

Request for Quote/Proposal (RFQ/RFP)

Service Required:	Lead Consultant for Situation and Needs Assessment for Deaf and Blind Students in Morocco
Type of Contract:	Firm Fixed Labor Rate
Term of Contract:	Estimated 2.5 months in total duration
Contract Funding:	USAID EdData II DEP-AME, AID-OAA-BC-11-00001
This Procurement supports:	Situation and Needs Assessment for Deaf and Blind Students in Morocco
Submit Proposal to:	Anna Dick (adick@rti.org) Monik Bhatta (mbhatta@rti.org)
Date of Issue of RFP:	May 23, 2016
Date Questions from Supplier Due:	May 26, 2016
Date Proposal Due:	June 1, 2016
Approximate Date Consultant Agreement Issued to Successful Bidder(s):	June 2016

Method of Submittal:	
<ul style="list-style-type: none"> Interested candidates, please submit a resume and cover letter, with completed biodata form (available online at http://www.usaid.gov/sites/default/files/AID1420-17.doc) to adick@rti.org and mbhatta@rti.org, by midnight EST June 1, 2016. Cover letter should include number of days for the level of effort from the consultant, and expected cost given the rate applicable from the biodata form. Please list DEPAME/Morocco-001/2016 in the subject line. Only short-listed candidates will be contacted. 	
The Bidder/Seller agrees to hold the prices in its offer firm for 120 days from the date specified for the receipt of offers, unless another time is specified in the addendum of the RFP/RFQ.	
Solicitation Number:	DEPAME/Morocco-001/2016

Attachments to RFP:

1. Attachment “A” – Commodity Specifications
2. Attachment “B” – Instructions to Bidders/Sellers
3. All PO Terms and Conditions are listed on our website at forth at: <http://www.rti.org/POterms>, (hereinafter the “Terms”). Supplier’s delivery of products, performance of services, or issuance of invoices in connection with this purchase order establishes Supplier’s agreement to the Terms. The Terms may only be modified in writing signed by both parties.

All bidders/sellers are responsible to carefully review each attachment and follow any instructions that may be relevant to this procurement.

Attachment A

Commodity Specifications or Statement of Work

Statement of Work

The planned Situation and Needs Assessment for Deaf and Blind Students in Morocco is an anticipated activity under the Data for Education Programming in Asia and Middle East (DEP-ASIA/ME) a task order (RTI Task 15) funded by USAID/Washington under the Education Data for Decision Making (EdData II) Blanket Purchase Agreement between USAID and RTI. DEP-ASIA/ME is intended to generate regional and country-specific education data—and analyses of those data—that can be used by Asia/Middle East Bureaus, Missions, and partner countries to prioritize education needs and corresponding investments. Under this task order, RTI works to strengthen local skills in design, evaluation, and management of education programs, as well as quality data capture and analysis to support them, across the region. RTI provides technical assistance and training services in direct support of USAID’s 2011 Education Strategy in Asia and the Middle East (AME), in 17 missions implementing or planning basic education programs.

In support of the DEP-AME Project, RTI International is recruiting for a potential position for a short-term consultant to provide support to the DEP-AME Project, to support from their home base with one anticipated 2 week trip to Morocco. The consultant will be asked to support the following tasks. Tasks 1 and 2 will feed into the final report (Task 3):

- **Task 1: Analysis of Regulatory, Institutional and Policy Framework in Morocco**
 - Working with RTI staff, conduct comprehensive desk review on regulatory, legal and administrative texts and official frameworks that are related to the education of handicapped children in Morocco, with a specific focus on children who are deaf or blind (or have low vision or low hearing). This review should include a cross-analysis with standards and best practices from other Middle East/North Africa countries, and other countries globally to identify compliance of existing legal and regulatory texts and frameworks with child based rights in terms of regulation, practices and service delivery. These texts are likely to focus on children with disabilities in general, with a few cases of specific focus on children who are blind, deaf, or have low vision or low hearing.
 - Working with RTI staff, conduct research on existing mechanisms in Morocco to implement the existing laws, regulations and policies, and identify gaps between the text of the law/regulations and the implementation of the law as related to disabilities. The analysis should include an exhaustive review of existing services, governance mechanisms, including at decentralized level including cross sectoral dimensions.

Specifically, this part of the analysis should highlight gaps between the text of the law/regulations and the implementation of the law, including (1) compliance between national education reform vision and policies developed by Ministry of

Education (MoE), and (2) coherence in terms of targeting education needs of disabled children under education organizational schemes both for effective service provision, including human resources, and teaching models development.

- **Task 2: Analysis of Target Populations and their Educational Services and Resources**

- With researchers from RTI, an analysis of the demographic characteristics of the two target populations (deaf children and blind children) in terms of the below will be done.
 - i. Age
 - ii. Gender
 - iii. Location (urban / rural)
 - iv. Socioeconomic status (disaggregated if possible)
- This information will be obtained through a desk review of existing national, non-governmental organization (NGO), and other source documentation and reporting of disabilities prevalence in Morocco as well as through surveys of disabled persons organizations (DPOs), disabilities-focused NGOs, charities, and other organizations, and relevant teacher organizations. This survey of DPOs and other relevant organizations will largely be conducted electronically with phone and in-person interviews conducted with key organization staff and stakeholders. In addition, the national census in 2014, national handicap survey in 2015 and routine data from Ministry of Education will be used to provide adequate data to form a national situation analysis snapshot of targeted population. Cross-analysis of the different data sources will enable estimating numbers as well as social and access to services situation including social vulnerability differences.
- The consultant will develop a survey for disabled persons organizations (DPOs), disabilities-focused NGOs, charities, and other organizations, and relevant teacher organizations working in country. Support the distribution of the survey and coordinate responses with the local consultant (TBD). The consultant will also analyze data from the survey respondents.

It is expected that the survey will focus on questions around the ability of students who are deaf, blind, have low vision, or have low hearing to access and retention in basic education, by group ages and type of education services, and that the findings will be analyzed to identify education coverage and gaps.

In addition, an analysis of specific education needs of the target populations and on the related services (e.g., speech therapy, orientation and mobility, psychological services) that are needed for students who are deaf, blind, have low vision or low hearing to pursue their education should be included in the survey and analysis. In the final report, the analysis should demonstrate an understanding what resources exist to provide these services as well as what investments would need to be made is needed, and should incorporate existing services and strategies of education in ordinary schools, semi-specialized and specialized centers.

The survey should also include questions and an analysis of national capacities both in terms of resources and budget to review gaps addressing inclusive education (including physical accessibility and coordination mechanisms for access and quality learning. Human resources capacities and training services as well as pedagogical materials should be reviewed to identify compliance with education children's needs, and to identify gaps as well as ongoing initiatives that needs to be strengthened.

- **Task 3: Final Analysis Report:** Prepare a draft of the final report based on the findings from Task 1 and Task 2. This should cover the analysis of regulatory, institutional and policy framework in Morocco, as well as an analysis of target populations and educational services and resources available in Morocco, summarizing findings from a survey of local DPOs and teacher organizations. And, recommendations for the Moroccan MOE policy-makers on what is needed to move the existing education system to one that provides quality inclusive education to children with disabilities.

In support of the report, the consultant is expected to assist in preparation of a presentation that will be made by RTI to the Ministry of Education.

Deliverables –

1. Draft Survey for local DPOs and teacher organizations
2. Trip Report for travel to Morocco
3. Outline of Final Analysis Report
4. Draft of Final Analysis Report
5. Support for preparation of presentation of Final Analysis Report to Ministry of Education in Morocco

Expected Schedule: The consultant's schedule is estimated to be two days a week for the first four weeks; Full-time, five days a week for two weeks while in country, and an additional 2-3 days per week for the next four weeks.

Timing: The consultant's assignment is anticipated to commence in June 2016, and last through August.

Work Location: The location is expected to be the consultants home location, with a two week trip to Rabat, Morocco. Travel will be within the US Government Per Diem Rates as outlined:

https://aoprals.state.gov/web920/per_diem_action.asp?MenuHide=1&CountryCode=1154



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Telephone 919.541.6000 ■ Fax 919.541.5985 ■ www.rti.org

Labor Rate of Pay: Please provide a per hour labor rate for the expected schedule as described above. Please indicate any conflicts with your availability based on the timing and expected schedule.

By signing this attachment, the bidder confirms he has a complete understanding of the specifications and fully intends to deliver items that comply with the above listed specifications.

Signature:

Title:

Date:

Attachment “B” Instructions to Bidders/Sellers

1. **Procurement Narrative Description:** The Buyer (RTI) intends to purchase commodities and/or services identified in Attachment A. The Buyer intends to purchase the quantities (for commodities) and/or services (based on deliverables identified in a Statement of Work). The term of the Ordering Agreement shall be from Award Date to the Delivery date of the Offeror unless extended by mutual agreement of the parties. The Buyer intends to award to a single “approved” supplier based on conformance to the listed specifications, the ability to service this contract, and selling price. We reserve the right to award to more than one bidder. If an Ordering Agreement is established as a result of this RFQ/RFP, supplier understands that quantities indicated in the specifications (Attachment A) are an estimate only and RTI does not guarantee the purchase quantity of any item listed.
2. **Procuring Activity:** This procurement will be made by **Research Triangle Institute (RTI International)**, located at

3040 East Cornwallis Road
Research Triangle Park, NC 27709
USA

who has a purchase requirement in support of a project funded by

US Agency for International Development (USAID) EdData II TO 15 – DEP AME

RTI shall award the initial quantities and/or services and any option quantities (if exercised by RTI) to Seller by a properly executed Purchase Order as set forth within the terms of this properly executed agreement.

3. **Proposal Requirements.** All Sellers will submit a quote/proposal which contains offers for all items and options included in this RFQ/RFP. All information presented in the Sellers quote/proposal will be considered during RTI’s evaluation. Failure to submit the information required in this RFQ/RFP may result in Seller’s offer being deemed non-responsive. Sellers are responsible for submitting offers, and any modifications, revisions, or withdrawals, so as to reach RTI’s office designated in the RFQ/RFP by the time and date specified in the RFQ/RFP. Any offer, modification, revision, or withdrawal of an offer received at the RTI office designated in the RFQ/RFP after the exact time specified for receipt of offers is “late” and may not be considered at the discretion of the RTI Procurement Officer. The Seller’s proposal shall include the following:
 - (a) The solicitation number;
 - (b) The date and time submitted;
 - (c) The name, address, and telephone number of the seller (bidder) and authorized signature of same;
 - (d) Validity period of Quote;

- (e) A technical description of the items being offered in sufficient detail to evaluate compliance with the requirements in the solicitation. This may include product literature, or other documents, if necessary.
 - (f) Indicate availability of required consultancy
 - (g) Special pricing instructions: Price and any discount terms or special requirements or terms (special note: pricing must include guaranteed firm fixed prices for items requested.)
 - (h) Payment address or instructions (if different from mailing address)
 - (i) Acknowledgment of solicitation amendments (if any)
 - (j) Past performance information, when included as an evaluation factor, to include recent and relevant contracts for the same or similar items and other references (including points of contact with telephone numbers, and other relevant information)
 - (k) **Special Note:** *The Seller, by his response to this RFQ/RFP and accompanying signatures, confirms that the terms and conditions associated with this RFQ/RFP document have been agreed to and all of its attachments have been carefully read and understood and all related questions answered.*
4. **Forms:** Sellers (potential bidders or suppliers) must record their pricing utilizing the format found on Attachment "A". Sellers must sign the single hardcopy submitted and send to address listed on the cover page of this RFQ/RFP.
5. **Questions Concerning the Procurement.** All questions in regards to this RFQ/RFP to be directed to
- Anna Dick and Monik Bhatta**
- at this email address:
- adick@rti.org, mbhatta@rti.org
- The cut-off date for questions is *(insert date)*.
- June 1, 2016
6. **Notifications and Deliveries:** Time is of the essence for this procurement. Seller shall deliver the items or services no later than the dates set forth in the contract that will be agreed by both parties as a result of this RFQ/RFP. The Seller shall immediately contact the Buyer's Procurement Officer if the specifications, availability, or the delivery schedule(s) changes. Exceptional delays will result in financial penalties being imposed of Seller.

7. **Documentation:** The following documents will be required for payment for each item:
- A detailed invoice listing Purchase Order Number, Bank information with wiring instructions (when applicable)
 - Time Sheets
 - All relevant expenses as pertained to travel. Expenses will be reimbursed at the US Government Per Diem Rate.
8. **Payment Terms:** Refer to RTI purchase order terms and conditions found in www.rti.org/poterms, <http://www.rti.org/POterms>. Payment can be made via wire transfer or other acceptable form. Sellers may propose alternative payment terms and they will be considered in the evaluation process.
9. **Alternative Proposals:** Sellers are permitted to offer “alternatives” should they not be able to meet the listed requirements. Any alternative proposals shall still satisfy the minimum requirements set forth in Attachment A Specifications.
10. **Inspection Process:** Each item shall be inspected prior to final acceptance of the item. All significant discrepancies, shortages, and/or faults must be satisfactorily corrected and satisfactorily documented prior to delivery and release of payment.
11. **Evaluation and Award Process:** The RTI Procurement Officer will award an agreement contract resulting from this solicitation to the responsible Seller (bidder) whose offer conforms to the RFQ/RFP will be most advantageous to RTI, price and other factors considered. The award will be made to the Seller representing the **best value** to the project and to RTI. For the purpose of this RFQ/RFP, price, delivery, technical and past performance are of equal importance for the purposes of evaluating, and selecting the “best value” awardee. RTI intends to evaluate offers and award an Agreement without discussions with Sellers. Therefore, the Seller’s initial offer should contain the Seller’s best terms from a price and technical standpoint. However, RTI reserves the right to conduct discussions if later determined by the RTI Procurement Officer to be necessary.
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| The evaluation factors will be comprised of the following criteria: |
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| <ul style="list-style-type: none">Applicants will be evaluated based on:Relevant post-graduate qualification and/or relevant and equivalent experience in education sector and work in disabilities in LMICs, particularly in the Middle East/North Africa Region, with a preference for experience in Morocco.Strong interpersonal skills, excellent written and verbal communication skills, and an ability to affect positive working relationships with a wide variety of stakeholders.English fluency is essential, and knowledge of French and Arabic are highly desirable. |
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12. **Award Notice.** A written notice of award or acceptance of an offer, mailed or otherwise furnished to the successful supplier within the time acceptance specified in the offer, shall result in a binding contract without further action by either party.
13. **Validity of Offer.** This RFP in no way obligates RTI to make an award, nor does it commit RTI to pay any costs incurred by the Seller in the preparation and submission of a proposal or amendments to a proposal. Your proposal shall be considered valid for 120 days after submission.



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14. **Representations and Certifications.** Winning suppliers under a US Federal Contract are required to complete and sign as part of your offer RTI Representations and Certifications for values over \$10,000.

15. **Anti- Kick Back Act of 1986.** Anti-Kickback Act of 1986 as referenced in FAR 52.203-7 is hereby incorporated into this Request for Proposal as a condition of acceptance. If you have reasonable grounds to believe that a violation, as described in Paragraph (b) of FAR 52.203-7 may have occurred, you should report this suspected violation to the RTI's Ethics Hotline at 1-877-212-7220 or by sending an e-mail to ethics@rti.org. You may report a suspected violation anonymously.

Acceptance:

Seller agrees, as evidenced by signature below, that the seller's completed and signed solicitation, seller's proposal including all required submissions and the negotiated terms contained herein, constitute the entire agreement for the services described herein.

By: *(Seller Company Name)*

Signature: _____

Title:

Date: