**REQUEST FOR PROPOSAL**

|  |  |
| --- | --- |
| **Issue Date:** | **December 18, 2023** |
| **Questions Submission Due Date:** | **December 22, 2023, 16:00h** |
| **Proposal Submission Due Date:** | **December 29, 2023, 16:00h** |

**Subject:** **Facilitate** **Development of Food Security Strategies for Western Balkans Six (WB6)**  **Countries**

All Prospective Offerors:

International Development Group Advisory Services, LLC (“International Development Group

LLC” or “IDG”) is soliciting proposals from qualified local organizations to provide technical services as described in this solicitation. This procurement will require a formal technical and cost proposal submission as outlined by the Request for Proposal (RFP). This procurement will be conducted through a full and open competition process under which any type of organization is eligible to compete. IDG anticipates awarding a Firm Fixed Price (FFP) with a period of performance of five months from the date of award as a result of this solicitation. Competition under this procurement will be limited to organizations from the WB6 countries (Albania, Bosnia and Herzegovina, Kosovo, Serbia, North Macedonia, and Montenegro).

Questions regarding this opportunity must be submitted on or before the due date and time listed aboveto [**procurement@internationaldevelopmentgroup.com**.](mailto:procurement@internationaldevelopmentgroup.com) In the subject line reference: Questions – **Development of Food Security Strategies**.

All proposals, consisting of the documentation required, must be submitted electronically to [**procurement@internationaldevelopmentgroup.com**](mailto:procurement@internationaldevelopmentgroup.com) on or before the due date stipulated above. All submitted documents must conform to the requirements outlined in the solicitation.

Documents received after the deadline will not be considered. This solicitation in no way obligates EDGE to award a contract nor commit to pay any cost incurred in the preparation and submission of a proposal.

Thank you for your interest in working with IDG. Sincerely,

IDG Procurement Team

**Table of Contents**

[SECTION A. STATEMENT OF WORK 4](#_Toc61367787)

[SECTION B. DELIVERIES AND PERFORMANCE 5](#_Toc61367788)

[SECTION C. PAYMENT 6](#_Toc61367789)

[SECTION D. PROPOSAL INSTRUCTIONS 7](#_Toc61367790)

[SECTION E. EVALUATION CRITERIA FOR AWARD 9](#_Toc61367791)

[ANNEX A: SECTION 889 CERTIFICATION 10](#_Toc61367792)

[ANNEX B: EVIDENCE OF RESPONSIBILITY 12](#_Toc61367793)

[ANNEX C: BUDGET TEMPLATE 15](#_Toc61367794)

[ANNEX D 16](#_Toc61367795)

# SECTION A. STATEMENT OF WORK

**A1. BACKGROUND AND INTRODUCTION**

The Russian invasion of Ukraine has affected food security worldwide, both in terms of food availability and elevated food prices, and disrupted global trade supply and value chains. Soaring fuel prices have increased the cost of production and transport and further aggravated the implications for food security. In addition, high war-risk insurance premiums for Black Sea shipping have affected food prices. Furthermore, a combination of factors has led to a fertilizer shortage, and countries are fearing shrinking planted areas, lower yields, and increased food insecurity. This crisis has compounded the global food security challenges stemming from COVID-19 and climate change.

As nations are competing to secure essential food staples for their citizens, food prices have been rising, which has plunged global food markets into turmoil with shortages in many developing countries and least developed countries. WB countries, even those whose reliance on food imports from Russia and Ukraine was insignificant, will be potentially affected given global competition and shortages. Although food security is not presently an acute concern for WB countries, it is critical that WB countries take priority measures called for in holistic food security strategies to prevent a country-specific or region-wide food security crisis. This effort will also help WB in advancing UN Sustainable Development Goals, as food security is one of the main priorities.

**Activity description and objectives:**

The objective of this activity is to support food security mitigation efforts and capacitate the WB6 countries to develop and implement sound Food Security Strategies (FSSs). EDGE will identify and contract a subcontractor (Private Company/ Academic Institution /NGO / Business Support Organizations, such as chambers of professional associations that will work with Academia and Ministries of Agriculture from WB6 countries using existing literature and statistical databases as a basis. Private sector and civil society stakeholders could also be involved. Additional research and analysis will be conducted focusing on staple/essential food products and agricultural inputs (e.g., fertilizers, pesticides, seeds, and feedstuff). Six policy papers with detailed recommendations will be prepared at the end of the assignment to assist each of the WB countries in developing national food security strategies.

This activity will be implemented in cooperation with the governmental institutions from the WB6 countries, primarily with the ministries of agriculture. The subcontractor will also contribute to this activity through conducting research, establishing contacts with potential stakeholders, and pre-arranging working groups in each of the WB6 countries.

**A2. GUIDANCE ON METHODOLOGY**

**The purpose of the activity:** The overall purpose is to assist WB6 countries in enhancing their knowledge and capacity in order to develop sound FSSs.

**Working methods:** On-site and online coordination and cooperation with the proposed beneficiaries, including monitoring.

**The scope and form of work:** EDGE is requesting potential subcontractors to provide detailed proposals with the following:

**Introductory activities:** The subcontractor should contact potential activity participants from all WB6 countries and organize six working groups consisting of a minimum of four members for each working group.

**Preparatory activities:** The subcontractor should develop and prepare: 1) a uniform methodology for data collection and analysis; 2) a database model for the disaggregated/in-depth agri-food trade groups and major commodities; and 3) a food balance sheet model.

**Development of policy papers:** Developing policy papers should entail, inter alia, the following activities:

* Develop detailed trade balances of the WB6 countries.
* Capture minimum food security needs (aggregated and by product) and the current sources of supply (import and domestic production) and identify potential risks and alternative sources of supply with focus on WB intra-regional trade complementarities.
* Identify constraints in the supply chain (modes of transport, freight forwarding/logistics, storage including cold, security, pilferage, silos capacity and handling equipment) and develop policy recommendations for addressing them.
* Aggregate main findings and prepare six policy papers.

**Reporting:** The subcontractor should develop and implement a continuous reporting system and secure a continuous flow of information during the entire activity.

**A.3 DELIVERABLES**

**Expected deliverables:**

* List of participants and working group members;
* Data collection methodology, database model for the disaggregated/in-depth agri-food trade groups and major commodities and food balance sheet model;
* Trade balances of the WB6 countries;
* Food security needs, current sources of supply, potential risks, and supply chain constraints for all WB6 countries;
* Detailed policy papers (one per country or six in total);
* Online regional workshop and presentation of findings and key results; and
* Regular progress reports and Final (summary) Report within one week upon completion of the entire activity.

# SECTION B. DELIVERIES AND PERFORMANCE

**B1. PERIOD OF PERFORMANCE**

The period of performance is estimated to begin on/around January 10, 2024and end by June 30, 2024.

**B2. LIST OF DELIVERABLES**

The prospective subcontractor is responsible for the following outputs and deliverables:

|  |  |
| --- | --- |
| **Deliverable/Output** | **Estimated Due/Completion Date\*** |
| * List of participants and working group members. * Data collection methodology, database model for the disaggregated/in-depth agri-food trade groups and major commodities and food balance sheet model. * Trade balances of the WB6 countries. | **TBD (From contract signing)** |
| * Food security needs, current sources of supply, potential risks, and supply chain constraints for all WB6 countries. * Detailed policy papers (one per country or six in total). | **TBD (From contract signing)** |
| * Online regional workshop and presentation of findings and key results. * Final (summary) Report within one week upon completion of the entire activity. | **TBD (From contract signing)** |

\*The dates will be finalized during contract negotiations.

Unless specifically instructed otherwise, all reports shall be submitted electronically in MS Office Word, Excel, or PDF. All deliverables are to be submitted in English. Final due dates for all deliverables will be discussed with IDG and then included in the contract.

# SECTION C. PAYMENT

* 1. **PAYMENT SCHEDULE**

The prospective subcontractor will be paid based on submission and IDG / EDGE Chief of Party’s acceptance of the deliverables below:

|  |  |
| --- | --- |
| **Output** | **Contract Amount (%)** |
| **Deliverable 1:**   * List of participants and working group members. * Data collection methodology, database model for the disaggregated / in-depth agri-food trade groups and major commodities and food balance sheet model. * Trade balances of the WB6 countries. | 20% |
| **Deliverable 2:**   * Food security needs, current sources of supply, potential risks, and supply chain constraints for all WB6 countries. * Detailed policy papers (one per country or six in total). | 40% |
| **Deliverable 3:**   * Online regional workshop and presentation of findings and key results. * Final (summary) Report within one week of completing the entire activity. | 40% |

* 1. **PAYMENT DETAILS**

IDG will pay the Subcontractor within thirty (30) calendar days following receipt by IDG of an accurate, compliant invoice. Payment of Subcontractor invoices by IDG will not constitute final approval of the invoices. All charges invoiced by Subcontractor remain subject to IDG and/or government audit and subsequent adjustment. Subcontractor agrees to reimburse IDG for any costs disallowed by USAID, if payment was received by Subcontractor.

# SECTION D. PROPOSAL INSTRUCTIONS

* 1. **QUESTIONS CONCERNING THE RFP**

Questions regarding this opportunity must be submitted by the date and time in the cover letterto [**procurement@internationaldevelopmentgroup.com**.](mailto:procurement@internationaldevelopmentgroup.com) In the subject line reference: **Questions – Development of Food Security Strategies.**

* 1. **PROPOSAL DUE DATE**

Proposals, consisting of the documentation required in section B must be submitted electronically to [**procurement@internationaldevelopmentgroup.com**](mailto:procurement@internationaldevelopmentgroup.com) by the date and time in the cover letter. All submitted documents must conform to the requirements outlined in the solicitation.

Documents received after the deadline will not be considered. This solicitation in no way obligates EDGE to award a contract nor does it commit EDGE to pay any cost incurred in the preparation and submission of a proposal.

* 1. **PROPOSAL SUBMISSION INSTRUCTIONS**

Offers submitted in response to this solicitation shall be in the English language. Offers received in other than English shall be rejected.

Financial offers submitted in response to this solicitation shall be denominated in USD.

Documents prepared in response to this RFP must be submitted in accordance with the instructions described below. It is up to the discretion of IDG whether late submissions will be considered. Typically, these will not be considered.

Details on the proposal instructions are as follows:

*Volumes:* Each offeror’s proposal shall be prepared as two (2) separate electronic volumes:

* + - * **Volume 1** – Technical Proposal (5-page limit)
        + Company/Organization profile.
        + Implementation plan according to the scope of work and expected deliverables.
      * **Volume 2** – Cost Proposal (no page limit)
        + **Detailed Excel Budget (template provided).** A detailed budget in Excel with clear quantities and unit costs in U.S. Dollars (USD to enable IDG to determine price reasonableness. **Offerors are encouraged to use the template provided.**
        + **Budget Narrative.** A detailed budget narrative in Microsoft Word or PDF outlining the justification for each line item. **Representations and Certifications.** A completed copy of the representations and certifications must be submitted with the proposal. A copy of Section 889 Certification (Annex A) filled out by the organization must be submitted with the proposal.
        + **Evidence of Responsibility.** The offeror will make an affirmative determination of responsibility and must address each element of responsibility in the template provided (Annex B).
* *Format:* Technical proposals must be submitted in either PDF or Microsoft Word. Cost proposals must be submitted with a detailed budget in the Excel budget template provided with clear quantities and unit costs (including required travel) and a detailed budget narrative in PDF or Microsoft Word describing the basis of each line item proposed. All text should be Times New Roman font, in no smaller than 12-point for text and 10-point for spreadsheets, and any font size for graphics as long as they are legible.
* *Language*: Technical and cost proposals shall be submitted in English.
* *Validity*: Proposal submissions must remain valid for 60 days from the date of submission.

**The proposal must be emailed to** [**procurement@internationaldevelopmentgroup.com**](mailto:procurement@internationaldevelopmentgroup.com) **no later than the time and date shown on the cover letter.**

**Note:** Please make sure to type the email addresses as per instructions. It is the offeror’s responsibility to verify receipt of their quote by EDGE.

# SECTION E. EVALUATION CRITERIA FOR AWARD

* 1. **QUALIFICATIONS AND EXPERIENCE OF THE FIRM**

The selected organization/consortium shall possess the following qualifications:

* The organization should have at least 10 years of experience in providing strategy related and policy development services.
* Reference list with at least three references related to strategic analyses and policy/strategy development.
  1. **EVALUATON CRITERIA**

Technical proposals will be equally evaluated according to the following criteria:

* + - * Organizational experience in successfully implementing similar activities related to strategic analyses and policy/strategy development.
      * Demonstrated understanding of the requirements set forth in the RFP.
      * Relevance and quality of the proposed methodology and implementation plan.
      * Implementation plan according to the scope of work and expected deliverables.

Cost Proposals will be evaluated based on price reasonableness and best value to the U.S. Government. Price has not been assigned a numerical weight. IDG and the Evaluation Committee intend to evaluate proposals in accordance with this RFP and award to the responsible Bidder, whose proposal offers the best value, considering both price and non-price factors.

IDG may award a contract without discussions with Bidders in accordance with FAR 52.215-1. Therefore, the Bidder’s initial proposal should contain the Bidder’s best terms from a price and technical standpoint.

From the time the proposals are submitted to the time the Contract is awarded, the Bidders should not contact IDG or EDGE on any matter related to its Technical and Financial Proposal. Any effort by Bidders to influence IDG or EDGE in the examination, evaluation, ranking of Proposals, and recommendation for award of contract may result in the rejection of the Bidders’ Proposal.

* 1. **CONTRACTING ELIGIBILITY**

Competition under this procurement will be limited to organizations from the WB6 countries (Albania, Bosnia and Herzegovina, Kosovo, Serbia, North Macedonia, and Montenegro).

# ANNEX A: SECTION 889 CERTIFICATION

**Section 889 Certification**

DATE:

FROM:

TO: International Development Group Advisory Services, LLC

SUBJECT: Prohibition on Certain Telecommunications and Video Surveillance Services or Equipment (Section 889)

FIRM NAME certifies that it is in compliance with the below Federal Acquisition Regulations (FAR).

**52.204-24 Representation Regarding Certain Telecommunications and Video Surveillance Services or Equipment (Dec 2019)**

The Offeror shall not complete the representation in this provision if the Offeror has represented that it “does not provide covered telecommunications equipment or services as a part of its offered products or services to the Government in the performance of any contract, subcontract, or other contractual instrument” in the provision at [52.204-26,](https://www.acquisition.gov/content/52204-26-covered-telecommunications-equipment-or-services-representation#id19CAC0P0ESS) Covered Telecommunications Equipment or Services- Representation, or in paragraph (v) of the provision at [52.212-3,](https://www.acquisition.gov/content/52212-3-offeror-representations-and-certifications-commercial-items#i1060550) Offeror Representations and Certifications- Commercial Items.

* + 1. *Definitions.* As used in this provision—

“Covered telecommunications equipment or services”, “critical technology”, and “substantial or essential component” have the meanings provided in clause [52.204-25,](https://www.acquisition.gov/content/52204-25-prohibition-contracting-certain-telecommunications-and-video-surveillance-services-or-equipment#id1989I600I4C) Prohibition on Contracting for Certain Telecommunications and Video Surveillance Services or Equipment.

* + 1. *Prohibition*. Section 889(a)(1)(A) of the John S. McCain National Defense Authorization Act for Fiscal Year 2019 (Pub. L. 115-232) prohibits the head of an executive agency on or after August 13, 2019, from procuring or obtaining, or extending or renewing a contract to procure or obtain, any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. Contractors are not prohibited from providing—
       1. A service that connects to the facilities of a third-party, such as backhaul, roaming, or interconnection arrangements; or
       2. Telecommunications equipment that cannot route or redirect user data traffic or permit visibility into any user data or packets that such equipment transmits or otherwise handles.
    2. *Procedures.* The Offeror shall review the list of excluded parties in the System for Award Management (SAM) ([https://www.sam.gov](https://www.sam.gov/)) for entities excluded from receiving federal awards for “covered telecommunications equipment or services”.
    3. *Representation.* The Offeror represents that it.

will,

will not provide covered.

telecommunications equipment or services to the Government in the performance of any contract, subcontract or other contractual instrument resulting from this solicitation.

* + 1. *Disclosures.* If the Offeror has represented in paragraph (d) of this provision that it “will” provide covered telecommunications equipment or services”, the Offeror shall provide the following information as part of the offer—
       1. A description of all covered telecommunications equipment and services offered (include brand; model number, such as original equipment manufacturer (OEM) number, manufacturer part number, or wholesaler number; and item description, as applicable).
       2. Explanation of the proposed use of covered telecommunications equipment and services and any factors relevant to determining if such use would be permissible under the prohibition in paragraph (b) of this provision.
       3. For services, the entity providing the covered telecommunications services (include entity name, unique entity identifier, and Commercial and Government Entity (CAGE) code, if known); and
       4. For equipment, the entity that produced the covered telecommunications equipment (include entity name, unique entity identifier, CAGE code, and whether the entity was the OEM or a distributor, if known).

The Offeror is required to inform the prime contractor within one (1) business day of identifying any covered equipment/services as required by FAR 52.204-25.

***52.204-26 Covered Telecommunications Equipment or Services-Representation (Dec 2019)***

1. *Definitions.* As used in this provision, “covered telecommunications equipment or services” has the meaning provided in the clause [52.204-25](https://www.acquisition.gov/content/52204-25-prohibition-contracting-certain-telecommunications-and-video-surveillance-services-or-equipment#id1989I600I4C), Prohibition on Contracting for Certain Telecommunications and Video Surveillance Services or Equipment.
2. *Procedures.* The Offeror shall review the list of excluded parties in the System for Award Management (SAM) ([https://www.sam.gov](https://www.sam.gov/)) for entities excluded from receiving federal awards for “covered telecommunications equipment or services”.
3. *Representation.* The Offeror represents that it.

does,

does not provide covered.

telecommunications equipment or services as a part of its offered products or services to the Government in the performance of any contract, subcontract, or other contractual instrument.

The Offeror is required to inform the prime contractor within one (1) business day of identifying any covered equipment/services as required by FAR 52.204-25.

Name and Title: Signature:

Date:

# ANNEX B: EVIDENCE OF RESPONSIBILITY

1. Authorized Negotiators

[Names of authorized negotiators]

1. Adequate Financial Resources

[Company Name] has adequate financial resources to perform the contract, or the ability to obtain them. [expand your certification with brief supporting information, as necessary]

* 1. [Please briefly describe your relationship with your bank, your line of credit, etc. this should be one sentence. Where does your working capital come from?]

1. Ability to Comply.

[Company Name] is able to comply with the required or proposed delivery or performance schedule, taking into consideration all existing commercial and governmental business commitments. [expand your certification with brief supporting information, as necessary]

1. Briefly describe the systems your company has in place for project management, administration, financing, monitoring, and reporting. These should be a couple of sentences. Briefly describe the systems your company uses to identify and mitigate risk throughout the life of a project. Confirm that your company complies with reporting requirements.
2. Briefly identify the number of projects completed, the amount, and whether or not there were any cost overruns, and whether task orders were completed on time.

Include a statement that the company is able to comply with the proposed delivery of performance schedule, having taken into consideration all existing business commitments, commercial as well as governmental.

1. Record of Performance, Integrity, and Business Ethics

[Company Name] has a satisfactory performance record in accordance [expand your certification with brief supporting information, as necessary]

* 1. Confirm that your company has complied with contract requirements in the past adhered to contract schedules, including the administrative aspects of performance.
  2. Confirm your company’s record of forecasting and controlling costs.

1. Confirm that your principals have never been debarred or suspended.
2. Explain how the company will work with the client to ensure work quality.

[Company Name] has a satisfactory record of integrity and business ethics. [expand your certification with brief supporting information, as necessary]

1. Confirm that your company has never been accused of unethical business practices.
2. Reference your completion of the Representations and Certifications document.
3. Identify your company’s code of conduct or code of ethics, and briefly describe its contents.
4. Organization, Experience, Accounting and Operational Controls, and Technical Skills

[Company Name] has the necessary organization, experience, accounting and operational controls, and technical skills, or the ability to obtain them (including, as appropriate, such elements as production control procedures, property control systems, quality assurance measures, and safety programs applicable to materials to be produced or services to be performed by the prospective contractor and subcontractors). [expand your certification with brief supporting information, as necessary]

* 1. Identify the number of projects your company has completed as evidence of its experience.
  2. Reference your company’s past performance record. Demonstrate that your company has the capacity in accounting and financial capacity to complete the project.
  3. Identify the type of accounting software your company uses and justify the selection of this software. Is it secure and equipped to handle government contracts?

1. Equipment and Facilities

[Company Name] has the necessary production, construction, and technical equipment and facilities, or the ability to obtain them. [expand your certification with brief supporting information, as necessary]

* 1. Briefly describe your company’s building and facility.
  2. Briefly describe your company’s Information Technology systems including hardware, software, and internet connectivity.

1. Eligibility to Receive Award

[Company Name] is otherwise qualified and eligible to receive an award under applicable laws and regulations. [expand your certification with brief supporting information, as necessary]

* 1. Recertify that neither your company nor any of your principals are presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contract by any Federal agency.
  2. Certify that neither your company nor any of its principals have been convicted of or had a civil judgment rendered against them for commission of fraud, or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) contractor subcontract.
  3. Confirm that neither your company nor any of its principals has been convicted of committing embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property, and are not presently indicted for, or otherwise criminally or civilly charged by a governmental entity with commission of any of the offenses enumerated above.

1. Cognizant Auditor
2. Organization of Firm

With the signature below, [Company Name] certifies that the above statements are accurate, complete, and current.

Signature:

Name: Title: Date:

# ANNEX C: BUDGET TEMPLATE

See Excel file provided.