



**PANAGORAGROUP**  
MAKING OUR WORLD A BETTER PLACE FOR GOOD

**Request for Proposals**

**Issue Date:** January 22, 2025

**RFP Number:** FY25-PIMPANAGORA-RFP01-Pacific American Fund Evaluation

**RFP Title:** Data Collection Services for Evaluation and Third-party Monitoring of Pacific American Fund

**Questions Due Date:** Submit questions on a rolling basis until January 28, 2025 17:00 Eastern Standard Time (EST)

**Closing Date and Submission Time for All Proposals:** January 29 at 17:00 EST

**Place of Performance:** Pacific Island countries of Federation of Micronesia, Kiribati, Papua New Guinea, Samoa and Solomon Islands

To All Prospective Offerors:

Panagora Group (hereinafter referred to as Panagora) issues the above-referenced Request for Proposals (RFP) for data collection services related to the implementation of a performance evaluation for a project being funded by the United States Agency for International Development (USAID). The USAID-funded Pacific American Fund provides grants to grantees operating across the Pacific Island Countries (PIC). As part of this evaluation, the Panagora team will conduct research involving grantees and their beneficiaries in five target countries (Federation of Micronesia, Kiribati, Papua New Guinea, Samoa, and Solomon Islands). Panagora seeks to work with a research firm based in the region that has current operational capabilities in all five target countries.

**Instructions and Evaluation:** Instructions for preparation of quotations are found below and proposals will be evaluated based on the criteria described in Section C. Award shall be made to the Offeror whose proposal offers the best value to Panagora.

**Questions:** Questions regarding this solicitation must be submitted by email and shall be sent directly to [valeriehovetter@panagoragroup.net](mailto:valeriehovetter@panagoragroup.net). Questions can be submitted on a rolling basis until January 28, 2025. If substantive questions are received which affect the response to the solicitation or if changes are made to the closing date and time, as well as other aspects of the RFP, this solicitation will be amended. Any amendments to this solicitation will be provided to all recipients of this RFP.

**Submission Due Date and Time:** Electronic submission of proposals shall be submitted by the stated closing date and time specified above via email to [valeriehovetter@panagoragroup.net](mailto:valeriehovetter@panagoragroup.net).

Bidders can only communicate with Panagora through the email above; communication outside the established channel could be considered as a cause for disqualification.

Panagora reserves the right to award a subcontract without discussions or the submittal of final revised quotations. Therefore, Offerors are advised to carefully review the RFP in detail, raise questions and request clarifications by the due date for questions, and submit a comprehensive quote meeting all the requirements of this RFP by the specified due date and time. Accordingly, the Offerors' initial offer should contain its best terms from both a cost and technical standpoint.

## **SECTION A – TERMS OF REFERENCE**

### **A.1 BACKGROUND**

Panagora Group is a social enterprise dedicated to providing high-quality, high-impact international development, global health, and learning consulting. We are a dynamic, woman- and employee-owned small business partner focused on market-based and integrated local solutions that strengthen country capacity and independence; and on learning, communications, and technology solutions to accelerate and heighten the impact. Panagora provides technical and advisory services related to monitoring, evaluation, research, and learning to USAID under the USAID/Philippines, Pacific Islands, and Mongolia Monitoring, Evaluation, and Learning Activity (PIMMELA).

Under the PIMMELA Activity, Panagora will conduct a performance evaluation of the USAID-funded Pacific American Fund (PAF). PAF is a five-year grant facility implemented by Social Solutions International, that addresses critical development challenges across 12 Pacific Island Countries (PICs), including the Federated States of Micronesia, Fiji, Kiribati, Nauru, Palau, Papua New Guinea, Republic of Marshall Islands, Samoa, Solomon Islands, Tonga, Tuvalu, and Vanuatu. The goal of PAF is to award and monitor grants that aim to improve the quality of life in the Pacific Islands by increasing climate change and disaster resilience, facilitating sustainable market-driven economic growth, extending access to quality health care and education, and advancing democratic governance. PAF targets local organizations providing local solutions to local issues.

As part of the evaluation research, Panagora will conduct third-party monitoring (TPM) of eight grantees under PAF in five target countries (Federation of Micronesia, Kiribati, Papua New Guinea, Samoa, and the Solomon Islands). The TPM research will include interviews and focus group discussions with beneficiaries of the eight grantees.

### **A.2 OVERALL OBJECTIVE**

The objective is to obtain proposals from interested firms that have the capacity to conduct qualitative data collection in all five target PAF-TPM countries (Federation of Micronesia, Kiribati, Papua New Guinea, Samoa, and Solomon Islands). Data collection should begin in February 2025 and all deliverables should be completed in April 2025.

The objective of the TPM task is to provide USAID/Pacific Islands with accurate, verifiable, and impartial data and information on the program outputs, outcomes, progress, quality, challenges, successes, and lessons learned generated through projects or interventions implemented by a select group of grantees of PAF located in hard-to-reach areas in the region. A third-party monitoring team will be dispatched to systematically collect performance data and other quantitative/qualitative information to verify whether the implementation of projects managed by grantees is on track and

whether expected results are being achieved. This information will then feed into the broader performance evaluation of the PAF activity. The locations of projects to be monitored are in the following countries: Papua New Guinea, Samoa, Federation of Micronesia, Solomon Islands, and Kiribati.

### **A.3 SERVICES REQUIRED**

The selected Subcontractor, under the technical direction of the PAF TPM Lead, must rapidly recruit and train qualified data collectors (field monitors), and supervise the data collection in all five target countries from February to April 2025. Refer to Attachment 1 for more information on the Evaluation/TPM design and data collection plan.

#### **Required Tasks/Services:**

1. Recruit data collectors (field monitors) and supervisors/research manager(s) for deployment by mid- February with the required qualifications – including local country knowledge and experience, relevant language capabilities, and in-depth experience in qualitative data collection methods.
2. Translate data collection tools (focus group discussion facilitator guide, key informant interview guide, observation checklists) as needed in all relevant local languages.
3. In coordination with the PAF Evaluation and TPM team members, train field monitors on data collection methods and tools to be used, including do no harm protocols.
4. Organize necessary data collection logistics to ensure smooth and timely implementation of the data collection plan in all five countries. This will include logistics for 1-2 members of the evaluation/TPM team to participate in training and in limited observation/quality control of initial data collection in each of the five countries.
5. Complete all focus group discussions, interviews, and site visits per the agreed-upon schedule.
6. Provide regular, weekly updates on the number of interviews, FGDs, site visits completed and on any challenges encountered or need for adjustments to the data collection plan or schedule.
7. Submit clean, accurate transcriptions of all focus groups, interviews, and site visits conducted per the agreed-upon schedule and in the agreed-upon format.
8. Participate in meetings to prepare for data collection as needed, and at least one debriefing session (virtual) with field monitors and the Panagora TPM team per country (five to seven total) to provide initial insights and respond to any questions/clarifications.

### **A.4 EXPECTED PRODUCTS**

Based on the activities described above, the subcontractor will provide the following deliverables:

No.	Deliverable	Description
1	Detailed Data Collection Plan	To include the mobilization and deployment plan for field monitors, supervision/quality assurance plan, overall schedule for each country consistent with USAID and international best practices and standards <sup>1</sup>
2	Translated Data Collection Instruments	Accurate translations of pre-piloted instruments in all necessary languages prior to training and translations of all final, piloted instruments prior to data collection
3	Field Monitor Training Materials	To include training agenda, presentations, field data collection manuals, and protocols (including do no harm and informed consent protocols) for standardized use across all target countries.
4	Weekly Reports	To be submitted via email to the TPM Lead, short reports that summarize how many focus groups, interviews, site visits conducted each week during the data collection period. These reports should also highlight any problems or limitations encountered.
5	Transcriptions and Database/Inventory	A summary database that inventories all focus groups, interviews, and site visits conducted for each grantee in each country. Cleaned transcriptions/notes for each focus group, interview and site visit conducted.
6	Photographs, maps or other supporting documentation	Photographs (with documentation of consent and photo credit); Maps and/or GPS coordinates (to be determined); other supporting documentation as may be required or useful in verification of grantee activities and results.

<sup>1</sup> See USAID ADS 201 Additional Help Data Quality Assessment [201sae.pdf](#) and [Inclusive Development: Additional Help for ADS 201](#)

## SECTION B – INSTRUCTIONS TO OFFERORS

### B.1 PROPOSAL GUIDANCE

The contracting entity (Panagora Group) requests proposals through this solicitation for the provision of the services listed in Section A, Terms of Reference.

The request for proposals (RFP) does not obligate Panagora to make any award, nor does it commit Panagora to pay any expenditures incurred during the proposals' preparation and presentation. Panagora may cancel this RFP or any part thereof. Panagora reserves the right to reject one or all of the proposals and to waive any informality in the proposals that it receives. It likewise reserves the right to establish a competitive range of one or more offerors and to undertake additional negotiations with respect to the price and other conditions prior to awarding the subcontract, or to award the subcontract without discussion.

A proposal selected as part of this request is not authorized to incur any costs unless it has received prior written authorization from Panagora.

### B.2 SOURCE OF FUNDING

Funding for this activity is approved under USAID/PIMMELA and implemented according to principles in USAID ADS 579 USAID Development Data.<sup>2</sup>

### B.3 FRAUD AND CORRUPTION

Panagora Group requires that offerors meet the highest ethical standards during the procurement and performance of any subcontracts. In keeping with this policy, Panagora defines below, for purposes of this provision, the following terms:

- **"Corrupt practices"** means offering, giving, receiving, or soliciting, directly or indirectly, anything of value for purposes of influencing the actions of an employee in a contracting process or in performance of a contract;
- **"Fraudulent practices"** means any misrepresentation or omission of the facts in order to influence an acquisition process or the performance of a contract;
- **"Collusive practices"** means a plan or arrangement between two or more offerors, with or without the knowledge of the contracting entity, intended to set prices at non-competitive, artificial levels, and
- **"Coercive practices"** means harming or threatening to harm, directly or indirectly, any party or the property of a party to influence their participation in a contracting process or to impair performance of a contract.

An offeror will be excluded from participating in the contracting process if at any time it is determined that the firm has been involved in corrupt, fraudulent, collusive, or coercive practices when competing or when performing a contract.

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<sup>2</sup> [https://www.usaid.gov/sites/default/files/2024-05/579\\_050824.pdf](https://www.usaid.gov/sites/default/files/2024-05/579_050824.pdf)

#### **B.4 ELIGIBLE PROPOSALS**

The offeror must be an organization that is legally registered and must provide proof of its current up to date registration. At the time of submission, the offeror must also have an Unique Entity Identifier (UEI) number that has been assigned by SAM.gov (<https://sam.gov/entity-registration>). Joint ventures or consortia are not permitted, and the subcontractor is not permitted to engage their own (lower tier) subcontractors for the work under this RFP.

With submission of the proposal, the offerors shall provide the following evidence to the satisfaction of the contracting entity, verifying that:

- a. It is a legal entity (including address, telephone number, website (if applicable), authorized point of contact, type of organization).
- b. It has the legal capacity to enter into a contract with a US-based entity.
- c. It has a successful track record of providing similar services (past performance).
- d. UEI number (assigned by sam.gov).

For the offeror/organization that is selected, prior to signing the award, the successful offeror will need to provide the following” (Note: these forms are not required for proposal submission)

- a. It provides evidence of responsibility, including completion of the required pre-award survey (see example in Attachment 2).
- b. It is not insolvent or bankrupt, and its business activities have not been suspended pursuant to judicial proceedings for any of the aforementioned reasons.
- c. It has fulfilled its fiscal and legal obligations.
- d. Sign all required certifications for subcontracts, per Section E and related to Anti-Trafficking of Persons and Prohibition on Use of ByteDance/Tik Tok.

#### **B.5 CONTENT OF THE REQUEST FOR PROPOSALS (SOLICITATION)**

The Offeror is expected to review all the instructions, forms, terms, and specifications of the solicitation. Submission of incomplete information or documents requested in the solicitation may result in the proposal’s rejection.

#### **B.6 CLARIFICATIONS OF THE REQUEST FOR PROPOSAL (SOLICITATION)**

Offerors that require any clarification regarding the solicitation may send their questions to the e-mail address [valeriehovetter@panagoragroup.net](mailto:valeriehovetter@panagoragroup.net) specifying in the subject line “Data Collection Services for Evaluation of Pacific American Fund” up until January 28 at 5:00 PM Eastern Standard Time.

Panagora will send the answers to all those invited to submit proposals, including a description of the queries posed, without identifying the source. If the contracting entity deems it necessary to amend the solicitation as a result of the clarifications, it will do so.

Only the responses issued by Panagora will be considered official and will be taken into account in the RFP process.

## **B.7 CHANGES TO THE REQUEST FOR PROPOSALS (SOLICITATION)**

Panagora may, at any point prior to the deadline for submitting proposals, amend the solicitation by issuing an addendum thereto. Any addenda issued will be part of the solicitation and will be sent in writing to all offerors.

In order to provide potential offerors with a reasonable period of time to consider the amendments in the preparation of their proposals, the contracting entity may, entirely at its own discretion, extend the deadline for submitting proposals.

## **B.8 PREPARATION OF PROPOSALS**

### **B.8.1 Costs of Preparing Proposals**

Offerors shall bear the costs related to drawing up and submitting their proposal, and Panagora will not be responsible for said costs, regardless of the handling or results of the proposal process.

### **B.8.2 Language of the proposals**

The proposal, as well as any correspondence and documents related thereto, and exchanges between the offeror and Panagora will be presented in English.

#### **A. Required documents must be included:**

1. Copy of Offeror's active Valid Business License
2. Offeror's Unique Entity Identifier (UEI)

#### **B. Technical proposal of services**

Proposals shall not exceed **five (5) pages** in length, and shall include the following components:

1. *Cover page:* Title, name of organization that is submitting the proposal, contact person, telephone and fax numbers, address, and e-mail address, UEI number (not included in the 5-page limit).
2. *Description of services to be provided:* A detailed description of how the Offeror intends to carry out the services to be provided as described in Section A – Terms of Reference, Services Required. This section should include a description of the logistics required to implement the described data collection, languages, and other protocols or considerations required to carry out the work based on the offeror's knowledge of the operational context, quality assurance/supervision plan, security considerations, and any other details the offeror deems important or necessary to implement the services described in Section A, Terms of Reference. **(No more than 2 pages).**
3. *Prior performance and Capability Statement:* The offeror must have at least five (5) years of relevant experience successfully providing services related to the scope presented in Section A of this RFP. Provide a concise summary description of similar services provided in the past five years, including the country/ies where the work was performed, client/donor, amount of contract, and major tasks performed. The Offeror must also describe its existing management and logistical capabilities to operate and implement data collection in each of the five target countries, including information on the offeror's network of qualified researchers in the target countries and ability to rapidly recruit necessary personnel. **(No more than 2 pages)**

4. *Proposed Team*: The offeror must demonstrate the ability to have a minimum work team to carry out all required services as per Section A. Provide a description of the qualifications and composition of the reserach team. **(no more than 1 page, excluding CVs, organizational charts/tables).**

Recommended positions:

- Research Manager
- Field Supervisor/s
- Field Monitors (at least 2 per country)
- Additional team members as deemed necessary to carry out the required services in a high-quality manner

Provide CVs for all staff that will support implementation of the data collection (not included in the page limit, to be included in an Annex along with a simple org chart if useful to describe the structure of the team).

### **C. Cost proposal**

The cost proposal is used to determine which proposals represent the best value and serves as a basis of negotiation before award of a subcontract. The price of the subcontract to be awarded will be an all-inclusive fixed price. To determine cost reasonableness, offerors must provide a detailed budget showing major line items as well as a concise budget narrative. Please refer to Section E for detailed instructions and a sample cost structure.

The budget narrative shall include:

1. A summary that explains the methodology used to calculate the budget as well as any assumptions made by the offeror that had a material effect on the resulting cost proposed.
2. A clear explanation for the basis of each budgeted item.

The selected subcontractor is to complete all work that is required under this subcontract at the agreed upon fixed price and within the time indicated. The period of performance is approximately 8 weeks beginning in February 2025 and ending in April 2025. The fixed price is to include costs of all staff that are providing services to this subcontract, incidental costs, travel, transportation and lodging, and any other expenditure related to the subject matter of the subcontract and that is necessary for the proper performance of the work. No profit, fees, taxes, or additional costs can be added after the award. Likewise, no additional amounts will be paid due to the subcontractor's error in properly estimating the difficulty of the subcontract.

Offerors must use the budget template in Attachment 2 (not included in the page limit) for the budget and should provide sufficient detail to demonstrate reasonableness of costs as it relates to Offeror's proposed staffing plan to carry out the tasks listed in the SOW. Offeror's price proposals will be evaluated for realism to determine the best value. All budget details must be specified in the local currency where the offeror's office is registered. Offerors must provide the exchange rate used to determine USD as applicable. When technical proposals approach equivalent strength ratings, total price, effectiveness, and efficiency will be considered in making the subcontract award. Note that the resulting contract will be issued and payments will be made in the local currency where the offeror is registered.

The contracting entity reserves the right to undertake additional negotiations related to the price.



**IT IS MANDATORY FOR THE BIDDER TO USE THE FORMS PROVIDED IN THESE TERMS OF SOLICITATION.**

**IT IS MANDATORY NOT TO EXCEED THE NUMBER OF PAGES INDICATED IN THESE TERMS OF SOLICITATION. ADDITIONAL PAGES WILL NOT BE EVALUATED.**

#### **B.8.4 Currency of the bids**

The cost proposals are to be submitted in the local currency corresponding to where the offeror's office is registered.

#### **B.8.5 The proposal validity period**

Proposals will be valid for a period of 90 days after submission. Proposals that are valid for a shorter period of time will be rejected as non-responsive.

Under special circumstances, prior to the expiration of the proposal validity period, the contracting entity may request that offerors extend the validity period of their proposal. The request and responses thereto are to be made in writing.

#### **B.8.7 Late proposals**

The contracting entity will not consider any proposals that are received after the submission deadline. Any proposals received by the contracting entity subsequent to the submission deadline for proposals will be considered late and will be rejected.

### **B.9 EVALUATION OF PROPOSALS**

#### **B.9.1 Confidentiality**

Information regarding review, evaluation, comparison, and subsequent rating of the proposals and the recommendation for awarding the subcontract may not be revealed to offerors or other persons who have no official involvement in said process until the information about the subcontract award is communicated to all offerors.

Any attempt by an offeror to influence Panagora with respect to the review, evaluation, comparison, and subsequent rating of the proposal or awarding of the subcontract will result in that offeror's proposal being rejected.

As soon as the period for reviewing proposals opens, if any of the offerors would like to contact the contracting entity about matters related to the solicitation process, they should do so in writing.

#### **B.9.2 Clarifications regarding proposals**

With a view to assisting in the review, evaluation, comparison, and subsequent rating of the proposals, Panagora may, at its discretion, request clarifications from an offeror regarding its proposal. Any clarifications presented by offerors which are not in response to a request by the contracting entity will be disregarded. Requests for clarification and responses thereto will be in writing.

### **B.9.3 Conformance of proposals**

A substantially responsive proposal is one that fulfills the terms, conditions, and specifications of the solicitation without significant deviations, reservations, or omissions. A significant deviation, reservation, or omission is one that:

- Affects in a substantial manner the scope, quality, or performance of services specified in the subcontract, or
- Limits in a substantial manner, in contradiction to the solicitation, Panagora's rights or the offeror's obligations pursuant to the subcontract, or
- If corrected, would unfairly affect the competitive position of other offerors that present proposals that substantially conform to the requirements.

### **B.9.4 Preliminary review of proposals**

Panagora will review the proposals to confirm that all the documents that comprise the proposal (the legal documents, the proposal of services, and the cost proposal) have been submitted. It will review the documents to determine the integrity of each of the documents presented.

If any of the required documentation is missing, Panagora reserves the right to reject the proposal.

### **B.9.5 Completeness of Technical Response**

Panagora will review the proposal to confirm that the offeror has accepted all of the requirements specified in the terms of reference. Panagora will evaluate the technical merits of the proposal consistent with Section C, Evaluation and Rating Criteria.

if Panagora determines that the proposal does not substantially conform to the full requirements, the proposal will be rejected.

### **B.9.6 Cancellation of the solicitation**

**Panagora reserves the right to cancel the solicitation process and reject all the proposals at any time prior to issuance of the subcontract, B.9.8 Award criteria**

The proposal that represents the best value will be selected ("best value" is defined as the expected outcome of an acquisition that provides the greatest overall benefit in response to the requirements).

Panagora will not select an offeror for the subcontract award based [solely] on a technically superior proposal nor on the least cost but a combination of both.

### **B.9.7 Notification of Award**

Prior to the expiration of the proposal validity period, Panagora will notify the successful offeror in writing that its proposal has been accepted. At the same time, Panagora will also notify the other offerors of the results of the solicitation.

### **B.9.8 Subcontract Finalization**

Following initial notification of the award, Panagora will send the successful offeror the final draft subcontract for review by the Subcontractor. Within five (5) days of receiving contract documents, the winning offeror is to sign, date, and return them to Panagora.

## SECTION C – EVALUATION AND RATING CRITERIA

### C.1 GENERAL

In order for the proposals to be accepted and evaluated consistent with Section B – INSTRUCTIONS FOR OFFERORS, they must meet all the requirements provided for in the other sections of this tender.

The procedure used for the evaluation is provided below:

### C.2 Initial Evaluation

Panagora will evaluate all the proposals received to ensure that they are complete and provide all the documents requested in the solicitation. Panagora may reject those proposals that do not contain all the information requested.

#### a. **TECHNICAL EVALUATION: TOTAL 70 Points**

Once the initial evaluation has been completed, Panagora will review each proposal to determine the technical acceptability according to the point assignments below. In order for a proposal to be technically acceptable, it must comply with the solicitation requirements and demonstrate:

- *Services to be provided:* The offeror shows a clear and complete understanding of the services to be provided in keeping with Section A of these terms of reference. **(20 points)**
- *Prior experience and Capability to Perform Services:* The offeror must have at least five years of experience in the execution of social development projects, research processes, or similar consultancies in the Pacific Islands and specifically in the five target countries, using quantitative and qualitative analysis methodologies. The offeror must demonstrate the capability to rapidly mobilize and carry out the services in the Terms of Reference. **(30 points)**
- *Proposed Team:* Meets the requirements of proposing a qualified and minimum team to carry out the requested services. **(20 points)**

Prior to making a final award, the selected offeror will be requested to complete a pre-award survey. Based on information provided in the pre-award survey, Panagora will make a determination of responsibility by analyzing whether the offeror with the greatest possibility of being awarded the subcontract complies with the requirements of the Federal Acquisition Regulation (FAR) 9.1, which include the following:

- have adequate financial resources or the ability to obtain them;
- be able to comply with the required performance period, taking into account all existing governmental and commercial commitments;
- have a satisfactory track record of integrity and business ethics;
- have the necessary organization, experience, and skills or the ability to acquire them;
- Have the necessary equipment and facilities, or the ability to obtain them; and
- be qualified and eligible to receive an award under applicable laws and regulations.

Panagora reserves the right to reject proposals whose prices are excessively high or low. The offerors who do not receive the award will be notified in keeping with the provisions of FAR 15.5.

**b. Cost Evaluation: 30 points**

A cost analysis will not be performed on Offerors whose technical proposal is not deemed technically acceptable. The cost proposals will be rated by a cost evaluation committee based on the criteria provided in this Section. The cost evaluation includes:

1. Determination of the completeness of the costs.
2. An analysis of the reasonableness of the costs proposed.
3. A cost realism analysis to determine what the contracting party should pay, in real terms, for the proposed effort, the offeror's understanding of the work, and the offeror's ability to perform the contract.

**C.3 DETERMINATION OF THE COMPETITIVE RANGE AND THE SUBCONTRACT AWARD**

**a. Competitive range:** If Panagora determines that it is necessary to conduct discussions on some of the proposals, a competitive range will be established comprised solely of the most highly rated proposals. In some cases, Panagora may determine that the number of most highly rated proposals that might otherwise be included in the competitive range exceeds the number at which an efficient competition can be conducted. If that were the case, Panagora may limit the number of proposals in the competitive range to the greatest number that will permit efficient competition among the most highly rated proposals.

Panagora may exclude any proposal whose weaknesses are significant enough to merit a request for a new technical proposal from the offeror. Panagora may likewise exclude any proposal whose price is so excessive in relation to other competitive proposals that there is little or no possibility that the proposal could be made competitive. Panagora may also exclude any proposal that requires excessive discussions, needs to be completely rewritten, or needs to be so exhaustively revised that it would give the proposal an unfair advantage as compared to more competitive proposals.

**b. Award:** Panagora proposes awarding a subcontract or subcontracts that stem from this solicitation process to the offeror or offerors whose proposals represent the **best value** after being evaluated in accordance with the factors and subfactors provided for in this solicitation.

**C.4 AWARD WITHOUT DISCUSSION**

Pursuant to provision 52.215-1 of the FAR terms, this contract may be awarded based on the initial proposals and without conducting any discussions, in keeping with FAR Section 15.306(a)(3).

## **SECTION D – SPECIAL SUBCONTRACT REQUIREMENTS**

### **D.1 SECURITY CLAUSE**

With the presentation of the proposal, Panagora understands that the offeror knows and accepts the security conditions in the locations where the activities will be conducted. The offeror accepts that there will be no compensation if its personnel or assets are affected by said security conditions during any trip made to the region where the activities are being implemented.

### **D.2 LOGISTICAL SUPPORT**

The subcontractor will be responsible for providing all the logistical support required in all data collection locations for the activities in this scope of work.

### **D.3 NOTIFICATIONS FAR 652.243-70 (AUG 1999)**

Any notification or request related to this subcontract that is made by any of the parties to another party will be in writing. Said notification or request will be sent by post or personally delivered to the other party at the addresses that are indicated in the annex to the subcontract. Panagora is to make any changes to the subcontract in writing.

### **D.4 SUBCONTRACT TYPE AND PRICE**

The subcontract will be firm-fixed price and will be paid in local currency. The fixed price payable under the subcontract will be tied to the completion of the deliverables specified in **Section A.4 Expected Products**. Upon successful completion of each deliverable, the subcontractor shall provide evidence of the achievement to Panagora's technical representative for review and approval. Upon Panagora's acceptance of the product delivered, the subcontractor shall submit an invoice for the amount associated with the deliverable for payment.

The subcontractor may not assign—either totally or partially—its position under this subcontract, without prior express written approval of Panagora. The subcontractor may not subcontract out any of the work in this subcontract to another party.

The PIMMELA Activity is exempt from value-added tax (VAT) for transactions financed under the terms of the contract, including all subcontracts thereunder. Further information on this can be provided to the selected bidder.

### **D.6 COMPLIANCE WITH LOCAL LAWS**

The contractor will be responsible, without any additional cost for Panagora, for full compliance with all laws, codes, and regulations that are applicable for performance of the subcontract. The subcontractor will comply with all governmental ordinances, municipal agreements, and environmental regulations in each specified country.

### **D.7 LABOR, HEALTH, AND SOCIAL SECURITY LAWS**

The subcontractor is to comply with all applicable legal and/or technical provisions regarding industrial safety pursuant to its contractual obligations, as well as all the required labor and social security provisions.

It is clearly understood that there is no employment relationship or joint and several liabilities between Panagora and the subcontractor or between the parties and the staff hired by the other party who are used in the performance of this subcontract.

The subcontractor will be the sole employer of the workers that it hires to perform the work under this subcontract and is required with respect to said workers to comply with all its obligations and responsibilities under the law. In light of the foregoing, the staff that the subcontractor uses to perform the work will not have any kind of employment relationship with Panagora or PIMMELA Activity.

The subcontractor commits to paying all the workers that it directly hires for the performance of the subcontract and to ensuring payment of all employment-related legal, statutory, and regulatory obligations that are its responsibility, as well as those agreed upon by the parties, and those provided for herein.

The subcontractor is required to submit to Panagora, whenever it may so request, all those documents that demonstrate compliance with all its employment-related legal, statutory, regulatory, and contractual provisions with respect to its staff or its subcontractor(s)' staff. The documents that Panagora may necessarily demand include, but are not limited to, employment contracts, internal employment regulations, partnership agreements, registration and payment of social security, and payment receipts of employment, statutory, regulatory, and contractual obligations that are the subcontractor's responsibility.

## **D.8 LIABILITY OF THE SUBCONTRACTOR**

### **D.8.1 Damage to persons or property**

The subcontractor shall be solely liable for all damages to persons or property that occur as a result of the subcontractor's negligence. The subcontractor is to take all necessary measures to protect the work, its staff, and public and private property.

## **D.9 AUTHORIZED GEOGRAPHIC CODE**

The authorized geographic code for procurement of goods and services under this subcontract is 937.

Except as may be specifically approved by Panagora, the Subcontractor must procure all commodities (e.g., equipment, materials, vehicles, supplies) and services (including commodity transportation services) in accordance with the requirements at 22 CFR Part 228 — Rules on Procurement of Commodities and Services Financed by USAID Federal Program Funds. Guidance on eligibility of specific goods or services may be obtained from Panagora.

If Panagora determines that the Subcontractor has procured any restricted items under this subcontract without the prior written authorization of USAID through Panagora and has received payment for such purposes, Panagora may require the Subcontractor to refund the entire amount of the purchase.

#### **D.10 COMPLIANCE WITH APPLICABLE LAWS AND STANDARDS**

The Subcontractor shall perform all work in accordance with all applicable laws, ordinances, codes, regulations, and other authoritative rules of the United States and of the offeror's country of registration and its political subdivisions and with the standards of relevant licensing boards and professional associations. The Subcontractor shall also comply with the applicable USAID regulations governing this fixed price subcontract, which are incorporated by reference into this subcontract, and appear in Section S Clauses Incorporated by Reference.

Subcontractor warrants and agrees to comply with all U.S. export laws and regulations and other applicable U.S. laws and regulations, including but not limited to: (i) the Arms Export Control Act (AECA), 22 U.S.C. 2778 and 2779; (ii) Trading with the Enemy Act (TWEA), 50 U.S.C. App. §§ 1-44; (iii) International Traffic in Arms Regulations (ITAR), 22 C.F.R. Parts 120-130.; (iv) Export Administration Act (EAA) of 1979 and the Export Administration Regulations (EAR) 15 C.F.R. Parts 730-774, (including the EAR anti-boycott provision); (v) the International Emergency Economic Powers Act (IEEPA), 50 U.S.C. 1701-1706 and Executive Orders of the President under IEEPA, 50 U.S.C. app. §§ 2401-2420; (vi) Office of Foreign Asset Controls (OFAC) Regulations, 31 C.F.R. Parts 500-598; and (vii) other applicable U.S. laws and regulations. As required, subject to Panagora's prior approval for all exports or imports under the Sub Task Order, Subcontractor shall determine any export license, reporting, filing or other requirements, obtain any export license or other official authorization, and carry out any customs formalities for the export of goods or services.

Subcontractor agrees to cooperate in providing any reports, authorizations, or other documentation related to export compliance requested by Panagora. Subcontractor agrees to indemnify, hold harmless, and defend Panagora for any losses, liabilities, and claims, including penalties or fines as a result of any regulatory action taken against Panagora as a result of Subcontractor's non-compliance with this provision.

USAID is committed to achieving and maintaining a diverse and representative workforce and a workplace free of discrimination. Based on law, Executive Order, and Agency policy, USAID prohibits discrimination in its own workplace on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, disability, age, veteran's status, sexual orientation, genetic information, marital status, parental status, political affiliation, and any other conduct that adversely affect the performance of the employee. USAID does not tolerate any type of harassment, either sexual or nonsexual, of any employee or applicant for employment. Subcontractor is required to comply with the nondiscrimination requirements of the FAR.

#### **D.11 PERSONNEL COMPENSATION**

Direct compensation of the Subcontractor's personnel shall be in accordance with the Subcontractor's established policies, procedures, and practices, and the cost principles applicable to this subcontract. If personnel are hired by the Subcontractor through a services agreement, the Subcontractor is solely responsible that the consultants hired under these services agreements comply with labor, social security payments, and any other obligations that may be required under the local labor laws in countries of employment.

#### **D.12 DISCLOSURE OF INFORMATION**

Any information made available to the Subcontractor by Panagora or USAID must be used only for the purpose of carrying out the provisions of this subcontract and must not be divulged or made known in any manner to any person except as may be necessary in the performance of the subcontract consistent with USAID ADS 579 USAID Development Data. The Subcontractor will strictly adhere to all Data Privacy Standards for nondisclosure of Personally Identifiable Information (PII).

#### **D.13 SECURITY STRATEGY AND REPORTING RESPONSIBILITY**

The Subcontractor must be aware of security conditions in any of the locations where services are performed, and by entering into the Subcontract, assumes full responsibility for the safety of its employees.

Under this Subcontract, the Subcontractor assumes full responsibility for the safety of its personnel, materials, and equipment commensurate with the circumstances involved. All employees of the Subcontractor must meet the requirements of their worksite, which may include background checks, security/restricted area clearance, drug-free workplace, safety training, and/or other inspections/requirements.

As part of the overall security requirements, the Subcontractor must report any security threats and/or incidents verbally or by telephone, immediately to the TPM Lead and to Panagora's Program Director. The Subcontractor must provide all reasonable information as requested by Panagora related to the security threat or incident.

#### **D. 14 INDEMNITY AND SUBCONTRACTOR WAIVER OF BENEFITS**

- (a) The Subcontractor waives any additional benefits and agrees to indemnify and save harmless USAID and Panagora, their officers, directors, agents, and employees from and against any and all claims and liability, loss, expenses, suits, damages, judgments, demands, and costs (including reasonable legal and professional fees and expenses) arising out of:
1. the acts or omissions of Subcontractor, its employees, officers, directors, agents, or its Subcontractors;
  2. injury or death to persons, including officers, directors, employees, agents, and Subcontractors of Subcontractor, or loss of or damage to property, or fines and penalties which may result, in whole or in part, by reason of the buying, selling, distribution, or use of any of the goods or services purchased or provided under this subcontract except to the extent that such damage is due to the negligence of Panagora; and
  3. the infringement or violation of any patent, copyright, trademark, service mark, trade secret, or other proprietary interest of any third party resulting from Panagora's use, distribution, sale, sublicensing, or possession of the goods (including software and all forms of written materials) or services purchased or provided, as authorized hereunder, or from the use or possession of said goods or services by Client, as authorized hereunder; or false claims submitted by Subcontractor or its subcontractors under this subcontract or as a result of a Subcontractor misrepresentation of fact or fraud by Subcontractor.



- (b) Subcontractor shall defend and settle at its sole expense all suits or proceedings arising out of the foregoing, provided that Subcontractor has notice or is given prompt written notice of such claim or suit and, further, that Subcontractor shall be given necessary information, reasonable assistance and the authority to defend such claim or suit. Subcontractor shall not settle, compromise, or discharge any pending or threatened suit, claim, or litigation, arising out of, based upon, or in any way related to the subject matter of this subcontract and to which Panagora is or may reasonably be expected to be a party, unless and until Subcontractor has obtained a written agreement, approved by Panagora (which shall not be unreasonably withheld) and executed by each party to such proposed settlement, compromise or discharge, releasing Panagora from any and all liability.
- (c) If any of the goods or services provided by Subcontractor hereunder, including without limitation software and all forms of written materials, become the subject of a claim of infringement or violation of a third party's intellectual property, privacy and/or proprietary rights, Subcontractor shall, at its own expense, use its best efforts--
  - 1. to procure for Panagora the right to continue use and, if authorized under this subcontract, distribution of the infringing goods or services or,
  - 2. to modify the goods or services to make them non-infringing, or to replace them with equivalent, non-infringing counterparts. If none of the above-mentioned can be successfully implemented, then the Subcontractor shall refund to Panagora all monies paid to the Subcontractor for the infringing goods and services.

**D.15 PROTECTING PANAGORA'S INTERESTS WHEN SUBCONTRACTOR IS NAMED ON SUSPECTED TERRORISTS LIST OR BLOCKED INDIVIDUALS LISTS, INELIGIBLE TO RECEIVE USAID FUNDING, OR SUSPENDED, DEBARRED OR EXCLUDED FROM RECEIVING FEDERAL FUNDS.**

In addition to any other rights provided under this fixed price subcontract, it is further understood and agreed that Panagora shall be at liberty to terminate this subcontract immediately at any time following any of the following conditions:

- (a) The Subcontractor is named on any list of suspected terrorists or blocked individuals maintained by the U.S. government, including but not limited to (a) the Annex to Executive Order No. 13224 (2001) (Executive Order Blocking Property and Prohibiting Transactions with Persons Who Commit, Threaten to Commit, or Support Terrorism), or
- (b) The List of Specially Designated Nationals and Blocked Persons maintained by the Office of Foreign Assets Control of the U.S. Department of the Treasury.
- (c) USAID determines that the Subcontractor is ineligible to receive USAID funding pursuant to U.S. laws and regulations.
- (d) The Subcontractor is identified on the U.S. Government's Excluded Party List System, or successor listing, as being suspended, debarred, or excluded from receiving federal awards or assistance.

Upon such termination, the Subcontractor shall have no right to any further payments following the notice of termination given by Panagora to the Subcontractor.

## **D.16 COLLECTION OF PERSONAL DATA**

The Subcontractor will be expected to follow strict compliance with legal obligations in connection with personal data, including but not limited to those related to the processing of personal data established by the United States Government, including but not limited to ADS Chapter 508<sup>3</sup> and Chapter 579<sup>4</sup>, and in any country where data is being collected., as well as any other legal or regulatory provision applicable in connection with the personal data of its employees, subcontractors, or any personal data that may have access in connection with this subcontract.

## **D.17 ASSIGNMENT AND DELEGATION**

This subcontract agreement may not be assigned or delegated, in whole or in part, by the Subcontractor without the written consent of Panagora. Absent such consent, any assignment is void.

## **D.18 ORGANIZATIONAL CONFLICTS OF INTEREST**

It is understood and agreed that some of the work performed under this subcontract may place the Subcontractor or its personnel in the position of having an organizational conflict of interest. Such an organizational conflict of interest may impair the objectivity of the Subcontractor or its personnel in performing the work. To preclude or mitigate any potential conflicts of interest, Subcontractor agrees not to undertake any activity which may result in an organizational conflict of interest without first notifying Panagora of such potential conflict of interest and receiving Panagora's written approval to undertake such activities. In addition, the Subcontractor is responsible for ensuring all employees and consultants hired by the Subcontractor do not have personal conflicts of interest in relation to the work described in Section A.

## **D.19 ANTI-KICKBACK (CORRUPTION)**

### **(a) Definitions**

*Kickback*, as used herein, means any money, fee, commission, credit, gift, gratuity, thing of value, or compensation of any kind, which is provided, directly or indirectly, to Panagora, the Colombia PANAGORA activity office, or any of its employees, the Subcontractor or Subcontractor employees, or vendors in any way related to the performance or subsequent activities of this subcontract, for the purpose of improperly obtaining or rewarding favorable treatment in connection with this subcontract.

*Person*, as used in this clause, means a corporation, partnership, business association of any kind, trust, joint-stock company, or individual.

*Subcontractor employee*, as used in this clause, means any officer, partner, employee, or agent of the Subcontractor.

### **(b) Anti-kickback Act Compliance**

The Subcontractor and its employees, whether directly or indirectly engaged in the performance of this subcontract, agree to abide by the terms of The United States Anti-Kickback Act of 1986, which prohibits any person from providing or attempting to provide any kickback; soliciting, accepting, or

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<sup>3</sup> <https://www.usaid.gov/about-us/agency-policy/series-500/508>

<sup>4</sup> [https://www.usaid.gov/sites/default/files/2024-05/579\\_050824.pdf](https://www.usaid.gov/sites/default/files/2024-05/579_050824.pdf)

attempting to accept any kickback; or including, directly or indirectly, the amount of any kickback in the contract price charged by the Subcontractor to Panagora.

When the Subcontractor has reasonable grounds to believe that a violation described in paragraph (b) of this provision may have occurred, the Subcontractor shall promptly report in writing the possible violation. Such reports shall be made to Panagora, who shall forward the report to the USAID Inspector General for investigation.

The Subcontractor further agrees to cooperate fully with any U.S. Government agency investigating a possible violation described in paragraph (b) of this clause.

Panagora may offset the amount of the kickback against any monies owed by Panagora under this fixed price subcontract or order the monies withheld from future payments due to the Subcontractor.

#### **D.20 PROHIBITION OF ASSISTANCE TO DRUG TRAFFICKERS**

Panagora reserves the right to terminate this Subcontract, to demand a refund, or take other appropriate measures if the Subcontractor is found to have been convicted of a narcotics offense or to have been engaged in drug trafficking as defined in 22 CFR Part 140.

#### **D.21 IMPLEMENTATION OF EXECUTIVE ORDER 13224- TERRORISM FINANCING**

The Subcontractor is reminded that U.S. Executive Orders and U.S. laws prohibit transactions with and the provision of resources and support to, individuals and organizations associated with terrorism. It is the legal responsibility of the Subcontractor to ensure compliance with these Executive Orders and laws.

The Subcontractor (including its employees, consultants, and agents) by entering into this subcontract certifies that it does not engage, support, or finance individuals and/or organizations associated with terrorism. The Subcontractor is reminded that U.S. Executive Orders and U.S. laws prohibit transactions with, and the provision of resources and support to individuals and organizations associated with terrorism. A list of entities and individuals subject to restrictions, prohibitions, and sanctions can be found at the web site of the Department of Treasury's Office of Foreign Assets Control (OFAC), at <http://treasury.gov/ofac>. It is the legal responsibility of the Subcontractor to ensure compliance with all U.S. Executive Orders and laws.

#### **D.22 REPORTING ON SUBCONTRACTOR DATA PURSUANT TO THE REQUIREMENTS OF THE FEDERAL FUNDING ACCOUNTABILITY AND TRANSPARENCY ACT**

- a) Public Availability of Information.  
Pursuant to the requirements of FAR 52.204-10, Panagora is required to report information regarding its award of subcontracts and sub-task orders under indefinite-delivery/indefinite-quantity subcontracts to the Federal Funding Accountability and Transparency Act Subaward Reporting System (FSRS).
- b) Subcontractor's Responsibility to Report Identifying Data.  
Within 7 days of an award of a subcontract or sub-task order with a value of \$30,000 or greater, unless exempted, the Subcontractor shall report its identifying data required by FAR 52.204-

10, including a UEI number, in the required questionnaire and certification found in Attachment 2.

**D.23 PROHIBITION ON CONTRACTING FOR CERTAIN TELECOMMUNICATIONS AND VIDEO SURVEILLANCE SERVICES OR EQUIPMENT**

The Subcontractor will be expected to follow strict compliance with the requirements as defined in FAR 52.204-25 and must certify that it does not contract for telecommunications and video surveillance services or equipment from Huawei Technologies Company, ZTE Corporation (or any subsidiary or affiliate of such entities), or any other company as defined within the FAR. The Subcontractor is required to certify their adherence to this regulation through the certification found in Attachment 1.

**D.24 COVID-19 CONTINGENCIES**

The contractor must fully comply with the regulations issued by the Colombian National and Local Government and USAID on the measures to be taken during and after the health crisis arising from the COVID-19 pandemic. Non-compliance with these measures will be considered grounds for termination of the contract unilaterally by Panagora. All liabilities associated with COVID-19 are the subcontractor's responsibility as defined under D.7 and D.8.

**D.25 WORKERS' COMPENSATION INSURANCE REQUIREMENTS**

Pursuant to AIDAR 752.228-3, Worker's Compensation Insurance (Defense Base Act -DBA ) is required for this subcontract. Panagora Group will obtain the required workers' compensation insurance for Subcontractor personnel before the Subcontractor commences performance under the subcontract by obtaining an insurance policy with a USAID-selected Workers' Compensation Insurance provider to provide for the payment of disability compensation and medical benefits to covered employees and death benefits to their eligible survivors. The Subcontractor shall provide Panagora with the number of individuals to be covered, the period of performance for each individual, and the total amount of covered salaries immediately following subcontract award.

**[END OF REQUEST FOR PROPOSALS NO. FY25-PIMPANAGORAA-RFP01-Pacific American Fund Evaluation]**

**SECTION E – COST INSTRUCTIONS AND BUDGET TEMPLATE**

**E1. Budget Template**

Offerors must provide their proposed budget in the template provided below. This template can be adapted as necessary but should break costs down by Labor Costs, Other Direct Costs, and Indirect Costs:

	Unit Price	Units	Total
<b>Labor</b>			
Research Manager			
Field Supervisor/s			
Field Monitors			
Other			
<b>Other Direct Costs</b>			
Communication & Printing			
Equipment			
Venue rental			
Lodging			
Travel			
Other Costs			
<b>Indirect Costs</b>			
Fixed Fee			
<b>TOTAL PRICE</b>			

The budget template should provide total costs to carry out the requested services in all five target countries.

## E2. Instructions

**Offerors should carefully review Section A and Attachment 1 and provide an estimate of all costs in order to complete the assignment.**

For consistency in preparing and evaluating proposals, all Offerors are requested to budget to the following parameters:

- Two weeks of data collection in each of the five target countries (Micronesia, Kiribati, Papua New Guinea, Samoa and Solomon Islands)
- Using the information in the table below, please estimate costs to conduct the estimated number of KIIs, (Key Informant Interviews), FGDs (Focus Group Discussions), and Site Visits in each country. The FGDs and KIIs will take place in the same locations as the site visits.
- Note that for this draft budget, please include travel to 2 of the islands in Federal States of Micronesia (FSM), Pohnpei and Chuuk.

Country	# grantee	KII	FGD	Site Visits
<i>FSM(*)</i>	1	3	5	2
<i>Kiribati(*)</i>	2	9	2	4
<i>PNG*</i>	2	3	6	4
<i>Samoa*</i>	2	4	9	6
<i>Solomon*</i>	1	2	2	1

The budget template should be accompanied by a concise (1-2 page) budget narrative that provides a description of what is included in the costs and any assumptions that may be important for evaluators to understand.

### Labor Costs

In the budget narrative, please provide a description of the estimated labor costs per country by number of staff, estimated number of days, and position in sufficient detail for evaluators to understand what each line item in the budget template includes and provides a rationale and description of assumptions for all costs.

### Other Direct Costs

The Offeror should provide sufficient detail on costs per country for Panagora to be able to determine cost reasonableness.

### Indirect Costs (Also called Administrative Overheads)

Please explain how your indirect costs will be recovered. Your organization must choose one option for indirect cost recovery. Indicate which of the following options you will use:

- You must use your Negotiated indirect cost rate agreement (NICRA) if your organization has a NICRA with the U.S. Government. Please describe the indirect cost categories, current rates, and provide a copy of your NICRA.
- If your organization does not have a NICRA, you may use the de minimis rate which is a flat indirect cost rate of 15% of Modified Total Direct Costs.
- Please describe the indirect costs that will be covered by the 15% de minimis rate.
- If your organization has an existing indirect cost rate, indicate how the rate is applied, e.g., to all direct costs, to wages and salaries only, etc. Please provide a copy of audited financial statements to justify the rate.
- If your organization does not have a NICRA and does not use the de minimis rate, Please provide a detailed budget of all indirect costs in the budget spreadsheet and provide explanations of costs in this budget narrative.

No contingent costs/or fees are allowed.

Under Fee, the Offeror should describe how its fee is determined and if it is applied to all costs or specify which cost categories are included in calculation of fee.

## **ATTACHMENT 1. DETAILED DESCRIPTION OF SERVICES**

### **EVALUATION BACKGROUND AND PURPOSE**

USAID/Fiji commissioned the evaluation under the USAID/Philippines, Pacific Islands, and Mongolia Monitoring, Evaluation, and Learning Activity (PIMMELA). The scope of work (SOW) for the evaluation includes a third-party monitoring (TPM) task that contributes to the evidence base for a sub-set of the evaluation questions and provides verification of grantee performance and results more broadly. Management Systems International (MSI, A Tetra Tech Company) implements PIMMELA in partnership with the Panagora Group.

The PAF is a five-year grant facility aimed at tackling development challenges across 12 PICs. PAF's primary objective is to enhance quality of life by improving climate resilience, promoting sustainable economic growth, and advancing health care and education access, as well as democratic governance. The fund targets local organizations to provide community-based solutions through a competitive grant-making process.

By analyzing grant-making mechanisms, the evaluation will reveal how these grants significantly benefit targeted communities and inform USAID/Pacific Islands' future program designs and priorities in the Indo-Pacific region. The evaluation will also focus on the results achieved by PAF's grantees, examining their relevance and effectiveness as perceived by program participants and how community engagement enhances participation in planning and decision-making.

The objective of the TPM is to provide USAID with accurate, impartial, and verifiable data and information on PAF results, progress, challenges, and lessons learned. Panagora will work with a regional research firm to provide independent TPM services that will assist USAID in the systematic collection of data as well as verification of performance monitoring data and other quantitative or qualitative information to capture outputs and outcomes that are attributable to a select group of PAF grantees in hard-to-reach areas in the Pacific Islands region.

### **PROJECT CONTEXT**

In 2020, USAID/Pacific Islands contracted Social Solutions International (SSI) to implement the PAF - a five-year grant facility that addresses critical development challenges across 12 PICs, including the Federated States of Micronesia (FSM), Fiji, Kiribati, Nauru, Palau, Papua New Guinea (PNG), Republic of Marshall Islands, Samoa, Solomon Islands, Tonga, Tuvalu, and Vanuatu. Through this contract, USAID/Pacific Islands tasks Social Solutions International to establish a grant-making facility that will award and monitor grants, on behalf of USAID/Pacific Islands, towards promoting a free and open Pacific region. At the highest level, the goal of PAF is to improve the quality of life in the Pacific Islands by increasing climate change and disaster resilience, facilitating sustainable market-driven economic growth, extending access to quality health care and education, and advancing democratic governance.

Grants awarded by USAID/Pacific Islands through the PAF targets local organizations providing local solutions to local issues. By establishing a grantmaking facility that provides



grants to qualifying recipients or grantees, through an open and competitive process, USAID/Pacific Islands can continue to support many civil society organizations (CSO) to overcome the challenges facing dispersed and isolated communities in the region. By engaging new partners and investing more holistically in local entities, these grants are intended to help advance the individual countries' development goals. Under the PAF activity, USAID awards grants through competitive processes addressing: (1) climate change adaptation; (2) environment, biodiversity conservation, and natural resource governance; (3) disaster risk reduction and disaster resilience building; and (4) access to WASH services. All grants are required to address gender equality, women's empowerment, gender-based violence, and social inclusion.<sup>5</sup>

### **THIRD-PARTY MONITORING DATA COLLECTION**

The **TPM Team (Team Lead and Community/Beneficiary Feedback Mechanism Specialist)** will work closely with a regional research firm to implement the TPM data collection in all five countries. The TPM team lead, with support from the TPM Community Feedback Mechanism Specialist, will provide guidance and oversight to the TPM firm's field monitors during training and data collection.

The research firm is in charge of the recruitment and training of TPM field monitors, organization of all data collection logistics, and implementation of data collection activities in the five TPM focus countries. Key considerations for the recruitment are field country experience, expertise in data collection and especially in qualitative methods, striking a balance of male and female field monitors, and ensuring linguistic and context considerations are relevant. The TPM Lead will be primarily responsible for managing the firm to ensure quality and on-schedule delivery of all products and services. The research firm will deliver cleaned datasets and transcriptions to be approved by the TPM Lead.

One member of the TPM Team will visit all eight selected grants in the five sampled countries to provide quality assurance and oversight and participate in some data collection activities. A TPM Team member will accompany the field monitors to observe 1-2 days of data collection, and then monitor them remotely for the remainder of the data collection period in each country.

TPM data collection will consist of the following methods:

- Limited set of key informant interviews
- Focus group discussions with grantee beneficiaries
- Site visits, completion of observation checklist and photos, maps, or other documentation to assist with verification of grantee inputs and outputs

The data collection period in each country will be approximately 2 weeks. The first week will consist of 1-2 days of training and the start of interviews/focus group discussions/site visits. A TPM Team member will accompany the field monitors during the first week. Data collection

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<sup>5</sup> USAID, 2023, Midterm Evaluation PAF Statement of work, p.1

will be completed for each country during the second week. Data collection will occur between mid-February and April 2025.

**Proposed Data Collection Schedule.**

The data collection should be implemented between February and April 2025. Implementation of data collection will follow a staggered schedule, as outlined below:

1<sup>st</sup> phase: Samoa and Solomon Islands (training/data collection to begin on/around mid-February 2025 or as soon as possible).

2<sup>nd</sup> phase: Kiribati (training/data collection to begin approximately one week after Samoa training/data collection begins and before March 2025)

3<sup>rd</sup> phase: PNG and FSM (training/data collection to begin after Solomon Islands training/data collection begins)

Field Monitor Training and Deployment Schedule – start of training/data collection denoted in the table below.

	Week 1	Week 2	Week 3	Week 4
Samoa	X			
Solomon Islands	X			
Kiribati		X		
PNG			X	
FSM				X

All data collection in all five countries should be completed by mid-April 2025. We anticipate that approximately 2 weeks should be sufficient in most of the countries. However, in some countries such as FSM where data collection may require field monitors to travel to other islands, an additional week may be negotiated and agreed upon.

**Key Informant Interviews (KIIs).** The TPM team/research firm field monitors will also perform KIIs, mostly with the grantees’ local implementation partners, local authorities, or key program participants such as the school WASH focal points. KIIs may also be used on a limited basis with program participants who are community leaders or hold positions of authority or representation in relation to specific beneficiary groups.

**Focus Group Discussions (FGDs).** In collaboration with the grantees, who will provide a list of program participants or training participants, the TPM Team will identify respondents.

Each FGD is expected to consist of approximately 5 to 10 participants. The FGD participants could be grouped based on the type of activity, the type of program participants, or the number of implementation locations. For some of the TPM grants, the TPM could also consider conducting separate women-only or priority groups such as youth FGD to encourage full participation and create a comfortable environment for discussion. This approach will ensure that diverse perspectives are captured and that all voices are heard in the evaluation process.

**Site Visits.** The TPM will provide impartial assessment and verification of performance data, ensuring accountability and transparency. The TPMT is required to verify that goods, commodities, and equipment have been delivered and services have been provided as reported. For each grantee, a checklist has been drafted based on the limited information available in the PAF FY 2024 activity report.

While in each country, the TPMT member will accompany field monitors to visit the sites in which the grant implementation took place to physically verify grant inputs and outputs (as applicable) and validate the monitoring data provided by the grantee. The TPMT anticipates using methods such as site visits and observation to verify inputs and outputs. As appropriate, the TPMT will use tools such as checklists, take photos, and/or use maps to aid in the documentation and verification of goods, commodities, services, and equipment that have been delivered or provided by grantees.

Based on information provided by PAF and the grantees in their activity report or monitoring plan, the TPMT will check for documents that can prove that the activities took place. This can include a list of program participants, training reports, attendance sheets, receipt of goods or equipment delivered, site visit reports, record of meetings with local stakeholders. During visits to grantee sites, the TPMT or field monitors could also collect additional, relevant grantee documents that may not have been provided by the PAF for grantees in PNG and FSM, where evaluation team members will not visit.

### Sample

The final number of KII and FGD may vary depending on stakeholder availability, and some KIIs may be conducted as small group interviews rather than individually. Additionally, some KIIs will be conducted by the Panagora evaluation or TPM team members, but may require field monitor support for note-taking or logistical support. The table below shows the estimated number of site visits/communities, KIIs and FGDs to be conducted in each country.

Country	# grantee	KII	FGD	Site Visits
<i>FSM(*)</i>	1	1-3	5	2-3
<i>Kiribati(*)</i>	2	9	2	4
<i>PNG*</i>	2	3	6	4
<i>Samoa*</i>	2	4	9	6

Country	# grantee	KII	FGD	Site Visits
<b>Solomon*</b>	1	2	2	1

Below is the list of grantees located in the five target TPM countries. Cycle refers to the grant-making cycle under which the grantee was awarded the grant from PAF. In general, the assumption is that Cycle 2 grants have been in implementation longer than Cycle 3 grants.

Grantee	Country	Cycle
<b><i>Micronesia Conservation trust</i></b>	FSM	Cycle 2
<b><i>Live &amp; Learn Environmental Education</i></b>	Kiribati	Cycle 2
<b><i>Action on Poverty Limited</i></b>	Kiribati	Cycle 2
<b><i>Action on Poverty Limited</i></b>	Solomon	Cycle 2
<b><i>Foundation for People’s Community Development</i></b>	PNG	Cycle 3
<b><i>Kiripia Women Agro Farmers Cooperative Society</i></b>	PNG	Cycle 3
<b><i>Adventist Development &amp; Relief Agency</i></b>	Samoa	Cycle 3
<b><i>Women in Business Development Incorporated - Samoa</i></b>	Samoa	Cycle 3

### **Training of Field Monitors**

A TPM Team member (and in Samoa and Solomon Islands, one evaluation member) will participate and lead appropriate sessions during the training of field monitors in each country to ensure understanding of the TPM tools and objectives and provide quality oversight. Training will also include discussion and guidance on “do no harm” and ethical considerations (privacy, data security, confidentiality) when conducting data collection. The training will also include approaches to ensure quality data collection.

### **Data Quality Assurance**

The Panagora evaluation and TPM team will review the first 10 percent of all transcriptions to ensure compliance with interview and discussion protocols, as well as best practices and quality. All transcription files will be accessible to team members on an online drive. To enhance the analysis process, responses to each unique question will be consolidated into a master Excel spreadsheet.

The TPM Team will organize folders on One Drive to store the piece of evidence collected by grantee. This includes photos, maps, and documents, which will be directly uploaded by the field monitors, and is controlled by the TPM researchers on a daily basis.

Following the completion of data collection, the TPM Team will complete data quality validation (DQV) before data analysis and report preparation ensues. The DQV will include

review and rejection of invalid data. The TPM Team will review all transcriptions and follow-up with field monitors to ensure completeness and high-quality notes before beginning analysis.

### **Ensuring Ethical Standards**

The research firm will apply high ethical standards for this study to ensure no individuals experience unnecessary risk or undue harm as a result of their involvement in data collection processes. This will be achieved through following a rigorous informed consent process, protecting personal information and data, and taking into account the Pacific Countries operational and cultural context.

### **Informed consent process**

Field monitors will begin KIIs and FGDs by presenting the study purpose, explaining the parameters of participation, including the right to refuse participation, and exploring risks to participation. They will obtain informed consent before proceeding with the interview or discussion, including permission to record interviews and discussions. Using an oral informed consent process is appropriate to respondents' profiles but necessarily omits several aspects that would be included in a longer, written consent form.

### **Data Analysis**

The TPM Team will review the cleaned datasets and FGD/interview transcriptions provided by the regional research firm to ensure data quality, completeness, and consistency. The TPM Team will develop a coding system in coordination with the evaluation team to use in the analysis of the qualitative data emerging from FGDs and limited set of KIIs conducted by the TPM field monitors.

## **DELIVERABLES**

All transcriptions of interviews and FGDs, checklists, photos, and other data collection products will be cleaned and submitted to the TPM Lead for review. Transcriptions will be submitted in English.

## **DETAILED INFORMATION ON GRANTEES/DATA COLLECTION PLANS per country and grantee**

Please note that the information provided below is based on the best information available at this time to provide a tentative plan for data collection in each country with each grantee. However, the final data collection plan will be informed and finalized in discussions with the grantee and with the successful Offeror.

The Offeror will be expected to coordinate with the designated grantee staff, in coordination with the TPM lead and Evaluation Team Leader, to identify program participants to be part of the KIIs and FGDs. Grantee staff may help to introduce and coordinate the logistics of the data collection (in terms of site selection, contacting participants) but grantee staff must not be present during interviews and FGDs.

## **FEDERATION OF MICRONESIA STATES (FSM)**

### **FSM – MICRONESIA CONSERVATION TRUST (MCT)**

Project Description: MCT supports women's groups in Yap, Pohnpei, and Chuuk to address climate risk, and equitably develop and implement nature-based risk reduction and adaptation strategies that contribute to healthier ecosystems and more resilient coastal communities. MCT will deliver workshops in coordination with sub-recipients, The Nature Conservancy (TNC) and RARE. The activity will build the capacity of local women's groups to design, lead, and implement community-based conservation projects, and establish saving clubs within 300 communities.

#### **Location**

3 islands: Yap, Chuuk, Pohnpei

#### **Program participants**

10 women groups in Yap

women groups in Chuuk

women groups in Pohnpei

13 saving clubs

#### **Documents to check or collect with grantee**

- List of women groups with contact
- List of Nature Based Project (NBP) initiated
- List of Community Engagement and Behavior Adoption plans developed
- List of saving clubs and coordinators
- Evidence of learning events, such as list of participants, agenda (Yap, Chuuk, Pohnpei)
- Evidence of financial literacy workshop in Pohnpei
- Evidence of training on Behavior Adoption (BA) campaigns
- Evidence of training on Savings Clubs
- Evidence of program participants training on project budget development and management

#### **Site visit and observation with program participants**

The TPMT team could travel to 2 the 3 islands and meet with  women group to assess their activity on site and conduct FGD.

#### **Photo of NBS project (garden, nursery, and aquaculture)**

- Evidence of tools and garden supply being delivered
- Saving club accounting documents
- Evidence of behavioral change campaign
- Evidence of Local Early Action Plans (LEAPs) developed

**FGD and KII**

- 2 FGDs with women who participate in saving club
  - 3 FGDs with women who participated Nature Based Project
  - 1 KII with the College of Micronesia
  - 1 KII with TNC (to be completed by Panagora TPM team member)
- 
- 1 KII with RARE (to be completed by Panagora TPM team member)

## **KIRIBATI**

### **KIRIBATI – LIVE & LEARN ENVIRONMENTAL EDUCATION**

**Project Description:** LLEE is helping remote communities across four PICs to build a strong enabling environment for WASH resilience by empowering institutions and communities to identify risks and needs, so they can formulate, implement, and sustain inclusive and sustainable WASH responses and link these to resilience and disaster preparedness. This project is targeting 141 communities, 74 schools and 31 health centers in **Kiribati**, Tuvalu, Tonga, Vanuatu. This activity will directly benefit 11,172 children and 2,900 households. LLEE uses The Bottleneck Analysis with schools to identify the barriers to accessing WASH services, it can also be used as a monitoring tool.

#### **Location**

Kiribati, Islands not yet clearly identified. In includes Abaiang and XXX

#### **Program participants:**

55 sites/communities

16 schools

5 Health center

#### **Documents to check or collect with grantee**

- Bottle Neck Analysis (BNA) tool
- List of Community BNA reports with contacts info
- List of School BNA reports with contacts info
- List of Health Center BNA reports with contacts info
- Evidence of GEDSI Integration: Inclusion Principles for ‘Planning Sessions’
- Training on water quality testing/water treatment: report or attendance list

#### **Site visit / Observation**

The TPMT team could travel to 2 the X islands, and visit 3 communities, 2 schools and 1 clinic to assess their activity on site and conduct KII and FGD.

- Evidence of the existence and implementation of the school WASH plan/WASH Club/BNA, integration of GEDSI, including photo of WASH infrastructure
- Evidence of teacher training on Hygiene & Sanitation, Wash club, water security and climate, gender and menstrual hygiene, operation and maintenance of WASH infrastructure.
- Evidence the existence and implementation of Health Center WASH plan/Wash committees BNA, including photo of WASH infrastructure
- Evidence communities to check the existence of Bottle Neck Analysis and climate change resilience Work Plan, including photo of actual improvements

#### **FGD and KII**

- 1 KII with Ministry of Health
- 1 KII with Ministry of Education
- 2 KII with school director or focal point in charge of WASH
- 3 KII with community leader or focal point for climate change resilience Work Plan
- 1 KII with Health Center focal point in charge of WASH



- 2 FGD with community members involved in BNA and climate change resilience Work Plan

### **KIRIBATI - ACTION ON POVERTY LIMITED**

Project Description: AOP supports vulnerable communities in Kiribati and the Solomon Islands by improving awareness and practices of climate-resilient water and safe sanitation services. AOP will partner with targeted communities to adopt better WASH practices, reduce open defecation (OD), and become more resilient to a changing climate through the management of water resources in a way that improves health and supports livelihoods. Pacific Health and Sanitation Solutions (PHASS)

#### **Location**

- Kiribati, Islands include Marakei, Kuria, Aranuka

#### **Program participants**

Training participants: 1500 in Kiribati

#### **Documents to check or collect with grantee**

- Training plans on Sanitation and Hygiene, and MHM
- Training material (manuals or PTT) on open defecation, handwashing, and MHM
- Training attendance or report
- Behavior changes and awareness report
- Community baseline assessment data
- SIDT and FSPK strategic plans

#### **Site visit / Observation**

The team could travel to 1 of the 3 islands to conduct FGDs and collect evidence of action plans and their implementation:

- Evidence of hand washing station
- Evidence of toilets built by the community as a result of Community-Led Total Sanitation
- Evidence of water tanks, and solar pumps
- Evidence of bushes cleared to avoid open defecation
- Evidence of WASH club in schools

#### **FGD/KII**

- 1 KII Foundation for the Peoples of the South Pacific Kiribati (FSPK) (to be completed by Panagora TPM team member)
- 1 FGD with training participants in Kiribati
- 1 FGD with women only in Kiribati
- 2 KII with school director or focal point in charge of WASH

## **SOLOMON ISLANDS**

### **SOLOMON ISLANDS ACTION ON POVERTY LIMITED**

**Project Description:** AOP supports vulnerable communities in Kiribati and the Solomon Islands by improving awareness and practices of climate-resilient water and safe sanitation services. AOP will partner with targeted communities to adopt better WASH practices, reduce open defecation (OD), and become more resilient to a changing climate through the management of water resources in a way that improves health and supports livelihoods. Pacific Health and Sanitation Solutions (PHASS).

#### **Location**

- Solomon, Island include Guadalcanal east and west

#### **Program participants**

Training participants: 420 in Solomon Islands

#### **Documents to check or collect with grantee**

- Training plans on Sanitation and Hygiene, and MHM
- Training material (manuals or PTT) on open defecation, handwashing, and MHM
- Training attendance or report
- Behavior changes and awareness report
- Community baseline assessment data
- SIDT and FSPK strategic plans

#### **Site visit / Observation**

In the Solomon Islands, the TPMT will go into 1 community to collect the following evidence of implementation:

- Evidence of action plans and their implementation
- Evidence of hand washing station
- Evidence of toilets built by the community as a result of Community-Led Total Sanitation
- Evidence of water tanks, and solar pumps
- Evidence of bushes cleared to avoid open defecation
- Evidence of WASH club in schools

#### **FGD/KII**

- 1 KII Solomon Islands Development Trust (SIDT) (to be completed by Panagora TPM team member)
- 1 FGD with training participants Solomon Islands
- 1 FGD with women only in Solomon Islands
- 2 KII with school director or focal point in charge of WASH

## **PAPUA NEW GUINEA (PNG)**

### **PNG - KIRIPIA WOMEN AGRO FARMERS COOPERATIVE SOCIETY (KWAF)**

Project Description: Kiripia Women Agro Farmers Association Cooperative (Kiripia) aims to improve the resilience and climate adaptive capacities of vulnerable and rural communities in PNG. The project goal is to reduce PNG communities' vulnerabilities to climate change, strengthen food security, raise awareness of gender-based and sorcery-related violence, and improve the overall quality of life for Kiripia's people.

#### **Location**

PNG Western Island Provinces, Madang (NGO)

#### **Program participants**

54 farmers

#### **Documents to check**

- Capacity building plan
- EMMP
- MEL plan
- Farmer Incentive Fund policy
- Training report or attendance on advocacy champion on GBV and WASH
- Training report or attendance on smart agriculture, climate change and financial literacy
- Capacity building Handbook

#### **Site visit / Observation**

Visit 2 communities collect evidence of:

- Evidence of tool distribution such as spray pump
- Evidence of water basins and tanks
- Evidence of distribution of flyer to promote hygiene practices, WASH mask and sanitizer
- Farms practicing smart agriculture

#### **FGD/KII**

- 1 KII with The Fresh Produce Development Agency (FPDA) (to be completed by Panagora TPM team member)
- 1 KII with local partner NGP PROMotion Inc (to be completed by Panagora TPM team member)
- 1 KII with local-level governments
- 1 FGD with farmers participating smart agriculture activities
- 1 FGD with women only participating smart agriculture activities

## **PNG - FOUNDATION FOR PEOPLE'S COMMUNITY DEVELOPMENT**

Project Description: FPCD aims to improve the resilience and climate adaptive capacities of vulnerable and rural communities in the Ramu catchment of PNG. The project goal is to reduce PNG communities' vulnerabilities to climate change, strengthen food security, and improve rural communities' overall quality of life. The project falls within the PAF's primary Climate Change Adaptation.

### **Location**

PNG, Ramu district, Koromasarik community, Korono village, five target communities

### **Program participants**

16 youth for cook stove building, 5 women entrepreneurs

### **Documents to check**

- Training material for attendance for on teaching safe processing and packaging of nine local products
- Training material for the Financial Literacy Training (FLT)
- Training report or attendance
- Guidelines for Management of the Revolving Fund
- Revolving Fund Management Manual and Policies
- Information on 5 recipients of for women economic empowerment activities

### **Site visit / Observation**

Visit 2 communities where the activity took place and collect evidence of

- Evidence of biomass cookstove in use
- Evidence of smart agro-forestry plot with teak and seedling
- Evidence of climate smart farm and demo farm for flood tolerant and drought resistant crops
- Evidence of nursery
- Evidence of family-based climate-smart farms focused on terracing, soil preparation, and multi-term crop planting
- Evidence of processing and/or packaging facilities including peanut butter and banana chips

### **FGD/KII**

- 1 KII with local partner People Resources and Conservation Foundation (PRCF) (to be completed by Panagora TPM team member)
- 1 KII Agriculture consultant
- 1 KII Madang Provincial Forest Office or Forest Authority's Forest Research Institute (to be completed by Panagora TPM team member)
- 1 KII with women recipient of fund for entrepreneurship
- 1 FGD with youth involved in cook stove building
- 1 FGD or KII with farmer implementing climate smart agriculture
- 1 FGD with women involved in financial literacy
- 1 FGD with people involved in food processing and preservation

## **SAMOA**

### **SAMOA - ADVENTIST DEVELOPMENT & RELIEF AGENCY**

*Project Description: ADRA Samoa aims to improve the resilience and climate adaptive capacities of vulnerable and rural communities in Samoa. The project goal is to reduce the vulnerabilities of the Samoan Communities to climate change, disasters, and health emergencies, and enhance their capacity to manage risks and effects.*

#### **Location**

Safe motherhood program: 10 communities

Disaster and Climate Risk Management (CDCRM): 20 communities, 12 Upolu and 8 in Savai'i

#### **Program participants**

Safe motherhood: 10 communities (30-40 participants each)

CDCRM (Disaster and Climate Risk Management): 20 communities (80-100 participants)

Agriculture Livelihood: 200 households/farmers (Backyard garden/horticulture only)

Safe motherhood: 4 local partners

CDCRM: 9 local partners

Agriculture Livelihood: 2 local partners

#### **Documents to check**

- Training material on gender-based violence, family planning, nutrition (Safe motherhood program)
- Training material on Community Disaster and Climate Risk Management
- Assessment tool and agriculture livelihood assessments
- Training report or attendance
- Receipt of tools acquisition, farmers receipts
- Village disaster and climate risk management plans

#### **Site visit / Observation**

Visit 4 communities where the activity took place and collect evidence of

- Evidence of farm tools distributed
- Evidence agriculture projects

#### **FGD/KII**

- 1 FGD with Safe motherhood partners
- 1 FGD CDCRM partners
- 1 FGD with Agriculture Livelihood partners
- 1 FGD with Safe motherhood participants
- 1 FGD with CDCRM participants
- 1 FGD with Agriculture Livelihood participants

## **SAMOA - WOMEN IN BUSINESS DEVELOPMENT INCORPORATED**

Project Description: To manage and control the Coconut Rhinoceros Beetle (CRB) population, Women in Business Development, Inc. (WIBDI), with the support of USAID's Pacific American Fund, is partnering with the Samoan Ministry of Agriculture (MAF), AgResearch.

### **Location**

Samoa, island: Savaii, Upolu, Manono and Apolima

### **Program participants**

164 community members

### **Documents to check**

- Training material on installation and set-up of pheromone traps and heap traps
- Training report or attendance
- Monitoring visits to collect and disposed of CRB

### **Site visit / Observation**

Visit 2 communities where the activity took place and collect evidence of

- Evidence of coconut Rhinoceros Beetle storage or trap
- Records of demonstration activities

### **FGD/KII**

- 1 KII Samoan Ministry of Agriculture and Fisheries (MAF)
- 2 KII village mayors
- 1 KII with Sky Eye Samoa
- 2 FGD with farmers participating in CRB collection
- 1 FGD with farmers-women participating in CRB collection

**Attachment 2 – Example of Pre-Award Survey and Evidence of Responsibility Forms  
(only to be completed upon selection of the Offeror, these forms are not required at the proposal submission stage, but will be required before a contract is signed.)**

## **PRE-AWARD SURVEY**

(Responsibility Assessment Questionnaire)

### **SECTION A: Subcontractor Information**

Funding Agency:	
Solicitation/Contract Name:	
Solicitation/Contract Number:	
Sub-contractor Legal Name:	
Sub-contractor Address:	
Sub-contractor Telephone:	
Sub-contractor Email Address:	
Sub-contractor website:	
Sub-contractor UEI:	
Sub-contractor CAGE number:	

Sub-contractor Point of Contact Name:	
Sub-contractor Point of Contact Title:	
Country(s) of Performance:	

### SECTION B: Type of Organization

- What type of organization are you? *(Please check all that apply)*
  - Not-for-profit
  - For-profit
  - University/Educational Institution
  - Large Business
  - Small business *(if applicable and as defined by U.S. Small Business Administration)*
    - Small, disadvantaged business
    - Women-owned small business
    - Veteran-owned small business
    - Service-disabled veteran-owned
    - HUBZone
  - Other (Please describe \_\_\_\_\_)
- Organization tax status:  Exempt  Non-Exempt  Other
- Tax Identification Number \_\_\_\_\_
- Is your organization affiliated with any other organization or company?
  - Yes  No
  - If "Yes", please explain the nature of the affiliation: \_\_\_\_\_
- What services(s)/product(s) do you offer:
   
\_\_\_\_\_
- Approximate number of employees: \_\_\_\_\_; Full-Time: \_\_\_\_\_; Part-time: \_\_\_\_\_
- Please provide a copy of the following:



- Organization's registration (e.g., certificate of incorporation, business license, certificate of registration with the government).
- Organization chart or list of company of key officers and job titles.

8. Is your organization legally registered to operate in the county of performance?  
 Yes  No  
 [name country, details] \_\_\_\_\_

**SECTION C: Financial Management**

1. How are your transactions recorded?
  - a. If manual ledger system, indicate ledgers used: \_\_\_\_\_
  - b. If a computerized system, indicate software used: \_\_\_\_\_
2. Does your business/organization use a standard chart of accounts?  Yes  No
3. How often are financial reports prepared?  Monthly  Quarterly  Annually  Not prepared  
 [explain why they are not] \_\_\_\_\_
4. Are timesheets used to record employees' total direct & indirect time charges?  
 Yes  No
5. Does your accounting system segregate direct costs from indirect costs?  Yes  No
6. Does your accounting system segregate different sources of funding (e.g., different contracts, different grants, etc.)  
 Yes  No
7. Can your organization maintain a separate bank account for a specific funding source if required?  
 Yes  No
8. Are reconciliations between bank statements and accounting records performed monthly and reviewed by an appropriate individual?  Yes  No
9. Are you familiar with generally accepted U.S. government cost principles, practices, and procedures for determining allowable costs under U.S. government grants and contracts as set forth in Federal Acquisition Regulation, Part 31.2 (FAR 31.2), or Code of Federal Regulations Title 2,200 (2 CFR 200)?  Yes  No

10. Has your organization previously managed U.S. Government-funded projects?  Yes  No

If yes, please list up to 3 projects on which you performed during the last 3 years. Please include project name, country, total award value of your contract/ subcontract/ agreement /sub-agreement, and if you were the subcontractor/subrecipient or prime contractor/recipient:

Project 1

U.S. Government Agency: \_\_\_\_\_

Project Name: \_\_\_\_\_

Country: \_\_\_\_\_

Total Award Value: \_\_\_\_\_

Your business/organization's role (*prime contractor/recipient, subcontractor/subrecipient*):  
\_\_\_\_\_

Project 2

U.S. Government Agency: \_\_\_\_\_

Project Name: \_\_\_\_\_

Country: \_\_\_\_\_

Total Award Value: \_\_\_\_\_

Your business/organization's role (*prime contractor/recipient, subcontractor/subrecipient*):  
\_\_\_\_\_

Project 3

U.S. Government Agency: \_\_\_\_\_

Project Name: \_\_\_\_\_

Country: \_\_\_\_\_

Total Award Value: \_\_\_\_\_

Your business/organization's role (*prime contractor/recipient, subcontractor/subrecipient*):  
\_\_\_\_\_

11. Does your business/organization have a Negotiated Indirect Cost Rate Agreement (NICRA) with the U.S. government?  Yes  No

- a. If yes, please provide a current copy.
- b. If not, does your organization use indirect cost rates?
- c. If you use indirect cost rates, but do not have a NICRA, please provide a copy of your audited financial statement by an independent accountant for the last two complete years and a copy of your most recent indirect cost rate computation.

**SECTION D: Internal Controls**

a. Does your business/organization maintain a record of how much time employees spend on different projects or activities?  Yes  No

If yes, please describe how you do so \_\_\_\_\_

2. Does your business/organization maintain inventory records for its equipment?  Yes  
 No

If not, how is your business/organization's equipment accounted for? \_\_\_\_\_

3. If you maintain inventory records, how often do you check the actual inventory against the current records? \_\_\_\_\_
4. Are all financial transactions approved by persons having the authority to do so in accordance with established policies and procedures?  Yes  No
5. Does your business/organization require supporting documentation (such as original receipts) prior to payment for expenditures?  Yes  No

If yes, for how long are such records kept? \_\_\_\_\_

6. Does your business/organization segregate the functions responsible for approving, disbursing, and recording transactions?  Yes  No
7. If your organization has multiple donor-funded projects, will your organization use a shared cost allocation plan to allocate direct costs, such as rent, utilities, and administrative supplies, consistently among all funders supporting the particular project?  Yes  No
8. Does your organization have the following written policies and procedures? *(Please check all that apply)*
- Financial Management Manual
  - Statement of workday and workweek and paid absences
  - Human Resources Manual
  - Procurement Policy
  - Travel Policy
  - Internal audit policy
  - Insurance Policy

## SECTION E: Audits

1. Is your business/organization audited by an independent firm on an annual basis?  
 Yes  No
- a. If yes, please attach a copy of the audited financial statements (including a Balance

Sheet and Income Statement) for the past two fiscal years.  
 b. If no, has your business/organization ever been audited?  Yes  No

2. If you do not have a current independent audit of your business/organization's financial statements, please provide a copy of the following financial statements, if available:

- a. A balance sheet for the most current and previous year;
- b. An income statement for the most current and previous year; and
- c. A cash flow statement for the most current and previous year.

3. Are there any circumstances that would prevent your organization from being audited?

Yes  No

If yes, please provide details: \_\_\_\_\_

4. Does your business/organization have an internal audit department or some other mechanism for doing internal audits?

Yes  No

If yes, to whom does the internal audit department or mechanism report?

**SECTION F: Eligibility to receive U.S. Government Awards**

\_\_\_\_\_ has adequate financial resources to manage this contract through existing operating capital and access to additional established lines of credit with \_\_\_\_\_ Bank.

\_\_\_\_\_ is qualified and eligible to receive an award under applicable laws and regulations and is not included in any list maintained by the U.S. government of entities debarred, suspended, or excluded for U.S. government awards and funding.

*[Name of the Organization]* \_\_\_\_\_

**Legal Representative**

Name:	
Title:	
Signature:	
Date:	

## EVIDENCE OF RESPONSIBILITY

[INSTRUCTIONS (TO BE DELETED ONCE READ): THIS FORM MUST BE COMPLETED BY ALL POTENTIAL SUBCONTRACTORS. PLEASE USE SUBCONTRACTOR LETTERHEAD. FORM MUST BE SIGNED BY ONE SUBCONTRACTOR'S AUTHORIZED OFFICIAL. PLEASE COMPLETE ALL AREAS HIGHLIGHTED IN GREY. THANKS.]

### 1. Offeror Business Information

#### Subcontractor

Name: [insert]

Address: [insert]

Unique Entity Identified (UEI) Number: [insert]

### 2. AUTHORIZED NEGOTIATORS

[insert Subcontractor Name] proposal for [insert name of project] may be discussed with any of the following individuals. These individuals are authorized to represent [insert Subcontractor Name] in the negotiation.

These individuals can be reached at :

Address: [insert]

Telephone/Fax: [insert]

Email address: [insert]

### 3. ADEQUATE FINANCIAL RESOURCES

[insert Subcontractor Name] has adequate financial resources to manage this contract, as established by our audited financial statements [or list what else may have been submitted] submitted as part of our response to this proposal.

IMPORTANT: If the potential subcontractor is selected for an award valued at \$30,000 or above, and is not exempted based on a negative response to Section 3(a) below, any first-tier subaward to the organization may be reported and made public through FSRs.gov in accordance with The Transparency Acts of 2006 and 2008. Therefore, in accordance with FAR 52.240-10 and 2CFR Part 170, if the offeror positively certifies below in Sections 3.a and 3.b and negatively certifies in Sections 3.c and 3.d, the offeror will be required to disclose to Panagora for reporting in accordance with the regulations, the names and total

compensation of the organization's five most highly compensated executives. By submitting this proposal, the potential subcontractor agrees to comply with this requirement as applicable if selected for a subaward.

In accordance with those Acts and to determine applicable reporting requirements, [insert Subcontractor Name] certifies as follows:

- a) In the previous tax year, was your company's gross income from all sources above \$300,000?

Yes  No

- b) In your business or organization's preceding completed fiscal year, did your business or organization (the legal entity to which the UEI+ number belongs) receive (1) 80 percent or more of its annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements; **and** (2) \$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements?:

Yes  No

- c) Does the public have access to information about the compensation of the executives in your business or organization (the legal entity to which the DUNS number it provided belongs) through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986? (FFATA § 2(b)(1)):

Yes  No

- d) Does your business or organization maintain an active registration in the System for Award Management ([www.SAM.gov](http://www.SAM.gov))?

Yes  No

#### 4. ABILITY TO COMPLY

[insert Subcontractor Name] is able to comply with the proposed delivery of performance schedule having taken into consideration all existing business commitments, commercial as well as governmental.

#### 5. RECORD OF PERFORMANCE, INTEGRITY, AND BUSINESS ETHICS

[insert Subcontractor Name] record of integrity is [Instructions: Offeror should describe their record. The text could include examples such as the following to describe their

record: "outstanding, as shown in the Representations and Certifications. We have no allegations of lack of integrity or of questionable business ethics. Our integrity can be confirmed by our references in our Past Performance References, contained in the Technical Proposal."]

## **6. Organization, Experience, Accounting, and Operational Controls, and Technical Skills**

[Instructions: Offeror should explain their organizational system for managing the subcontract, as well as the type of accounting and control procedure they have to accommodate the type of subcontract being considered.]

## **7. EQUIPMENT AND FACILITIES**

[Instructions: Offeror should state if they have the necessary facilities and equipment to carry out the contract with specific details as appropriate per the subcontract SOW.]

## **8. ELIGIBILITY TO RECEIVE AWARD**

[Instructions: Offeror should state if they are qualified and eligible to receive an award under applicable laws and regulations and affirm that they are not included in any list maintained by the US Government of entities debarred, suspended, or excluded for US Government awards and funding. The Offeror should state whether they have performed work of similar nature under similar mechanisms for USAID.]

## **9. COMMODITY PROCUREMENT**

[Instructions: If the Offeror does not have the capacity for commodity procurements - delete this section. If the Offeror does have the capacity, the Offeror should state the qualifications necessary to support the proposed subcontract requirements.]

## **10. COGNIZANT AUDITOR**

[Instructions: Offeror should provide the Name, address, and phone of their auditors – whether it is a government audit agency, such as DCAA, or an independent CPA.]

## **11. ACCEPTABILITY OF CONTRACT TERMS**

[Instructions: Offeror should state its acceptance of the proposed contract terms.]

## 12. RECOVERY OF VACATION, HOLIDAY AND SICK PAY

[Instructions: Offeror should explain whether it recovers vacation, holiday, and sick leave through a corporate, indirect rate (e.g., Overhead or Fringe rate) or through a direct cost. If the Offeror recovers vacation, holiday, and sick leave through a corporate indirect rate, it should state in this section the number.]

## 13. ORGANIZATION OF FIRM

(Instructions: Offeror should explain how their firm is organized on a corporate level and on practical implementation level, for example regionally or by technical practice.)

Name of authorized Official:	
Title of authorized Official:	
Signature:	
Date:	