**PEACE CORPS**

Overseas Request for Quotation (RFQ) for Services

RFQ Number: SPA 21/01

Date: **March 15, 2021**

US Peace Corps/Kyrgyz Republic is conducting market research to determine potential vendors (companies) to provide SPA program evaluation services in 2021 to assess select Peace Corps Volunteers’ projects completed under the U.S. Agency for International Development (USAID)/Peace Corps Small Project Assistance (SPA) Program in Kyrgyz Republic.

The evaluation will examine the extent to which the SPA Program in Kyrgyz Republic has met its goal of local capacity building to address community needs. Evaluator should know the local context; have at least two years of experience in evaluation with skills in using mixed methods including conducting desk reviews, remote interviews and other techniques.

If you are interested in submitting a quotation, please do so by sending completed and signed RFQ.

**Attachment 1 - Vendor Quotation Form** by mail or e-mail to:

 Name: Dinara Keldibaieva, Contracting Officer

 Address: 304 Chokmorov Street, Bishkek city (intersection with Molodaya Gvardiya)

 E-mail: kg01-Procurement@peacecorps.gov

Quotes are due by 5:00 p.m. on **March 31, 2021.** Late quotations will **not** be accepted. Quotes shall be a Firm Fixed-Price, and inclusive of all taxes (VAT) and any administrative or overhead costs**.**

Any questions regarding the SOW should be addressed to Sultan Mamytov, SPA Coordinator:

Email: smamytov@peacecorps.gov

Contact Phone: +996 555 064644

1. **Price/Period of Performance**:

|  |  |
| --- | --- |
| **DESCRIPTION** | **NOT-TO-EXCEED AMOUNT** |
| Evaluation Services  |   |
| Professional Fees |
| In-country travel (travel tickets/fare, lodging, meals and incidental expenses, etc) required to carry out evaluation |   |
| Translation Services |   |
| **Total Not-to-Exceed Amount:** |   |

Professional fees include: research, document preparation, travel, meetings with relevant experts/officials and others, copying fees, phone calls, and general overhead.

1. **Statement of Work/Specifications**

**Goal.** The evaluation will examine the extent to which the SPA Program has met its goal of local capacity-building to address community needs.

**Purpose:** Peace Corps/Kyrgyz Republic will utilize the results of this evaluation to improve the effectiveness of SPA program implementation, better understand the impact of SPA projects in communities, and learn the factors that contribute to success and sustainability of projects over time. The evaluation will also be submitted to Peace Corps/Washington, as well as to USAID local mission in Kyrgyzstan.

**Objectives**

Objective 1: To understand whether and how SPA grant activities, as currently designed and implemented, support broader local ownership of development in the communities served.

Objective II: To identify lessons learned and good practices for locally owned, community-driven development which have applicability for the SPA Program and other programs with similar goals.

**Areas of the evaluation:**

1. Effectiveness, Impact and Sustainability

2. Community Involvement

3. Training and Support

4. Risks & Challenges

5. Administration and Documentation

6. Funding and Recommendations

**Key Questions:** The evaluation will assess project performance by seeking answers to the following key questions:

1. To what extent did SPA projects address community-identified priorities?
2. To what extent were the SPA projects designed and implemented with community involvement?
3. To what extent have SPA projects achieved their expected results?
4. How has the work of the Volunteer and SPA project-partners increased the capacity of local communities and/or organizations to carry out low-cost, grassroots sustainable development?
5. To what extent the SPA process, training and staff support assisted in implementing the projects successfully?

**Methodology**

The contractor will evaluate 214 SPA projects completed by PC Kyrgyz Republic Volunteers and their community partners over fiscal years 2011-2020 in Osh, Jalalabad, Talas, Chui, Naryn and Issyk Kul oblasts. The contractor will utilize a design that includes desk review, in-person interviews and focus group interviews.

**Program Evaluation Deliverables** (timeline to be managed and confirmed by POCs)

The contractor will propose a timeline to be negotiated and agreed upon with PC Kyrgyz Republic that includes the following deliverables:

1. Document review and initial consultations with PC Kyrgyz Republic.

2. Final research design.

3. Draft questionnaires for review with and approval by PC Kyrgyz Republic.

4. Translation of questionnaires.

5. Data collection/data entry.

6. Brief midterm progress report, including a presentation.

7. Data analysis and preparation of first draft of report, and case studies.

8. Final evaluation report and case studies (electronic).

9. Final in-person briefing presentation to PC Kyrgyz Republic.

10. Evaluation data in an electronic file in an easy to read format.

1. **Location of Work – Bishkek (with travel to regions)**

Travels to regions may be necessary to conduct site visits, focus groups and interviews with project partners. Contractor will be responsible for mitigating risks. In particular, travels to following oblasts:

* Osh
* Jalalabad
* Talas
* Chui
* Naryn
* Issyk Kul
1. **Delivery Schedule.**

Deadline for quotes: **March 31, 2021**

**Delivery date within eight months of start.**

**Delivery Date(s):**

|  |  |  |  |
| --- | --- | --- | --- |
| Item | Description | Date | Payment (%) |
| 001 | Research design  | TBD |  |
| 002 | Work plan | TBD |  |
| 003 | Mid Term Report | TBD |  |
| 004 | Final Report and Brief in English | within 8 months of start |  |

**Delivery Location:**

POC Name: Sultan Mamytov, SPA Coordinator

Mailing Address: smamytov@peacecorps.gov

Phone Number: +996 555 064 644

1. **Acceptance Criteria**

Final inspection and acceptance of the services called for under this contract shall be made by the Contracting Officer.

1. **Peace Corps Payment Schedule and Terms**

Contractor will receive payment in Kyrgyz Soms via Bank transfer in approximately 30 days, or credit card only after delivery and acceptance of valid/accurate invoice.

1. **Evaluation Factors:**

**A**ward may be made after consideration of the following factors as marked below:

\_\_\_ Price

\_\_\_ Delivery Timeframe

\_\_\_ Payment Terms

\_\_\_ Past Performance

\_\_\_ Other: Quality of the written quote including translations if applicable

Award may be made with negotiations between the Peace Corps and the selected vendor. Award may be made to a vendor that provided the lowest priced technically acceptable quotation, or to a vendor other than the one that provided the lowest priced quotation, should that vendor be determined to have provided the best value quotation to the Peace Corps considering technical and cost factors.

1. **Instructions to Vendors:**
2. Please read RFQ in its entirety including factors that will be considered in making award in Section G.
3. Return completed RFQ by due date as follows:
	1. Fill in prices in Section A.
	2. Unless delivery date(s) are provided, provide delivery date(s) in Section D.
	3. List/state any other terms or items not requested in the RFQ that is believed would benefit Peace Corps and would improve consideration for selection. These terms/items must not increase the prices quoted in Section A.
	4. Sign and return RFQ by required due date.
4. **Other Terms/Items Offered at No Additional Cost:**

Contractor must undertake all necessary arrangements in the Kyrgyz Republic to carry out the work specified in this contract.

All vendors that submit quotations in response to this RFQ will be notified of the results.

**ATTACHMENT 1 – VENDOR QUOTATION FORM**

Request for Quotations (RFQ) Number: SPA 21/01

Vendor:

Vendor’s Business Address:

Authorized Representative:

 Name:

 Position/Title:

 Phone Number:

 E-mail Address:

Quoted Prices (Inclusive of VAT, Administrative and/or Overhead Costs):

|  |  |
| --- | --- |
| **DESCRIPTION** | **NOT-TO-EXCEED AMOUNT** |
| Evaluation Services  |   |
| Professional Fees |
| In-country travel (travel tickets/fare, lodging, meals and incidental expenses, etc) required to carry out evaluation |   |
| Translation Services |   |
| **Total Not-to-Exceed Amount:** |   |

**Delivery Schedule**

|  |  |  |  |
| --- | --- | --- | --- |
| Item | Description | Date | Payment (%) |
| 001 | Research design  |  |  |
| 002 | Work plan |  |  |
| 003 | Mid Term Report |  |  |
| 004 | Final Report and Brief in English |  |  |

Quoted Payment Terms:

Past Performance: *Please describe latest work done that is relevant to the above required SOW.*

**CONTRACTOR AUTHORIZED REPRESENTATIVE**

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

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