

## Request for Proposal

**Solicitation No.:** RFP #1903- 046  
**Title:** Recruiting a firm to conduct a Citizen Perception and Satisfactory Baseline Survey  
**Issue Date:** January 10, 2024  
**Closing Date:** January 31, 2024  
**Questions Due:** January 24, 2024  
**Closing Time:** 17hrs (5 pm) Beirut, Lebanon time  
**Subject:** USAID Contract No. 72026821C00002  
Innovation for Affordable and Renewable Energy for All (INARA) Project

DT Global, the implementer of the Innovation for Affordable and Renewable Energy for All (INARA) Project under USAID Contract No. 72026821C00002, invites proposals for Recruiting a firm to conduct a Citizen Perception and Satisfactory Baseline as described in Attachment I “Statement of Work.”

The period of performance for this activity is anticipated to commence by February 2024 and end by May 2024. The issuance of a subcontract is subject to availability of funds, successful negotiation of the subcontract terms and budget, and reception of USAID’s Contracting Officer subcontract consent, if required. The Contract resulting from this award is envisioned to be a FIRM FIXED PRICE (FFP) subcontract.

DT Global encourages your organization to indicate its interest in this procurement by submitting a proposal in accordance with the instructions in Attachment II “Instructions to Offerors”. Offers will be evaluated based on the evaluation criteria established in Attachment III of this solicitation. An award will be made to the Offeror whose proposal represents the best value to the project after evaluation in accordance with the criteria stated in the solicitation.

To be considered under the solicitation process, the Offeror should submit a complete proposal by the means indicated herein no later than the closing date and time indicated above. Offerors should ensure that the proposals are well written, easy to read and follow, and contain only the requested information.

Proposals should be submitted **electronically** via email to:

INARA Procurement Team  
Email: [procurement\\_inara@dt-global.com](mailto:procurement_inara@dt-global.com)

The solicitation number above must also be mentioned in the subject of the email.

All questions relating to this solicitation must be submitted **electronically** via email to:

Procurement Team at [procurement\\_inara@dt-global.com](mailto:procurement_inara@dt-global.com), no later than **January 24, 2024, at 17hrs (5 pm) Beirut, Lebanon time**. Unless otherwise notified by an amendment to this RFP, no questions will be accepted after this date. No questions/clarifications will be entertained if received by means other than the specified email address. The solicitation number should be stated in the subject. If you are planning to submit a proposal, it is imperative to confirm receipt of this solicitation by email to [procurement\\_inara@dt-global.com](mailto:procurement_inara@dt-global.com) in order to be included on the solicitation mailing list to receive answers to questions and any future amendment(s).



Proposals must be submitted separately via two different emails. The first email shall include the technical proposal as an attachment and should be named "Technical Proposal" and the second email shall include the cost/business proposal and should be named "Business Proposal."

Attachments:

- Attachment I Statement of Work
- Attachment II Instructions to Offerors
- Attachment III Evaluation Criteria
- Attachment IV Prime Contract Flow-Down Clauses

Sincerely,

INARA Procurement

**ATTACHMENT I**  
**STATEMENT OF WORK**

**1. Purpose & Background:**

DT Global is currently implementing the USAID-funded Innovation for Affordable and Renewable Energy for All (INARA) project. INARA seeks to increase the supply of electricity; and to increase the power supply’s cost effectiveness, eco-friendliness, sustainability, and reliability, while clarifying and strengthening the enabling environment for renewable energy (RE).

The INARA Activity’s purpose is to maximize access to power for the largest number of beneficiaries possible through increasing Lebanon’s supply of renewable energy. To achieve this purpose, the Contractor, DT Global through the INARA Activity, will propagate renewable energy systems in Lebanon.

This RFP is seeking a Lebanese registered firm to conduct a Citizen Perception and Satisfactory Baseline Survey as described below.

The INARA Activity is planning to construct and operate a utility scale solar Photovoltaic (PV) plant consisting of PV generators, inverters, battery energy storage system and control systems located in Chlifa, Baalback District. The PV plant will be interconnected to the MV feeder “Deir El Ahmar” with the aim of feeding the generated energy onto the local distribution networks downstream of the point of interconnection. The cluster of communities/towns connected to the feeder “Deir El Ahmar” are as listed in Table 1 below:

Table 1 Households per town

<b>Item</b>	<b>Name of the town</b>	<b>Approximate Number of Households/Commercial units per town</b>
1	Deir El Ahmar	2,277
2	Btedaai	321
3	Ainata Al Arz	320
4	Bechwat	265
5	Zrazir	154
6	Barqa	275
7	Oyoun Orghosh	40
8	Yammoune	465
<b>TOTAL NUMBER OF HOUSEHOLDS</b>		<b>4,117</b>

DT Global is responsible for the design and overall technical oversight of the INARA's activity and intends to subcontract the data collection and analysis of **the Citizen Perception and Satisfactory Baseline Survey** to a local Lebanese firm. The objective of this request for proposals (RFP) is to solicitate technical and cost proposals for this survey and analysis.

The scope of work and technical requirements for this assignment, as well as guidelines for proposal submission are detailed under Scope of Work. The parameters indicated in this scope of work represent the scope of work currently anticipated but is subject to adjustment. DT Global has the right to request updated cost proposals from top offerors based on final details of the scope and sample size following initial review of technical and cost proposals.

## 2. Scope of Work:

The offer should address how it intends to carry out the Statement of Work. It should also demonstrate a clear understanding of the work to be undertaken and of the responsibilities of all parties involved.

DT Global is seeking to subcontract a Lebanese firm that is highly experienced in carrying out large-scale household surveys to implement data collection for the **Citizen Perception and Satisfactory Baseline Survey** between **February 2024 and May 2024**. Offerors must submit proposals which demonstrate a clear understanding of the assignment, address all aspects of the scope of work detailed in the following sections, and clearly demonstrate their ability to complete the work without sacrificing quality, explicitly discussing any relevant trade-offs to be considered as part of the technical approach.

Technical proposals should be organized into Three sections: Technical Approach (Including Work schedule), Personnel and Past Performance. Requirements for each section are described below.

### 2.1 Technical Approach

The **Citizen Perception and Satisfactory Baseline Survey** will be designed to measure citizen perceptions to answer the following indicator:

**Percent increase in Citizen satisfaction with public services enhanced as a result of USG Assistance.**

Public services are defined as the public electricity services in the areas listed in Table 1. Citizens are defined as EDL legal subscribers who own an EDL meter. Citizens will be counted as household residents or small to medium enterprises/commercial entities personnel within the targeted service areas. Citizens' satisfaction will be determined as "very satisfied", "slightly satisfied", "rather dissatisfied" and "very dissatisfied". Only customers who answer "very satisfied" or "slightly satisfied" to the question of satisfaction in the survey will be counted under this indicator.

The objective of this RFP is to understand people's perceptions of current electrical crisis, power shortages, new tariffs, and people methods to mitigate the crisis such as installation of residential solar system, subscription to private generators, EDL meters cancelling or

freezing, energy efficiency practices and impact on behavioral change. This survey will be considered as a Baseline to capture Citizen Perception prior to implementation of the INARA’s activity described above. The approach would survey households as per the sample listed in Table 2. The Solar PV plant intervention is planned to end by 2025 and an endline will be implemented as a second phase of this baseline to feed the related indicator.

Since the indicator’s calculation is the increase of Percentage in Citizen Satisfaction, the offeror will not be responsible for capturing the increase in satisfaction, this will be at the **endline survey which is not included in this RFP**. The Objective of this RFP is to understand people perceptions of recent electrical crisis. Offeror will be responsible to report on the satisfaction of citizen surveyed in the analysis to be captured in the Citizen Perception and Satisfactory CPSR report.

The survey approach would include a door-to-door survey. If non-response is found to be extensive or systematic during a pilot exercise of 2% of the total sample, the Offerors should propose an alternative approach to be followed during the complete survey exercise of 10% of the total sample. The phone call data collection might be applicable only in the case when a security situation is assessed as high risk by DT Global, making the door-to-door survey not possible as per DT Global procedures.

As part of their technical proposals, Offerors must provide up to 1 viable alternative approach for drawing a town-representative sample of the population. A summary of the anticipated contract work schedule, pilot sample size and complete sample size are shown below in Figure 1 and 2, respectively.

The beneficiaries have to be selected randomly; however, the offeror need to include the process of selection in their submitted methodology as requested in the RFP. The geographical streets / neighborhood lists will not be provided by INARA, it’s the responsibility of the offeror. However, the offeror needs to coordinate with the Municipalities before activity initiation.

The total data collection sample of 10% is the offeror/winning bidder target, this may require surveying a higher percentage of households/commercial units to reach a representative data of 10%.

All beneficiaries residing in the towns listed above are eligible to participate in the baseline survey no matter their background. The only restriction is the availability of EDL meter.

Figure 1 Work Schedule

Note, the below is only a sample and the Offeror is required to prepare his proposed work schedule and included as part of his submission:

#	ACTIVITY	MONTH (M) – WEEK (W)													
		M1 W1	M1 W2	M1 W3	M1 W4	M2 W1	M2 W2	M2 W3	M2 W4	M3 W1	M3 W2	M3 W3	M3 W4	M4 W1	M4 W2

1	Contract Signature and Kick off meeting	■													
2	Inception Report (IR) Submission (Methodology & Questionnaire)		■	■											
3	Review of Inception report (IR) by DT Global				■										
4	Field data collection for the pilot exercise and submission of Pilot report (PR)					■	■								
5	DT Global assess the pilot report (PR) results and take decision on next step							■							
6	Completion of Field data collection for the whole sample size as per DT Global decision								■	■	■				
7	Citizen Perception & Satisfactory Report (CPSR) Submission										■	■			
8	Review of CPSR by DT Global												■		
9	Submission of final Baseline Survey Completion Report (BSCR) based on DT Global comments													■	■

10	Final approval of BSCR by DT Global																	
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Table 2 Illustrative sample size for the Citizen Perception and Satisfactory Survey Baseline

Item	Name of the town	Approximate Number of Households /town	Pilot Survey (~2%)	Total Data Collection Sample (~10%)
1	Deir El Ahmar	2,277	45	228
2	Btedaai	321	0	32
3	Ainata Al Arz	320	0	32
4	Bechwat	265	0	27
5	Zrazir	154	0	15
6	Barqa	265	0	27
7	Oyoun Orghosh	40	0	4
8	Yammoune	465	10	46
<b>TOTAL NUMBER OF HOUSEHOLDS</b>		<b>4,117</b>	<b>55</b>	<b>411</b>

The Baseline survey would involve a door-to-door interview lasting no longer than 15 minutes. Electronic data capture and surveyed household coordinates are required for this exercise. In case the household coordinates are found difficult to achieve, coordinates of the surveyed streets/neighborhood to be provided as alternative. DT Global has a strong preference for proposals that will allow DT Global to program the electronic questionnaire and maintain control over the data collection server, to allow for maximum consistency in the data collected. Offerors' technical proposals must be structured into the following sections, addressing all required points described below.

The main objective of the survey is to target citizens at household level; small to medium enterprises/commercial entities need to be included as part of the survey, depending on the availability in each village. The total number of household and small to medium enterprises surveyed (data collected) should not exceed the total number listed in Table 2 above.

#### A. Technical Approach – Methodology

##### A.1 Field Work Preparation

Prior to the start of data collection, the Subcontractor will be required to complete the following tasks. Technical proposals must briefly describe the Offerors' approach to each, as well as any practical or logistical challenges or risks that would be encountered with proposed mitigation strategies.

- Submit the survey questionnaire in electronic form. ODK (Open Data Kit) tool such as but not limited to KoboCollect or similar. It is the responsibility of the offeror to draft the questionnaire subject to INARA's approval.
- Provide translation and back-translation from/to Arabic. Back-translations must be completed by a third party, who was not involved in the forward translations.
- Bug-test the electronic survey program and report issues to DT Global
- Pre-test the questionnaire in a sample of **55 households** (Pilot phase)
- Conduct Door-to-Door interviewer training. Proposals must specify the recommended duration, location, and content of field staff training as part of the technical approach. This includes the approach to assessing interviewers' readiness to conduct data collection. Representatives of DT Global will attend the training to the extent feasible. It is recommended that more interviewers be trained than will be required for this data collection activity, so that top performers are selected, as well as maintaining a pool of back-up interviewers.
- Provide interviewers with opportunity to practice administration of the tool in a sample of 2+ households. Report any issues with questionnaire wording, flow, and programming to DT Global immediately following this.
- Assess interviewer performance and select the final team.
- Translate and back-translate the final version of the questionnaire following any revisions as a results of administration test and pilot phase.

To maximize the chances of reaching the Citizen at Household level, varying the day or time of the day that visits are made, is recommended. Offerors should describe additional measures they propose to consider maximizing response rates by visit. Any person available in the household can be interviewed, noting that the Subcontractor will be recommended to diversify the interviewees by Sex and age, capturing the perception of women and youth (above 18 years old) is appreciated. Households selected should be spread all over the town geographical street/neighborhoods.

Offerors must describe at least One alternative approach to conducting a citizen perception survey using phone-based interview approach, representative at the town level. For each alternative approach, Offerors must include the following:

- Discuss relevant technical pros/cons and relevant trade-offs of employing the approach.
- Describe in detail each step of the sampling approach, including a description of the sampling frame, how it is constructed, when it was last updated, and any known or suspected issues regarding coverage limitations in the sampling frame.
- Specify the sample size, clearly and transparently describe the equations, calculations, and assumptions used to calculate the sample size.
- Specify, if applicable, what are the primary and/or secondary sampling units.
- Specify the average population (households or individuals) of the sampling units.
- How representativeness will be achieved and verified.
- How Citizens will be contacted.



- Offerors must describe how data would be captured and justify the proposed approach.

### **A.2 Data quality and Monitoring**

Offerors should describe in depth as part of the technical proposal their procedures for ensuring quality and monitoring interviewer performance throughout data collection. Required aspects of quality control include daily team debriefs, supervisor direct observation (or listening), and backchecks documented according to a tool or form developed by the subcontractor and approved by DT Global.

This section must address measures taken to ensure that interviewers are properly trained and have adequate comprehension of the procedures and survey tool before starting data collection; measures to monitor, supervise, and course-correct the performance of interviewers during data collection; and corrective measures that will be taken in the event of any discrepancies or performance issues during data collection. Note that DT Global may at its discretion request the replacement of enumerators deemed to be performing inadequately in training or in the field.

DT Global will be conducting its own independent quality assurance for the duration of this activity, including high-frequency checks. Subcontractors will be required to respond in a timely manner to DT Global questions regarding data quality control and other measures of data quality assurance.

### **A.3 Confidentiality & Data Security**

Offerors must also describe in their technical proposals how they will ensure adequate protection of respondent's confidential and private information during data collection and data security. This includes physical safeguarding of devices and data; or any password-protected, permission-restricted, encrypted, or other methods of protecting data. All field staff will be asked to sign a non-disclosure agreement signifying their understanding of ethical behavior in the field and proper handling of interviewees' confidential and personal information.

### **A.4 Challenges / Factors**

Describe any potential challenges anticipated in successfully implementing the survey as well as proposed ways to mitigate these challenges. This could include challenges, risks, or limitations related to seasonality, holidays or observances, difficulties in identifying intended interviewees, known limitations in the offerors' proposed sampling approaches, or others.

Subcontractor will need to list any external factor that might affect the citizen's perception during the data collection at different levels such as Economic, Political, Security, financial, etc, these factors need to be documented and accounted for while drafting the final report.

## **B. Key Personnel and Staff**

The Offerors should describe the proposed field and managerial team and attach copies of the CVs for the following key personnel as part of their technical proposal.

**Team Lead:** Required qualifications include 8+ years of relevant experience managing large-scale data collection exercises in Lebanon. Advanced degree in social science or related field. Experience conducting surveys in topics related to citizens satisfaction and perception survey is preferred. Ability to lead strategic thinking, result-based management, monitoring and evaluation and reporting. Ability to lead and manage data collection surveys. Previous experience with qualitative and quantitative surveys, including planning, management, data collection and logistics. Previous experience coding and analyzing quantitative data from surveys.

Experience with donors or multi-lateral clients is also preferred, experience with USAID projects is considered as an added value. Excellent writing skills, with analytical capacity and ability to synthesis activity outputs and relevant findings for the preparation of quantitative and qualitative reports.

**Field Manager:** Required at least 5 years of relevant experience managing large-scale data collection exercises in Lebanon, including conducting quality control and managing survey teams for complex and large-scale surveys. Master's degree in social science or related field. Experience with US Government donors (USAID; BPRM), UN agencies (e.g. UNICEF), surveys is highly preferred. Fluency in English and Arabic is required.

**Enumerator/supervisor:** Required at least 2 years of relevant experience in conducting door-to-door household interviewing and filling electronic questionnaires. Offerors must specify the total number of enumerators and supervisors that will conduct the activity along with the proposed supervisor to enumerator ratio. Offerors should state what their minimum qualifications are for enumerators, supervisors, and other field staff, and must also state what is the proportion of the interviewers to the supervisors. Describe contingencies for staff replacement, should the need arise, during data collection.

Any other positions deemed essential for the successful implementation of the activity should be listed here as well along with required qualifications, approach to recruiting qualified individuals to fill the position(s), and their proposed responsibilities as part of this RFP.

The recruitment and employment of local Enumerators is highly encouraged. Offeror **with at least 10% female employees is encouraged to apply**. It would be recommended to always have 2 enumerators for each household survey while respecting gender diversity.

### C. Past Performance

Offerors should submit evidence of previous experience in executing similar projects. The minimum requirement is to have executed door-to-door surveys. At least one submitted project should include a baseline survey for Citizen Perception. Experience with UAID is an added qualification. Offerors need to submit at least 3 past performances report each one of them must include at minimum an overall description of the scope of work, period of performance, the results of the activity, the budget of the activity, and contact information for a reference from that assignment. This experience should reflect institutional capacity, and individual team members. At least one submitted project should include a baseline for

Citizen Perception survey data collection, with methodologies and with populations/locations as those in this scope of work. DT Global reserves the right to contact references provided in these past performance reports.

## **2.2 Reporting and Deliverables**

Subcontractors will be required to submit the following reports. DT Global will assist in providing report templates as guidance to the Subcontractor, if needed, following execution of a subcontract.

1. Inception Report (IR): 2 weeks after contract signature (questionnaire and schedule as Annexes)
2. Pilot Report (PR): 2 weeks after approval of IR and Pilot data collection (55 Households) including back translations and training of enumerators.
3. Citizen Perception & Satisfactory Report (CPSR): 2 weeks following the completion of data collection. The report should highlight the methodology used, challenges and the result of the survey. The report should be narrative with a data analysis section interpreting the data collected using informative graphs and charts.
4. Final Baseline Survey Completion Report (BSCR) after DT Global comments on CPSR: 2 weeks following comments receipt. It is to be noted that the BSCR is the revision of the CPSR after integration of INARA's comments. Comments could be related to data verification, data visualization, description of results, etc.

DT Global will request the subcontractor to follow a submission methodology. Each report submitted need to have a cover page (Transmittal sheet) including the following information for processing and recording action:

- a. Project name
- b. Report Title as per the above nomination
- c. Date of report submission
- d. Name and address of Subcontractor
- e. Unique document reference with revision submission  
Example: reference for inspection report would look like: IR-CPSB-01-A-Date

IR: Inception Report

CPSB: Citizen Perception & Satisfactory Baseline

01: first document submitted by Subcontractor

A: First revision

- f. Signature of the team leader or subcontractor appointed responsible person.
- g. Signature Dates for the subcontractor and DT Global
- h. A section for DT Global marking to indicate the status of the report as follows:
  - Approved
  - Approved as Noted
  - Revise and Resubmit
  - Rejected

### 2.3 Deliverables and Payment Schedule

The Subcontractor will submit invoices according to the payments listed below. Weeks are estimated, and relative to contract signature. Submission dates for each deliverable invoiced and DT Global approval dates should be specified on the invoice. Invoices will **NOT** be processed prior to DT Global accepting deliverables/milestones in writing.

Table 3 Payment Schedule:

<b>Payment</b>	<b>Deliverable</b>	<b>Schedule after contract signature</b>	<b>%</b>
1	Inception Report	Week 3	15%
2	Pilot Report	Week 6	20%
3	CPSR Citizens Perception and Satisfactory Report	Week 11	40%
4	Final Baseline Survey Completion Report (BSCR)	Week 14	25%
<b>TOTAL</b>			<b>100%</b>

## ATTACHMENT II

### INSTRUCTIONS TO OFFERORS

#### General Instructions

These Instructions to Offerors will not form part of the offer or of the Subcontract. They are intended solely to aid Offerors in the preparation of their proposals.

- This is a full and open competition open to Lebanese registered firms.
- The proposals, and all corresponding documents related to the proposal must be written in the English language unless otherwise explicitly allowed.
- No costs incurred by the Offerors in preparing and submitting the proposal are reimbursable by DT Global. All such costs will be at the Offeror's expense.
- Proposals and all cost and price figures must be presented in USD.
- INARA project is VAT exempted, all invoices issued by your company will be stamped and signed with a special stamp filled in detail as mentioned in the agreement with the ministry of finance. Value Added Tax (VAT) shall be included in your offer on a separate line as 0 (zero) value.
- The Offeror must state in its Proposal the validity period of its offer. The minimum offer acceptance period for this RFP is **60 days** after closing date of the RFP. Offers with a shorter acceptance period will be rejected. This RFP in no way obligates DT Global to award a subcontract.
- Responsibility Determination: Award shall only be made to "responsible" prospective Offerors. To enable DT Global to make this determination, the Offeror must briefly describe in the Attachment Section of the proposal that it:
  - has adequate financial resources including appropriate insurance coverage to perform the work stated herein, or the ability to obtain them.
  - is able to comply with the required or proposed delivery or performance schedule, taking into consideration all existing commercial and governmental business commitments;
  - has a satisfactory performance record;
  - has a satisfactory record of integrity and business ethics;
  - has the necessary technical capacity, equipment and facilities, or the ability to obtain them; and
  - is otherwise qualified and eligible to receive an award under applicable laws and regulations.
- Eligibility of Firms – Source /Nationality: The authorized geographic code for the source and nationality of the goods, services, and suppliers under the INARA contracts is 937. 937 requires that goods and services be acquired from the United States, cooperating country, and developing countries other than advanced developing countries but excluding any country that is a prohibited source. A full discussion of the source and nationality requirements maybe found at 22 CFR 228. Offerors whose proposals fail to meet the nationality requirements will be considered non-responsive.
- NDAA Section 889 Compliance. Section 889 of John S. McCain National Defense Authorization Act for Fiscal Year 2019 (NDAA) prohibits the U.S. Government and its contractors from (1) procuring or obtaining any equipment, system, or services that uses covered telecommunications equipment or services and (2) enter into a contract (or extend or renew a contract) with an entity that uses any equipment, system, or service that uses covered telecommunications equipment or services. A full

discussion of the prohibitions can be found at FAR 52.204-25. To be eligible for award the offeror must complete and sign the representation in Attachment IV.

- In addition to the above and to comply with the Lebanese local laws, Offerors must be licensed and authorized to conduct business in Lebanon.
  
- Late Offers: Offerors are wholly responsible for ensuring that their offers are received in accordance with the instructions stated herein. DT Global reserves the right to reject any offer not submitted by the indicated deadline, even if it was late as a result of circumstances beyond the Offeror's control.
- Modification/Withdrawal of Offers: Offerors have the right to withdraw, modify or correct their offer after such time as it has been emailed to DT Global; at the email address stated above and provided that the request is made before the RFP closing date.
- Disposition of Proposals: Proposals submitted in response to this RFP will not be returned. Reasonable efforts will be made to ensure confidentiality of both Business and Technical Proposals received from all Offerors. This RFP does not seek information of a highly proprietary nature but if such information is included in the Offeror's proposal, the Offeror must alert DT Global and must annotate the material by marking it "Confidential and Proprietary" so that these sections can be treated appropriately.
- Regardless of the method used in the submission of the proposal, the Technical Proposal and Business Proposal must be kept separate from each other. Technical Proposals **must not** make reference to cost or pricing data in order that the technical evaluation may be made strictly on the basis of technical merit.
- Clarification and Amendment to the RFP:
  - Any question raised regarding this solicitation should be received no later 5 pm Beirut, Lebanon time on January 24, 2024. All questions must be **in writing**, emailed to the email address specified in the cover letter. No questions/clarifications will be entertained if they are received by means other than the aforementioned email address. The solicitation number should be stated in the subject line. Responses to questions received will be compiled and emailed to potential Offerors.
- If Offeror intends to submit a proposal in response to this solicitation and wishes to receive any updates thereto, Offeror is encouraged to confirm receipt of this solicitation by email to the email address specified in the cover memo.
- Offeror's email message should state in the subject the solicitation number. Also, the email should include the name of your organization, the name of contact person, email address and telephone number.
- DT Global anticipates that discussions with Offerors will be conducted; however, DT Global reserves the right to make award without discussions. Therefore, it is strongly recommended that Offerors present their best offer as their initial submission.
- DT Global may waive informalities and minor irregularities in proposals received.

#### **Submission of Proposal:**

- Proposals must be submitted in an electronic format as an email attachment, sent to the email address specified in the cover letter, no later than the date and time specified in the cover letter.
- The email should state the solicitation number in the subject line.
- The file attachment should be in a format that can be opened by one of the following applications: PDF, MSWord, MExcel, MSPowerPoint. The submission of attachments in any other format may result in disqualifying the offer.

- Please note that the DT Global email server has a limitation of 20MB for the total attachments per single email. It is strongly recommended that the size of ALL attachments per a single email be less than 20MB.
- The technical proposal and business proposals should be submitted in two separate emails. The first should be named “Technical” and the second is named “Cost/Business.” If the submission will be through several emails, then the emails should be sequentially numbered indicating the total number of emails that will be submitted (example 1/4, 2/4, 3/4 and 4/4).

### **Content of Proposal:**

The proposal shall consist of five (5) sections. 1) The Cover Page-Technical, 2) The Technical Proposal, 3) The Cover Page-Cost, 4) the Cost/Business Proposal; and 5) The Attachments

#### 1. The Cover Page-Technical:

The cover page should be on the Offeror’s letterhead and **MUST** contain the following information:

- Solicitation Number
- Company’s Name:
- Company’s Address
- Name of Company’s authorized representative
- Telephone No, Cellular Phone #, Email address
- Validity of Proposal
- Signature, Date and time

#### 2. Technical Proposal:

The technical proposal shall describe how the Offeror intends to carry out the statement of work. It will also address the Offeror’s corporate capabilities to carry out the work and the extent to which the Offeror has a demonstrated ability to provide the required services.

The Offeror will also include the resumes of all proposed personnel. The Offeror shall provide information about past performance implementing similar work globally, and most particularly, in Lebanon within the last 3 years. Capacity to undertake the technical and administrative backstopping of all interventions described in the Scope of Work. Offeror should also provide detailed description of existing facilities in Lebanon.

The technical proposal should be divided into three sections following the same order of the technical evaluation criteria mentioned in Attachment III. Failure to respond to any section will be the basis for disqualification of the Offeror from further consideration.

#### 3. The Cover Page - Cost/Business:

The cover page should be on the Offeror’s letterhead and **MUST** contain the following information:

- Solicitation Number
- Company’s Name:
- Company’s Address
- Name of Company’s authorized representative
- Telephone No, Cellular Phone #, Email address

- Total Proposed Price
- Validity of Proposal
- A valid business license or Registration Certificate
- Signature, Date and time

#### 4. The Cost/Business Proposal:

As stated earlier, the cost proposal shall be submitted separately from the technical proposal. The budget will present the cost for performing the work specified in this solicitation. A template is provided for the pricing in Attachment III. At a minimum, the cost proposal will include the following information:

- A detailed cost break-down of the proposed budget to the maximum extent practical using the template provided.
- A detailed and comprehensive budget narrative explaining the basis for the cost estimates.

#### 5. Attachments

This section will include any information or document that was not listed in the above sections and the Offeror finds necessary to include in the proposal. In this section, the Offeror will also include the information that will assist DT Global to determine the Offeror's responsibility. The following are required documents to be submitted with the proposal:

- Current copy of the business registration (front and back)
- Completed and signed NDAA Representation Form (see Annex IV)

This solicitation in no way obligates DT Global to award a subcontract, nor does it commit DT Global to pay any costs incurred in preparation and submission of a proposal in response to the RFP. Furthermore, DT Global reserves the right to reject any and all offers if such action is in the best interest of DT Global.

#### **Instructions for the Preparation of the Cost/Business Proposal**

The subcontract type will be FIRM FIXED PRICE (FFP) subcontract.

A Firm Fixed Price Subcontract is: An award for the provision of specific services, goods, or deliverables and is not adjusted if the actual costs are higher or lower than the fixed price amount. Offerors are expected to include all costs, direct and indirect, into their total proposed price.

The Offeror must provide a completed budget in the template provided. If an Excel file, it should not be 'read only' or 'protected' The proposal must include any necessary supporting information to substantiate proposed costs. The Offerors must submit a detailed budget narrative that supports and clarifies item for item the cost estimates proposed in its budget. Narratives for the individual cost items must provide a discussion of any estimated escalation rates where applicable. Estimated costs proposed to exceed ceilings imposed by USAID or Federal procurement policy must be fully explained and justified.



**ATTACHMENT III**  
**EVALUATION CRITERIA**

**TECHNICAL PROPOSAL EVALUATION (100 Points):**

Proposals will be evaluated according to the criteria stated herein. The relative importance of each individual criterion is indicated by the number of points assigned thereto. A total of 100 points is the maximum possible technical score for each proposal. The evaluation criteria serve to: (a) identify the significant factors which the Offeror should address in their proposal under each section and (b) set the standard against which all proposals will be evaluated.

**1) Technical Approach & Methodology (50 Points):**

- Adequacy and clarity of technical approach for Pilot Survey, alternative and completed data collection.
- Approach to minimizing refusals & non-response.
- Overall approach to fieldwork preparations & enumerator training
- Approach to quality control before, during, and after data collection
- Clear capability for on-time delivery
- Mitigation strategies for any anticipated challenges, risks, limitations

The Technical Approach & Methodology must be between 5 to 7 pages.

**2) Key Personnel & Staff (25 Points):**

- Qualifications and experience of key personnel (all CVs submitted should be up to 6 pages max))
- Quality of overall team composition (e.g. total staff, team size, clarity of roles/responsibilities)
- Percentage of women laborers and the approach to have qualified women in the project will be an added value.

The team structure must be between 2 to 3 pages.

**3) Past Performance (25 points)**

- A proven track record of implementing similar activities to those outlined in the scope of work.
- Past experience conducting electronic data collection.

3 past performance report of 1 page each.

Material that exceeds the page limitations will not be reviewed or scored by DT Global.

**Technical proposals must not include any cost or financial information. DT Global may disqualify bids that include financial information in the technical proposal.**

**COST PROPOSAL EVALUATION:**

Evaluation scores are not assigned for cost. The review of the cost proposal shall include cost realism. This process will include a review of the cost portion of the Offeror’s proposal to determine if the overall costs proposed are reasonable and realistic for the work to be performed, if the cost reflects that the Offeror understands the requirements, and if the costs are consistent with the technical part of the proposal. Cost proposals providing more direct funding towards the program instead of administrative costs will be reviewed favorably in the best value determination. Offerors must use the costing template provided as **Table 4**.

Evaluation of cost proposals will consider, but not be limited to, the following:

- Cost realism and completeness of cost proposal and supporting documentation.
- Overall cost control evidenced in the proposal such as avoidance of excessive salaries, competitive procurement of subcontracts, excessive cost of management oversight and other costs in excess of reasonable requirements.
- Amount of proposed fee, if any.
- Cost efficiency of proposed Other Direct Costs (ODCs).

Bidders are reminded that DT Global is not obligated to award a negotiated subcontract based on lowest proposed cost or to the bidder with the highest technical evaluation score. DT Global will make award to the bidder whose proposal offers the best value to the INARA program considering both technical and cost factors. When competing technical proposals are considered essentially equal then cost will become the determining factor.

Table 4 Cost Proposal - Budget

<b>Labor Cost</b>					
Labor Position	Name	Number of Persons	Daily rate	Level of effort (number of days)	Cost (\$) Equal = Number of Persons*Daily Rate*Level of Effort
Labor Cost Total					
<b>Direct Cost</b>					
Item Description	Units	Quantity	Unit Cost	Note if any	Total Cost (\$) = Quantity*Unit Cost
Direct Cost Total					
<b>TOTAL COST (LABOR &amp; DIRECT)</b>					<b>Labor Cost + Direct Cost</b>

Number of rows in Table 4 are indicative only, Offeror to leave unused rows blank.

**Budget:** Cost proposals shall consist of a budget in Excel with traceable, transparent formulas and must include notes/assumptions related to budget inputs. Offerors are required to use the budget template provided in Table 4.

**Budget Narrative:** Offerors are also required to submit a Budget Narrative (Word or PDF, 3-pages maximum) summarizing key assumptions and inputs in the budget. The Offeror must propose costs that it believes are realistic and reasonable for the work in accordance with the Offeror's technical approach. All cost and financial data should be fully supported, complete in detail, and organized in a manner that facilitates review and permits cost analysis. Budget narrative should include the cost per completed deliverable to allow for fair comparison.

Dt Global has the right to reduce the number of households to be surveyed prior to contract signature.

## ATTACHMENT IV

### REPRESENTATION REGARDING CERTAIN TELECOMMUNICATIONS AND VIDEO SURVEILLANCE SERVICES OR EQUIPMENT

#### (a) Prohibitions.

Section 889(a) of the John S. McCain National Defense Authorization Act (NDAA) for Fiscal Year 2019 (Pub. L. 115-232) prohibits the U.S. Government and any of its contractors and subcontractors from procuring or obtaining, or extending or renewing a contract to procure or obtain, any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system.

#### (b) Definitions:

*Covered foreign country* means The People's Republic of China.

*Covered telecommunications equipment or services* means telecommunications equipment produced by Huawei Technologies Company, ZTE Corporation, Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities)

*Critical technology* means defense articles or defense services included on the United States Munitions List set forth in the International Traffic in Arms Regulations under subchapter M of chapter I of title 22, Code of Federal Regulations; Items included on the Commerce Control List set forth in Supplement No. 1 to part 774 of the Export Administration Regulations under subchapter C of chapter VII of title 15, Code of Federal Regulations, and controlled- (i) Pursuant to multilateral regimes, including for reasons relating to national security, chemical and biological weapons proliferation, nuclear nonproliferation, or missile technology; or (ii) For reasons relating to regional stability or surreptitious listening; Specially designed and prepared nuclear equipment, parts and components, materials, software, and technology covered by part 810 of title 10, Code of Federal Regulations (relating to assistance to foreign atomic energy activities); Nuclear facilities, equipment, and material covered by part 110 of title 10, Code of Federal Regulations (relating to export and import of nuclear equipment and material); Select agents and toxins covered by part 331 of title 7, Code of Federal Regulations, part 121 of title 9 of such Code, or part 73 of title 42 of such Code; or Emerging and foundational technologies controlled pursuant to section 1758 of the Export Control Reform Act of 2018 (50 U.S.C. 4817).

*Reasonable inquiry* means an inquiry designed to uncover any information in the entity's possession about the identity of the producer or provider of covered telecommunications equipment or services used by the entity that excludes the need to include an internal or third-party audit.

*Substantial or essential component* means any component necessary for the proper function or performance of a piece of equipment, system, or service.

**(c) Representation.** After conducting a reasonable inquiry Subcontractor represents that it [ ] will or [ ] will not provide covered telecommunications equipment or services to DT Global in the performance of any contract, subcontract, order, or other contractual instrument resulting from this contract. This



representation shall be provided as part of the proposal and resubmitted on an annual basis from the date of award.

**(d) Disclosures.** If the Subcontractor has responded affirmatively to the representation in paragraph (c) of this clause, the Subcontractor shall provide the following additional information to DT Global:

(1) List of all covered telecommunications equipment and services offered or provided (Entity name, brand; model number, such as original equipment manufacturer (OEM) number, manufacturer part number, or wholesaler number; and item description, as applicable);

(2) Explanation of the proposed use of covered telecommunications equipment and services and any factors relevant to determining if such use would be permissible under the prohibition in paragraph (b) of this provision;

**(e) Reporting requirement.**

(1) In the event the Subcontractor identifies covered telecommunications equipment or services used as a substantial or essential component of any system, or as critical technology as part of any system, during contract performance, or the Subcontractor is notified of such by a subcontractor at any tier or by any other source, the Subcontractor shall report the information in paragraph (d)(2) of this clause to DT Global.

(2) The Subcontractor shall report the following information pursuant to paragraph (d)(1) of this clause

(i) Immediately upon such identification or notification: the contract number; the order number(s), if applicable; supplier name; supplier unique entity identifier (if known); supplier Commercial and Government Entity (CAGE) code (if known); brand; model number (original equipment manufacturer number, manufacturer part number, or wholesaler number); item description; and any readily available information about mitigation actions undertaken or recommended.

(ii) Within 5 business days of submitting the information in paragraph (d)(2)(i) of this clause: any further available information about mitigation actions undertaken or recommended. In addition, the Subcontractor shall describe the efforts it undertook to prevent use or submission of covered telecommunications equipment or services, and any additional efforts that will be incorporated to prevent future use or submission of covered telecommunications equipment or services.

**(f) 2<sup>nd</sup> Tier Subcontracts.** The Subcontractor shall insert the substance of this clause, including this paragraph (f), in all 2<sup>nd</sup> Tier subcontracts and other contractual instruments, including subcontracts for the acquisition of commercial items.

**(g) SAM Verification.** The Subcontractor shall regularly review the list of excluded parties in the System for Award Management (SAM) (<https://www.sam.gov>) to identify entities excluded from receiving federal awards for “covered telecommunications equipment or services”.

Contract/Subcontract No.: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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

Title/Position: \_\_\_\_\_

Organization: \_\_\_\_\_

**ATTACHMENT V**
**PRIME CONTRACT FLOW-DOWN CLAUSES**

This Contract will be funded by the U.S. Agency for International Development (USAID) with DT Global implementing this USAID project. Applicable clauses incorporated herein by reference shall have the same force and effect as if they were incorporated in full text. A copy of the full text of each clause may be obtained from <http://www.acquisition.gov/far>, <http://www.usaid.gov/policy/ads/300/aidar.pdf>, or from DT Global's procurement official. The term "FAR" means Federal Acquisition Regulation. The terms, "Contractor," "Government" and "Contracting Officer" as used in these clauses shall refer to Vendor, DT Global, and DT Global Contract Administrator respectively. In no event shall any provision of this contract or Orders issued against it be construed as allowing the Vendor to appeal directly to or otherwise communicate directly with (USAID) without written consent of DT Global.

<b>NUMBER</b>	<b>TITLE</b>	<b>DATE</b>
FEDERAL ACQUISITION REGULATION (48 CFR Chapter 1)		
52.202-1	DEFINITIONS	NOV 2013
52.203-5	COVENANT AGAINST CONTINGENT FEES	MAY 2014
52.203-6	RESTRICTIONS ON SUBCONTRACTOR SALES TO THE GOVERNMENT	SEP 2006
52.203-7	ANTI-KICKBACK PROCEDURES	MAY 2014
52.203-8	CANCELLATION, RESCISSION, AND RECOVERY OF FUNDS FOR ILLEGAL OR IMPROPER ACTIVITY	MAY 2014
52.203-13	CONTRACTOR CODE OF BUSINESS ETHICS AND CONDUCT	OCT 2015
52.204-9	PERSONAL IDENTIFICATION VERIFICATION OF CONTRACTOR PERSONNEL	JAN 2011
52.204-10	REPORTING EXECUTIVE COMPENSATION AND FIRST-TIER SUBCONTRACT AWARDS	OCT 2018
52.204-13	SYSTEM FOR AWARD MANAGEMENT MAINTENANCE	OCT 2018
52.204-14	SERVICE CONTRACT REPORTING REQUIREMENTS	OCT 2016
52.204-25	PROHIBITION ON CONTRACTING FOR CERTAIN TELECOMMUNICATIONS AND VIDEO SURVEILLANCE SERVICES OR EQUIPMENT.	AUG 2020
52.209-6	PROTECTING THE GOVERNMENT'S INTEREST WHEN SUBCONTRACTING WITH CONTRACTORS DEBARRED, SUSPENDED, OR PROPOSED FOR DEBARMENT	OCT 2015
52.209-9	UPDATES ON PUBLICLY AVAILABLE INFORMATION REGARDING RESPONSIBILITY MATTERS	OCT 2018
52.215-2	AUDIT AND RECORDS—NEGOTIATION	OCT 2010
52.215-8	ORDER OF PRECEDENCE--UNIFORM CONTRACT FORMAT	OCT 1997
52.215-10	PRICE REDUCTION FOR DEFECTIVE CERTIFIED COST AND PRICING DATA	AUG 2011
52.215-11	PRICE REDUCTION FOR DEFECTIVE CERTIFIED COST AND PRICING DATA-MODIFICATIONS	AUG 2011
52.215-12	SUBCONTRACTOR COST AND PRICING DATA	OCT 2010
52.215-13	SUBCONTRACTOR COST AND PRICING DATA-MODIFICATIONS	OCT 2010
52.215-19	NOTIFICATION OF OWNERSHIP CHANGES	OCT 1997
52.215-23	LIMITATIONS ON PASS-THRU CHARGES	OCT 2009
52.216-7	ALLOWABLE COST AND PAYMENT	AUG 2018
52.217-8	OPTION TO EXTEND SERVICES	NOV 1999

52.222-21	PROHIBITION OF SEGREGATED FACILITIES	APR 2015
52.222-26	EQUAL OPPORTUNITY	SEP 2016
52.222-29	NOTIFICATION OF VISA DENIAL	APR 2015
52.222-35	EQUAL OPPORTUNITY FOR VETERANS OCT 2015	
52.222-36	AFFIRMATIVE ACTION FOR WORKERS WITH DISABILITIES	JUL 2014
52.222-37	EMPLOYMENT REPORTS ON VETERANS	FEB 2016
52.222-50	COMBATING TRAFFICKING IN PERSONS	MAR 2015
52.223-6	DRUG-FREE WORKPLACE	MAY 2001
52.223-18	ENCOURAGING CONTRACTOR POLICIES TO BAN TEXT MESSAGING WHILE DRIVING	AUG 2011
52.225-13	RESTRICTIONS ON CERTAIN FOREIGN PURCHASES	JUN 2008
52.225-14	INCONSISTENCY BETWEEN ENGLISH VERSION AND TRANSLATION OF CONTRACT	FEB 2000
52.225-19	CONTRACTOR PERSONNEL IN A DESIGNATED OPERATIONAL AREA/SUPPORTING DIPLOMATIC OR CONSULAR MISSION OUTSIDE UNITED STATES	MAR 2008
52.228-3	WORKERS' COMPENSATION INSURANCE (DBA)	JUL 2014
52.228-4	WORKERS' COMPENSATION AND WAR-HAZARD INSURANCE OVERSEAS	APR 1984
52.228-7	INSURANCE--LIABILITY TO THIRD PERSONS	MAR 1996
52.229-8	TAXES-FOREIGN COST REIMBURSEMENT CONTRACTS	MAR 1990
52.230-2	COST ACCOUNTING STANDARDS	OCT 2015
52.232-18	AVAILABILITY OF FUNDS	APR 1984
52.232-22	LIMITATION OF FUNDS	APR 1984
52.232-23	ASSIGNMENT OF CLAIMS	MAY 2014
52.232-25	PROMPT PAYMENT JULY 2017) ALTERNATE 1	FEB 2002
52.232-33	PAYMENT BY ELECTRONIC FUNDS TRANSFER- SYSTEM FOR AWARD MANAGEMENT	OCT 2018
52.233-1	DISPUTES (MAY 2014) ALTERNATE 1	DEC 1991
52.233-3	PROTEST AFTER AWARD ALTERNATE I	AUG 1996 JUN 1985
52.233-4	APPLICABLE LAW FOR BREACH OF CONTRACT CLAIM	OCT 2004
52.237-3	CONTINUITY OF SERVICES	JAN 1991
52.242-1	NOTICE OF INTENT TO DISALLOW COSTS	APR 1984
52.242-3	PENALTIES FOR UNALLOWABLE COSTS	MAY 2014
52.242-4	CERTIFICATION OF FINAL INDIRECT COSTS	JAN 1997
52.242-13	BANKRUPTCY	JUL 1995
52.242-15	STOP WORK ORDER ALTERNATE I	AUG 1989 APR 1984
52.243-3	CHANGES—TIME AND MATERIALS OR LABOR HOURS	SEP 2000
52.243-7	NOTIFICATION OF CHANGES	JAN 2017
52.244-2	SUBCONTRACTS ALTERNATE I (JUN 2007)	OCT 2010
52.244-5	COMPETITION IN SUBCONTRACTING	DEC 1996
52.244-6	SUBCONTRACTS FOR COMMERCIAL ITEMS	OCT 2018
52.245-1	GOVERNMENT PROPERTY	JAN 2017
52.246-25	LIMITATION OF LIABILITY—SERVICES	FEB 1997
52.247-63	PREFERENCE FOR U.S. FLAG AIR CARRIERS	JUN 2003
52.249-6	TERMINATION (COST-REIMBURSEMENT)	MAY 2004
52.249-14	EXCUSABLE DELAY	APR 1984

**AIDAR 48 CFR Chapter 7**

752.202-1	DEFINITIONS	JAN 1990
752.209-71	ORGANIZATIONAL CONFLICT OF INTEREST DISCOVERED AFTER AWARD	JUN 1993
752.211-70	LANGUAGE AND MEASUREMENT	JUN 1992
752.222-781	NONDISCRIMINATION	JUN 2012
752.225-70	SOURCE AND NATIONALITY REQUIREMENTS	FEB 2012
752.228-3	WORKERS' COMPENSATION INSURANCE (DBA)	DEC 1991
752.228-7	INSURANCE-LIABILITY TO THIRD PERSONS	JUL 1997
752.228-70	MEDICAL EVACUATION (MEDVAC) SERVICES	JUL 2007
752.245-70	GOVERNMENT PROPERTY-USAID REPORTING REQUIREMENTS	OCT 2017
752.245-71	TITLE TO AND CARE OF PROPERTY	APR 1984
752.7001	BIOGRAPHICAL DATA	JUL 1997
752.7002	TRAVEL AND TRANSPORTATION	JAN 1990
752.7003	DOCUMENTATION FOR PAYMENT	NOV 1998
752.7004	EMERGENCY LOCATOR INFORMATION	JUL 1997
752.7006	NOTICES	APR 1984
752.7007	PERSONNEL COMPENSATION	JUL 2007
752.7008	USE OF GOVERNMENT FACILITIES OR PERSONNEL	APR 1984
752.7009	MARKING	JAN 1993
752.7010	CONVERSION OF U.S. DOLLARS TO LOCAL CURRENCY	APR 1984
752.7011	ORIENTATION AND LANGUAGE TRAINING	APR 1984
752.7013	CONTRACTOR-MISSION RELATIONSHIPS	OCT 1989
752.7014	NOTICE OF CHANGES IN TRAVEL REGULATIONS	JAN 1990
752.7015	USE OF POUCH FACILITIES	JUL 1997
752.7019	PARTICIPANT TRAINING	JAN 1999
752.7025	APPROVALS	APR 1984
752.7027	PERSONNEL	DEC 1990
752.7028	DIFFERENTIALS AND ALLOWANCES	JUL 1996
752.7029	POST PRIVILEGES	JUL 1993
752.7031	LEAVE AND HOLIDAYS	OCT 1989
752.7032	INTERNATIONAL TRAVEL APPROVAL AND NOTIFICATION REQUIREMENTS	APR 2014
752.7033	PHYSICAL FITNESS	JUL 1997
752.7034	ACKNOWLEDGEMENT AND DISCLAIMER	DEC 1991
752.7035	PUBLIC NOTICES	DEC 1991

**EXECUTIVE ORDER ON TERRORISM FINANCING (AUG 2016)**

The Subcontractor/Recipient is reminded that U.S. Executive Orders and U.S. law prohibits transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. It is the legal responsibility of the subcontractor/recipient to ensure compliance with these Executive Orders and laws. This provision must be included in all subcontracts/sub-awards issued under this subcontract/agreement.