

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE		PAGE 1 OF PAGES
2. AMENDMENT/MODIFICATION NO. A001	3. EFFECTIVE DATE 11/27/2015	4. REQUISITION/PURCHASE REQ. NO.	5. PROJECT NO. (If applicable)	
6. ISSUED BY General Services Office, American Embassy (North Gate) Blvd. y Urb. Santa Elena, Antiguo Cuscatlán, El Salvador	CODE	7. ADMINISTERED BY (If other than Item 6)	CODE	
8. NAME AND ADDRESS OF CONTRACTOR (NO., street,city,county,State,and ZIP Code)		x	9a. AMENDMENT OF SOLICITATION NO. SES600-16-Q-0017	
			9b. DATED (SEE ITEM 11) 11/18/2015	
			10a. MODIFICATION OF CONTRACT/ORDER NO.	
			10b. DATED (SEE ITEM 13)	
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS				
<p><input checked="" type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers <input type="checkbox"/> is extended, <input checked="" type="checkbox"/> is not extended</p> <p>Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning <u> 1 </u> copies of the amendment;(b) By acknowledging receipt of this amendment on each copy of the offer submitted; or © By separate letter or telegram which includes a reference to the solicitation and amendment numbers.</p> <p>FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.</p>				
12. ACCOUNTING AND APPROPRIATION DATA (If required)				
13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.				
A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.				
B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b)				
C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:				
D. OTHER (Specify type of modification and authority)				
E. IMPORTANT: Contractor <input type="checkbox"/> is not, <input checked="" type="checkbox"/> is required to sign this document and return <u> </u> copies to the issuing office.				
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)				
<p>This amendment is to delete Section of deliverables numbered: 1, 2, and 3 and Quality Assurance Plan in page 11 because they are there by mistake.</p> <p>Amended RFQ is attached.</p> <p>Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.</p>				
15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME OF CONTRACTING OFFICER Scott McDow		
15B. NAME OF CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA	16C. DATE SIGNED	
BY (Signature of person authorized to sign)		BY (Signature of Contracting Officer)		

REQUEST FOR QUOTATIONS <i>(THIS IS NOT AN ORDER)</i>		THIS RFQ [] IS [x] IS NOT A SMALL BUSINESS- SMALL PURCHASE SET-ASIDE (52.219-4)			PAGE 1	OF 1	PAGES 4
1. REQUEST NO S-ES600-16-Q-0017	2. DATE ISSUED 11/18/2015	3. REQUISITION/PURCHASE REQUEST NO. PR4870403	4. CERT. FOR NAT. DEF. UNDER BDSA REG. 2 AND/OR DMS REG. 1		RATING		
5A. ISSUED BY General Services Office, American Embassy, Blvd. y Urb. Santa Elena, Antiguo Cuscatlán, El Salvador			6. DELIVER BY (Date)				
5B. FOR INFORMATION CALL: (Name and telephone no.) (No collect calls)			7. DELIVERY				
NAME Mayra Melara		TELEPHONE NUMBER		FOB DESTINATION			X OTHER (See Schedule)
		AREA CODE	NUMBER 2501-2806				
8. TO:			9. DESTINATION				
a. NAME	b. COMPANY		a. NAME OF CONSIGNEE USAID				
c. STREET ADDRESS			b. STREET ADDRESS Blvd. y Urb. Santa Elena, Antiguo Cuscatlan,				
d. CITY	e. STATE	f. ZIP CODE	c. CITY El Salvador				
			d. STATE	e. ZIP CODE			
10. PLEASE FURNISH QUOTATIONS TO THE ISSUING OFFICE IN BLOCK 5A ON OR BEFORE CLOSE OF BUSINESS (Date) December 4, 2015 at 10:00 a.m.		IMPORTANT: This is a request for information, and quotations furnished are not offers. If you are unable to quote, please so indicate on this form and return it to the address in Block 5A. This request does not commit the Government to pay any costs incurred in the preparation of the submission of this quotation or to contract for supplies or services. Supplies are of domestic origin unless otherwise indicated by quoter. Any representations and/or certifications attached to this Request for Quotations must be completed by the quoter					
11. SCHEDULE (Include applicable Federal, State and local taxes)							
ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)		
1	Provide a quotation for Monitoring, Evaluation, and Learning Consultancy, per attached scope of work (SOW). Quotations to be delivered at the Embassy North Gate, final Calle Conchagua, to the attention of Mr. Scott Bowers. Closing date: December 4, 2015 at 10:00 a.m. No late proposals will be accepted.	1	EA				
12 DISCOUNT FOR PROMPT PAYMENT		a. 10 CALENDAR DAYS %	b. 20 CALENDAR DAYS %	c. 30 CALENDAR DAYS %	d. CALENDAR DAYS		
					NUMBER	%	
NOTE: Additional provisions and representations [] are [x] are not attached.							
13 NAME AND ADDRESS OF QUOTER			14 SIGNATURE OF PERSON AUTHORIZED TO SIGN QUOTATION		15 DATE OF QUOTATION		
a. NAME OF QUOTER							
b. STREET ADDRESS			16 SIGNER				
c. COUNTY			a. NAME (Type or print)			b. TELEPHONE	
d. CITY	e. STATE	f. ZIP CODE	c. TITLE (Type or print)			AREA CODE	
						NUMBER	

STANDARD FORM 18



Embassy of the United States of America

San Salvador, El Salvador, C.A.
November 18, 2015

Dear Prospective Offeror/Quoter:

The American Embassy San Salvador, has a requirement of Monitoring, Evaluation and Learning Consultancy. You are invited to submit a quotation. The Request for Quotations (RFQ) consists of the following sections:

1. Standard Form SF-18
2. Basic information and specifications.

The Embassy plans to award a purchase order. You are encouraged to make your quotation competitive. You are also cautioned against any collusion with other potential offerors with regard to price quotations to be submitted. The RFQ does not commit the American Embassy to make any award. The Embassy may cancel this RFQ or any part of it.

Please read the RFQ carefully, and if you are interested, submit your quotation. Return the completed SF-18 to the address shown in Block 5a of the SF-18 by December 4, 2015, at 10:00 a.m. Oral or late quotations will not be accepted.

Sincerely,

Scott Bowers
Contracting Officer

Enclosure:
As Stated.

Scope of Work for Purchase Order Monitoring, Evaluation, and Learning (MEL) Consultancy

I. BACKGROUND

USAID has two Operating Units (OUs) in El Salvador: USAID/El Salvador, which implements bilateral interventions in El Salvador; and USAID/Central America and Mexico (CAM), which manage the implementation of regional interventions. Each OU has its own strategy: the Country Development Cooperation Strategy 2013-20181 (CDCS), and the Regional Development Cooperation Strategy 2015-2020 (RDCS), this latter under design. Both strategies are aligned with the objectives of the U.S. Strategy for Engagement in Central America² (CEN Strategy) to 1) Promote prosperity and regional economic integration; 2) Enhance security; and 3) Promote improved governance. At the same time, they are aligned with the lines of action of the “Plan of the Alliance for Prosperity in the Northern Triangle”³ (A4P): 1) Stimulate the Productive Sector to Create Economic Opportunity; 2) Developing Opportunities for Central American People; 3) Improving Public Safety and Enhancing Access to the Legal System; and 4) Strengthening Institutions to Increase People’s Trust in the State.

Given the heightened attention on Central America, including the influx in funding, USAID wants to learn from what has been done to ensure that any new activities in which the Agency engages continues to benefit from the institutional memory and analysis of pre-existing activities, to ensure that the investments made are based on sound evidence; achieving results; and avoiding unintended negative consequences while ensuring adaptively pivot when necessary.

To achieve this, the USAID Bureau for Latin America (USAID/LAC), with inputs from USAID/CAM, USAID/Guatemala, and USAID/Honduras, is developing the CEN Learning Agenda. This Learning Agenda encompasses all evaluations/assessment/studies/data collection planned or ongoing in the region that may track and monitor CEN implementation; and it seeks to learn from and build on, these experiences while also identifying and prioritizing new learning opportunities. The bilateral (USAID/El Salvador) and regional (USAID/CAM) Evaluation Plans and Learning Agendas will be part of the umbrella CEN Learning Agenda.

II. PURPOSE

The purpose of the services provided by the prospective local consultant is to facilitate USAID in the development detailed 5-year Evaluation Plans and Learning Agendas for USAID/El Salvador and USAID/CAM, and the Statements of Work (SOWs) and estimation of the Levels of Effort for the evaluations, assessments, analyses, and studies identified in those Evaluation Plans and Learning Agendas.

¹ <https://www.usaid.gov/sites/default/files/documents/1862/CDCS%203-3-14%20Public%20Version%20FINAL.pdf>

² https://www.whitehouse.gov/sites/default/files/docs/central_america_strategy.pdf

³ <http://idbdocs.iadb.org/wsdocs/getdocument.aspx?docnum=39224238>

III. ILLUSTRATIVE TASKS

The following are some illustrative tasks the consultant may employ to achieve the purpose of this Purchase Order:

- a. Desk Review of relevant documents: CDCS, RDCS, CEN Strategy, A4P, USAID Evaluation Policy⁴, USAID Gender Equality and Female Empowerment Policy⁵, Automated Directives System 2036, Automated Directives System 2057, USAID Scientific Research Policy⁸, Project Approval Documents (PADs), etc.
- b. Individual interviews/Focus Groups with Contracting Officer Representatives (CORs)/Assistance Officer Representatives (AORs), MEL Working Group, and Project Development Specialists to discuss potential performance/impact evaluations in compliance with USAID/Evaluation Policy.
- c. Individual interviews/Focus Groups with CORs/AORs, MEL Working Group, and Project Development Specialists to discuss potential assessments, studies, surveys, and analyses.
- d. Individual Interviews with Implementing Partners who are planning to conduct their own internal evaluations.
- e. Individual Interviews with CORs/AORs, Implementing Partners, and other stakeholders to collect information for the design of the SOWs and estimation of the Levels of Effort.

IV. DELIVERABLES

- a. Work Plan: A detailed plan and timeline of how this work will be carried out must be submitted electronically in English not later than 10 work days after the contract is awarded. Both, the work plan and timeline will be considered draft until the final approval from USAID. The draft version of the work plan must be prepared in Microsoft Word, single-spaced, using Times Roman 12-point font, with the word "DRAFT" stated as watermark. USAID will provide comments within two work days after receiving the draft. The final version must be delivered in PDF not later than two work days after receiving comments. There is not a limited number of pages nor required outline for drafting the Work Plan.
- b. Evaluation Plans and Learning Agendas: The five-year Evaluation Plans (FY 2016-2020) must include at least the following information:

Required evaluations:

1. Evaluation Title
2. Reason why the evaluation is required (large projects, and/or pilot projects or innovative interventions)
3. Uses and users (primary and secondary) of the evaluation.

⁴ <https://www.usaid.gov/sites/default/files/documents/1868/USAIDEvaluationPolicy.pdf>

⁵ https://www.usaid.gov/sites/default/files/documents/1865/GenderEqualityPolicy_0.pdf

⁶ <https://www.usaid.gov/sites/default/files/documents/1870/203.pdf>

⁷ <https://www.usaid.gov/sites/default/files/documents/1870/205.pdf>

⁸ <https://www.usaid.gov/sites/default/files/documents/15396/USAID%20Scientific%20Research%20Policy%2012-3-14.pdf>

4. A list of three to five illustrative questions
5. Evaluation Level (Development Objective, Project, Activity, component, etc.) and its rationale
6. Activities included in the evaluation (For those evaluations at the Project or Development Objective Level)
7. Evaluation Type (Impact, Performance, Mix) and its rationale. If the project is pilot or innovative, then an external impact evaluation is required. However, if it is not possible to effectively undertake an impact evaluation, it must be clarified in the Evaluation Plan why an impact evaluation is not conducted
8. Proposed Start and End Dates and their rationale
9. Dissemination Plan (See **attachment 1** as example. This can be adjusted by the Consultant)

Non- Required evaluations

1. Evaluation Title
2. Reason why the evaluation is proposed (accountability and/or learning purposes). The Consultant should consider identifying/suggesting potential evaluation triggers (implementation problems, critical assumptions questioned, unintended positive or negative results, etc.)
3. Uses and users (primary and secondary) of the evaluation
4. A list of three to five illustrative questions
5. Evaluation Level (Development Objective, Project, Activity, component, etc.) and its rationale. Missions must identify high-priority evaluation questions and opportunities for an impact evaluation for each Development Objective in their R/CDCS which should inform a mission's evaluation plan. The Consultant may recommend the mission does not choose to complete evaluations based on these high-priority evaluation questions and impact evaluation opportunities, and document this recommendation.
6. Activities included in the evaluation (For those evaluations at the Project or Development Objective Level)
7. Evaluation Type (Impact, Performance, Mix) and its rationale
8. Proposed Start and End Dates and their rationale
9. External/Internal evaluations (Internal evaluations are those evaluations commissioned by an Implementing partner concerning their own activity)
10. Dissemination Plan (See **attachment 1** as example. This can be adjusted by the Consultant)

The Consultant must analyze the extent to which a project or activity is ready for an evaluation and the changes that are needed to increase readiness. Answers to the following questions must be incorporated into the different sections of the Evaluation Plan:

1. Will the evaluation findings be provided in time to inform decisions such as exercising option years, designing a follow-on program, creating a country or sector strategic plan, or making a policy decision?
2. Is there a demand for the evaluation among potential users?

3. Will it be possible to answer the proposed evaluation questions based on facts, evidence, and data with findings supported by quantitative and qualitative information that is reliable, valid, and generalizable?

If the Consultant concludes that the project or activity is not ready to be evaluated as planned, s/he will develop recommendations to increase project or activity readiness.

The five-year Learning Agendas (FY 2016- FY 2020) must include at least the following information:

1. Learning activity Title
2. Learning activity Type (sectorial assessment, survey, academic study, cost-benefit analysis, etc.)
3. Reason why the Learning activity is proposed/necessary and the uses of it
4. Link to Development Objectives of the C/RDCS. If applicable, link to objective of the CEN Strategy and Lines of Action of the A4P
5. Proposed Start and End Dates and their rationale

The Consultant must specify how the Evaluation Plans and the Learning Agendas will be linked or contributing to the following USAID Cross-cutting issues:

1. Gender Equality, Female Empowerment, and Inclusive Development (Lesbian, Gay, Bi-sexual, Transgender, and Intersex populations; People with Disabilities; Youth; Indigenous populations)
2. Science, Technology, and Innovation
3. Public-Private Partnerships
4. Local Solutions

A draft of the Evaluation Plans and Learning Agendas will be prepared in English and delivered through electronic mail to USAID not later than 45 work days after the approval of the Work Plan. The draft version of the Evaluation Plans and Learning Agendas must be prepared in Microsoft Word, single-spaced, using Times Roman 12-point font, with the word "DRAFT" stated as watermark. In parallel, the Consultant will prepare a PowerPoint presentation of the draft of the Evaluation Plans and the Learning Agendas for USAID representatives. USAID will provide comments on the Evaluation Plans and Learning Agendas five work days after receiving the drafts. There is not a limited number of pages to draft the deliverables; once the information is presented in a clear and understandable manner (the Consultant is encouraged to use a mix of formats to present these deliverables, such as matrices, Gantt charts, narratives, etc.). The final versions must be prepared in English and delivered through electronic mail to USAID not later than five work days after receiving the comments.

- c. Evaluation and Learning activities SOWs: The Consultant must draft the SOWs of those evaluations and Learning activities identified in the Evaluation Plans and Learning Agendas. These SOWs contain the information that those who conduct the evaluation /learning activity need to know: purpose of the evaluation/learning activity and how it will be used; background and history; questions that must be

answered, and how they might be answered; expected deliverables; expertise needed to do the job; and time frame and level of effort to perform the task. The SOWs must have at least the following elements:

Evaluations SOWs

1. Description of Program/Project/Activity to be Evaluated: Evaluation title, start and end dates, funding levels, funding sources, implementing partners, main stakeholders, and sectors or topics.
2. Background: Description of the context, history, and current status of the activities, projects, or programs, and other information to help the evaluation team understand background and performance. State in detail the specific problem or opportunity the activity, project, or program was designed to address and the development hypothesis that underlies its design. Include the R/CDCS results framework and project design logical framework. If the evaluated activity, project, or program operates in particular geographic areas of the country/region with particular target groups, these should be identified as well (include maps). Specify what documents will be available to evaluators. Identify the existence and availability of relevant performance information sources, such as performance monitoring indicators and/or previous evaluation reports.
3. Purpose: State why an evaluation is being conducted (the purpose), who will use the results of the evaluation, and how they will do so. Purpose of the evaluation should be short and consistent with, but not replicate the evaluation questions. For those cases where gender is not the exclusive focus of the evaluation, or where the activity/project/program being evaluated does not have a primary focus on gender, addressing gender issues may still be a subsidiary purpose. Include an Evaluation Stakeholders Analysis (See **attachment 2**).
4. Evaluation Questions: Between three and five precise researchable main questions and no more than three additional sub-questions of essential importance to the evaluation purpose. The consultant must include additional narrative along with each evaluation question, not simply listing them. This narrative must provide explanation and context, and it be used to clearly define ambiguous terms such as "effective", "efficient", "relevant", "sustainable", etc. stated in the evaluation question. This narrative also indicates the priority assigned to each evaluation question, and if sex-disaggregated data and an examination of gender specific effects are expected (for evaluations that do not have a primary purpose of addressing gender, gender should nevertheless be considered in the development of the evaluation questions).
5. Methods: State whether the evaluation will be a performance evaluation or an impact evaluation as defined in the USAID Evaluation Policy. Include some suggestions about the design and methods to be used or the overall methodological approach, while also soliciting the evaluator's input on what might be most appropriate. Link the suggested methods to the specific questions that each data collection method will be used to answer. Communicate any expectations regarding how evaluation data will be

analyzed. If the evaluation questions ask the evaluators to make judgments, then this section should suggest criteria for making such judgments or request appropriate criteria from the evaluators. Note if analysis of gender, age, or other relevant aspects of beneficiaries are needed.

6. Deliverables and Timeline: Specify the products, the time frame, and the content of each deliverable that evaluators are required to complete in the evaluation contract (**Attachment 3** contains the standard deliverables requested by evaluation)
7. Team Composition: Describe the intended size of the evaluation team, the roles and responsibilities of team members, and the specific qualifications that the team members possess (evaluation or methodological expertise, regional or country experience, language skills, management skills, experience working with USAID, technical subject matter expertise, etc.)
8. Scheduling and Logistics: Provide information on any scheduling constraints that could affect the evaluation and state the expected period of performance. Outline the specific kinds of support USAID will provide, along with any additional logistical roles or responsibilities that it expects the team to fulfill. Mention if the team required making site visits to distant or difficult locations.
9. Level of Effort and Budget: Include the level of effort expected in the form of a matrix that displays team member days allotted by evaluation task on a notional basis. Estimate the costs of travel and transportation (airfares of roundtrips from Washington D.C. to San Salvador, and from San Salvador to other cities in Central America according to the respective evaluation; cost of in-country transportation according to the distance from the capital/main city to the sites in the field to be visited; and per-diem⁹). Salaries, overhead, and other fees will be estimated by USAID based on the level of effort and travel and transportation costs provided by the Consultant.

Learning Activities SOWs

The content of the SOW will depend on the Learning Activity proposed. However, when applicable, the Consultant should follow the same outline as for the Evaluations SOWs described above.

All the draft of the Evaluations and Learning Activities SOWs must be prepared in English and delivered through electronic mail to USAID not later than 45 work days after the approval of the Evaluation Plans and the Learning Agendas. The draft versions must be prepared in Microsoft Word, single-spaced, using Times Roman 12-point font, with the word "DRAFT" stated as watermark, but the budgets must be prepared in Microsoft Excel. USAID will provide comments on the SOWs five work days after receiving the drafts. The final versions must be prepared in English and delivered through electronic mail to USAID not later than five work days after receiving the comments. The Consultant is discouraged to submit to USAID all the SOWs at the same time by the deadline. Each SOW must be submitted to USAID once it is finished by the Consultant; starting with the SOWs of the most immediate evaluations, assessment, etc.; while still working on the rest of SOWs.

⁹ https://aoprals.state.gov/web920/per_diem.asp

d. Systematization: The Consultant will prepare a short systematization (one to three pages) in PDF, Times New Roman font size 12 single space, which will include the description of the experience of the consultancy, lessons learned on what factors contributed or hindered the accomplishment of this Scope of Work, and feedback and recommendations to USAID for future consultancies of similar nature.

V. TECHNICAL DIRECTION AND ACCEPTANCE

Technical direction for performance of this Scope of Work will be issued by the Monitoring and Evaluation Specialist of the Mission in the Strategic Development Office (SDO) or his designee. Final acceptance will be made by the Monitoring and Evaluation Specialist of the Mission in the Strategic Development Office or his designee, based on full compliance with the Statement of Work.

VI. LOGISTIC SUPPORT

The Contractor is an external consultant and s/he will work independently outside the compound of the U.S. Embassy in San Salvador; however, s/he will have periodic meetings and consultations at USAID or Implementing Partners offices as necessary. The Contractor will be responsible to arrange and pay for all logistic support required under the resulting award, therefore, Offerors must budget all costs necessary for the execution of the activities required in this scope of work.

VII. PROGRESS PAYMENT

Payments will be made in four installments:

1. 30 percent of the total price upon delivery and acceptance by USAID of the work plan;
2. 30 percent of the total price upon delivery and acceptance of the Evaluation Plan and Learning Agendas;
3. 30 percent of the total price upon delivery and acceptance of the SOWs for Evaluations and Learning Activities identified in the Evaluation Plans and Learning Agendas; and
4. 10 percent of the total price upon delivery of the Systematization of this Consultancy. Payment will be made in accordance with the Fast Payment Procedure, FAR Clause 52.213-1. Payment will be processed after receipt of Voucher Standard Form 1030, invoice and receiving report by the Controller's Office.

VIII. ESTIMATED LEVEL OF EFFORT AND TIMEFRAME

The level of effort is six months (127 working days). The expected period of performance will start o/a December 1, 2015 and will end o/a May 31, 2016.

IX. QUALIFICATIONS

Interested Offerors must have, as minimum, the following qualifications:

1. Master degree in Social Sciences, Political Science, Economics, Public Administration, International Relations, or another liberal arts area related to development assistance. Formal training received in M&E is a plus.
2. Level IV (fluent), both orally and in writing, in Spanish and English.
3. At least five years of M&E experience in the Central America region, including at least two years of progressively experience in El Salvador. Experience with U.S. Government agencies is preferred. Experience in Gender and Social Inclusion is preferred.
4. Conversant with national development issues.

X. EVALUATION CRITERIA

All proposals will be evaluated pursuant to the standards below, in ranking order.

1. Technical approach (40 points)
2. Education & Language (20 points)
3. Prior related work experience and past performance (40 points)

Information to be included in proposals

Proposals shall not exceed 10 pages (any proposals over 10 pages will not be evaluated), single-spaced, using Times Roman 12-point font, must be organized as indicated below. Any charts and tables must be numbered as part of the 10-page limit:

1. Executive Summary (recommended one page)
2. Technical approach (recommended seven pages): Describe the technical approach to facilitate fulfillment of the requirements of the Scope of Work.
3. Prior related work experience and past performance (recommended two pages)

Attachments (not part of the 10 page limit):

1. Curriculum vitae
2. Illustrative budget

XI. QUALITY ASSURANCE PLAN (QAP)

For the deliverables, USAID will be provided with draft documents for an in-house peer technical review to assess quality, ensure they adhere to USAID policies and guidance, as well as meet Mission requirements.

USAID will carry out weekly meetings with the Consultant, technical offices and SDO staff to review progress of the tasks to be performed under this procurement action.

Attachments follow on next page.

IMPORTANT NOTE: In order to be eligible for award, vendors must be registered in the US Government System for Award Management (SAM). Please visit this for our QUICK GUIDE FOR CONTRACTOR REGISTRATION:

http://photos.state.gov/libraries/elsavador/892757/MICLASON/Quick_Guide_for_Contract_Registrations.pdf

Evaluation Factors:

Award will be made to the lowest priced, acceptable, responsible quoter.

The Government will determine acceptability by assessing the offeror's compliance with the terms of the RFQ. The Government will determine responsibility by analyzing whether the apparent successful quoter complies with the requirements of FAR 9.1, including:

- ability to comply with the required performance period, taking into consideration all existing commercial and governmental business commitments;
- satisfactory record of integrity and business ethics;
- necessary organization, experience, and skills or the ability to obtain them;
- necessary equipment and facilities or the ability to obtain them; and
- otherwise qualified and eligible to receive an award under applicable laws and regulations.

FAR 52.252-2 Clauses Incorporated By Reference (FEB 1998)

This purchase order or BPA incorporates the following clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this address: <https://www.acquisition.gov/far>

DOSAR clauses may be accessed at:
<http://www.statebuy.state.gov/dosar/dosartoc.htm>

**FEDERAL ACQUISITION REGULATION (48 CFR Chapter 1)
CLAUSES**

NUMBER	TITLE	DATE
52.204-9	Personal Identity Verification of Contractor Personnel (if contractor requires physical access to a federally-controlled facility or access to a Federal information	JAN 2011

	system)	
52.212-4	Contract Terms and Conditions – Commercial Items (Alternate I (OCT 2008) of 52.212-4 applies if the order is time-and-materials or labor-hour)	SEPT 2013
52.225-19	Contractor Personnel in a Diplomatic or Consular Mission Outside the United States (applies to services at danger pay posts only)	MAR 2008
52.225-25	Prohibition on Contracting with Entities Engaging in Sanctioned Activities Relating to Iran – Representation and Certification (applies to acquisitions above the micropurchase threshold)	DEC 2012
52.227-19	Commercial Computer Software License (if order is for software)	DEC 2007
52.228-3	Workers’ Compensation Insurance (Defense Base Act) (if order is for services and contractor employees are covered by Defense Base Act insurance)	APR 1984
52.228-4	Workers’ Compensation and War-Hazard Insurance (if order is for services and contractor employees are <u>not</u> covered by Defense Base Act insurance)	APR 1984

The following clause is provided in full text:

52.212-5 CONTRACT TERMS AND CONDITIONS REQUIRED TO IMPLEMENT STATUTES OR EXECUTIVE ORDERS—COMMERCIAL ITEMS (SEPT 2013)

(a) The Contractor shall comply with the following Federal Acquisition Regulation (FAR) clauses, which are incorporated in this contract by reference, to implement provisions of law or Executive orders applicable to acquisitions of commercial items:

(1) 52.222-50, Combating Trafficking in Persons (Feb 2009) (22 U.S.C. 7104(g)).

___ Alternate I (Aug 2007) of 52.222-50 (22 U.S.C. 7104(g)).

(2) 52.233-3, Protest After Award (AUG 1996) (31 U.S.C. 3553).

(3) 52.233-4, Applicable Law for Breach of Contract Claim (OCT 2004) (Pub. L. 108-77, 108-78).

(b) The Contractor shall comply with the FAR clauses in this paragraph (b) that the Contracting Officer has indicated as being incorporated in this contract by reference to implement provisions of law or Executive orders applicable to acquisitions of commercial items:

[Contracting Officer: check as appropriate]

- ___ (1) 52.203-6, *Restrictions on Subcontractor Sales to the Government* (Sept 2006), with *Alternate I* (Oct 1995) (41 U.S.C. 253g and 10 U.S.C. 2402).
- ___ (2) 52.203-13, *Contractor Code of Business Ethics and Conduct* (Apr 2010) (Pub. L. 110-252, Title VI, Chapter 1 (41 U.S.C. 251 note)).
- ___ (3) 52.203-15, *Whistleblower Protections under the American Recovery and Reinvestment Act of 2009* (June 2010) (Section 1553 of Pub. L. 111-5). (Applies to contracts funded by the American Recovery and Reinvestment Act of 2009.)
- ___ (4) 52.204-10, *Reporting Executive Compensation and First-Tier Subcontract Awards* (Jul 2013) (Pub. L. 109-282) (31 U.S.C. 6101 note).
- ___ (5) 52.204-11, *American Recovery and Reinvestment Act—Reporting Requirements* (Jul 2010) (Pub. L. 111-5).
- ___ (6) 52.209-6, *Protecting the Government’s Interest When Subcontracting with Contractors Debarred, Suspended, or Proposed for Debarment*. (Aug 2013) (31 U.S.C. 6101 note).
- ___ (7) 52.209-9, *Updates of Publicly Available Information Regarding Responsibility Matters* (Jul 2013) (41 U.S.C. 2313).
- ___ (8) 52.209-10, *Prohibition on Contracting with Inverted Domestic Corporations* (May 2012) (section 738 of Division C of Pub. L. 112-74, section 740 of Division C of Pub. L. 111-117, section 743 of Division D of Pub. L. 111-8, and section 745 of Division D of Pub. L. 110-161).
- ___ (9) 52.219-3, *Notice of HUBZone Set-Aside or Sole-Source Award* (Nov 2011) (15 U.S.C. 657a).
- ___ (10) 52.219-4, *Notice of Price Evaluation Preference for HUBZone Small Business Concerns* (JAN 2011) (if the offeror elects to waive the preference, it shall so indicate in its offer) (15 U.S.C. 657a).
- ___ (11) [Reserved]
- ___ (12)(i) 52.219-6, *Notice of Total Small Business Set-Aside* (Nov 2011) (15 U.S.C. 644).
- ___ (ii) *Alternate I* (Nov 2011).
- ___ (iii) *Alternate II* (Nov 2011).
- ___ (13)(i) 52.219-7, *Notice of Partial Small Business Set-Aside* (June 2003) (15 U.S.C. 644).
- ___ (ii) *Alternate I* (Oct 1995) of 52.219-7.
- ___ (iii) *Alternate II* (Mar 2004) of 52.219-7.
- ___ (14) 52.219-8, *Utilization of Small Business Concerns* (Jul 2013) (15 U.S.C. 637(d)(2) and (3)).
- ___ (15)(i) 52.219-9, *Small Business Subcontracting Plan* (Jul 2013) (15 U.S.C. 637(d)(4)).
- ___ (ii) *Alternate I* (Oct 2001) of 52.219-9.

- ___ (iii) Alternate II (Oct 2001) of 52.219-9.
- ___ (iv) Alternate III (Jul 2010) of 52.219-9.
- ___ (16) 52.219-13, Notice of Set-Aside of Orders (Nov 2011)(15 U.S.C. 644(r)).
- ___ (17) 52.219-14, Limitations on Subcontracting (Nov 2011)
(15 U.S.C. 637(a)(14)).
- ___ (18) 52.219-16, Liquidated Damages—Subcontracting Plan (Jan 1999)
(15 U.S.C. 637(d)(4)(F)(i)).
- ___ (19)(i) 52.219-23, Notice of Price Evaluation Adjustment for Small
Disadvantaged Business Concerns (OCT 2008) (10 U.S.C. 2323) (if the offeror elects
to waive the adjustment, it shall so indicate in its offer).
- ___ (ii) Alternate I (June 2003) of 52.219-23.
- ___ (20) 52.219-25, Small Disadvantaged Business Participation Program—
Disadvantaged Status and Reporting (Jul 2013) (Pub. L. 103-355, section 7102, and
10 U.S.C. 2323).
- ___ (21) 52.219-26, Small Disadvantaged Business Participation Program—
Incentive Subcontracting (Oct 2000) (Pub. L. 103-355, section 7102, and
10 U.S.C. 2323).
- ___ (22) 52.219-27, Notice of Service-Disabled Veteran-Owned Small Business
Set-Aside (Nov 2011) (15 U.S.C. 657 f).
- ___ (23) 52.219-28, Post Award Small Business Program Rerepresentation
(Jul 2013) (15 U.S.C. 632(a)(2)).
- ___ (24) 52.219-29, Notice of Set-Aside for Economically Disadvantaged Women-
Owned Small Business (EDWOSB) Concerns (Jul 2013) (15 U.S.C. 637(m)).
- ___ (25) 52.219-30, Notice of Set-Aside for Women-Owned Small Business
(WOSB) Concerns Eligible Under the WOSB Program (Jul 2013) (15 U.S.C. 637(m)).
- ___ (26) 52.222-3, Convict Labor (June 2003) (E.O. 11755).
- X (27) 52.222-19, Child Labor—Cooperation with Authorities and Remedies
(Mar 2012) (E.O. 13126).
- ___ (28) 52.222-21, Prohibition of Segregated Facilities (Feb 1999).
- ___ (29) 52.222-26, Equal Opportunity (Mar 2007) (E.O. 11246).
- ___ (30) 52.222-35, Equal Opportunity for Veterans (Sep 2010)(38 U.S.C. 4212).
- ___ (31) 52.222-36, Affirmative Action for Workers with Disabilities (Oct 2010)
(29 U.S.C. 793).
- ___ (32) 52.222-37, Employment Reports on Veterans (SEP 2010) (38 U.S.C.
4212).
- ___ (33) 52.222-40, Notification of Employee Rights Under the National Labor
Relations Act (Dec 2010) (E.O. 13496).

__ (34) 52.222-54, Employment Eligibility Verification (JUL 2012). (Executive Order 12989). (Not applicable to the acquisition of commercially available off-the-shelf items or certain other types of commercial items as prescribed in 22.1803.)

__ (35)(i) 52.223-9, Estimate of Percentage of Recovered Material Content for EPA–Designated Items (May 2008) (42 U.S.C. 6962(c)(3)(A)(ii)). (Not applicable to the acquisition of commercially available off-the-shelf items.)

__ (ii) Alternate I (May 2008) of 52.223-9 (42 U.S.C. 6962(i)(2)(C)). (Not applicable to the acquisition of commercially available off-the-shelf items.)

__ (36) 52.223-15, Energy Efficiency in Energy-Consuming Products (DEC 2007) (42 U.S.C. 8259b).

__ (37)(i) 52.223-16, IEEE 1680 Standard for the Environmental Assessment of Personal Computer Products (DEC 2007) (E.O. 13423).

__ (ii) Alternate I (DEC 2007) of 52.223-16.

__ (38) 52.223-18, Encouraging Contractor Policies to Ban Text Messaging While Driving (AUG 2011) (E.O. 13513).

__ (39) 52.225-1, Buy American Act—Supplies (Feb 2009) (41 U.S.C. 10a-10d).

__ (40)(i) 52.225-3, Buy American Act—Free Trade Agreements—Israeli Trade Act (Nov 2012) (41 U.S.C. chapter 83, 19 U.S.C. 3301 note, 19 U.S.C. 2112 note, 19 U.S.C. 3805 note, 19 U.S.C. 4001 note, Pub. L. 103-182, 108-77, 108-78, 108-286, 108-302, 109-53, 109-169, 109-283, 110-138, 112-41, 112-42, and 112-43).

__ (ii) Alternate I (Mar 2012) of 52.225-3.

__ (iii) Alternate II (Mar 2012) of 52.225-3.

__ (iv) Alternate III (Nov 2012) of 52.225-3.

__ (41) 52.225-5, Trade Agreements (SEPT 2013) (19 U.S.C. 2501, *et seq.*, 19 U.S.C. 3301 note).

__ (42) 52.225-13, Restrictions on Certain Foreign Purchases (June 2008) (E.O.'s, proclamations, and statutes administered by the Office of Foreign Assets Control of the Department of the Treasury).

__ (43) 52.225-26, Contractors Performing Private Security Functions Outside the United States (Jul 2013) (Section 862, as amended, of the National Defense Authorization Act for Fiscal Year 2008; 10 U.S.C. 2302 Note).

__ (44) 52.226-4, Notice of Disaster or Emergency Area Set-Aside (Nov 2007) (42 U.S.C. 5150).

__ (45) 52.226-5, Restrictions on Subcontracting Outside Disaster or Emergency Area (Nov 2007) (42 U.S.C. 5150).

__ (46) 52.232-29, Terms for Financing of Purchases of Commercial Items (Feb 2002) (41 U.S.C. 255(f), 10 U.S.C. 2307(f)).

___ (47) 52.232-30, Installment Payments for Commercial Items (Oct 1995) (41 U.S.C. 255(f), 10 U.S.C. 2307(f)).

X (48) 52.232-33, Payment by Electronic Funds Transfer—System for Award Management (Jul 2013) (31 U.S.C. 3332).

___ (49) 52.232-34, Payment by Electronic Funds Transfer—Other than System for Award Management (Jul 2013) (31 U.S.C. 3332).

___ (50) 52.232-36, Payment by Third Party (Jul 2013) (31 U.S.C. 3332).

___ (51) 52.239-1, Privacy or Security Safeguards (Aug 1996) (5 U.S.C. 552a).

___ (52)(i) 52.247-64, Preference for Privately Owned U.S.-Flag Commercial Vessels (Feb 2006) (46 U.S.C. Appx. 1241(b) and 10 U.S.C. 2631).

___ (ii) Alternate I (Apr 2003) of 52.247-64.

(c) The Contractor shall comply with the FAR clauses in this paragraph (c), applicable to commercial services, that the Contracting Officer has indicated as being incorporated in this contract by reference to implement provisions of law or Executive orders applicable to acquisitions of commercial items:

[*Contracting Officer check as appropriate.*]

___ (1) 52.222-41, Service Contract Act of 1965 (Nov 2007) (41 U.S.C. 351, *et seq.*).

___ (2) 52.222-42, Statement of Equivalent Rates for Federal Hires (May 1989) (29 U.S.C. 206 and 41 U.S.C. 351, *et seq.*).

___ (3) 52.222-43, Fair Labor Standards Act and Service Contract Act—Price Adjustment (Multiple Year and Option Contracts) (Sep 2009) (29 U.S.C. 206 and 41 U.S.C. 351, *et seq.*).

___ (4) 52.222-44, Fair Labor Standards Act and Service Contract Act—Price Adjustment (Sep 2009) (29 U.S.C. 206 and 41 U.S.C. 351, *et seq.*).

___ (5) 52.222-51, Exemption from Application of the Service Contract Act to Contracts for Maintenance, Calibration, or Repair of Certain Equipment—Requirements (Nov 2007) (41 351, *et seq.*).

___ (6) 52.222-53, Exemption from Application of the Service Contract Act to Contracts for Certain Services—Requirements (Feb 2009) (41 U.S.C. 351, *et seq.*).

___ (7) 52.222-17, Nondisplacement of Qualified Workers (JAN 2013) (E.O.13495).

___ (8) 52.226-6, Promoting Excess Food Donation to Nonprofit Organizations (Mar 2009) (Pub. L. 110-247).

___ (9) 52.237-11, Accepting and Dispensing of \$1 Coin (Sept 2008) (31 U.S.C. 5112(p)(1)).

(d) *Comptroller General Examination of Record*. The Contractor shall comply with the provisions of this paragraph (d) if this contract was awarded using other than

sealed bid, is in excess of the simplified acquisition threshold, and does not contain the clause at 52.215-2, Audit and Records—Negotiation.

(1) The Comptroller General of the United States, or an authorized representative of the Comptroller General, shall have access to and right to examine any of the Contractor's directly pertinent records involving transactions related to this contract.

(2) The Contractor shall make available at its offices at all reasonable times the records, materials, and other evidence for examination, audit, or reproduction, until 3 years after final payment under this contract or for any shorter period specified in FAR Subpart 4.7, Contractor Records Retention, of the other clauses of this contract. If this contract is completely or partially terminated, the records relating to the work terminated shall be made available for 3 years after any resulting final termination settlement. Records relating to appeals under the disputes clause or to litigation or the settlement of claims arising under or relating to this contract shall be made available until such appeals, litigation, or claims are finally resolved.

(3) As used in this clause, records include books, documents, accounting procedures and practices, and other data, regardless of type and regardless of form. This does not require the Contractor to create or maintain any record that the Contractor does not maintain in the ordinary course of business or pursuant to a provision of law.

(e)(1) Notwithstanding the requirements of the clauses in paragraphs (a), (b), (c), and (d) of this clause, the Contractor is not required to flow down any FAR clause, other than those in this paragraph (e)(1) in a subcontract for commercial items. Unless otherwise indicated below, the extent of the flow down shall be as required by the clause—

(i) 52.203-13, Contractor Code of Business Ethics and Conduct (Apr 2010) (Pub. L. 110-252, Title VI, Chapter 1 (41 U.S.C. 251 note)).

(ii) 52.219-8, Utilization of Small Business Concerns (Jul 2013) (15 U.S.C. 637(d)(2) and (3)), in all subcontracts that offer further subcontracting opportunities. If the subcontract (except subcontracts to small business concerns) exceeds \$650,000 (\$1.5 million for construction of any public facility), the subcontractor must include 52.219-8 in lower tier subcontracts that offer subcontracting opportunities.

(iii) 52.222-17, Nondisplacement of Qualified Workers (JAN 2013) (E.O. 13495). Flow down required in accordance with paragraph (l) of FAR clause 52.222-17.

(iv) 52.222-26, Equal Opportunity (Mar 2007) (E.O. 11246).

(v) 52.222-35, Equal Opportunity for Veterans (Sep 2010) (38 U.S.C. 4212).

(vi) 52.222-36, Affirmative Action for Workers with Disabilities (Oct 2010) (29 U.S.C. 793).

(vii) 52.222-40, Notification of Employee Rights Under the National Labor Relations Act (Dec 2010) (E.O. 13496). Flow down required in accordance with paragraph (f) of FAR clause 52.222-40.

(viii) 52.222-41, Service Contract Act of 1965 (Nov 2007) (41 U.S.C. 351, et seq.).

X (ix) 52.222-50, Combating Trafficking in Persons (Feb 2009) (22 U.S.C. 7104(g)).

____ Alternate I (Aug 2007) of 52.222-50 (22 U.S.C. 7104(g)).

(x) 52.222-51, Exemption from Application of the Service Contract Act to Contracts for Maintenance, Calibration, or Repair of Certain Equipment-Requirements (Nov 2007) (41 U.S.C. 351, et seq.).

(xi) 52.222-53, Exemption from Application of the Service Contract Act to Contracts for Certain Services-Requirements (Feb 2009) (41 U.S.C. 351, et seq.).

(xii) 52.222-54, Employment Eligibility Verification (JUL 2012).

(xiii) 52.225-26, Contractors Performing Private Security Functions Outside the United States (Jul 2013) (Section 862, as amended, of the National Defense Authorization Act for Fiscal Year 2008; 10 U.S.C. 2302 Note).

(xiv) 52.226-6, Promoting Excess Food Donation to Nonprofit Organizations (Mar 2009) (Pub. L. 110-247). Flow down required in accordance with paragraph (e) of FAR clause 52.226-6.

(xv) 52.247-64, Preference for Privately Owned U.S.-Flag Commercial Vessels (Feb 2006) (46 U.S.C. Appx. 1241(b) and 10 U.S.C. 2631). Flow down required in accordance with paragraph (d) of FAR clause 52.247-64.

(2) While not required, the contractor may include in its subcontracts for commercial items a minimal number of additional clauses necessary to satisfy its contractual obligations.

(End of clause)

DEPARTMENT OF STATE ACQUISITION REGULATION (48 CFR Chapter 6) CLAUSES

NUMBER	TITLE	DATE
652.225-71	Section 8(a) of the Export Administration Act of 1979, As Amended (if order exceeds simplified acquisition threshold)	AUG 1999
652.229-70	Excise Tax Exemption Statement for Contractors Within the United States (for supplies to be delivered to an overseas post)	JUL 1988
652.229-71	Personal Property Disposition at Posts Abroad	AUG 1999
652.237-72	Observance of Legal Holidays and Administrative Leave (for services where performance will be on-site in a Department of State facility)	APR 2004
652.239-71	Security Requirements for Unclassified Information Technology Resources (for orders that include information technology resources or services in which the contractor will have physical or electronic access to Department information that directly supports the mission of the Department)	SEP 2007
652.242-70	Contracting Officer's Representative (if a COR will be named for the order) Fill-in for paragraph b: "The COR is _____"	AUG 1999
652.242-71	Notice of Shipments (for overseas shipment of supplies)	JUL 1988
652.242-73	Authorization and Performance	AUG 1999
652.243-70	Notices	AUG 1999

The following clause is provided in full text, and is applicable for orders for services that will require contractor employees to perform on-site at a DOS location and/or that require contractor employees to have access to DOS information systems:

652.204-70 Department of State Personal Identification Card Issuance Procedures (MAY 2011)

(a) The Contractor shall comply with the Department of State (DOS) Personal Identification Card Issuance Procedures for all employees performing under this contract who require frequent and continuing access to DOS facilities, or information systems. The Contractor shall insert this clause in all subcontracts when the subcontractor's employees will require frequent and continuing access to DOS facilities, or information systems.

(b) The DOS Personal Identification Card Issuance Procedures may be accessed at <http://www.state.gov/m/ds/rls/rpt/c21664.htm> .

(End of clause)