**Request for Quotation (RFQ)**

RFQ Number: Abt. 2021-007

Issuance Date: September 28, 2021

Deadline for Offers: October 13, 2021

Description: Supplying Enumerators for conducting Key Informant Interview (KII) and Focus Group Discussion (FGD), Data Analyst for data entry and produce output table, and Report Writing Expert for developing study report based on the analyzed data, and Trainer(s) to build the capacity of project MEL staff of the Bangladesh Nutrition Activity (BNA)

For: Feed the Future Bangladesh Nutrition Activity (BNA)

Funded By: United States Agency for International Development (USAID),

Contract No. AID-388-18-CA-00005

Implemented By: Abt Associates Inc.

Point of Contact: [BNAProcurement@abtassoc.com](mailto:BNAProcurement@abtassoc.com) with CC to [Mariya\_Hossain@abtassoc.com](mailto:Mariya_Hossain@abtassoc.com)

Abt. Associates is committed to integrity in procurement, and only selects suppliers based on objective business criteria such as price and technical merit. Abt. Associates expects suppliers to comply with our Standards of Business Conduct, available at <https://www.abtassociates.com>

Abt. Associates 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 to both USAID and the Office of the Inspector General.

Employees and agents of Abt. Associates 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. In addition, Abt. Associates will inform USAID and the Office of the Inspector General of any supplier offers of money, fee, commission, credit, gift, gratuity, object of value, or compensation to obtain business.

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

* Disclose any close, familial, or financial relationships with Abt. Associates 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 Abt. Associates prohibitions against fraud, bribery and kickbacks.

Please contact Mariya Hossain Senior Finance and Grants Manager with any questions or concerns regarding the above information or to report any potential violations. Potential violations may also be reported directly to Abt. Associates US Office.

**Section 1: Instructions to Offerors**

**Adherence to Instructions, Terms, and Conditions**: Abt Associates Inc. (Abt) invites qualified organizations to submit a technical and cost proposal for the *“Supplying Enumerators for conducting KII and FGD, Data Analyst for data entry and produce output table, and Report Writing Expert for developing study report based on the analyzed data,* and Trainer(s) to build the capacity of MEL staff *of BNA.”* (Scope of Work in Part 3 of the attached RFQ). The anticipated period of performance of this project is the end of **October 2021 to September 30, 2022**.

* Proposals should be directly responsive to all items, terms, conditions, specifications, and other documents referred to in this RFQ
* Questions should be submitted no later than October 7, 2021, 5:00 PM (BST)
* Any information given to one prospective offeror concerning this solicitation will be furnished to all such offerors as an amendment of the solicitation
* Interested parties should submit their final proposals no later than October 13, 2021, 5:00 PM (BST)

Responding offerors are advised that this solicitation does not in any way obligate Abt to make a contract award or compensate the responding firms for any costs associated with the preparation and submission of their proposals. Additionally, Abt may award a subcontract without conducting negotiations; therefore, all proposals should be submitted initially using your most favorable terms. Abt reserves the right to award any resultant subcontract to other than the offeror submitting the lowest price proposal based on technical, quality, schedule priority or client request.

All communications regarding this RFQ should be addressed via email to [BNAProcurement@abtassoc.com](mailto:BNAProcurement@abtassoc.com) with CC to [Mariya\_Hossain@abtassoc.com](mailto:Mariya_Hossain@abtassoc.com)

1. Offerors are responsible for ensuring that their offers are received by Abt. 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

**Offer Deadline and Protocol**: Offers must be received no later than 5.00 PM local Dhaka time on October 13, 2021 by only email to [BNAProcurement@abtassoc.com](mailto:BNAProcurement@abtassoc.com) with CC to [Mariya\_Hossain@abtassoc.com](mailto:Mariya_Hossain@abtassoc.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 Abt Associates Inc.

1. **Terms of Reference**: Section 3 contains the specifications of the required items.

Please note that, unless otherwise indicated, stated brand names or models are for illustrative description only to provide a common reference point for all offerors in terms of specifications. Other brand names are acceptable provided they meet the salient technical specifications

1. **Quotations**: Quotations in response to this RFQ must be priced on a firm fixed-price, all-inclusive basis, including transportation and all other costs. All quotations must present VAT as separate cost. Pricing must be presented in Bangladeshi Taka (BDT). Offers must remain valid for not less than sixty (60) calendar days after the offer deadline.   
     
   Offerors are requested to provide quotations on their official letterhead. In addition, offerors responding to this RFQ are requested to submit a copy of their official registration or business license, TIN Number, Bank a/c information along with VAT Registration copy.
2. **Delivery**: As part of its response to this RFQ, each offeror is expected to provide an estimate (in calendar days) of the delivery timeframe (after receipt of order). The delivery estimate presented in an offer in response to this RFQ must be upheld in the performance of any resulting contract.
3. **Source/Nationality/Manufacture:** All goods and services offered in response to this RFQ or supplied under any resulting award must meet USAID Geographic Code 937 in accordance with the United States Code of Federal Regulations (CFR), [22 CFR §228](https://www.gpo.gov/fdsys/pkg/CFR-2017-title22-vol1/pdf/CFR-2017-title22-vol1-part228.pdf). The cooperating country for this RFQ is Bangladesh.

1. **Quality**: Quality of Service is required under this RFQ. In your offer, please advise how you will maintain the Quality of Service.
2. **Taxes and VAT**: In accordance with the agreement under which this procurement is financed, VAT and Tax will be deducted at source as per rules of Government of Bangladesh. Abt Associates Inc. will provide the successful offeror with a VAT coupon for VAT amount, VAT coupon will be issued upon submission of Mushok-6.3.
3. **DUNS Number:** Companies or organizations, whether for-profit or non-profit, shall be requested to provide a Data Universal Numbering System (DUNS) number if selected to receive an award in response to this RFQ valued greater than or equal to USD$30,000 (or equivalent in other currency). If the Offeror does not have a DUNS number and is unable to obtain one before proposal submission deadline, Offeror shall include a statement noting their intention to register for a DUNS number should it be selected as the successful offeror or explaining why registration for a DUNS number is not possible. Contact Dun & Bradstreet through this web form to obtain a number: <https://fedgov.dnb.com/webform>.
4. **Eligibility**: By submitting an offer in response to this RFQ, the offeror certifies that they are not debarred, suspended, or otherwise considered ineligible for an award by the U.S. Government. Abt Associates Inc. will not award a contract to any firm that is debarred, suspended, or considered to be ineligible by the U.S. Government.
5. **Evaluation and Award**: Award will be made to the most advantageous offer; the following factors considered: 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. Abt. reserves the right to waive immaterial deficiencies at its discretion.

Best-offer quotations are requested. It is anticipated that award will be made solely on the basis of these original quotations. However, Abt Associates Inc. reserves the right to conduct any of the following:

1. Negotiations with and/or request for best and final offer (BAFO) prior to award.
2. 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—to the Bangladesh Nutrition Activity for consideration, as USAID will not consider protests regarding procurements carried out by implementing partners. Abt. Associates at its sole discretion, will make a final decision on the protest for this procurement.
3. **Evaluation and Award Terms and Conditions:** This is a Request for Quotations only. Issuance of this RFQ does not in any way obligate Abt Associates Inc. 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 Abt Associates Inc. 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 after awarding the contract. Please note the following terms and conditions will apply:

1. Abt. Associates Inc. standard payment terms are net 30 days after receipt and acceptance of service. 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.
2. Any international air or ocean transportation or shipping carried out under any award resulting from this RFQ must take place on U.S.-flag carriers/vessels.
3. 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 2: Offer Checklist**

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

Cover letter, signed by an authorized representative of the offeror

Official quotation, including technical and financial proposal of offered service

Copy of offeror’s registration or business license/TIN/VAT number/Bank information

Minimum 60 days quote validity confirmed.

List of Key Personnel

Brief Work Experience

**Section 3: Scope of Work (SOW)**

1. **Background:**

The Bangladesh Nutrition Activity (hence after BNA/Activity) is a five-year, $23 million project that will improve the nutrition and health of children under 5 years of age, pregnant and lactating women, and adolescents (10–18 years old) in the Feed the Future Zone of Influence, which comprises 21 districts in Barisal, Dhaka, and Khulna divisions, and the Zone of Resilience. It was awarded on October 1, 2018 and will end on September 30, 2023.

The Activity is managed by the Abt Associates Inc. and three other local partners in the district level. Abt Associates delivers overall technical, financial, and administrative leadership and oversight through long-term staff. National NGOs Dhaka Ahsania Mission (DAM), Jagorani Chakra Foundation (JCF), and Friends in Village Development Bangladesh (FIVDB) implement field interventions through technical staff in Barisal, Khulna, and Dhaka divisions respectively. They will build close relationships with government officials and local organizations. iDE guides the Activity’s market-driven water, sanitation, and hygiene (WASH) interventions.

This Activity is designed to improve the nutrition and health of children under 5 years of age, pregnant and lactating women, and adolescents (10–18 years old) in the Zone of Influence (ZOI) and the Zone of Resilience (ZOR). The Activity’s catchment area in ZOI therefore comprises of 2.5-kilometer radius of 46 growth centers in 18 Upazilas of Faridpur, Khulna, and Patuakhali districts. Similarly, in ZOR (Cox’s Bazar), the Activity is focusing its work within 2.5-kilometer radius of 8 growth centers in 4 Upazilas

BNA’s goal is to improve the nutrition and health of children under five, pregnant and lactating women and adolescents. BNA works in the ZoI (21 districts in Barishal, Dhaka, and Khulna divisions) and the Zone of Resilience (ZoR) (Cox’s Bazar and Bandarban). BNA uses social and behavior change (SBC) and market systems development to promote practical behavior change and sustainably improve nutritional outcomes. BNA targets three nutrition entry points: consumer behavior, supply chains and environments.

By the end of BNA, community structures and market actors in 18 upazilas in six districts of the ZOI (not including the ZoR area) will have worked collaboratively with the Activity. An ambitious, highly facilitative process of behavior change will have supported and empowered the structures and actors. Households will have adopted improved behaviors related to agricultural production, consumption, and WASH. Businesses will have established new ways of earning income and offering customers nutritious foods. Integrating these changes will synergize and sustain nutritional improvements for BNA’s target populations

BNA uses a Market-Based Approach to Improve Nutrition that focuses on:

* To address dietary gaps and poor WASH behavior in Bangladesh
* Use SBC and market systems to improve nutrition and WASH outcomes
* Empower market actors to sustain target populations’ nutritional improvement

1. **Purpose of the services**

Bangladesh Nutrition Activity (BNA) has planned to conduct some studies, and other activities (see below) in its 4th year of implementation starting from October 20, 2021 to September 30, 2022. This activity will be focused on BNA interventions sites including 04 districts Patuakhali, Faridpur, and Khulna, and Cox’s Bazar. Rapid Cycle Evaluation (RCE)

* Impact assessment of current interventions and sub-awardees
* Social Behavior Change Communication (SBCC) Study
* Tracking customers to update the database
* Collect Global Positioning System (GPS) of the Latrine Producer (LP), Water Folia Retailer customer, and Agriculture Input Retailer (AIR) customer
* In addition, this Activity intends to build the capacity of the Monitoring, Evaluation and Learning (MEL) staff of the BNA to implement the MEL activities effectively across the project areas.

The required services will focus but are not limited to the following areas:

* Supply number of skilled Data Enumerators (DE) to collect data through sample survey, KII and FGD
* Provide Data Analysts (DA) to analyze the collected data to generate an output table for generating a study report
* Ensure Report Writing Experts- National (RWE) for required number of working days who will primarily be responsible for developing the Report based upon the Output table
* Build capacity of the MEL staff on the global best practices aligned with USAID guideline and other donors to implement the activities effectively

The firm will supply the above-mentioned staff who will be working under the direct supervision of the BNA MELL team based upon the request of every month during the contract period of **October 20, 2021, to September 30, 2022**. The firm will ensure the quality of tasks assignment delivery through their assigned skilled human resources. BNA wants the firm to share the CV(s) of this staff who will be assigned to accomplish the given tasks.

1. **Hiring Survey Firm**

Abt Associates is hiring a **Survey Firm** to ensure uninterrupted service during the contract period for supplying Data Enumerators, Data Analysts, Trainer(s) and Report Writing Expert as needed who will be working closely with the MEL team to carry out different activities planned for **12 months starting from October 2021**. The following section entails in detail with regards to the expected expertise and responsibilities required for each of the positions:

**Key Responsibilities of Data Enumerator (DE)**

* Collect data from 04 districts Patuakhali, Faridpur, and Khulna, and Cox’s Bazar using TAB/smartphone applying pre-designed questionnaire
* Ensure data cleaning, validating, and triangulating for quality assurance
* Ensuring field data quality through revisiting interviewees when required
* Work closely with the MEL team and reporting the progress activities regularly and taking necessary steps for the smooth operation of the survey
* Conduct the KII, FGD and collecting GPS location for different market actor LP, AIR, Folia to update the existing database

**Expected expertise of DE**

* Graduation in any discipline (preferably social science) from a reputed university
* Prior experience in conducting the similar type of activities will be preferred
* Explicit understanding with regards to different data collection methods and techniques (qualitative and quantitative)
* Experience in collecting data using Mobile-based application
* Ability to conduct, capture notes and enter the template for the MEL team
* Good understanding of the local context
* Ability to work in rural areas
* Ability to work under pressure and tight deadlines
* Positive and can-do attitude towards tasks beyond the job description
* Committed and motivated
* Familiar with sample survey applying the smart phone

**Key Responsibilities of the Data Analyst (DA)**

* Analyze survey data & prepare the data entry form
* Program the final survey questionaries’ on ODK/KoBo-Collect/Survey CTO
* Check inconsistency and correct accordingly
* Produce the output tables for data visualization and reporting
* Coordinate with the DE(s) and MEL team as needed for the data
* Performing analysis work for the study analysis purpose for the MEL team.

**Expected expertise of DA**

* Graduation in statistics, economics, social science, or any discipline from a reputed university
* Explicit understanding with regards to different data collection methods and techniques (qualitative and quantitative)
* Prior experience in the program the survey questionnaire on ODK and handle the bulk of data
* Good command in SPSS, STATA, R, or any other statistical software
* Familiar with Mobile-based application
* Ability to work under pressure and tight deadlines
* Positive and can-do attitude towards tasks beyond the job description
* Committed and motivated
* Committed to work under a tight deadline and produce quality output

**Key Responsibilities of the Report Writing Expert (RWE):**

* Writing report based on the survey data output tables and qualitative raw data.
* Coordinate with MEL team to ensure BNA required analytics in report writing
* Coordinate with data analysis to ensure BNA required data analysis and analytics for proper reflection in the written reports of each study.

**Expected expertise of RWE:**

* Minimum post graduate academic degree achievement in statistics, economics, social science, or any other relevant discipline from a reputed university
* Desirable skills in developing an analytical framework for different evaluation and assessment studies.
* Expertise in report writing, and copy editing
* Proven experiences experience in delivering study, evaluation, or assessment report delivery for clients/donors.
* Good command of English in both verbal and written communication

**Key Responsibilities of the Trainer(s):**

* Build capacity of the MEL staff including the sub-awardee staff on the global best practices aligned with USAID guidelines and other donors to implement the activities effectively
* Coordinate with MEL team to ensure training on due time
* Prepare the training module, materials, and guidelines as per request of BNA
* Prepare a brief training completion report
* Supply all material, documents, and links once training is over

**Expected expertise of Trainer(s):**

* Minimum post graduate academic degree achievement in statistics, economics, social science, or any other relevant discipline from a reputed university
* Proven experiences experience in providing training on a different aspect of the MEL component.
* Should have solid understanding with regards to the best MEL practices across the world for example:
  + *Measuring systemic changes applying Adopt-Adapt- Expand and Respond (AAER)*
  + *Directionality, Durability, and Dynamism (3D) approach,*
  + *Value for money using Effectiveness, Efficiency, Economy, and Equity (4E),*
  + *Implementing USAID Collaborating Learning and Adapting (CLA) across the project,*
  + *Data Quality Assessment (DQA) using five criteria e.g. Precision, Reliability, Timeliness, Validity, and Integrity,*
  + *USAID Learning Agenda*
  + *MEL system of another donor (EU, SDC, UKAID)*
  + *Market Development Approach, Private Sector Engage, Inclusiveness, Market doughnuts and other global best practices*
  + *Data validation and Documentation, closeup activity*
  + *Data visualization*
  + *Tracking project beneficiary (snowball/bottom-up/top-down approach) to crease customer database,*
  + *Evaluation applying six criteria Effectiveness, Efficiency, Economy, Impact, Timeliness, and Sustainability, and Cohesion (Midterm, Impact, and Final),*
  + *Interventions and Helicopter lance,*
  + *Challenges of Market System Approach,*
  + *Market System Resilience Index (MSRI)*
  + *Multiplier effect, inclusive growth,*
  + *Qualitative approach e.g., Outcome harvesting, the most significant changes, Network Analysis, System Analysis,*
  + *Sampling for definite and indefinite population*
  + *Donor Committee Enterprise Development (DECD) approach,*
  + *Developing Results Chains, Result Framework, Theory Changes, and Logical Framework Analysis,*
  + *Business Communication, and mail etiquette*
  + *Writing grants proposal (MEL part)*
  + *Preparing Good Study Report, and Evaluation report*
  + *Preparing Scope of Work for a different study, evaluation, and other*
* Good command of English in both verbal and written communication
* Excellent presentation skill

BNA expects the firm to organize (upon request) the training focusing on the abovementioned topics, it would be **five days-long fully residential training outside urban area either in Dhaka or FTF zone**. The firm may hire several trainers who have expertise on different topics outlined above. To make this training successful the firm will ensure **all logistics, lodging, and food support** for all the participants.

1. **Professional support timeline**

Initially, this is estimated that this initial contract will be delivered for one year **(October 2021-September 2022)** with a possibility of extension till the end of the project. The following is the deadline to accomplish the assignment- contingent upon the COVID situation.

1. **Costs**

* All-inclusive per costs to be submitted by the vendor
* VAT Coupon will be provided by Abt Associates Inc.
* TAX will be deducted at the source
* Payment will be made through bank transfer/cheque as agreed
* Payment will be **done every month based upon the successful completion** of the assigned work
* Abt won’t bear any cost of the team members including **(food, lodging, travel, incidental, and others)** to be engaged in this study
* The firm will hire district-wise **local enumerators in Patuakhali, Faridpur, Khulna, and Coxs Bazar to minimize the cost by restricting inter-district travel**
* CV of key position (RWE and DA) needed to be attached with the technical proposal.
* WRE and DA are the sedentary position that does not require any travel
* The firm will need to provide the expected cost per person in the proposed positions in the financial proposal following the table given below

|  |  |  |
| --- | --- | --- |
| **#** | **Expert** | **Daily rate (including all) in BDT** |
| 1 | Data Enumerator (DE) |  |
| 2 | Data Analyst (DA) |  |
| 3 | Report Writing Expert (RWE) |  |
| 4 | Trainer |  |

1. **Eligibility Criteria of Survey Firm**

The prospective service provider will need to demonstrate

* Demonstrate an understanding of the SOW
* Evidence of previous experience providing these required services
* Working experience in the southern part of Bangladesh and rural and hilly area

1. **How to apply**

Interested firms meeting the above requirements are requested to submit the Financial and Technical proposal to [**BNAProcurement@abtassoc.com**](mailto:BNAProcurement@abtassoc.com) **by 13 October 2021.**

**ANNEX 4:**  
\*\*All prices must be in Bangladeshi Taka (BDT) \*\*

**Item wise total cost (Fee + other direct cost + other indirect costs):**

**Advance Income Tax: (percentage and amount)**

**VAT: (percentage and amount)**

**Total cost including AIT and VAT:**

**Offer validity: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Payment Terms (if any): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Calendar days**

**Offer Cover Letter**

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

To: Senior Finance and Grants Manager

Bangladesh Nutrition Activity (BNA)

Concord Bilkis Tower, Level-13

40/6, Gulshan Avenue, (Madani Road), Gulshan-2

**Reference: RFQ No. Abt. 2021-007**

To Whom It May Concern:

We, the undersigned, hereby provide the attached offer to perform all work required to complete the activities and requirements as described in the above-referenced RFQ. Please find our offer attached.

We hereby acknowledge and agree to all terms, conditions, special provisions, and instructions included in the above-referenced RFQ. We further certify that the below-named firm and all motorcycles and after sale services offered in response to this RFQ—are eligible to participate in this procurement under the terms of this solicitation and under USAID regulations.

Furthermore, we hereby certify that, to the best of our knowledge and belief:

* We have no close, familial, or financial relationships with any Abt Associates Inc. or BNA project staff members;
* We have no close, familial, or financial relationships with any other offerors submitting proposals in response to the above-referenced RFQ; and
* The prices in our offer have been arrived at independently, without any consultation, communication, or agreement with any other offeror or competitor for the purpose of restricting competition.
* All information in our proposal and all supporting documentation is authentic and accurate.
* We understand and agree to Abt Associates Inc.’s prohibitions against fraud, bribery, and kickbacks.

We hereby certify that the enclosed representations, certifications, and other statements are accurate, current, and complete.

Authorized Signature:

Name and Title of Signatory:

Date:

Company Name:

Company Address:

Company Telephone and Website:

Company Registration or Taxpayer ID Number:

Company VAT #:

Company DUNS Number:

Does the company have an active bank account (Yes/No)?

Official name associated with bank account (for payment):

Company Trade License/Registration document (Please attached a copy)

**Bank Accounts Details Information** (*completed/signed/stamped by a representative authorized to sign on behalf of the offeror*):

|  |  |  |
| --- | --- | --- |
| **Sl.** | **Particulars** | **Information** |
| 1 | Account Name: |  |
| 2 | Account Number: |  |
| 3 | Account Type: |  |
| 4 | Name of Bank: |  |
| 5 | Name of Bank Branch: |  |
| 6 | Address of Branch: |  |
| 7 | Bank Routing Number: |  |

**Signature with seal:**

**Name:**

**Designation:**

**Date:**