



## **REQUEST FOR PROPOSAL**

Final Program Performance Evaluation  
EFSP-17-0041-00

### **Under**

Sierra Leone Emergency Food Security Program (EFSP)

### **Funded By**

USAID

AID-FFP-G-15-00050

<b>RFP Release Date:</b>	August 10, 2017
<b>Performance Period:</b>	August 29 – November 15, 2017
<b>Proposal Submission Deadline:</b>	August 28, 2017
<b>Question/ Inquiry Submission Deadline:</b>	August 18, 2017

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## I. INTRODUCTION

### A. COMPANY BACKGROUND

Based in Washington, D.C., ACDI/VOCA is a nonprofit international development organization that delivers technical and management assistance in agribusiness, financial services, enterprise development, community development and food security in order to promote broad-based economic growth and vibrant civil society. For more information, go to [www.acdivoca.org](http://www.acdivoca.org).

### B. PROGRAM BACKGROUND

The Ebola Virus Disease (EVD) in West Africa began in Guinea in February 2014 and quickly spread to neighboring countries Liberia and Sierra Leone. Once the disease had entered Sierra Leone the lack of basic infrastructure including facilities, logistics, and communications resulted in a rapid spread of the virus to every district in the country.

In response to the sudden and rapid spread of the disease, the Government of Sierra Leone declared a State of Emergency in July 2014, and restrictions on all types of public gatherings and the closure of schools and markets were codified into law. During this emergency period, the movement of people was restricted, households and villages were quarantined, farmers were unable to attend to their farms, and small business owners were unable to conduct their business as usual or resupply their stocks of goods.

Due to their inability to pursue their normal livelihood activities during the state of emergency, many households lost their basic livelihood resources during the EVD emergency and were unable to recover and stabilize themselves to pre-Ebola levels once the State of Emergency was lifted. As evidence, in September 2015 a joint WFP FAO Comprehensive Food Security & Vulnerability Analysis reported that 54.2% of rural households reported less income than previous years.

Following the EVD emergency, other important socio-economic factors, such as healthcare systems and local markets, also faced slow progress toward recovery. By the time Sierra Leone was declared Ebola free by the World Health Organization on November 7, 2015, the country had experienced 14,601 cases of EVD resulting in 3,955 fatalities.

To address these economic and social impacts of Ebola in Sierra Leone, USAID/FFP awarded funding for ACDI/VOCA's the Sustainable Nutrition and Agriculture Promotion Plus (SNAP+) program in April 2015. Designed as an Ebola response and recovery program, a key component of the program was direct unconditional cash transfers to EVD affected households. The SNAP+ program also included activities designed to complement ACDI/VOCA's pre-existing Title II Sustainable Nutrition and Agriculture Promotion (SNAP) which was a multi-year development project implemented from 2010-2016.

## II. PURPOSE

The purpose of this performance evaluation is to provide answers to a specific set of research questions developed to investigate the extent to which direct cash transfers to households was an efficient, effective mechanism for enabling them to restore food security, and their livelihoods, following the sudden and widespread epidemic of Ebola Virus Disease (EVD) in Sierra Leone.

The evaluation findings will contribute to the body of knowledge concerning the use of direct cash transfers rather than food/commodity distribution as a recovery strategy following these types of extreme health emergencies that have widespread impacts on local and national economic and social structures.

It is expected that focus group and key informant interviews will be the primary data collection methodologies used by the performance evaluation team, but quantitative data, related to program impact indicators, collected externally and made available to evaluators as well as the supplemental final endline survey of Phase I beneficiaries mentioned earlier and collected by the evaluator(s) will be used to triangulate and/or expand upon the evaluation team findings.

## A. SCOPE OF WORK

ACDI/VOCA is seeking expressions of interest from external evaluator(s) to design and carry out a final end-of-project summative performance evaluation for the Emergency Food Security Program (EFSP) implemented for post-Ebola recovery in Sierra Leone between April 10, 2015 and December 31, 2017. The successful bidder will conduct a final evaluation of ACDI/VOCA's SNAP Plus project in Sierra Leone that consists of two components to determine to what extent the program, particularly cash transfers, contributed to recovery of household food security and fostered resilience against future shocks from similar emergencies that impact social and economic development.

The EFSP program was implemented in two phases. **Phase 1** implemented between April, 2015 – December, 2016 addressed immediate impacts on household food security due to disruptions in agricultural production, access to markets and livelihoods activities due to the Ebola emergency. **Phase 2** implemented between January – December, 2017 is placing additional emphasis on post EVD recovery. Field work will be completed by the end of October, 2017.

The final evaluation planned consists of:

**Component One** will be a review of the quantitative end-line survey consisting of a representational sample of households receiving cash transfers taken at the last cash disbursements (October, 2016 for Phase I and September, 2017 for Phase II). The surveys are conducted by an independent firm in Sierra Leone and data will be available. This end-line data measures change against the two primary impact indicators under the EFSP Program, household dietary diversity score (HDDS) and the household hunger score. *In addition*, the evaluator(s) will undertake a supplemental final endline of Phase I beneficiaries that will measure the impact of the program one year after their final cash distribution.

**Component Two** will be a qualitative evaluation that will answer key research questions on the effectiveness and efficiency of the program to address household food security in an emergency context. A series of focus groups and key informant interviews will be conducted to gather information on respondents' attitudes and practices related to the use of cash to address recovery of household food security and livelihoods post-Ebola. Respondents will be sampled from beneficiaries in the EFSP Program intervention area, as well as key stakeholders from National, District and local government authorities.

The final evaluation will be conducted during the period October 14–October 27, 2017 with preparatory work starting upon award. Bidders should respond with a proposal that includes responses to both Component One and Component Two. These should include the review and incorporation of previously collected data presented in the Phase I and Phase II endline surveys *and supplemental Phase I beneficiary data* collected by the evaluator(s) during their field work and the final qualitative performance evaluation.

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### 1. TWO PHASE IMPLEMENTATION

**Phase 1** of SNAP+ activities (June 2015 through December 2016) were implemented in Bombali, Tonkolili, and Kailahun Districts. Phase 1 interventions targeted Ebola impacted households with unconditional cash transfers and, additionally, provided support to the on-going SNAP program's development activities that included:

- Restore agricultural productivity of Commercial Farming Groups
- Village Savings & Loan Associations Recovery Grants
- Value Chain Agribusinesses Recovery Grants
- Nutrition Support to Children Aged 6-59 Months at Risk of Malnutrition

**Phase 2** (January through December 2017) was developed to address recovery needs of communities that were not covered during Phase 1 in Bombali and Tonkolili Districts. Phase 2 provided households with unconditional cash transfers and, additionally, included beneficiary-based training activities related to:

- Maternal and child nutrition, household nutrition, and Water, Sanitation and Hygiene (WASH)
- Household Economic and Financial Planning

- Access to Village Savings & Loan Associations

After ACDI/VOCA's much larger development program, SNAP, came to an end in December 2016, the continuation of SNAP+ Ebola recovery activities were rebranded as the Emergency Food Security Program (EFSP) to avoid confusion.

#### PROGRAM OVERVIEW TABLE

	Phase 1	Phase 2
<b>Program Title</b>	Sustainable Nutrition and Agriculture Promotion Plus (SNAP+)	Sustainable Nutrition and Agriculture Promotion Plus (SNAP+) – rebranded as EFSP during implementation
<b>Implementer</b>	ACDI/VOCA as prime and International Medical Corps (IMC) as subrecipient	ACDI/VOCA as prime
<b>Regions in Sierra Leone</b>	Kailahun, Bombali, Tonkolili, and Koinadugu	Bombali, and Tonkolili
<b>Total Funding Level Requested</b>	\$9,000,000	\$4,740,816
<b>Start and End of Award</b>	April 14, 2015 – December 31, 2016	January 1, 2017 – December 31, 2017
<b>Resources Requested by Interventions(s) in USD</b>	Cash Transfer \$6,756,998; Local Procurement \$1,190,778; Food Distribution \$1,052,223	Cash Transfer \$4,740,816
<b>Number of Beneficiaries (per intervention)</b>	Cash Transfer 75,420; Local Procurement 32,052; Voucher 19,875	Cash Transfer 48,800

## 2. PROGRAM OBJECTIVE AND INTERMEDIATE RESULTS

**Program Objective:** To support vulnerable households to recover from the social and economic shocks as a result of the Ebola Viral Disease emergency.

**IR1: Objective 1:** Increase agricultural production at the community level to support early recovery through the increased availability of food and stable prices resulting in increased access to food in local markets (Phase 1 only)

**IR2: Objective 2:** Reduce negative coping strategies by ensuring vulnerable households can access food available in local markets as well as strengthen nutrition of children at risk of malnutrition through complimentary foods from remaining Title II Food Aid Commodities and locally available produce/supplements (Phase 1 and Phase 2)

**IR4: Objective 3:** Strengthen Local Markets/Enterprises Through Increasing Production and Therefore Increase the Availability of Food In Low Surplus Areas (Phase 1 and Phase 2)

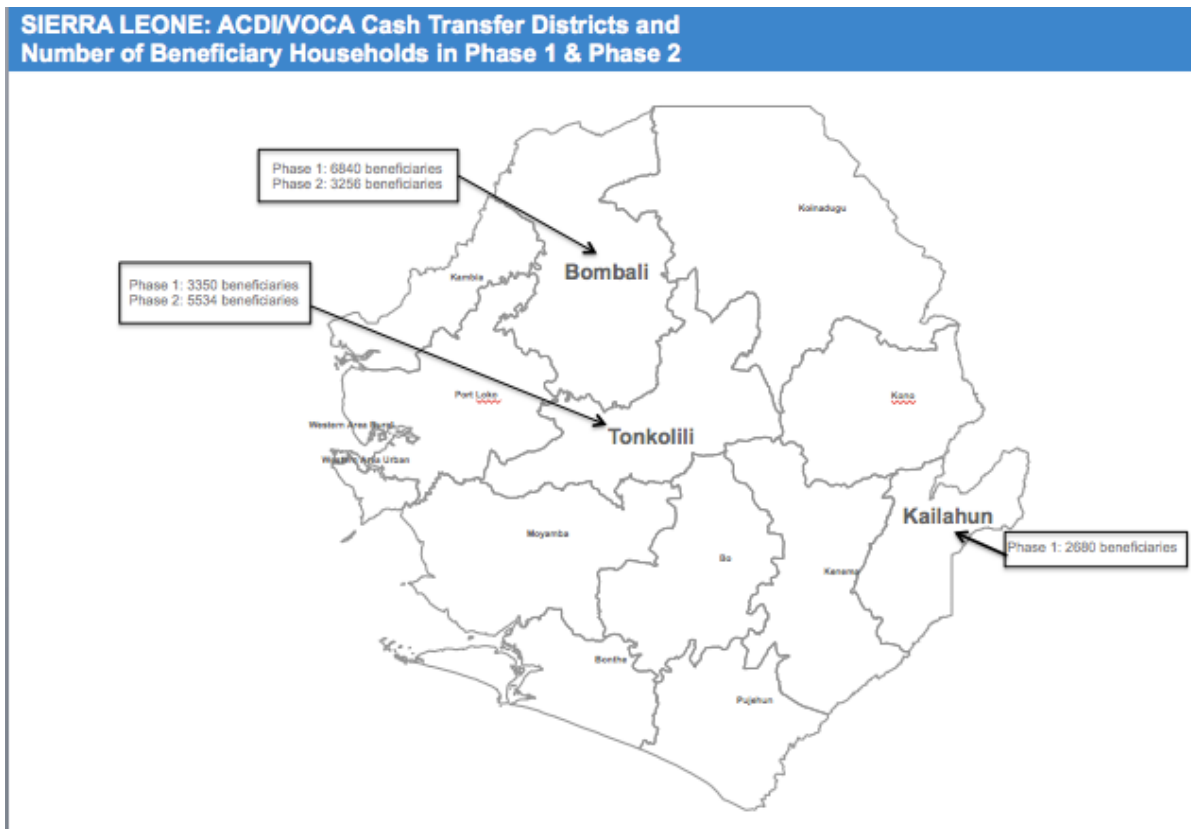
## 3. GEOGRAPHIC COVERAGE

**Phase 1** was implemented in 65 sections<sup>1</sup> within of 14 Chiefdoms in Kailahun (5), Bombali (5) and Tonkolili (4) Districts.

**Phase 2** was implemented in 26 sections of 6 Chiefdoms within Bombali (3) and Tonkolili (3) Districts and targeted sections that were not covered during Phase 1.

<sup>1</sup> Sections are political sub-divisions of Chiefdoms, which are, in turn, political sub-divisions of Districts.

A map showing the beneficiary count per District is shown below. Communities and beneficiaries served during each Phase of program implementation are unique, and there is no overlap in the beneficiary count for Phase 1 and Phase 2 shown in the graphic below. Detailed maps are shown in Appendix D.



#### 4. BENEFICIARY HOUSEHOLD SELECTION PROCESS

The targeting approach assumed that although the number of people directly impacted by EVD, in relation to the size of the population, was relatively small, the indirect impacts of EVD affected the larger population because of lost labor opportunities, a ban on group gatherings, fear of infection, quarantines, border closures, and restrictions on movement limiting access to health and market outlets. These impacts had direct implications on economic, health, and livelihood outcomes for households.

During **Phase 1**, the beneficiary selection process relied on a community identification process using the National Committee for Social Action’s (NaCSA) Light Proxy Means Test (LPMT) to identify vulnerable households. This survey ranks household poverty through a series of question responses, and was administered through an open community forum that allowed on-the-spot information verification and household selection. Households pre-selected by locally formed community identification committees (CICs) were surveyed using the LPMT questionnaire and those with highest LPMTs were selected for the program. A sample of those households was later verified for response accuracy through a follow-up survey conducted by ACIDI/VOCA. During Phase 1, a total of 13,552 beneficiary households were identified for program enrollment.

During **Phase 2**, the NaCSA LPMT poverty identification survey was augmented with a set of questions developed by ACIDI/VOCA to more clearly identify households that were impacted by EVD, rather than simply identifying households based on their poverty level.

Because of this revised beneficiary selection criteria, the households that were enrolled in Phase 2 had a clearly demonstrable potential for post-EVD economic recovery. During Phase 2, a total of 8,788 households were identified for program enrollment.

In Phase 2, initial candidates for beneficiary household selection were nominated by communities based on a set of EVD impact criteria provided by ACIDI/VOCA. These criteria are shown in Appendix F. Communities were held accountable for the accurate

pre-identification of potential beneficiaries under the criteria provided. Like Phase I, households submitted to the revised survey tool and selected based on high score evidencing EVD impact.

The 13,552 beneficiaries in Phase 1 and the 8,788 beneficiaries in Phase 2 are completely independent. There is no overlap among Phase 1 and Phase 2 beneficiaries.

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## 5. QUESTIONS THAT MUST BE ANSWERED AND HOW THEY MUST BE ANSWERED

By the time the final evaluation field work begins, it will have been more than 12 months since Phase 1 beneficiaries received their final cash transfer payment (July 2016), and approximately 30 days since Phase 2 beneficiaries received their final payment (Sept/Oct 2017), requiring that the two groups be treated as separate populations to ensure that each is represented adequately in the field research. As stated above, there is no overlap among beneficiaries in the two populations, although there might be overlap among higher level key informants such as local authorities or government officials. Relative sample sizes should reflect the two groups and incorporate collection of the household dietary diversity score and household hunger score from Phase 1 participant households. Data was collected at the end of Phase 1 and Phase 2 during the final cash transfer providing a consistent endline point for Phase 1 and Phase 2. Final endline data will be collected by the evaluator(s) for Phase 1 beneficiaries as part of this evaluation to determine their status one year following their final cash transfer receipt.

**QUESTION 1:** To what extent did households that participated in the EFSP achieve food security and improved resilience as measured by these quantitative variables:

- The household hunger scale
- Household dietary diversity score
- Reduced coping strategies index (measured using a harmonized tool shared between other USAID funded FFP Ebola recovery programs & using this indicator)
- Meal frequency (standard USAID indicator protocol)
- Expenditure on food and non-food (measured using a harmonized tool shared between other USAID funded FFP Ebola recovery programs & using this indicator)

**In addition to an analysis of the quantitative data,** the evaluator will be expected to address the extent to which beneficiary participation in the following activities contributed to improving the ability of households to mitigate, adapt, and recover from the economic impacts of the Ebola emergency:

- Cash transfers (Phase 1 & 2)
- VSLA membership (Phase 1 & 2)
- Income-generating activities started or supported by cash transfers (Phase 1 & 2)
- Received nutrition training (Phase 1 & 2)
- Received household financial management training (Phase 2)
- Post-harvest management training (Phase 1)
- Agriculture support (inputs, training, conditional ag. cash grants) (Phase 1)

Overall, this inquiry will take the form of:

- Quantitative analysis of HDDS and HHS disaggregated by participant/non-participant in the activity categories listed above
- Focus group interviews targeting the participants in the activities listed above with the questions exemplified in Appendix E.

## HOW THIS WILL BE MEASURED:

Data for the two outcome indicators: HH Dietary Diversity Score and Household Hunger Scale will be collected during a program endline survey of beneficiary households. This data will be collected by an independent contractor prior to the evaluator(s) arrival and made available for analysis. To measure longer term impact of the program, the evaluator(s) will administer the same endline survey questionnaire to a representative sample of Phase I program beneficiaries who received their last transfer one year ago.

Sample selection for the final endline survey will use a two-stage cluster sampling methodology that incorporates probability proportional to size (PPS) for cluster selection, and then simple random selection among the households within each selected cluster to identify households for the survey interviews. Evaluators should be aware of and provide for translators to accommodate the most-likely language(s) spoken in the cluster samples selected.

Cash transfer payment sites will be used as the sampling frame for PPS cluster selection (Stage 1), and the lists of households receiving cash at PPS selected payment sites will be used for random selection of households to be interviewed (Stage 2). In SNAP+ Phase 1, there were 68 payment sites; in EFSP Phase 2, there were 33 payment sites. In developing their logistics plan, evaluators should take into consideration driving distances between Districts, Chiefdoms, payment sites and communities where respondents are located. ACDI/VOCA can assist with this information once the PPS frame is developed.

The survey questionnaire wording for HDDS and HHS, and the method for initial data analysis, will follow the prescribed wording and data analysis methodology described in USAID/FFP guidance documents.<sup>2</sup>

As part of the performance evaluation, a more in-depth analysis of HDDS and HHS data will be conducted to include:

- Comparison of HDDS and HHS endline data with baseline data reported by beneficiaries at endline survey conducted at final payment.
- Comparison of HDDS and HHS for households reporting VSLA membership and those who are not VSLA members
- Comparison of HDDS and HHS for households reporting to have started or strengthened an Income Generating Activity (IGA) using Cash Transfer income and those reporting that they do not have an IGA
- Comparison of HDDS and HHS for households reporting to have used program nutrition messages to make dietary decisions and those who reported that they did not consider program nutrition messages for HH dietary decisions
- Comparison HDDS and HHS for households reporting to have used SNAP+ economic and financial management messages to make household spending decisions and those who reported that they did not consider program economic and financial management messages for HH spending decisions

**QUESTION 2:** To what extent were the systems, processes, and procedures used by the program for delivering cash transfers and non-cash assistance to participants effective, efficient, and sustainable during the period of program implementation?

In answering this question, the evaluator should address the following:

- Accountability, timeliness, and cost of delivering the cash and non-cash assistance to participating households – KEY INFORMANT INTERVIEWS (KIIs) and FOCUS GROUP
- Assess the participants' perception about the cash transfer and non-cash delivery processes and procedures – FOCUS GROUP
- Explore the gender implications of cash transfer and non-cash assistance – 2 FOCUS GROUPS – FEMALES RECEIVING CASH / MALES IN HOUSEHOLDS RECEIVING CASH
  - Decision making
  - Gender relations
  - Protection

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<sup>2</sup> “FFP Indicators Handbook, Part I: Indicators for Baseline and Final Evaluation Surveys” April 2015 ([www.fsnnetwork.org/sites/default/files/Part%20I\\_Baseline%20and%20Final%20Evaluation\\_04.13.2015.pdf](http://www.fsnnetwork.org/sites/default/files/Part%20I_Baseline%20and%20Final%20Evaluation_04.13.2015.pdf))



- Highlight key lessons that can be learned from the approaches, processes, and procedures used

**HOW THIS WILL BE MEASURED:**

From demographic and participation data provided by the program, evaluator(s) will select representative households from various components of the program particularly households with pregnant/lactating women and households participating in Village Savings and Loan Associations resulting in a representational sample of beneficiary households participating at varying degrees in the program. The qualitative review will focus on gathering relevant qualitative data that will facilitate a deeper understanding of processes and approaches, perceptions, and behaviors and other factors that have contributed to achievement and/or non-achievement of objectives. Focus group discussions and the key informant interviews include major stakeholders, partners, and beneficiaries. For gender sensitivity, the evaluation will ensure that there are some gender disaggregated interviews, focus groups, and meetings.

**QUESTION 3:** To what extent did the collaboration and coordination with public and private sector stakeholders:

- Result in enhanced capacity to deliver cash transfers as a form of social protection to vulnerable households and - KII
- Contribute to effective delivery of cash transfers during the emergency and recovery phases - KII
- Contribute to systems strengthening of social safety net programming among the various public-private stakeholders at the national and local levels KII AND FOCUS GROUP
- Provide a platform for shared learning in cash transfer programming at the national and regional levels KII

In answering this question, the evaluator should address the following:

- Compliance with national standards and policies on social safety nets
  - Alignment with government policies and national social protection strategy?
  - Participation and contribution to the President’s Priorities on Social Protection?
- Connectedness and coherence with other actors such as NGOs, donors, UN organizations (e.g. WFP, FAO, UNDP), multilateral agencies, Government agencies (e.g. NACSA, Ministry of Social Welfare), etc.

**HOW THIS WILL BE MEASURED:**

Key informant interviews will be used to determine the level of collaboration and coordination achieved and how this impacted on program effectiveness and efficiency. It is anticipated that interviews will include representatives of the Government at National, District, Chiefdom and local authorities at community level. In addition, KIIs should be focused at the National Commission for Social Action (NaCSA) and World Bank relative to social safety-net programs in Sierra Leone. Finally, as a key coordination body, members of the cash transfer working group should also be included.

**B. DELIVERABLES**

The full process of final evaluation will commence on upon award with development of the tools and the work plan for the final evaluation. The evaluator(s) firm will prepare: 1) an evaluation work plan (including evaluation methods and tools etc.); and 2) an evaluation report in accordance with standards identified in the award document. Below are the main deliverables of the final evaluation:

- 1) An inception report (prior to any field work) including a detailed evaluation methodology, evaluation question matrix, proposed data collection tools and analysis approach, and evaluation work plan (with corresponding timeline). The evaluation plan will include the methodology and tools and the logistics, staffing, and field work plans.
- 2) A presentation of initial findings to the Sierra Leone staff (using PowerPoint) for discussion and feedback prior to development of the draft report. The evaluation will also be prepared to present to the host government, USAID / FFP and/or others as requested by ACDI/VOCA prior to leaving Sierra Leone.
- 3) Evaluation first draft report to ACDI/VOCA for internal review
- 4) Evaluation final draft report due to ACDI/VOCA
- 5) Submission of database and datasets in compliance with USAID Food for Peace emergency project requirements

## 1. TIMEFRAME

The final evaluation will be commenced in September 2017 and the first draft of the evaluation report should be made available by October 15, 2017. Upon returning to Freetown, the evaluator will prepare a presentation of preliminary findings to be presented to the project's senior management team and selected project partners before departing the country. Summary of schedule for evaluation process is described in the table below.

### **TIMETABLE FOR QUALITATIVE PERFORMANCE EVALUATION**

<b>Date</b>	<b>Performance Evaluation Activities/Tasks</b>
August 10	The bid process is aired on websites and in newspapers
August 28	Review of evaluator(s) responses and selection
September 1	Selected evaluator(s) agreement process finalized
	Consulting firm will begin the work and reviewing all project documents and reports (literature review)
September 5	Submission of inception report which includes survey work plan, data collection tools/ questionnaire, field manuals, sampling determination and logistics etc.
September 9	Review of Inception report by ACDI/VOCA. Feedback given to evaluation team.
September 12	Evaluation team incorporated comments and submit final inception report and evaluation tools
September 15	Evaluation team arrives to Sierra Leone. Evaluation team receives quantitative survey data, survey methodology summary, and initial data summary tables
September 16-18	Discussions with ACDI/VOCA Freetown staff and field preparations
September 20-30	Field work – focus group and key informant interviews
October 2	Presentation(s)/ consultation(s) of preliminary findings with ACDI/VOCA management
October 15	Submission of draft report for internal review
October 19	SNAP provides feedback on draft report, for incorporation
October 25	Submission of the final report to ACDI/VOCA
October 31	USAID provides feedback on draft report, for incorporation
November 15	Submission of Final Evaluation Report

## III. CONTRACT MECHANISM & TERMS OF PAYMENT

ACDI/VOCA anticipates issuing a fixed price purchase order to an Offeror.

ACDI/VOCA will issue fixed payment(s) based on submission and ACDI/VOCA acceptance of deliverables. Once an award is issued, it will include a fixed price payment schedule with deliverables specified above. A copy of the purchase order terms and conditions are attached to this RFP for informational purposes.

If issuing a cost reimbursement or time and materials subcontract, delete the purchase order template and include either the cost reimbursement or time and materials template as appropriate

## IV. PROPOSAL PREPARATION AND SUBMISSION REQUIREMENTS

### A. INSTRUCTIONS FOR PROPOSAL PREPARATION

The selection committee will evaluate the Offerors based upon their written technical and cost proposals. Each section will be evaluated according to the criteria for evaluations in Section V. Offerors are expected to examine the specifications and all instructions in the RFP. Failure to do so is at the Offeror's risk. Interested Offerors must provide the following:

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#### 1. CAPABILITY AND TECHNICAL EXPERIENCE STATEMENT

Demonstrate capabilities and technical experience by providing the following:

- a. Organization Overview: Give a brief, general overview to demonstrate the Offeror's overall qualifications to fulfill the requirements of this RFP (1 page).
- b. Capabilities Statement: Provide a comprehensive discussion of the Offeror's capabilities with emphasis on the team that will be assigned to the work detailing technical area(s) covered and experience (CVs should be included as an attachment to the technical proposal), Level of resources and support anticipated from head office and any current/recent experience conducting similar evaluations.
- c. Offeror understanding of the SOW: Description expressing understanding of SOW (1 page).
- d. Project Approach: Provide a detailed proposal (no more than 5 pages) explaining how the firm intends to achieve the expectations set forth in section II, including specifications of any data collection equipment required.
- e. Partner/Subcontractor: Give a description of any partner organization or subcontractor that you might contract with and a description of the division of level of effort and responsibility between your organization and the partner or subcontractor.
- f. Samples of the two most recent study reports authored by the firm

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#### 2. PROJECT STAFFING

Identify the project staffing and the percentage of the time each will spend on this activity. Include no more than a half-page biosketch for each individual considered essential for the successful implementation of this contract.

Desired profile of the evaluation team:

- a. Prior experience conducting rapid assessments of USAID/FFP food security and cash transfer emergency recovery programs to evaluate the efficiency and effectiveness of program systems, processes, and procedures.
- b. Lead consultant should have at least 8 years' experience evaluating emergency/development programs with some of them including cash transfers.
- c. Team will include relevant expertise in statistics with analytical skills in evaluations and impact assessment of humanitarian programs particularly cash-based programs Including competency on the utilization of Statistical Packages Software such as SPSS or STATA.
- d. Experience with the use of focus group and key informant interviews as the primary tools for evaluative research
- e. Ability to effectively integrate quantitative data with the results of qualitative research
- f. Knowledge of USAID/FFP regulations, evaluation procedures, and evaluation reporting

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### 3. COST PROPOSAL

Offerors will submit a proposed budget with their proposals in a separate, sealed envelope (or separate file, if submitting via email) labeled “Budget Proposal.” The proposed budget will have sufficient detail to allow evaluation of elements of costs proposed. Budgets should be submitted in the currency in which your organization is located and will be paid; please label your budget with the name of the currency. ACDI/VOCA reserves the right to request any additional information to support detailed cost and price.

Offerors will also submit detailed budget notes accompanying their detailed budget. Proposals submitted without budget notes may not be evaluated.

Budget for the whole consultancy service will be presented in 3 parts. The first part will include the consultant cost (Fees, per diem for field (hotel, meals & incidentals), transportation (overseas & local), and overhead if any). Second part is for enumerators cost, which will be provided on a “per enumerator per day.” The third part should present costs for supplies and logistics (for example, paper, photocopy costs, internet connectivity, equipment for anthropometric measurements, venue & food cost for any training).

Offerors should utilize the same format of the budget template presented in Appendix B. If the offeror has any questions regarding the format that should be utilized for the budget, they should contact the indicated individual in section IV.B.2 of this RFP by email no later than the question/inquiry submission deadline on the cover page of this RFP. Budgets that are presented with a different format may not be evaluated.

ACDI/VOCA cannot honor exchange rates included in a budget and payments will be made according to the exchange rate at the time of payment. Offerors should also indicate the inclusion or exclusion of any applicable VAT. In general, ACDI/VOCA is exempt from VAT payments and will generally not reimburse for VAT. However, if the Offeror has knowledge of unavoidable duties, fees or taxes, these charges must be included as a separate line item in the cost proposal.

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### 4. REFERENCES

Please include three client references and contact information. References should have worked with your organization within the past two years in connection with the countries or regions (and if possible, subject matter) applicable to this RFP.

## B. INSTRUCTIONS FOR SUBMISSION OF PROPOSAL

1. The technical and price proposals shall be sent via email. Each volume shall be clearly identified with the RFP number and the Offeror’s name.

All responses to this RFP must be received no later than the submission deadline on the cover page of this RFP. Offerors must submit proposal electronically to:

ACDI/VOCA	
<b>Attention:</b>	Linnae Fath
<b>Email:</b>	LFath@acdivoca.org

Faxed offers are not acceptable.

2. All inquiries and requests for information regarding this RFP must be submitted by email to the following individuals no later than the question/inquiry submission deadline on the cover page of this RFP. Reference the RFP number in all questions/inquiries.

	Contractual	Technical
<b>Name:</b>	Linnae Fath	Mazen Fawzy
<b>Email:</b>	LFath@acdivoca.org	MFawzy@acdivoca.org

3. ACDI/VOCA will not compensate Offerors for their preparation of responses to this RFP.

## V. CRITERIA FOR EVALUATION

ACDI/VOCA will evaluate proposals based on a best-value determination; Offerors should submit their most competitive price proposal. Proposals will be evaluated using the following criteria:

The offeror will be selected based on the evaluation of both technical and financial scores. Evaluation committee members will review the technical proposal first and then will review the financial proposal of technically eligible firms. The ratio of technical to financial scoring will be 70:30.

**The following are the evaluation criteria for the Offeror’s technical proposal:** The technical proposal points will be broken down as follow:

- Offeror’s previous experience regarding donor, similar work and country (Sierra Leone): 20 pts
- References recommendations: 10 pts
- Appropriateness of sample methodology presented: 15 pts
- Team member composition and relevancy: 20 pts
- Time-bound rollout plan: 10 pts
- Data collection, quality assurance, data management plan & smart tools/sound equipment usage: 15 pts
- Analysis plan: 10 pts

**Cost proposal reviews will consider:** The cost proposal will be evaluated on an overall scale of 100 points.

- Cost reasonableness and allowability of the proposal;
- Cost-effectiveness to achieve deliverables;
- Compliance with ACDI/VOCA and USAID policies and prescribed payment schedule; and
- Appropriate structure of cost proposal (as indicated in Section IV.3.), which should include: Summary of Costs, Breakdown of Staff Remuneration, Travel and DSAs, miscellaneous, and overhead costs if any, as well as detailed budget notes depicting their budget.

The evaluation committee will review the technical proposal based upon the technical criteria listed above. The cost proposals will be reviewed to ensure they are complete and free of computational errors. The committee will also assess the reasonableness of costs and the cost-effectiveness of the budget, and will determine whether the costs reflect a clear understanding of project requirements. A contract will be offered to the responsible Offeror whose proposal follows the RFP instructions and is judged to be the most advantageous to ACDI/VOCA.

## VI. SOLICITATION PROCESS

Once the RFP is released, the Offerors must prepare a formal proposal to be sent to the contact person at ACDI/VOCA as indicated in Section IV (b) (1). The submitted proposals will be reviewed against the criteria for evaluation defined in Section V above and rated on their ability to satisfy the requirements stated in this RFP document. A preferred Offeror will be chosen and

formally notified. A formal contract will be negotiated with the selected Offeror and, if endorsed, the Offeror will begin work on the project.

## VII. TERMS AND CONDITIONS

### A. LATE SUBMISSIONS

Proposals received after the submission deadline stated in the cover page of this RFP may not be considered. Offerors will be held responsible for ensuring their quotations are received according to the instructions stated herein. A late offer will be considered if the cause was attributable to ACDI/VOCA or its employees/agents, or if it is in the best interest of ACDI/VOCA.

### B. MODIFICATION OF RFP REQUIREMENTS

ACDI/VOCA retains the right to terminate the RFP or modify the requirements upon notification to Offerors.

### C. WITHDRAWALS OF PROPOSALS

Proposals may be withdrawn by written notice via email at any time before award. Proposals may be withdrawn in person by an Offeror or authorized representative, if the representative's identity is made known and the representative signs a receipt for the proposal before award.

### D. RIGHT OF NEGOTIATION AND ACCEPTANCE OF PROPOSAL

This RFP represents a definition of requirements and is an invitation for submission of proposals. ACDI/VOCA reserves the right to fund/award any or none of the submitted proposals. No commitment is made, either expressed or implied, to compensate Offerors for costs incurred in the preparation and submission of their proposal.

ACDI/VOCA may reject any proposal that is nonresponsive. A responsive proposal is one that complies with all terms and conditions of the RFP. A proposal must be complete, signed by an authorized signatory, and delivered no later than the submission time and date indicated on the cover sheet of this RFP. ACDI/VOCA may reserve the right to waive any minor discrepancies in a proposal.

ACDI/VOCA reserves the right to issue an award based on the initial evaluation of proposals without discussion. ACDI/VOCA also reserves the right to enter into best and final negotiations with any responsive Offerors for all or part of the proposed scope.

### E. VALIDITY OF PROPOSAL

Proposals submitted shall remain open for acceptance for 60 days from the last date specified for receipt of proposals. This includes, but is not limited to, pricing, terms and conditions, service levels, and all other information. If your organization is awarded the contract, all information in the RFP and negotiation process is contractually binding.

### F. MINIMUM OFFEROR QUALIFICATIONS

Offerors submitting proposals must (1) be officially licensed to do such business in (*insert country*), (2) be able to receive USAID funds and (3) not have been identified as a terrorist. In addition, Offeror may be required to provide the following information:

- Documentation to verify licensure (e.g., tax id, registration certificate, etc.)
- Demonstration of adequate management and financial resources to perform the contract
- Satisfactory records of performance history, integrity and business ethics permissions, insurance, and other required permits: i). Obtaining all the necessary permissions for implementing the quantitative evaluation data collection. ii). Adhering to country and local formalities and obtaining any required permits related to data collection from human subjects and logistics of survey implementation, as well as health and accident insurance, salary, and taxes for all

enumerators and supervisors. Deliverable: Evidence of insurances and permits for implementing survey and other data collection activities in electronic form.

## G. INTELLECTUAL PROPERTY RIGHTS

All tangible or intangible property created or acquired under this contract shall be the exclusive property of ACDI/VOCA and the donor. The term “property” includes all data and reports associated with this engagement. Reference is made to Sections 12 and 13 in the business terms and conditions attached in Appendix A.

## VIII. ATTACHMENTS

Appendix A: Purchase Order General Terms and Conditions

Appendix B: Sample Budget Format

Appendix C: Technical Proposal Submission Sheet

Appendix D: Maps of Cluster Payment Sites for Phase 1 and Phase 2

Appendix E: Focus Group Interview Questions

Appendix F: Beneficiary Household EVD Impact Criteria

## GENERAL BUSINESS TERMS AND CONDITIONS

### **\*\*These Terms and Conditions apply to all Purchase Orders\*\***

**1. Assignment.** Vendor shall not assign, subcontract or transfer all or any portion this Purchase Order or any of its obligations without the express, prior written permission of ACDI/VOCA.

**2. Proprietary Information & Confidentiality.** Vendor shall consider all data, documentation, drawings, specifications software and other information furnished by ACDI/VOCA to be confidential and proprietary and shall not disclose any such information to any other person, or use such information itself for any purpose other than that for which it was intended in completing this order, unless Vendor obtains written permission from ACDI/VOCA to do so. Vendor agrees to execute ACDI/VOCA's standard Non-Disclosure Agreement upon request.

**3. Terms of Payment.** Subject to any superseding terms on the face hereof, Vendor shall mail the invoice to the address listed in Box 6 of the Purchase Order and be paid upon completion/acceptance of the required supplies/services. **(A) TIMING OF PAYMENTS.** Vendor shall be paid, in the currency on the face of this Purchase Order, within thirty (30) days after ACDI/VOCA's receipt of an acceptable invoice and ACDI/VOCA's acceptance of the completed products/services in accordance with (B) "Inspection and Acceptance" below, together with any required documents. ACDI/VOCA is under no obligation to pay Vendor's invoices received later than 90 days after acceptance. Payment of Vendor invoices by ACDI/VOCA shall not constitute final approval of the invoices. All charges invoiced by Vendor may remain subject to ACDI/VOCA and/or government/Client audit and subsequent adjustment. Vendor agrees to reimburse ACDI/VOCA for any costs disallowed by Client. **(B) INSPECTION & ACCEPTANCE.** (1) Vendor shall work within professional standards covering the work and shall make such inspections as are deemed necessary to insure Vendor compliance. (2) All deliveries shall be subject to final inspection by ACDI/VOCA. If deliverables or a service performed by Vendor is found to be defective, Vendor shall be given the opportunity to correct any deficiencies within a reasonable period of time, not more than 10 days. If correction of such work is impracticable, Vendor shall bear all risk after notice of rejection and shall promptly make all necessary replacements at its own expense, if so requested by ACDI/VOCA. Vendor shall provide immediate notice to ACDI/VOCA of any potential failure on the part of its suppliers to provide supplies/services required. Vendor is responsible for any deficiency on the part of its suppliers. Vendor shall be responsible for any costs of procurement as may be necessary for ACDI/VOCA to secure the supplies/services as a result of Vendor's inability to perform that exceed the agreed upon price herein. **(C) LATE DELIVERIES.** In addition to any remedies available to it in the event of late delivery, ACDI/VOCA may deduct 1% of the amount invoiced for such delivery for each day said delivery was late. This will not exceed 10% of the total value of the Purchase Order.

**4. Performance.** All services are to be performed to the satisfaction of ACDI/VOCA. If stated in the scope of work, time is of the essence with respect to the performance. ACDI/VOCA shall not be billed at prices higher than those stated in this Purchase Order. ACDI/VOCA shall have no obligation to pay Vendor more than the fixed price or ceiling price stated on the face of this Purchase Order.

**5. Title and Risk of Loss.** Title to and risk of loss of, each product and/or service to be delivered/provided shall, unless otherwise provided herein, pass from Vendor to ACDI/VOCA upon acceptance of such product/service by ACDI/VOCA.

**6. Force Majeure.** Any non-performance or delay in performance of any obligation of either party under this Purchase Order may be excused to the extent such failure or non-performance is caused by an event or condition beyond the reasonable control of the non-performing party, and which, by the exercise of due diligence, could not be avoided or overcome ("Force Majeure"). However, in no event will any non-performance or delay in performance of any of Vendor's suppliers or any labor disruption affecting Vendor specifically, and not Vendor's industry generally, constitute Force Majeure for Vendor. If Vendor is affected by Force Majeure, it will (i) promptly provide notice to ACDI/VOCA, explaining the particulars and the expected duration of the Force Majeure and (ii) use its best efforts to remedy the interruption or delay if it is reasonably capable of being remedied, and to mitigate the adverse effects of such interruption or delay on ACDI/VOCA, including sourcing substitute providers of services from the market, at Vendor's expense, in order to meet ACDI/VOCA's required completion dates.

**7. Warranty.** Vendor warrants all supplies/services to be free from all material defects and expressly represents that all such required supplies/services are capable of providing/performing the function service for which they were intended. Vendor agrees to pass on all manufacturers' warranties to ACDI/VOCA. To the extent that ACDI/VOCA is held financially responsible for any deficiencies in the services performed by the Vendor, the Vendor agrees to cure such deficiencies at the sole cost to the Vendor. Vendor agrees to deliver/provide the products/services which are the subject-matter of this Purchase Order to ACDI/VOCA free and clear of all liens, claims, and encumbrances. Vendor represents and warrants to ACDI/VOCA that: (i) it has no conflict of interest with respect to the Services to be performed for ACDI/VOCA under this Purchase Order; (ii) it has not entered into any agreement, or executed any document, with any individual or other organization that will prevent it from: (a) disclosing and assigning intellectual property in work product exclusively to ACDI/VOCA; and (b) performing any other obligation under this Purchase Order; (iii) it will not enter into any such agreement, or execute any documents, which will create a conflict of interest or which will prevent it from freely performing any obligation under this Purchase Order; and (iv) it will not knowingly incorporate confidential information of any person or entity not a party to this Purchase Order into any materials furnished to ACDI/VOCA without prior written notice to ACDI/VOCA. Vendor further represents and warrants to ACDI/VOCA as follows: (i) no kickback, bribe, gratuity or transfer of anything of value was offered, agreed to, or made, nor shall be made, to or for the benefit of any employee or representative of ACDI/VOCA in return for or in connection with the award of this Purchase Order; (ii) the Vendor has not engaged in bid-rigging or other collusive agreements or behavior with any actual or potential competitor for this Purchase Order or any other person, which behavior could have had the effect of lessening competition for the award of this Purchase Order or of raising the price of the Deliverables or the Services procured; and (iii) all statements of material fact contained in any proposal, response, certification, or questionnaire submitted by Vendor or any of its representatives in connection with the solicitation, award or negotiation of this Purchase Order were true and complete when made.

**8. Compliance with Law.** Vendor's performance of work and all products to be delivered shall be in accordance with any and all applicable regulations: executive orders, Federal, State, municipal, local and host country laws and ordinances, and rules, orders, requirements and regulations. Such Federal laws shall include, but not be limited to, the Fair Labor Standards Act of 1938 as amended, E.O. 11246, "Equal Opportunity," as amended by E.O. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and as supplemented by regulations at 41 CFR Chapter 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor", the Copeland "Anti-Kickback" Act (18USC874 and 40USC276c and 18USC874 as supplemented by Department of Labor regulations at 29CFRpart 3, the Davis-Bacon Act, as amended (40USC276a-a7) and as supplemented by Department of Labor at 29CFRpart 5, the Contract Work Hours and Safety Standards Act (40USC327-333), and the Byrd Anti-Lobbying Amendment (31USC1352). Unless otherwise agreed, governing law shall be that of the District of Columbia.

**9. Suspension and Termination.** ACDI/VOCA shall retain the right to direct Vendor to stop work ("Suspension") at any time. Such direction must be in writing and shall be effective for a period of no more than 30 days after which time Vendor may continue work absent direction to do so or a notice of termination at their own risk. Under no circumstances shall Vendor receive more than the original value of this Purchase Order. "Termination": ACDI/VOCA reserves the right to terminate this



Purchase Order when: 1. deemed in the best interests of its client; or 2. if the Vendor defaults in performing this Purchase Order and fails to cure the default within 10 days after receiving a notice specifying the default. ACIDI/VOCA shall be liable only for payment under the payment provisions of this Purchase Order for services/deliverables completed and accepted before the effective date of termination. Payments for partial deliverables shall not be made unless explicitly authorized by ACIDI/VOCA in the Termination Letter. This paragraph shall not limit any legal rights to cancel this Purchase Order without further liability for articles not accepted by ACIDI/VOCA. This Purchase Order may be terminated at any time in the event Vendor commits an act of bankruptcy, files or has filed against the petition of bankruptcy or insolvency or suffers any receivership or other similar petition to be filed for or against it, or is subject to any Suspension/Debarment or other action by the USG. Vendor may be liable to reimburse ACIDI/VOCA should ACIDI/VOCA incur any additional costs as a direct result of such default termination.

**10. Insurance & Work on ACIDI/VOCA's or ACIDI/VOCA Client Premises.** Vendor agrees to maintain the adequate insurance coverage against claims arising from injuries sustained by Vendor on ACIDI/VOCA's facilities and agrees to be liable for all damages & claims arising against ACIDI/VOCA for which the Vendor is responsible. Vendor will maintain a comprehensive general liability insurance policy in the amount of at least \$500,000 per occurrence or the standard, local business practice. Purchase Orders which require performance outside the United States shall contain a provision requiring Worker's Compensation Insurance. The Vendor should refer questions on this subject to the ACIDI/VOCA representative named above in Block 6.

**11. Independent Relationship.** Vendor agrees that its relationship with ACIDI/VOCA is that of an independent contractor and nothing in this Purchase Order shall be construed as creating any other relationship. As such, Vendor shall comply with all applicable laws and assume all risks incident to its status as an independent contractor. This includes, but is not limited to: compliance with all applicable laws, responsibility for all applicable taxes including VAT, income taxes, social security payments and other such taxes that might occur, licenses, fees, insurance, etc. Neither the vendor nor anyone employed by it shall be, represent, act or be deemed to be an agent, representative or employee of ACIDI/VOCA.

**12. Rights in Intellectual Property.** Vendor acknowledges that all Deliverables and work product produced by Vendor, whether alone or jointly with others, in connection with or pursuant to the Vendor's performance under this Purchase Order shall be the sole and exclusive property of ACIDI/VOCA. This includes all writings, books, articles, computer programs, databases, source and object codes, and other material of any nature whatsoever, including trademarks, trade names, and logos, that is subject to copyright protection and reduced to tangible form in whole or in part by Vendor in the course of Vendor's service to ACIDI/VOCA shall be considered a work made for hire, or otherwise ACIDI/VOCA property. Vendor hereby assigns and agrees to assign to ACIDI/VOCA all of its respective rights, title and interest in such Deliverables and work product, including without limitation all patents and patent rights and all applications for registration of the same, and, upon being reduced to a tangible form, all copyrights therein. To the greatest extent permissible under U.S. copyright laws, each copyrightable element of the property and work product first produced shall be a "work made for hire" in favor of ACIDI/VOCA. For items and material of Vendor existing prior to or produced outside this Purchase Order, and incorporated into Deliverables or work product delivered or produced pursuant to this Purchase Order, Vendor hereby grants and agrees to grant to ACIDI/VOCA an irrevocable, non-exclusive, fully transferable and sublicensable, royalty-free license to make, use, sell, copy, publish, perform, display, and prepare derivative works from such items and material in connection with ACIDI/VOCA's beneficial use, enjoyment and disposition of such property and work product. Vendor agrees to execute such documents of assignment or take such other action as ACIDI/VOCA may reasonably request to evidence, perfect or effect the transfer, recordation or protection of rights assigned or licensed.

**13. Rights in Data.** The Vendor understands and agrees that ACIDI/VOCA may itself and permit others, including government agencies of the United States and other foreign governments, to reproduce any provided publications and materials through but not limited to the publication, broadcast, translation, creation of other versions, quotations there from, and otherwise utilize the work and material of this Purchase Order.

**14. Indemnification.** The Vendor shall indemnify, and hold harmless each of ACIDI/VOCA and its directors, officers, employees and agents from and against all claims, liabilities, losses, suits, costs, damages, and expenses, including reasonable attorneys' fees and litigation expenses, that ACIDI/VOCA may sustain by reason of Vendor's negligent or unlawful actions in connection with its performance under this Purchase Order, or a breach of any of Vendor's warranties contained herein.

**15. Claims and Disputes.** In the event of any dispute, a claim by the Vendor must be made in writing and submitted to the ACIDI/VOCA Vice President of Quality and Compliance for a written decision. A claim by the Vendor is subject to a written decision by the Vice President of Contracts and Grants, who shall render a decision within 60 days of receipt of the Vendor's claim. If an equitable resolution cannot be resolved, both Parties agree to settlement by arbitration in accordance with the regulations of the American Arbitration Association in the District of Columbia, USA. The non-prevailing Party (as determined by the arbitrator) in the arbitration shall pay all of the associated costs, expenses and attorney's fees in connection with the arbitration and the cost of the arbitrator and any accountants or advisors which the Parties agree to employ for the benefit of the arbitrator. The Subcontractor will proceed with performance of this Purchase Order pending final resolution of any claim.

**16. Changes.** ACIDI/VOCA may - with the consent of the Subcontractor - make changes, revisions, additions, or deletions (collectively hereinafter called "changes") in the Subcontract scope of services. ACIDI/VOCA may make unilateral changes, with prior written notice to the Subcontractor, to this Purchase Order by written order issued by ACIDI/VOCA where required in writing by the Client. If any change causes an increase or decrease in the Subcontractor's cost of, or the time required for, the performance of any part of the Work, whether or not changed by any such change authorization, ACIDI/VOCA shall make an equitable adjustment and modify in writing the Subcontract as applicable. Any claim by Subcontractor for an adjustment under this paragraph must be asserted in writing, fully supported by factual information, to ACIDI/VOCA's Prime Contracting Officer or designee within thirty (30) calendar days from the date of receipt by Subcontractor of the written change authorization from ACIDI/VOCA or within such extension of that 30-day period as ACIDI/VOCA, in its sole discretion, may grant in writing at Subcontractor's request prior to expiration of said period. The Subcontractor will not proceed with any changes unless notified to proceed in writing by the Prime Contracting Officer.

**17. Certifications.** Vendor certifies by acceptance of this agreement that (i) neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any U.S. Federal Government department of agency; (ii) neither it nor its principals have been convicted of a narcotics offense or have been engaged in drug trafficking as defined in 22 CFR Part 140; (iii) neither it nor its principals are designated affiliates as "specially designated nationals" by the Office of Foreign Asset Control of the U.S. Department of Treasury or UN Security Council Committee 1267 sanctions list; (iv) neither it nor its principals have been indicted or convicted on charges of terrorism or of providing support to terrorists; (v) Vendor agrees and certifies to take all necessary actions to comply with Executive Order No. 13244 on Terrorist Financing; blocking and prohibiting transactions with persons who commit, threaten to commit, or support terrorism. Note: Vendor is required to obtain the updated lists at the time of procurement of goods or services. The updated lists are available at: [www.sam.gov](http://www.sam.gov); <http://www.treasury.gov/resource-center/sanctions/SDN-List/Pages/default.aspx>; and [http://www.un.org/sc/committees/1267/faq\\_sanctions\\_list.shtml](http://www.un.org/sc/committees/1267/faq_sanctions_list.shtml); (vi) neither it nor its principals have been indicted or convicted for violating the Trafficking in Persons Policy; (vii) Vendor may not charge under this Purchase Order any item which has a source/origin from any restricted countries or prohibited sources, as designated by the U.S. State Department. Further, ACIDI/VOCA shall not issue purchase orders to entities with a source or nationality of: Cuba, Iran, Libya, North Korea and Syria; and (viii) Vendor warrants that no offer, payment, consideration, or benefit of any kind, which constitutes an illegal or corrupt practice, has been made or shall be made, either directly or indirectly, as an inducement or reward for the award of this Purchase Order. Any such practice will be grounds for terminating or rescinding the award of this Purchase Order, in addition to any other remedies that may be available to ACIDI/VOCA in such event. Violation of any of these certifications is considered a material defect and will lead to the termination of this Purchase Order.

18. Severability. If any provision of this Purchase Order is held to be invalid or unenforceable for any reason, the remaining provisions may continue in full force at the discretion of ACDI/VOCA without being impaired or invalidated in any way. The invalid provision will be replaced with a valid provision which most closely approximates the intent and economic effect of the invalid provision.

19. Order of Precedence. The rights and obligations of both Parties shall be subject to and governed by the following documents in order listed: (a) the cover page of this Purchase Order; (b) the Business Terms and Conditions of this Purchase Order; (c) any Attachments to this Purchase Order; (d) the Client award noted at Block 9; (e) the Federal Terms and Conditions of this Purchase Order. Any conflict occurring among these documents will be resolved in the stated order of precedence.

20. Compliance with Foreign Corrupt Practices Act. By accepting and implementing the terms of this agreement with ACDI/VOCA the awardee and/or contractor certifies that neither it, nor any of its affiliates, partners, owners, officers, directors, employees, and agents have paid, offered, promised to pay or authorized payment of, and will not pay, offer, promise to pay, or authorize payment of, directly or indirectly, any monies or anything of value to any government official, government employee, political party, or candidate for political office for the purpose of influencing any act or decision of such person or of the government for the benefit of ACDI/VOCA or the programs it implements. Further, the awardee and/or contractor agrees to report any suspected improper payment or activity to the ACDI/VOCA Chief of Party or through the ACDI/VOCA Ethics Hotline <https://secure.ethicspoint.com/domain/media/en/gui/26304/index.html>

**THE FOLLOWING CLAUSE APPLIES ONLY TO PURCHASE ORDERS IN WHICH WORK WILL BE PERFORMED IN WHOLE OR PART IN THE U.S.**

21. Anti-discrimination. Veterans Rule: "This contractor and subcontractor shall abide by the requirements of 41 CFR 60-300.5(a). This regulation prohibits discrimination against qualified protected veterans, and requires affirmative action by covered prime contractors and subcontractors to employ and advance in employment qualified protected veterans."

Disability Rule: "This contractor and subcontractor shall abide by the requirements of 41 CFR 60-741.5(a). This regulation prohibits discrimination against qualified individuals on the basis of disability, and requires affirmative action by covered prime contractors and subcontractors to employ and advance in employment qualified individuals with disabilities."

**THIS CLAUSE APPLIES TO PURCHASE ORDERS THAT EXCEED \$150,000**

22. Access to Records. If this Purchase Order is a negotiated Purchase Order, ACDI/VOCA, US government donor agency, the Comptroller General of the United States, or any of their duly authorized representatives, shall have access to any records of the contractor which are directly pertinent to this Purchase Order for the purpose of an audit or examination.

**\*The following tables of Terms & Conditions Apply to Purchase Orders under U.S. Government Prime Contracts Only\***

**FEDERAL TERMS AND CONDITIONS**

This agreement is issued under a U.S. Government Prime Contract. Applicable clauses set forth below are incorporated by reference into this agreement with the same force and effect as if they were set forth in full. A full copy of each clause may be obtained from the ACDI/VOCA Compliance Department. The term FAR means Federal Acquisition Regulation, effective as of January 1, 2014. The terms, "Contractor," "Government" and "Contracting Officer" as used in these clauses shall refer to the Vendor, ACDI/VOCA, and the ACDI/VOCA Compliance Administrator, respectively. This agreement is between Vendor and ACDI/VOCA only and shall not be construed in any way to create a contractual relationship between Vendor and the U.S. Government. The Vendor shall not appeal directly to the U.S. Government without the written consent/concurrence of the ACDI/VOCA Contract Administrator.

**THESE CLAUSES AND STANDARD BUSINESS TERMS AND CONDITIONS APPLY TO ALL CONTRACTS**

CLAUSE TITLE	FAR CITE	CLAUSE TITLE	FAR CITE
Definitions	52.202-1	Combatting Trafficking in Persons	52.222-50
Restriction on Subcontractor Sales to the Government	52.203-6	Privacy Act Notification	52.224-1
Anti-Kickback Procedures 52.203-7	52.203-7	Restrictions on Certain Foreign Purchases	52.225-13
Taxpayer Identification	52.204-3		
Data Universal Numbering System (DUNS)	52.204-6		
Annual Representations & Certifications	52.204-8	Patent Rights – Acquisition by the Government	52.227-13
Protecting Government’s Interest When Subcontracting with Contracts Debarred, Suspended or Proposed for Debarment	52.209-6	Rights in Data – Special Works	52.227-17
		Payments Under Time & Materials/Labor Hour Contracts	52.232-7
		Disputes, Alternate I	52.233-1
		Restrictions on Severance Payments to Foreign Nationals	52.237-8
Material Requirements	52.211-5	Stop Work Order, Alternate I	52.242-15
Liquidated Damages (1% of Contract Value/Day)	52.211-11	Government Delay of Work	52.242-17
Terms and Conditions – Simplified Acquisition (Other Than Commercial Items)	52.213-4	Changes-Fixed Price	52.243-1
Order of Precedence	52.215-8	Subcontracts	52.244-2
Convict Labor (U.S. POs only)	52.222-3	Inspection of Supplies – Fixed Price	52.246-2
Child Labor- Cooperation With Authorities and Remedies	52.222-19	Contractor Liability for Personal Injury and/or Property Damage (applies only to POs for transportation services)	52.247-21
Walsh-Healy Act	52.222-20	Contract Not Affected By Oral Agreement	52.247-27
Prohibition of Segregated Facilities	52.222-21	Preference for U.S.-Flag Air Carriers	52.247-63
Affirmative Action Compliance Equal Opportunity	52.222-25	Preference for Privately Owned U.S.-Flag Commercial Vessels	52.247-64
	52.222-26	Termination For Convenience of the Government (Fixed Price)	52.249-2
Equal Opportunity for Special Disabled Veterans and Veterans of the Vietnam Era and Other Eligible Veterans (for POs over \$100,000 only)	52.222-35	Termination (Cost Reimbursement) (for any cost reimbursable elements)	52.249-6
Affirmative Action for Workers With Disabilities	52.222-36		
Employment Reports on Disabled Veterans and Veterans of the Vietnam Era	52.222-37		

**THESE CLAUSES APPLY TO CONTRACTS FOR SERVICES**

CLAUSE TITLE	FAR CITE	CLAUSE TITLE	FAR CITE
Service Contract Act	52.222-41	Inspection of Services – Fixed Price	52.246-4
Changes – Fixed Price Services, Alternate II	52.243-1	Inspection – Time & Materials/Labor Hours	52.246-6
Changes – Time & Materials/Labor Hours	52.243-3	HBCU and Minority Institution Representations	52.226-2

**THESE FAR CLAUSES APPLY TO CONTRACTS \$150,000 AND ABOVE**

CLAUSE TITLE	FAR CITE	CLAUSE TITLE	FAR CITE

Certificate of Independent Price Determination	52.203-2	Payment for Overtime Premiums	52.222-2
Gratuities	52.203-3	Drug-Free Workplace	52.223-6
Cancellation, Rescission, and Recovery of Funds for Illegal or Improper Activities	52.203-8	Authorization and Consent	52.227-1
Price or Fee Adjustment for Illegal or Improper Activity	52.203-10	Notice and Assistance Regarding Patent & Copyright Infringement	52.227-2
Certification and Disclosure Regarding Payment to Influence Certain Federal Transactions	52.203-11	Federal, State, and Local Taxes	52.229-3
Limitation on Payments to Influence Certain Federal Transactions	52.203-12	Federal, State, and Local Taxes	52.229-6
Printed or Copied Double-Sided on Recycled Paper	52.204-4	Interest	52.232-17
Certification Regarding Debarment, Suspension, Proposed Debarment, and Other Responsibility Matters	52.209-5	Stop-Work Order	52.242-15
Responsibility Matters	52.209-7	Competition in Subcontracting	52.244-5
Updates of Information Regarding Responsibility Matters	52.209-9	Contractor Inspection Requirements	52.246-1
Audit and Records – Negotiation	52.215-2	Limitation of Liability	52.246-23
Integrity of Unit Prices	52.215-14	Limitation of Liability – Services	52.246-25
Price Re-determination – Retroactive	52.216-6	Termination of Convenience for the Government (Fixed Price-SF)	52.249-1
		Default (Fixed-Price Supply and Service)	52.249-8

**THESE CLAUSES APPLY TO USAID CONTRACTS**

<b>CLAUSE TITLE</b>	<b>AIDAR CITE</b>	<b>CLAUSE TITLE</b>	<b>AIDAR CITE</b>
Organizational Conflicts of Interest After Award	752.209-71	Marking	752.7009
Language and Measurement	752.211-70	Family Planning and Population Assistance Activities	752.7016
Source, Origin and Nationality (See AAPD 12-03)	752.225-70	Health and Accident Insurance for AID Participant Trainees	752.7018
Local Procurement	752.225-71	Conflicts Between Contract and Catalog	752.7022
Insurance – Liability to Third Persons	752.228-07	Required Visa Form for AID Participants	752.7023
Salary Supplements for Host Government Employees	752.231-71	Approvals	752.7025
Government Property – USAID Reporting Requirements	752.245-70	Personnel	752.7027
Title To and Care of Property	752.245-71	Acknowledgement and Disclaimer	752.7034
		Public Notices	752.7035

SAMPLE BUDGET FORMAT (INCLUDE BASE AND OPTION PERIODS, IF APPLICABLE)



[Click Here to View ACDIVOCA EFSP Performance Evaluation RFP Annex C](#)

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APPENDIX C. TECHNICAL PROPOSAL SUBMISSION SHEET

(Complete this form with all the requested details and submit it as the first page of your technical proposal, with the documents requested above attached. Ensure that your proposal is authorized in the signature block below. A signature and authorization on this form will confirm that the terms and conditions of this RFP prevail over any attachments. If your proposal is not authorized, it may be rejected.)

Date of Technical Proposal:	
RFP Number:	
RFP Title:	

We offer to provide the goods/services described in the Scope of Work, in accordance with the terms and conditions stated in Request for Proposal referenced above. We confirm that we are eligible to participate in public procurement and meet the eligibility criteria specified.

The validity period of our proposal is XX days/weeks/months from the time and date of the submission deadline.

TYPE OF BUSINESS/INSTITUTION (CHECK ALL THAT APPLY)

Offeror certifies that it is:  Non U.S. Owned/Operated  Government Owned/Operated  
(If Non U.S. Owned/Operated is selected, continue to Anti-Terrorism Certification)

**OR FOR US ORGANIZATIONS ONLY:**

- Nonprofit  For-Profit  Government Owned/Operated
- Large Business  Small Business  College or University
- Women Owned  Small and Disadvantaged Business

ANTI-TERRORISM CERTIFICATION

The Offeror, to the best of its current knowledge, did not provide, within the previous 10 years, and will take all reasonable steps to ensure that it does not and will not knowingly provide, material support or resources to any individual or entity that commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitated, or participated in terrorist acts.

The Offeror also verifies that it does not appear on 1) the website of the Excluded Party List: [www.epis.gov](http://www.epis.gov) or 2) the website of the United Nations Security (UNSC) sanctions committee established under UNSC Resolution 1267 (1999) (the "1267 Committee"): <http://www.un.org/Docs/sc/committees/1267/consolist.shtml>.

The undersigned declares s/he is authorized to sign on behalf of the company listed below and to bind the company to all conditions and provisions stated in the original RFP document including attachments from ACDI/VOCA.

**Proposal Authorized By:**

Signature: \_\_\_\_\_ Name: \_\_\_\_\_

Position: \_\_\_\_\_ Date: \_\_\_\_\_

Authorized for and on behalf of: \_\_\_\_\_ (DD/MM/YY)

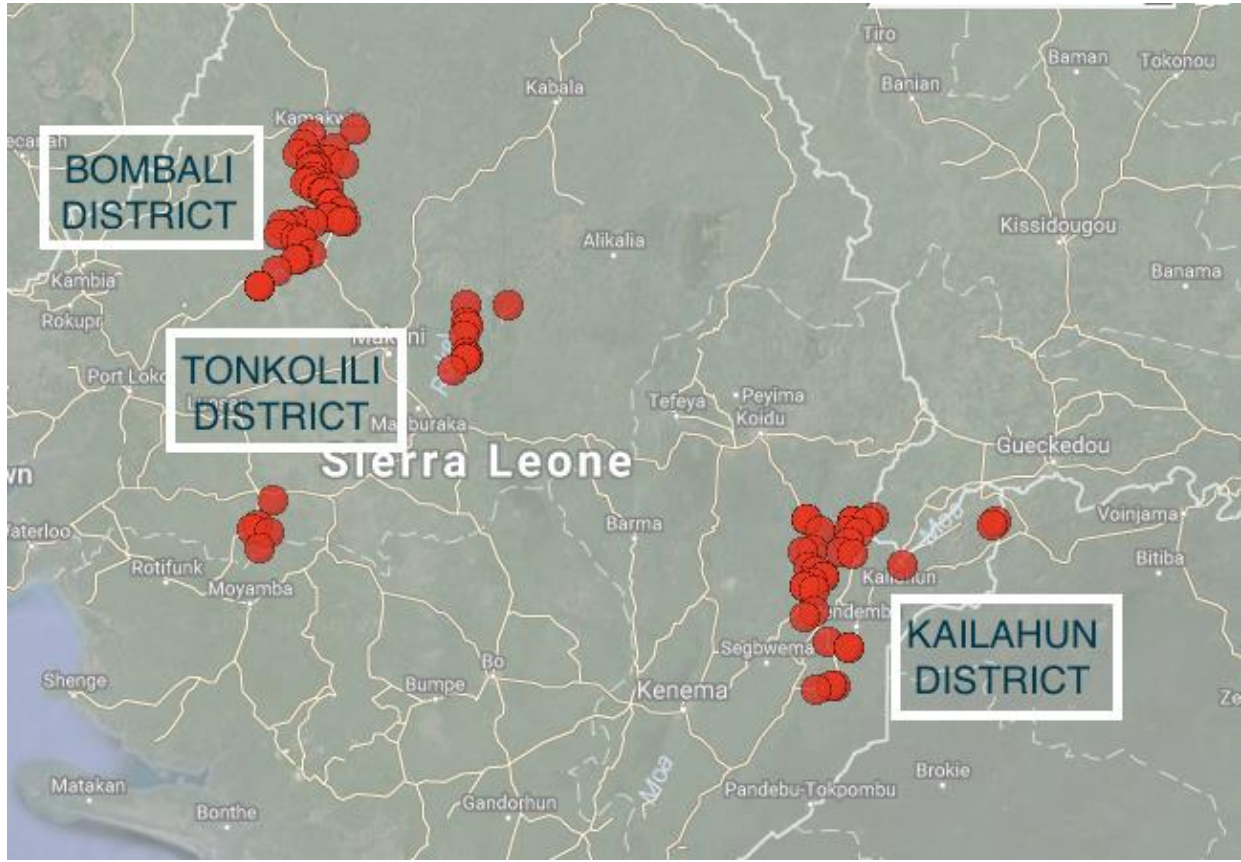
Company: \_\_\_\_\_

Address: \_\_\_\_\_

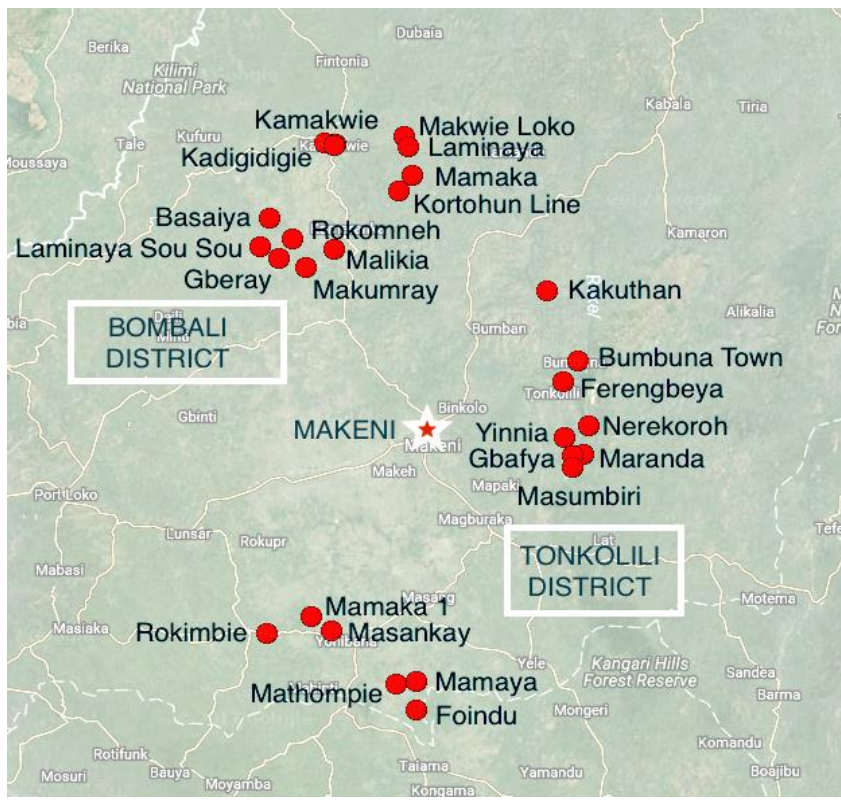
DUNS No.: \_\_\_\_\_ Business Registration No. \_\_\_\_\_



**SNAP+ PHASE 1 COMMUNITY CLUSTER PAYMENT SITES**



**EFSP PHASE 2 COMMUNITY CLUSTER PAYMENT SITES**



## APPENDIX E: FOCUS GROUP INTERVIEW QUESTIONS

Focus group interview questions for evaluation question 1: To what extent did households that participated in the EFSP achieve food security and improved resilience.

Ask the set of questions below, or a similar set of questions, when conducting Focus Group Interviews with each these various groups of program beneficiaries:

- Cash transfer beneficiaries
- VSLA members
- People who have started or supported the IGAs with Cash Transfer money,
- People that participated in ACDI/VOCA nutrition training
- People that participated in ACDI/VOCA household financial planning training
- People that received seed vouchers, post-harvest agricultural training, or other agriculture inputs

**Q1:** During the Ebola emergency, many households lost their main sources of food or income, what are some ways that your participation in SNAP+/EFSP helped your household recover from the losses you experienced during the Ebola crisis?

**Q2:** What advantage you think you have that people who do not participate in SNAP+/EFSP do not have?

**Q3:** What are some benefits (gains) you have because of your participation in SNAP+/EFSP that you would not have if you were not participating in SNAP+/EFSP?

**Q4:** If there was another emergency like the Ebola emergency, do you think your participation in SNAP+/EFSP would help you to suffer less during the emergency? If yes, what are some of the negative impacts that you fell would not be as great because of your participation in SNAP+/EFSP?

**Q5:** What are some of the benefits people who are not participating in SNAP+/EFSP would gain if they began participating in SNAP+/EFSP?

**Q6:** How does your participation in SNAP+/EFSP help you to be prepared for the future?

**Q7:** What do you differently now after becoming a participant in SNAP+/EFSP that helps to make your household more food secure or better prepared for unexpected problems or emergencies?



Community Identification Committee Criteria for their Initial Nomination of Households as Potential EFSP Beneficiaries

**1) Household size increased during the Ebola emergency**

- Household is caring for children who were orphaned during the Ebola emergency
- Household is caring for children who were abandoned during the Ebola emergency
- Household is caring for adults(s) who were widowed during the Ebola emergency
- Household is caring for adult(s) who were abandoned during the Ebola emergency

**2) Spouse or other worked aged adult(s) died or left during the Ebola emergency**

- Husband or wife of the household died during the Ebola emergency
- Some other working aged household member died during the Ebola emergency
- Working aged person(s) left during the Ebola emergency and has not returned

**3) Children did not resume schooling after Ebola emergency was lifted**

- Children were attending school before Ebola but did not return to school after school resumed

**4) Household suffered loss of income generating activity or sold income earning assets during the Ebola emergency**

- Household stopped an important income generation activity during the Ebola emergency and has not resumed the activity
- Household farm size decreased during the Ebola emergency
- Household that stopped farming during the Ebola emergency
- Household member lost their employment during the Ebola emergency
- Household sold income earning assets (motorcycle, sound system, etc.) during the Ebola emergency and has not replaced them
- Household sold majority of their cattle or goats or their last female animal during the Ebola emergency and has not replaced them