with what took place and provide a finalized list of all interviews and focus group discussions to the team.

6. Contribute to compilation of notes. The consultant will be required to type up notes from the interviews and focus group discussions and send to the team for analysis.

7. Conduct follow-up as needed. The consultant will be required to conduct in-country follow-up as needed, e.g., secure additional documents, clarify interviewee responses, etc. The consultant will be required to provide those documents, clarifications, etc., to the team.

Deliverables, Timelines, Special Terms and Conditions:

To be eligible to undertake the above assignment, the consultant must have:

1. Master's Degree in Public Health or Health Policy, or a Law Degree
2. Excellent interpersonal and organizational skills, and writing and presentation skills are required
3. Significant work experience in health policy
4. Demonstrated skills in leading key informant interviews and focus group discussions
5. Proficient in English.
6. Proficient in Microsoft Word.

The proposed deliverables and timelines are:

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<tr>
<th># Deliverable</th>
<th>Deliverable Due</th>
<th>Maximum LOE</th>
<th>Payment</th>
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<tbody>
<tr>
<td>1 Proposed list of interviewees, focus group discussion participants</td>
<td>TBD</td>
<td>3</td>
<td>TBD</td>
</tr>
<tr>
<td>2 Finalized list of interviewees, focus group discussion participants, and typed notes from the interviews and focus group discussions.</td>
<td>TBD</td>
<td>15</td>
<td>TBD</td>
</tr>
<tr>
<td>3 Written summary of follow-up completed (email)</td>
<td>TBD</td>
<td>2</td>
<td>TBD</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 A
RFQ Template v6, January 2016
Attachment “B”
Instructions to Bidders/Sellers

1. **Procurement Narrative Description**: The Buyer (RTI) intends to purchase the services identified in Attachment A. The Buyer intends to purchase the services based on deliverables identified in the 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), who has a purchase requirement in support of a project funded by:

| Health Policy Plus (HP+) Activity 3.4: Accountability and the Law: Zambia |

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) The Technical Proposal shall provide the following information:

- A brief profile of the individual and an outline of recent experience on assignments of a similar nature. For each assignment the outline should indicate inter alia, the profiles of the staff proposed, if any, duration of the assignment, contract amount and firm’s involvement.

- Any comments or suggestions on the Terms of Reference, a list of services and facilities to be provided by the Client.

- A description of the methodology and work plan for performing the assignment.

- If additional staff are proposed, the list of the proposed staff team by specialty, the tasks that would be assigned to each staff team member and their timing.

- CVs recently signed by the proposed professional staff and the authorized representative submitting the proposal. Key information should include number of years working for the firm/entity and degree of responsibility held in various assignments during the last five (5) years.

- Estimates of the total staff input (professional and support staff time or LOE) needed to carry out the assignment.

- A detailed description of the proposed methodology, staffing and monitoring of the assignment.
Any additional information requested in Appendix “A”. 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 regard to this RFQ/RFP to be directed to

<table>
<thead>
<tr>
<th>Alyson Lipsky</th>
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<td>(insert name of procurement officer)</td>
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</table>

at this email address:

alipsky@rti.org

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

| September 24, 2019 |

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. **Payment Terms**: Refer to RTI purchase order terms and conditions found in [www.rti.org/poterm](http://www.rti.org/poterm), [http://www.rti.org/files/PO_FAR_Clauses.pdf](http://www.rti.org/files/PO_FAR_Clauses.pdf), or [http://www.rti.org/files/PO_FAR_Clauses_Commercial_Items.pdf](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.

8. **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.

9. **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.

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 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.

   An evaluation committee shall evaluate the proposals on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria as follows:

   - Adequacy of the proposed technical approach and methodology in responding to the terms of reference (40)
   - Qualifications, competence and specific experience of the consultant related to the assignment (40)
   - Proposed cost for the assignment (20)

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 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 60 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](mailto: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: