



1. Summary of the Request for Proposal

Equal Access International invites qualified vendors to submit Proposals to supply and deliver an Index on Community Resilience against Violent Extremism in Northern Côte d'Ivoire.

1. RFP No.	RFP-CI07-2022-002
2. RFP Issue Date	April 19, 2022
3. RFP Amendment Date	May 17, 2022
4. Title	Development of an Index on Community Resilience against Violent Extremism in Northern Côte d'Ivoire
5. Email/Physical Address for Submission of Proposals	Equal Access International 1001 Connecticut Ave NW, Suite 909 Washington, DC 20036 r4p_recrutement@equalaccess.org
6. Deadline for Submission of Proposals.	The deadline for receiving Proposal is no later than 11:00 pm GMT on June 03, 2022
7. Point of Contact	r4p_recrutement@equalaccess.org
8. 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.
9. 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 13 of the RFP, "Determination of Responsibility." No discussions or negotiations are permitted with bidders, and therefore bidders shall submit their best and final price.

2. Request for Proposal

<p>10. General Instructions to Bidders</p>	<ul style="list-style-type: none"> • The deadline for receiving Proposal is no later than 11:00 pm GMT on June 03, 2022. Late offers will be rejected except under extraordinary circumstances at EAI's discretion. • Bidders shall submit Proposals electronically via r4p_recrutement@equalaccess.org • Include a statement that the bidder fully understands that their proposal must be valid for a period of 90 days. • Bidders shall sign and date their Proposal. • Bidders shall submit a complete cost estimate for all services required. • These services are eligible for VAT exemption under the EAI prime contract.
<p>11. Questions Regarding the RFP</p>	<p>Deadline for questions is May 26, 2022 at 5pm GMT. Questions should be submitted to r4p_recrutement@equalaccess.org</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>12. Technical Specifications & requirements for Technical Acceptability</p>	<p>Please refer to the Scope of Work in Attachment B</p>
<p>13. 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"> 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. 2. Ability to comply with required or proposed delivery or performance schedules. 3. Previous performance similar in scope and size, which the bidder shall detail in Attachment C. Past Performance
<p>14. Procurement Ethics</p>	<p>By submitting a Bid, 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</p>

	violations to the Ethics and Compliance Anonymous Hotline hr@equalaccess.org .
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3. Attachment A: Cover Letter

We, the undersigned, provide the attached proposal in accordance RFP # _____ dated _____ . Our attached proposal 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 Proposals it receives.

Authorized Signature:

Name and Title of Signatory:

Name of Firm:

Address:

Telephone:

Email:

4. Attachment B: Scope of work

Development of an Index on Community Resilience against Violent Extremism in Northern 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.

The Resilience for Peace project has generated a rich understanding of the local dynamics around community resilience against violent extremism and has adapted its theories of change around its main action components accordingly. The current theories of change will guide the main investments of the project in subsequent years. Rigorous testing of these theories through sophisticated quantitative methods would provide the necessary evidence to confirm or further adapt the central theories of change. Beyond the project itself, the resulting program priorities will be important evidence-based guidance for policy debate and synergies with other interventions.

Objectives

General Objective:

The Violent Extremism (VE) index will devise concrete, context-specific strategies for action for R4P and the Ivorian government to effectively reinforce community resilience against violent extremism based on opinions and attitudes of populations living in the northern border area of Côte d'Ivoire.

Specific objectives:

The VE Index will clearly define:

- a) **What we are talking about:** Clearly conceptualize and operationalize the notion of “community resilience against violent extremism”
- b) **What the key vulnerabilities are:** Generate evidence-based understanding the root causes and current key drivers of vulnerabilities to violent extremism
- c) **What resilience factors to invest in:** Identify which assets and resources at the local level are important to strengthen the capacity of a community to resist to and manage the risks of violent extremism (resilience)

- d) **Which target group to focus on:** Identify target groups (along the lines with socio-demographic and/or attitudinal characteristics) at risk of violent extremism as well as those particularly well placed to carry positive resilience initiatives in order for programming to be more targeted.
- e) **Which theory of change to invest in:** Test and adapt the central theories of changes of R4P programming through evidence-based causation analysis
- f) **Ensure stakeholder ownership:** Ensure that stakeholders of the northern border areas of Côte d'Ivoire (community leaders, civil society, local authorities, national government actors, international partners) have a joint understanding of the priority entry points for programming and policy to strengthen community resilience against violent extremism.

Thematic focus

The Index focuses on community resilience against violent extremism in line with the R4P objectives. This notion can be composed of the following, non-exhaustive, dimensions:

- Violent extremism
- Governance
- Human security
- Social cohesion
- Life skills

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

Geographic scope

Resilience for Peace works in all five administrative regions bordering Burkina Faso and Mali with eight departments directly covering project activities: Minignan, Kaniasso, Tengrela, Férékéssedougou, Kong, Téhini, Doropo, et Bouna.

This index is considered a pilot with limited geographic scope. If successful, the contract may be extended for the following year. The project suggests focusing on the three departments at the northern border area of Minignan, Kong and Tehini. The final scope and choice of geographic focus is subject to discussion and agreement. The applicant can propose an alternative geographic focus by providing relevant arguments.

Process and activities

- 1) Conceptual design of subject matter and measurement tools in consultation with R4P and stakeholders
- 2) Setting up advisory committee with internal and external stakeholders
- 3) Testing and calibration to local realities in the selected departments and to stakeholders' needs concerning policy and programming orientation in collaboration with national research partners

- 4) Data collection through quantitative survey in collaboration with national research partners. The service provider will cover all costs related to data collection, including management of enumerators
- 5) Data analysis (statistics)
- 6) Development of concrete recommendations with and for stakeholders for policy and program responses
- 7) Documentation of data results, analytical insights and co-created recommendations

Key deliverables

- Note on the design of the study and its methodology as well as implementation plan
- Report from the results of the testing and calibration phase
- Raw data from survey
- Report of results including
 - o Graphics on descriptive statistics
 - o Heatmaps on geographical results
 - o Predictive models showing causalities
 - o Disaggregation by socio-demographic profile and particular response patterns whenever relevant.
 - o Recommendations for action
- Presentation of results to R4P, USAID and key stakeholders in person and via online session

Timing

This first contract is for six-months to run a pilot in key geographical areas to test the viability of a larger-scale VE index for Cote d'Ivoire. The anticipated timing is July – December, 2022.

Timeline

June 2022:	Conclusion of contract
July 2022:	Start of work
November 2022:	Presentation of (preliminary) key findings at annual learning summit
December 2022:	End of pilot (this contract) activities (6 months from July – December)
January 2023:	Submission of final report

Supervision and collaboration

The grantee will report to the project's Chief of Party (COP) 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 (qualitative and quantitative data) and project reporting.

How to apply

Interested applicants are invited to apply by **June 3, 2022**. Applications have to be sent to **r4p_recrutement@equalaccess.org** and indicate “**R4P VE Index**” in the subject line in order to be considered.

Applications are considered complete if they contain the following components:

- a. **Section 1:** Cover letter (see template Annex A)
- b. **Section 2:** Technical proposal (maximum 4 pages)
 - a. Understanding of objectives (background, problem statement, activity summary and specific objectives)
 - b. Methodology and approach, taking into account conflict-sensitivity, local ownership and impact
 - c. Evaluation and monitoring mechanism
 - d. Reporting
- c. **Section 3:** Ability to implement (maximum 4 pages)
 - a. Relevant organizational experience and qualification related to VE Index
 - b. Implementation plan, including timeline
 - c. Management structure and qualification of key personnel/partners (please name all key personnel and partners)
- d. **Section 4:** Financial proposal
 - a. Clear and concise budget with categories (staff time, car rental -specify daily rate, per diem, hotel, etc..). Please do a detailed costing that includes unit costs, number of units, and total cost per line item in Excel
- e. **Section 5:** Copy of registration document for organization (or lead organization if a consortium) and Attachment C. Past Performance.

Applications must be submitted in English.

Proposal will be evaluated using the following criteria:

Area of assessment	Proportion of overall assessment	Points attributed to each criteria
A. Quality of technical proposal	40%	40
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. Ability to deliver on SOW	30%	30
i. Relevant organizational experience and qualification		10

ii.	Effective implementation plan, including timeline		10
iii.	Management structure and qualification of key personnel/partners		10
C. Cost effectiveness of financial proposal		30%	30
i.	Clarity of financial information		10
ii.	Coherence with technical proposal		10
iii.	Reasonableness of costs		10
TOTAL		100%	100

For questions, please contact r4p_recrutement@equalaccess.org

6. Attachment D: Representations and Certifications of Compliance

1. Federal Excluded Parties List - The Bidder Select 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) or the United Nations Security Designation List (online at: 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 proposal, 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: