



## EXPRESSIONS OF INTEREST SUFIA – 2021 – CC EOI

### **Sustainable Fish Asia Local Capacity Development Program Program Development and Co-Creation Technical Services Closing Date: May 27, 2021**

#### **Program Background**

RTI International is requesting expressions of interest and brief costed concepts for program development and co-creation technical services in support of the USAID-funded Sustainable Fish Asia Local Capacity Development (SUFIA) program in Thailand and Indonesia. The goal of SUFIA is to improve the management of marine biodiversity and fisheries resources in the Indo-Pacific region by reducing unsustainable fishing and illegal, unreported, and unregulated (IUU) fishing. The two main objectives of SUFIA are: 1) to enhance the performance, viability and compliance of two regional fisheries organizations; and 2) to identify private sector engagement opportunities towards investments and adoption of sustainable fishing and fair labor practices in the Asia-Pacific region.

The two-year, USAID-funded project is implemented by [RTI International](#), an independent organization dedicated to conducting innovative, multi-disciplinary research that improves the human conditions. SUFIA works directly with two regional fisheries support organizations that are based in Bangkok, Thailand and Manado, Indonesia.

USAID SUFIA to this effect is inviting interested, eligible, and competent organizations and individuals to respond on their willingness to be shortlisted or selected to provide training, technical assistance, and facilitation support for a co-creation process with one organization that would likely include to 25-30 person days of work over a three-month period (June – September 2021). The value of this assignment is expected to be \$15,000 USD. The work could be split among one or more lead and supporting technical specialists with key activities that include:

- 1) Design and deliver a virtual ½ day training for all participants in the co-creation process, including a co-creation guide or participant materials.
- 2) Up to 64 hours of consulting services on the co-creation process to include session agenda design, survey design and review, planning meetings, product evaluation and editing, and other items as they arise.
- 3) Virtual facilitation of co-creation sessions totaling six full days.
- 4) Document review, reporting, and process debrief.

#### **Assignment Objectives and Deliverables:**

- To ensure RTI and local partner staff and key participants understand the process, regulations, and restrictions of a co-creation program and proposal development process. Deliverables: A training agenda and participant materials; A delivered training and final training report.
- To support RTI staff to guide an effective and compliant co-creation process with one local organization. Deliverables: A consultation log that itemizes each session topic, time, and outcome.
- To convene up to three, virtual (or in person if health conditions allow) co-creation sessions of two days each during a three-month period. Deliverables: Agendas and materials for three sessions; Co-creation session facilitation and notes / artifacts of the three sessions.
- To ensure quality of co-creation process and final products. Deliverables: Document review support; Final engagement report and debrief session.

## **Eligibility/Criteria for selection**

Only organizations with the following qualifications will be considered:

- Experience working directly with USAID on co-creation efforts.
- A proven understanding of USAID rules and regulations as it relates to procurement of assistance.
- Qualified personnel with strong facilitation skills.
- Quality and realism of assignment approach.
- Understanding of USAID/ Regional Development Mission in Asia (RDMA) strategic plan and programmatic priorities within this sector.
- Cost reasonableness.
- Ability to conduct work in spoken and written English; Thai language skills a plus.

## **Mode of Submission:**

- Expression of Interest (1 page): The cover page which should include the name and contact information of the applicant, a narrative expression of interest, organizational information, the submission summary, and the organizational point of contact.
- Activity Approach (2 pages): A description of the way in which the organization proposes to meet the objectives and deliverables as detailed above. Could include existing materials, engagement methods, facilitation methods, virtual tools, and lessons learned, among others.
- Experience and Capability (2 pages): A narrative that includes brief biographies on individuals that will be engaged in this assignment, experience on relevant assignments and projects, and any other information that provides proof or assurances in the applicants ability to deliver on the objectives, activities, and deliverables detailed above.
- Budget (1 page); A summary budget that provides labor rate calculations and any other direct or indirect costs associated with this assignment with a ceiling of \$15,000. Note: the applicant will not be required to pay for any participant costs, travel, or venue rental.

## **Submission Guidelines:**

- Expression of Interest should be submitted in English using Microsoft Word; 11 Times New Roman font and 1-inch margins.
- Expressions of interest should be submitted via email to [SUFIA-Procurement@rti.org](mailto:SUFIA-Procurement@rti.org).
- Applicants should indicate the reference number on the subject line of their email as follows:  
SUFIA – 2021 – CC EOI

***Disclaimer:** Issuance of this call does not constitute an award commitment on the part of SUFIA nor commit the project to pay for costs incurred in the preparation and submission of an EOI. Further, SUFIA reserves the right to reject any or all EOI received. Similarly, an invitation for further negotiation or to submit a full application is not a commitment to award the contract to that application.*