



USAID | HONDURAS

FROM THE AMERICAN PEOPLE

August 12, 2015

REFERENCE: USAID/Honduras Gender Equity Analysis

SUBJECT: Solicitation # SOL-522-15-000014

Dear Prospective Offerors,

The United States Agency for International Development in Honduras (USAID/Honduras) is requesting technical assistance to conduct a Gender Equity Analysis that will be used to inform project planning processes for Western Honduras.

If interested please review the enclosed documents as well as USAID/ Honduras Facebook Page and the American Embassy Tegucigalpa Web Page (Solicitations- Look up the reference number) for additional reference information.

Instructions for Submitting Proposals

Any questions relating to this RFQ must be submitted to the attention of Maria Sara Posas via email to mposas@usaid.gov no later than August 19, 2015 at 2:00pm. All the received questions and answers will be posted in USAID/ Honduras Facebook Page and the American Embassy Tegucigalpa Web Page (Solicitations) by COB August 21, 2015.

Unless otherwise notified by an amendment to this RFQ, no questions will be accepted after this date. The Offeror must not submit questions to any other USAID staff.

Curriculum Vitae and Cost Proposals must be submitted electronically only (email submission), in separate electronic files; and must be submitted to the attention of Maria Sara Posas via email to mposas@usaid.gov no later than August 27, 2015 at 2:00pm.

Email messages should be numbered sequentially (for example: 1 of 4, 2 of 4 etc.) and subject lines should include the solicitation number. Offerors are responsible for verifying whether email messages have been properly received.

Specific Instructions for Preparing Cost Proposals/ Curriculum Vitae

Offeror shall submit a Cost Proposal of no more than three (3) pages (using the include template as a basis) Upon award, selected contractor will be requested to sign a letter were it is detailed he is responsible for filing taxes.

Curriculum Vitae should be no more than eight (8) pages. Curriculum Vitae must address each of the selection criteria listed in the SOW and must be clearly and concisely written.

Proposals must be written in English on standard letter format (8.5"x11"), single spaced, with each page numbered consecutively; do not use a type smaller than 11 point font.

This RFQ does not in any way obligate USAID/Honduras to award a contract, nor does it commit USAID/Honduras to pay any cost incurred in the preparation and submission of the proposal. Issuance of the Proposal is subject to the availability of funds and successful negotiation of a Firm Fixed Price Purchase Order and its terms. The offeror under this solicitation is not authorized to incur costs prior to written authorization by the Contracting Officer.

Sincerely,



Michael Teske
Executive Officer

Enclosures:

- A. Scope of Work (Gender Equity Analysis)*
- B. Work Plan Schedule*
- C. Budget Template*

REQUEST FOR QUOTATIONS <i>(THIS IS NOT AN ORDER)</i>		THIS RFQ <input type="checkbox"/> IS <input checked="" type="checkbox"/> IS NOT A SMALL BUSINESS- SMALL PURCHASE SET-ASIDE (52.219-4)			PAGE 1	OF 1	PAGES 1
1. REQUEST NO. SOL-522-15-000014	2. DATE ISSUED 08/13/2015	3. REQUISITION/PURCHASE REQUEST NO.	4. CERT. FOR NAT. DEF. UNDER BDSA REG. 2 AND/OR DMS REG. 1	RATING			
5A. ISSUED BY EXO/Procurement Office-USAID / Honduras Ave. La Paz , Tegucigalpa Honduras			6. DELIVER BY <i>(Date)</i>				
5B. FOR INFORMATION CALL: <i>(Name and telephone no.) (No collect calls)</i>			7. DELIVERY				
NAME Maria Sara Posas EXO / Procurement mposas@usaid.gov		TELEPHONE NUMBER		FOB DESTINATION		OTHER <i>(See Schedule)</i>	
		AREA CODE 504	NUMBER 2236-9320 Ext. 4204				
8. TO:			9. DESTINATION				
a. NAME PROSPECTIVE OFFERORS		b. COMPANY		a. NAME OF CONSIGNEE			
c. STREET ADDRESS			b. STREET ADDRESS				
d. CITY		e. STATE	f. ZIP CODE	c. CITY			
				d. STATE		e. ZIP CODE	
10. PLEASE FURNISH QUOTATIONS TO THE ISSUING OFFICE IN BLOCK 5A ON OR BEFORE CLOSE OF BUSINESS <i>(Date)</i> August 27, 2015 at 2:00pm Honduran Local Time		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 <i>(Include applicable Federal, State and local taxes)</i>						
ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	
1	The United States Agency for International Development in Honduras (USAID/Honduras) is requesting technical assistance to conduct a Gender Equity Analysis that will be used to inform project planning processes for Western Honduras in accordance with the enclosed scope of work.	1	LOT	\$	\$	
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 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 (504)
TEGUCIGALPA						NUMBER

SCOPE OF WORK INDIVIDUAL CONSULTANT- GENDER EQUITY SPECIALIST

I. Introduction

The United States Agency for International Development in Honduras (USAID/Honduras) is requesting technical assistance to conduct a Gender Equity Analysis that will be used to inform project planning processes for Western Honduras.

The goal of the USAID/Honduras new Country Development Strategy 2015-2019 is: “A more prosperous and safer Honduras that advances inclusive social and economic development among vulnerable populations.” To achieve this goal, USAID/Honduras has proposed two overarching Development Objectives (DO). DO1 is: “Citizen Security increased for vulnerable populations in urban, high-crime areas”; and DO2 is: “Extreme Poverty Sustainably Reduced for Vulnerable Populations in Western Honduras.”

For the purpose of this scope of work, gender equality (GE) is defined as:

“Gender Equality concerns fundamental social transformation, working with men and boys, women and girls, to bring about changes in attitudes, behaviors, roles and responsibilities at home, in the workplace, and in the community. Genuine equality means expanding freedoms and improving overall quality of life so that equity is achieved without sacrificing gains for males and females. Gender equity is the process of being fair to women and men. To ensure fairness, measures must often be available to compensate for historical and social disadvantages that prevent women and men from otherwise operating on an equitable basis, or a “level playing field”. Equity leads to equality.”¹

II. Background

Through this scope of work, USAID will conduct an in-depth gender analysis for programs designed under DO2. This development objective has three intermediate results: 2.1 Resilience of live hoods increased; 2.2 Incomes increased; and 2.3 Human capital improved, with a focus on children.

Possible activities under this DO may include: protection of watersheds, improvement of community’s capacity to produce profitable goods for the formal market; development of market systems so they are more accessible to the poor; and provision of education, nutrition, governance, and other basic services that establish the conditions for long-term competitiveness and prosperity.

DO2 interventions will be bundled so that targeted communities and families benefit from a suite of activities. DO2 interventions will be designed so that the poor will acquire the tools they need to sustainably break out of poverty through improved resource management, increased incomes, and stronger human capital.

III. Objectives

General Objective: To develop an in-depth GE analysis in DO2 target areas.

Specific Objectives:

- 1) Complete field research relying on methodologies such desk reviews, focus groups and individual interviews to identify and analyze the differences in roles and status of women, men, boys, and girls, as they are in relation to DO2 targets and objectives.
- 2) Make recommendations for strategic investments by USAID/Honduras that would potentially increase Gender Equity across its portfolio.

¹ USAID Gender Equality and Female Empowerment Policy Pg. March, 2013

IV. Geographic Focus

USAID/Honduras plans to work in selected communities within Ocotepeque, Copan, Santa Barbara, Lempira, Intibuca, and La Paz. Selection criteria for the communities will include: type of target population, population size, accessibility, and existence of pre-established relationships with local groups or individuals. The consultant will work with USAID/Honduras to determine research communities.

V. Organization of the Work and Deliverables

The Consultant will work with support of two additional Gender Specialists, one from USAID/Washington who will be part of the data collection and provide support for all phases of the analysis and another one from USAID/Honduras who will be the primary point-of contact and will supervise the work.

The Consultant will be the team lead and ultimately responsible for delivering all products in time and within quality as stated in this scope of work.

USAID/Honduras envisions there will be three phases to this analysis:

1) Literature Review and Work plan: Review existing literature to provide the consultant a good background on legal regulations, common practices, available data and statistics that will help in the data collection phase. Findings from the literature review should be included in final report and include a comprehensive bibliography.

The literature review should analyze existing documentation on GE from a variety of sources including, but not limited to: studies and assessments conducted by donors, NGO's, local and international academia, Government of Honduras, and municipalities; prior USAID/Honduras gender assessments, USAID's CDCS strategy, and relevant USAID and USG-related policy documents.

The Consultant is expected to develop a work plan, data collection plan, and data collection instruments with support from the USAID/Washington Specialist. The work plan must include timelines and activities to be accomplished. The data collection plan must include description of the types of methodologies to be used, and the process to analyze data. The data collection tools need to be specific to the type of data collection method to be used.

2) Data Collection: All data collection activities will be conducted following ethical and confidentiality procedures. USAID/Honduras will have the opportunity to review, comment, and revise procedures and conduct field visits to ensure this occurs. Possible stakeholders could be, but are not limited to:

- Central, municipal, and local government staff from the Ministry of Health, Ministry of Education, and Women's Ministry, Justice Sector (special prosecutors and judges for crimes against women and children) and others relevant to strengthening GE.
- NGO's and CSO's active in gender-related areas, representing the following populations: women, men, youth, and school-aged children.
- Donors working on GE issues, local public school and health center's staff, USAID/Honduras implementing and sub-implementing partners, and USAID/Honduras personnel to provide the analysis team with additional contextual input.

3) Data Analysis and Reporting: Upon analyzing the data, finding key gaps, and determining recommendations; the Consultant will conduct a presentation to USAID/Honduras with preliminary findings. The Consultant will then submit an outline of the report, a draft report, and a final report in English and Spanish.

The draft final report will be presented in electronic version and will include findings, conclusions/lessons learned, and recommendations for strategic investments. Particularly, the analysis team will answer the following:

Given limited resources, what are efficient and effective interventions in which USAID could invest funding to ameliorate the issue of GE; yielding greatest impact?

USAID/Honduras will review the outline and draft reports, comment and approve for final report. The final report should be no more than 30 pages long (not including annexes) and include, but not limited to:

- Executive summary
- Initial overview
- Description of methodologies used
- Description of data collection methods
- Findings and diagnosis
- Recommendations
- Comprehensive annotated bibliography
- List of key GE contacts

The Consultant will be responsible for submitting a report in English to the USAID Development Experience Clearing Clearinghouse (DEC) (<http://dec.usaid.gov>).

The Consultant will be responsible for submitting the final report both in English and Spanish. The Consultant may hire a subcontractor to do the translation.

Questions to Answer for the Analysis

1. How well does the education sector promote gender equity in terms of norms and regulations, teacher awareness on gender issues, and inclusion in curricula, education material, and practices?
2. What specific factors linked to schools, cultural norms, and socio-economic factors impact transition of boys and girls to seventh grade and beyond?
3. What opportunities are there within the school system to promote gender equity and reduce Gender Based Violence?
4. What opportunities are there within the health system to promote gender equity and reduce Gender Based Violence?
5. Are there opportunities to strengthen service provision connection among health centers, Municipal Women Offices, Human Rights Offices, and the police, for documenting, reporting, and providing follow-up care to GBV cases, for both survivors and perpetrators in targeted areas?
6. How well do Municipal Women's Offices promote gender equity, support women groups, and include projects prioritized by women in the community as part of the municipal agenda?
7. What organizations within the targeted areas are implementing successful, replicable interventions that promote gender equity?
8. Do females have significant participation and decision-making power in community boards and other volunteer activities? If so, is their participation leading to increased female empowerment?
9. What factors influence women's and men's participation in community and political organizations?

10. Is there a difference in male and females' access to natural resource information? (i.e do both men and women know the geographical location of protected areas, the types of trees that should be used for fuel, what to do in case of emergency situations etc.)
11. What factors influence men and women's participation in discussion and implementation of entrepreneurship, tourism, and natural resources management projects, and how could barriers be overcome?
12. How does access to information on climate variability influence livelihoods decisions (farming) between men and women?
13. How does poor water management affect men and women differently at the domestic and livelihood level? How are men and women involved in current efforts to improve water management?
14. How does biodiversity destruction affect men and women differently? How are men and women involved in current efforts to conserve biodiversity?

Deliverables

Phase 1) Work Plan and data collection plan

Phase 2) Mission debriefing with preliminary findings

Phase 3) Report outline, draft report, final report in English and Spanish

VI. Level of Effort

The work is estimated to be developed in 90 days and requires at least three weeks of field work. Consultant must be available to start work on September 7st, 2015 and begin data collection by September 21, 2015.

The Consultant is expected to work eight hour days and six days a week. The Consultant will be expected to make their own travel arrangements, and requires his/her own vehicle.

VII. Qualifications

The Consultant must have the following qualifications:

- B.A. in Social Sciences or related field.
- Master's Degree or postgraduate degree in Gender Studies or related.
- Recent professional training in gender related issues (Training received at a minimum three years ago)
- Experience having designed and conducted at least three gender analyses in Honduras.
- Experience implementing gender strategies (including masculinity strategies to increase gender equity) in development programs.
- Work experience with different social sectors at the community and municipal level. Having worked in at least one project dealing with gender equity, gender-based violence, or children's rights.
- Working knowledge of the context in Western Honduras
- Oral and Written English and Spanish fluency and proficiency.

VIII. Payment Methods

USAID will not provide advanced funding. Payment for all services will be in Lempiras within the first 21 calendar days of the approved deliverables. There will be a 12.5% deduction for Consultant work tax.

Payment upon Product delivery	Due date	Amount (Total Budget percentage)
1. Work plan	21 days after signing the contract	40%
2. Mission debriefing with preliminary findings	21 days after the debriefing	20%
3. Draft report	21 days after the submission of the draft report	20%
4. Final report in English and Spanish	21 days after the final report is approved	20%

Attachments:

- CDCS
- CDCS Gender Analysis
- Gender Equality and Female Empowerment Policy
- USAID's Gender-Based Violence Policy
- USAID's Counter-trafficking-in Person's Policy
- Honduras Gender Equity and Equality Plan
- Mercado Gender Analysis
- Dry Corridor Alliance Gender Analysis and Gender Mainstreaming Strategy

**INDIVIDUAL CONSULTANT- GENDER EQUITY SPECIALIST
WORK PLAN SCHEDULE**

Activities / Deliverables	Month 1	Month 2	Month 3
Conduct Literature Review			
Workplan			
Data Collection Plan and instruments			
Review plans with USAID/H			
Interviews with stakeholders			
Data Quality			
USAID Debriefing Presentation			
Data Porcessing and Analysis			
Draft report writing			
Turn-in draft report in English			
USAID Revision of draft report			
Revision based on comments			
Final English Version submission			
Transtation			
USAID/Review of transtation			
Final Translated Version submission			

INDIVIDUAL CONSULTANT- GENDER EQUITY SPECIALIST

ILLUSTRATIVE BUDGET

DESCRIPTION	#	DAYS	RATE	AMT	NOTES
Salaries and Wages					
Research Team					
Local Consultant					
Travel / Transportation / Per Diem					
Airfare					
Per Diem - Short-Term Expatriates					
Local Consultant					
Rental Vehicle					
Gas for Vehicle					
Driver					
Other Direct Costs					
Translation					
Supplies					
Printing					
Communication					
Bank Fees					
Meetings and Conferences					
SUBTOTAL - DIRECT COSTS				-	
SUBTOTAL - INDIRECT COSTS				-	
TOTAL ESTIMATED COST (USD)				-	