REQUEST FOR PROPOSAL

Issued on: April 29, 2021
RFP #: US2326 Seed Policies and Directives
Contract: One Award for Services
Proposal Due: May 20, 2021

CRS Background

Catholic Relief Services – United States Conference of Catholic Bishops (CRS) was founded in 1943 to serve World War II survivors in Europe. Since then, CRS has expanded in size to reach more than 130 million people in more than 100 countries on five continents.

For over 75 years, our mission has been to assist impoverished and disadvantaged people overseas, working in the spirit of Catholic social teaching to promote the sacredness of human life and the dignity of the human person. Although our mission is rooted in the Catholic faith, our operations serve people based solely on need, regardless of their race, religion or ethnicity. Within the United States, CRS engages Catholics to live their faith in solidarity with the poor and suffering people of the world.

Clarifications

Questions must be submitted via e-mail to regina.hill@crs.org with CC to FY20RFPMail@crs.org, no later than close of business May 05, 2021. The RFP number indicated above must be included in the subject line of all emails. Responses will be provided to all known bidders. CRS is under no obligation to respond to questions that are not received prior to the deadline.

Proposal Deadline

All proposals must be received by CRS no later than [11:59 PM for electronic submission] May 20, 2021. The RFP number indicated above must be included in the email subject line.

Modification

If at any time prior to award CRS deems there to be a need for a significant modification to the terms and conditions of this RFP, CRS will issue such a modification as a written RFP amendment to all competing offerors. No oral statement of any person shall in any manner be deemed to modify or otherwise affect any RFP term or condition, and no offeror shall rely on any such statement. Such amendments are the exclusive method for this purpose.
Resulting Award

As a result of this solicitation, CRS anticipates entering into an agreement with the selected vendor late May 2021. Any resulting agreement will be subject to the terms and conditions contained in Annex 1 Form of Contract.

Anticipated Timeline

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>RFP Launch</td>
<td>April 29, 2021</td>
</tr>
<tr>
<td>Bidder Questions to CRS</td>
<td>May 5, 2021</td>
</tr>
<tr>
<td>Q &amp; A Document to Known Bidders</td>
<td>May 12, 2021</td>
</tr>
<tr>
<td>Complete Proposal to CRS</td>
<td>May 20, 2021</td>
</tr>
<tr>
<td>RFP Award</td>
<td>May 2021</td>
</tr>
</tbody>
</table>

Evaluation Criteria

In evaluating the proposals, CRS will seek the best value for money rather than the lowest priced proposal. CRS will use a two-stage selection procedure:

a. The first stage will evaluate the Technical Proposal. CRS will review the proposals and may ask follow-up questions should refinements be necessary. CRS may schedule conferences with RFP finalists who in the judgment of CRS have submitted competitive proposals.

b. The second stage will be the evaluation of Cost Proposals for those proposals that pass the Technical Proposal evaluation.

CRS is not bound to accept any proposal, and reserves the right to accept any proposal in whole or in part and to reject any or all proposals. CRS shall not be legally bound by any award notice issued for this RFP until a contract is duly signed and executed with the winning bidder.

Terms

CRS reserves the right to cancel this solicitation at any point and is under no obligation to issue a contract as a result of this solicitation. CRS will not reimburse any expenses related to the preparation of any proposal related materials, or delivery.

Process

Complete proposal packages must be submitted to regina.hill@crs.org with Cc to FY20RFPMail@crs.org, with Subject Line – “RFP #US2326 Seed Policies and Directives.” Complete responses are due May 20, 2021, 23:59 EDT (UMC/GMT-4) (11:59 p.m. ET).
Feed the Future Global
Supporting Seed Systems for Development
RFP #US2326 Seed Policies and Directives Ethiopia

SCOPE OF WORK

Consultancy title: Facilitate and initiate implementation of seed policies and directives in Ethiopia.
Duration/No. of days: Maximum billable work days 105
RFP No.: US2326 Seed Policies and Directives

Overview S34D
The Facilitate and Initiate Implementation of Seed Policies and Directives in Ethiopia is funded by Catholic Relief Services under the Global Feed the Future Supporting Seed Systems for Development (S34D) award. S34D is a five-year Leader with Associates Cooperative Agreement Award.

Catholic Relief Services is taking the lead with the support of Consortium Partners: The Alliance for Bioversity International and CIAT (ABC), the Pan-Africa Bean Research Alliance (PABRA), Opportunity International (OI), and Agri Experience (AE). S34D’s Life of Activity (LOA) runs from August 2018 through August 2023. The overarching goal of S34D is to improve the functioning of national seed sectors in an inclusive manner in focus countries. The activity aims to meet its goals by increasing the capacity of each of the seed systems to sustainably offer quality, affordable seeds of a range of crops and increasing collaboration, and coordination among all seed systems actors and actions. This integrated approach is further strengthened by cross-cutting IRs that seek to improve policies and practices that support pluralistic seed systems, rather than focusing on individual parts of each system. The current activity focuses on the intersection of formal and informal seed systems.

Background
There are several policies and directives that are formulated but not operationalized. Execution of these policies, regulations, and directives at every tier of the country needs to happen to realize results. The proposed short-term activity selects top three (3) policies and directives and initiate operationalization of the same at the federal, regional, zonal, and woreda levels. The proposed three (3) issues are all within the realm of seed law and regulations as all as initiatives within the scope of the law.

Description of Work
1. Interpret the seed laws and associated policy implications, and evaluate how they can be operationalized at the federal, regional, zonal, and woreda levels.
2. Choose three aspects or specific components of the laws to keep the activity focused.
3. Determine the flexibilities that exist in the laws that create practical space to operate from central/federal to regional, and, zonal and local woreda levels.
4. Develop content for interpretation purposes.
5. Disseminate content through appropriate methods: radio, handouts, extension, workshops etc.
6. Prioritize exactly which three (3) aspects / issues of seed law would be operationalized. How will it be operationalized?
7. In how many regions, zones, and woredas?
8. How can the law be analyzed to determine flexibilities in the law and regulation and directive for seed sector stakeholders?
9. How to create transparency?

**Deliverables**

<table>
<thead>
<tr>
<th>Activity</th>
<th>Deliverables</th>
<th>Location</th>
<th>Due date</th>
<th>Max. no. of days</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Select top three priority seed policy aspects that will need greater and efficient operationalization.</td>
<td>Top priority areas in seed policy identified.</td>
<td>Ethiopia</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Develop a plan and approach where we would operationalize those and how. Carefully list the on-the-ground partners as collaborators. Clearly indicate expected results with measurable indicators for outputs.</td>
<td>Detailed approach and plan developed and finalized.</td>
<td>Ethiopia</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Evaluate the process and document the progress of the operationalization. Produce a report detailing the same.</td>
<td>1 draft report.</td>
<td>Remote, Ethiopia</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Conduct stakeholder workshops to disseminate findings and learnings from the process and examples explored.</td>
<td>2 stakeholder workshops; one stakeholder dissemination.</td>
<td>Remote, Ethiopia</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Communication**
Communication will include regular MS Teams/Zoom meetings, and submission of deliverables.
Payment Methodology
Payment will be made upon satisfactory completion of deliverables. CRS is Net 30 for all payments.

Qualifications
We are looking for a well-qualified consultant, agency, or firm with a team of experts in seed policy. The candidates should demonstrate the following criteria:

- M.A/M.S. required. Advanced degree such as Ph.D is preferred.
- Knowledge of and recent experience with updates in the seed sector in Ethiopia
- Demonstrated experience working in the seed policy and regulation space
- Must have experience and knowledge with facilitating seed policy dialogues with national and local stakeholders in Ethiopia
- Experience implementing seed policies and putting them into practice on the ground – especially at the last mile
- Excellent network and relationships with key government and national stakeholders in Ethiopia
- Must be an Ethiopian national
- Fluent in English and Amharic

COMPLETE PROPOSAL PACKET REQUIREMENTS
Applicants should remit the following by the proposal due date, May 20, 2021.

- Technical proposal no longer than three (3) pages outlining proposed approach, methodology including proposed team members.
- Cost proposal with summary narrative and breakdown of team members daily rates.
- CV of lead consultant along with those of any proposed team members.
- Annexes II, III, and IV.
ANNEX I – FORM OF CONTRACT
CATHOLIC RELIEF SERVICES - UNITED STATES CONFERENCE OF CATHOLIC BISHOPS
CONSULTING AGREEMENT for RESEARCH SERVICES

This CONSULTING AGREEMENT (the “Agreement”) is entered into as of ________________ _____, 20___, between CATHOLIC RELIEF SERVICES - UNITED STATES CONFERENCE OF CATHOLIC BISHOPS (“CRS”) and ___________________________________ (“Consultant”). In consideration of the mutual covenants and promises set forth below, CRS and Consultant agree as follows:

ARTICLE I
DUTIES AND TERMS

1. Scope of Services. CRS hereby engages Consultant to perform consulting services, as set forth in the attached Scope of Work (the “Services”), on the terms and conditions described in this Agreement. Consultant hereby accepts the engagement as a consultant to CRS and agrees to provide the consulting services set forth in the Scope of Work on the terms and conditions described in this Agreement.

2. Independent Contractor. Consultant shall provide services under this Agreement as an independent contractor, and not as an employee or agent of CRS or any subsidiary or affiliate of CRS (collectively, a “CRS Entity”). Nothing in this Agreement shall at any time be construed so as to create the relationship of employer and employee, partnership, principal and agent, or joint venture between Consultant and any CRS Entity.

3. Term of the Agreement. The term of this Agreement (the “Consulting Period”) shall be determined by the Start and End dates indicated in the Project Information section of the Consultant Requisition, which is attached hereto and incorporated to this Agreement by reference. The Agreement may be terminated before the end of the Consulting Period only in the circumstances described in Article IV. In the event that CRS and the Consultant wish to extend this agreement beyond the expiration date, the parties will mutually agree in writing to the extension prior to the End date. Absent such written agreement, the Agreement will automatically expire on the End date.

4. Time and Attention. Consultant shall devote such time and attention to Consultant’s duties under this Agreement as may be necessary to discharge the duties properly, and Consultant shall exert Consultant’s best efforts in the performance of the duties. Consultant shall not be subject to a fixed work schedule, but shall be available, consistent with Consultant’s personal needs and other commitments, to provide the services set forth in the Scope of Work during the Consulting Period. Notwithstanding this section, with regard to any and all dates and time periods set forth or referred to in this Agreement, the attached Scope of Work and the attached Consultant Requisition, time is of the essence.

5. Business Activities. Consultant’s services under this Agreement shall not cause Consultant to be directly involved in the business operations of CRS. Consultant shall have no responsibility for the day-to-day management of any CRS Entity, nor shall Consultant supervise, or be supervised by, personnel of any CRS Entity. Consultant shall have no authority to execute any document or enter into any contract on behalf of a CRS Entity, or to bind a CRS Entity in any relationship with a third party.
6. **Non-exclusive Agreement.** CRS acknowledges and agrees that during the Consulting Period, Consultant is free to engage in other business activities or to provide consulting services to other parties without the approval or consent of any CRS Entity.

7. **Reports and Data.** All reports and data prepared by Consultant in connection with the services performed under this Agreement shall be the property of CRS and shall not be used by Consultant in connection with any other activity.

**ARTICLE II**

**COMPENSATION AND EXPENSES**

1. **Compensation.** As compensation for Consultant’s services under this agreement, CRS shall pay Consultant in the amount, by the method, and in accordance with the payment period/frequency schedule stipulated on the Consultant Requisition, which is attached hereto and incorporated in this Agreement by reference. Consultant shall receive no other compensation for providing services under this Agreement. On an agreed upon basis, the Consultant shall submit to the CRS Contact Person an itemized invoice, preferably by email, for the Services, and/or any additional Services, based on the payment terms as set forth in the Consultant Requisition and any authorized expenses incurred. For any US bank used for payment, the Consultant can be paid by check or direct deposit and for banks outside of the US, the Consultant will be paid by wire transfer.

2. **Equipment and Work Space.** Consultant shall provide basic office equipment (including computer, fax machine, and/or copier) and work space at Consultant’s expense as necessary to provide services under this Agreement. If it is necessary for Consultant to perform consulting services under this Agreement at CRS’s place of business or using CRS’s specialized equipment, CRS may provide temporary work space or may make available specialized equipment to Consultant to the extent CRS deems necessary.

3. **Business Expense.** Consultant may hire at Consultant’s own expense, without prior approval of any CRS Entity, any assistants or other personnel necessary to enable Consultant to provide services under this Agreement. Consultant shall be responsible for any such business expense incurred by Consultant in connection with the performance of services under this Agreement. CRS shall not reimburse Consultant for any such business expense.

4. **Other Expenses.** CRS shall reimburse Consultant for reasonable expenses incurred in connection with the performance of the Services solely to the extent identified on the Consultant Requisition. Invoices for such reimbursable expenses shall be submitted to the CRS Contact Person identified on the Consultant Requisition for approval, together with all supporting documentation reasonably required by CRS, and CRS shall pay such invoices within thirty (30) days following such approval. Consultant shall maintain books and records supporting all reimbursable expenses incurred in connection with performance of the Services for the duration of this Agreement, and for a period of four (4) years thereafter. CRS shall have access during Consultant’s regular business hours to such books and records of Consultant as required to verify any and all reimbursable costs.

5. **Travel Arrangements and Expenses.** In order to contain costs and to benefit from economies available to humanitarian organizations, CRS will arrange for and provide to the Consultant the travel reasonably required to perform the Services under this Agreement. Upon CRS’ prior written approval, the Consultant may arrange for actual, reasonable, out-of-pocket expenses for such travel reasonably required to perform the Services under this Agreement and submit such expenses to CRS for reimbursement in accordance with the payment structure described above in Article II (4). Consultant shall be bound by CRS requirements and policies, provided, in writing, by the CRS Contact Person to the Consultant.

6. **Severance and Benefits.** During the Consulting Period, Consultant shall not be eligible to participate in, or to earn any benefit under, any employee benefit plan, fringe
benefit program, bonus or incentive program, or other compensation arrangement of a CRS Entity (including, but not limited to, any comprehensive medical insurance, workers’ compensation, disability insurance, accidental death or dismemberment insurance, life insurance, or any defined benefit plan or defined contribution plan sponsored by any CRS Entity). The preceding sentence shall apply throughout the Consulting Period even if Consultant is later reclassified as a common law employee for part or all of the Consulting Period. Consultant shall have no right to, and agrees not to, make any claim against CRS under any workers’ compensation or unemployment compensation statute. Nothing in this Agreement, nor any payments made to Consultant under this Agreement, shall be construed to reduce any severance payment or other benefit to which Consultant is or may become entitled as a result of Consultant’s employment by a CRS Entity before or after the Consulting Period. To the extent that Consultant is entitled to receive benefits under any compensation arrangement of a CRS Entity upon Consultant’s termination of service, Consultant acknowledges that the terms of the compensation arrangement and applicable law will determine whether the distribution of the benefit will be postponed while the Consultant provides services under this Agreement. For the avoidance of doubt, CRS will not pay for nor reimburse Consultant for medical insurance or medical evacuation insurance.

ARTICLE III
COVENANTS

1. Personal Contract. Subject to Article II, Section 3, Consultant acknowledges that CRS has contracted for Consultant’s services in recognition of Consultant’s knowledge and prior experience. Consultant agrees that this Agreement is personal in nature and Consultant shall not subcontract or assign any duties under this Agreement without CRS’s prior written consent.

2. Confidential Information. Consultant acknowledges that during the Consulting Period, Consultant has been or will be entrusted with certain business, financial, technical, personnel, or other proprietary information and materials that are the property of CRS (“Confidential Information”). Consultant agrees that during and after the Consulting Period, Consultant will not directly or indirectly communicate, disclose, or use (except for the purposes of performing services under this Agreement) any Confidential Information. Consultant agrees that, at the expiration of the Consulting Period, or at any earlier termination of this Agreement, Consultant will promptly return to the CRS Contact Person identified on the Scope of Work all Confidential Information in Consultant’s possession, and Consultant will not keep or retain copies of such Confidential Information in any form whatsoever.

3. Image Copyright and Work Product.

(a) All images and the rights relating to them, including copyright, remain the sole and exclusive property of the Consultant. To the extent practicable, any CRS use of images will be accompanied by written credit or copyright notice to Consultant. Consultant herein grants to CRS and its partners a non-exclusive, perpetual, irrevocable, non-transferable, royalty-free, worldwide license to CRS and its partners for the use of the images in any and all media formats, whether now known or hereafter devised, including, but not limited to print, electronic, digital, online, and social media. For the purposes of Article III.3(a) and (b), “image(s)” means all viewable representations furnished by Consultant, whether captured, delivered, or stored in photographic, optical, electronic, or any other media, and any captions related thereto.

(b) Notwithstanding Article III.3(a), Consultant acknowledges that CRS may use the image(s) and provide them to media outlets for public relations or journalistic purposes on the condition that text or caption accompanying the image(s) is related to CRS. In addition, Consultant acknowledges that CRS may syndicate
text accompanied by images created by Consultant without additional compensation or royalty, on the condition that such syndicated text is related to CRS. CRS will not have the right to syndicate images independently from a CRS-related text.

(c) Consultant agrees that all other work not described by Article III.3(a) that is performed by Consultant during the Consulting Period for any CRS Entity is a "work for hire" as defined under United States copyright law, and that all such work and any intellectual property rights contained therein, including (but not limited to) data, creative works, trademarks, patents, proprietary processes, and copyrights, ("Work Product") is the property of CRS. All inventions and devices designed, created, developed, and/or built by Consultant, either alone or with others, in connection with providing the Services listed in the Scope of Work, shall be the property of CRS and Consultant shall execute such documents and assignments as may be necessary to vest the copyrights or patent rights therein in CRS. Consultant agrees that, upon request of CRS, at the expiration of the Consulting Period, or at any earlier termination of this Agreement, Consultant will promptly return to the CRS Contact Person identified on the Scope of Work all Work Product in Consultant’s possession.

4. Consultant Warranties; Conflict of Interest. Consultant represents and warrants to CRS as follows: (a) Consultant has the expertise, experience and knowledge to perform and deliver the Services; (b) Consultant will use reasonable commercial efforts to perform and deliver the Services in a diligent and timely manner; (c) Consultant is not a party to any agreement which prohibits, and is not otherwise prohibited from, performing and delivering the Services; (d) any work product prepared by Consultant as a consequence of the Services will not misappropriate or infringe the intellectual property rights of third parties; (e) Consultant will perform and deliver the Services in accordance with the Scope of Work; (f) Consultant will comply with the U.S. Foreign Corrupt Practices Act (the “FCPA”) and its prohibitions regarding payment to foreign officials; and (g) Consultant will perform and deliver the Services in accordance with all applicable laws, ordinances, requirements, directions, rules, statutes, regulations or lawful orders of any governmental authority or agency, including but not limited to the provisions of the FCPA.

5. Employment and Income Taxes. Consultant acknowledges and agrees that Consultant shall be solely responsible for the full amount of any federal, state, local, or foreign income, employment, or self-employment tax (including, but not limited to, any FICA, FUTA, SECA, and Medicare tax) associated with any payments Consultant earns or receives under this Agreement, and for any interest, penalty, or other addition that arises in connection with such tax. CRS shall not be responsible for withholding, depositing, or paying any amount of tax due to any government agency in connection with any payments Consultant earns or receives under this Agreement. CRS acknowledges and agrees that CRS shall not treat Consultant as an employee for federal, state, or local income or employment tax purposes with respect to the consulting services rendered under this Agreement unless CRS is directed in writing to do so by the relevant taxing authority.

6. Compliance with Applicable Laws. Consultant shall comply with all applicable laws and regulations in connection with Consultant’s performance of this Agreement. Consultant shall indemnify and defend CRS from any and all suits, claims, or losses that CRS might suffer, pay, or incur as a result of Consultant’s failure to comply with applicable laws or regulations.

7. Compliance with Policy on Safeguarding and Code of Conduct and Ethics. Consultant acknowledges, understands, and agrees to comply with (i) the CRS Policy on Safeguarding attached hereto as Appendix A and (ii) the substantive provisions of the CRS Code of Conduct and Ethics attached hereto as Appendix B.
ARTICLE IV
PERFORMANCE AND TERMINATION

1. Disputed Work. CRS may, upon notice to the Consultant, withhold payments for received work which is not performed in compliance with this Agreement and/or reasonably question any item(s) reflected on the Consultant’s invoice (“the Disputed Work”). Pending the settlement or resolution of the Disputed Work, the non-payment of these items shall not constitute a default of this Agreement. In accordance with the schedule stipulated on the Consultant Requisition, CRS shall pay all amounts due that are not in dispute. In the event CRS withholds any payments from the Consultant due to the Disputed Work, CRS shall concurrently provide the Consultant with a detailed written notice setting forth the reason(s) for such non-acceptance, and the Consultant shall have a reasonable opportunity to correct such work. Upon such correction, the withheld amounts will be promptly paid.

2. Termination by Consultant. Consultant may terminate this Agreement if CRS fails to pay the Consultant in accordance with the terms of this Agreement.

3. Termination by CRS. CRS may terminate this Agreement in whole or in part without penalty: (a) if the Consultant fails to comply with or breaches any of the material terms or conditions of this Agreement; (b) if the Consultant is unable or fails to carry out its obligations under this Agreement in a satisfactory or timely manner; (c) immediately, if the Consultant fails to comply with the CRS Policy on Safeguarding or the CRS Code of Conduct and Ethics; or (d) at its convenience and without fault of the Consultant upon fifteen (15) calendar days’ written notice.

4. CRS may terminate this Agreement pursuant to (3)(a) or (3)(b) of this section upon fifteen (15) calendar days’ written notice to the Consultant. This notice shall (i) describe the breach and (ii) state CRS’s intention to terminate this Agreement.

Article V
FORCE MAJEURE

1. Neither Party shall be liable for its failure to perform under this Agreement (a) to the extent the non-performance is caused by events or conditions beyond that Party’s control, and (b) provided that Party gives prompt notice to the other Party and makes all reasonable efforts to perform.

Article VI
INDEMNIFICATION AND LIMITATION OF LIABILITY

1. Consultant shall and does hereby indemnify, defend and hold harmless CRS, its affiliated entities, successors and assigns and their respective officers, directors, managers and employees from and against any and all claims for damages for personal injury or property damage, or any other claims, demands, losses, costs, expenses, obligations, liabilities, damages, recoveries, and deficiencies, including interest, penalties, and reasonable attorney fees and costs, that CRS may incur or suffer and that result from Consultant’s performance of Services, or are related to any breach or failure of Consultant to perform any of the representations, warranties and agreements contained in this Agreement.
ARTICLE VII
NOTICES
1. All other general correspondence required or permitted under this Agreement shall be in writing and shall be deemed validly given when delivered by a method reasonably calculated to effect delivery under the circumstances, preferably by email. Whether that be by hand, by recognized professional courier service, by recognized overnight express delivery service, by First Class mail, certified, return receipt requested, or by email, written confirmation requested, addressed as follows:
   **If to Consultant:** To the Consultant’s electronic or physical mailing address or addresses as indicated on the Consultant Requisition.
   **If to CRS:** To the electronic address of the CRS Contact Person as indicated on the Consultant Requisition and to GSCMconsultancies@crs.org. Either party may change the email address to which notices are to be sent by giving written email notice of such change of address to the other. Any termination notice must be communicated by email.

ARTICLE VIII
ENTIRE AGREEMENT
1. This agreement embodies the entire understanding between the parties with respect to the subject matter of the Agreement. No change, alteration, or modification of this Agreement may be made except in writing signed by both Consultant and CRS.

ARTICLE IX
MISCELLANEOUS
1. **Severability.** If any provision of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions shall continue in full force and effect.
2. **Survival.** The expiration or termination of this Agreement for any reason shall not terminate the obligations or liabilities of the parties under Article I §7, Article II §6, Article III §2, Article III §3, Article III §6, Article VI, and the applicable portions under this Article IX §2, each of which shall survive any such expiration or termination.
ARTICLE X
APPLICABLE LAW

This agreement shall be governed by the laws of the state of Maryland.

IN WITNESS WHEREOF, the parties to this Agreement have duly executed and delivered this Agreement as of the day and year first above written.

Catholic Relief Services:
By: _________________________________ Date: ________________

(Authorized Global Supply Chain Management Signature)

Printed Name: _________________________________
Title: _________________________________

Consultant:
By: _________________________________ Date: ________________

(Consultant’s Signature)

Printed Name: _________________________________
Title: _________________________________
ANNEX II

ACCEPTANCE OF TERMS AND CONDITIONS

I ______________ (authorized name) in representation of _____________ (company name) hereby accept and agree to the terms and conditions of this Request for Proposal and the Consultancy Agreement for Catholic Relief Service, located in Baltimore, Maryland, if awarded the contract.

Signed:
Name:
Date:
ANNEX III
BUSINESS REFERENCES

List two references

Two clients with a similar scope of services as requested in this RFP.

Client 1
Name: 
Phone: 
Email: 
Mailing Address: 

Client 2
Name: 
Phone: 
Email: 
Mailing Address: 
## ANNEX IV

### SUPPLIER QUESTIONNAIRE

1. Legal Company Name
2. Address
3. E-mail Address, Website
4. Name and Title of Contact Person
5. Billing Address
6. Tax Registration or Equivalent Document
7. DUNS Number (if applicable)
8. Parent Company (if applicable)
9. Within the last three years, has administrative, civil or criminal litigation been filed or pursued in any country against you or your Company? If yes, provide specific details.