**Request for Quote/Proposal (RFQ/RFP)**

<table>
<thead>
<tr>
<th>Commodity/Service Required:</th>
<th>Consultancy to Develop and/or Harmonize, Edit, and Format Thirteen (13) National Commission on Higher Education General Required College Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Type of Procurement:</strong></td>
<td>Service Agreement</td>
</tr>
<tr>
<td><strong>Type of Contract:</strong></td>
<td>Firm Fixed Price</td>
</tr>
<tr>
<td><strong>Term of Contract:</strong></td>
<td>November 2022-August 2023</td>
</tr>
<tr>
<td><strong>Contract Funding:</strong></td>
<td>72066921C00007</td>
</tr>
<tr>
<td><strong>This Procurement supports:</strong></td>
<td>USAID TESTS Activity</td>
</tr>
<tr>
<td><strong>Submit Proposal to:</strong></td>
<td>Prince K. Gony/pgony@readliberia.rti.org +231776 551 727/+231886 551 727</td>
</tr>
<tr>
<td><strong>Date of Issue of RFP:</strong></td>
<td>Wednesday, October 19, 2022</td>
</tr>
<tr>
<td><strong>Date Questions from Suppliers Due:</strong></td>
<td>Monday, October 24, 2022 @COB</td>
</tr>
<tr>
<td><strong>Date Responses to Suppliers Due:</strong></td>
<td>Wednesday, October 25, 2022 @COB</td>
</tr>
<tr>
<td><strong>Date Proposal Due:</strong></td>
<td>Monday, October 31, 2022@COB</td>
</tr>
<tr>
<td><strong>Approximate Date Purchase Order Issued to Successful Bidder(s):</strong></td>
<td></td>
</tr>
</tbody>
</table>

**Method of Submittal:**

Respond via e-mail with attached documents in MS Word/pdf format or through hardcopy submission. 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:** RFP-Q/TESTS/Lib/003/10-2022

**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:  
   - [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

Description of Activity/Service:

RTI is an independent organization dedicated to conducting innovative, multidisciplinary research that improves the human condition. Founded as a centerpiece of the Research Triangle Park in North Carolina in 1958, RTI offers innovative research and development and a full spectrum of multidisciplinary services. It has a worldwide staff of more than 4,000 people. RTI International is implementing USAID Transforming the Education System for Teachers and Students in Liberia (TESTS) Activity!

RTI International seeks a highly qualify Consultant to lead the Development and/or Harmonization, Editing, and Formatting of Thirteen (13) National Commission on Higher Education General Required College Courses.

Product or Service Expectations (both if applicable):

Background of the Consultancy

The National Commission on Higher Education (NCHE) has the statutory authority over the Liberian Higher Education Institutions (HEIs). As such, the NCHE regulates all tertiary institutions in the Republic of Liberia.

All tertiary institutions are licensed and accredited by the NCHE. All curriculum, once developed, must go through the universities and colleges internal approval systems, and submitted to the NCHE for final approval.

The National Commission on Higher Education has in recent times, devised new policies and regulations to improving the higher education sphere for students, including, ensuring that curriculums taught are harmonized to meet 21st century best practices around the world.

The NCHE’s goal is to ensure quality instructional delivery at the HEIs.

The United States Agency for International Development (USAID) Transforming the Education System for Teachers and Students in Liberia (TESTS) Activity supports the Liberian Ministry of Education (MOE) and the National Commission on Higher Education to improve the quality of targeted Liberian early childhood education (ECE) and primary education (PE) teachers’ instructional delivery.

TESTS is implemented by RTI International and its partners, in USAID’s six priority counties—Bong, Grand Bassa, Lofa, Margibi, Montserrado, and Nimba.

The TESTS Activity is working to achieve and sustain three overarching Intermediate Results (IRs):

• IR1: Capacity of selected public, private, and faith-based institutions to train primary and early childhood education teachers strengthened
• IR2: Critical skills built and applied for quality teaching
• IR3: Enabling environment for teaching practice improved

TESTS is working with the Government of Liberia through the Ministry of Education (MOE) and the National Commission on Higher Education (NCHE), and selected the following eight (8) faith-based, public, and private universities and colleges (Cuttington University, Grand Bassa University, Adventist University of West Africa, University of Liberia, African Methodist Episcopal University, Nimba University, Lofa County Community College and LICOSESS College of Education) to train teacher aspirants to obtain their associate and bachelor degrees in early childhood education and primary education, respectively.

The NCHE is desiring to ensure that all new curriculum that are developed for tertiary institutions in Liberia are harmonized across all universities and colleges offering the same degree programs for students. This is especially essential, for the associate and bachelor’s degree programs for the Early Childhood Education (ECE) and the Primary Education (PE) at the higher education teacher training institutions (HETTIs).

The NCHE has promulgated new general required courses for all Associate and Bachelor of Arts degree programs in Liberia. The new regulation requires that all Associate of Arts (AA) degree programs offer 26 general required courses for no more than the 65 maximum credit hours. For the Bachelor of Arts (BA) degree programs, 41 general required courses form part of the maximum 130 credit hours.

To ensure that the newly developed core curriculum for the ECE and PE associate and bachelor’s degree programs are granted approval, TESTS is supporting the NCHE to develop and/or harmonize 13 NCHE’s required general courses. The NCHE’s developed and/or harmonized courses will be rollout for implementation during the 2022/2023 and 2023/2024 academic years.

**National Commission on Higher Education Technical Assistance**

The National Commission on Higher Education (NCHE) needs support to develop and harmonize the general required courses for the associate and bachelor’s degree programs. These developed and/or harmonized courses which are included in the approved programs of study for the early childhood education and primary education, would ensure that HETTIs are following the NCHE’s regulations.

The NCHE’s developed and harmonized general required courses for the associate and bachelor’s degree programs for ECE and PE, will serve as a basis for further harmonization of the entire HEIs’ curriculum across every discipline in Liberia.

The NCHE’s technical assistance on the development and harmonization of the general required courses for the eight (8) HETTIs participating in the TESTS Activity, will ensure that teacher aspirants’ transfer across HETTIs will not drastically affect their admissions and time spent in obtaining their degrees.
The NCHE believes that the development and harmonization will ensure standardization and alignment within programs across the sector, incorporate 21st century best practices that will lead to productive citizenry, and provides easy and seamless transfer of students amongst higher education institutions (HEIs) in Liberia.

**Outputs and Responsibilities**

The Consultant’s overall role is to lead and facilitate, coordinate, and supervise the development, harmonization, editing and formatting of the thirteen (13) NCHE’s Required General College Courses for use at the HETTIs. This will be accomplished through the process detailed below using the technical formatting requirements on Attachment A page #5.

**Primary Responsibilities**

1. Work with higher education institutions (HEIs) faculty and subject specialists, industry experts and leaders, for the harmonization and development of NCHE required general college courses using 21st century best practices.

2. Work with the NCHE and TESTS to coordinate and hold meetings with members of the technical working groups to develop and/or harmonize 13 NCHE required general college courses.

3. Ensure that technical working groups are meeting deliverables deadlines on time with technical guidance and needed support.

4. Work with NCHE, TESTS, and members of the technical working groups to ensure the courses layouts and contents, resources, among others, are standardized and original intents are kept.

5. Consultant set up appropriate communication systems to ensure deliverables are met on time.

6. Produce two (2) draft documents for higher education teacher training institutions (HETTIs), other HEIs, including industry to provide feedbacks as per the schedule to be provided to the selected Consultant.

7. Coordinate feedback reports from HETTIs, other HEIs, including industry to guide revisions.

8. Submit draft copies of the harmonized and/or developed curriculum to the NCHE and TESTS for review after collating feedbacks from HETTIs, other HEIs, and industry.

9. Incorporate suggestions/feedbacks/comments from the NCHE and TESTS, and finalize final draft documents and resubmit to TESTS and the NCHE. Further changes to the Final Draft Course Documents are the responsibility of the NCHE and TESTS, with the Consultant's role limited to answering questions on specific issues arising.

10. NCHE and TESTS provide concurrence and approval for the final drafts.
11. Edit and format harmonized and/or developed courses using the attached technical specifications for editing and formatting on Attachment A page #5.

12. Produce all final edited and formatted course documents in MS Word.

13. Submits final edited and formatted harmonized and/or developed NCHE's Required General College Courses as follow:
   - 5 Semester II Courses (Harmonized)
   - 3 Semester III and IV Courses (Developed)
   - 2 Semester III and IV Courses (Harmonized)
   - 3 Semester V and VI Courses (Harmonized)
   - Semesters VII and VIII Courses (Developed – Same as Semester III and IV above)

14. Consultant does not hold any proprietary rights to the NCHE's Course Documents. As such, no part of the edited and formatted document can be reproduced in any form whatsoever without the prior written consent of the National Commission on Higher Education.

15. Consultant found in breach of item #14 will be held liable under the Laws of the Republic of Liberia.

16. Consultant uses his/her own hardware to carry out the actions described as primary and secondary responsibilities.

17. Provide written monthly reports on the development/harmonization of the technical working groups activities to the Office of the NCHE's Deputy Director General for Planning, Research, and Development, and TESTS' Technical Director.

18. Turn over all NCHE's and TESTS' assets supplied to the consultant on submission of final report and payment.

19. Consultant reports to TESTS' Technical Director.

Secondary Responsibilities

1. Consultant conducts eight (8) in-person meetings for members of the technical working groups in the harmonization and/or development process of the curriculum, prior to the commencement of the work.
   - Prior to the start of each phase work for the technical working groups
   - Mid-point of the phase work of the technical working groups

2. Consultant provides all trainings materials for all in-person meetings for the technical working groups.
Requirements for Consultant

The National Commission on Higher Education requires a professional and experienced consultant who has a work history of producing quality and detailed documents.

- At least a master’s degree in Curriculum Development, Education Management, Education Policy, and any relevant English and Humanities, and Social Science discipline. Ph. D. in higher education is preferred
- At least ten (10) years of planning, designing, and developing curriculum in higher education, including teaching and administrative experience at the higher education level
- Ability to conceptualize, plan, guide, and implement work with demonstrated experience in higher education curriculum and program development
- Proven experience leading curriculum development and planning at the higher education level
- Strategic planning experience is an asset
- Able to analyze, summarize and coherently report on diverse perspectives
- Exceptional organizational and interpersonal skills as well as excellent writing, editing, and formatting skills
- Knowledgeable in the use of the latest technology that supports high quality editing and formatting
- Ability to work under pressure and meet tight timelines; organized and detail oriented
- Previous similar experience working with USAID and Development Partners is an asset.
- Computer proficiency in Microsoft Word

Technical Requirements for Editing and Formatting

- Coordinate formatting with doc prep
- Run spellcheck
- Check format consistency (headers/footers, pagination, indents, fonts)
- Check for sequential numbering of tables and figures
- Read a document that was edited previously by another editor
- Watch for any missed typos, grammatical errors, or style inconsistencies
- Compare copy word for word or check revised copy against markup
- Fix spelling, grammar, and punctuation
- Apply a consistent style
- Indicate heading levels for doc prep if needed
- Check capitalization, hyphenation, number style, and use of italics or underscoring
- Query unclear text
- Spell out acronyms at first use, fill in missing acronyms if readily known, and flag unknown acronyms
- Check sequence of and verify table and figure callouts
- Check reference citations against reference list
- Check Table of Contents and lists of tables and figures against document
- Query inconsistent word use
- Verify agreement between text description and figure or table content
- Research missing acronyms (e.g., Internet search); create acronym list if required
- Apply consistent style to references, compile from other sources
- Rephrase biased language
Deliverables, Timelines, Special Terms and Conditions:

- The Consultant is needed between November 2022 and August 2023.
- The Final Draft of Semester 2 Harmonized Courses should be edited and formatted by January 19, 2023.
- The Final Draft of Semester 3 & 4 Developed Courses should be edited and formatted by May 23, 2023.
- The Final Draft of Semester 3 & 4 Harmonized Courses should be edited and formatted by April 26, 2023.
- The Final Draft of Semester 5 & 6 Harmonized Courses should be edited and formatted by August 9, 2023.

Please see below the detail schedule/timelines for the Scope of Work implementation.

<table>
<thead>
<tr>
<th>Descriptions</th>
<th>Deliverables</th>
<th>Reporting Timelines</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Harmonization of semester 2</td>
<td>English II Harmonized</td>
<td></td>
<td>• The First Draft of the harmonized semester 2 Courses should be edited and formatted.</td>
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<tr>
<td>courses</td>
<td>Curriculum</td>
<td>November 30, 2022, December 9, 2022, January 9, 2023</td>
<td>• The Final Draft should be edited and formatted based on the requests for additions/changes, further comments and recommendations received on the Draft Courses Packets Report.</td>
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<tr>
<td>3 months</td>
<td>Math II Harmonized</td>
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<td>November 2022 – January 2023</td>
<td>Curriculum</td>
<td>November 30, 2022, December 12, 2022, January 12, 2023</td>
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<td>French I Harmonized Curriculum</td>
<td>November 30, 2022</td>
<td>December 14, 2022, January 14, 2023</td>
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<tr>
<td>Social Science Harmonized</td>
<td>November 30, 2022</td>
<td>December 16, 2022, January 16, 2023</td>
<td></td>
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<tr>
<td>Curriculum</td>
<td>Physical Education</td>
<td></td>
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<tr>
<td></td>
<td>Harmonized Curriculum</td>
<td>November 30, 2022, December 19, 2022, January 19, 2023</td>
<td></td>
</tr>
<tr>
<td>Development of Semesters III and IV Courses</td>
<td>Entrepreneurship in Education I</td>
<td>February 20, 2023</td>
<td>March 20, 2023</td>
</tr>
<tr>
<td>--------------------------------------------</td>
<td>--------------------------------</td>
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<td>----------------</td>
</tr>
<tr>
<td>Research, content developers, TWGs, etc.</td>
<td>Entrepreneurship in Education II Developed</td>
<td>February 23, 2023</td>
<td>March 23, 2023</td>
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<tr>
<td>4 months February – May 2023</td>
<td>Professional Ethics Developed</td>
<td>February 26, 2023</td>
<td>March 26, 2023</td>
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</tbody>
</table>

- The First Draft of the developed semesters 3 and 4 courses should be edited and formatted.

- The Final Draft should be edited and formatted based on the requests for additions/changes, further comments and recommendations received on the Draft Courses Packets Report.

<table>
<thead>
<tr>
<th>Harmonization of Semesters III and IV Courses</th>
<th>English III Harmonized Curriculum</th>
<th>February 26, 2023</th>
<th>March 26, 2023</th>
<th>April 26, 2023</th>
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<tr>
<td>3 months February – April 2023</td>
<td>English IV Harmonized Curriculum</td>
<td>February 26, 2023</td>
<td>March 26, 2023</td>
<td>April 26, 2023</td>
</tr>
</tbody>
</table>

- The First Draft of the harmonized semesters 3 and 4 Courses should be edited and formatted.

- The Final Draft should be edited and formatted based on the requests for additions/changes, further comments and recommendations received on the Draft Courses Packets Report.
<table>
<thead>
<tr>
<th>Harmonization of Semester V and VI Courses</th>
<th>French II Harmonized Curriculum</th>
<th><strong>June 9, 2023</strong></th>
<th><strong>July 9, 2023</strong></th>
<th><strong>August 9, 2023</strong></th>
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<tbody>
<tr>
<td>3 months June – August 2023</td>
<td>General Science I Harmonized Curriculum</td>
<td>June 9, 2023</td>
<td>July 9, 2023</td>
<td>August 9, 2023</td>
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<td></td>
<td>General Science II Harmonized Curriculum</td>
<td>June 9, 2023</td>
<td>July 9, 2023</td>
<td>August 9, 2023</td>
</tr>
</tbody>
</table>

- The First Draft of the harmonized semesters 5 and 6 Courses should be edited and formatted.

- The Final Draft should be edited and formatted based on the requests for additions/changes, further comments and recommendations received on the Draft Courses Packets Report.

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

| MK Kafel Building, Gardner Avenue |
| Between 16th & 17th Streets, Sinkor |
| 1000 Monrovia, 10 Liberia |

(insert full address of the office)

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

| USAID |

(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: **RFP-Q/TESTS/Lib/003/10-2022**

(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

   **Prince K. Gony, Sr./Dr. Mator M.F. Kpangbai**

   *(insert name of procurement officer)*

   at this email address:

   **pgony@tests.rti.org / mkpangbai@rti.org**

   *(insert email address of the procurement officer).*

Attachments A — Page 1
RFQ Template v7, December 2020
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) **PRICE**: Lowest evaluated ceiling price (inclusive of option quantities).
   (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.

(e) **OTHER EVALUATION CRITERIA.**

The proposals will be evaluated in 3 Stages as follows:

**Stage 1: Preliminary Evaluation:**
This will comprise a preliminary examination for responsiveness to formal qualification requirements as set out in our RFP. Proposals will be examined to ensure they are from eligible consultants and that they are substantially complete (submitted with all requirements). Proposals determined to be non-responsive at this stage will not be considered for the next stage.

**Stage 2: Technical Evaluation:**
At this stage, a Bid Evaluation Committee (BEC) will evaluate the proposals for compliance with RTI’s specifications/ Terms of Reference (TOR) and the statement of work (SOW). The specific evaluation criteria are:

1. **Experience of the Consultant (30 marks)**
   a. Consultants relevant experience for the assignment/experience with projects of comparable size, complexity, and technical specialty- **20 marks**
   b. Experience in developing countries under comparable conditions- **10 marks**

2. **Adequacy of Methodology and Workplan (15 marks)**
   a. Technical approach and methodology- **5 marks**
   b. Workplan- **5 marks**
   c. Organization & Staffing- **5 marks**

3. **Qualifications and Competence of the Consultant (30 marks)**
   a. General qualifications- **10 marks**
   b. Suitability for the project – **10 marks**
   c. Familiarity with the language, culture, and higher education conditions in Liberia- **10 marks**

4. **Proposal Presentation- 5 marks**
   a. Intellectual and technical soundness (quality of the written proposal and clarity of deliverables)- **3 marks**
   b. Organization and completeness- **2 marks**

**Stage 3:**
**Financial Evaluation (20 points)**
The lowest priced bid or proposal that meets all of the minimum technical specifications on the RFQ will score maximum points at this stage.
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: