



USAID | HONDURAS

FROM THE AMERICAN PEOPLE

September 21, 2015

REFERENCE: USAID/Honduras

Monitoring and Evaluation Services for Data collection

SUBJECT: SOL-522-15-000020

Dear Prospective Offerors,

The United States Agency for International Development in Honduras (USAID/Honduras) is currently requesting proposals of companies in order to contract Monitoring and Evaluation services to conduct the annual client household survey of USAID/ACCESO clients for FY 15; analyze this data; and enter relevant data in FTFMS.

If interested please review the enclosed documents as well 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 September 25, 2015 at 4:00pm. All the received questions and answers will be posted in the American Embassy Tegucigalpa Web Page (Solicitations) by COB September 28, 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

Prospective Offerors must submit documents requested in Sections 2.1 Technical Proposal and 2.2 Financial Proposal following the instructions stated in the enclosed Statement of Work. (electronic submissions only) Financial Proposals must be submitted in separate electronic files to the attention of Maria Sara Posas via email to mposas@usaid.gov no later than October 02, 2015 at 4:00pm.

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.

Proposals must be written in English on standard letter format (8.5"x 11"), 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





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SOLICITATION

Monitoring and Evaluation Services for Data collection and Reporting of USAID-ACCESO FY 2015 results

SECTION 1. STATEMENT OF WORK

1.1. INTRODUCTION

USAID-ACCESO is a four-year activity, funded by the United States Agency for International Development (USAID) Office of Economic Growth in Honduras, to move rural Honduran households out of extreme poverty and under-nutrition by improving their incomes. USAID-ACCESO represented the core investment of USAID/Honduras' Feed the Future (FTF) Project.

The Activity began start-up activities in April 2011 and fielded senior technical staff in May 2011. The Activity was scheduled to finish in February 2015, but was extended through August 2015 to allow continuity of services with successor FTF activities. USAID-ACCESO assisted over 30,000 households living in poverty.

Annual reporting for USAID-ACCESO is aligned with U.S. Government Fiscal Year (FY) and Feed the Future Monitoring System (FTFMS) reporting. To this end, an annual data collection survey is conducted during the last quarter of every Fiscal Year. Since USAID-ACCESO income generation activities are fundamentally derived from agriculture, most results of USAID-ACCESO's technical assistance are achieved at harvest end of the main agricultural season in Honduras (first quarter of the FY) and the end of the coffee year (second quarter of the FY).

USAID-ACCESO ended field activities in May 2015 when new FTF activities began implementation. The final report of USAID-ACCESO was prepared based on data collected on a monthly or quarterly basis available up to April 2015 and data collected in September 2014 for indicators that use data from the annual client household survey.

With the gap between USAID reporting and the end of the agricultural and coffee season, results included in USAID-ACCESO's final report do not include the second half of the agricultural season of 2014 and the results of the 2014/2015 coffee season.

Since Honduras is one of the 19 Feed the Future focus countries, USAID/Honduras needs to collect, analyze and report FY 2015 results of USAID-ACCESO to be able to include them in the Performance Plan and Report (PPR) and FTFMS report during the first quarter of FY 2016.

1.2. SCOPE

USAID/Honduras will to contract monitoring and evaluation services to conduct the annual client household survey of USAID/ACCESO clients for FY 2015, analyze this data, and enter relevant data in FTFMS.

1.3. OBJECTIVES

The objectives of these services are:

1. Conduct the annual client household survey to collect FY 2015 USAID-ACCESO results, including end results of the 2015 agricultural season and the 2014/2015 coffee season.
2. Analyze the data collected through the annual client household survey.
3. Update USAID-ACCESO's final report based on the updated results from the annual client household survey.
4. Enter data into FTFMS.

1.4. TASKS

The tasks required for these services are:

- Prepare a work plan for the provision of the services.
- Establish a database to enter and process data.
- Verify and ensure that data calculation and results are comparable to data collected on previous years.
- Establish data collection and data entry teams and ensure proper training to carry out their tasks.
- Using USAID-ACCESO instruments, collect information from USAID-ACCESO clients to estimate results with a required 95 percent confidence level and five percent margin of error.
- Georeference households surveyed.
- Establish a mechanism for data quality assurance.
- Conduct the data entry, data cleaning, processing and analysis of the data collected (Approximately 1,000-1,500 surveys).
- Calculate the work plan, PMP and FTFMS indicators for FY 2015, including end results of the 2015 agricultural season and the 2014/2015 coffee season and nutrition indicators.
- Update USAID-ACCESO's final report to include the indicator results and adjust the corresponding narrative following the existing format and table of content used under the Activity.
- Participate in FTFMS training.
- Perform the data entry in FTFMS and address any clarification required by USAID.

- Estimate the Zone of Influence (ZOI) data required for FTF portfolio review with the Bureau of Food Security (BFS).

Technical directions shall be provided by the Economic Growth office through the designated Contracting Officer's Representative (COR) for the activity.

1.5. INFORMATION AND DATA PROVIDED FOR THE DELIVERY OF SERVICES

Attached to this solicitation for reference is an illustrative Performance Management Plan with required indicators, definitions and tables and PMP Excel table. Figures included are not actual.

Upon award, USAID will provide to the Offeror all the actual figures in databases from previous years, annual reports, PMPs, client names and their communities, nutrition centers, Indicator Reference Sheets required for the provision of the services. Access will be granted to FTFMS for data entry.

1.6. KEY PERSONNEL

The services require the following key personnel:

- **Chief of Party** – Master's Degree in the areas of Monitoring and Evaluation, Agriculture, Nutrition or related field; PhD is desirable. Knowledge of the rural context of Honduras, particularly in agriculture and nutrition. Oral, reading and writing proficiency is required both in Spanish and English languages. Experience in leading multidisciplinary teams and preparing technical reports is required. Familiarity with food security activities and Feed the Future indicators is a plus.
- **Agriculture income generation expert** – Master's Degree in Agriculture, Agricultural Economics, Rural development or related field. Knowledge of the rural context of Honduras is required. Oral, reading and writing proficiency is required both in Spanish and English languages. Experience in preparing technical reports is required. Familiarity with food security activities and Feed the Future indicators is a plus.
- **Nutrition expert** – Master's Degree in Nutrition, Health or related field. Knowledge of the rural context of Honduras is required, particularly on child nutrition. Oral, reading and writing proficiency is required both in Spanish and English languages. Experience in preparing technical reports is required. Familiarity with food security activities and Feed the Future indicators is a plus.
- **Monitoring and Evaluation expert** – Master's Degree in Statistics, Agricultural Economics, Agriculture, or related field. Knowledge of the rural context of Honduras is required, particularly on monitoring and evaluation of agriculture and nutrition projects. Oral, reading and writing proficiency is required both in Spanish and English languages. Experience in field survey, data analysis and preparing technical reports is required. Familiarity with food security activities and Feed the Future indicators is a plus.

1.7. DELIVERY

The contractor shall deliver to USAID the following deliverables:

DELIVERABLE	TIME	SPECIFICATIONS
1. Work plan.	5 days after award	Work plan shall be delivered in electronic PDF and Word format and five printed hard copies. USAID will approve the work plan.
2. Updated Performance Management Plan and work plan indicator tables	Oct 30	Tables shall be delivered only in electronic Excel format.
3. Draft updated USAID-ACCESO final report in electronic PDF and Word format for USAID comments.	Oct 10	Draft report shall be delivered only in electronic PDF and Word format. PMP tables shall be delivered in Excel format. USAID will provide comments or clearance to prepare the final report.
4. FTFMS report	Nov 10	Submitted online to USAID through FTFMS.
5. Final updated USAID-ACCESO report	Nov 15	Final report shall be delivered in electronic PDF and Word format and five printed hard copies. Final report shall include the databases of the survey in electronic format. USAID will approve the final report.

All deliverables shall be presented in English.

1.8. PLACE OF PERFORMANCE

Field services will be performed in the Zone of Influence (Departments of Santa Bárbara, Copán, Ocotepeque, Lempira, Intibucá and La Paz). All the other-office derived services can be performed outside the Zone of Influence in Honduras. No international travel costs shall be included. Any work overseas shall be performed remotely.

1.9. PERIOD OF PERFORMANCE

The period of performance for the main activities is estimated at 120 days after award. The time of performance will be adjusted (decreased or increased) depending on the date of signature of the award and the closing date for FTFMS data entry and reporting.

1.10. SECURITY

The contractor will follow the guidelines defined in the security plan of USAID-MERCADO activity as applicable to this award. This plan will be provided upon award.

SECTION 2. PROPOSAL INSTRUCTIONS

2.1. TECHNICAL PROPOSAL

The Offeror shall present a proposal with the following structure:

1. Summary description of proposed approach (2 pages maximum)
2. Staffing plan (1 page maximum)
3. Schedule (1 page maximum)
4. CV of key personnel
5. Past performance (maximum 5 experiences in the past 5 years)

2.2. FINANCIAL PROPOSAL

(a) The award will be a Lump Sum contract. The Offeror shall present a quote for the provision of the services and proposed payment schedule for three scenarios: 1,000 surveys; 1,250 surveys; and 1,500 surveys.

(b) PROPOSED COSTS/PRICES

The Offeror must submit a cost proposal that complies with the instructions listed below:

(i) The Offeror must submit a SUMMARY BUDGET that reflects the summary cost information for each of the major budget categories, listing each of the contract years separately, and detailing the program total for the entire contract, item for item, in the last column of the spread sheet.

(ii) The Offeror must also submit a DETAILED BUDGET that reflects every estimated cost item, broken out detailing unit prices and estimated quantities. The detailed budget must reflect the individual cost items for each of the contract years and detail the program total for the entire contract, item for item in the last column of the spread sheet.

NOTE: The electronic copy of the summary and detailed budget must be compatible to EXCEL.

(c) The following standard cost elements shall be included in the submission as applicable.

COST ELEMENT	TOTAL AMOUNT
Salary and Wages	\$ _____
Fringe Benefits	\$ _____
Travel	\$ _____
Subcontracts/Consultants	\$ _____
Allowances	\$ _____
Other Direct Cost*	\$ _____
Indirect Costs	\$ _____
TOTAL ESTIMATED COST	\$ _____
Fixed Fee	\$ _____
TOTAL EST. COST PLUS FIXED FEE	\$ _____

* Other Direct Costs: Include Procurement, Equipment and Supplies, Communications and Security

2.3. LANGUAGE

Proposals shall be presented in English

2.4. PROPOSAL DELIVERY INSTRUCTIONS

(a) The Offeror should submit electronically the Technical and Cost Proposals by the established date and time at the following e-mail address: mposas@usaid.gov. However, electronic files shall not exceed the 20 MB limit (per email), and shall not be zipped files. Attachments shall be compatible with MS WORD, Excel or PDF, as applicable. Technical and Cost Proposals must be kept separate, each on different emails. Each email shall contain in the subject line the name of the Offeror, solicitation number, and sequential numbering per email if more than one email is submitted.

(b) Closing Date and Time. All proposals in response to this Solicitation shall be due at the electronic address specified in paragraph (a) above, not later than Friday September 25, 2015 at 2:00 pm Honduras time.

SECTION 3. EVALUATION FACTORS

3.1. GENERAL INFORMATION

- (a) The U.S. Government may award a contract without discussions with offerors in accordance with FAR 52.215-1.
- (b) The Government intends to evaluate offerors in accordance with Section 3.2 of this solicitation and make contract award to the responsible Offeror whose proposal represents the best trade off to the U.S. Government.
- (c) Technical Proposals must not make reference to pricing data in order that the technical evaluation may be made strictly on the basis of technical merit.
- (d) For overall evaluation purposes, technical factors when combined are considered significantly more important than cost/price factors.
- (e) Offerors must organize the technical proposal to follow the technical evaluation criteria. The Offeror is urged to examine this solicitation in its entirety, ensuring that the proposal contains all the necessary information, provides all required documentation and is complete in all respects since evaluation of the proposal will be based on the actual material presented, and not on the basis of what is implied.
- (f) Offerors are to present detailed information only when required by specific Solicitation instructions. Proposals should be specific, complete, and concise. The Technical Proposal in response to this solicitation should address how the Offeror intends to carry out the Statement of Work. It should also contain a clear understanding of the work to be undertaken and the responsibilities of all parties involved.

3.2. EVALUATION CRITERIA

The criteria below are presented by major category and are in descending order of importance and the sub criteria are of equal weight. The criteria below reflect the requirements of this particular solicitation.

Offerors should note that these criteria: (1) serve as the standard against which all proposals will be evaluated, and (2) serve to identify the significant matters which Offerors should address in their proposals.

(a) Key Personnel and staffing plan

- The extent to which the credentials indicate the proposed Chief of Party will lead this activity toward achieving results and deliverables on time with the quality and accuracy required.
- The extent to which the credentials indicate the proposed Agriculture income generation expert will lead this activity toward achieving results and deliverables on time with the quality and accuracy required.
- The extent to which the credentials indicate the proposed Nutrition expert will lead this activity toward achieving results and deliverables on time with the quality and accuracy required.
- The extent to which the credentials indicate the proposed Monitoring and Evaluation expert will lead this activity toward achieving results and deliverables on time with the quality and accuracy required.
- The extent to which the Offeror presents a staffing plan to lead this toward achieving results and deliverables on time with the quality and accuracy required.

(b) Schedule

- Extent to which the schedule responds to the Statement of Work and Technical Approach.
- Extent to which activities, tasks and deliverables are coherent and logical.
- Feasibility of achieving the expected results and deliverables on time.

(c) Technical Approach

- Extent to which the technical approach addresses the Statement of Work.
- Understanding of the services required and quality and accuracy requirements.
- Approach for sample design.
- Feasibility of the strategy to conduct the field survey.
- Feasibility of data processing, analysis and reporting.

(d) Past Performance

- Extent to which references provided by the Offeror and information obtained from other sources reveal strong past performance of the prime contractor and major subcontractor(s) in areas including but not limited to Business Relations, Quality of Product or Service, Cost Control, Timeliness of Performance, Subcontracts, Contractor

Key Personnel, and Customer Satisfaction. If the performance information contains negative information on which the Offeror has not previously been given an opportunity to comment, USAID will provide the Offeror an opportunity to comment on it prior to its consideration.

- In cases where (i) an Offeror lacks relevant performance history, (ii) information on performance is not available, or (iii) an Offeror is a member of a class of Offerors where there is provision not to rate the class against a sub factor, then the Offeror will not be evaluated favorably or unfavorably on performance. The "neutral" rating assigned to any Offeror lacking relevant performance history is a score commensurate with the percentage of points received vs. possible points. An exception to this neutral rating provision: the non-small businesses prime with no history of subcontracting with small business concerns. Prior to assigning a "neutral" past performance rating, the Contracting Officer may take into account a broad range of information related to an Offeror's performance.

3.3. COST PROPOSAL EVALUATION

Cost proposals within the competitive range will be evaluated, but will not be assigned a rating; evaluation will include a determination of accuracy, completeness, and reasonableness. The Government will also evaluate the proposed costs, to determine if they are realistic using proposal analysis techniques consistent with FAR 15.404.

3.4. BEST VALUE

The Government intends to award a contract resulting from this solicitation to the responsible Offeror whose proposal represents the best value after evaluation in accordance with the factors as set forth in this solicitation. Best value is defined as the offer that results in the most advantageous solution for the USG, in consideration of the evaluation factors listed in this section.

3.5. DETERMINATION OF THE COMPETITIVE RANGE AND CONTRACT AWARD

(a) Competitive Range

If the Contracting Officer determines that discussions are necessary, he/she will establish a Competitive Range composed of only the most highly rated proposals. In certain circumstances the Contracting Officer may determine that the number of most highly rated proposals that might otherwise be included in the competitive range exceeds the number at which an efficient competition can be conducted. Should that be the case, the Contracting Officer may then limit offers in the competitive range to the greatest number that will permit an efficient competition among the most highly rated offers. The Government may exclude an offer if it is so deficient as to essentially require a new technical proposal. The Government may exclude an offer so unreasonably priced, in relation to more competitive offers, as to appear that there will be little or no chance of becoming competitive. The Government may exclude an offer requiring extensive discussions, a complete re-write, or major revisions such as to allow an Offeror unfair advantage over those more competitive offers.

(b) Award

In accordance with FAR 52.215-1(f), the Government intends to award a contract or contracts resulting from this solicitation to the responsible Offeror whose proposal represent the best value after evaluation in accordance with the factors and sub factors as set forth in this solicitation.