Request for Quote/Proposal (RFQ/RFP)

<table>
<thead>
<tr>
<th>Commodity/Service Required:</th>
<th>Review and Update of National Early Grade Reading Program (NEGRP) Core Document</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type of Procurement:</td>
<td>Consultancy</td>
</tr>
<tr>
<td>Type of Contract:</td>
<td>LOE based</td>
</tr>
<tr>
<td>Term of Contract:</td>
<td>October 25, 2019 to December 24, 2019</td>
</tr>
<tr>
<td>Contract Funding:</td>
<td>AID-367-TO-15-00002</td>
</tr>
<tr>
<td>This Procurement supports:</td>
<td>USAID’s Early Grade Reading Program (EGRP)</td>
</tr>
<tr>
<td>Submit Proposal to:</td>
<td><a href="mailto:procurement@np-egrp.rti.org">procurement@np-egrp.rti.org</a></td>
</tr>
<tr>
<td>Date of Issue of RFP:</td>
<td>October 2, 2019</td>
</tr>
<tr>
<td>Date Questions from Bidder/Supplier Due:</td>
<td>Monday, October 14, 2019 by 2 PM Nepal Standard Time</td>
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<tr>
<td>Date Proposal Due:</td>
<td>Friday, October 18, 2019 by 11 AM Nepal Standard Time</td>
</tr>
<tr>
<td>Approximate Date Consultant Agreement Issued to Successful Bidder(s):</td>
<td>October 25, 2019</td>
</tr>
</tbody>
</table>

**Method of Submittal:**

Please submit quotes/proposals to: procurement@np-egrp.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: Nepal EGRP-RFP-FY20-P001

**Attachments to RFP:**

1. Attachment “A” – 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.
Attachment A

Commodity Specifications or Statement of Work

Statement of Work

1. Background
Considering the recommendation from the School Sector Reform Plan Mid-Term Review, 2012 and the EFA Global Monitoring Report (GMR) 2012 to improve the learning achievement of the students, GoN initiated the development process of National Early Grade Reading Program (NEGRP) in 2014. NEGRP is a five-year program (2014/15-2019/20) of the GON which has been implementing in 16 districts from 2015-2020 with the technical support from Early Grade Reading Program (EGRP), a technical assistance (TA) funded by the United States Agency for International Department (USAID) to improve the foundational reading skills of the students in community schools in Grades 1-3. EGRP is providing technical and financial support to the Ministry of Education, Science of Technology (MOEST) and it’s Central Line Agencies (CLAs) in improving reading instruction, improving national and district early grade reading service delivery system, and increasing family and community support for early grade reading (EGR). The government has recently decided to expand the program in 14 additional districts from the academic year 2019 and 2020 respectively where only the NEGRP minimum package activities will be implemented through SSDP pool fund.

Ministry of Education developed NEGRP strategy document in 2014 with technical support form USAID Nepal, analyzing the existing educational context, students learning level, language situation in Nepal, major challenges and opportunities in the sector. The core document has specified the concept of early grade reading along with program goals, objectives, major components, program activities, inputs and outcomes, program implementation plan, implementation arrangement, structural arrangement and the capacity building of GON personnel for program implementation.

Despite the achievements gained so far with the implementation of NEGRP, there are still a number of areas to improve for the development of foundational reading skills of the students in early grades. The National Assessment for Student’s Achievement (NASA) and Early Grades Reading Assessment (EGRA) have also revealed the key areas to improve. In order to improve the quality of school education, the government has been implementing School Sector Development Plan (SSDP) in line with SDGs 2030. NEGRP has been considered a key component of SSDP for quality improvement through improving the reading skills in early grades. In this context, the NEGRP core document needs to be aligned with the SSDP, SDGs and educational governance in federal context. In addition to this, there has been an utmost need to revise the core document as the country has gone through process of state restructuring during last 5 years, the governance system has been changed from unitary to federal system. The roles and responsibilities are divided to the three tiers of government.
i.e. federal, provincial and local. Considering the changing context of the country and the education sector, MOEST has realized the essence of revising and updating NEGRP core document.

NEGRP steering committee, convened in January 10, 2019, decided to form a task team consisting of the members from MOEST, CLAs, EGRP and USAID to initiate the core document revision process. The committee identified 10 themes to be considered while reviewing and updating the document. The themes are: i) Background, Global context, linkages among various documents (SSDP, SDG, Periodic Plans etc. ii) SSDP DLI perspectives, iii) Field observations/lessons learnt and stakeholder perception, iv) Governance, implementation arrangement, system strengthening, v) Planning (financing and budgeting), vi) Curriculum, vii) Capacity development, teacher management/development viii) Community mobilization, ix) EGRP baseline/midline status, and x) Partnership. In order to collect the feedbacks from stakeholders on core document review and update process, MOEST organized feedback collection workshop in March 13-14, 2019. The thematic teams presented the status in the theme and collected inputs from stakeholders. MOEST is interested to utilize the expert service for revising and updating the NEGRP core document.

Thus, the TOR has been developed to hire an national or international consultant for updating the NEGRP core document keeping the request of MOEST in mind and to meet the contractual requirement specified in EGRP contract document which has been related to the task order that involve “assist the MOEST to develop and keep up-to-date a costed, five-year national plan that will indicate the rate of expansion of the NEGRP reform, the actions to be taken to accomplish that reform, and the geographic and technical responsibilities of all Development Partners (DPs), NGOs, and other actors in implementing that reform”(IR 2.3.1).

2. Objectives of the assignment
The main objective of this assignment is to provide technical support to the MOEST to review and update the NEGRP core document.
2.1 The specific objectives of the assignment are:
   2.1.1 To analyze the current status of National Early Grade Reading Program (NEGRP);
   2.1.2 To explore the strategies for the sustainability of NEGRP interventions.
   2.1.3 To map the resources required for the NEGRP implementation.

3. Scope of Work
The scope of work (SOW) of this assignment includes the following:
3.1 Desk review of contemporary global, regional and national policies and practices with respect to early grade reading;
3.2 Carry out consultations with MOEST, CLAs, USAID, EGRP and NEGRP Core Document revision task team;
3.3 Develop a framework for NEGRP core document review considering the feedbacks of the workshop held on 13-14 March, 2019.
3.4 Facilitate to conduct an initial capacity development and consultative workshop for task team members to revise NEGRP core document. Capacity development will
focus on strategic planning for EGR, with an emphasis on high-impact, scalable and sustainable best practices in promoting children’s early grade learning;

3.5 Develop a draft of NEGRP core document (policy guidelines, Institutional arrangement, financing)
3.6 Facilitate the draft core document sharing workshop organized by MOEST with EGRP support;
3.7 Revise the draft NEGRP core document incorporating the feedbacks received from the sharing workshop;
3.8 Submit the final 5-year NEGRP core document to EGRP
3.9 Facilitate dissemination of the final NEGRP core document in a high level workshop at federal level
3.10 Submit a brief consultancy report to EGRP

4. Deliverable
The main deliverable of this assignment will be:
4.1 Five year costed revised NEGRP core document.

5. Technical Working Group
The consultant will work closely with the task team formed by MOEST. The team will coordinate amongst the central level agencies (CLAs) and provide support to the consultant in the process of review and updating of the NEGRP core document.

6. Performance Period and Logistics

6.1 Performance Period
The total working days for this consultancy service to complete the assignment will be 20 working days within a contract period of 60 days. The date of commencement of the consultancy will be effective from October 25, 2019 and will end on December 24, 2019.

6.2 Logistics
EGRP will provide required logistic support to facilitate the process.

7. Estimated Budget and Milestones
The total estimated budget for the completion of this assignment will be NPRs 1,500,000/- (One Million and Five Hundred Thousand Nepalese Rupees). The payment will be made within 30 days upon submission and approval of milestones by the technical team. The cost of consultant travel (visas, airfare, ground transportation, accommodation, meals and incidentals, etc.) and workshops required for the implementation of this consultancy will be paid by the EGRP.

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<thead>
<tr>
<th>SN</th>
<th>Milestones</th>
<th>Due Date</th>
<th>Amount</th>
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<tbody>
<tr>
<td>1</td>
<td>Submission of framework for NEGRP core document review</td>
<td>By the 1st week of November, 2019</td>
<td>Number of days worked</td>
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<tr>
<td>SN</td>
<td>Activities</td>
<td>Time Lines</td>
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<td>October</td>
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<td></td>
<td></td>
<td>W1</td>
<td>W2</td>
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<td>2</td>
<td>Submission of draft NEGRP core document</td>
<td>By the end of November, 2019</td>
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<td></td>
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<td>Number of days worked</td>
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<tr>
<td>3</td>
<td>Submission of final NEGRP core document and final consultancy report</td>
<td>By 3rd Week of December, 2019</td>
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<td></td>
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<td>Number of days worked</td>
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8. Reporting Requirement

The consultant will provide fortnightly updates on the progress of the deliverables. EGRP representatives and task team member will participate in such meetings. The consultant will share a brief progress of the assignment.

9. Implementation Arrangement

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<tr>
<th>SN</th>
<th>Activities</th>
<th>Time Lines</th>
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</thead>
<tbody>
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<td>October</td>
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<td></td>
<td></td>
<td>W1</td>
</tr>
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<td></td>
</tr>
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<td>October</td>
</tr>
<tr>
<td></td>
<td></td>
<td>W1</td>
</tr>
<tr>
<td>3</td>
<td>Develop a framework for NEGRP core document review considering the feedbacks of the workshop held on 13-14 March, 2019.</td>
<td>November</td>
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<td></td>
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<td>W1</td>
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<tr>
<td>4</td>
<td>Facilitate to conduct an initial consultative workshop for task team members to</td>
<td>December</td>
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<tr>
<td></td>
<td></td>
<td>W1</td>
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<tr>
<td>SN</td>
<td>Activities</td>
<td>October</td>
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<tr>
<td></td>
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<td>W1</td>
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<td></td>
<td>revise NEGRP core document;</td>
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<td></td>
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<td>Revise the draft NEGRP core document incorporating the feedbacks received from the sharing workshop;</td>
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<tr>
<td>10</td>
<td>Submit a brief consultancy report to EGRP</td>
<td></td>
</tr>
</tbody>
</table>
10. Education, Skills and Experience
   10.1 A master's or Ph.D. degree, preferably in education, social sciences or other relevant field; a Ph.D. degree is preferred;
   10.2 Minimum of 15 years of experience of working in education policy formulation, educational planning and management;
   10.3 Work experience in policy formulation and planning with MOEST system in Nepal
   10.4 Work experience in early grade reading program formulation and document preparation
   10.5 Excellent communication (written and oral), reporting and presentation skills;

11. Application Submission Guideline
   Please note that all application documents must be submitted in no more than 6 electronic separate files listed below:
   11.1 Cover Letter summarizing your experience in the subject matter and expressing interest in the assignment (including expected daily rate).
   11.2 Curriculum Vitae (with contact details of three references for the last three years, including the following: name, address, telephone number, email address, and contract amount for each reference).
   11.3 Evidence of working experience (education policy and planning, working with MOEST system of Nepal and working in EGR program formulation and documentation

12. Proposal Submission Details
   All applications should be submitted by email to procurement@np-egrp.rti.org by October 18, 2019 by 11 AM Nepal Standard Time. Late submissions will not be considered. Please ensure the subject line states “Revision of NEGRP Core Document”.
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- USAID Early Grade Reading Program  
| P.O. Box 14417  
| House no. 46/64, Uttar Dhoka, Lazimpat, Kathmandu, Nepal. |

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

| USAID |

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

at this email address:

procurement@np-egrp.rti.org

The cut-off date for questions is

**Monday, October 14, 2019 by 2 PM Nepal Standard 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 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 [www.rti.org/poterm](http://www.rti.org/poterm), [http://www.rti.org/POTerms](http://www.rti.org/POTerms), 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.

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**: Reasonable price.
   (b) **DELIVERY**: Seller provides the most advantageous delivery schedule.
   (c) **TECHNICAL**: Items/Services shall satisfy or exceed the specifications described in RFQ/RFP Attachment A.
   (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.

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 **60** 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.

**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: (Consultant)

Signature: __________________________________________________________

Title:

Date: