

Request for Proposal – RFP

Dear Sir or Madam,

Catholic Relief Service (CRS), under the LASER Buy-In: Building the Evidence Base on Effective Private Sector Engagement Phase 2 Project, is issuing a Request for Proposals (RFP) for an international company or organization to conduct a global Enduring Results Study 4.0 from any country. The attached RFP contains all the necessary information for interested Bidders.

The global LASER Buy-In: Building the Evidence Base on Effective Private Sector Engagement Phase 2 Project is a 4-year project funded through the United States Agency for International Development (USAID).

CRS realizes that Bidders may have additional questions after reading this RFP. Interested Bidders can submit their questions and requests for clarification to Regina Hill at regina.hill@crs.org, with CC to grp-rfp@crs.org, by September 28, 2021. CRS will provide answers to all relevant questions by email to all companies or organizations that expressed interest.

This RFP does not obligate CRS to execute a contract nor does it commit CRS to pay any costs incurred in the preparation and submission of the proposals. Furthermore, CRS reserves the right to reject any and all offers, if such action is considered to be in the best interest of CRS.

Sincerely,

Regina Hill

Request for Proposals

For the Enduring Results Study 4.0

Contracting Entity: Catholic Relief Services

228 W Lexington St, Baltimore, MD 21201

Funded by: United States Agency for International Development

Prime Contract Number: AID7200AA18CA0009

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Acronyms

| | |
|--------|--|
| CRS: | Catholic Relief Services |
| CTP: | Center for Transformational Partnerships |
| DCA: | Development Credit Authority |
| DIV: | Development Innovations Ventures |
| ERS: | Enduring Results Study |
| GDA: | Global Development Alliance |
| PPP: | Public Private Partnership |
| USAID: | United States Agency for International Development |

Important RFP Dates

| | |
|--|------------------------------------|
| Vendor Clarification Questions to CRS: | September 28, 2021, 12:30 p.m. EDT |
| CRS Responses to Bidder Questions: | October 1, 2021 |
| Full Proposal Due Date: | October 14, 2021, 11:59 p.m. EDT |

Section I. General Information

1. Introduction

Catholic Relief Services is the official international humanitarian agency of the Catholic community in the United States. The agency alleviates suffering and provides assistance to people in need in more than 100 countries, without regard to race, religion or nationality. CRS' relief and development work is accomplished through programs of emergency response, HIV, health, agriculture, education, microfinance and peacebuilding.

The United States Agency for International Development has pursued an increasing number of partnerships with the private sector, aiming not only to achieve better results for target beneficiaries, but also to achieve enduring results. As USAID continues to develop its expertise in private sector engagement, it aims to create more partnerships with enduring results. That is, development outcomes that are sustained over time (and in some cases scaled up) as a result of the private sector's long-term vision and commitment to specific markets and communities.

USAID launched a biennial Enduring Results Study (ERS) "Private Sector Partnerships: Achieving Enduring Results", with Dalberg's support in 2016, to begin developing frameworks and best practices that help partnership practitioners promote enduring results in PPPs. The USAID Center for Transformational Partnerships (CTP) has continued the ERS biennially in order to further (i) understand which activities and outcomes endured after USAID's funding ended; (ii) assess the extent to which enduring results are due specifically to private sector partners' involvement; and (iii) develop recommendations/tools to guide the design, implementation, and evaluation of future partnerships.

2. Offer Deadline

The deadline for receiving proposals is October 14, 2021 at 11:59 p.m. EDT. Bidders shall submit their proposals electronically by email only to:

Regina.hill@crs.org, with CC to grp-rfp@crs.org.

Bidders are responsible for ensuring that their offers are received in accordance with the instructions stated herein. Late offers may be considered at the discretion of CRS. CRS cannot guarantee that late offers will be considered.

3. Submission of Offers

Separate technical and financial proposals must be submitted by email no later than the time and date specified in I.2. The proposals must be submitted to the point of contact designated in I.2.

The Bidder must submit the proposal electronically with up to 10 MB limit per email compatible with Adobe Portable Document (PDF) format. Those pages requiring original manual signatures should be scanned and sent in PDF format as an email attachment.

4. Requirements

To be determined responsive, an offer must include all of documents and sections included in I.4.A and I.4.B (see below).

A. General Requirements

CRS anticipates issuing a contract to a company or organization that has the ability to provide data analysis services as in the Scope of Work.

Companies and organizations that submit proposals in response to this RFP must meet the following requirements:

- i. Companies or organizations, whether for-profit or non-profit, must be legally able to enter into a contract with CRS for the work described.

B. Required Proposal Documents

Required Annex Forms

- i. Proposal Response Form (Annex A).
- ii. Financial Proposal (Annex B).
- iii. Bidder Questionnaire (Annex C).
- iv. Detailed Company Information (Annex D).
- v. Terms and Conditions Acknowledgement (Annex E)
- vi. Due Diligence, and Terms and Conditions (Annex F)
- vii. Business Verification (Annex G)

Technical Proposal

The technical proposal shall comprise the following parts:

- i. **Part 1:** Technical Approach, Methodology and Detailed Work Plan.
- ii. **Part 2:** Management and Key Personnel. Please submit a CV for the team lead in an annex to the technical proposal.
- iii. **Part 3:** Corporate Capabilities, Experience, and Past Performance. Part 3 must include a description of the company and organization, with appropriate reference to any parent company and subsidiaries. Bidders must include details demonstrating their experience and technical ability in implementing the technical approach/methodology and the detailed work plan.
 - a. Additionally, Bidders must include three past performance references of similar work (under contracts or grants) previously implemented as well as contact information for the companies for which such work was completed.
 - b. Contact information must include at a minimum: name of point of contact who can speak to the Bidder's performance, name and address of the company for which the work was performed, and email and phone number of the point of contact.

The sections of the technical proposal stated above must respond to the detailed information set out in Section II of this RFP, which provides the background, states the scope of work, describes the deliverables, and provides a deliverables schedule.

Financial Proposal

The financial proposal is used to determine which proposals represent the best value and serves as a basis of negotiation before award of a contract. The financial proposal will include all costs associated with implementation of the technical proposal.

No profit, fees, taxes, or additional costs can be added after award. All financial information must be expressed in USD. CRS reserves the right to request additional financial information if the evaluation committee has concerns of the reasonableness, realism, or completeness of a Bidder's proposed cost.

No financial information or any prices, whether for deliverables or line items, may be included in the technical proposal. Financial information must only be shown in the financial proposal.

5. Source of Funding

Any contract resulting from this RFP will be financed by USAID funding and will be subject

to USAID regulations.

6. Chronological List of Proposal Events

The following calendar summarizes important dates in the solicitation process. Bidders must strictly follow these deadlines.

Timeline

| | |
|--|------------------------------------|
| Launch Date: | September 23, 2021 |
| Vendor Clarification Questions to CRS: | September 28, 2021, 12:30 p.m. EDT |
| CRS Responses to Bidder Questions: | October 1, 2021 |
| Full Proposal Due Date: | October 14, 2021, 11:59 p.m. EDT |
| CRS Review of Proposals: | Oct. 18 – Oct. 22, 2021 |
| Vendors advancing: | October 29, 2021 |
| Anticipated Contract Start Date: | To Be Determined |

The dates above may be modified at the sole discretion of CRS. Any changes will be communicated to known participating bidders and suppliers.

7. Validity Period

Bidders' proposals must remain valid for 60 calendar days after the proposal deadline.

8. Evaluation and Basis for Award

A Contract will be executed with the Bidder whose proposal is determined to be responsive to this solicitation document, meets the eligibility criteria stated in this RFP, meets the technical, management/personnel, and corporate capability requirements, and is determined to represent the best value to CRS.

9. Negotiations

Best offer proposals are requested. It is anticipated that a contract will be awarded solely on the basis of the original offers received. However, CRS reserves the right to request clarifications prior to award. Furthermore, CRS reserves the right to conduct a competitive range and to limit the number of Bidders in the competitive range to permit an efficient evaluation environment among the most highly-rated proposals. Highest-rated Bidders, as determined by the technical evaluation committee, may be asked to submit their best prices or technical responses during a competitive range. At the sole discretion of CRS, Bidders may

be requested to conduct oral presentations. If deemed an opportunity, CRS reserves the right to make separate awards per component or to make no award at all.

10. Protest

By submitting a response to this request for proposals, Bidders understand that USAID is NOT a party to this solicitation. Bidders agree that any protest to this request for proposals must be presented in writing with a full explanation of the Bidders concerns to CRS for consideration. At its sole discretion, CRS will make a final decision on the protest.

Section II. Background, Scope of Work, Deliverables, and Deliverables Schedule

1. Background

USAID has pursued an increasing number of partnerships with the private sector, aiming not only to achieve better results for target beneficiaries, but also to achieve enduring results. As USAID continues to develop its expertise in private sector engagement, it aims to create more partnerships with enduring results. That is, development outcomes that are sustained over time (and in some cases scaled up) as a result of the private sector's long-term vision and commitment to specific markets and communities.

However, little is known about whether or how USAID's PPPs actually achieve the intended goal of enduring results. After engagements come to an end, USAID has been limited in its ability to collect data on ongoing activities and outcomes or their long-term development impacts beyond its investment or direct engagement. Further, there has been little research into how to design and implement partnerships with sustainability in mind.

As a result, USAID launched a biennial Enduring Results Study (ERS) "Private Sector Partnerships: Achieving Enduring Results"), with Dalberg's support in 2016, to begin developing frameworks and best practices that help partnership practitioners promote enduring results in PPPs. The first year's study, Enduring Results 1.0, looked at approximately 40 USAID private sector partnerships (all of which were Global Development Alliance (GDA) partnerships) that ended in FY2014, and provided a deeper level of analysis for 20 of them. The second year's study, Enduring Results 2.0, considered a broader set of (117) partnerships ending in FY 2015, with deeper analysis on 30 of these partnerships. The second study expanded the scope of private sector engagement approaches to consider Development Credit Authority (DCA) credit guarantees and Development Innovations Ventures (DIV) grants, in addition to GDAs. The third study, [Enduring Results 3.0](https://www.usaid.gov/sites/default/files/documents/ers_3.0_summary_report_final_09.10.20_2_1_2.pdf) (https://www.usaid.gov/sites/default/files/documents/ers_3.0_summary_report_final_09.10.20_2_1_2.pdf), considered a set of 29 GDA partnerships for detailed analysis. The recommendations and insights generated in the first three iterations of the ERS should be continuously tested and refined with new data.

Overall, this ongoing initiative seeks to (i) understand which activities and outcomes endured after USAID's funding ended; (ii) assess the extent to which enduring results are due specifically to private sector partners' involvement; and (iii) develop recommendations/tools to guide the design, implementation, and evaluation of future partnerships.

Specific objectives for ERS 4.0 include:

- Continue assessing the extent to which enduring results are due specifically to private sector partners' involvement in the program

- Refine and build on the recommendations, tools, and frameworks developed in ERS 1.0, 2.0, and 3.0 to guide the design, implementation, and evaluation of future partnerships Continue testing and adapting the approach for this study, so that it can be replicated periodically (e.g. biennially)
- Review ERS methodologies used to date to assess private sector partnerships to assess strengths and challenges of different approaches with recommendations on future studies
- Add data to the existing longitudinal dataset; and
- Conduct deep-dive analysis into specific partnerships, geographies, or sectors.

2. Scope of Work

To complete ERS 4.0, CRS will engage a contractor to:

1. **Refine and build upon the recommendations, tools, and frameworks** developed in ERS 1.0, 2.0, and 3.0, to guide the design, implementation, and evaluation of future partnerships. In addition, the contractor will review the effectiveness of methodologies used to date in ERS studies to provide recommendations on evaluating private sector partnerships going forward. The contractor should propose criteria they will use and evaluate the strengths and weaknesses of different approaches.
2. **Conduct in-depth assessments of partnership activities and outcomes** that have endured after USAID funding has ended (limited to those partnerships that ended in calendar year 2019 and which have sufficient available data and access to people involved with those partnerships in order to conduct the research). Detailed assessments for selected partnerships will include desk review of USAID and other documentation, as well as interviews with parties to the partnerships, as available.
3. **Assess the extent to which enduring results are due specifically to private sector partners' involvement in the program**, using and refining the frameworks developed in ERS 1.0, 2.0, and 3.0. The framework used in [ERS 3.0](#) is publicly available at:
(https://www.usaid.gov/sites/default/files/documents/ers_3.0_summary_report_final_09.10.20_2_1_2.pdf).

Similar to the ERS 1.0, 2.0, and 3.0, the scope of this effort will have certain limitations:

- **This study will not be a comprehensive examination of all of USAID's PPPs.** Each ERS examines data of partnerships which ended in two years prior, which does not guarantee a large enough data set to generate statistically significant findings (nor is the intent to do so).

- **This will not be a comparison between partnerships that involved the private sector with those that did not.** The study will not assess whether private sector partnerships produce more enduring or better results than partnerships that do not involve private sector partners.
- **This study will examine whether or not results are sustained and scaled, but will not speak to the quality of the results themselves.** This study will not be an impact assessment of the partnerships; it will focus narrowly on the sustainability and scalability of the results.

3. Notes on Methodology

- Interviews will be conducted remotely, no travel is anticipated
- Frameworks from previous ERS studies will be provided, the contractor is expected to review and justify any improvements to the methods proposed. If needed, the contractor may interview PSE Hub or other staff involved with ERS 1.0-3.0
- Of the 200-250 potential partnerships that ended in calendar year 2019, a subset will be selected for deep-dive data collection of 10-15 partnerships. Criteria need to be explicitly stated as well as data limitations.
- The contractor will lead the process of obtaining contact information for all involved parties and documentation from deep-dive partnerships by working closely with USAID PSE Hub staff and USAID partnership points of contact
- Partnerships that have sufficient data and access to involved parties (private sector partner, implementing partner, and USAID) will be included in the evidence base, others will need to be replaced to make up a sufficient sample. The Bidder will work closely with USAID PSE Hub staff to determine a sufficient sample size.

4. Deliverables

Internally-Facing Deliverables

1. **Inception Report / Detailed Workplan:** A detailed workplan outlining the Bidder's timeline for completing the deliverables below and required intermediate steps.
2. **In-depth report:** A publishable report which brings together all the relevant research, findings, and recommendations in digestible, narrative document (20-25 page Word document) to promote building more sustainable and scalable partnerships. Final report must be ADS 508 compliant.
3. **Final dataset** with partnership categorizations, points of contact from partners, and notes from interviews.
4. **ERS Series Methodology Review and Recommendations:** A short report examining the methodologies deployed in ERS 1.0-4.0 to summarize evolution and make methodological recommendations for future studies of this nature (5-10 pages).

Externally-Facing Deliverables

5. **Externally-facing summary report:** A brief report (10-15 pages) which summarizes top-line findings written for a more general development audience.
6. **Externally-facing summary deck:** A short presentation deck (10-15 slides) summarizing the study methodology and findings (content should be in-line with the external report).
7. **Dissemination events:** The contractor will present the study and the findings at both an internal (to USAID staff) and an external (to the broader development/private sector community) event.

The previous implementers have provided CRS with the full methodology and past data sets to continue the study.

5. Deliverables Schedule

Inception Report – Five days after signing of contract

Drafts of deliverables 2, 4, and 5 – Nine months from the start of the contract

Final deliverables 2, 3, 4, 5 and 6 – Ten months from the start of the contract



ANNEX A

PROPOSAL RESPONSE FORM

Submitted by:

The undersigned hereby submits the attached proposal for RFP #US2607.2 Enduring Results Study 4.0.

Authorized Name and Title:

Authorized Signature:

Witness Name and Signature:

ANNEX B

FINANCIAL PROPOSAL

Please ensure pricing quoted is comprehensive and includes all reasonable business expenses that may be incurred in the completion of project objectives.

Indicate whether the cost is a one-time or recurring charge.

I. Explanation of Financial Proposal.

Identify the basis of offering, any critical assumptions, implied service levels, restrictions on raising or reducing need for interaction with CRS Staff and data sharing, and any application of non-profit discounts.

ANNEX C

BIDDER QUESTIONNAIRE FORM

| REQUESTED INFORMATION | BIDDER RESPONSE |
|--|-----------------|
| Legal Company Name | |
| Address | |
| Telephone No. and Email Address | |
| Website | |
| Name of Contact Person | |
| Title of Contact Person | |
| Billing Address | |
| Tax Registration or equivalent document | |
| DUNS Number | |
| Parent Company (if applicable) | |
| Parent Company Address | |
| Subsidiaries, Associates, Associations, Overseas Representatives | |
| Type of Business (corporation, partnership, sole proprietorship, etc.) | |
| Within the last three years, has administrative, civil or criminal litigation been filed or pursued in any country against your Company? If yes, provide specific details. | |

Completed table is required with Bidders official proposal.

ANNEX D

DETAILED COMPANY INFORMATION

Submitted by (Name):

Please insert your responses within questions 1 through 3 below. The pages will expand as needed to fit your responses.

1. **Prior Experience/Brief Background:** Provide brief background of the company and indicate the prior experience of the company. (No more than five pages.)
2. **Unsuccessful Performance:** Please describe an unsuccessful performance for a client. (No more than 2 pages.)
3. **Location Work Plan:** Provide a detailed plan on how you intend to service the contract regarding the following:
 - a. Implementation Phase: What will be the initial setup to start or kick-off the project?
 - b. Contingency Phase: What are your contingency plans if any unforeseen circumstance arises that may cause disruption in the service (e.g., pandemic, employee absence, travel disruption, platform/communication/equipment failure)?

ANNEX E

TERMS AND CONDITIONS

Annex F.2. presents the Terms & Conditions (“T&Cs”) which CRS considers to be essential and relevant to the contractual relationship between the parties. Bidders are expected to familiarize themselves with these T&Cs and be prepared to be governed by them in substantially the form presented here. In submitting a proposal, a vendor who desires to request an exception to these T&Cs and/or desires to propose an alternative approach to a particular provision should identify such provision(s) and explain the rationale for the exception or alternative. Additionally, should the Bidder propose to use a form contract adapted to its particular goods or services which substantially conforms to the T&Cs presented here, that form contract should be submitted as part of the Bidder’s Bid Package.

Terms and Conditions Acceptance

I hereby accept and agree to the Terms and Conditions of this Request for Proposal for Enduring Results Study 4.0 Report to be carried out for Catholic Relief Services, headquartered at 228 W. Lexington St., Baltimore, MD. 21201.

Name and Title of authorized respondent:

Signature:

Date:

ANNEX F

1. CRS SUPPLIER and PROVIDER CODE of CONDUCT

The Supplier or Service Provider agrees to adhere to the requirements laid out in the Supplier and Service Provider Code of Conduct:

https://www.crs.org/sites/default/files/supplier_code_of_conduct.pdf

2. STANDARD TERMS and CONDITIONS (Acknowledgement form Annex E)

Catholic Relief Services' Standard Terms and Conditions can be found at <http://crs.org/vendor-terms/vendor-terms.pdf>, or obtained from CRS upon request, and are binding as applicable under local law.

3. THE BIDDER MUST VERIFY that it does not appear on the following lists as a supplier/business that has been labeled Excluded Party or Barred. Please include confirmation notice that your organization is in good standing.

1) The Excluded Party List System (EPLS) of the System for Award Management (SAM) website <https://www.sam.gov>;

2) The website of the United Nations Security (UNSC) sanctions committee established under UNSC Resolution 1267 (1999) (the "1267 Committee"):
http://www.un.org/sc/committees/1267/aq_sanctions_list.shtml,

3) The Office of Foreign Assets Control Specially Designated Nationals and Blocked Persons List <https://www.treasury.gov/ofac/downloads/sdnlist.pdf>

ANNEX G

BUSINESS VERIFICATION

SUPPLIER FINANCIAL REVIEW, BUSINESS REGISTRATION, ACCOUNT REPRESENTATION

- A. Please submit at least one of the current financial statements as indicated below.
- a. Income Sheet, or Profit & Loss Statement
 - b. Cashflow Statement
 - c. Balance Sheet
- B. State whether the firm is a local, national, or an international firm. Indicate Global presence or international reach. Is company privately held or publicly traded?
- C. Describe the local office and include an organizational chart relevant to the team being proposed to work with CRS.