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REQUEST FOR PROPOSAL

Local Short-Term Technical Assistance (STTA):

Determining the critical policy issues that hinder the impact of the Enterprise Competitiveness Project (ECP) efforts on behalf of end-market linkages, SME development, and expanded access to financial capital among ECP partners, non-partners and business associations

RFP No.: OPS-BIS-04/4.25

Under

USAID Enterprise Competitiveness Project

Funded By

USAID

72011518D00002

RFP Release Date:	January 19, 2021
Performance Period:	February – March 2021
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Question/ Inquiry Submission Deadline:	COB January 25, 2021

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I. INTRODUCTION

A. COMPANY BACKGROUND

Based in Washington, D.C., Nathan Associates Inc. (Nathan) is a private international economic and analytics consulting firm that works with government and commercial clients around the globe to deliver practical solutions and achieve lasting results. Whether building frameworks for economic growth or navigating regulatory hurdles, securing infrastructure financing or evaluating and assessing disputes, Nathan's experts serve as trusted partners, offering clients the analysis, technical advice, and strategies they need for sound decision-making. Nathan is a subcontractor to ACDI/VOCA under the USAID Enterprise Competitiveness Project. For more information, go to <https://www.nathaninc.com/>.

B. PROGRAM BACKGROUND

The USAID Enterprise Competitiveness Project is a five-year initiative that aims to accelerate sales growth and increase job creation among Kyrgyzstani small and medium enterprises (SMEs). The USAID Enterprise Competitiveness Project will partner with end markets, SMEs, business development and advisory service providers, government agencies, associations, and other market actors who are willing to co-invest to accelerate inclusive, market-led growth. The project's primary goal is to foster a system that increases market access and competitiveness, catalyzes investment, unlocks opportunities for women and youth, builds skills, and encourages a more enabling business environment.

To improve the business enabling environment, ECP facilitates a dialogue between agencies of the Government of the Kyrgyz Republic and the private sector, including business associations, sectoral representatives, and other institutions. Strengthening the enabling environment for private sector development can lead to a more robust formal economy, greater access to capital, increased business innovation and advances through technology, investment and innovations, and increased trade with regional and international markets.

II. PURPOSE

The purpose of this assignment is to provide short-term technical assistance to USAID Enterprise Competitiveness Project to determine the critical policy issues that hinder the impact of the ECP efforts on behalf of end-market linkages, SME development, and expanded access to financial capital among ECP partners, non-partners and business associations.

A. SCOPE OF WORK

I. Specific tasks

The assignment will focus on conducting survey to determine the critical policy issues that hinder the impact of the ECP efforts on behalf of end-market linkages, SME development, and expanded access to financial capital among ECP partners, non-partners and business associations and preparation of a set of reports/assessment results with list of priority policy issues related to ECP partners which would be addressed under business enabling environment activities. In close consultation with the ECP, the Expert will perform the following tasks:

Task 1. Review of the current normative legal acts (NLA) on business-related legislation and regulations, and business enabling environment reforms in the Kyrgyz Republic.

Task 2. Develop the statements for the assessment and finalize the methodology of the survey with ECP sociologist.

Task 3. Participate in all focus group discussions and in-depth interviews to verify and clarify feedback data from participants.

Task 4. Review all feedback data from participants of the focus group and in-depth interviews on the business enabling environment. Verify the BEE issues emerging from the data to rule out any duplication of efforts.

Task 5. Prepare a report with a priority list of the BEE issues on sector-based that ECP partners tackles, requested policy changes and required amendments, new policy development.

II. Reporting

The final report and all supporting documents shall be submitted in Russian with **high-quality English translations**.

III. Deliverables

The Expert will submit the following:

1. Inception Report submitted in Russian, including a detailed work plan with a timeline (5 working days).
2. Final Report, submitted in Russian with high-quality English translations, which will include Report with priority list of the BEE issues on sector based that ECP partners tackles, requested policy changes and required amendments, new policy development.

IV. Timing

This assignment will take place in February - March 2021.

V. Required Qualifications

Requirements for knowledge and experience of the Expert:

- Strong knowledge of the Inspections procedures, regulations of business entities of the Kyrgyz Republic.
- Demonstrated knowledge and expertise in economics, law, and good regulatory practices.
- Evidence of at least five years of successful experience and knowledge in the field of state regulation of entrepreneurial activity.
- Proven experience in conducting business enabling environment reforms in the Kyrgyz Republic.
- Evidence of previous successful experience in drafting business-related inspection and/or regulation policies.
- Strong written and verbal communication skills; and
- Fluency in Russian and Kyrgyz. English is a strong asset.

VI. Additional information

- Nathan intends to award a contract to the responsible Offeror(s) whose proposal represent the best value to the U.S. government.
- Work Location: This activity will take place in Bishkek, Kyrgyzstan according to the requirements of the agreement and as approved by the Nathan / ACIDI/VOCA project team.
- Reporting: The consultant will report to the USAID ECP BEE Director and BEE Manager.

III. CONTRACT MECHANISM & TERMS OF PAYMENT

- Nathan anticipates issuing a firm fixed price contract.
- Payment via bank transfer will only be executed after the submission and acceptance of all contract deliverables in accordance with **III. Deliverables** under section **II. Purpose**. Payments by deliverable will be negotiated.
- The service provider is responsible for all taxes according to Kyrgyz legislation.
- Service provider will receive payment(s) contingent on strict compliance with the scope of work, which is an integral part of this proposal.

IV. PROPOSAL PREPARATION AND SUBMISSION REQUIREMENTS

A. INSTRUCTIONS FOR PROPOSAL PREPARATION

The selection committee will evaluate the Offerors based upon their written technical and cost proposals. Each section will be evaluated according to the criteria for evaluations in Section V. Offerors are expected to examine the

specifications and all instructions in the RFP. Failure to do so is at the Offeror's risk. Interested Offerors must provide the following:

CAPABILITY AND TECHNICAL EXPERIENCE STATEMENT

- a. Consultant Overview (certificate of registration, completed Form Appendix C).
- b. Capabilities statement by providing information on the following:
Key expert to be engaged to perform the assignment, his/her resume. Recommendation letters are desirable.
- c. Technical approach, methodology of the performance of the assignment.
- d. Explanation on how consultant plan to carry out the work during the pandemic (in case of ban on group meetings, quarantine, emergency management, etc.).
- e. Activity (work) Schedule.
- f. Monitoring & Evaluation plan, if relevant.

PROJECT STAFFING

Offerors will identify the percentage of the time the consultant will spend on this activity. Please include no more than a half-page bio for the individual consultant considered essential for the successful implementation of this contract.

COST PROPOSAL

Offerors will submit a proposed budget with their proposals in a separate email. Nathan reserves the right to request any additional information to support Offerors' proposed detailed cost and price.

Budget Requirements

1. Only direct costs should be included in the budget and allocated appropriately.
2. Budget should include detailed explanations on the planned expense item and information/justification of the rates and quantities applied.
3. All translation costs for reports must be built into the total fixed cost of the contract; and
4. Reports must first be approved by the Client before payment.

Please submit your cost proposal separately from technical proposal using provided format in the **"APPENDIX A"** section.

REFERENCES

Please include three clients' references and contact information. References should have worked with your designated experts within the past two years in connection with the countries or regions (and if possible, subject matter) applicable to this RFP.

B. INSTRUCTIONS FOR SUBMISSION OF PROPOSAL

1. The technical proposal should be in **PDF** format and must be submitted by email to the following addresses: nturdubekov@nathaninc.com, tatwood@nathaninc.com and nkline@nathaninc.com.
2. The price proposal should be in **PDF** format and must be submitted by email to the following address: nturdubekov@nathaninc.com, tatwood@nathaninc.com and nkline@nathaninc.com.
3. All inquiries and requests for information regarding this RFP must be submitted to the following email no later than the question/inquiry submission deadline on the cover page of this RFP. Reference the RFP number in all questions/inquiries. Potential bidders who do not submit questions should send an email with their contact information if they wish to receive copies of answers. All questions and responses will be circulated to all offerors who ask questions and to those who register.

Name:	Nursultan Turdubekov

Email:	NTurdubekov@nathaninc.com
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4. This RFP in no way obligates Nathan to award a contract nor does it commit Nathan to pay for any costs incurred in the preparation and submission of a proposal in response hereto. Furthermore, Nathan reserves the right to reject any and all offers, if such action is considered to be in the best interest of Nathan, ACIDI/VOCA and/or USAID.
5. Emails must not exceed 5MB in size. Proposals shall be submitted **ONLY IN ENGLISH**.
6. All responses to this RFP must be received no later than the submission deadline on the cover page of this RFP.

V. CRITERIA FOR EVALUATION

Nathan will evaluate proposals using the following criteria:

Technical Scores	Points*
Demonstration of ability to determine critical policy issues that hinder project efforts, including effects on end-market linkages, SME development, and expanded access to financial capital among stakeholders.	15
Evidence of previous successful similar work for a project, implementor, government institution, or private sector.	15
Technical approach and methodology, schedule of work	40
Experience and capacity of staff who will be assigned to carry out work.	30
Total Score	100

The evaluation committee will review the technical proposal based upon the technical criteria listed above first. Only proposals that receive 80 out of 100 possible points will advance to cost proposal review. The cost proposals will be reviewed to ensure they are complete and free of computational errors. The committee will also assess the reasonableness of costs and the cost-effectiveness of the budget and will determine whether the costs reflect a clear understanding of project requirements. A contract will be offered to the responsible Offeror whose proposal follows the RFP instructions and is judged to be the most advantageous to Nathan.

Nathan may award a contract without discussions with Offerors in accordance with FAR 52.215-1.

Nathan intends make contract award to the responsible Offeror whose proposal represents the best value to the U.S. Government. "Best value" is defined as the offer that results in the most advantageous solution for the Government, in consideration of technical, cost, and other factors. For evaluation purposes, technical factors are considered more important than cost factors. Although technical evaluation criteria are more important than cost, the closer the technical evaluation scores of the various proposals are to one another, the more important cost considerations will become. Therefore, the evaluation of costs proposed may become a determining factor in making the award as technical scores converge. The Offeror proposing the best overall value will be selected. Any lack of cost realism, reasonableness, incompleteness, or imbalance in price may be considered in the determination of best value. Nathan may request additional certifications, clarification and explanations in order to determine the best value proposal.

VII. TERMS AND CONDITIONS

A. LATE SUBMISSIONS

Proposals received after the submission deadline stated in the cover page of this RFP may be considered only if none of the proposals received on time is deemed acceptable for the assignment. Offerors will be held responsible for ensuring their quotations are received according to the instructions stated herein. A late offer will be considered if the cause was attributable to Nathan or its employees/agents, or if it is in the best interest of Nathan.

B. MODIFICATION OF RFP REQUIREMENTS

Nathan retains the right to terminate the RFP or modify the requirements upon notification to Offerors.

C. WITHDRAWALS OF PROPOSALS

Proposals may be withdrawn by written notice via email at any time before award. Proposals may be withdrawn in person by an Offeror or authorized representative, if the representative's identity is made known and the representative signs a receipt for the proposal before award.

D. RIGHT OF NEGOTIATION AND ACCEPTANCE OF PROPOSAL

This RFP represents a definition of requirements and is an invitation for submission of proposals. Nathan reserves the right to fund/award any or none of the submitted proposals. No commitment is made, either expressed or implied, to compensate Offerors for costs incurred in the preparation and submission of their proposal.

Nathan may reject any proposal that is nonresponsive. A responsive proposal is one that complies with all terms and conditions of the RFP. A proposal must be complete, signed by an authorized signatory, and delivered no later than the submission time and date indicated on the cover sheet of this RFP. Nathan may reserve the right to waive any minor discrepancies in a proposal.

Nathan reserves the right to issue an award based on the initial evaluation of proposals without discussion. Nathan also reserves the right to enter into best and final negotiations with any responsive Offerors for all or part of the proposed scope.

E. VALIDITY OF PROPOSAL

Proposals submitted shall remain open for acceptance for 60 days from the last date specified for receipt of proposals. This includes, but is not limited to, pricing, terms and conditions, service levels, and all other information. If your organization is awarded the contract, all information in the RFP and negotiation process is contractually binding.

F. MINIMUM OFFEROR QUALIFICATIONS

Offerors submitting proposals must (1) be officially licensed to do such business in *the Kyrgyz Republic*, (2) be able to receive USAID funds and (3) not have been identified as a terrorist organization. In addition, Offeror may be required to provide the following information:

- Documentation to verify licensure (e.g., tax id, registration certificate, etc.);
- Demonstration of adequate management and financial resources to perform the contract;
- Satisfactory records of performance history, integrity and business ethics; and
- Other documents upon request.

G. INTELLECTUAL PROPERTY RIGHTS

All tangible or intangible property created or acquired under this contract shall be the exclusive property of Nathan, ACDI/VOCA, and the donor. The term "property" includes all data and reports associated with this engagement.

VIII. ATTACHMENTS

Appendix A: Sample Budget Format

Appendix B: Technical Proposal Submission Sheet

Appendix C: Information of the Offeror

APPENDIX A. SAMPLE BUDGET FORMAT

No/ #	ITEM	Qty	Unit	Cost/unit KGS	Total in KGS	Explanation (Comments)
A	Labor					
1						
2						
3	Subtotal:					
B	Transportation cost					
1						
2						
	Subtotal:					
C	Supplies					
1						
2						
D	Any other activity related costs					
1						
2						
	Subtotal:					
	Grand total					

Only direct costs should be included in the budget and allocated appropriately;
 Budget should include detailed explanations on the planned expense items applied.

Signature:

Name:

Date: ____/____/____

APPENDIX B. TECHNICAL PROPOSAL SUBMISSION SHEET

(Complete this form with all the requested details and **submit it as the first page of your technical proposal**, with the documents requested above attached. Ensure that your proposal is authorized in the signature block below. A signature and authorization on this form will confirm that the terms and conditions of this RFP prevail over any attachments. If your proposal is not authorized, it may be rejected.)

Date of Technical Proposal:	
RFP Number:	OPS-BIS-04/4.25
RFP Title:	LOCAL SHORT-TERM TECHNICAL ASSISTANCE (STTA): DETERMINING THE CRITICAL POLICY ISSUES THAT HINDER THE IMPACT OF THE ECP EFFORTS ON BEHALF OF END-MARKET LINKAGES, SME DEVELOPMENT, AND EXPANDED ACCESS TO FINANCIAL CAPITAL AMONG ECP PARTNERS, NON-PARTNERS AND BUSINESS ASSOCIATIONS

We offer to provide the goods/services described in the Scope of Work, in accordance with the terms and conditions stated in Request for Proposal referenced above. We confirm that we are eligible to participate in public procurement and meet the eligibility criteria specified.

The validity period of our proposal is 30 days from the time and date of the submission deadline.

TYPE OF BUSINESS/INSTITUTION (CHECK ALL THAT APPLY)

Offeror certifies that it is: Non U.S. Owned/Operated Government Owned/Operated

(If Non U.S. Owned/Operated is selected, continue to Anti-Terrorism Certification)

OR FOR US ORGANIZATIONS ONLY:

- Nonprofit For-Profit Government Owned/Operated
 Large Business Small Business College or University
 Women Owned Small and Disadvantaged Business

ANTI-TERRORISM CERTIFICATION

The Offeror, to the best of its current knowledge, did not provide, within the previous 10 years, and will take all reasonable steps to ensure that it does not and will not knowingly provide, material support or resources to any individual or entity that commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitated, or participated in terrorist acts.

The Offeror also verifies that it does not appear on 1) the website of the Excluded Party List: www.epls.gov or 2) the website of the United Nations Security (UNSC) sanctions committee established under UNSC Resolution 1267 (1999) (the "1267 Committee"): <http://www.un.org/Docs/sc/committees/1267/consolist.shtml>.

The undersigned declares s/he is authorized to sign on behalf of the company listed below and to bind the company to all conditions and provisions stated in the original RFP document including attachments from Nathan.

Proposal Authorized By:

Signature: _____

Name: _____

Position: _____

Date: _____

Authorized for and on behalf of:

(DD/MM/YY)

Company: _____

Address: _____

DUNS No.: _____ Business Registration No.

ATTACHMENT C. OFFEROR'S OVERVIEW

Contact person/Team leader's name	
Legal Address	
De facto address	
Year of foundation	
Companies profile	
Status of VAT payer	
Taxpayer's individual number	
Head of company (name)	
Contact name	
Telephone number	
E-mail address	
Website	