



## 1. Summary of the Request for Proposals

Equal Access International invites qualified vendors to submit quotations to supply and deliver an Early Warning & Action Mechanism on Community Resilience against Violent Extremism in the Bounkani region in Côte d'Ivoire.

1. RFP No.	RFP-CI07-2022-001
2. RFP Issue Date	4/19/2022
3. Title	Early Warning & Action Mechanism on Community Resilience against Violent Extremism in the Bounkani region in Côte d'Ivoire
4. Email/Physical Address for Submission of Quotes	Equal Access International 1001 Connecticut Ave NW, Suite 909 Washington, DC 20036 r4p_recrutement@equalaccess.org
5. Deadline for Submission of Proposals.	4/29/2022 11pm GMT.
6. Point of Contact	r4p_recrutement@equalaccess.org
7. Award Type	EAI anticipates the award will be a Firm Fixed Price Purchase Order.  Issuance of this RFP in no way obligates EAI to award a subcontract or purchase order and offerors will not be reimbursed for any costs associated with the preparation of their bid.
8. Basis for Award	An award will be made to the responsible bidder whose bid is responsive to the terms of the RFP and is most advantageous to EAI, considering price or/and other factors included in the RFP.  To be considered bidders must meet the terms detailed in section 12 of the RFP, "Determination of Responsibility."

## 2. Request for Quotation

<p>9. General Instructions to Bidders</p>	<ul style="list-style-type: none"> <li>• The deadline for receiving quotation is no later than <b>11:00 pm GMT on April 29, 2021</b>. Late offers will be rejected except under extraordinary circumstances at EAI's discretion.</li> <li>• Bidders shall submit quotes electronically via <a href="mailto:r4p_recrutement@equalaccess.org">r4p_recrutement@equalaccess.org</a></li> <li>• Include a statement that the bidder fully understands that their quote must be valid for a period of 90 days.</li> <li>• Bidders shall sign and date their quotation.</li> <li>• Bidders shall submit a complete cost estimate for all services required.</li> <li>• These services are eligible for VAT exemption under the EAI prime contract.</li> </ul>
<p>10. Questions Regarding the RFP</p>	<p>Deadline for questions is April 22, 2022, at 5 pm GMT.</p> <p>Each Bidder is responsible for reading and understanding the details of this RFP. All communications regarding this solicitation are to be made solely through the EAI's Issuing Office. Questions must be submitted via email no later than the date specified above. All questions received will be compiled and answered in writing and distributed to all interested Bidders.</p>
<p>11. Technical Specifications &amp; requirements for Technical Acceptability</p>	<p>Please refer to the Scope of Work in Attachment B</p>
<p>12. Determination of Responsibility</p>	<p>EAI will not enter into any type of agreement with a vendor prior to ensuring the vendor's responsibility. When assessing a vendor's responsibility, the following factors are taken into consideration:</p> <ol style="list-style-type: none"> <li>1. Possession of required business licenses to operate in Côte d'Ivoire or other country of operation. Please submit copies of required licenses along with quotation.</li> <li>2. Ability to comply with required or proposed delivery or performance schedules.</li> </ol>
<p>13. Procurement Ethics</p>	<p>By submitting a Bid, the Bidder certifies that they have not/will not attempt to bribe or make any payments to EAI employees. They confirm they have not/will not have any financial involvement with Terrorists, or groups supporting Terrorists. Any such practice constitutes an unethical, illegal, and corrupt practice and either the Bidders or the EAI staff may report violations to the Ethics and Compliance Anonymous Hotline <a href="mailto:rh@equalaccess.org">rh@equalaccess.org</a></p>

### 3. Attachment A: Cover Letter

We, the undersigned, provide the attached quote in accordance RFP # \_\_\_\_\_ dated \_\_\_\_\_ . Our attached quote is for the total price of \_\_\_\_\_ (figure and in words)

I certify a validity period of **XX** days for the prices provided in the attached Price Schedule/Bill of Quantities.

We understand that EAI is not required to accept any quotes it receives.

Authorized Signature:

Name and Title of Signatory:

Name of Firm:

Address:

Telephone:

Email:

## 4. Attachment B: Scope of work

Setting up an Early Warning & Action Mechanism on Community Resilience against Violent Extremism in the Bounkani region in Côte d'Ivoire

### Context

Resilience for Peace (R4P) is a five-year USAID-funded, EAI-implemented, initiative to strengthen community resilience and learning, particularly for women and youth, to counter and prevent violent extremism in Côte d'Ivoire's northern border areas. Working with partners – National Opinion Research Center (NORC), Indigo-Côte d'Ivoire and Chaire UNESCO of Bioethics at the University Alassane Ouattara – the project will foster a “CVE ecosystem” by reinforcing community resilience structures, creating civic and economic empowerment opportunities for at-risk border communities, and through improvements in natural resource management and government-service delivery and responsiveness. Other activities will educate citizens and foster dialogue networks and townhalls to build whole-of-community trust, increase positive narratives, generate knowledge and learning among local communities on CVE concepts, while economic empowerment and positive youth development approaches will improve their employability.

While the project management regularly adapts on the basis of research and learning insights, the transmission of these insights into the orientation and action of local and national authorities is lacking a dedicated mechanism. What is more, the timeliness of commissioned research and formal learning events cannot adequately account for the fast-paced evolution of context dynamics in the Bounkani region. This Early Warning & Action Mechanism will allow the project to address these two gaps by generating data on context trends at a higher frequency and embed spaces for analysis and action within the local and national authorities.

### Objectives

#### General objective:

The Early Warning (EW) & Action Mechanism will empower local and national authorities as well as communities in the Bounkani region to identify quick evidence-based actions to respond to the evolution of the context as relates to violent extremism

#### Specific objectives:

- a) Identify how community resilience to violent extremism manifests concretely in daily lives
- b) Ensure buy-in and ownership of the EW Mechanism by local and national authorities
- c) Build on and strengthen existing R4P local networks and partners
- d) Ensure public access to collected data while ensuring conflict sensitivity
- e) Facilitate uptake of actionable recommendations by national and local State authorities as well as the R4P project

## Thematic focus

The context monitoring through the Early Warning & Action Mechanism focuses on dynamics linked to community resilience against violent extremism in line with the R4P objectives. More specifically, this can include, but is not limited to incidents and perceptions concerning:

- Violent extremism
- Community resilience against violent extremism
- Human security
- Social cohesion
- Local governance

The thematic focus will be adapted through the co-creation process with stakeholders.

## Process and activities

The following process description is indicative and can be adapted for the actual proposal. Any approach must reflect community-owned, participatory and conflict sensitive approaches in order to be considered.

1. **What to look at:** Identify the indicators for community resilience against violent extremism that are specific to the Bounkani region and can concretely inform local stakeholders' understanding and action. To ensure local relevance, this should be done through a co-creation process with local stakeholders.
2. **Whom to work for:** Engage with local and national State authorities to ensure their buy-in and ownership of the indicators and data collection method and system to allow for sustainability beyond the life of the project. These include, among others, the National Security Council (CNS), the National Border Commission (CNFCI), the National Center for the Coordination of Early Warning Responses (CNCMR), Conseil Regional of the Bounkani region, Ministries of Interior and Defense and others concerned). This engagement process includes the setting up of an advisory committee composed of these stakeholders.
3. **How to get the data:** Set-up a system of data collection that is community-based and conflict sensitive as well as builds on and integrates existing R4P networks and partners.
4. **How to access the data:** Set up a system to allow public access to collected data. This includes an interactive public online platform with the capacity to geolocate information and produce visualizations.
5. **What to do with the data:** Provide analysis of data through formulation of key insights and actionable, targeted and location-specific recommendations for local and national authorities as well as the R4P project. Ensure mechanisms that facilitate the understanding and uptake of these insights and recommendations.

## Key deliverables

- Description of relevant indicators

- Tools for data collection and analysis
- Written expression of buy-in by State authorities
- Online platform for data access
- Stakeholder workshops
- Bi-weekly data description reports
- Monthly data analysis reports presenting insights and recommendations
- Quarterly policy briefs

## **Timeline**

May 2022 – June 2022: Set-up of data collection system, buy-in of authorities

July 2022 – February 2023: Data collection, analysis, recommendations, uptake

## **Supervision and collaboration**

The contractor will report to the COP of R4P and will work in coordination with R4P’s Action Research Unit (EAI, NORC, Indigo-Côte d’Ivoire, Chaire UNESCO de Bioéthique). R4P will ensure the uptake of recommendations into its community actions. R4P will inform the monitoring process through research studies and project reporting.

## **Proposal Requirements**

Interested bidders are invited to submit a proposal by **April 29, 2022**. Proposals must be sent to [r4p\\_recrutement@equalaccess.org](mailto:r4p_recrutement@equalaccess.org) and indicate “**R4P Early Action**” in the subject line in order to be considered.

Proposals are considered complete if they contain the following components:

- a. Technical proposal (maximum 4 pages)
  - a. Understanding of objectives
  - b. Methodology and approach, taking into account conflict-sensitivity, local ownership and impact
  - c. Evaluation and monitoring mechanism
- b. Ability to implement (maximum 4 pages)
  - a. Relevant organizational experience and qualification related to VE Index
  - b. Submit copies of required licenses to operate in-country.
  - c. Implementation plan, including timeline
  - d. Management structure and qualification of key personnel/partners
- c. Financial proposal
  - a. Clear and concise budget with categories down (car rental, per diem, hotel, etc.)
  - b. Signed Attachment D - Representations and Certifications

Proposals can be submitted either entirely in English or entirely in French.

Proposals will be evaluated using the following criteria:

Area of assessment	Proportion of overall assessment	Points attributed to each criteria
<b>A. Quality of technical proposal</b>	<b>40%</b>	<b>40</b>
i. Understanding of objectives		10
ii. Quality and appropriateness of methodology		10
iii. Consideration of conflict-sensitivity and local ownership		10
iv. Quality control and evaluation and monitoring		10
<b>B. Ability to deliver on SOW</b>	<b>30%</b>	<b>30</b>
i. Relevant organizational experience and qualification		10
ii. Effective implementation plan, including timeline		10
iii. Management structure and qualification of key personnel/partners		10
<b>C. Cost effectiveness of financial proposal</b>	<b>30%</b>	<b>30</b>
i. Clarity of financial information		15
ii. Coherence with technical proposal		15
<b>TOTAL</b>	<b>100%</b>	<b>100</b>

For questions, please contact [r4p\\_recrutement@equalaccess.org](mailto:r4p_recrutement@equalaccess.org).



## 6. Attachment D: Representations and Certifications of Compliance

1. Federal Excluded Parties List - The Bidder Selected is not presently debarred, suspended, or determined ineligible for an award of a contract by any Federal agency.
2. Executive Compensation Certification- FAR 52.204-10 requires EAI, as prime contractor of U.S. federal government contracts, to report compensation levels of the five most highly compensated subcontractor executives to the Federal Funding Accountability and Transparency Act Sub-Award Report System (FSRS)
3. Executive Order on Terrorism Financing- The Contractor is reminded that U.S. Executive Orders and U.S. law prohibits transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. It is the legal responsibility of the Contractor/Recipient to ensure compliance with these Executive Orders and laws. Recipients may not engage with, or provide resources or support to, individuals and organizations associated with terrorism. No support or resources may be provided to individuals or entities that appear on the Specially Designated Nationals and Blocked persons List maintained by the US Treasury (online at [www.SAM.gov](http://www.SAM.gov)) or the United Nations Security Designation List (online at: [http://www.un.org/sc/committees/1267/aq\\_sanctions\\_list.shtml](http://www.un.org/sc/committees/1267/aq_sanctions_list.shtml)). This provision must be included in all subcontracts/sub awards issued under this Contract.
4. Trafficking of Persons – The Contractor may not traffic in persons (as defined in the Protocol to Prevent, Suppress, and Punish Trafficking of persons, especially Women and Children, supplementing the UN Convention against Transnational Organized Crime), procure commercial sex, and use forced labor during the period of this award.
5. Certification and Disclosure Regarding Payment to Influence Certain Federal Transactions – The Bidder certifies that it currently is and will remain in compliance with FAR 52.203-11, Certification and Disclosure Regarding Payment to Influence Certain Federal Transactions.
6. Organizational Conflict of Interest – The Bidder certifies that will comply FAR Part 9.5, Organizational Conflict of Interest. The Bidder certifies that is not aware of any information bearing on the existence of any potential organizational conflict of interest. The Bidder further certifies that if the Bidder becomes aware of information bearing on whether a potential conflict may exist, that Bidder shall immediately provide EAI with a disclosure statement describing this information.
7. Prohibition of Segregated Facilities - The Bidder certifies that it is compliant with FAR 52.222-21, Prohibition of Segregated Facilities.
8. Equal Opportunity – The Bidder certifies that it does not discriminate against any employee or applicant for employment because of age, sex, religion, handicap, race, creed, color or national origin.

9. Labor Laws – The Bidder certifies that it is in compliance with all labor laws.

10. Federal Acquisition Regulation (FAR) – The Bidder certifies that it is familiar with the Federal Acquisition Regulation (FAR) and is in not in violation of any certifications required in the applicable clauses of the FAR, including but not limited to certifications regarding lobbying, kickbacks, equal employment opportunity, affirmation action, and payments to influence Federal transactions.

11. Employee Compliance – The Bidder warrants that it will require all employees, entities and individuals providing services in connection with the performance of an EAI Purchase Order to comply with the provisions of the resulting Purchase Order and with all Federal, State, and local laws and regulations in connection with the work associated therein.

By submitting a quote, bidders agree to fully comply with the terms and conditions above and all applicable U.S. federal government clauses included herein and will be asked to sign these Representations and Certifications upon award.

Signature:

Name:

Title:

Date: