REQUEST FOR PROPOSALS (RFP)

West Africa Trade and Investment Hub Activity

To:	**Offerors**
From:	**Creative Associates International, Inc.**
Subject:	**Request for Proposal (RFP) No. RFP-HQ-0495**
Subproject #:	**Baseline Survey**
Performance Period:	**11 weeks from receiving award**
RFP Issue Date:	**23 December 2019**
RFP Closing Date:	**12 January 2019**
RFP Closing Time:	**4:00 PM – Local Time, Washington D.C.**
Reference:	**USAID Agreement No. 72062019C00003**

Enclosed is a Request for Proposals (RFP). Creative invites qualified firms and organizations to submit a best-price proposal for West Africa Trade and Investment Hub Activity (WATIH) funded under USAID Agreement No. 72062019C00003. The issuance of a subcontract is subject to availability of funds, successful negotiation of the subcontract budget and terms, and receiving USAID's Contracting Officer consent, if required. The Contract resulting from this award will be a single **firm fixed price purchase order**.

The requirements for this activity are described in the "Statement of Work" in Attachment I. Creative encourages your organization to indicate its interest in this procurement by submitting a proposal according to the instructions in Attachment II "Instructions to Offerors". Proposals will be evaluated based on the "Evaluation Criteria" in Attachment III. Creative will make an award to the responsible Offeror submitting an offer which provides best value to the project: technical merit and price will be both considered.

To be considered, Offerors should submit a complete proposal no later than the closing date and time indicated above. Offerors should ensure that the proposals are well-written in English, easy to read, follow the instructions provided and contain only requested information.

Any questions should be submitted **in writing** and emailed to Procurement@westafricatih.com no later than **three days after** the issue date of this RFP. **No questions will be entertained if they are received by means other than the specified email address, and any communications to alternate e-mail addresses will result in the disqualification of the bidder.** The solicitation number (listed above) should be stated in the subject line. Answers will be compiled and distributed within three days from the closing date of questions**.**

Proposals must be comprised of **one electronic copy** of the Technical Proposal and **one electronic copy** of the Cost/Business proposal, sent in separate e-mails, and labeled with the above-stated subject, subproject number and title. Submissions shall be delivered to:

Creative Procurement Department

Procurement@westafricatih.com

Sincerely,

Creative Procurement Department

Attachments:

Attachment I : Statement of Work
Attachment II : Instructions to Offerors
Attachment III : Evaluation Criteria
Attachment IV: Proposal Cover Letter
Attachment V: Prime Contract Flow-Down Clauses

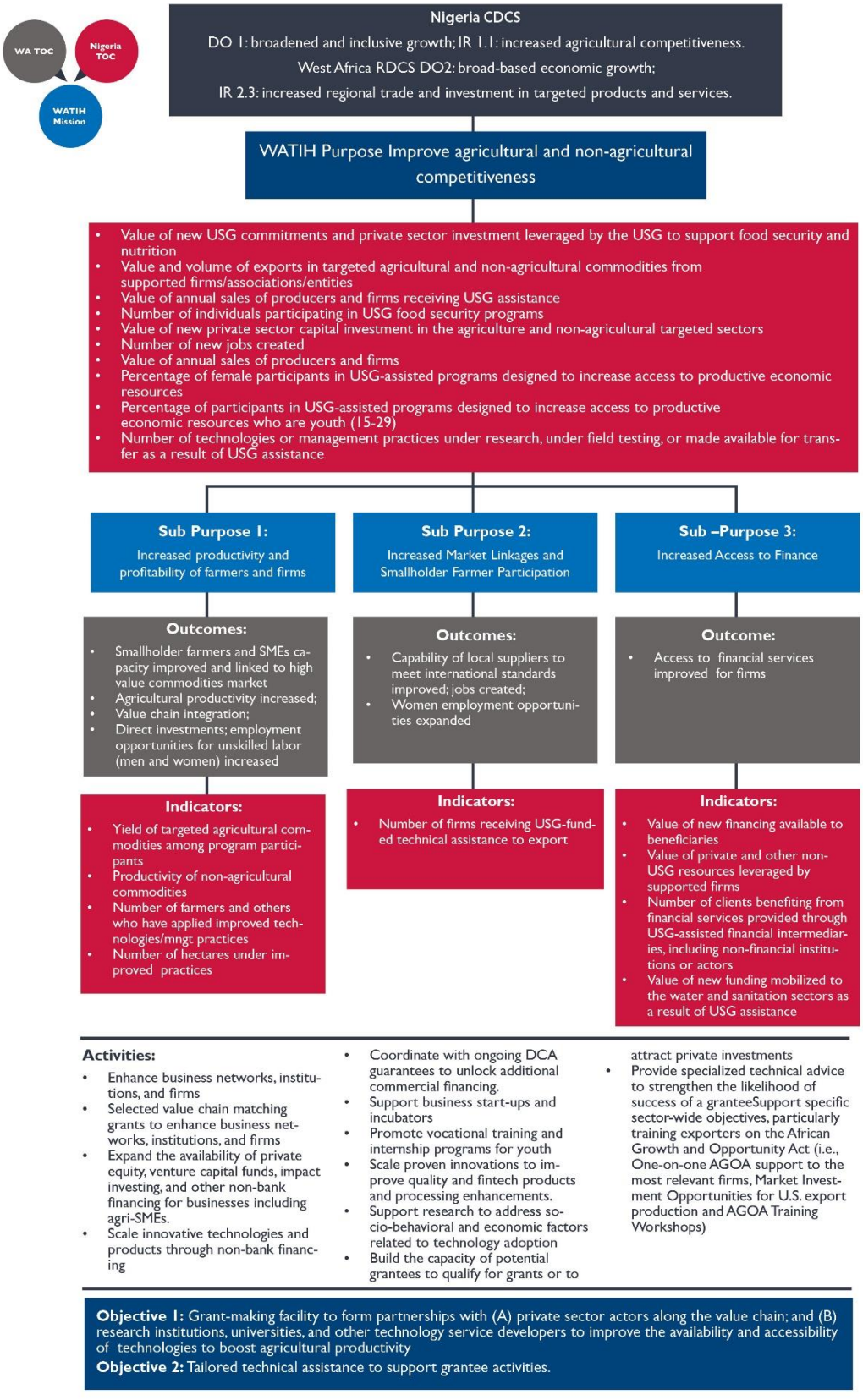
ATTACHMENT I: STATEMENT OF WORK

West Africa Trade and Investment Hub Activity
Terms of Reference for Baseline Study

Background

Creative Associates is implementing the USAID-funded Feed the Future West Africa Trade and Investment Hub Activity (hereinafter referred to as the Trade Hub).. The Trade Hub is poised to catalyze economic growth in the region by attracting finance and investment, growing business linkages, and strengthening the capacity of agricultural and trade sectors, while mitigating the spread of extremism. The five-year project has a large grant component to strengthen the competitiveness of the private sector, promote equitable and inclusive economic participation, and foster broad-based economic growth. The Trade Hub is implemented by Creative Associate in partnership with five other subcontractors (Pragma, CNFA, Connexus, Dalberg and Fraym) and will run until September 2024. The Trade Hub will contribute to the USAID/West Africa goal of "Social and economic well-being advanced by West Africans", by catalyzing economic growth in this dynamic region through a market-based approach. The Trade Hub comprises three main components: (i) Increased productivity and profitability of farmers and firms, (ii) Increased market linkages and smallholder farmer participation, and (iii) Increased access to finance and investment. By working in partnership with the private sector and fostering co-investment, the Trade Hub will improve companies' abilities to expand business operations, increase productivity, and create jobs that build on the talents and aspirations of West Africa's young and growing population. At the end of the implementation period, USAID, Creative Associates and other Trade Hub subcontractors expect improved private sector competitiveness in West Africa by increasing the agricultural productivity and profitability of smallholder farmers in Nigeria and promoting West Africa's regional and international trade.

The Trade Hub Activity's Results Framework is as follows:


WA TOC
Nigeria TOC
WATIH Mission
Nigeria CDCS
DO 1: broadened and inclusive growth; IR 1.1: increased agricultural competitiveness.
West Africa RDCS DO2: broad-based economic growth;
IR 2.3: increased regional trade and investment in targeted products and services.
WATIH Purpose Improve agricultural and non-agricultural competitiveness
• Value of new USG commitments and private sector investment leveraged by the USG to support food security and nutrition
• Value and volume of exports in targeted agricultural and non-agricultural commodities from supported firms/associations/entities
• Value of annual sales of producers and firms receiving USG assistance
• Number of individuals participating in USG food security programs
• Value of new private sector capital investment in the agriculture and non-agricultural targeted sectors
• Number of new jobs created
• Value of annual sales of producers and firms
• Percentage of female participants in USG-assisted programs designed to increase access to productive economic resources
• Percentage of participants in USG-assisted programs designed to increase access to productive economic resources who are youth (15-29)
• Number of technologies or management practices under research, under field testing, or made available for transfer as a result of USG assistance
Sub Purpose 1:
Increased productivity and profitability of farmers and firms
Sub Purpose 2:
Increased Market Linkages and Smallholder Farmer Participation
Sub –Purpose 3:
Increased Access to Finance
Outcomes:
• Smallholder farmers and SMEs capacity improved and linked to high value commodities market
• Agricultural productivity increased;
• Value chain integration;
• Direct investments; employment opportunities for unskilled labor (men and women) increased
Outcomes:
• Capability of local suppliers to meet international standards improved; jobs created;
• Women employment opportunities expanded
Outcome:
• Access to financial services improved for firms
Indicators:
• Yield of targeted agricultural commodities among program participants
• Productivity of non-agricultural commodities
• Number of farmers and others who have applied improved technologies/mngt practices
• Number of hectares under improved practices
Indicators:
• Number of firms receiving USG-funded technical assistance to export
Indicators:
• Value of new financing available to beneficiaries
• Value of private and other non-USG resources leveraged by supported firms
• Number of clients benefiting from financial services provided through USG-assisted financial intermediaries, including non-financial institutions or actors
• Value of new funding mobilized to the water and sanitation sectors as a result of USG assistance
Activities:
• Enhance business networks, institutions, and firms
• Selected value chain matching grants to enhance business networks, institutions, and firms
• Expand the availability of private equity, venture capital funds, impact investing, and other non-bank financing for businesses including agri-SMEs.
• Scale innovative technologies and products through non-bank financing
• Coordinate with ongoing DCA guarantees to unlock additional commercial financing.
• Support business start-ups and incubators
• Promote vocational training and internship programs for youth
• Scale proven innovations to improve quality and fintech products and processing enhancements.
• Support research to address socio-behavioral and economic factors related to technology adoption
• Build the capacity of potential grantees to qualify for grants or to attract private investments
• Provide specialized technical advice to strengthen the likelihood of success of a granteeSupport specific sector-wide objectives, particularly training exporters on the African Growth and Opportunity Act (i.e., One-on-one AGOA support to the most relevant firms, Market Investment Opportunities for U.S. export production and AGOA Training Workshops)
Objective 1: Grant-making facility to form partnerships with (A) private sector actors along the value chain; and (B) research institutions, universities, and other technology service developers to improve the availability and accessibility of technologies to boost agricultural productivity
Objective 2: Tailored technical assistance to support grantee activities.

Activity Location and Institutional Context

The Trade Hub's geographic focus includes five primary focused countries where the project will have a presence - Nigeria, Senegal, Côte d'Ivoire, Burkina Faso and Niger. Other countries in the West Africa region where co-investment opportunities will be considered include Togo, Benin, Ghana, Guinea, the Gambia and Sierra Leone.



Objective

The Trade Hub Activity seeks to conduct a baseline to determine the impact of its relevant initiatives. In Nigeria, this will include a more in-depth quantitative and qualitative study among smallholders in Nigeria. The purpose of the baseline is to help measure progress towards achieving the project outcome indicators (see attachment 2) and will help understand the project's achievement and identify potential issues. The study will also collect data that will complement existing studies on gender empowerment and social inclusion. The study should be able to generate information on gender and age gaps, and barriers that could limit the project's ability to meet its intended goals. For example, this study will focus on understanding the role of women, men and youth in the value chains as well as identifying the opportunities for participation, the barriers and constraints that could hinder their participation and inclusion. The results of the study will be used to further planning, including developing a Gender Action Plan (GAP), and improve the implementation of the project interventions and will provide, throughout its implementation, the Trade Hub with the appropriate tools and information to more effectively tell its story.

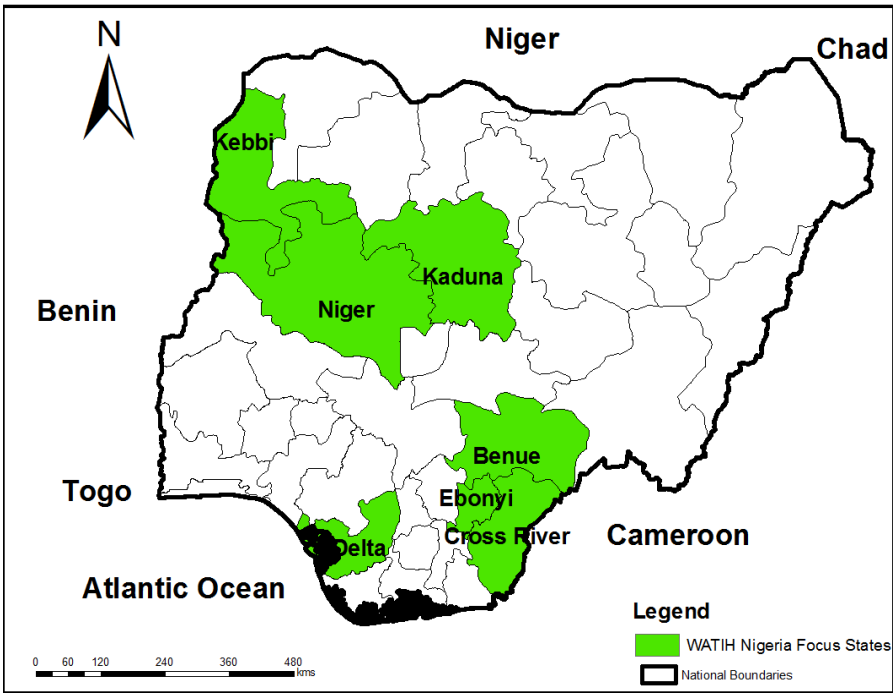
Methodology

Conduct a mixed method research design consisting of:

• *A quantitative survey* in seven target states[1] in Nigeria, among the smallholder farmers, to measure the current state in terms of agricultural productivity, employment, profitability of smallholder farmers as well

[1] Benue, Cross River, Delta, Ebonyi, Kaduna, Kebbi and Niger

as assess the gender and youth status and conditions (challenges, barriers, opportunities and comparative advantage) in the Nigerian agricultural sector with focus on maize, aquaculture, rice, soybean and cowpea value chains.



• *A qualitative component*: Focus Group Discussions (FGDs) and Key Informant Interviews (KIIs) to explore smallholder farmers and agribusiness/medium and large enterprises' owners', community and other representatives' perceptions.

Quantitative part

Sampling Methodology

Using a household questionnaire developed in collaboration with the Trade Hub MEL Team, the survey will capture data from a representative sample of the target population of smallholders. The questionnaire will address and collect information on productivity, technologies and practices' knowledge and use, employment, access to finance and gender and youth roles (challenges and barriers) within the communities. The subcontractor will be responsible to design the sample. However, the Trade Hub envisions a cluster through multistage sampling methodology, given the homogeneous population characteristics for these areas and to mitigate risk against sampling bias and validity of findings. The interviews will be administered using smartphones/tablets and upload the data on an online platform, it is crucial that all data will be geocoded. In total, the Trade Hub team expects the sample size for the quantitative survey of around 1,500 beneficiaries (households) and 15 Medium/Lager Enterprises. The appropriate controlling mechanism will be included in the software, which will not allow entry of incomplete questionnaires and wrong data format.

Qualitative Methods

For getting more in-depth information, focus-group discussions and key informant interviews will be conducted. The Trade Hub considers the qualitative methods to be highly important for analyzing changes in attitude, behavior and practice, perception, and knowledge of target beneficiaries. It is recommended that a series of focus groups/interviews be developed to gather information on respondents' use and knowledge of technologies, access to finance, perception and attitudes on gender and youth access and control to productive resources and household power dynamics. The subcontractor in close collaboration

with the Trade Hub MEL staff will develop focus group discussions' guidelines and key informant interviews protocols. The targets for these methods will include household members, and value chains actors. In all cases, a gender lens will be applied to each of these topics in order to better understand the roles and responsibilities of both men and women and how their perceptions differ.

The Trade Hub envisions conducting at least 10-12 focus groups discussions, with at least two gender / age specific FGDs in each of the targeted states and on value chains to gather information on respondents' attitudes and perceptions. Focus groups can reveal a wealth of detailed information and deep insight. The focus groups discussions will be held with community members, youth and women. It is also expected that a minimum of 15 key informant interviews will be conducted with Medium/Large Enterprises' owners.

Secondary and GESI Data Collection

The evaluation team will review available secondary data on trade, investment, export and import on the selected value chains within the West Africa region to benchmark data to help the Trade Hub to set targets for the main outcome level indicators. These secondary data will be sourced from, for example, governmental and parastatals agencies, like the Nigeria Incentive-Based Risk Sharing System for Agricultural Lending (NIRSAL), ECOWAS, West African Economic and Monetary Union, Federal Ministry of Agriculture and Rural Development (FMARD), Nigerian Export Promotion Council (NEPC), Nigerian Investment Promotion Commission, Senegal Export Promotion Agency, Côte d'Ivoire Export Promotion Agency, Custom Services of individual countries as well as the International Trade Centre (ITC).

In addition, the evaluation team will source, review, and reference relevant documentation on Gender Empowerment and Social Inclusion (GESI) related capacity development efforts and other women/youth empowerment processes that have been conducted in the countries and respective value chains. It is critical to review USAID's Gender Dimensions Framework which offers a structured way to analyze gender relations within the household, the firm, the community, and the broader economy, and USAID's Positive Youth Development Framework, which structures youth analysis along four domains: assets (e.g., training, formal education), agency (e.g., positive beliefs about the future), contribution (e.g., nature of participation in the value chain), and enabling environment (e.g., prosocial norms, physical safety). Both frameworks acknowledge the dynamic nature of gender and youth relations and market conditions[2].

Survey Design

The subcontractor, in collaboration with the Trade Hub MEL team, will design the instruments and conduct pretest and pilot of the questionnaire with at least 25 respondents. Following the pilot, the subcontractor will work with the Trade Hub MEL team to finalize the survey instrument.

Data check

Upon the completion of data collection, 25% of all questionnaires will be checked by supervisors who are part of the subcontractor's team to check compliance with methodology, mistakes, missing questions, etc., and information will be updated and corrected.

Survey Team

The survey team should consist of one Team Leader, specialist in agribusiness development and value chains development, with excellent understanding of the current dynamics in gender and youth inclusion programs; enumerators; and data collection supervisors. The number of enumerators and supervisors will be finalized

[2] The Trade Hub will provide these references.

based on final sample size determination. The enumerators should have experience in previous similar data collection exercises.

The Team Leader will have the overall responsibility for the administration of the study. His/her responsibilities will include:

- In collaboration with the Trade Hub MEL team, inform local authorities about the administration of the baseline survey;
- Take charge of all the logistics related to the work, including hiring of gender balanced enumerators and supervisors;
- Collaborate with the Trade Hub MEL team in finalizing the survey instrument;
- Monitor the implementation of the field research phase;
- Oversee the data entry process;
- A final report that provides information about the:
    - sampling methodology;
    - field research approach implemented;
    - results of field work completed including; response rate (a table specifying targeted and number completing interviews per community), fieldwork logs, data quality checks, etc.);
    - challenges faced in carrying out the work and how these were resolved; and
    - other findings and or recommendations
- Submit to the Trade Hub all the documents related to the study [training materials for enumerators/others, completed questionnaires (if applicable), final electronic database in SPSS (.sav and syntax file if created), and any other supporting documentation].
- Participate in baseline findings workshop/seminar to present key findings to relevant stakeholders of the project.

The Enumerator Team Supervisors will be responsible to:

- Ensure that his/her team follows all the survey implementation procedures and completes their allocated interviews within the allocated times;
- Carry out and follow quality control measures, daily, through the entire course of the fieldwork;
- Manage team logistics;
- Review data for accuracy and completeness;
- Conducting call backs on respondents;
- Provision of technical advice regarding the implementation of the sampling plan; and
- Interpretation and coding of difficult field responses.

Main Tasks

In collaboration with The Trade Hub, the subcontractor will:

1. Design a research plan that includes sampling methodology to collect responses from a representative sample of smallholders from the seven target states;
2. Prepare a Field Procedure Plan, to include an approach to quality control for all aspects of work.
3. Conduct training of enumerators and field supervisors for the survey.
4. Conduct survey over a one-month period to compile responses as per final questionnaire.
5. Produce training manuals for Enumerators.
6. Using the Statistical Package for the Social Sciences (SPSS) or similar program, produce an electronic database housing data from respondents for analysis.
7. Write a final report.

Project Work Plan and timelines

In consultation with the Trade Hub MEL team, the subcontractor will be responsible for the following tasks in the conduct of this assignment. It is understood that some tasks will occur concurrently.

1. Meet with the Trade Hub MEL team to discuss/ clarify deliverables;
2. Finalize the research proposal including sampling and the research methodology;
3. Prepare the Field Research Plan;
4. Conduct a pilot of the survey instrument;
5. Finalize the data collection instrument;
6. Develop and test the questionnaire in Survey Solutions;
7. Organize logistics for the fieldwork;
8. Recruit and train Enumerators and field Supervisors;
9. Community sensitization for the survey;
10. Field data collection;
11. Submit weekly field progress reports;
12. Clean dataset housing survey data;
13. Report writing; and
14. Meet with the Chief of Party and other relevant Trade Hub staff to discuss conclusions and final deliverable.
15. Participate in in baseline findings workshop/seminar to present key findings to relevant stakeholders of the project.

Quality control

Quality Control will be conducted by specially selected and trained professionals in use of Survey Solutions who did not participate in the interviews.

The subcontractor will implement quality control measures to ensure a high level of enumerator performance. A full description of these measures and the results of the quality control must be included in the proposal and final report. The subcontractor shall ensure that every respondent can be matched to a questionnaire and an Enumerator.

At a minimum, quality control measures will include verification of the:

- fact that the interview took place;
- proper application of the sampling plan in selecting the respondent;
- approximate duration of the interview;
- proper administration of the various sections of the questionnaire;
- proper data entry based on interviewees response; and
- Enumerator's general adherence to professional standards.

Each data record should include the following identification fields:

- Interview serial number;
- Date of interview (MM/DD/YYYY format);
- Beginning and ending time of each interview; and
- Enumerator ID number (must be unique in data file).
- GIS coordinates of the location where interview was administered.

N.B. For each verification conducted, a brief verification form should be completed.

Field Log:

Enumerators should, at all times, carry a field log in which they record relevant information on what happens in the field, such as contact and call-back details. The Enumerator logs must include geo codes for an independent observer to locate the selected household.

Observer:
The Trade Hub MEL team may assign an observer to accompany enumerators during fieldwork and/or training. The observer may select the interviews he or she wishes to observe in any part of the surveyed area.

Data analysis

All food insecurity and socio-economic data should be analyzed using SPSS or other analytical statistical software package. It is expected that correlations and crosstabs (chi-squares) will be utilized to assist the Trade Hub MEL team in learning what factors may be most associated with the indicators of interest. This will help the team in better designing approaches to specifically address related factors.

Capturing Open Ended responses

All responses from open ended items will be entered verbatim into the data set as is. During data cleaning, a post code variable of the open-ended variable in the questionnaire will be developed and added to the dataset alongside the open-ended variable.

Key Deliverables
The subcontractor is responsible for providing five main deliverables:

1. Detailed Work Plan and Final Research methodology, including Field Research Plan
    a. Development of data collection instruments; questionnaires and guides, pilot research
2. Clean data set with coded variables and value labels in SPSS, and syntax file.
3. Field staff training agenda & relevant training materials
4. Draft Annual Survey report
5. Detailed electronic copy of the Final Annual Report. The quantitative results and qualitative information should be integrated into one main report. The analysis should follow the sample design and presents a comparison of results by state. In addition, the subcontractor shall also disaggregate the results by other key variables. For example, analysis of data by sex of HH head or age may reveal some interesting findings and help inform targeting and adjusting the project strategies.

The subcontractor will report directly to the Trade Hub MEL Director, in connection with the performance of the duties under this Agreement and shall fulfill any other duties reasonably requested by Company and agreed to by subcontractor.

Proposed implementation schedule

We estimate the entire study will take a total of 65/70 days (Monday to Saturday) from January 2020.

Implementation Phase	Planned Activities	Outputs/Deliverables	Duration
Orientation and Preparation for fieldwork	Development of research plan and data analysis plan.	Review research tools and agree on logistics	**5 days**

		and procedures outputs.	
	Development of data collection instruments; questionnaires and guides, pilot research	Refined survey questionnaire.	**7 days**
	Trainings for enumerators, moderators and interviewers	Research team ready for fieldwork	**5 days**
Field data collection, data entry and reporting	Field work, 25% control, data entry Focus group discussions and Key informant interviews	Completed field questionnaires from the field	**25 days**
	Verifying and cleaning the dataset (both quantitative and qualitative – transcripts of FGD and IDI)	Electronic data set	**5 days**
	Preparation of final report (including feedback from Trade Hub comments)	Draft Narrative report	**15 days**
Report	Revision and preparation of final report	Final report	**7 days**

Detailed Milestones' Description

Milestones	**Description of Milestones**	**Deliverables**	**Due Date**	**% of Total Payment**
Milestone # 1 Completion of start-up activities	• Meet with The Trade Hub MEL Team and other relevant Trade Hub staff to discuss/ clarify deliverables for the consultancy • Prepare detailed workplan • Finalize the research proposal including research methodology to be utilized • Review data collection Instrument • Develop and test questionnaire	• Detailed work plan. • Written document that clearly outlines the final research methodology (with sampling methodology) that will be used to conduct the baseline work • Questionnaire developed in online platform	January 20th 2020	20%
Milestone # 2 Training of Field Team	• Review and finalize training manuals and materials for Enumerators and Supervisors • Recruit Enumerators and Supervisors • Train Enumerators and Supervisors • Consult with Trade Hub MEL Team regarding community sensitization messages • Piloting and updating data collection instrument	• Training manuals/materials. • Document outlining the names and roles/ responsibilities of the field team. • Sign-in sheet used on training days reflecting full names and signatures of participants. • Final data collection instrument. • Updated questionnaire on the online platform	January 31th 2020	35%

Milestone # 3 Data collection & draft report	• Conduct of survey and FGDs and KII • Clean & geocoded datasets and transcripts • Draft report	• Final electronic database (SPSS) housing all survey responses. • Draft Report	Feb 29, 2020	20%
Milestone # 4 Final report and submission of all final documents	• Final report	• Final Report that provides information about results by indicator; sampling methodology and field research approach implemented; results of field work completed (response rate, fieldwork logs, etc.); any challenges/limitations faced while conducting the work and how they were resolved; any other findings, conclusions, or recommendations.	March 20, 2020	25%
TOTAL				**100%**

REPORT WRITING

The report will be written by the Team Lead, in collaboration with the subject area specialists. Once the Trade Hub Team receives the draft report will be circulated to the project MEL staff and senior management. The comments will be collated and passed on to the subcontractor. Revisions should take maximum one week. It is anticipated that the final report will be completed by March 20th, 2020.

The final report will include at a minimum the following elements:

- Executive Summary
- Acknowledgements
- List of Acronyms and abbreviations
- Table of Contents
- Executive Summary
- Background/Brief program description, context and rationale
- Purpose and expected use of the survey
- Objectives of the Study
- Survey methodology and data collection techniques
- Main findings (to include values of all indicators listed in the objectives section with their confidence intervals)
- Key observations
- Conclusions
- Lessons Learned and Recommendations

Annexes to the evaluation report:

- Terms of Reference for the evaluation
- Timetable
- List of documents, references and data sets used
- Survey instruments: questionnaire, interview guide (s), etc. as appropriate

- Field work documentation
- Description of sampling procedures
- Data analysis procedures

Attachment 1 - Team Leader Qualifications

- The Team Leader should be well qualified in sociology/rural development, agriculture, economics statistics, and survey techniques.
- S/he will have at least 10 years' experience in survey fieldwork (data collection, validation, entry and analysis) and experience in leading teams in field (training, field logistics, human relations, teamwork). Experience in survey planning methodologies, participatory evaluation, community-based approaches, developing and evaluating integrated food security and development programs
- Relevant Contextual experience of carrying out related studies in targeted locations and value chains.
- Excellent communications and interpersonal skills, both written and verbal, including ability to effectively communicate across cultures
- Experience and ability in the provision of technical support in Agricultural, marketing, and economic growth
- S/he will be someone with proven experience in participatory evaluation, household and community-based approaches, developing and evaluating integrated food security and development programs.
- S/he must have experience working in teams, preferably in a leadership position, and have a strong client orientation.
- Strong analytical skills and sociological focus; knowledge, understanding and practical implementation of survey methods and the team leader should have significant experience in working on social assessments and conducting focus groups as well as designing qualitative assessments.
- S/he will have broad understanding of food security and have skills in measuring and assessing the effectiveness of rural production and marketing systems as well as international trade and investment.
- Experience in survey planning and directing is necessary while understanding of local government structure in Nigeria will be an added advantage.
- General grasp and understanding of key gender concepts, terminologies in long term development and empowerment programs
- Good English language skills are essential.

Attachment 2: Trade Hub list of Indicators to be measure at baseline

NO.	INDICATOR	DISAGGREGATION
1	**EG.3.1-c** Value of targeted agricultural commodities exported at a national levels	Commodity/Sector; Location/Country
2	**Custom 1**: Value and volume of exports in targeted agricultural and non-agricultural commodities from supported firms/associations/entities	Commodity/Sector, location/country, agricultural / non-agricultural, sex of the owner of the firm
3	**EG.3.2-26:** Value of annual sales of producers and firms receiving USG assistance	Commodity/Sector, location/ country, sex, age pf the owner of the firm
4	**GNDR-2:** Percentage of female participants in USG-assisted programs designed to increase access to productive economic resources	Commodity/Sector location/ country, age
5	**YOUTH-3:** Percentage of participants in USG-assisted programs designed to increase access to productive economic resources who are youth (15-29)	Commodity/Sector, location/ country, sex
6	**EG.3.2-7:** Number of technologies, practices, and approaches under various phases of research, development, and uptake as a result of USG assistance	Phases of development: Under research; under field testing; made available for transfer
7	**EG.3-10:** Yield of targeted agricultural commodities among program participants	Commodity, location/ country, sex, age
8	**Custom 4:** Productivity of non-agricultural commodities as a result of the Trade Hub assistance	Commodity, location/ country, sex, age of the owner
9	EG.3.2-24: Number of individuals in the agriculture system who have applied improved management practices or technologies with USG assistance	Value chain actor type; Commodity, location/ country, sex, age type of technology,
10	**Custom 5:** Number of individuals in the non-agriculture system who have applied improved management practices or technologies with USG assistance	Commodity/Sector, location/ country, sex, age type of technology,

11	**EG.3.2-25:** Number of hectares under improved management practices or technologies with USG assistance	Location, type of technology/practice, sex and age of owner,
12	**Custom 9:** Number of clients benefiting from financial services provided through USG-assisted financial intermediaries, including non-financial institutions or actors	Type of firms (formal and informal), sector/commodity, location/country, sex and age of the owner

Period of Performance:
Creative anticipates a period of performance of 11 weeks.

Attachment II
INSTRUCTIONS TO OFFERORS

A. General Instructions

These Instructions to Offerors will not form part of the offer or of the Contract. They are intended solely to aid Offerors in the preparation of their proposals. **Read and follow these instructions carefully**.

1. The proposal and all corresponding documents related to the proposal must be written in the English language, unless otherwise explicitly allowed. Additionally all proposals should be single-spaced with clear section headings, and be presented in the order specified in Attachment III – Evaluation Criteria.
2. Proposals must include only the Offeror's own work. No text should be copied from sources outside of your organization, unless those sources are adequately cited and credited. **If Creative determines that any part of the proposal is plagiarized from outside sources, the Offeror will be automatically disqualified.**
3. Proposals and all cost and price figures must be presented in **local currency**. All prices should be gross of tax, but net of any customs duties. A firm fixed price purchase order will be issued to the successful offeror in local currency as per requirement of local Law.
4. The Offeror must state in their Proposal the validity period of their offer. The minimum offer acceptance period for this RFP is **90 days** after closing date of the RFP. If an Offeror has provided a validity period of less than 90 days, they will be asked to revise this. If the Offeror does not extend the validity period, their proposal will be rejected. Creative reserves the right not to make an award.
5. The Technical Proposal and Cost/Business Proposal **must** be kept separate from each other. Technical Proposals must not make reference to cost or pricing information **at any point**. This will enable in order the technical evaluation to be made strictly on the basis of technical merit.
6. Offerors must be licensed and authorized to conduct business in Nigeria, as evidenced by submission of a copy of a valid Business License (if registered as a for-profit company), a valid Host Government license (if registered as a non-profit organization) or a municipal license (if registered as a local vendor of goods or import-export dealer). The copy of the license must clearly show a license number, official government stamp and a date of issue and date of expiry.
7. No costs incurred by the Offerors in preparing and submitting the proposal are reimbursable by Creative. All such costs will be at the Offeror's expense.
8. Responsibility Determination: Award shall only be made to "responsive" subcontractors. To enable Creative to make this determination, the Offeror must provide a cover letter, as provided in Attachment IV.
9. Late Offers: Offerors are wholly responsible for ensuring that their Offers are received in accordance with the instructions stated herein. A late Offer will be recommended for rejection, even if it was late as a result of circumstances beyond the Offeror's control. Late offers will only be considered at the procurement department's discretion.
10. Modification/Withdrawal of Offers: Offerors have the right to withdraw, modify or correct their offer after it has been delivered to Creative at the address stated above, and provided that the request is made before the RFP closing date.
11. Disposition of Proposals: Proposals submitted in response to this RFP will not be returned. Reasonable effort will be made to ensure confidentiality of proposals received from all Offerors. This RFP does not seek information of a highly proprietary nature, but if such information is included in the Offeror's proposal, the Offeror must alert Creative and must annotate the material by marking it "Confidential and Proprietary" so that these sections can be treated appropriately.
12. Clarifications and Amendments to the RFP: Any questions regarding this solicitation must be **emailed** to Procurement@westafricatih.com. No questions/clarifications will be entertained if they are received by another means. The solicitation number should be stated in the subject. Responses will be complied and

emailed to the requesting potential Offeror, and will be sent to all organizations that requested this RFP, or re-posted publicly if offered as a full and open competition.

13. Creative anticipates that discussions with Offerors will be conducted; however, Creative reserves the right to make an award without discussions. It is strongly recommended that Offerors present their best offer.

14. Eligibility of Firms – Source/Origin/Nationality: The authorized geographic code for the source and origin of the goods and services and for the nationality of our suppliers under this contract is 937. A full discussion of the source/origin/nationality requirements maybe found at 22 CFR 228 (see http://www.access.gpo.gov/nara/cfr/waisidx_02/22cfr228_02.html). Offerors whose proposals fail to meet the nationality requirements will be considered non-responsive.

Failure to agree and comply with any of the above specifications will result in the Offeror being considered unresponsive and the proposal may be rejected.

B. Submission of Proposal:

Proposals must be submitted in **two separate e-mails:**

1. E-mail 1 – Technical Proposal
2. E-mail 2 – Cost/Business proposal

Each e-mail should be clearly labeled with the RFP number and project title.

Proposals must be delivered no later than the specified date/time to the address below.

Creative Procurement Department
No. 2B Orange Close, Off Volta Street,
Maitama, Abuja.

Offerors who do not submit their technical and cost proposals separately will be automatically disqualified.

C. Content of Proposal:

The proposal shall be comprised of four sections:

i. The Cover Letter (Attachment IV)
ii. Copy of the Offeror's Valid Business license
iii. The Technical Proposal
iv. The Cost/Business Proposal

1) The Cover Letter: should be on the Offeror's letterhead and MUST contain the information requested in Attachment IV.
2) Business License
3) Technical Proposal:
   a. Should **clearly & precisely** address theoretical and practical aspects that the Offeror has considered and will employ to carry out the statement of work.
   b. The Technical Proposal is the opportunity for the Offeror to demonstrate that the firm is "technically capable" of implementing the activity, and should demonstrate the Offeror's understanding of and capabilities to carry out the work, and address the key issues described in the Evaluation Criteria in Attachment III.
   c. The Technical Proposal should be divided into clearly separate sections **following the same order** of the Evaluation Criteria in Attachment III. A mis-ordered proposal that makes information hard to find will result in lower scores.
   d. **If an Offeror submits a proposal that fails to respond to the majority of the information requested in this RFP, as outlined specifically in the statement of work and the evaluation criteria, the Offeror's proposal will be automatically disqualified**.

4) The Cost/Business Proposal**:** must be submitted separately from the technical proposal and will primarily indicate the cost for performing the work specified in this RFP. At a minimum, the Cost/Business proposal should include the following information:

a. A detailed budget that provides a break-down of costs by line item. Note that any indirect/overhead costs should be listed as a separate line item in the budget and should not be built into the direct costs. **Use the budget template presented in the Evaluation Criteria, in Attachment III**.

b. Bidders should not use any "loaded rates" for labor. Budgets should include base labor rates only. Forms with loaded rates (i.e. inclusive of staff bonuses or any other type of financial benefit) will be rejected.

c. Detailed and comprehensive cost notes that provides information on each of the line items in the budget and explains why these items are needed for implementation of the activity.

d. If indirect rates are charged, Offerors must provide supporting computations for the allocation for indirect/overhead costs, a copy of an audit report and balance sheet, and a profit and loss (P&L)/income & expenditure / revenue & expenditure statement OR a copy of the current Negotiated Indirect Cost Rate Agreement (NICRA).

e. USAID Biographical Data sheet (AID 1420) for each individual proposed in the proposal. The form must be signed by the individual and the offeror and should include daily rates in **local currency** only. Additionally, biographical data sheets should include base rates only. Forms with loaded rates (i.e. inclusive of staff bonuses or any other type of financial benefit) will be rejected.

Failure to comply with any of the above points will result in the Offeror being considered "unresponsive" and the proposal may be rejected.

If an Offeror provides insufficient information in their technical and/or cost proposal, Creative reserves the right to request additional information, or to request a revised proposal from the Offeror, if necessary.

Creative reserves the right to make no award, or multiple awards, under this RFP.

Attachment III
EVALUATION CRITERIA

Basis of Award: The award will be made to the offeror whose offer presents the Best Value: the optimal combination of technical merits and reasonable cost. Proposals will be scored on technical factors first. Only the Cost/Business proposals of those offers that surpass the minimum qualifying score of **70 points** in the technical evaluation will have their Cost/Business Proposal reviewed. Those that do not reach this qualifying score in the Technical Evaluation will be considered non-competitive and their Cost/Business proposals will not be considered.

EVALUATION CRITERIA

1. **Technical Competence –** presented in the Technical Proposal **100 points**
   A. Technical Approach **70 points**
   Provide a clear, specific and succinct technical proposal that covers both the conceptual and practical approaches of how to achieve the objectives of this project. Specifically, please address the following, **in the order specified below**:

Item	Requirement	Points Available
1) Methodology	Considering the Statement of Work in Attachment I, please describe in detail the following: a) The steps, in chronological order, that you will take to implement the work. Make sure to describe any innovative approaches or technology you plan to use. b) A description of similar projects you implemented in the past and lessons you learned that will be incorporated into the activity described in this RFP. Methodologies that indicate a greater practical understanding of implementing the work, and more innovative yet realistic ways of carrying out the work will be scored more favorably than those that do not consider these factors.	30 points
2) Sample materials	Provide samples of the materials (i.e. sample curriculum, training modules etc.) you will use and distribute to participants, keeping in mind that many may have only a low-level of literacy. Note that only illustrative sample materials for this particular activity or sample materials used on similar projects implemented in the past will be accepted for this criterion. Offerors who provide only a list of topics will not receive any points for this category.	5 points
3) Quality Assurance	**Examples of quality assurance** include data verification and data quality assurance measures and checks to ensure a high level of data collection performance.	15 points
4) Personnel	Please provide the following, in order: *a)* A personnel plan for this activity that includes the following information for each proposed staff member: *-Name and Proposed position on the team:* *-Summary of relevant expertise and experience* b) CVs for each proposed staff member. CVs should be no longer than one page in length. At a minimum offerors must include CV's for proposed team leader, Research supervisor and report writer. Personnel plans that propose personnel with qualifications and experience related to the tasks stated in this RFP will be evaluated more favorably than plans that do not take these factors into consideration.	30 points
	Total	70 points

If an Offeror submits a proposal that fails to respond to the majority of the information requested in this RFP, as outlined specifically in the statement of work and the evaluation criteria, the Offeror's proposal will be automatically disqualified.

B. Past Performance and Experience **30 points**

Document and summarize your proven track record of successfully implementing similar activities. Using the **exact table format provided below**, please list only the projects you have implemented within the past 3 years, a brief description of how each is relevant to this RFP and the contact details for each previous client or donor. You may also include recommendation/appreciation letters and certificates as attachments.

Offerors with past performance with similar projects, in the same geographic area and/or of similar scale to the activity described in this RFP will be scored more favorably than offerors that do not meet these criteria. Please note that Offerors cannot be evaluated on information that they do not provide. For example, if an Offeror has current/past performance working with Creative, they cannot be positively evaluated on this experience unless it is provided in the Offeror's proposal.

#	**(a) Activity Title**	**(b) Location(s) of activity**	**(c) Synopsis of the activity and its relevance to this RFP**	**(d) Performance period (**date, duration and if completed on schedule**)**	**(e) Prime or Subcontractor?**	**(f) Amount for the activity**	**(g) Name & Contact Info** (E-mail **and** phone) of client
1							
2							
3							

C. Attachments **Not Scored**

You may include recommendation/appreciation letters and certificates as attachments, or any other documentation you wish to further support your proposal, **stapled/bound separately from the rest of the technical proposal.** Content presented here will not be scored.

2. **Cost Reasonableness & Financial Capability** – presented in Cost/Business Proposal. **Not Scored.**

a) Submit a detailed budget to carry out this work. Creative's review of the Cost Proposal shall determine if the overall costs proposed are realistic for the work to be performed, reflect a correct understanding of the project requirements, and are consistent with the Offeror's Technical Proposal. Creative will also review individual line items and determine if they are allowable, allocable and reasonable.

The following is a format for the detailed budget. The Offeror may list any reasonable, allowable and allocable cost line items, but must follow the major categories listed below, breaking down all "lump sum" items as much as reasonably possible. Any indirect/overhead costs should be listed as a separate line item in the budget and should not be built into the direct costs.

Description	**Unit (day/month)**	**Quantity**	**Unit Cost**	**Total Price**
A) Program Staffing				
B) Program Material and Equipment				
C) Program Administration and Services				
Total				

Cost proposals providing more direct funding towards programming outputs and local labor, instead of staff salaries and administrative or overhead costs, will be reviewed more favorably.

b. Submit reasonably comprehensive budget narrative/ budget notes that provides information on each of the line items in the budget and explains why these items are needed for implementation of the activity.
c. If indirect rates are charged, Offerors must provide supporting computations for the allocation for indirect/overhead costs, a copy of an audit report and balance sheet, and a profit and loss (P&L)/income & expenditure / revenue & expenditure statement OR a copy of the current Negotiated Indirect Cost Rate Agreement (NICRA).
d. USAID Biographical Data sheet (AID 1420) for each individual proposed in the proposal. The form must be signed by the individual and the offeror and should include daily rates in **local currency** only. Additionally,

biographical data sheets should include base rates only. Forms with loaded rates (i.e. inclusive of staff bonuses or any other type of financial benefit) will be rejected.

Offerors that do not provide the above-required items as part of their Cost/Business proposal, that provides a proposal that represents a poor understanding of the work to be performed, or that presents unrealistic, unallowable, unallocable or unreasonable items and costs, in the reviewer's evaluation, will be considered unresponsive and may be disqualified from further consideration.

Best value determination for award

Creative will evaluate proposals on a best value basis, in accordance with the Federal Acquisition Regulations (FAR) Subpart 15.1 – Source Selection Processes and Techniques. In all solicitations, Creative will consider and conduct an evaluation on the basis of both technical capacity and cost. The relative importance of these two factors will vary depending on the nature of the activity. In rare cases, Creative may also award to a firm other than the highest technically rated Offeror or the lowest price Offeror, in accordance with FAR 15.101-1.

Creative reserves the right to request additional supporting documentation or a revised proposal from an Offeror if insufficient information has been provided in the Offeror's technical and/or cost proposal. If the requested information is not provided, Creative has the right to disqualify the firm from further consideration.

ATTACHMENT IV
FORMAT FOR PROPOSAL COVER LETTER – TO BE PRINTED ON ORGANIZATIONAL LETTERHEAD

City, Country
<Date>

To: Creative Procurement Team

Dear Sir / Madam:

We, the undersigned, offer to undertake the **[Insert RFP No], [Insert project title]**, in accordance with your Request for Proposal dated **[Insert MM/DD/YYYY]** and our Technical and Cost/Business Proposal submitted herein.

Our organization's details are as follows:

i. Company's Name
ii. Company's Address
iii. Name of Company's authorized representative:
iv. Telephone #/Cellular Phone #, Email address:
v. Validity Period of Proposal
vi. A valid Business License

Our proposal shall be binding upon us, subject to any modifications resulting from negotiation, up to expiration of the validity period of the proposal. We understand you are not bound to accept this or any Proposal you receive.

We also certify that our organization:

(a) has adequate financial resources including appropriate insurance coverage to perform the work stated herein, or the ability to obtain them without delay;

(b) is able to comply with the described delivery or performance schedule, taking into consideration all existing commitments and constraints;

(c) has a satisfactory performance record;

(d) has a satisfactory record of integrity and business ethics;

(e) has the necessary technical capacity, equipment and facilities, or the ability to obtain them; and

(f) is otherwise qualified and eligible to receive an award under applicable laws and regulations.

Sincerely,

Authorized Signature:
Name and Title of Signatory:
Date:

Attachment V

PRIME CONTRACT FLOW-DOWN CLAUSES

Work performed or supplies delivered under the Agreement resulting from this RFP is pursuant to a contract from USAID. All relevant flow-down clauses from the contract will be incorporated in the Agreement: (a) in such a manner as to make the Contractor subject to those clauses, as applicable, and (b) to the extent necessary to enable Creative to perform its' obligations under the contract to enable USAID to enforce its rights hereunder. This agreement incorporates the following Federal Acquisition Regulations (FAR) and agency regulations as applicable. To the fullest extent that these clauses flow-down or apply to the Contractor, they are incorporated herein by reference with the same force and effect as if they were given in full text. Where appropriate and applicable under these clauses, references to the "Government" shall be interpreted to mean the Creative Associates and "Contractor" to mean the Contract recipient of the Agreement resulting from this award.

Federal Acquisition Regulations (FAR) (48 CFR 1) Clauses

The following FAR Clauses are applicable to this specific subcontract, incorporated here by reference.

52.202-1	DEFINIITIONS	Jul-04
52.203-3	GRATUITIES	Apr-84
52.203-5	COVENAT AGAINST CONTINGENT FEES	Apr-84
52.203-6	RESTRICTIONS ON SUBCONTRACTOR SALES TO THE GOVERNMENT	Sep-06
52.203-7	ANTI-KICKBACK PROCEDURES	Jul-95
52.203-8	CANCELLATION, RECISSION, AND RECOVERY OF FUNDS FOR ILLEGAL OR IMPROPER ACTIVITY	Jan-97
52.203-10	PRICE OR FEE ADJUSTMENT FOR ILLIGAL OR IMPROPER ACTIVITY	Jan-97
52.203-12	LIMITATION ON PAYMENTS TO INFLUENCE CERTAIN FEDRAL TRANSACTIONS	Sep-05
52.204-2	SECURITY REQUIREMENTS	Aug-96
52.204-4	PRINTED OR COPIED DOUBLE-SIDED ON RECYCLED PAPER	Aug-00
52.209-6	PROTECTING THE GOVERNMENT'S INTEREST WHWN SUBCONTRACTING SEP 2006 WITH CONTRACTORS DEBARRED, SUSPENDED, OR PROPOSED FOR DEBARRMENT	Sep-06
52.215-2	AUDIT AND RECORDS –NEGOTIATION	Jun-97
52.215-8	ORDER OF RECEDENCE—UNIFORM CONTRACT FORMAT	Oct-97
52.215-11	PRICE REDCUTION FORDEFECTIVE COST OR PRICING DATA—MODIFICATION	Oct-97
52.215-13	SUBCONTRATOR COST OR PRICING DATA—MODIFICATION	Oct-97
52.215-14	INTEGRITY OF UNIT PRICES	Oct-97
52.215-15	PENSION ADJUSTMENT AND ASSET REVISIONS	Oct-04
52.215-18	REVISION OR ADJUSTMENT OF PLANS FOR POSTRETIREMENT BENEFITS OTHER THAN PENSIONS (PRB)	Jun-05
52.215-19	NOTIFICATION OF OWNERSHIP CHANGES	Oct-97
52.216-7	ALLOWABLE COST AND PAYMENT	Dec-02
52.216-8	FIXED-FEE	Mar-97
52.217-8	OPTION TO EXTEND SERVICES	Nov-99
52.219-14	LIMITATIONS ON SUBCONTRACTING	Dec-96
52.222-21	PROHIBITION OF SEGREGATED FACILITIES	Feb-99
52.222-26	EQUAL OPPORTUNITY	Apr-02
52.222-29	NOTIFICATION OF VISA DENIAL	Jun-03
52.222-35	EQUAL OPPORTUNITY FOR SPECIAL DISABLED VETERANS, OF THE VIETNAM ERA, AND OTHER ELIGIBLE VETERANS	Sep-06

52.222-36	AFFIRMATIVE ACTION FOR WORKERS WITH DISABILITIES	Jun-98
52.222-37	EMPLOYMENT REPORTS ON SPECIAL DISABLED VETERANS OF THE VIETNAM ERA	Sep-06
	AND OTHER ELIGIBLE VETERANS	
52.223-6	DRUG-FREE WORKPLACE	May-01
52.223-14	TOXIC CHEMICAL RELEASE REPORTING	Aug-03
52.225-13	RESTRICTIONS ON CERTAIN FOREIGN	Feb-06
52.225-14	INCONSISTENCY BETWEEN ENGLISH VERSION	Feb-06
52.225-19	CONTRACTOR PERSONNEL IN A DESIGNATED OPERATIONAL AREA OR SUPPORTING	Mar-08
	A DIPLOMATIC OR CONSULAR MISSION	
	OUTSIDE THE UNITED STATES	
52.227-2	NOTICE AND ASSISTANCE REGARDING PATENT	Aug-96
52.227-14	RIGHTS IN DATA-GENERAL	Jun-87
52.228-3	WORKERS' COMPENSATION INSURANCE	Apr-84
	(DEFENSE BASE ACT)	
52.228-7	INSURANCE-LIABILITY TO THIRD PERSONS	Mar-96
52.229-3	FEDERAL, STATE, AND LOCAL TAXES	Apr-03
52.229-8	TAXES-FOREIGN COST-REIMBURSEMENT CONTRACTS	Mar-90
52.230-2	COST ACCOUNTING STANDARDS	Apr-98
52.230-6	ADMINISTRATION OF COST ACCOUNTING STANDARDS	Apr-05
52.232-9	LIMITATION ON WITHHOLDING Or PAYMENTS INTEREST	Apr-84
52.232-17	INTEREST	Jun-96
52.232-22	LIMITATION OF FUNDS	Apr-84
52.232-23	ASSIGNMENT OF CLAIMS	Jan-86
52.232-25	PROMPT PAYMENT	Oct-03
	ALTERNATE I	Feb-02
52.232-33	PAYMENT BY ELECTRONIC FUNDS—CENTRAL	Oct-03
	CONTRACTOR REGISTRATION	
52.232-37	MULTIPLE PAYMENT ARRANGEMENTS	May-99
52.233-1	DISPUTES	Jul-02
52.233-3	PROTEST AFTER AWARD	Aug-96
	ALTERNATE I	Jun-85
52.233-4	APPLICABLE LAW FOR BREACH OF CONTRACTO CLAIM	Oct-04
52.242-1	NOTICE OF INTENT TO DISALLOW COSTS	Apr-84
52.242-3	PENALTIES FOR UNALLOWABLE COSTS	May-01
52.242-4	CERTIFICATION OF FINAL INDIRECT COSTS	Jan-97
52.242-14	SUSPENSION OF WORK	Apr-84
52.242-15	STOP-WORK ORDER	Apr-89
	ALTERNATE I	Apr-84
52.242-17	GOVERNMENT DELAY OF WORK	Apr-84
52.243-2	CHANGES--COST REIMBURSEMENT	Aug-87
	Alternate II (Apr 1984)	
52.244-2	SUBCONTRACTS	Jun-07
	ALTERNATE I *(JUN* 2007)	
52.244-6	SUBCONTRACTS FOR COMMERCIAL TEMS	Sep-06
52.245-5	GOVERNMENT PROPERTY (COST-REIMBURSEMENT	May-04
	TIME AND MATERIALS, OR LABOR HOUR CONTRACTS)	
52.246-23	LIMITATION OF LIABILITY	Feb-97
52.246-25	LIMITATION OF LIABILITY—SERVICES	Feb-97

52.247-63	PREFERENCE FOR 0.5.-FLAG AIR CARRIERS	Jun-03
52.247-64	PREFERENCE FOR PRIVATELY OWNED U.S.-FLAG COMMERCIAL VESSELS	Feb-06
52.247-67	SUBMISSION OF COMMERCIAL TRANSPORTATION BILLS TO THE GENERAL SERVICES ADMINISTRATION FOR AUDIT	Feb-06
52.249-2	TERMINATION FOR CONVENIENCE OF THE GOVERNMENT (FIXED-PRICE)	May-04
52.249-4	TERMINATION FOR CONVENIENCE OF THE GOVERNMENT (SERVICES) (SHORT FORM)	Apr-84
52.249-6	TERMINATION (COST-REIMBURSEMENT)	May-04
52.249-8	DEFAULT (FIXED-PRICE SUPPLY AND SERVICE)	Apr-84
52.249-14	EXCUSABLE DELAYS	Apr-91
52.253-1	COMPUTER GENERATED FORMS	Jan-91

1.) Agency for International Development Acquisitions Regulations (AIDAR) (48 CFR 7) Clauses

752.202-1	DEFINITIONS	Jan-90
752.204-2	SECURITY REQUIREMENTS	(undated)
152.209-71	ORGANIZATIONAL CONFLICTS OF INTEREST DISCOVERED AFTER AWARD	Jun-93
752.211-70	LANGUAGE AND MEASUREMENT	Jun-92
752.225-71	LOCAL PROCUREMENT	Feb-97
752.228-3	WORKER'S COMPENSATION INSURANCE (DEFENSE BASE ACT)	
752.228-7	INSURANCE-LIABILITY TO THIRD PERSONS	
752.245-70	GOVERNMENT Property-USAID REPORTING REQUIREMENTS	
752.245-71	TITLE TO AND CARE OF PROPERTY	Apr-84
752.7001	BIOGRAPHICAL DATA	Jul-97
752.7002	TRAVEL AND TRANSPORTATION	Jan-90
752.7006	NOTICES	Apr-84
752.7008	USE OF GOVERNMENT FACILITIES OR PERSONNEL	Apr-84
752.701	CCNVERSION OF U.S. DOLLARS TO LOCAL CURRENCY	Apr-84
752.7011	ORIENTAT/ON AND LANGUAGE TRAINING	Apr-84
752.7013	CONTRACTOR-MISSION RELATIONSHIPS	Oct-89
752.7014	NOTICE OF CHANGES :N TRAVEL REGULATIONS	Jan-90
752.7015	USE OF POUCH FACILITIES	Jul-97
752.7018	HEALTH AND ACCIDENT COVERAGE FOR USAID PARTICIPANT TRAINEES	Jan-99
752.7019	PARTICIPANT TRAINING	Jan-99
752.7023	REQUIRED VISA FORM FOR USAID PARTICIPANTS	Apr-84
752.7025	APPROVALS	Apr-84
752.7028	DIFFERENT:ALS AND ALLOWANCES	Jul-96
752.7029	POST PRIVILEGES	Jul-93
752.7031	LEAVE AND HOLIDAYS	Oct-89
752.7033	PHYSICAL FITNESS	Jul-97
752.7034	ACKNOWLEDGEMENT AND DISCLAIMER	Dec-91
752.7035	PUBLIC NOTICES	Dec-91

Restriction on Certain Foreign Purchases (June 2008)

Except as authorized by the Office of Foreign Assets Control (OFAC) in the Department of the Treasury, the Contractor shall not acquire, for use in the performance of this contract, any supplies or services if any proclamation, Executive order, or statute administered by OFAC, or if OFAC's implementing regulations at 31 CFR Chapter V, would prohibit such a transaction by a person subject to the jurisdiction of the United States.

(a) Except as authorized by OFAC, most transactions involving Cuba, Iran, and Sudan are prohibited, as are most imports from Burma or North Korea, into the United States or its outlying areas. Lists of entities and individuals subject to economic sanctions are included in OFAC's List of Specially Designated Nationals and Blocked Person at hup://www.treas.gov/offices/enforcement/ofac/sdn. More information about these restrictions, as well as updates, is available in the OFAC's regulations at 31 CFR Chapter V and/or on OFAC's website at httn://www.treas.gov/oltices/enforcementiofac.

(b) The Contractor shall insert this clause, including this paragraph (c), in all subcontracts.

1.3 4-14.001

Information for Non-US contractors, subcontractors, and key individuals.

(a) The contractor must complete and submit the "USAID Information Form" in appendix B, for:

(i) Itself, if it is a non-U.S. entity;

(ii) Each subcontractor or subcontractor of a subcontractor, regardless of the tier, that is a non-U.S. entity; or

(iii) Each key individual that is a non-U.S. entity.

(b) For purposes of this clause, the following definitions apply:

"Non-U.S. entity: means (1) any non-US citizen or non-permanent legal resident of the United States; or (2) any entity that is not formed in the United States or for which 50% or more of the equity is owned or controlled by persons who are not U.S. citizens or permanent legal residents of the United States.

"Key individuals" means (i) an individual or entity owning 10% or more equity stake in the organization, whether publically- or privately-held; (ii) principal officers of the organization's governing body (e.g., chairman, vice chairman, treasurer or secretary of the board of directors or board of trustees); (iii) the principal officer and deputy principal officer of the organization (e.g., executive director, deputy director; president, vice president); (iv) the program manager of chief of party for the USAID-financed program; and (v) any other person with significant responsibilities for administration of USAID financed activities or resources.

(c) The requirements of paragraph (a) of this clause must be completed at prior to the Government's acceptance of the contract and following that, at the earlier of:

(i) Once a year; or

(ii) When there is a change or addition to any entity or person identified in paragraph (a).

(d) USA1D reserves the right to rescind approval for a sub-award in the event that USAID subsequently becomes aware of information indicating that the sub-award is contrary to U.S. law or policy prohibiting support for terrorism, or facilitating criminal activity. In such cases, USAID's Contracting Officer will provide written instructions to the recipient to terminate the sub-award.

(End of Provision)