



Iraq Governance and Performance Accountability Project (IGPA)

Request for Proposals (RFP)

RFP-DAI-IGPA-19-138

Assess and review the public awareness on local revenues – Wassit, DHI Qar and Babil provinces

Issue Date: September 29, 2019

WARNING: Prospective Offerors who have received this document from a source other than the Iraq Governance and Performance Accountability project, Babylon-Warwick Hotel, ProcurementIGPA@dai.com , IGPAProcurementINBOX@dai.com, should immediately contact IGPAProcurementINBOX@dai.com and provide their name and mailing address in order that amendments to the RFP or other communications can be sent directly to them. Any prospective Offeror who fails to register their interest assumes complete responsibility in the event that they do not receive communications prior to the closing date. Any amendments to this solicitation will be distributed via IGPAProcurementINBOX@dai.com.

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RFP-DAI-IGPA-19-138 Assess and review the public awareness on local revenues – Wassit, Dhi Qar and Babil

Synopsis of the RFP

RFP No.	RFP-DAI-IGPA-19-138
Issue Date	September 29, 2019
Title	Assess and review the public awareness on local revenues – Wassit, Dhi Qar and Babil provinces
Issuing Office & Email/Physical Address for Submission of Proposals	Iraq Governance and Performance Accountability Project, Baghdad Office Al Jadiryia, Baghdad ProcurementIGPA@dai.com
Deadline for Receipt of Proposals	October 14, 2019 5:00 PM Baghdad Time
Point of Contact	IGPAProcurementINBOX@dai.com – Procurement Manager
Anticipated Award Type	DAI anticipates issuing a Firm Fixed Price Purchase Order. This is only the anticipated type of award and may be changed as a result of negotiations. Issuance of this RFP in no way obligates DAI to award a subcontract or purchase order and offerors will not be reimbursed for any costs associated with the preparation of their bid.
Basis for Award	An award will be made based on the Trade Off Method. The award will be issued to the responsible and reasonable offeror who provides the best value to DAI and its client based on the technical factors.

Interested Offerors may obtain a full copy of the RFP which contains detailed instructions for preparation of the proposal. The RFP may be collected from the address and/or contact person above.

I. Introduction and Purpose

I.1 Purpose

DAI, the implementer of the USAID-funded Iraq Governance and Performance Accountability (IGPA) project, invites qualified CSOs offerors to submit proposals to provide an assessment and review of public awareness on local revenue generation; to work with local communities in selected provinces capturing the current understanding of local revenues and providing clarification on fees, fines and tolls collected improving the understanding of pricing, collection methods and destination of local revenues.

The objective of this project is to narrow the gap between citizens and the provincial government as it concerns local revenue pricing and collection. The theory of change for this intervention is that increased citizen knowledge about how local revenues are determined, collected and spent will contribute to increased trust in the provincial government and increased willingness to pay fines and fees.

This activity consists of conducting a public opinion survey in Wassit, Dhi Qar and Babil provinces followed by an information campaign responding to citizens' concerns on public revenues including all fees, tolls and fines being paid, pricing and collection methods, how the revenue is spent, and how to access this information in the future. Every effort will be made to ensure equitable representation (by sex, age, and other category) of participants from both citizens and service providers. As the service delivery requests are organized and tallied, key methodologies and outputs will be shared with Objective 2 to address its requirements

I.2 Issuing Office

The Issuing Office and Contact Person noted in the above synopsis is the sole point of contact at DAI for purposes of this RFP. Any prospective offeror who fails to register their interest with this office assumes complete responsibility in the event that they do not receive direct communications (amendments, answers to questions, etc.) prior to the closing date.

I.3 Type of Award Anticipated

DAI anticipates awarding a Firm Fixed Price Purchase Order This is only the anticipated type of award and may be changed as a result of negotiations.

2. General Instructions to Offerors

2.1 General Instructions

“Offeror”, “Subcontractor”, and/or “Bidder” means a firm proposing the work under this RFP. “Offer” and/or “Proposal” means the package of documents the firm submits to propose the work.

Offerors wishing to respond to this RFP must submit proposals, in English, in accordance with the following instructions. Offerors are required to review all instructions and specifications contained in this RFP. Failure to do so will be at the Offeror's risk. If the solicitation is amended, then all terms and conditions not modified in the amendment shall remain unchanged.

Issuance of this RFP in no way obligates DAI to award a subcontract or purchase order. Offerors will not be reimbursed for any costs associated with the preparation or submission of their proposal. DAI shall in no case be responsible for liable for these costs.

Proposals are due no later than October 14, 2019 5:00 PM Baghdad Time, to be submitted to ProcurementIGPA@dai.com and the RFP Number and Title of the activity must be stated in the subject line of the email. Late offers will be rejected except under extraordinary circumstances at DAI's discretion. All proposals submitted in hardcopy shall be sealed and labeled with the RFP Number.

The submission to DAI of a proposal in response to this RFP will constitute an offer and indicates the Offeror's agreement to the terms and conditions in this RFP and any attachments hereto. DAI reserves the right not to evaluate a non-responsive or incomplete proposal.

2.2 Proposal Cover Letter

A cover letter shall be included with the proposal on the Offeror's letterhead with a duly authorized signature and stamp/seal using Attachment B as a template for the format. The cover letter shall include the following items:

- The Offeror will certify a validity period 120 day for the prices provided.
- Acknowledge the solicitation amendments received.

2.3 Questions regarding the RFP

Each Offeror is responsible for reading and complying with the terms and conditions of this RFP. Requests for clarification or additional information must be submitted in writing via email or in writing to the Issuing Office as specified in the Synopsis above. No questions will be answered by phone. Any verbal information received from a DAI or IGPA employee or other entity shall not be considered as an official response to any question regarding this RFP.

Copies of questions and responses will be distributed in writing to all prospective bidders who are on record as having received this RFP after the submission date specified in the Synopsis above.

3. Instructions for the Preparation of Technical Proposals

Technical proposals shall be sealed in a separate envelope from cost/price proposals and shall be clearly labeled as "VOLUME I: TECHNICAL PROPOSAL".

Technical proposals shall include the following contents

1. Technical Approach - Description of the proposed services which meets or exceeds the stated technical specifications or scope of work. The proposal must show how the Offeror plans to complete the work and describe a socially and gender inclusive approach that demonstrates the achievement of timely and acceptable performance of the work. Technical proposal must include a project implementation plan with sample calendar.
2. Management approach – Description of the Offeror's staff assigned to the project. The proposal should describe how the proposed team members have the necessary experience and capabilities to carry out the Technical Approach. Teams are encouraged to demonstrate gender awareness and balance in their teams and reporting structures. Five points of this will be reserved for offeror's that show a commitment to diversity in staffing including, but not limited to, gender, ethnicity, disabled populations, and other vulnerable populations that apply. Technical should also include organizational chart for the proposed intervention and CVs of key staff.
3. Past Performance –Provide a list of at least three (3) recent awards of similar scope and duration. The information shall be supplied as a table and shall include the legal name and address of the organization for which services were performed, a description of work performed, the duration of the work and the value of the contract, description of any problems

encountered and how it was resolved, and a current contact phone number of a responsible and knowledgeable representative of the organization. See Attachment D.

4. Financial Capabilities – number and size of projects that the offeror has managed previously, size of budgets and how many budgets have been managed simultaneously.
5. Work Experience – familiarity with International donors, diversity of donors, working compatibility with different international policies and procedures. Sample print and online materials (can be copies, screenshots or links).

3.1 Services Specified

For this RFP, DAI is in need of the services described in Attachment A.

3.2 Technical Evaluation Criteria

Each proposal will be evaluated and scored against the evaluation criteria and evaluation sub-criteria, which are stated in the table below. Cost/Price proposals are not assigned points, but for overall evaluation purposes of this RFP, technical evaluation factors other than cost/price, when combined, are considered significantly more important than cost/price factors.

Evaluation Criteria	Evaluation Sub-criteria	Maximum Points
Technical Approach	Proposal well written; specific approach designed for the specific context of the selected provinces	30 points
Management Approach or Personnel Qualifications	Organizational structure, number of permanent staff; knowledge of the targeted location and CVs for key staff	25 points
Corporate Capabilities or Past Performance	Previous experiences on similar projects; number of projects managed in the past 3 years.	25 points
Financial capabilities	Size of previous projects managed, how many projects managed at the same time, statement of accounting practice and procedures, certification of accounting process (if available).	10 points
Experience working with international donors	Any previous work performed with International donors, familiar with policies and procedures, external references.	10 points
Total Points		100 points

4. Instructions for the Preparation of Cost/Price Proposals

4.1 Cost/Price Proposals

Cost/Price proposals shall be sealed in a separate envelope from technical proposals, and shall be clearly labeled as “VOLUME II: COST/PRICE PROPOSAL”.

Provided in Attachment C is a template for the Price Schedule, for firm-fixed price awards. For cost-reimbursable or time & material awards, the offeror shall provide a fully detailed budget. Offerors shall complete the template including as much detailed information as possible.

5. Basis of Award

5.1 Best Value Determination

DAI will review all proposals, and make an award based on the technical and cost evaluation criteria stated above, and select the offeror whose proposal provides the best value to DAI. DAI may also exclude an offer from consideration if it determines that an Offeror is "not responsible", i.e., that it does not have the management and financial capabilities required to perform the work required.

Evaluation points will not be awarded for cost. Cost will primarily be evaluated for realism and reasonableness. DAI may award to a higher priced offeror if a determination is made that the higher technical evaluation of that offeror merits the additional cost/price.

DAI may award to an Offeror without discussions. Therefore, the initial offer **must contain the Offeror's best price and technical terms.**

5.2 Responsibility Determination

DAI will not enter into any type of agreement with an Offeror prior to ensuring the Offeror's responsibility. When assessing an Offeror's responsibility, the following factors are taken into consideration:

1. Provide evidence of the required business licenses to operate in the host country.
2. The source, origin and nationality of the products or services are not from a Prohibited Country (explained below).
3. Having adequate financial resources to finance and perform the work or deliver goods or the ability to obtain financial resources without receiving advance funds from DAI.
4. Ability to comply with required or proposed delivery or performance schedules.
5. Have a satisfactory past performance record.
6. Have a satisfactory record of integrity and business ethics.
7. Have the necessary organization, experience, accounting and operational controls and technical skills.
8. Have the necessary production, construction and technical equipment and facilities if applicable.
9. Be qualified and eligible to perform work under applicable laws and regulations.

6. Anticipated post-award Deliverables

Upon award of a subcontract, the deliverables and deadlines detailed in the table below will be submitted to DAI. The Offeror should detail proposed costs per deliverable in the Price Schedule. All deliverables must be submitted to and approved by DAI before payment will be processed.

No.	Task	Task Deliverable	Due Date
1	Design action plan	Detailed plan with actions, time schedule, tasks and assignments, locations, and any other implementation procedures including approvals and coordination with local government. Specific attention social inclusion and gender in implementation, participants, responses and monitoring and evaluation (M&E). Deliverable must be submitted in English.	Two weeks after award.
2	Evaluate the existing public awareness toward local revenues	Approved questionnaire, and assessment tools (implementation via DAI mobile platform KoboCollect IGPA/Takamul in advance). Detailed plan for implementing survey. Survey data, results, and findings. Evaluation report. Deliverable must be submitted in English	Five weeks after award.
3	Conduct public campaigns raising the awareness of the public regarding local revenues	<ol style="list-style-type: none"> 1. Coordinate with governor's office (GO) and provincial council (PC) to gather data and information regarding local revenues that can be shared with the public. 2. Design and print brochures and/or flyers enough quantity to cover assessed area/locations including all the information that the public needs to know about local revenues. This information should include specifically what the government has done so far to improve service delivery in response to citizen concerns and how these fees will manifest even greater improvement. 3. Execute at least three (3) events in each targeted location to distribute the information amongst the targeted communities and explaining it to 	Ten weeks after award.

No.	Task	Task Deliverable	Due Date
		<p>the recipients taking into consideration people with disabilities that prevent them from reading and the illiterate. IGPA/Takamul must be notified of events at least four weeks in advance and be provided with agenda, sign-in sheet, photos, training materials, and any other relevant accompanying documentation. Deliverable must be submitted in English.</p>	
4	Final report	<p>The report should include in addition to the description and narrative of the campaigns, a list of recommendations, lessons learned, what experiences can be replicated in other provinces; how can the local government engage better with the local communities, challenges, photos and other documentations. Detailed breakdown of target audience by sex, age, and relevant social categories.</p>	Twelve weeks after award.

7. Inspection & Acceptance

The designated IGPA/Takamul Project Manager will inspect from time to time the services being performed to determine whether the activities are being performed in a satisfactory manner, and that all equipment or supplies are of acceptable quality and standards. The subcontractor shall be responsible for any countermeasures or corrective action, within the scope of this RFP, which may be required by the IGPA/Takamul Chief of Party as a result of such inspection.

8. Compliance with Terms and Conditions

8.1 General Terms and Conditions

Offerors agree to comply with the general terms and conditions for an award resulting from this RFP. The selected Offeror shall comply with all Representations and Certifications of Compliance listed in Attachment G.

8.2 Source and Nationality

Under the authorized geographic code for its contract DAI may only procure goods and services from the following countries.

Geographic Code 937: Goods and services from the United States, the cooperating country, and "Developing Countries" other than "Advanced Developing Countries: excluding prohibited countries. A list of the "Developing Countries" as well as "Advanced Developing Countries" can be found at:

<http://www.usaid.gov/policy/ads/300/310maa.pdf> and <http://www.usaid.gov/policy/ads/300/310mab.pdf> respectively.

Geographic Code 935: Goods and services from any area or country including the cooperating country, but excluding Prohibited Countries.

Geographic Code 110: Goods and services from the United States, the independent states of the former Soviet Union, or a developing country, but excluding Prohibited Countries.

DAI must verify the source and nationality of goods and services and ensure (to the fullest extent possible) that DAI does not procure any goods or services from prohibited countries listed by the Office of Foreign Assets Control (OFAC) as sanctioned countries. OFAC sanctioned countries may be searched within the System for Award Management (SAM) at www.SAM.gov. The current list of countries under comprehensive sanctions include: Cuba, Iran, North Korea, Sudan, and Syria. Goods may not transit through or be assembled in comprehensive sanctioned origin or nationality countries nor can the vendor be owned or controlled by a prohibited country. DAI is prohibited from facilitating any transaction by a third party if that transaction would be prohibited if performed by DAI.

By submitting a proposal in response to this RFP, Offerors confirm that they are not violating the Source and Nationality requirements of the goods or services being offered and that the goods and services comply with the Geographic Code and the exclusions for prohibited countries outlined above.

9. Procurement Ethics

Neither payment nor preference shall be made by either the Offeror, or by any DAI staff, in an attempt to affect the results of the award. DAI treats all reports of possible fraud/abuse very seriously. Acts of fraud or corruption will not be tolerated, and DAI employees and/or subcontractors/grantees/vendor who engage in such activities will face serious consequences. Any such practice constitutes an unethical, illegal, and corrupt practice and either the Offeror or the DAI staff may report violations to the Toll-Free Ethics and Compliance Anonymous Hotline at +1 855-603-6987, via the DAI website, or via email to FPI_hotline@dai.com. DAI ensures anonymity and an unbiased, serious review and treatment of the information provided. Such practice may result in the cancellation of the procurement and disqualification of the Offeror's participation in this, and future, procurements. Violators will be reported to USAID, and as a result, may be reported to the U.S. Department of Justice to be included in a Restricted Parties list, preventing them from participating in future U.S. Government business.

Offerors must provide full, accurate and complete information in response to this solicitation. The penalty for materially false responses is prescribed in Section 1001 of Title 18 of the United States Code.

In addition, DAI takes the payment of USAID funds to pay Terrorists, or groups supporting Terrorists, or other parties in exchange for protection very seriously. Should the Terrorist, groups or other parties attempt to extort/demand payment from your organization you are asked to immediately report the incident to DAI's Ethics and Compliance Anonymous Hotline at the contacts described in this clause.

By submitting an offeror, offerors certify that they have not/will not attempt to bribe or make any payments to DAI employees in return for preference, nor have any payments with Terrorists, or groups supporting Terrorists, been attempted.

10. Attachments

10.1 Attachment A: Scope of Work for Services or Technical Specifications

SCOPE OF WORK/TERMS OF REFERENCE

IGPA/Takamul

Assess and review the public awareness on local revenues on a provincial level

A. BACKGROUND AND JUSTIFICATION

The purpose of the USAID-funded Iraq Governance Performance and Accountability (IGPA/Takamul) project is to advance effective, accountable, and transparent governance in Iraq. This USAID effort, implemented by DAI, is working with the Government of Iraq (GOI) at all levels to better respond to citizen needs by supporting reform initiatives and Iraqi change agents on inclusive governance and public-sector transparency, accountability, and economy. Reform initiatives includes support to improve service delivery functions, public financial management, and open government initiatives. IGPA/Takamul will support the GOI and the citizens of Iraq in forming partnerships and collaborative efforts to solve problems jointly. IGPA/Takamul has four (4) objectives:

1. Enhance GOI service delivery capacity
2. Improve public financial management (PFM)
3. Strengthen monitoring and oversight of service delivery and public expenditure
4. Support Iraqi change agents (cross-cutting objective)

As part of Objective 3 above, the project works closely with local communities in issues related to improved service delivery including strengthening communication between citizens and provincial governments. A primary concern raised by participants in public opinion surveys was the lack of information about how locally-collected revenues (e.g., fees and fines) are used by the government.

The objective of this project is to narrow the gap between citizens and the provincial government as it concerns local revenue pricing and collection. The theory of change for this intervention is that increased citizen knowledge about how local revenues are determined, collected and spent will contribute to increased trust in the provincial government and increased willingness to pay fines and fees.

This activity consists of conducting a public opinion survey in Wassit, Dhi Qar and Babil provinces followed by an information campaign responding to citizens' concerns on public revenues including all fees, tolls and fines being paid, pricing and collection methods, how the revenue is spent, and how to access this information in the future. A plan to ensure equitable representation (by sex, age, and other category) of participants from both citizens and service providers will be included. As the service delivery requests are organized and tallied, key methodologies and outputs will be shared with Objective 2 to address its requirements

B. OBJECTIVES

The objectives of this activity are:

1. Use a public opinion survey to capture citizen's views on local revenues with a preference to provinces that have enacted local revenue laws and are legally collecting local revenues.
2. Respond to public concerns and inquiries through communication campaigns
3. Inform provincial governments how to improve communication to citizens on local revenues to increase their willingness to pay local fees.

C. SCOPE OF WORK AND DETAILED TASKS REQUIREMENTS

This RFP is designed to be implemented through the following sub-activities:

Task 1: Evaluate the existing public awareness towards local revenues: Vendor will evaluate current public awareness and understanding of the local revenues, how and why they are collected through implementation of a public opinion survey in selected provinces. Vendor will use DAI tool KoBo collect and train surveyors on use of tool

Task 2: developing an easy access information document: Engage with local governments to gather the information requested by the public and putting it in to a simple and easily accessible format using multiple tools (brochure, posters, online) to the public.

Task 3: Raise the awareness of the public towards local revenues: Public campaigns and door to door engagement making sure that all citizens have a fair understanding of the local revenues.

Task 4: Final Report: Develop solutions /recommendations making sure that lessons are learned and experiences are shared, the project will build on the success in other provinces.

Equality, Inclusion and Conflict and Sensitivity Considerations

A. Conflict Sensitivity:

Adopting the principle of Do No Harm, IGPA/Takamul has taken into consideration the following issues in the design and planning stages of activity as follows:

1. While the activity focuses on performing a public assessment and awareness campaign to improve the public's understanding of local revenues, systems and accountability through either local CSOs or SAGs; it also will be implemented in different demographic and socio-economic provinces: Wassit, Dhi Qar and Babil
2. IGPA/Takamul team is aware that the level of awareness, understanding and acceptance of local revenues and public campaigns will vary in different locations and provinces. It is important that all populations are respected, and proposed improvements do not favor one population versus another.
3. Responsiveness to citizen concerns is nascent in Iraq; the party affiliations and lack of resources of CSOs impact on their performance and activities.

In the implementation of the activity, IGPA/Takamul will adopt the following measures:

1. Assist the selected CSO/vendor in gaining access to information from local government to be shared with the local communities.
2. Provide training and access to online data collection tool.
3. Share existing stakeholder mapping data to ensure all relevant stakeholders are included in data collection.

4. Work closely with selected CSO/vendor to identify locations and populations to be targeted in the campaigns.
5. Provide suggestions for the selected methodology used in conducting the campaign and developing the outcome report.

B. Equality and Inclusion.

Inclusive participation will be ensured as follows:

1. Vendor will encourage and advance the inclusion of women, vulnerable populations (VP), and youth when conducting the public assessment and awareness campaigns.
2. Vendor will review the information shared to ensure it is understandable to all categories of the population including but not limited to marginalized populations and people with disabilities.

Strategic Visibility

The vendor will ensure strategic visibility through using public outreach campaigns to highlight what the government has done and what it intends to do in the context of service delivery. During the third task, the vendor will utilize public events and literature to highlight specific positive action on service delivery and encourage people to pay assessed fees.

Deliverables:

Each task should be described in the context of what specific audience (as defined above) it is targeting.

No.	Task	Task Deliverable	Due Date
1	Design action plan	Detailed plan with actions, time schedule, tasks and assignments, locations, and any other implementation procedures including approvals and coordination with Local Government. Specific attention social inclusion and gender in implementation, participants, responses and M&E. Deliverable must be submitted in English	Two weeks after award.
2	Evaluate the existing public awareness towards local revenues	Approved survey forms, questionnaire, and assessment tools (must be approved by IGPA/Takamul in advance). Detailed plan for implementing survey. Survey data, results, and findings. Evaluation report. Deliverable must be submitted in English.	Five weeks after award.

No.	Task	Task Deliverable	Due Date
3	Conduct public campaigns raising the awareness of the public in regards to local revenues	<ol style="list-style-type: none"> 1. Coordinate with GO and PC to gather data and information regarding local revenues that can be shared with the public. 2. Design and print brochures and/or flyers enough quantity to cover assessed area/locations including all the information that the public needs to know about local revenues. This information should include specifically what the government has done so far to improve service delivery in response to citizen concerns and how these fees will manifest even greater improvement. 3. Execute at least three (3) events in each targeted location to distribute the information amongst the targeted communities and explaining it to the recipients taking into consideration people with disabilities that prevent them from reading and the illiterate. IGPA/Takamul must be notified of events at least four weeks in advance and be provided with agenda, sign-in sheet, photos, training materials, and any other relevant accompanying documentation. Deliverable must be submitted in English. 	Ten weeks after award.
4	Final report	The report should include in addition to the description and narrative of the campaigns, a list of recommendations, lessons learned, what experiences can be duplicated in other provinces; how can the local government engage better with the local communities, challenges, photos and other documentations. Detailed breakdown of target audience by sex, age, and relevant social categories. Deliverable must be submitted in English	Twelve weeks after award.

Successful CSO will meet the following requirements:

- Should have at least three years' experience in relevant projects
- Valid CSO registration certificate or business license.
- Submit all required documentation described in this RFP.

D. Technical Proposals

All technical proposals should include:

- Technical Approach - Description of the proposed services which meets or exceeds the stated technical specifications or scope of work. The proposal must show how the Offeror plans to complete the work and describe a socially and gender inclusive approach that demonstrates the achievement of timely and acceptable performance of the work. Technical proposal must include a project implementation plan with sample calendar.
- Management approach – Description of the Offeror's staff assigned to the project. The proposal should describe how the proposed team members have the necessary experience and capabilities to carry out the Technical Approach. Teams are encouraged to demonstrate gender awareness and balance in their teams and reporting structures. Five points of this will be reserved for offeror's that show a commitment to diversity in staffing including, but not limited to, gender, ethnicity, disabled populations, and other vulnerable populations that apply. Technical should also include organizational chart for the proposed intervention and CVs of key staff.
- Past Performance –Provide a list of at least three (3) recent awards of similar scope and duration. The information shall be supplied as a table and shall include the legal name and address of the organization for which services were performed, a description of work performed, the duration of the work and the value of the contract, description of any problems encountered and how it was resolved, and a current contact phone number of a responsible and knowledgeable representative of the organization. See Attachment D.
- Financial Capabilities – number and size of projects that the offeror has managed previously, size of budgets and how many budgets have been managed simultaneously.
- Work Experience – familiarity with international donors, diversity of donors, working compatibility with different international policies and procedures. Sample print and online materials (can be copies, screenshots or links).

E. OUTPUTS AND DELIVERABLES

- Weekly Reports: IGPA/Takamul expects a weekly report on progress of the implementation Tuesday at the close of business each week.
- The CSO will need to meet with the GOs, community leaders/representatives and IGPA/Takamul team members to identify locations for holding the public assessment and awareness campaigns and areas of interest in the targeted provinces.
- The CSO will need to produce a timeline or a calendar schedule that covers the steps for conducting the campaigns and sharing the final reports.
- Online and social media: During the campaigns the CSO will share any promotional videos, infographics, spots, and all other digital advertisements that are used in the campaign on social media, websites, and pages especially Facebook and WhatsApp.
- Final Report- Additional information in the report should include an outline of activities, photos, explanation of results and challenges faced. If there are success stories or interesting quotes

they should be included here. The participants sign sheet can be included in their original form with name, address, phone, locations, and signature if possible.

- The final report and the results of the public assessment and awareness campaigns must be submitted and shared with provincial government and IGPA/Takamul for action regarding to issues related to vulnerable societies and community services.

F. Timeframe/duration

The duration of the implementation of this SOW are **TBD** days.

SPECIAL CONSIDERATIONS

All designed materials, handouts, and presentations should be approved by IGPA/Takamul- Objective 3 technical team, graphic designer specialist, concerned departments, and the GO in the province. All approvals should be documented in hard copy.

10.2 Attachment B: Proposal Cover Letter

[On Firm's Letterhead]

<Insert date>

TO: [Click here to enter text.](#)
Development Alternatives, Inc.

We, the undersigned, provide the attached proposal in accordance with **RFP-Click here to enter text.** issued on [Click here to enter text.](#) Our attached proposal is for the total price of [<Sum in Words \(\\$0.00 Sum in Figures\) >](#). I certify a validity period of [Click here to enter text.](#) days for the prices provided in the attached Price Schedule/Bill of Quantities. Our proposal shall be binding upon us subject to the modifications resulting from any discussions.

Offeror shall verify here the items specified in this RFP document.

We understand that DAI is not bound to accept any proposal it receives.

Yours sincerely,

Authorized Signature:

Name and Title of Signatory: [Click here to enter text.](#)

Name of Firm: [Click here to enter text.](#)

Address: [Click here to enter text.](#)

Telephone: [Click here to enter text.](#)

Email: [Click here to enter text.](#)

Seal/Stamp:

10.3 Attachment C: Detailed Budget and Price Schedule

Please provide a detailed budget narrative describing the assumptions used in the budget below.

Nr.	Line Item	Unit	Quantity	Unit Price	Total Cost	M
A	Salaries and Wages					
1						
2						
3						
4						
5						
6						
	Sub-Total					
B	Fringe Benefits					
1						
2						
3						
4						
5						
	Sub-Total					
C	Travel, Transportation and Per Diem					
1						
2						
3						
4						
5						
	Sub-Total					
D	Allowances					

1						
2						
3						
	Sub-Total					
E	Other Direct Costs					
1						
2						
3						
4						
5						
	Sub-Total					
	GRAND TOTAL IN Iraqi Dinar					
	GRAND TOTAL in USD					

Delivery Period: 60 days

10.4 Attachment D: Past Performance Form

Include projects that best illustrate your work experience relevant to this RFP, sorted by decreasing order of completion date.

Projects should have been undertaken in the past three years. Projects undertaken in the past six years may be taken into consideration at the discretion of the evaluation committee.

#	Project Title	Description of Activities	Location Province/District	Client Name/Tel No	Cost in US\$	Start-End Dates	Completed on schedule (Yes/No)	Completion Letter Received? (Yes/No)	Type of Agreement, Subcontract, Grant, PO (fixed price, cost reimbursable)
1									
2									
3									
4									
5									

10.5 Attachment E: Representations and Certifications of Compliance

1. Federal Excluded Parties List - The Bidder Select is not presently debarred, suspended, or determined ineligible for an award of a contract by any Federal agency.
2. Executive Compensation Certification- FAR 52.204-10 requires DAI, as prime contractor of U.S. federal government contracts, to report compensation levels of the five most highly compensated subcontractor executives to the Federal Funding Accountability and Transparency Act Sub-Award Report System (FSRS)
3. Executive Order on Terrorism Financing- The Contractor is reminded that U.S. Executive Orders and U.S. law prohibits transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. It is the legal responsibility of the Contractor/Recipient to ensure compliance with these Executive Orders and laws. Recipients may not engage with, or provide resources or support to, individuals and organizations associated with terrorism. No support or resources may be provided to individuals or entities that appear on the Specially Designated Nationals and Blocked persons List maintained by the US Treasury (online at www.SAM.gov) or the United Nations Security Designation List (online at: http://www.un.org/sc/committees/1267/aq_sanctions_list.shtml). This provision must be included in all subcontracts/sub awards issued under this Contract.
4. Trafficking of Persons – The Contractor may not traffic in persons (as defined in the Protocol to Prevent, Suppress, and Punish Trafficking of persons, especially Women and Children, supplementing the UN Convention against Transnational Organized Crime), procure commercial sex, and use forced labor during the period of this award.
5. Certification and Disclosure Regarding Payment to Influence Certain Federal Transactions – The Bidder certifies that it currently is and will remain in compliance with FAR 52.203-11, Certification and Disclosure Regarding Payment to Influence Certain Federal Transactions.
6. Organizational Conflict of Interest – The Bidder certifies that will comply FAR Part 9.5, Organizational Conflict of Interest. The Bidder certifies that is not aware of any information bearing on the existence of any potential organizational conflict of interest. The Bidder further certifies that if the Bidder becomes aware of information bearing on whether a potential conflict may exist, that Bidder shall immediately provide DAI with a disclosure statement describing this information.
7. Prohibition of Segregated Facilities - The Bidder certifies that it is compliant with FAR 52.222-21, Prohibition of Segregated Facilities.
8. Equal Opportunity – The Bidder certifies that it does not discriminate against any employee or applicant for employment because of age, sex, religion, handicap, race, creed, color or national origin.
9. Labor Laws – The Bidder certifies that it is in compliance with all labor laws.
10. Federal Acquisition Regulation (FAR) – The Bidder certifies that it is familiar with the Federal Acquisition Regulation (FAR) and is in not in violation of any certifications required in the applicable clauses of the FAR, including but not limited to certifications regarding lobbying, kickbacks, equal employment opportunity, affirmation action, and payments to influence Federal transactions.
11. Employee Compliance – The Bidder warrants that it will require all employees, entities and individuals providing services in connection with the performance of an DAI Purchase Order to comply with the provisions of the resulting Purchase Order and with all Federal, State, and local laws and regulations in connection with the work associated therein.

By submitting a proposal, offerors agree to fully comply with the terms and conditions above and all applicable U.S. federal government clauses included herein, and will be asked to sign these Representations and Certifications upon award.

10.6 Attachment F: [Proposal Checklist](#)

Does the proposal include the following?

<u>Yes</u>	<u>No</u>	<u>N/A</u>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Technical & cost (including excel version of budget and detailed cost narrative) proposals submitted separately in a sealed envelope to the address (electronic or mailing) as specified in the RFP.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Signed cover letter
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Technical proposal that meets the technical requirements in the RFP
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Past Performance References
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Performance Implementation Plan (PIP)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Priced Bill of Quantities or Cost Proposal – must provide excel version of the cost proposal in addition to a budget narrative detailing approach to cost estimates and how each cost supports the technical proposal
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	DUNS number (if Offeror has DUNS and proposal exceeds \$25,000)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	CVs of key personnel
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Proof of general liability insurance
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Partner Information Forms (all key individuals)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Signed proposal checklist

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Offeror representative should sign and stamp below acknowledging that the requirements concerning the statement of work and proposal have been read and understood. This checklist should be submitted as part of the offeror's proposal package.

Signature: _____

Name: _____

Title: _____

NGO: _____

Date: _____

Stamp: