



Request for Quote/Proposal (RFQ/RFP)

Commodity/Service Required:	Foundational Learning Technical Advisor
Type of Procurement:	Consultant Agreement
Type of Contract:	Labor Rate
Term of Contract:	On or about March 31, 2023 – June 30, 2023
Contract Funding:	The Bill & Melinda Gates Foundation
This Procurement supports:	Implementing the Science of Teaching Grant
Submit Proposal to:	Lauren Edwards, FLN@rti.org
Date of Issue of RFP:	March 6, 2023
Date Questions from Supplier Due:	March 10, 2023
Date Proposal Due:	March 21, 2023
Approximate Date Purchase Order Issued to Successful Bidder(s):	On or about March 31, 2023

Method of Submittal:	
Electronic submission via email to Lauren Edwards, FLN@rti.org	
Respond via e-mail with attached document in MS Word / Excel / 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:	RFQ-SOT-2023-001

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>,
http://www.rti.org/files/PO_FAR_Clauses.pdf or for commercial items:
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

Statement of Work

Statement of Work

Description of Activity/Service:

Sierra Leone Alliance for Foundational Learning Senior Technical-Policy Advisor (Consultant)

Background

RTI International is seeking a Senior Technical-Policy Advisor for a short-term technical assistance consultancy (four months) to serve on Sierra Leone's Ministry of Basic and Senior Secondary Education's (MBSSE) Delivery Team.

Sierra Leone has made the improvement of foundational learning the central focus of its 2022-2026 Education Sector Plan and its Partnership Compact. Sierra Leone was one of the first signatories of the Commitment to Action (CtA) on Foundational Learning, and President Bio, as one of the United Nations Secretary General's five education champions, has made foundational learning his core focus. At the Transforming Education Summit in New York in 2022 he made a bold ambition to cut learning poverty in half by 2030 in Sierra Leone.

To reach its ambitious education agenda, the Government of Sierra Leone has created an alliance—the Sierra Leone Alliance for Foundational Learning—to support and align the work on foundational learning in the country, comprising international organizations, bilateral donors, private foundations, and implementing and research partners. The aim is to create an example of how government and local and international partners can work together to accelerate progress in improving foundational learning. The Alliance for Foundational Learning has been led by the Minister of Basic and Senior Secondary Education and the Chief Education Officer of the same Ministry. The day-to-day coordination has been led by the Director of International Partnerships and Financing and the Ministry's Delivery Team with support from the Global Partnership for Education (GPE) secretariat.

To accelerate this work, further support is needed within the Ministry.

Specific areas of support:

The Senior Technical-Policy Advisor will serve on the Delivery Team, which is part of Minister Sengeh's office, providing technical support to the Ministry in an effort to build institutional capacity at the various levels of the primary education system to effectively implement and manage improved instruction in the early grades

Specifically, the Senior Technical-Policy Advisor will be expected to:

- Provide technical support to the Delivery Team in its support for Minister Sengeh and ensure all efforts designed and executed are grounded in research and are technically sound.
- Provide technical support for activities focused on strengthening the technical and operational capacity of the education system.
- Support the Delivery Team's approach to building institutional capacity at the various levels of the primary education system to effectively implement and manage improved instruction in the early grades.

- Support the MBSSE to build necessary capacity to use data to inform decision-making and improve implementation of early grade instruction.
- Actively engage relevant bureaus and teams within the government to strengthen institutional capacity.
- Support the formulation of a detailed, action-oriented 2030 strategy that sets out the path to achieving the Government of Sierra Leone’s goals in reducing learning poverty
- Provide technical oversight to the Delivery Team’s Education Adviser to inform the design of Government’s programs including the GPE System Transformation Grant and Multiplier Grant applications focused on foundational learning and ensure alignment with government 2030 priorities and research/best practice.
- Collaborate with the Education Adviser in the coordination of education sector financing and efficient resource allocation, including exploring education sector partnerships and innovative funding opportunities (Including current work of the Alliance that is identifying complementary initiatives to the GPE grants).
- Support partnership development with new implementing organizations, international funders, and development agencies to fund and implement the identified complementary initiatives.
- Review the database of foundational learning interventions (to be built) across schools in Sierra Leone and provide a technical review of the repository of policies, strategies, and program documents on foundational learning in Sierra Leone.
- Review and provide feedback on the to-be-developed costed, high-level scale-up plan to reach President Bio’s 2030 goal.

Product or Service Expectations (both if applicable):

Deliverables

- Monthly progress/status reports.
- Contributions to technical documents and plans developed by the Delivery Team.
- [Potential] White Paper/Brief for the MOE (as input for planning).
- Final recommendations report.

Preferred Qualifications

- Master’s degree in related field.
- Minimum of 10 years’ experience in foundational literacy and numeracy policy/programming.
- Experience working directly with ministries of education and coordinating across donor and government stakeholder (preferably in West Africa).
- Experience implementing large-scale basic education programs in Africa.

Estimated Level of Effort

- The advisor will join the Delivery Team in the MBSSE in Freetown, Sierra Leone for approximately three to four months (March – June 2023).

- Travel costs will be covered in line with RTI’s travel policies, if required.

Deliverables, Timelines, Special Terms and Conditions:

Submission and Evaluation Process

Please submit recent CV, proposed daily rate, and cover letter which clearly describes FLN experience, interest in this opportunity, and period of availability for this work via email to FLN@rti.org no later than **March 21, 2023**.

The evaluation committee will begin reviewing applicants on February 6, 2023. Posting will remain open past that date, and applications may be reviewed on a rolling basis. Following the evaluation committee’s review, top candidates will be contacted to arrange virtual interviews prior to final selection.

All qualified applicants will receive consideration for contracting without regard to race, colour, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law.

Pricing

Please provide proposed daily rate with submission.

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

3040 E. Cornwallis Road
Durham, NC 27709 United States

(insert full address of the office)

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

The Bill & Melinda Gates Foundation

(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

Lauren Edwards

(insert name of procurement officer)

at this email address:

FLN@rti.org

(insert email address of the procurement officer).

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

March 10, 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, conduct interviews with short-listed vendors, and then award an Agreement. 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) .
- (b) **DELIVERY.** Seller is able to meet the expected availability timeframe.
- (c) **TECHNICAL.** Relevant experience and education 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.
- (e) **OTHER EVALUATION CRITERIA.**

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: