



ipa
INNOVATIONS FOR
POVERTY ACTION

REQUEST FOR PROPOSALS

Quality and Cost Based Selection

INNOVATIONS FOR POVERTY ACTION

Procurement of Consultant Services

For

**LEGACY
BASELINE
SURVEY**

Date: January 28, 2016

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Letter of Invitation for Proposals

Re: LEGACY Baseline Survey

1. Livelihood and Food Security Trust Fund (LIFT) is funding a maternal cash transfer program in the Dry Zone of Myanmar known as LEGACY: Learning, Evidence Generation, and Advocacy for Catalysing Policy. The LEGACY program will seek to improve nutritional and health outcomes for mothers and children in the Dry Zone of Myanmar. Eligible portion of the program funding will be used to generate rigorous evidence on efficacy of program components and program delivery. This Request for Proposal is issued for data collection work that will support the generation of such evidence.
2. Save the Children, International (SCI) has contracted IPA to design a rigorous impact evaluation of LEGACY program. The primary data source for the evaluation will be from Baseline, Midline, and Endline data collections which are scheduled for 2016, 2017, 2018, respectively. IPA would like to enlist a Contractor to conduct the Baseline Survey.
3. This Invitation for Proposals will appear on local newspaper Myanmar Times on January 29th, 2016. It will also be available on Innovations for Poverty Action website at <http://poverty-action.org/RFPMyanmar> and on Building Markets website: <http://www.myanmar-opportunities.org/>.
4. IPA now invites proposals to provide the consultant services referenced above (“Proposals”). More details on these consultant services are provided in the Terms of Reference.
5. The Request for Proposal (“RFP”) is open to all eligible entities or persons (“Consultants”) who wish to respond. Consultants may only associate with each other in the form of a joint venture or in a sub-consultancy agreement to complement their respective areas of expertise to enhance their capacity to successfully carry out the assignment and so long as any association is otherwise formed in accordance with the terms of the RFP.
6. A Consultant will be selected under the Quality and Cost Based Selection Method, The RFP Document includes the following Sections:

Section 1 Instructions to Consultants

This section provides information to help potential Consultants prepare their Proposals; it also provides information on the submission, opening, and evaluation of Proposals and on the award of the proposed contract.

Section 2 Proposal Data Sheet

This section includes provisions that are specific to this procurement and that supplement Section 1, Instructions to Consultants.

Section 3 Terms And Conditions of Purchase

This section specifies the terms and conditions that the selected Consultant will be subject to.

Section 4A Technical Proposal Forms

This section provides the Technical Proposal Forms which are to be completed by a potential Consultant and submitted in a separate envelope as part of a potential Consultant's total Proposal.

Section 4B Financial Proposal Forms

This section provides the Financial Proposal Forms which are to be completed by a potential Consultant and submitted in a separate envelope as part of a potential Consultant's total Proposal.

Section 5 Terms of Reference

This section includes the detailed Terms of Reference for this procurement that describe the nature, tasks and duties of the consultant services to be procured.

Attachment 1 Selection Criteria

This section describes essential, preferred and desirable criteria for the Proposal. It also describes the specifications by which the Technical Proposals will be evaluated.

Attachment 2 Relevant Policies and Code of Conduct

7. Consultants interested in submitting a Proposal should register their interest by sending an e-mail, giving full contact details of the Consultant, to:

Jihae Hong
Country Representative
Email: jhong@poverty-action.org
Innovations for Poverty Action – Myanmar

8. A pre-Proposal meeting will be held on January 29th, 2016 at 15:00 local time at Save the Children office as specified in the Proposal Data Sheet. Attendance is strongly advised for all prospective Consultants or their representatives but is not mandatory.
9. The closing time for receipt of Proposals is February, 19 2016 at 18:00 local time in Yangon, Myanmar. Proposals received after this time and date shall not be considered and will be returned unopened. Consultants should be aware that distance and customs formalities may require longer than expected delivery time.
10. LEGACY Baseline Survey is contingent on a formalization of agreement by the Save the Children International and Innovations for Poverty Action. LEGACY Baseline Survey is contingent on the analysis of village level data collection currently under way. The results of analysis is expected to be available by end of February.
11. Further, IPA is in the process of registering its business in Myanmar, and will not enter into a binding agreement with the winning Consultant until it has obtained authorization to conduct activities. A contract is contingent on IPA gaining authorization to conduct activities.

Yours sincerely,

A handwritten signature in blue ink, appearing to read "K. I. S. P. K.", with a horizontal line above the letters.

Prathap Kasina
Associate Programs Director
Asia and Knowledge Management
Innovations for Poverty Action

Section 1 Instructions to Consultants

Definitions

- (a) “associate” means any entity or person with whom the Consultant associates in order to provide any part of the Services.
- (b) “confirmation” means confirmation in writing.
- (c) “Consultant” means any entity or person that may provide or provides the Services to IPA under the Contract.
- (d) “Contract” means the contract proposed to be entered into between IPA and the Consultant, including all attachments, appendices, and all documents incorporated by reference therein, a form of which is included in Section 5 of this RFP.
- (e) “day” means a calendar day unless otherwise specified.
- (f) "Financial Proposal" has the meaning given the term in ITC Sub-Clause 3.6.
- (g) “GCC” means the General Conditions of Contract.
- (h) “Instructions to Consultants” or “ITC” means Section 1 of this RFP, including any amendments, which provides Consultants with all information needed to prepare their Proposals.
- (i) “in writing” means communicated in written form (e.g., by mail, e-mail, or facsimile) delivered with proof of receipt.
- (j) "Key Professional Personnel" means the key professional personnel nominated pursuant to ITC Sub-Clause 3.4(d).
- (k) “IPA” means Innovations for Poverty Action, a Non-Profit Corporation, the party with which the selected Consultant signs the Contract for the provision of the Services.
- (l) “PDS” means the Proposal Data Sheet, in Section 2 of this RFP, used to reflect specific country and assignment conditions.
- (m) “Personnel” means professionals and support staff provided by the Consultant, or by any Sub-Consultants, or associates that are assigned to perform the Services or any part thereof.
- (n) "Pre-Proposal Meeting" means the pre-proposal meeting specified in the **PDS**, if any.

- (o) “Proposal” means the Technical Proposal and the Financial Proposal for the provision of the Services submitted by a Consultant in response to this RFP.
- (p) “QCBS” means Quality and Cost-Based Selection method.
- (q) “RFP” means this Request for Proposals, including any amendments that may be made, prepared by IPA for the selection of the Consultant.
- (r) “SCC” means the Special Conditions of Contract.
- (s) “Services” means the tasks to be performed by the Consultant pursuant to the Contract.
- (t) “Sub-Consultant” means any person or entity with whom the Consultant subcontracts any part of the Services.
- (u) "Technical Proposal" has the meaning given the term in ITC Sub-Clause 3.4.
- (v) “Terms of Reference” or “TOR” means the document included in this RFP as Section 5 which explains the objectives, scope of work, activities, tasks to be performed, respective responsibilities of IPA and the Consultant, and expected results and deliverables of the assignment.

1. Introduction

- 1.1 IPA named in the **PDS** will select a Consultant in accordance with the selection method specified in the **PDS**. The selected Consultant will be subject to Terms and Conditions of Purchase.
- 1.2 In the event that no firm can be identified to complete the scope of work described in the Terms of Reference for acceptable price, IPA reserves the right to modify the scope of work described in this RFP.
- 1.3 Throughout this RFP except where the context requires otherwise, words indicating the singular also include the plural and words indicating the plural also include the singular; and the feminine means the masculine and vice versa.
- 1.4 Consultants are invited to submit a Technical Proposal and a Financial Proposal for consulting services required for this assignment as specified in the **PDS**. The Proposal will be the basis for contract negotiations and ultimately for a signed Contract with the selected Consultant.

- 1.5 Consultants should familiarize themselves with local conditions and take them into account in preparing their Proposals. To obtain first-hand information on the assignment and local conditions, Consultants are encouraged to visit IPA before submitting a Proposal and to attend a Pre-Proposal Meeting if one is specified in the **PDS**. Attending any Pre-Proposal Meeting is strongly advised, but not mandatory. Attending any Pre-Proposal Meeting and/or a site visit shall not be taken into account for the purpose of evaluation of Proposals.
- 1.6 IPA will, at no cost to the Consultant, make available relevant project data, expertise, and reports. No other inputs will be provided. Therefore, a Consultant shall plan to cover all incurred expenses that may be foreseen to initiate and sustain the Services in a timely manner, including but not limited to office space, communication, insurance, office equipment, travel, etc. not otherwise specified in the **PDS**.
- 1.7 Consultants shall bear all costs associated with the preparation and submission of their Proposals and contract negotiation.
- 1.8 IPA is not bound to accept any Proposal, and reserves the right to annul the selection process at any time prior to Contract award, without thereby incurring any liability to any Consultant.

Conflict of Interest

- 1.9 IPA requires that Consultants provide professional, objective, and impartial advice and at all times hold IPA's interests paramount, strictly avoid conflicts with other assignments or their own corporate interests, and act without any consideration for future work.
 - 1.9.1 Without limitation on the generality of the foregoing, Consultants, and any of their affiliates, shall be considered to have a conflict of interest and shall not be selected, under any of the circumstances set forth below:

Conflicting Activities

- (a) A Consultant that has been engaged by IPA to provide goods, works or services other than consulting services for a project, and any of its affiliates, shall be disqualified from providing consulting services related to those goods, works or

services. Conversely, a Consultant hired to provide consulting services for the preparation or implementation of a project, and any of its affiliates, shall be disqualified from subsequently providing goods, works or services other than consulting services resulting from or directly related to such consulting services for such preparation or implementation. For the purpose of this paragraph, services other than consulting services are defined as those leading to a measurable physical output, for example surveys, exploratory drilling, aerial photography, and satellite imagery.

Conflicting Assignments

(b) A Consultant (including its associates, if any, its Personnel and Sub-Consultants and any of its affiliates) shall not be hired for any assignment that, by its nature, may be in conflict with another assignment of the Consultant to be executed for IPA or for another client. For example, a Consultant hired to prepare engineering design for an infrastructure project shall not be engaged to prepare an independent environmental assessment for the same project, and a Consultant assisting a client in the privatization of public assets shall not purchase, nor advise purchasers of, such assets. Similarly, a Consultant hired to prepare terms of reference for an assignment should not be hired for the assignment in question.

Conflicting Relationships

- (a) Any Consultant is required to confirm in writing:
- That it is not aware of any connection between it or any of its directors or senior managers and the directors and staff of IPA which may affect the outcome of the selection process. If there are such connections the Consultant is required to disclose them.
 - Whether or not there are any existing contacts between IPA and it and if there are any arrangements which have been put in place over the last twenty four (24) months.
 - That it has not communicated to anyone other than IPA the amount or approximate amount of the tender.

- That it has not and will not offer pay or give any sum of money commission, gift, inducement or other financial benefit directly or indirectly to any person for doing or omitting to do any act in relation to the tender process.

Compliance with Policies and Standards

1.10 Any beneficiaries of this Funding, including IPA and any Consultants, suppliers, contractors, subcontractors and consultants, must comply with the following SCI policies and standards:

- Child Safeguarding Policy
- Anti-Bribery and Corruption Policy

The relevant policies are included as Attachment 2

Eligibility

1.11 Consultants (including their associates, if any), their Sub-Consultants and Personnel, shall satisfy the eligibility criteria set forth below, as applicable.

Qualification and Eligibility of Consultants

1.11.1 Any Consultant is required to confirm in writing that:

- Neither it nor any related company to which it regularly subcontracts is insolvent or being wound up, is having its affairs administered by the courts, has entered into an arrangement with creditors, has suspended business activities, is the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- Neither it nor a company to which it regularly subcontracts has been convicted of fraud, corruption, involvement in a criminal organisation, any money laundering offence, any offence concerning professional conduct, breaches of applicable labour law or labour tax legislation or any other illegal activity by a judgment in any court of law whether national or international;
- Neither it nor a company to which it regularly subcontracts has failed to comply with its obligations relating to the payment of social security contributions or the payment of

taxes in accordance with the legal provisions of the relevant country in which it the Consultant operates.

- Any Consultant will automatically be excluded from the tender process if it is found that they are guilty of misrepresentation in supplying the required information within their tender bid or fail to supply the required information.

1.11.2 Before any commitment is made, Consultant must certify the following and agrees to provide IPA with any such information necessary to undertake its due diligence of such certification:

- The Consultant is not debarred, suspended or excluded by any law or regulation, which would not allow contracting or performance under this RFP.
- The Consultant is not delinquent on any United States federal debt that would impede its ability to participate under this RFP.
- The Consultant will use funds in compliance will all applicable United States anti-terrorist financing and asset control laws, regulations, rules and executive orders.

Eligibility of Associates

1.11.3 In the case where a Consultant intends to associate with another Consultant and/or individual expert(s), then such associates shall also be subject to the eligibility criteria set forth in this RFP

Commissions and Gratuities

1.12 A Consultant shall furnish information on commissions and gratuities, if any, paid or to be paid to agents relating to this RFP or its Proposal and during execution of the assignment if the Consultant is awarded the Contract, as requested in the Financial Proposal submission form (Section 4B).

Origin of Goods and Consulting Services

1.13 Goods supplied and consulting services provided under the Contract may originate from any country subject to the same restrictions specified for Consultants (including their associates, if any), their Personnel and Sub-Consultants set forth in ITC Sub-Clause 1.10.

Only one Proposal

1.14 Consultants may only submit one Proposal. If a Consultant submits or participates in more than one Proposal, all such Proposals shall be disqualified.

However, this does not limit the participation of the same Sub-Consultant, including individual experts, to more than one Proposal.

Proposal Validity

1.15 The **PDS** indicates how long Consultants' Proposals must remain valid after the submission date. During this period, Consultants shall maintain the availability of Key Professional Personnel nominated in the Proposal. IPA will make its best effort to complete negotiations within this period. Should the need arise, however, IPA may request Consultants to extend the validity period of their Proposals. Consultants who agree to such extension shall confirm that they maintain the availability of the Key Professional Personnel nominated in the Proposal, or in their confirmation of extension of validity of the Proposal, Consultants could submit new Key Professional Personnel in replacement, which would be considered in the final evaluation for Contract award. Consultants who do not agree have the right to refuse to extend the validity of their Proposals.

2. Clarification and Amendment of RFP Document

2.1 Consultants may request a clarification of the RFP documents up to the number of days indicated in the **PDS** before the Proposal submission date. Any request for clarification must be sent by email to IPA at the address indicated in the **PDS**. IPA will respond by email and will send copies of the response (including an explanation of the query, but without identifying the source of inquiry) to all Consultants by the date specified in the **PDS**.

2.2 To give prospective Consultants reasonable time in which to take an amendment into account in preparing their Proposals, IPA may, at its discretion, extend the deadline for the submission of Proposals

2.3 Proposal received after RFP closing date will not be considered, unless there are, in IPA's sole discretion, exceptional circumstances which caused the delay.

3. Preparation of Proposals

3.1 The Proposal, as well as all related correspondence exchanged by the Consultants and IPA, shall be written in the English, as specified in the **PDS**.

3.2 In preparing their Proposal, Consultants are expected

to examine in detail the documents comprising the RFP. Material deficiencies in providing the information requested may result in rejection of a Proposal.

3.3 While preparing the Technical Proposal, Consultants must give particular attention to the following:

- (a) The estimated number of person-months for Key Professional Personnel envisaged to execute the assignment may be shown in the **PDS**. However, the evaluation of the Proposal shall be based on the number of person-months estimated by the Consultant.

For fixed-budget-based assignments, the available budget is given in the **PDS**, and the Financial Proposal shall not exceed this budget, while the estimated number of Professional staff-months shall not be disclosed.

- (b) Alternative Key Professional Personnel shall not be proposed, and only one curriculum vitae (CV) may be submitted for each position indicated in the TOR.

Technical Proposal
Format and Content

3.4 Consultants are required to submit a technical proposal, which shall provide the information indicated in the following paragraphs (a) through (g) using the standard forms provided in Section 4A (the “Technical Proposal”). A page is considered to be one printed side of A4 or US letter-size paper.

- (a) Information on the Consultant’s financial capacity is required (Form TECH-2 of Section 4A). A brief description of the Consultants’ organization and an outline of recent experience of the Consultant and of each associate, if any, on assignments of a similar nature is required (Form TECH-3 and TECH-4 of Section 4A). For each assignment, the outline should indicate the names of associates or Key Professional Personnel who participated, duration of the assignment, contract amount, and Consultant’s involvement. Information should be provided only for those assignments for which the Consultant was legally contracted as a corporation or as one of the major firms within a joint venture. Assignments completed by individual professional staff working

privately or through other consultants cannot be claimed as the experience of the Consultant, or that of an associate, but can be claimed by the professional staff themselves in their CVs.

Consultants should be prepared to substantiate the claimed experience if so requested by IPA.

References of the Consultant are also required (Form TECH-5 of Section 4A).

- (b) Comments and suggestions on the Terms of Reference including workable suggestions that could improve the quality/ effectiveness of the assignment; and on requirements for counterpart staff and facilities including: administrative support, office space, local transportation, equipment, data, etc. to be provided by IPA (Form TECH-7 of Section 4A).
- (c) A description of the approach, methodology and work plan for performing the assignment covering the following subjects: technical approach and methodology, work plan, and organization and staffing schedule. Guidance on the content of this section of the Technical Proposal is provided (Form TECH-6 of Section 4A). The work plan should be consistent with the Work and Deliverables Schedule (Form TECH-10 of Section 4A) which will show in the form of a bar chart the timing proposed for each activity.
- (d) The list of the proposed Key Professional Personnel by area of expertise, the position that would be assigned to each person, and their tasks (Form TECH-8 of Section 4A).
- (e) Estimates of the staff input (person-months of foreign and local professionals) needed to carry out the assignment (Form TECH-9 of Section 4A). The person-months input should be indicated separately for home office and field activities, and for foreign and local professional staff.
- (f) CVs of the Key Professional Personnel signed by the staff themselves and/or by the authorized representative (Form TECH-11 of Section 4A).
- (g) A detailed description of the proposed methodology and staffing for training, if the **PDS** specifies training as a specific component of the assignment.

3.5 The Technical Proposal shall not include any financial information other than the required information in

Form TECH-2. A Technical Proposal containing financial information will constitute grounds for declaring the Proposal non-responsive.

- Financial Proposals 3.6 The Consultant’s financial proposal shall be prepared using the forms provided in Section 4B (the “Financial Proposal”). It shall list all prices associated with the assignment, including remuneration for Personnel (foreign and local, in the field and at the Consultants’ home office) and travel expenses, if indicated in the **PDS**. All activities and items described in the Technical Proposal shall be assumed to be included in the price offered in the Financial Proposal.
- Taxes 3.7 A Consultant (including its associates, if any), Sub-Consultants, and their respective Personnel shall be subject to certain Taxes under applicable law (now or hereafter in effect). The Consultant, (including its associates, if any), Sub-Consultants and their respective Personnel shall pay all such Taxes. In the event that any Taxes are imposed on the Consultant, its associates, Sub-Consultants, or their respective Personnel, the Contract price shall not be adjusted to account for such Taxes. IPA shall have no obligation to pay or compensate the Consultant, its associates, Sub-Consultants, or their respective Personnel for any Taxes.
- 3.8 Proposal prices must be shown as both inclusive of and exclusive of any Value Added Tax chargeable or any similar tax (if applicable).
- Currencies 3.9 Consultants must submit their Financial Proposals in the currency or currencies specified in the **PDS**.
- 3.10 Commissions and gratuities, if any, paid or to be paid by Consultants and related to the assignment should be listed in the Financial Proposal Form FIN-1 of Section 4B.
- 3.11 The Consultant will be paid in currency specified in the **PDS**
4. Submission, Receipt, and Opening of Proposals 4.1 The requested copies of the Technical Proposal shall be placed in a sealed envelope/parcel clearly marked “**Technical Proposal**”. Similarly, copies of Financial Proposal shall be placed in a separate sealed envelope/parcel clearly marked “**Financial**”

Proposal”.

Each envelope/parcel shall bear the name and address of IPA as stated in the **PDS**.

- 4.2 Proposals will not be opened publicly.
- 4.3 Submitted proposals will become the property of IPA and may not be returned to Consultant.
- 4.4 The deadline for submission of Proposals is specified in the **PDS**

5. Proposal Evaluation

- 5.1 From the time Proposals are opened to the time the Contract is awarded, Consultants may not contact IPA on any matter related to its Technical Proposal or Financial Proposal. Any effort by a Consultant to influence IPA in the examination, evaluation, ranking of Proposals, and recommendation for award of Contract may result in the rejection of the Consultant’s Proposal.
- 5.2 IPA shall evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria, sub-criteria, and point system specified in Section 3. Each responsive Proposal will be given a technical score (St). A Proposal shall be rejected at this stage if it does not respond to important aspects of the RFP, and particularly the Terms of Reference or if it fails to achieve the minimum technical score indicated in the **PDS**.
- 5.3 Following the evaluation of Technical Proposals, Financial Proposals of firm that pass the minimum technical score will be opened. Firm’s Financial Proposal will be assessed based on reasonableness of the input costs and its fidelity to the methodology and workplan described in the Technical Proposal.
- 5.4 IPA may request clarification of any aspect of Financial and Technical Proposal during this evaluation process, if necessary.
- 5.5 The firms will be ranked on basis of technical score and competitiveness of their Financial Proposal. The top-ranked firm will be first invited for negotiation

5.6 IPA will correct any computational errors, and in cases of a discrepancy between a partial amount and the total amount, or between words and figures the former will prevail. In addition to the above corrections, activities and items described in the Technical Proposal but not priced, shall be assumed to be included in the prices of other activities or items. In cases where an activity or line item is quantified differently in the Financial Proposal from the Technical Proposal, no corrections will be applied to the Financial Proposal in this respect. If Consultants are not required to submit financial proposals in a single currency, prices shall be converted to a single currency for evaluation purposes using the selling rates of exchange, source and date indicated in the **PDS**.

6. Negotiations

6.1 IPA will invite first-ranked Consultant for negotiation. In the event that the negotiation is not successful with the first-ranked Consultant, second-ranked Consultant will be invited for negotiation and so on.

6.2 Negotiations will be held at the address indicated in the **PDS**. The invited Consultant will, as a prerequisite for attendance at the negotiations, confirm the availability of all the Key Professional Personnel listed in the Technical Proposal. Failure to confirm such Personnel may result in IPA proceeding to negotiate with the next-ranked Consultant. Representatives conducting negotiations on behalf of the Consultant must have written authority to negotiate and conclude the Contract on behalf of the Consultant.

Technical Negotiations

6.3 Negotiations will commence with a discussion of the Technical Proposal, including (a) proposed technical approach and methodology, (b) workplan, (c) organization and staffing, and (d) any suggestions made by the Consultant to improve the Terms of Reference.

IPA and the Consultant will then finalize the Terms of Reference, staffing schedule, work schedule, logistics, and reporting. These documents will then be incorporated in the Contract under “Description of

Services.” Special attention will be paid to clearly defining the inputs and facilities required from IPA to ensure satisfactory implementation of the assignment.

IPA shall prepare minutes of negotiations which will be signed by IPA and the Consultant.

Financial Negotiations

- 6.4 It is the responsibility of the Consultant, before starting financial negotiations, to contact the local tax authorities to determine the local Tax amount to be paid by the Consultant under the Contract. In no event, shall IPA be responsible for the payment or reimbursement of any Taxes.
- 6.5 Financial negotiation will commence in step with any changes discussed in the Technical Proposal and with any changes that are discussed in the Terms of Reference.
- 6.6 If the Consultant wishes to propose modifications to the tender (which may provide a better way to achieve IPA’s Specification) these may, at IPA's discretion, be considered as an Alternative Offer. The Consultant must make any Alternative Offer in a separate letter to accompany the Proposal. IPA is under no obligation to accept Alternative Offers.

Availability of Professional Staff/Experts

- 6.7 Having selected the Consultant on the basis of, among other things, an evaluation of proposed Key Professional Personnel, IPA expects to negotiate a Contract on the basis of those Personnel named in the Technical Proposal. Before Contract negotiations, IPA will require assurances that the proposed Key Professional Personnel will be actually available.

During Contract negotiations, IPA will not consider substitution of any Key Professional Personnel unless both parties agree that undue delay in the selection process makes such substitution unavoidable or for reasons such as death or medical incapacity of one of the Personnel. If this is not the case and if it is established that any Key Professional Personnel were offered in the Proposal without confirming their availability, the Consultant may be disqualified. Any proposed substitute shall have equivalent or better qualifications and experience than the original candidate.

- Conclusion of the Negotiations
- 6.8 Negotiations will conclude with a review of the draft Contract and Appendices, following which IPA and the Consultant will sign the agreed Contract. If negotiations fail, IPA will invite the Consultant whose Proposal was ranked second to negotiate a Contract. Please note, IPA will not sign the agreed Contract until they have been authorized to conduct activities in Myanmar.
7. Award Procedure
- 7.1 IPA's Proposal Review Committee will review the Proposals submitted by the Consultants to determine, in accordance with the Selection Criteria, whether they will award the contract to any one of them
- 7.2 After the award of Contract, IPA shall communicate, the name of the winning Consultant and the price, duration, and summary scope of the Contract to all Consultants who have submitted Proposals.
- 7.3 The Consultant is expected to commence the assignment on the date and at the location specified in the **PDS**.
8. Confidentiality
- 8.1 Information relating to evaluation of Proposals and recommendations concerning awards shall not be disclosed to the Consultants who submitted the Proposals or to other persons not officially concerned with the process, until the publication of the award of Contract. The undue use by any Consultant of confidential information related to the process may result in the rejection of its Proposal
- 8.2 The Consultant must treat the RFP, contract and all associated documentation (including the TOR) and any other information relating to IPA's employees, servants, officers, partners or its business or affairs (the "Confidential Information") as confidential. All Bidders shall:
- recognize the confidential nature of the Confidential Information;
 - respect the confidence placed in the Consultant by IPA by maintaining the secrecy of the Confidential Information;

- not employ any part of the Confidential Information without IPA's prior written consent, for any purpose except that of tendering for business from IPA;
- not disclose the Confidential Information to third parties without IPA's prior written consent;
- not employ their knowledge of the Confidential Information in any way that would be detrimental or harmful to IPA;
- use all reasonable efforts to prevent the disclosure of the Confidential Information to third parties;
- notify IPA immediately of any possible breach of the provisions of this clause and acknowledge that damages may not be an adequate remedy for such a breach.

9. Bid Challenge System

- 9.1 IPA reserves exclusive rights to award the contract to Consultant who is deemed best qualified by IPA. Consultants do not have the right to appeal the final decision of IPA.
- 9.2 IPA shall consider any reasonable request from any unsuccessful Consultant for feedback on its Proposal and, where it is appropriate and proportionate to do so, provide the unsuccessful Consultant with reasons why its Proposal was rejected. Where applicable, this information shall be provided within 30 business days from (but not including) the date on which IPA receives the request

10. Acceptance of Proposals

- 10.1 IPA may, unless the Consultant expressly stipulates to the contrary in the Proposal, accept whatever part of a Proposal that IPA so wishes. IPA is under no obligation to accept the lowest or any Proposal

11. Assignment and novation

- 11.1 All Consultants are required to confirm that they will if required be willing to enter into a contract on similar terms with either IPA or any other affiliated entity if so required

Section 2 Proposal Data Sheet

ITC 1.1	The name of IPA is Innovations for Poverty Action, a Non-Profit Corporation The method of selection is the Quality and Cost Based Selection.
ITC 1.4	The Name of the assignment is: LEGACY Baseline Survey
ITC 1.5	<p>A pre-Proposal Meeting will be held on January 29th, 2016 15:00 local time at location:</p> <p>Save the Children Office Wisaya 1st Floor, The Big Meeting Room Salomon Business Centre, corner of U Wisara Road and Dhamazedi Road Bahan Township, Yangon</p> <p>Attendance is strongly advised for all prospective Consultants or their representatives but is not mandatory.</p>
ITC 1.6	IPA will provide the following inputs and facilities: a list of villages, questionnaires programmed in tablet form, anthropometric measurement tools
ITC 1.15	Proposals must remain valid for thirty (30) days after the deadline for the submission of Proposals specified in PDS ITC 4.4.
ITC 2.1	<p>Clarifications may be requested by e-mail not later than 4 days before the deadline for submission of the Proposals, so that responses can be issued to all Consultants not later than 3 days prior to the deadline for submission of Proposals. Clarification request cannot be made in any other format.</p> <p>The contact for requesting clarifications is:</p> <p>Jihae Hong Country Representative Innovations for Poverty Action, a Non-Profit Corporation Email: jhong@poverty-action.org</p>
ITC 3.1	Technical and Financial Proposals shall be submitted in English
ITC 3.3(a)	<p>The estimated total number of person-months for Key Professional Personnel required for the assignment by labor category is:</p> <p>Team Leader: 4 months</p>

	<p>Field Manager: 4 months</p> <p>Consultant may propose a different staffing structure in accordance with its proposed approach, methodology and work plan in its technical proposal.</p>
ITC 3.4(g)	Training is a specific component of this assignment.
ITC 3.6	Per diem and in-country travel will be will be included in the total price in form FIN-2
ITC 3.9	Consultants must submit Financial Proposals in: United States Dollar (USD) and Myanmar Kyat (MMK) No other currency or combination of currencies is allowed.
ITC 3.11	Payments associated with this work will be made in USD
ITC 4.3	<p>A Consultant must submit 2 copies both the Technical Proposal and the Financial Proposal, in the language(s) specified in PDS ITC 3.1. In addition to the paper copies described above, a Consultant must also submit 1 copy of both the Technical and the Financial Proposals in a PDF form when requested.</p> <p>The address for the submission of Proposals is:</p> <p>Innovations for Poverty Action</p> <p>Keier Group Office</p> <p>No. 561, 563, 565, 567</p> <p>Merchant Street, #801 – 804</p> <p>Kyauktada Township, Yangon</p>
ITC 4.4	Technical and Financial Proposals must be submitted no later than 18:00 (Yangon time) on February 19 th , 2016.
ITC 5.2	The minimum technical score St required to pass is 75 out of 100 possible points.
ITC 5.6	<p>The single currency for price conversions is USD for the purposes of evaluation.</p> <p>The source of official selling rates for evaluation purposes is: Central Bank of Myanmar</p> <p>The date of the exchange rate for evaluation purposes is the date 14 days prior to the deadline for submission of the Proposal.</p>
ITC 6.2	The expected date for Contract negotiations is 1 business days after the opening of the Financial Proposals and will be held at mutually agreed on location.
ITC 7.3	The date for commencement of the Services is 2 days after the effective date of

	the Contract
--	--------------

Section 3 Terms and Conditions of Purchase

Definitions and Interpretation

These terms and conditions ("Conditions") provide the basis of the contract between the supplier ("Supplier") and Innovations for Poverty Action (the "Customer"), in relation to the purchase order ("Order") (the Order and the Conditions are together referred to as the "Contract"). All references in these terms and conditions to defined terms - Goods, Services, Prices and Delivery - refer to the relevant provisions of the Order.

2 Quality and Defects

- 2.1 The Goods and the Services shall, as appropriate:
- a) correspond with their description in the Order and any applicable specification;
 - b) comply with all applicable statutory and regulatory requirements;
 - c) be of the highest quality and fit for any purposes held out by the Supplier or made known to the Supplier by the Customer;
 - d) be free from defects in design, material, workmanship and installation; and
 - e) be performed with the best care, skill and diligence in accordance with best practice in the Supplier's industry, profession or trade.
- 2.2 The Customer (including its representatives or agents) reserves the right at any time to audit the Supplier's records, inspect work being undertaken in relation to the supply of the Goods and Services and, in the case of Goods, to test them.

3 Ethical Standards

- 3.1 The Supplier shall observe the highest ethical standards during the performance of its obligations under this Contract including international labour standards promoted by the International Labour Organisation specifically in the areas of child labour and forced labour.
- 3.2 The Supplier, its suppliers and sub-contractors shall comply with all environmental statutory and regulatory requirements and shall not in any way be involved in (a) the manufacture or sale of arms or have any business relations with armed groups or governments for any war related purpose; or (b) terrorism, including checking its staff, suppliers and sub-contractors against the following sanctions lists: UK Treasury List, EC List, OFAC List and US Treasury List.
- 3.3 The Supplier shall comply with the following Customer Policies, which are available upon request: Child Safeguarding; and Anti-Bribery and Corruption.

4 Delivery / Performance

- 4.1 The Goods shall be delivered to, and the Services shall be performed at the address and on the date or within the period stated in the Order, and in either case during the Customer's usual business hours, except where otherwise agreed in the Order. Time shall be of the essence in respect of this Condition 4.1.

- 4.2 Where the date of delivery of the Goods or of performance of Services is to be specified after issue of the Order, the Supplier shall give the Customer reasonable written notice of the specified date.
- 4.3 Delivery of the goods shall take place and title in the Goods will pass on the completion of the physical transfer of the goods from the Supplier or its agents to the Customer or its agents at the address specified in the Order.
- 4.4 Risk of damage to or loss of the Goods shall pass to the Customer in accordance with the relevant provisions of Incoterms rules as in force at the date the Contract is made or, where Incoterms do not apply, risk in the Goods shall pass to the Customer on completion of delivery.
- 4.5 The Customer shall not be deemed to have accepted any Goods or Services until the Customer has had reasonable time to inspect them following delivery and/or performance by the Supplier.
- 4.6 The Customer shall be entitled to reject any Goods delivered or Services supplied which are not in accordance with the Contract. If any Goods or Services are so rejected, at the Customer's option, the Supplier shall forthwith re-supply substitute Goods or Services which conform with the Contract. Alternatively, the Customer may cancel the Contract and return any rejected Goods to the Supplier at the Supplier's risk and expense.

5 Indemnity

The Supplier shall indemnify the Customer in full against all liability, loss, damages, costs and expenses (including legal expenses) awarded against or incurred or paid by the Customer as a result of or in connection with any act or omission of the Supplier or its employees, agents or sub-contractors in performing its obligations under this Contract, and any claims made against the Customer by third parties (including claims for death, personal injury or damage to property) arising out of, or in connection with, the supply of the Goods or Services.

6 Price and Payment

Payment in arrears will be made as set out in the Order and the Customer shall be entitled to off-set against the price set out in the Order all sums owed to the Customer by the Supplier.

7 Termination

- 7.1 The Customer may terminate the Contract in whole or in part at any time and for any reason whatsoever by giving the Supplier at least one month's written notice.
- 7.2 The Customer may terminate the Contract with immediate effect by giving written notice to the Supplier and claim any losses (including all associated costs, liabilities and expenses including legal costs) back from the Supplier at any time if the Supplier:
 - a) becomes insolvent, goes into liquidation, makes any voluntary arrangement with its creditors, or becomes subject to an administration order; or

b) is in material breach of its obligations under the Contract or is in breach of its obligations and fails to remedy such breach within 14 days of written request from the Customer.

7.3 In the event of termination, all existing purchase orders must be completed.

8 Supplier's Warranties

8.1 The Supplier warrants to the Customer that:

a) it has all necessary internal authorisations and all authorisations from all relevant third parties to enable it to supply the Goods and the Services without infringing any applicable law, regulation, code or practice or any third party's rights;

b) it will not and will procure that none of its employees will accept any commission, gift, inducement or other financial benefit from any supplier or potential supplier of the Customer; and

c) the Services will be performed by appropriately qualified and trained personnel, with the best care, skill and diligence and to such high standard of quality as it is reasonable for the Customer to expect in all the circumstances.

9 Force majeure

9.1 Neither party shall be liable for any failure or delay in performing its obligations under the Contract to the extent that such failure or delay is caused by an event that is beyond that party's reasonable control (a "Force Majeure Event") provided that the Supplier shall use best endeavors to cure such Force Majeure Event and resume performance under the Contract.

9.2 If any events or circumstances prevent the Supplier from carrying out its obligations under the Contract for a continuous period of more than 14 days, the Customer may terminate the Contract immediately by giving written notice to the Supplier.

10 General

10.1 The Supplier shall not use the Customer's name, branding or logo other than in accordance with the Customer's written instructions or authorisation.

10.2 The Supplier may not assign, transfer, charge, subcontract, novate or deal in any other manner with any or all of its rights or obligations under the Contract without the Customer's prior written consent.

10.3 Any notice under or in connection with the Contract shall be given in writing to the address specified in the Order or to such other address as shall be notified from time to time. For the purposes of this Condition, "writing" shall include e-mails and faxes.

10.4 If any court or competent authority finds that any provision of the Contract (or part of any provision) is invalid, illegal or unenforceable, that provision or part-provision shall, to the extent required, be deemed to be deleted, and the validity and enforceability of the other provisions of the Contract shall not be affected.

- 10.5 Any variation to the Contract, including the introduction of any additional terms and conditions, shall only be binding when agreed in writing and signed by both parties.
- 10.6 The Contract shall be governed by and construed in accordance with U.S. Law. The parties irrevocably submit to the exclusive jurisdiction of the courts of United States to settle any dispute or claim arising out of or in connection with the Contract or its subject matter or formation.
- 10.7 A person who is not a party to the Contract shall not have any rights under or in connection with it.

Section 4 A: Technical Proposal Forms

TECH-1	Technical Proposal Submission Form
TECH-2	Financial Capacity of the Consultant
TECH-3	Organization of the Consultant
TECH-4	Experience of the Consultant
TECH-5	References of the Consultant
TECH-6	Description of Approach, Methodology and Work Plan for Performing the Assignment
TECH-7	Comments and Suggestions
TECH-8	Team Composition and Task Assignments
TECH-9	Staffing Schedule
TECH-10	Work and Deliverables Schedule
TECH-11	Curriculum Vitae (CV) of Proposed Key Professional Personnel

Note: Comments in brackets on the following pages serve to provide guidance for the preparation of the Technical Proposal and therefore should not appear on the Technical Proposal to be submitted.

Form TECH-1. Technical Proposal Submission Form

[Location, Date]

To: Prathap Kasina
Associate Programs Director
Asia and Knowledge Management
Innovations for Poverty Action, a Non-Profit Corporation
101 Whitney Ave
New Haven, CT 06510,
USA

Dear Mr. Kasina,

Re: LEGACY Baseline Survey

We, the undersigned, offer to provide the consulting services for the above mentioned assignment in accordance with the terms in the Request for Proposal (RFP) dated [Insert Date] and our Proposal.

We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal, each sealed in separate and clearly marked envelope/parcel.

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

We are hereby confirming our compliance with the specifics of ITC, Terms and Conditions of Purchase, Save the Children's Child Safeguarding Policy, Save the Children's Anti-Bribery and Corruption Policy, and IAPG Code of Conduct.

If negotiations are held during the initial period of validity of the Proposal, we undertake to negotiate on the basis of the nominated Key Professional Personnel.

Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations, and we undertake, if our Proposal is accepted, to initiate the consulting services related to the assignment not later than the date indicated in this RFP.

We understand you are not bound to accept any Proposal that you may receive.

Yours sincerely,

Authorized Signatory

Name and title of Signatory

Name of Consultant

Address of Consultant

Annexes:

1. Power of Attorney demonstrating that the person signing has been duly authorized to sign the Proposal on behalf of the Consultant and its associates;
2. Letter(s) of Incorporation (or other documents indicating legal status); and
3. Joint Venture or Association Agreements (if applicable, but without showing any Financial Proposal information).

Form TECH-2. Financial Capacity of the Consultant

[The Consultant’s financial capacity to mobilize and sustain the Services is imperative. In the Proposal, the Consultant is required to provide information on its financial status. This requirement can be met by submission of one of the following: 1) audited financial statements for the last three (3) years, supported by audit letters, 2) certified financial statements for the last three (3) years, supported by tax returns, or 3) a copy of the Consultant’s Dun & Bradstreet “Business Information Report” (BIR). The Dun & Bradstreet report must be either notarized, or accompanied by the following statement by the Consultant:

“I certify that the attached Business Information Report has been issued by Dun & Bradstreet within thirty (30) days of the date of this certification, that the report has not been altered in any way since its issuance, and that it is true and correct to the best of my knowledge”

The statement must be signed by the authorized representative of the Consultant.

If the Proposal is submitted by a joint venture, all parties of the joint venture are required to submit their financial statements or Dun & Bradstreet BIRs. The reports should be submitted in the order of the associate’s significance in the joint venture, greatest to least.

Additionally, the following financial data form shall be filled out for the Consultant and all named associates. IPA reserves the right to request additional information about the financial capacity of the Consultant. A Consultant that fails to demonstrate through its financial records that it has the financial capacity to perform the required Services may be disqualified.]

Financial Information (US\$ X,000’s)	Historical information for the previous three (3) years (most recent to oldest or equivalence in (US\$ X,000’s)		
	Year 1 (Year)	Year 2 (Year)	Year 3 (Year)
Information from Balance Sheet			
(1) Total Assets (TA)			
(2) Current Assets (CA)			
(3) Total Liabilities (TL)			
(4) Current Liabilities (CL)			
Information from Income Statement			
(5) Total Revenue (TR)			
(6) Profits before Taxes (PBT)			

Net Worth (1) – (3)			
Current Ratio (2) / (4)			

[Provide information on current or past litigation or arbitration over the last five (5) years as shown in the form below.]¹

Litigation or arbitration in the last five (5) years: No: _____ Yes: _____ (See below)

Litigation and Arbitration During Last Five (5) Years

Year	Matter in Dispute	Value of Award Against Consultant in US\$ Equivalent
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¹ This information will be required only if the value of the procurement is over 8 million USD

Form TECH-3. Organization of the Consultant

[Provide a brief description of the background and organization of your firm/entity and of each associate for this assignment. Include the organization chart of your firm/entity. The Proposal must demonstrate that the Consultant has the organizational capability and experience to provide the necessary administrative and technical support to the Consultant's Project Team in country. The Proposal shall further demonstrate that the Consultant has the capacity to field and provide experienced replacement Personnel at short notice. Further, the Consultant must nominate a home-office project director who would manage the contract on behalf of the Consultant, if awarded, and submit his/her CV (using Form TECH-11).

Maximum 10 pages, not counting the CV of home-office project director]

Form TECH-4. Experience of the Consultant

[Using the format below, provide information on each relevant assignment for which your firm, and each associate for this assignment, was legally contracted either individually as a corporate entity or as one of the major companies within an association, for carrying out consulting services similar to the ones requested under the Terms of Reference included in this RFP. The Proposal must demonstrate that the Consultant has a proven track record of successful experience in executing projects similar in substance, complexity, value, duration, and volume of services sought in this procurement.

Maximum 20 pages

Assignment name:	Approx. value of the contract (in current US\$):
Country: Location within country:	Duration of assignment (months):
Name of client	Total No. of staff-months of the assignment:
Address:	Approx. value of the services provided by your firm under the contract (in current US\$):
Start date (month/year): Completion date (month/year):	No. of professional staff-months provided by associated consultants:
Name of associated consultants, if any:	Name of proposed senior professional staff of your firm involved and functions performed (indicate most significant profiles such as project director/coordinator, team leader):
Narrative description of project:	
Description of actual services provided by your staff within the assignment:	

Name of Firm: _____

Form TECH-5. References of the Consultant

[Provide contact information for at least two (2) references that can provide substantial input about:

- (a) The type of work performed
- (b) Confirm the quality of the work experience listed in Form TECH-4.

IPA reserves the right to contact other sources as well as to check references and past performance. For each reference, list a contact individual, their title, address, facsimile, phone and e-mail address.

[Maximum 4 pages]

Form TECH-6. Description of Approach, Methodology and Work Plan for Performing the Assignment

[In this section, the Consultant should provide a comprehensive description of how it will provide the required Services in accordance with the Terms of Reference (TOR) included in this RFP. Information provided must be sufficient to convey to the TEP that the Consultant has an understanding of the challenges in performing the required Services and that it has an approach, methodology and work plan to overcome those challenges.

Your Technical Proposal should be divided into the following three (3) chapters:

- (a) Technical Approach and Methodology,
 - (b) Work Plan, and
 - (c) Organization and Staffing
- (a) Technical Approach and Methodology. In this chapter, you should explain your understanding of the objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. You should highlight the problems being addressed and their importance, and explain the technical approach you would adopt to address them. You should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach.
- (b) Work Plan. In this chapter, you should propose the main activities of the assignment, their content and duration, phasing and interrelations, milestones, and delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate them into a feasible working plan. A list of the final documents, including reports, drawings, and tables to be delivered as final output, should be included here. The work plan should be consistent with the Work and Deliverables Schedule of Form TECH-10.
- (c) Organization and Staffing. In this chapter, you should propose the structure and composition of your team. You should list the main disciplines of the assignment, the key expert responsible, and proposed technical and support staff.

Maximum 50 pages, including charts and diagrams]

Form TECH-7. Comments and Suggestions [OPTIONAL]

[These comments shall not be used for evaluation purposes, but may be discussed during negotiations. IPA is not bound to accept any modifications proposed. If the proposed modifications/suggestions would require changes in the offered price, it shall be noted as such, without giving the price of the change. **Disclosure of any prices in this form shall be reason for rejection of the Proposal.**

Maximum 5 pages]

A: On the Terms of Reference

[Present and justify here any modifications or improvements to the Terms of Reference you are proposing to improve performance in carrying out the assignment (such as deleting some activity you consider unnecessary, or adding another, or proposing a different phasing of the activities).]

B: On the Counterpart Staff and Facilities

[Comment here on the counterpart staff and facilities to be provided by IPA.]

Form TECH-8. Team Composition and Task Assignments

Key Professional Personnel				
Name of Staff	Organization	Area of Expertise	Position Assigned	Task Assigned

Form TECH-9. Staffing Schedule

		Staff input (in the form of a bar chart) ¹													Total staff-month input			
			12	2	3	4	5	6	7	8	9	10	11	N	Home	Field ³	Total	
Foreign																		
1		[Home]																
		[Field]																
2		[Home]																
		[Field]																
3		[Home]																
		[Field]																
n		[Home]																
		[Field]																
										Subtotal								
Local																		
		[Home]																
		[Field]																
										Subtotal								
										Total								

1. For Key Professional Personnel the input shall be indicated individually; for support staff it shall be indicated by category (e.g.: draftsmen, clerical staff, etc.).
2. Months are counted from the start of the assignment. For each Personnel indicate separately staff input for home and field work.
3. Field work means work carried out at a place other than the Consultant's home office.

██████████ Full time input

██████████ Part time input

Form TECH-10. Work and Deliverables Schedule

	Activity	Months											
		1	2	3	4	5	6	7	8	9	10	11	12
1													
3													
4													
5													
5													
N	And so on												
	Deliverable												
1													
2													
3													
N	And so on												

[Indicate all main activities of the assignment, including deliverables and other milestones, such as IPA approvals. For phased assignments, indicate activities, deliverables and milestones separately for each phase. Duration of activities shall be indicated in the form of a bar chart. See TOR for the full list of deliverables. Above is a sample format (to be further completed by the Consultant based on the TOR requirements) that shall be used by the Consultant as an indicator of the proposed work load. The submission shall be evaluated as part of the Approach and Methodology.]

Form TECH-11. Curriculum Vitae (CV) for Proposed Key Professional Personnel

1. Proposed Position [only one candidate shall be nominated for each position]
2. Name of Firm [Insert name of firm proposing the staff]
3. Name of Personnel [Insert full name]
4. Date of Birth [Insert birth date] Nationality [Insert nationality]
5. Education [Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment].
6. Membership in Professional Associations
7. Other Training [Indicate appropriate postgraduate and other training]
8. Countries of Work Experience [List countries where staff has worked in the last ten years]
9. Languages [For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing]
Language Speaking Reading Writing
10. Employment Record [Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.]
From [year]: To [year]:
Employer:
Position(s) held:
11. Detailed Tasks Assigned [List all tasks to be performed under this assignment]
12. Work undertaken that best illustrates capability to handle the tasks assigned:
[Among the assignments in which the staff has been involved, indicate the following information for those assignments that best illustrate staff capability to handle the tasks listed under point 11.]
Name of assignment or project:
Year:

Location:

Client:

Main project features:

Position held:

Activities performed:

13. References:

[List at least three individual references with substantial knowledge of the person's work. Include each reference's name, title, phone and e-mail contact information.] [IPA reserves the right to contact other sources as well as to check references.]

14. Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes me, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

I, the undersigned, hereby declare that I agree to participate with the [Consultant] in the above-mentioned Request for Proposal. I further declare that I am able and willing to work:

1. for the period(s) foreseen in the specific Terms of Reference attached to the above referenced Request for Proposal for the position for which my CV has been included in the offer of the Consultant and
2. within the implementation period of the specific contract.
- 3.

Signature of Key Professional Personnel

If this form has NOT been signed by the Key Professional Personnel, then in signing below the authorized representative of the Consultant is making the following declaration.

“In due consideration of my signing herewith below, if the Key Professional Personnel has NOT signed this CV then I declare that the facts contained therein are, to the best of my knowledge and belief, a true and fair statement AND THAT I confirm that I have approached the said Key Professional Personnel and obtained his assurance that he will maintain his availability for this assignment if the Contract is agreed within the Proposal validity period provided for in the RFP.”

Signature of Authorized Representative of the Consultant

Day / month/ year

Section 4 B. Financial Proposal Forms

[Financial Proposal Standard Forms shall be used for the preparation of the Financial Proposal according to the instructions provided under Sub-Clause 3.6 of Section 1: Instructions to Consultants.]

FIN-1 Financial Proposal Submission Form

FIN-2 Price Summary

FIN-3 Breakdown of Price by Activity

FIN-4 Breakdown of Price by Remuneration

Note: Comments in brackets on the following pages serve to provide guidance for the preparation of the Financial Proposal and therefore should not appear on the Financial Proposals to be submitted.

Form FIN-1. Financial Proposal Submission Form

[Location, Date]

To: Mr. Prathap Kasina
 Associate Programs Director
 Asia and Knowledge Management
 Innovations for Poverty Action, a Non-Profit Corporation
 101 Whitney Ave
 New Haven, CT 06510,
 USA

Dear Mr. Kasina,

Re: LEGACY Baseline Survey

We, the undersigned, offer to provide the consulting services for the above mentioned assignment in accordance with your Request for Proposal (RFP) dated [Insert Date] and our Technical Proposal.

Our attached Financial Proposal is for the lump sum of [Insert amount(s)² in words and figures].

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal, as indicated in Paragraph ITC 1.13 of the PDS.

Commissions and gratuities paid or to be paid by us to agents relating to this Proposal and Contract execution, if we are awarded the Contract, are listed below:³

Name and Address of Agents	Amount and Currency	Purpose of Commission or Gratuity

We understand you are not bound to accept any Proposal you receive.

Yours sincerely,

Authorized Signatory

Name and title of Signatory

Name of Consultant

² Amount must coincide with the ones indicated under total price of Form FIN-2.

³ If applicable, replace this paragraph with “No commissions or gratuities have been or are to be paid by us to agents relating to this Proposal and Contract execution”.

Form FIN-2. Price Summary

Re: LEGACY Baseline Survey

	US\$	Price ¹ [Local Currency]
Base Year		
Option Year (1) [if applicable]		
Option Year (2)		
Total Price of Financial Proposal		

1. Indicate the total price to be paid by IPA in each currency. Such total price must coincide with the sum of the relevant sub-totals indicated in Form FIN-3. (Tax provisions relevant to this RFP are set out in Section 5: Contract Forms.)
2. If the RFP contains options, the options will be fully priced and evaluated at 100%.
3. Provide **fully loaded prices** (including any international travel, communication, local transportation, office expenses, shipment of personal effects, direct and indirect rates and profits).
4. See PDS (ITC 3.6) regarding travel-related expenses.

Form FIN-3. Breakdown of Price by Activity

Re: LEGACY Baseline Survey

[Information to be provided in this Form shall only be used to establish payments to the Consultant for possible additional services requested by IPA and/or for the purpose of verification of the market reasonableness of the prices offered. Please complete for each phase.]

Group of Activities by Phase ²	Description ³	
	Price ⁴	
	US\$	Local currency
Total		

1. Form FIN-3 shall be completed for the whole assignment. In case some of the activities require different modes of billing and payment (e.g.: the assignment is phased, and each phase has a different payment schedule), the Consultant shall fill a separate Form FIN-3 for each group of activities. Include base and option years.
2. Names of activities (phase) should be the same as, or correspond to the ones indicated in the second column of Form TECH-10.
3. A short description of the activities whose price breakdown is provided in this Form.
4. Provide **fully loaded prices** (including international travel, communications, local transportation, office expenses, shipment of personal effects, direct and indirect rates and profit).
5. See PDS (ITC 3.6) regarding travel-related expenses.

Form FIN-4. Breakdown of Remuneration

[Information to be provided in this form shall only be used to establish price reasonableness and to establish payments to the Consultant for possible additional services requested by IPA.]

Name ²	Position ³	Person-Month Fully Loaded Rate ⁴		
Foreign Staff			US\$	[Local Currency]
		Home		
		Field		
		Home		
		Field		
		Home		
		Field		
Local Staff				
		Home		
		Field		
		Home		
		Field		
		Home		
		Field		

1. Form FIN-4 shall be filled in for the same Key Professional Personnel and other Personnel listed in Forms TECH- 8 and 9.
2. Professional Personnel shall be indicated individually; support staff shall be indicated by category (e.g., draftsmen, clerical staff).
3. Positions of the Key Professional Personnel shall coincide with the ones indicated in Forms TECH-8 and 9.
4. Indicate separately person-month rates for home and field work. Provide fully loaded prices (including international travel, communication, local transportation, office expenses, and shipment of personal effects, direct and indirect rates and profit).
5. See PDS (ITC 3.6) regarding travel-related expenses.

Section 5 Terms of Reference

I.