



REQUEST FOR QUOTATION

RFQ Number: KB-IR3-FY17-001
Issuance Date: 26 April 2017
Description: Konbit Mid-Term Evaluation
Type of procurement: Purchase Order
Deadline for Offers: 5 May 2017
Term of contract: 30 days
Funded by: AID-521-A-15-00009
Implemented By: KONBIT
Point of Contact: Mackenley Brice - Email: mackenley@papyrushaiti.com
Location: Port-au-Prince, Haiti

***** ETHICAL AND BUSINESS CONDUCT REQUIREMENTS *****

Papyrus S.A. is committed to integrity in procurement, and only selects suppliers based on objective business criteria such as price and technical merit.

Papyrus S.A. does not tolerate fraud, collusion among offerors, falsified proposals/bids, bribery, or kickbacks. Any firm or individual violating these standards will be disqualified from this procurement, barred from future procurement opportunities, and may be reported.

Employees and agents of Papyrus S.A. are strictly prohibited from asking for or accepting any money, fee, commission, credit, gift, gratuity, object of value or compensation from current or potential vendors or suppliers in exchange for or as a reward for business. Employees and agents engaging in this conduct are subject to termination and will be reported to USAID and the Office of the Inspector General.

Offerors responding to this RFQ must include the following as part of the proposal submission:

- Disclose any close, familial, or financial relationships with Papyrus S.A. or project staff. For example, if an offeror's cousin is employed by the project, the offeror must state this.
- Disclose any family or financial relationship with other offerors submitting proposals. For example, if the offeror's father owns a company that is submitting another proposal, the offeror must state this.
- Certify that the prices in the offer have been arrived at independently, without any consultation, communication, or agreement with any other offeror or competitor for the purpose of restricting competition.
- Certify that all information in the proposal and all supporting documentation are authentic and accurate.
- Certify understanding and agreement to Papyrus S.A. prohibitions against fraud, bribery and kickbacks.

Please contact Mackenley Brice- Email: mackenley@papyrushaiti.com with any questions or concerns regarding the above information or to report any potential violations.

Section 1: SCOPE OF WORK

Please refer to Attachment A – **SCOPE OF WORK**

Section 2: INSTRUCTIONS TO OFFERORS

Offerors are responsible for ensuring that their offers are received by Papyrus/KONBIT in accordance with the instructions, terms, and conditions described in this RFQ. Failure to adhere with instructions described in this RFQ may lead to disqualification of an offer from consideration.

1. **Offer Deadline and Protocol:** Offers must be received no later than 12:00pm local Port-au-Prince time on 5 May 2017 by email. All offers must be emailed to mackenley@papyrushaiti.com

Please reference the RFQ number in any response to this RFQ. Offers received after the specified time and date will be considered late and will be considered only at the discretion of Papyrus/KONBIT.

2. **Questions:** Questions regarding the technical or administrative requirements of this RFQ may be submitted no later than 5:00pm local Port-au-Prince time on 28 April 2017 by email to mackenley@papyrushaiti.com and cc: Flor Sandra Jeanty Destine at sandrad@papyrushaiti.com Questions must be submitted in writing; phone calls will not be accepted. Questions and requests for clarification—and the responses thereto—will be circulated to all RFQ recipients who have indicated an interest in bidding. Only the written answers issued by Papyrus/KONBIT will be considered official and carry weight in the RFQ process and subsequent evaluation. Any verbal information received from employees of Papyrus/KONBIT or any other entity should not be considered as an official response to any questions regarding this RFQ.
3. **Quotations:** Quotations in response to this RFQ must be priced on a fixed-price, all-inclusive basis, including out of pocket expenses and all other costs. Offers must remain valid for not less than thirty (30) calendar days after the offer deadline. Offerors are requested to provide quotations on their official quotation format or letterhead.
4. **Payment terms:** Payment will be made via wire transfer or by check. The payments will be based on successful completions of deliverables (please refer to Terms of reference for a detailed payment schedule).
5. **Taxes and VAT:** The agreement under which this procurement is financed is not exempt from the payment of taxes, VAT, tariffs, duties, or other levies imposed by the laws in effect in Haiti. Therefore, offerors must include taxes, VAT, charges, tariffs, duties and levies in accordance with the laws of Haiti.
6. **Eligibility:** By submitting an offer in response to this RFQ, the offeror certifies that it and its principal officers are not debarred, suspended, or otherwise considered ineligible by the U.S. Government. Papyrus/KONBIT will not award a contract to any firm that is debarred, suspended, or considered to be ineligible by the U.S. Government (or other lists).
7. **Evaluation and Award:** The award will be made to a responsible offeror whose offer follows the RFQ instructions, meets the eligibility requirements, and is determined via a trade-off analysis to be the best value based on application of the following evaluation criteria. The relative importance of each individual criterion is indicated by the number of points below:
 - **Cost Proposal—30%:** The cost proposal budget should be cost effective and should maximize the value for monies requested in the Offeror's budget. Proposal costs should reflect actual costs necessary to adequately achieve the stated scope of work.
 - **Delivery—15%:** Seller that provides the most advantageous delivery schedule.

- **Technical Qualifications—30%:** Services shall satisfy or exceed the specifications described in RFQ/RFP Attachment A.
- **Past performance—25%:** Seller can demonstrate his/her capability and resources to provide the services requested in this solicitation in a timely and responsive manner by describing similar such works accomplished in the past, including citing references that will be verified for accuracy.

Please note that if there are significant deficiencies regarding responsiveness to the requirements of this RFQ, an offer may be deemed “non-responsive” and thereby disqualified from consideration.

Papyrus/KONBIT reserves the right to waive immaterial deficiencies at its discretion.

Best-offer quotations are requested. It is anticipated that award will be made solely based on these original quotations. However, Papyrus/KONBIT reserves the right to conduct any of the following:

- Papyrus/KONBIT may conduct negotiations with and/or request clarifications from any offeror prior to award.
- Papyrus/KONBIT may cancel this RFQ at any time.

Please note that in submitting a response to this RFQ, the offeror understands that USAID is not a party to this solicitation and the offeror agrees that any protest hereunder must be presented—in writing with full explanations—Papyrus/KONBIT for consideration, as USAID will not consider protests regarding procurements carried out by implementing partners. Papyrus/KONBIT at its sole discretion will make a final decision on the protest for this procurement.

8. Terms and Conditions: This is a Request for Quotations only. Issuance of this RFQ does not in any way obligate Papyrus/KONBIT or USAID to make an award or pay for costs incurred by potential offerors in the preparation and submission of an offer.

This solicitation is subject to Papyrus/KONBIT standard terms and conditions. Any resultant award will be governed by these terms and conditions; a copy of the full terms and conditions is available upon request. Please note the following terms and conditions will apply:

- (a) Papyrus/KONBIT standard payment terms are net 30 days after receipt and acceptance of any commodities or deliverables. Payment will only be issued to the entity submitting the offer in response to this RFQ and identified in the resulting award; payment will not be issued to a third party.
- (b) Any award resulting from this RFQ will be firm fixed price, in the form of a purchase order
- (c) United States law prohibits transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. The supplier under any award resulting from this RFQ must ensure compliance with these laws.

Section 3: SUBMISSION REQUIREMENTS

To assist offerors in preparation of proposals, the following checklist summarizes the documentation to include in an offer in response to this RFQ:

- Official quotation using the firm’s letterhead, including:
 - A cover letter signed by a duly authorized representative of the tenderer
 - The solicitation number
 - The name, address and telephone number and authorized signature of the seller (bidder).
 - Validity period of Quote

- A technical description of the deliverables being offered in sufficient detail to evaluate compliance with the requirements in the solicitation. This may include product literature, or other documents, if necessary.
- Lead Time Availability of the Service.
- Special pricing instructions: price and any discount terms or special requirements or terms (Special note: pricing must include guaranteed firm fixed prices for the services requested.)
- Payment address or instructions (if different from mailing address)
- Acknowledgment of solicitation amendments (if any)
- Past performance information, when included as an evaluation factor, to include recent and relevant contracts for the same or similar items and other references (including points of contact with telephone numbers, and other relevant information)
- Special Note: The Seller, by his response to this RFQ/RFP and accompanying signatures, confirms that the terms and conditions associated with this RFQ/RFP document have been agreed to and all its attachments have been carefully read and understood and all related questions answered.

A. Cover letter, signed by an authorized representative of the offeror.

The cover letter must be placed on letterhead and completed/signed/stamped by a representative authorized to sign on behalf of the offeror:

To: Mackenley Brice
Papyrus S.A.
#4 Impasse Alexis, Musseau
Haiti

Reference: RFQ No. KB-IR3-FY17-001

Attachment A: Scope of Work

Request for Firm to carry out Konbit Mid-Term Evaluation

Konbit Overview

The goal of Konbit is to increase the number of Haitian development partners who are accountable to their constituents, and who can effectively compete for and manage resources to achieve significant and sustainable development results in Haiti.

Konbit Objectives

- Establish and coordinate comprehensive capacity development services – to build institutional competence for Haitian civil society organizations so they can take on increasingly complex development challenges.
- Launch a Development Innovation Network – to encourage collaboration and sharing of best practices, innovations, and industry standards in both capacity development and technical areas among Haitian and international practitioners.
- Develop and implement monitoring, evaluation and learning activities and employ an interactive platform for sharing of key lessons learned
- Small Grants Program set up and running to support the delivery of capacity development activities and the implementation of innovative initiatives.

To achieve these results, Konbit is implementing a range of strategic interventions, which include:

- Complete an inventory of existing institutional capacity
- Assess, assist and train USAID awardees as well as Haitian providers of capacity development services in financial, management and organizational strengthening
- Establish a compliance Helpline
- Establish a help-bar (“Experts Konbit”), which provides in-house support to partners at Konbit’s offices in Port-au-Prince and Cap-Haitian
- Host “Systems Thinking” conferences on local development processes
- Develop platforms to strengthen and mobilize the Haitian philanthropic community
- Technical support to enhance local organizations’ monitoring and evaluation systems
- Disseminate project management and learning tools to partners online
- Issue small grants for capacity development and innovative initiatives.

Evaluation Purpose

The mid-term evaluation will be used to inform Konbit stakeholders, particularly the Konbit team, on the relevance of project strategy and associated interventions and whether they are contributing to the achievement of the project’s specific objectives and broader goal. Consequently, the ultimate purpose of this evaluation is to offer a learning framework to help Konbit team strengthen project implementation to achieve expected results.

The mid-term evaluation will assess the project in the areas of effectiveness, efficiency, relevance and impact and should answer the following specific questions (as well as other relevant questions that may emerge during the implementation of the study):

Effectiveness

- To what extent are the objectives on track to be achieved?
- How are Konbit’s inputs contributing to the achievement of IR1, IR2, IR3, IR4 outcomes?
- How are Konbit sub-awardees and sub-contractors performing?

- What is the perception of Konbit beneficiaries on project activities and accomplishments?
- How well is the project supporting organizations in mainstreaming gender?

Efficiency

- Were objectives achieved on time?
- Are the human resources, administration and financial structures adequate to support project objectives?
- To what extent were DIN events useful to participating organizations?
- To what extent were Konbit capacity support activities useful for recipient organizations?
- Is the project providing the right type of framework and support for lessons-learned documentation?
- What are the challenges being faced by organizations in upgrading their capacities?

Relevance

- Are the activities and outputs of the project consistent with the overall goal and attainment of its objectives?
- From the perspective of Konbit stakeholders, how is the project contributing to strengthening local organization capacity?
- Are the activities and outputs of the project consistent with the intended impacts and effects?
- Is the grant fund relevant and effectively targeting what the organizations' perceive to be a priority for them?

Value for Money

- How well is the project using its resources to achieve its objectives?
- Was the project implemented in a cost-efficient way compared to alternatives?

Impact

- What were the major factors influencing the achievement or non-achievement of the objectives?
- What real difference has the project made to its beneficiaries?
- How are inputs and outcomes across IR1, IR2, IR3, IR4 contributing to achieving the desired project impact?

In the annexes, applicants will find the Konbit Services Menu, Theory of Change as well as Work Plans for the past two years.

Professional Requirements:

The selected candidate should show expertise in the following domains:

- International Development
- Organizational and business management
- Organizational capacity development
- Philanthropy
- Social network platforms and/or marketing
- Gender
- Monitoring & Evaluation
- Project Management
- Proven experience in similar work in the areas targeted by the mid-term evaluation
- Experience leading evaluations of USAID development projects, knowledge of USAID evaluation standards
- Knowledge of the Haitian context and experience with Haitian local organizations strongly preferred
- Detail-oriented

To be considered, the application must contain:

- A proposal that demonstrates the applicant’s understanding of the mandate, the methodology that will be used and profiles of the evaluators
- A budget proposal along with daily rates or other price quotes for pertinent services
- A deliverables calendar
- UP to two (2) samples of past work with three references
- Resume of each team member

Payment schedule

Payment #	Description	Due date	Payment upon acceptance
1	Signature of Purchase Order	Upon signature	20%
2	Inception report	5 days after signing	20%
3	Desk Review (project records and relevant documentation)	12 days after signing	30%
	Data collection in Haiti (interviews, focus groups discussion and/or survey)		
	Fieldwork/data collection debrief with Konbit team		
	Draft preliminary version of report, presentation of preliminary findings and recommendations to Konbit and USAID teams	20 days after signing	
4	Final report drafting, incorporating feedback received from Konbit and USAID teams	25 days after signing	20%
5	Satisfactory completion of the activity	30 days after signing	10%

Level of Effort is estimated at 15 days over a 30-day period.

Deliverables should be accepted and approved by Mackenley Brice before issuance of payments. The firm will work closely with Mackenley Brice or his or her designated person during the period of the assignment.

Please submit your application no later than 12:00pm local Port-au-Prince time on 5 May 2017, to mackenley@papyrushaiti.com and sandrad@papyrushaiti.com, in CC.

Signed by: _____

Title: _____

Date: _____

(By signing this attachment, the bidder confirms that it has a complete understanding of the specifications and intends to deliver the items.)

ANNEX A: Konbit Service Menu

IR1 – Establishment & Coordination of Capacity Development Services

1. Experts Konbit: helpline & in-house support for quick & targeted questions
2. Hub in CH & P-au-P offices for scheduled assistance (workstation & internet access)
3. Trainings & workshops
4. Tetra Tech & SKA helpline by phone & email: awards & compliance guidance
5. OCA & Capacity Action Plans (CAP)
6. Technical assistance based on CAPs
7. Launching bids for STTA from A to Z
8. Monthly round table meetings for CDSPs
9. Quarterly round table meetings for APS/Awardees
10. Capacity development services to promote gender inclusion

IR2 – Launch a Development Innovation Network (DIN)

1. Systems thinking conferences & establishment of think tanks
2. Networking events: Q&A sessions with USAID, sector-specific events/workshops, etc.
3. Building innovative ideas over LOP
4. DIN platform/portal:
 - Information finding & sharing
 - Free resources (templates, maps, procedures, rules and regulations)
 - B to B, B to Customer, B to Government matchmaking
 - Marketing opportunities based on social networking
 - Service provider rating system, sharing of lessons learned
 - Online courses
 - Promotion of philanthropic opportunities & communities
 - Podcasts, blogs, articles, web links
 - Promotion of gender issues and activities

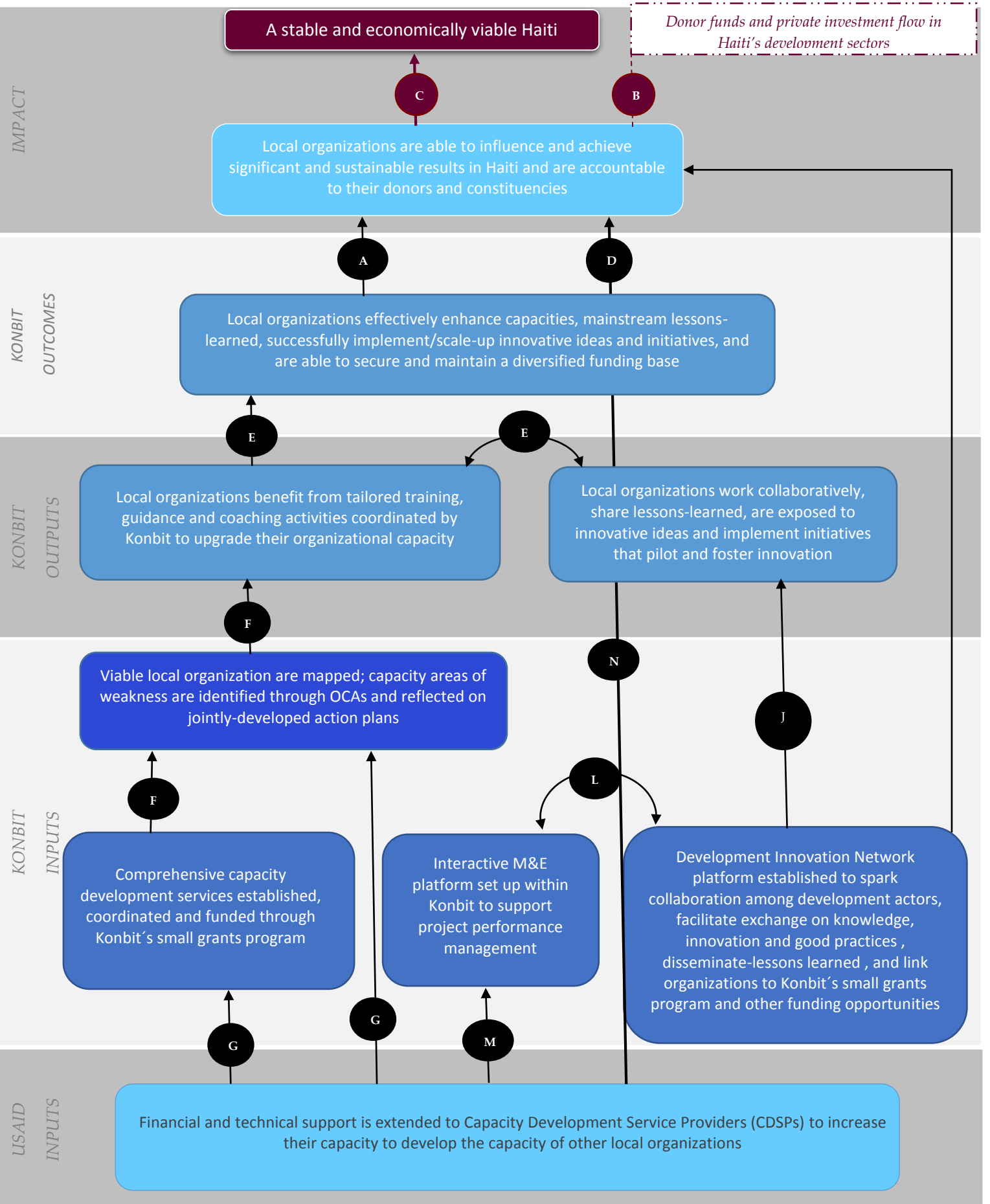
IR3 – Develop & Implement M&E & Learning Activities

1. M&E technical assistance: M&E plan development, M&E training
2. Identify & implement lessons learned
3. M&E coaching
4. M&E focus on gender

IR 4 - Implement Small Grants Program

1. Funding opportunities for capacity development activities
2. Funding opportunities for the implementation of innovative activities

ANNEX A : Theory of Change



ANNEX B: Gantt Charts

Konbit Gantt Charts 2015-2016

Konbit Activities - Year 1		Year 1			
Description		Q1	Q2	Q3	Q4
-	Work Plan submitted and approved				
-	MEP Submitted and approved				
-	Start up at Papyrus Offices with most staff on board				
-	Move into Konbit Offices and all staff hired				
1.1	Kick-off meeting with preselected CDSPs				
1.2	Mapping of CDSPs and firms				
1.3	OCA Training Session				
1.4	TetraTech OCA Ayiti Nexus & 1 other tbd Mgm't Track				
1.5	Tetrattech Workshop for APS/awardees				
1.6	SKA Workshop for CDSPs				
1.7	SKA one-on-one Ayiti Nexus & 1 other tbd Mgm't Track				
1.8	SKA Helpline				
1.9	Conduct OCAs and draft CAPs for APS and awardees				
1.10	Launch bids for CDSP capacity building services				
1.11	Set up in-house support centers both in CH and PauP				
1.12	"Rountable" meetings with APS and recipients				
1.13	Monthly meetings with core group of 10 "Partner CDSPs"				
2.1	Information gathering				
2.2	Build the DIN				
2.3	Draft Communication Strategy				
2.4	Systems Thinking Conference				
2.5	Networking events				
2.6	Think Tank Sessions				
2.7	Annual discussion with foundations, corporations & donors				
2.8	Co-funding CDSPs				
2.9	Innovative Activity				
3.1	ME&L Data Collection				
3.2	ME&L Reporting				
3.3	Adapt Platform & Create Tools				
3.4	Surveys & Input Collection through DIN				
3.5	Post Podcasts, Articles, Web links & Resources on DIN				
3.6	Disseminate ME&L Results				
3.7	Annual ME&L Review				

Konbit Gantt Charts 2016-2017

Konbit Activities - Year 2		Year 2			
Description		Q1	Q2	Q3	Q4
1.1.1	Mapping of CDSPs and firms				
1.2.1	SKA workshop for CDSPs				
1.2.2	SKA 1-on-1 sessions '16 & '17 Mgmt Track CDSPs				
1.2.3	TT and SKA helpline				
1.2.4	Monthly "Partner CDSPs"/ KSC meetings				
1.2.5	Experts Konbit				
1.2.6	CD services in other regions				
1.2.7	Gender Mainstreaming				
1.3.1	Conduct OCSs and develop action plan				
1.4.1	CDSP capacity building services				
1.4.2	Roundtables w/ APS & recipients in CH and PaP offices				
1.5.1	Technical & logistical support (USAID, awardees, CDSP)				
2.1.1	Research and Development for DIN				
2.1.2	Build the DIN				
2.1.3	Promotion of the DIN				
2.2.1	Communication Strategy				
2.2.2	Networking events				
2.2.3	Systems Thinking				
2.3.1	Co-funding CDSPs				
2.3.2	Innovative activity				
2.3.3	CSR				
2.3.4	Annual discussion with stakeholders				
2.4.1	Konbit pour la Compétitivité Stratégique (KCS)				
2.4.2	DIN Sustainability				
3.1	Revision of MEP, including M&E tools and processes				
3.2	Project Database (set-up + maintenance)				
3.2.1	Data Collection				
3.2.2	Support Grant Operations				
3.2.3	Surveys & input collection				
3.3.1	M&E capacity building to Konbit partners				
3.3.2	Support devm't of DIN/KM&L platform and populate				
3.3.3	Evaluation				
3.3.4	Online capacity building				

Konbit Activities - Year 2		Year 2			
Description		Q1	Q2	Q3	Q4
3.4.1	Reporting on Konbit achievements				
4.1.1	Integration grants activities within Konbit structure				
4.1.2	Grants Team and System				
4.1.3	Grants Compliance and Management				
4.2.1	Promotion of Grants Program to partners and orgs				
4.2.2	Issue grants for Capacity Development activities				
4.2.3	Issue grants for innovative activities				
4.3.1	Report on delivery of STTA by service providers				
4.3.2	Report on milestones for innovative activities grants				