# Request for Quote/Proposal (RFQ/RFP)

<table>
<thead>
<tr>
<th>Commodity/Service Required:</th>
<th>Bahir Dar University Research Services Strategy Consultancy</th>
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<tbody>
<tr>
<td><strong>Type of Procurement:</strong></td>
<td>Consultant Agreement</td>
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<tr>
<td><strong>Type of Contract:</strong></td>
<td>LOE-based</td>
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<td><strong>Term of Contract:</strong></td>
<td>Estimated June – August 2023</td>
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<tr>
<td><strong>Contract Funding:</strong></td>
<td>Food for the Hungry/USAID/BHA</td>
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<tr>
<td><strong>This Procurement supports:</strong></td>
<td>Poverty Reduced Sustainably in an Environment of Resilient and Vibrant Economy (PReSERVE)</td>
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**Submit Proposal to:** PReSERVErecruitment@rti.org

**Date of Issue of RFP:** 24 May 2023

**Date Questions from Supplier Due:** 9 June 2023, 17:00 East Africa Time

**Date Proposal Due:** 16 June 2023, 17:00 East Africa Time

**Approximate Date Purchase Order Issued to Successful Bidder(s):** Est. 26 June 2023, 17:00 East Africa Time

**Method of Submittal:**

All offers will be received through this email: PReSERVErecruitment@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 180 days from the date specified for the receipt of offers, unless another time is specified in the addendum of the RFP/RFQ.

**Solicitation Number:** PReSERVE-2023-05-24

## 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.

**RTI International is a trade name of Research Triangle Institute. RTI and the RTI logo are U.S. registered trademarks of Research Triangle Institute.**
Attachment A
Commodity Specifications or Statement of Work

Bahir Dar University Research Services Strategy Consultancy

Project Background
RTI is the CLA implementing partner on the Poverty Reduced Sustainability in an Environment of Resilient and Vibrant Economy (PReSERVE) led by Food for the Hungry. As the largest consortium members, RTI’s $7M five-year award oversees all CLA and knowledge management activities across nine active woredas, and is activity engaged with and building the capacity of Bahir Dar University (BDU), a technical studies partner in the region. Through the BHA-funded opportunity, RTI collaborates with local partners, government officials, academic stakeholders, and technical experts throughout the technical design and implementation process to ensure all activities reach targeted beneficiaries, follow proper research procedures, and meet stated project objectives to improve outcomes for the most vulnerable. RTI is responsible for strengthening the capacity of system actors, such as BDU, to provide ongoing research and learning to support market system development and improved agricultural livelihoods.

Assignment Purpose
As RTI is preparing to implement several activities following a year of refinement and implement studies, we are seeking a Research Services Strategy Consultant to work with BDU and RTI to build out a services model within BDU so that they can better define their research services, market them, and build this out to be a fee-driven or profitable center. The strategy would also potentially lead to attracting and managing USAID funds. The consultant would be analyzing ways to do this and collaboratively brainstorming with faculty/staff to see what would work within the context of BDU, identify opportunities and incentives, and help BDU take their research to the next level as part of fee-bearing services.

Responsibilities and Outcomes
The consultant’s responsibilities are detailed below. These tasks will be completed in collaboration with the PReSERVE Research Manager, BDU Liaison Manager, and other PReSERVE staff and university administrators. The consultancy would be managed by the RTI Resilience and Market System Research Advisor based in Washington, DC.

- Conduct assessment of relevant offices in BDU’s relevant colleges and the Research and Community Service Vice-President Office (responsible for USAID-funded grants management, and those with existing USAID-funded grants, or those on whom grants management depends). Assessments will cover their function, responsibilities, de facto performance, staffing, reporting lines, levels of cooperation, etc. This assessment will be participatory, collaborative, and seek to find incentives of different staff, opportunities for collaboration and/or enhanced coordination, and potential roadblocks in creating a structured research services model.
• Review the management systems for designing and executing research studies and suggest alternatives for improving efficiency and collaboration. This will involve reviewing:
  o Existing standard operating procedures and/or norms for implementing research projects. Identifying appropriate staff, allocating time, and payment to staff for working on research projects.
  o Use of graduate students for conducting research.
  o Incentives and/or disincentives to staff working on research projects.
  o Developing networks with other entities for research projects.
  o Fee structure for making research projects profitable.
  o Development and marketing of research services and the opportunities and challenges for developing these.
  o Creating linkages between research initiatives.
  o Administrative management of research projects.
  o Publication of research products.
• Conduct an assessment of incentive systems and potential incentives/disincentives for client-centricity in management of research studies (including researchers and administration) in line with the University rules and regulations
• Facilitate engagement workshops with relevant staff to identify interest, resources and commitment for change.
• Present results of assessment and outcomes of engagement workshops to RTI and BDU.
• Facilitate workshop to co-develop a research services strategy, including timeline, roles, responsibilities, resources and measurable outcomes. This strategy should have broad buy-in and be led by BDU management who should own the plan. The strategy should identify clear, actionable items that BDU staff should undertake to create a research services model that is profitable and helps position BDU for greater donor and/or client opportunities for funded research. The strategy should involve specific research packages/services, ideas for appropriately budgeting/pricing them, marketing of them, publication of research, and changes to systems/staff incentives needed to better perform this work.

**Anticipated Deliverables:**

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<th>No.</th>
<th>Deliverable</th>
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<tr>
<td>1</td>
<td>Inception report and workplan</td>
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<tr>
<td>2</td>
<td>Assessment report: organizational assessment, review of management systems, assessment of incentive systems</td>
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<tr>
<td>3</td>
<td>Results presentation</td>
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<tr>
<td>4</td>
<td>Facilitation of strategy workshop (preparation of agenda, materials and detailed report out)</td>
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<td>5</td>
<td>Final strategy document</td>
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**Estimated Period of Performance**
June – August 2023

**Estimated Level of Effort:**
20-30 days
**Key Qualifications**
The ideal candidate will be an individual who understands the cultural context, is highly collaborative, and seeks to listen to stakeholder ideas and fosters buy-in. The candidate would also need to have experience in working in a university on research initiatives and understand the university context/dynamics and many incentives/challenges at play. The candidate would preferably have experience in helping universities create or improve research services.

- MA in relevant field (institutional development, nonprofit management, public administration, etc.) and 10 years of experience implementing capacity-building activities for USAID in Ethiopia and neighboring countries
- Demonstrated experience developing consulting capacities of universities
- Demonstrated experience in facilitating capacity development of Ethiopian organizations and/or government institutions
- Excellent communication skills, writing ability, flexible, adaptable, and critical thinking
- Fluent in English (verbal and written); advance Amharic skills preferred

**Application Instructions**
Interested applicants are required to submit their applications with the following content:

- Curriculum vitae in PDF format (3 pages maximum)
- One-page cover letter outlining similar/relevant work (PDF format; 1 page maximum)
- Proof of similar works completed supported with names and contact information (e.g., email and phone number) for at least 3 references
- Clear methodology outlining the approach to deliver the assignment successfully.
- Gross daily rate and proposed LOE breakdown of the assignment, based on deliverables listed above.

**To Apply:** Applications should be submitted to PReSERVErecruitment@rti.org NO LATER THAN 16 June 2023, 17:00 East Africa Time. Applications will be reviewed on a rolling basis.

No portion of this assignment may be subcontracted.
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

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

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<th>Food for the Hungry/USAID</th>
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<tr>
<td>(insert client’s name)</td>
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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

PReSERVE recruitment

(insert name of procurement officer)

at this email address:

PReSERVErecruitment@rti.org

(insert email address of the procurement officer).

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

9 June 2023, 17:00 East Africa Time

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 on 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) **Technical Capacity and Expertise** (70%): Quality of proposed methodology and approaches for this assignment, including past experience and expertise.
   (b) **Cost** (30%): Reasonableness of the proposed cost.

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 _____ 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: _________________________________________________________________