

## REQUEST FOR QUOTATION/PROPOSALS (RFQ/P)

Commodity/Service Required:	Camel Leasing Study
Type of Procurement:	Services
Type of Contract:	Firm Fixed Price with Scheduled Milestone Payments
Submit Proposal and questions to:	<a href="mailto:mjallow@rti.org">mjallow@rti.org</a>
Term of Contract	28 Months
Date of Issue of RFP:	August 16, 2018
Date Questions from Supplier Due:	August 23, 2018
Date Proposal Due:	August 30, 2018
Approximate Date Purchase Order Issued to Successful Bidder(s):	<b>November 1, 2018</b>

<b>Method of Submittal:</b>	
Electronic submission: <a href="mailto:mjallow@rti.org">mjallow@rti.org</a>	
Respond via e-mail with attached document in 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 RFQ.	
Solicitation Number:	CAM-RTI-FY18-001

### Attachments to RFQ:

1. Attachment "A" – Specifications
2. Attachment "B" – Instructions to Bidders/Sellers
3. All PO Terms and Conditions are listed on our website at: <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 Statement of Work

### 1. Description of Activity/Service

#### 1.1 Introduction

##### **Project Background**

The United States Agency for International Development (USAID) issued a Broad Agency Announcement (BAA) to invite participants to co-create, co-design, co-invest, and collaborate on innovative research and development (R&D) interventions to address challenges to global food security. The intent of the BAA is to create high-quality, effective partnerships to conduct cutting-edge R&D to find new and innovative ways of combating food insecurity and malnutrition. For this BAA RTI is working with USAID on “Camel Leasing in Somalia: A Private-Sector Led Approach to Enhancing Pastoral Household Resilience.”

During the severe drought in 2016-2017, USAID/Somalia supported the adaptation and piloting of several project activities to mitigate the impact of the drought on the livestock industry. One activity supported the commercial milk supply through the introduction of camel leasing. In this pilot, the Growth, Enterprise, Employment, and Livelihoods (GEEL) project facilitated the negotiation of leases between dairy companies and pastoralists for lactating camels. Under this arrangement, the dairy companies covered the management costs for the leased animals (feed, water, and veterinary services) and pastoralists received a fixed portion of the dairy companies’ profits from milk sales.

##### **Activity Background**

Anecdotal evidence suggests that camel leasing was already occurring on a very small scale. The pilot was designed to build on this emerging practice by 1) incentivizing dairy companies to lease camels from pastoralists, 2) facilitating relationships between the companies and pastoralists that would ideally be maintained post-drought, and 3) exemplifying the mutual benefits of camel leasing to support its expansion to more companies and households. In total, the leasing model was introduced to 42 dairy companies and an estimated 2,800 pastoral households by early 2018. The pilot is still ongoing.

Although substantial research exists concerning other types of pastoral drought mitigation and coping strategies (e.g., destocking, fodder production, increased migration), camel leasing is a relatively new strategy for mitigating drought and little to no evidence currently exists on its impact, acceptability, and potential for expansion or replication. The purpose of this Scope of Work (SOW) is to assess the effectiveness of camel leasing as an approach to mitigate the impact of drought and contribute to the resilience of pastoral households in Somalia.

#### 1.2 Activity Overview

The overall goal of the activity is to gather information to determine if camel leasing is an effective model for pastoral households to mitigate the effects of drought. Over a period of 30 months from award, RTI will conduct qualitative and quantitative research to inform the following set of questions:

- A. *What impact does camel leasing have on the welfare and resilience of pastoral households?*
  - How does camel leasing change household expenditures?
  - How does camel leasing impact household assets over time?
  - Does camel leasing have a significant impact on household wellbeing over time?
- B. *What is the “business case” for the camel leasing model for dairy companies?*

- What are the incentives (financial, social, etc.) for dairy companies to lease camels from pastoralists?
- How does the model impact their business?
- Would they continue/are they continuing to utilize camel leasing in their business and under what conditions?

C. *To what extent do social networks influence the camel leasing model?*

- How do pre-existing relationships (clan or individual) influence the decision of dairy companies and pastoralists to lease camels?
- How are lease terms negotiated, recorded, and enforced?
- Are the relationships between dairy companies and pastoralists continuing?
- To what extent did RTI influence or facilitate the decision to lease?

## 2. Activity/Service Expectations

### 2.1 Activity Tasks

The research will be both retrospective and prospective. The leasing participants (dairy companies and pastoralists from the initial pilot activity) will be mapped to specific livelihood zones, as defined by the Food Security and Nutrition Analysis Unit (FSNAU) for Somalia.<sup>1</sup> Retrospective data will be collected through focus group discussions with a representative sample of 1) participants from the initial pilot (both pastoralists and dairy farmers) and 2) nonparticipants (both pastoralists and dairy farmers) with similar socio-demographic characteristics in the targeted livelihood zones. Insights from the focus group discussions will inform survey design for collecting prospective data from a representative sample of current pastoralist participants and nonparticipants stratified across the selected zones. Case studies structured as key informant interviews will be conducted among a small selection of pastoralist participants. The research is divided into three main phases:

Phase 1: Retrospective and prospective research– Months 1-6

Phase 2: Prospective research – Months 7-27

Phase 3: Final analysis and reports – Months 28-30

#### 2.1.1. Standard Steps for Research

These phases will follow the following standard steps for research development and implementation:

1. Preparation and management
2. Instrument adaptation/development
3. Preparation and management
4. Instrument adaptation/development
5. Training of assessment teams
6. Lease user and profile verification
7. Data collection
8. Tablet deployment
9. Data collection monitoring

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<sup>1</sup> Boudreau, Tanya, et al. "Somalia Livelihood Profiles- June 2016." June 2016. Food Security and Nutrition Analysis Unit. 2018. <<https://reliefweb.int/sites/reliefweb.int/files/resources/Somalia-Livelihood-Profiles-30-June-2016.pdf>>.

The following section outlines the activities for each of the above steps.

### **1. Preparation and Management**

RTI will present an evaluation design to USAID and the relevant local ministries in Somalia that includes the sampling methodology and data indicators. Following approval of the evaluation design, the Subcontractor will work with RTI to build and maintain a relationship with the staff of these ministries to follow-up on obtaining all necessary approvals and protocols for the fieldwork.

The Subcontractor will help answer contextual questions about the sector, regions, and survey participants as needed.

### **2. Instrument Adaptation/Development**

RTI will lead the development and adaptation of the below instruments, and the subcontractor will provide input to ensure surveys are in the Somali language and appropriate for the Somali context.

1. Focus Group Discussion Guide(s)
2. Tablet-based Survey(s)
3. Key Informant Interview Questionnaire(s)

### **3. Training of Assessment Teams**

The training session will consist of approximately 8 trainees, being: 2 supervisors, 4 assessors, and 2 data collectors trained on qualitative interviewing. The training will be focused on testing the survey instruments' appropriateness and duration as well as logistics, with the objective of refining the instruments' content and gaining a more detailed understanding of how these will be used during the Data Collection. Trainees must be able to speak and read fluently in Somali and English.

RTI will be responsible for:

- Leading the trainings
- Providing guidance, survey, questionnaires and other research material
- Providing programmed tablets and recording devices for training and data collection

The subcontractor will be responsible for handling all operational and logistical aspects of the testing, full data collection and training, including:

- Recruitment of the following teams:
  - Somaliland--1 supervisor, 2 data collectors, 1 qualitative assessor/facilitator, and 1 notetakers
  - South Central--1 supervisor, 1 data collector, 1 qualitative assessor/facilitator, and 1 notetaker
  - Puntland--1 supervisor, 1 data collector, 1 qualitative assessor/facilitator, and 1 notetaker.
- Leading the outreach and logistics
- Booking of adequate training facilities (with internet and a projector)
- Assistance with training facilitation and logistics
- Arranging adequate transportation for trainees
- Deployment and oversight of assessment teams
- Logistics for local site visits
- Training venue rental (including projector and internet)
- Meals during trainings (breakfast, lunch, two tea breaks)
- Tracking of participant attendance, disbursement of per diems during training,

transportation, printing and materials costs, and transportation to practice sites

At the end of each training RTI and Subcontractor will discuss and agree on the final team of assessors.

### *Training sessions*

#### A. Testing Training during Phase 1

Each session will require 2 days of training (1 day of classroom and 1 day of practical training) at an adequate facility accessible to international consultants. If trainings are held in multiple sites, they will not be held simultaneously, but rather back-to-back, allowing RTI and relevant vendors staff to participate in both to ensure consistency.

Deliverable:

Training Brief - A 2–3 page summary report, noting any discrepancies or concerns related to data collected, fieldwork or enumerator performance.

#### B. Full Data Collection Training during Phase 2

After the Testing under phase, RTI will analyze the data and make requisite changes to finalize the instruments. The Subcontractor will organize the assessing teams training for Phase 2. RTI expects that the data collectors who participated in the testing tasks in Phase 1 will be re-hired for the Full Data Collection under phase 2. Each Full Data Collection training will require 2 days of training (1 day of classroom and 1 day of practical training) at an adequate facility in Hargeisa, conducted back-to-back (not concurrent).

Deliverable:

- Training Brief – A 2–3 page summary report, noting any discrepancies or concerns related to data collected, fieldwork or enumerator performance.

#### C. Refresher Trainings during Phase 2

As the assessments will cover a 2-year period, refresher trainings will be provided by the subcontractor under RTI supervisions. Each Refresher training will require 1 day of training at an adequate facility in Hargeisa

Deliverable:

- Training Brief – A 2-3 page summary report describing the training provided and noting any discrepancies or concerns related to data collected, fieldwork or enumerator performance.

### *Recruitment of the Assessment Team*

Supervisor must have the following minimum qualifications:

1. University degree in a relevant field;
2. Experience in conducting qualitative research, particularly in designing and conducting KIs;
3. Good communication and interviewing skills;
4. Fluent in Somali and English;
5. Ability to work with a team under tight deadlines; and,
6. Capacity to easily throughout the three regions with the enumerators.

The enumerators must have the following minimum qualifications:

1. University degree in a relevant field;

2. Experience in data collection, encoding and/or transcription;
3. Fluent in Somali and proficient in English;
4. Ability to work under tight deadlines; and,
5. Based in the region where surveys will be conducted.

#### **4. Lease user and profile verification**

The following are tasks that will be completed during Phase 1 to select and verify the lease end-users and their profiles.

RTI will be responsible for:

- Preparing profiles of leasing pastoralists to inform selection of the comparison group.
- Selecting participants for focus group discussions and case studies.
- Drawing the random sample of leasing (intervention) and non-leasing (comparison) pastoralists and businesses based on livelihood zones and geographic coverage.

The subcontractor will be responsible for:

- Contacting all the lease participants to be sure they meet the needed requirements/profiling for assessment.
- Contacting all sampled non-leasing participants to verify that they meet all needed requirements for assessment.
- For participants that do not meet the needed requirements, the subcontractor will need to provide the details on unmet requirements to RTI.
- RTI will provide a list of additional non-leasing participants which the subcontractor will need contact.
- Prior to full data collection, the subcontractor will be responsible for producing a final list of all verified sites and detailed information about requirements for assessment for each of these sites.

#### **5. Data Collection**

After receiving RTI training, the subcontractor will lead data collection of this survey across the three regions. Electronic data collection will be conducted by assessors and supervisors using a preapproved application on Android tablets. RTI will have up to 8 tablets and up to 8 audio recording devices available to be used in Phases 1 and 2 for the assessment teams:

- Somaliland--1 supervisor, 2 data collectors, 1 qualitative assessor/facilitator, and 1 notetakers
- South Central--1 supervisor, 1 data collector, 1 qualitative assessor/facilitator, and 1 notetaker
- Puntland--1 supervisor, 1 data collector, 1 qualitative assessor/facilitator, and 1 notetaker.

#### **Subcontractor Tasks in Phase 1**

##### *Testing and Retrospective Data*

RTI will provide the following for the pastoralists households and dairy companies:

- Focus Group Discussion Guide(s)
- Tablet-based Survey Questionnaire(s)
- Key Informant Interview Questionnaire(s)
- List of the leasing participants

After the initial training (see step 3 page 5), the subcontractor will test the instruments to collect

quantitative and qualitative data on leasing participants as follows:

- The assessment teams will visit a total of two pastoralist and two business from each region to test the survey and collect a typical day’s worth of data, which in turn will be uploaded to RTI’s server for analysis. RTI will analyze the test data and make requisite changes to instruments, and, as appropriate, provide any required supplementary training for the revised instrument.
- The assessment team will test the Focus Group Discussion Guide(s) and Key Informant Interview Guides among a small selection of leasing and non-leasing dairy farmers and pastoralists. The discussions and interviews will be audio recorded, transcribed and translated into English. The English transcription will be sent to RTI along with a summary for analysis. RTI will analyze the test data and make requisite changes to instruments, and, as appropriate, provide any required supplementary training for the revised instrument. The qualitative interviews will take place the day after the survey site visits.

Once the testing of the instruments is completed, the subcontractor will deploy teams into the three regions to complete the focus groups discussions and key informant interviews as well as finalize the plans to conduct the surveys under phase 2.

*Deliverables*

- Summary report on testing results of Key informant Interview Questionnaire
- Feedback on the four Focus Group Discussion Guides
- Summary report on testing results of Survey Questionnaire
- Survey data
- Recordings, Transcriptions, and Summary report on Key Informant Interviews.
- Recordings, Transcriptions, and Summary report on Focus Group Discussions
- Methodology Report which describes a detailed plan and Gantt chart for the data collection in Phase 2

*Manhours*

The subcontractor should use the manhour estimates in Table 1 to present their budget for this proposal. The Table 1 estimates accounts for travel and survey time averaged to 3 surveys completed per day per team. As the exact number of person-days may change according to travel times and sites selected, RTI will provide finalized numbers to Subcontractor within 30 days of award, after site verification has been completed by Subcontractor. For the purposes of the present SOW, the subcontractor should present a budget that assumes the man-hours per assessment as described in Table 1. (See section 2.3 Price for additional instructions.)

**Table 1. Phase 1 – Manhours**

Phase 1	Survey	Focus Group	Key Informant
Travel Hours	1.5	1.5	1.5
Assessment Hours	1.5	6	2.5
Subtotal Hours	3	7.5	4
Number of Assessments	12	12	5
Total Manhours	36	90	20

## Subcontractor tasks in Phase 2

### *Full Data Collection*

Phase 2 tasks for Full Data Collection will require deploying assessment teams to the three regions to complete site visits to survey 192 subjects, carry out four Focus Groups Discussions (leasing and non-leasing dairy farmers and pastoralists) per region each season, and conduct five Key Informant Interviews that cover the three regions. The implementation plan (See 2.1 on page 12) is built on the following estimates:

- Survey = 18 days per enumerator each season (600 hrs./8 hrs. = 75 days; 75 days/4 enumerators = 18.75 days)
- Focus Groups Discussion = 1 discussion a day per assessor each season
- Key Informant Interviews = 1 interview a day per assessor each season

The assessment teams will need to conduct 192 surveys (96 leasing pastoralists and 96 non-leasing pastoralists) across the 3 regions, four focus groups (lease participants (pastoralists and dairy farmers) and non-participants (pastoralists and dairy farmers)) per region, and 5 key informant interviews.

### *Deliverables*

- Electronic data and Data Collection Report on survey results
- Recordings, Transcriptions, and Summary report on Key Informant Interviews.
- Recordings, Transcriptions, and Summary report on Focus Group Discussions
- Updates to the Plan for the data collection for the subsequent season.

### *Manhours*

The subcontractor should use the manhour estimates in Table 2 to present their budget for this proposal. Similar to the assumptions for Table 1, it is likely that the exact number of person-days may change according to travel times and sites selected, the subcontract will update their budget post-award based on the finalized numbers RTI provides the Subcontractor in Phase 1. For the purposes of the present SOW, Subcontractor should present a proposed budget that assumes Manhours as described in Table 2. (See section 2.3 Price for additional instructions.)

**Table 2. Phase 2 – Manhours**

Phase 2	Survey	Focus Group	Key Informant
Travel Hours	1.5	1.5	1.5
Assessment Hours	1.5	6	2.5
Subtotal Hours	3	7.5	4
Number of Assessments	200	12	5
Total Hours	600	90	20
Seasons	3	3	3
Total Manhours	1800	270	60

## **6. Tablet Deployment**

Subcontractor will provide Android tablets for data collection and be responsible for transporting tablets to Somalia. RTI will provide approximately 8 devices with protective cases and charging

cables. RTI will configure the tablet software and train Subcontractor on how to install and update the devices. Subcontractor will be responsible for additional costs related to the use of the tablets in Somalia including:

- Plug Adapters (1 per tablet, allowing the tablet USB cable to be plugged into Somali outlets);
- Multiplug Charge Outlet (1 per data collection team, 4 in total);
- Mobile Hotspot with SIM cards and data bundles (1 per data collection team, 4 in total, data bundles of minimum 500 MB each)
- External battery packs to ensure teams have the ability to keep their tablets charged for fieldwork.

With the above equipment, each data collection team should be able to share 1 Internet connection by using the Mobile Hotspot and connecting each team member's tablet to it for uploading data.

## **7. Data Collection Monitoring**

RTI expects that data collection teams will be able to upload their data at least daily. RTI will monitor the uploaded data and monitor it carefully for quality and quantity. During this time, RTI expects Subcontractor will be in daily contact with data collection teams, keeping close watch of their progress and assisting data collectors with any and all issues. RTI will present feedback to Subcontractor throughout data collection regarding the quality and quantity of data uploaded, coupled as needed with guidance and reminders for Subcontractor to communicate back to data collector.

### **2.1.2. Content and Sampling**

With the support of the subcontractor, RTI will map the leasing participants (dairy companies and pastoralists) in 3 to 5 livelihood zones, as defined by FSNAU for Somalia. Retrospective data will be collected through focus group discussions with a representative sample of leasing and non-leasing pastoralists, the results will inform survey design for collecting prospective data from a representative sample of participants stratified across the selected zones.

The survey instruments that will be used for the research are:

- Leasing and Non-leasing Survey Questionnaire (tablet-based)
- Leasing and Non-leasing Pastoralist Household Focus Group Discussion Guides
- Leasing and Non-leasing Dairy Company Focus Group Discussion Guides Key Informant Interview Questionnaires

### **Sample Size**

The sample size for the surveys is a random selection of 97 selected leasing pastoralists and a matched selection of 97 non-leasing pastoralists in the 3 geographical regions. The pastoralist focus group participants and key informant interviewees will be drawn from the survey sample groups. A random sampling of dairy businesses will also be taken for the quantitative and qualitative analysis.

Once RTI has identified a preliminary list of pastoralists and dairy businesses to include in the data collection, RTI will work with the subcontractor to verify the selected participants and match the profiles/demographic characteristics (exact location, number of camels owned, and socio-demographic indicators, etc.).

### **Identifying variables**

RTI will draw on USAID's Resilience Measurement Practical Guidance<sup>2</sup> and other resources to create

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<sup>2</sup> Resilience Evaluation, Analysis and Learning (REAL). "Resilience Measurement Practical Guidance Note Series." n.d. United States Agency for International Development, Center for Resilience. 2018.

individual indicators for wellbeing and define resilience capacity indicators. While considering covariates (e.g., humanitarian assistance, household characteristics), RTI will also explore the direction and magnitude of association between camel leasing and wellbeing. This assessment will evaluate a lessening of the negative effects of drought on wellbeing attributed to camel leasing as an indication of improved household resilience. Household characteristics will be identified during primary data collection, and households will be classified by wealth group according to established livelihood zone baselines.

## **Qualitative**

For retrospective work, RTI will develop a focus group discussion guide(s) that will frame the discussions in a way that will speak to the study objectives. The focus group discussions will be moderated by an experienced facilitator that is from the region and fluent in the local language.

Focus group discussions will provide essential contextual information on motivations for, and barriers to, participating in camel leasing. This information will inform the design of the quantitative survey questionnaire and address portions of the questions in research components A, B and C (see 1.2 Activity Overview).

### *Sampling*

Separate focus group discussions will comprise four distinct populations: 1) dairy companies that have leased camels, 2) dairy companies that have not leased camels, 3) pastoralists who participate in camel leasing, and 4) pastoralists who do not participate in camel leasing. Each focus group discussion will include 8 to 12 participants. Participants will be purposefully selected to ensure representation from each selected livelihood zone.

In Phase 2, a very small subset of the samples from each livelihood zone included in the quantitative survey will be taken for more qualitative analysis through exploratory case studies. RTI anticipates that these case studies will provide deeper context on the relationship between social networks and camel leasing as described in research component C (see 1.2 Activity Overview, page 3).

English transcripts will be conducted by a pre-approved RTI translator and submitted to RTI.

## **Quantitative**

For prospective work, RTI will conduct a series of short surveys (following the Recurrent Monitoring Survey<sup>3</sup> design as a guide) among members of the pastoral community who participate in camel leasing (intervention) and who do not participate in camel leasing (comparison) in the selected livelihood zones. Data will be collected once each season (rainy and dry) over a period of 18 months (i.e., Phase 2). This data will respond to questions in research component A (see 1.2 Activity Overview, pages 2-3).

### *Sampling*

RTI will implement a two-stage, stratified random sampling design.

1. A sample of enumeration areas will be selected within each livelihood zone using Probability Proportional to Size (PPS) methods
2. Pastoral households participating in camel leasing will be randomly selected within the sampled enumeration areas

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<[https://www.fsnnetwork.org/sites/default/files/Guidance%20Note%20Brief\\_Final.pdf](https://www.fsnnetwork.org/sites/default/files/Guidance%20Note%20Brief_Final.pdf)>.

<sup>3</sup> Frankenberger, Tim, Lisa Smith and Tiffany Griffin. "An Overview of the Recurrent Monitoring Survey (RMS)." 2018. United States Agency for International Development, Center for Resilience.

<[https://www.fsnnetwork.org/sites/default/files/an overview of the recurrent monitoring survey rms.pdf](https://www.fsnnetwork.org/sites/default/files/an%20overview%20of%20the%20recurrent%20monitoring%20survey%20rms.pdf)>.

3. Pastoral households not participating in camel leasing will be purposefully selected within the sampled enumeration areas to ensure the comparison group has a similar profile to the pilot group

### Analysis

Focus group discussion responses will be organized and coded according to a set of codes representing key constructs. Key themes will be developed and organized around the study aims.

Case studies will be summarized and organized into one pagers.

From the survey data, descriptive statistics will be generated.

RTI will run a regression model from the survey data to determine direction and magnitude of the relationship between cattle leasing and change in wellbeing while controlling for covariates.

$$\text{change in wellbeing} = \beta_0 + \beta_1(\text{camel leasing}) + \beta_2X_1 + \beta_3X_2 + \dots$$

## 3. Deliverables and Timelines

### 3.1 Deliverables

**Table 3. Subcontractor Deliverables**

Description	Quantity	Delivery Date	Description
Methodology Report	1	3 days after award	Describes with the full plan for both quantitative and qualitative components, timeline, logistics, and any recommendations. This includes a more detailed Gantt chart.
Instrument Testing Report	1	Last Thursday of month 3	Describes the instrument testing, findings, and recommendations to roll-out assessments
Training Briefs	4	Within 5 days of completing training	2–3 page summary report, noting any discrepancies or concerns related to data collected, fieldwork or enumerator performance.
Baseline Report -Retrospective (part 1)	1		Includes recordings, transcripts, and summary on retrospective Focus Group Discussions.
Baseline Report -Retrospective and Prospective	1	Within 5 days of completing surveys and focus groups	Includes phase 1 retrospective research and first season prospective research conducted in Phase 2. Details survey data collection, findings/results, challenges, and of the latter two seasons in phase 2, as well as any updates/recommendations for the Plan for the data collection for the subsequent season.
Data Collection Reports	2	Within 5 days of completing surveys and focus groups each season	Details survey data collection, findings/results, challenges, and of the latter two seasons in phase 2, as well as any updates/recommendations for the Plan for the data collection for the subsequent season. Recordings, Transcripts, and Summary on Focus Group Discussions
Key informant summary report	4	Within 5 days of completing key informant interviews	Includes recordings, transcripts, and summary on 5 Key Informant Interviews (for case studies).

Final Report	1	2nd week of month 27	RTI will lead the writing of a final report with support from Subcontractor, i.e. RTI will request inputs and may send clarification questions to the subcontractor on the details of their fieldwork.
Communications and Outreach Inputs	N/A	Ongoing	Inputs for video, blog and other communication material
Learnings to Action/Dissemination Events	1	Month 29	This is a one-day event (for 30-35 participants) in Somalia that will share findings from the evaluation. The Subcontractor will oversee all operational and logistical aspects of this workshop, assisting with confirming participants, printed copies of the report (40), renting an adequate conference venue and being responsible for meal services (lunch, 2 tea breaks)

### 3.2. Timeline

The timeframe within which this particular assessment needs to be conducted is approximately 30 months. The schedule for execution of this work is linked to the dry seasons and livestock calving (milk production) cycles.

#### 3.2.1. Implementation Plan

The implementation plan (Table 4) covers 30 months and will be finalized in consultation with the USAID, and as required, local government officials.

The subcontractor should update Implementation Plan to develop a more detailed Gantt chart in their proposal. The additional detail can include tasks such as the recruitment and mobilization of assessment teams, etc.

**Table 4. Implementation Plan**

Task	Phase 1						Phase 2																		Phase 3					
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
Preliminary meetings & kickoff session	█	█																												
Review, revisions, approval of instruments	█	█																												
Sample design and selection		█	█																											
Procuring and configuring tablets, shipping to Somalia	█	█																												
Conduct Assessment Team trainings		█				█									█												█			
Verify participants			█	█																										
Conduct Instrument			█																											



Training	
Other Direct Costs	
Overhead/Fee	
<b>Subtotal</b>	
<b>Phase 3</b>	
Labor	
Fringe Benefits	
Travel	
Supplies	
Consultants	
Training	
Other Direct Costs	
Overhead/Fee	
<b>Subtotal</b>	
<b>Grand Total</b>	

In addition, offerors shall complete the fixed price summary table below to illustrate how offerors propose payments to align with the following deliverable schedule. The offeror is not obligated to have separate payments for each deliverable, the offeror can propose a payment that include multiple deliverables.

**Table 6. Milestone Payments Format**

Description	Date	Amount
<b>Phase 1</b>		
Methodology Report		
Instrument Testing Report		
Training Brief (Phase 1)		
Baseline Report -Retrospective (part 1)		
Key informant summary report		
<b>Phase 2</b>		
Baseline Report - Retrospective and Prospective		
Training Brief (Season 1)		
Data Collection Report (Season 1)		
Key informants summary report (Season 1)		
Training Brief (Season 2)		
Data Collection Report (Season 2)		
Key informants summary report (Season 2)		
Training Brief (Season 3)		
Data Collection Report (Season 3)		
Key informant summary report (Season 3)		
<b>Phase 3</b>		

Final Report		
Learnings to Action/Dissemination Events		

All costs must be presented in US Dollars. In the detailed budget, the unit prices shall be broken down to include all materials, labor, supervision, quality assurance, transport, overhead, profit/fee, and all other incidentals necessary for the completion of the work. Offerors should assume responsibility for oversight and expenditure of all operational and logistics of data collection (like providing per diems, travel allowance, vehicles, fuel, insurances), and ensure quality control and timely execution of associated deliverables

Cost proposals will be evaluated based on reasonableness and practicality for the nature of the proposed work and prevailing regional market rates for solar installation materials.

**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. RTI reserves the right to award to more than one bidder. If an Ordering Agreement is established as a result of this RFQ, 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 East Cornwallis Road P.O. Box 12194 Research Triangle Park, NC 27709-2194
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who has a purchase requirement in support of a project funded by

USAID
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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. All information presented in the Sellers quote/proposal will be considered during RTI’s evaluation. Failure to submit the information required in this RFQ 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 by the time and date specified in the RFQ. Any offer, modification, revision, or withdrawal of an offer received at the RTI office designated in the RFQ 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) 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.
- (g) Payment address or instructions (if different from mailing address)
- (h) Acknowledgment of solicitation amendments (if any)
- (i) 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)
- (j) **Special Note:** *The Seller, by his response to this RFQ and accompanying signatures, confirms that the terms and conditions associated with this RFQ 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".

5. **Questions Concerning the Procurement.** All questions in regards to this RFQ to be directed to

Mohamed Jallow

at this email address:

[mjallow@rti.org](mailto:mjallow@rti.org)

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

August 23, 2018

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. 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) 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/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.

**9. RFQ 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 deliverable will be reviewed prior to final acceptance. 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 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, 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 a detailed budget and milestone payment schedule broken out by the three phases).
- (b) **DELIVERY.** Seller provides the most advantageous delivery schedule (includes an updated detailed implementation plan)
- (c) **TECHNICAL.** Services shall satisfy or exceed the specifications described in RFQ Attachment A.
- (d) **PAST PERFORMANCE** - Seller can demonstrate his/her capability and resources to provide the services requested in this solicitation in a timely and responsive manner.
- (e) **OTHER EVALUATION CRITERIA.**

The bidders must propose a Team Lead to oversee the overall assignment and the activity supervisors, all of which should meet or exceed the specifications described in RFQ Attachment A.
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- 12. Award Notice.** A written notice of award or acceptance of an offer will be emailed or otherwise furnished to the successful supplier within the time acceptance specified in the offer.
- 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](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: