



**IPA**

Request For Proposals (RFP)

No. IPA/RFP/GOPS/002/2024

RFP for Operations & Startup Consultant for Ethiopia

Issue Date: Thursday 22nd February 2024

**WARNING:** Prospective Offerors who have received this document from a source other than from [IPA's website](#) should immediately contact ([global-procurement@poverty-action.org](mailto:global-procurement@poverty-action.org)) and provide their name and e-mailing address in order that amendments to the RFP or other communications can be sent directly to them. Any prospective Offeror who fails to register their interest assumes complete responsibility in the event that they do not receive communications prior to the closing date. Any amendments to this solicitation will be issued and posted [here](#) (on IPA's website).

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**Synopsis of the RFP**

RFP No.	IPA/RFP/GOPS/002/2024
Issue Date	Thursday 22 <sup>nd</sup> February 2024
Title	RFP for Operations & Startup Consultant for Ethiopia
Issuing Office	Innovations for Poverty Action 1701 Rhode Island Ave NW, Suite 3-124 Washington, DC 20036
Deadline for Receipt of Questions	<b>Thursday, 29<sup>th</sup> February 2024 at 11:00 pm (EST)</b>
Point of Contact for Questions	<a href="mailto:global-procurement@poverty-action.org">global-procurement@poverty-action.org</a>  (Please include the RFP number in the subject line)
Deadline for Receipt of Proposals	<b>Tuesday, 12<sup>th</sup> March 2024 at 11:00 pm (EST)</b>
Proposal Submission Address	Responses to the Invitation should be submitted to <a href="mailto:global-procurement@poverty-action.org">global-procurement@poverty-action.org</a> . Please include the RFP number in the subject line.  Proposals sent to any other email address shall be automatically disqualified.
Anticipated Award Type	A Firm Fixed Price Purchase Order / Vendor Agreement
Basis for Award	The award will be issued to the responsible and reasonable offeror who provides the best value to IPA and its client using a combination of technical and cost/price factors.

## 1. Introduction and Purpose

### 1.1 Background

Innovations for Poverty Action (IPA) is undertaking a broad assessment of the operating environment in Ethiopia to determine the feasibility of registering an office, capacity of local partners, ability to conduct research activities in the country, hire staff, and potential risks associated with IPA's activities. IPA is seeking an Operations & Startup Consultant in Ethiopia to perform key tasks associated with this initial scoping phase with a key focus on the safety and security environment.

### 1.2 Issuing Office

The Issuing Office and Contact Person noted in the above synopsis is the sole point of contact at IPA for purposes of this RFP. Any prospective offeror who fails to register their interest with this office assumes complete responsibility in the event that they do not receive direct communications (amendments, answers to questions, etc.) prior to the closing date.

### 1.3 Type of Award Anticipated

IPA anticipates awarding a Firm Fixed Price Purchase Order. This award type is subject to change during the course of negotiations.

## 2. General Instructions to Offerors

### 2.1 General Instructions

"Offeror", "Subcontractor", and/or "Bidder" means a firm proposing the work under this RFP. "Offer" and/or "Proposal" means the package of documents the firm submits to propose the work.

Offerors wishing to respond to this RFP must submit proposals, in English, in accordance with the following instructions. Offerors are required to review all instructions and specifications contained in this RFP. Failure to do so will be at the Offeror's risk. If the solicitation is amended, then all terms and conditions not modified in the amendment shall remain unchanged.

Issuance of this RFP in no way obligates IPA to award a subcontract or purchase order. Offerors will not be reimbursed for any costs associated with the preparation or submission of their proposal. IPA shall in no case be responsible for liable for these costs.

Proposals are due no later than **Tuesday, 12th March 2024 at 11:00 pm (EST)**, to be submitted to [global-procurement@poverty-action.org](mailto:global-procurement@poverty-action.org). Late offers will be rejected.

The submission of a proposal to IPA in response to this RFP will constitute an offer and indicates the Offeror's agreement to the terms and conditions in this RFP and any attachments hereto. IPA reserves the right not to evaluate a non-responsive or incomplete proposal.

### 2.2 Required Sections

Qualified and eligible bidders should follow the instructions provided in this RFP when applying. The application must include:

- A cover letter detailing why you are the most suitable candidate for the advertised position.

- Curriculum Vitae and copies of academic and professional certificates.
- A copy of your passport or National ID.
- A draft workplan and description of the proposed services which outlines how the offeror plans to complete the work in a timely manner and describes any technical approaches that may be employed. Financial Proposal – indicating a breakdown and total lump sum amount for the tasks specified in this RFP.
- Gantt Chart illustrating the project timelines.
- Past Performance – Provide a list of one (1) to three (3) recent engagements of similar scope. Please include the legal name of the organization for which services were performed, a description of work performed, the duration of the work and the value of the contract, as well as a description of any problems encountered and how they were resolved.
- Any additional information that you believe is relevant.

### 2.3 Questions Regarding the RFP

Each Offeror is responsible for reading and complying with the terms and conditions of this RFP. Requests for clarification or additional information must be submitted in writing via email or in writing to the Issuing Office as specified in the Synopsis above. No questions will be answered by phone. Any verbal information received from an IPA employee or other entity shall not be considered as an official response to any question regarding this RFP.

Copies of questions and responses will be distributed in writing to all prospective bidders who are on record as having received this RFP after the submission date specified in the Synopsis above.

### 2.4 Services Specified

For this RFP, IPA is in need of the services described in Attachment: Scope of Work.

## 3. Instructions for the Preparation of Cost/Price Proposals

### 3.1 Cost/Price Proposals

It is important to note that all applicable taxes **MUST** be included. The Subcontractor is responsible for all applicable taxes and fees, as prescribed under the applicable laws for income, compensation, permits, licenses, and other taxes and fees due as required.

The financial proposal **MUST** be quoted in USD currency and **MUST** remain valid for a period of **90 days**.

Any required payment terms must be included in the cost proposal.

## 4. Basis of Award

### 4.1 Evaluation Criteria

Bidders will be evaluated based on a cumulative analysis taking into consideration the combination of the applicants' qualifications and financial proposal. Only the highest ranked candidates who would be found qualified for the job will be considered for the Financial Evaluation.

The award of the contract should be made to the individual consultant whose offer has been evaluated and determined as:

- Responsive/compliant/acceptable, and
- Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

Evaluation Criteria	Evaluation Sub-criteria (if needed)	Maximum Points
Technical Criteria ( <b>70 % of total evaluation</b> )	Refers to the ability to demonstrate relevant experience and technical knowledge of the services required as stated in the Scope of Work (SoW)	35
Financial Proposal / Cost ( <b>30 % of total evaluation</b> )	Submission of realistic and acceptable financial proposal.	15
<b>Total</b>		50

### 4.2 Best Value Determination

IPA will review all proposals and make an award based on the technical and cost evaluation criteria stated above and select the offeror whose proposal provides the best value to IPA. IPA may also exclude an offer from consideration if it determines that an Offeror is "not responsible", i.e., that it does not have the management and financial capabilities required to perform the work required.

IPA may award to an Offeror without discussions. Therefore, the initial offer **must contain the Offeror's best price and technical terms.**

### 4.3 Responsibility Determination

IPA will not enter into any type of agreement with an Offeror prior to ensuring the Offeror's responsibility. When assessing an Offeror's responsibility, the following factors are taken into consideration:

1. Provide evidence of the required business licenses to operate in Ethiopia.
2. The source, origin and nationality of the products or services are not from a Prohibited Country.
3. Having adequate financial resources to finance and perform the work or deliver goods or the ability to obtain financial resources without receiving advance funds from IPA.
4. Ability to comply with required or proposed delivery or performance schedules.
5. Have a satisfactory past performance record.

6. Have a satisfactory record of integrity and business ethics.
7. Have the necessary organization, experience, accounting and operational controls and technical skills.
8. Be qualified and eligible to perform work under applicable laws and regulations.

#### 4.4 Bidders' Presentations

At the discretion of IPA, selected Offeror(s) may be invited to supply additional information on the contents of their proposal during the evaluation period. Such Offerors could be asked to give a presentation of their proposal (possibly with an emphasis on a topic of IPA's choice) followed by a question-and-answer session.

If IPA determines that there is such a need, the presentation will be held at IPA offices, or by videoconference/Internet. Offerors will be given reasonable time to prepare for the presentation.

NOTE: Presentations or other individual contact is expressly prohibited before the closing date for proposal submission.

### 5. Anticipated Post-Award Deliverables

Upon award of a subcontract, the deliverables and deadlines detailed in below table will be submitted to IPA. The Offeror should detail proposed costs per deliverable in the Price Schedule. Deliverables must be submitted to and approved by IPA before payment will be processed.

No.	Description	Due Date
1	Work Plan	At signing
2	Comprehensive Security Risk Assessment	One month after signing
3	Comprehensive Business and Operating environment risk assessment	One month after signing
4	Assessment of general business operating environment and key potential partners and service providers for IPA	One month after signing
5	Competitors' analysis	Two months after signing
6	Roster of potential partners and survey firms	Two months after signing
7	Operational and staffing costs budget	Two months after signing
8	Contact details of qualified local counsels	Two months after signing
9	Final Assessment and Recommendations Report	Three months after signing

No.	Description	Due Date

## 6. Inspection & Acceptance

The designated IPA staff will inspect from time to time the services being performed to determine whether the activities are being performed in a satisfactory manner. The subcontractor shall be responsible for any countermeasures or corrective action, within the scope of this RFP, which may be required by the IPA Country Director/Representative as a result of such inspection.

## 7. Compliance with Terms and Conditions

### 7.1 General Terms and Conditions

Offerors agree to comply with the general terms and conditions for an award resulting from this RFP. The selected Offeror shall comply with all Terms and Conditions in this RFP.

## 8. Procurement Ethics

Neither payment nor preference shall be made by either the Offeror, or by any IPA staff, in an attempt to affect the results of the award. IPA treats all reports of possible fraud/abuse very seriously. Acts of fraud or corruption will not be tolerated, and IPA employees and/or subcontractors/grantees/vendors who engage in such activities will face serious consequences. Any such practice constitutes an unethical, illegal, and corrupt practice and either the Offeror or the IPA staff may report violations to the Toll-Free Ethics and Compliance Anonymous Hotline at +1 844 837 5445. IPA ensures anonymity and an unbiased, serious review and treatment of the information provided. Such practice may result in the cancellation of the procurement and disqualification of the Offeror's participation in this, and future, procurements.

By submitting an offeror, Offerors certify that they have not/will not attempt to bribe or make any payments to IPA employees in return for preference, nor have any payments with Terrorists, or groups supporting Terrorists, been attempted.



## 9. Attachments

### 9.1 Scope of Work for Operations & Startup Consultant for Ethiopia

**Background:** Innovations for Poverty Action (IPA) is undertaking a broad assessment of the operating environment in Ethiopia to determine the feasibility of registering an office, capacity of local partners, ability to conduct research activities in the country, hire staff, and potential risks associated with IPA's activities. IPA is seeking an Operations & Startup Consultant in Ethiopia to perform key tasks associated with this initial scoping phase with a key focus on the safety and security environment.

**Objective:** Gather information on key aspects of the operating environment for INGOs in Ethiopia to enable IPA to make an informed decision about registering an office or conducting activities through remote oversight.

**Key Activities:**

The consultant will support IPA with the following activities in consultation with key IPA stakeholders:

- Support efforts to identify local counsels with INGO experience, including in areas of registration, entity compliance over time, and labor issues.
- Conduct a comprehensive Safety and Security Risk assessment of key locations in Ethiopia to include identification of key threats and vulnerabilities, as well as recommendations for actions to mitigate risk to IPA staff, consultants/contractors, property, and reputation. The Safety and Security risk assessment should include recommendations focused on IPA staff flying in from other locations to oversee activities as well as for those based in the country.
- Conduct a business and operating environment risk assessment for the INGO sector; the assessment will include but not be limited to ease of doing business, regulatory environment, political climate, government parties interest in evidence/research informed decision-making, etc.
- Assess options for various business and programmatic activities and help make connections with key suppliers/actors, including: international banking and payment services, international and domestic travel, human resources support (such as employer of record services), office space availability and security, vehicle rental services and associated safety needs, security service providers, etc.
- Make recommendations for effective recruitment strategies for management, research and operations staff.
- Help identifying potential competitors to IPA and provide a cost analysis in the form of a budget for operational and staffing costs.
- Create a roster of potential partners and survey firms in the country for data collection services.
- Other startup operational support services as needed.

**Deliverables:**

- Comprehensive Security Risk Assessment
- Comprehensive Business and Operating environment risk assessment
- Assessment of general business operating environment and key potential partners and service providers for IPA
- Competitors' analysis
- Roster of potential partners and survey firms
- Operational and staffing costs budget
- Contact details of qualified local counsels
- Final Assessment and Recommendations Report

**Qualifications:**

- Prior work experience in Ethiopia required
- Experience conducting security risk assessments and developing safety and security plans for the international development context required
- Excellent verbal and written communication skills, including ability to effectively communicate with internal and external customers
- Excellent computer proficiency (MS Office – Word, Excel and Outlook)
- Must be able to work under pressure and meet deadlines, while maintaining a positive attitude and providing exemplary customer service
- Ability to work independently and to carry out assignments to completion within parameters of instructions given, prescribed routines, and standard accepted practices
- Bachelor's degree required, Master's degree preferred

## 9.2 Terms and Conditions

- a) The Request for Proposal is not and shall not be considered an offer by IPA.
- b) All responses must be received on or before the date and time indicated on the RFP.
- c) All proposals will be considered binding offers. Prices proposed must be valid for entire period provided by respondent.
- d) All awards will be subject to IPA contractual terms and conditions and contingent on the availability of donor funding.
- e) IPA reserves the right to accept or reject any proposal or cancel the solicitation process at any time and shall have no liability to the proposing organizations submitting proposals for such rejection or cancellation of the request for proposals.
- f) IPA reserves the right to accept all or part of the proposal when award is provided.
- g) IPA shall solely own all intellectual property (e.g. datasets, material, etc.) created under the resulting award.
- h) All information provided by IPA in this RFP is offered in good faith. Individual items are subject to change at any time, and all bidders will be provided with notification of any changes. IPA is not responsible or liable for any use of the information submitted by bidders or for any claims asserted therefrom.
- i) IPA reserves the right to require any bidder to enter into a non-disclosure agreement.
- j) The bidders are solely obligated to pay for any costs, of any kind whatsoever, which may be incurred by bidder or any third parties, in connection with the Response. All responses and supporting documentation shall become the property of IPA, subject to claims of confidentiality in respect of the response and supporting documentation, which have been clearly marked confidential by the bidder.