



Shaping a more livable world.

To: Offerors

Date: May 4, 2023

From: Integrated Natural Resource Management (INRM) Activity; Implemented by DAI Global LLC

Subject: Request for Proposals (RFP) INRM-025: RESTORE Forest Ecological Baseline Assessment

Due: 5:00PM Eastern Standard Time (ET) on **June 9, 2023**

Dear Offerors:

Enclosed is a Request for Proposals (RFP) to support the implementation of DAI's INRM project funded by the United States Agency for International Development (USAID). DAI invites you to submit a proposal for the work as described in the attached Statement of Work.

- I. **RFP Process and deadlines:** This solicitation will result in the award of a fixed price subcontract. We anticipate issuing a single subcontract for the implementation of this scope of work.
 1. Submission of Questions – Questions must be submitted no later than **5:00 pm ET on May 19, 2023** via email to INRM_Procurement@dai.com copying Stephanie_Schwartzkopf@INRMproject.com.
 2. Submission of Proposal – Proposal must be submitted no later than **5:00 pm ET on June 9, 2023** via email to INRM_Procurement@dai.com copying Stephanie_Schwartzkopf@INRMproject.com. The subject line of the email should be your organization name, followed by "Submission under INRM-025: RESTORE Forest Ecological Baseline Assessment". Please certify in your submission email a validity period of 60 days for the price(s) provided and include your organization's Unique Entity ID. **The offeror will be required to have a Unique Entity ID so bidders are encouraged to apply now following the attached instructions if they do not already have an Entity ID.** Please limit file submissions to 10 megabytes or less. Proposals must be submitted in English.
- II. **Composition of Proposal:** Your organization's proposal should comprise (1) a Technical Proposal and (2) a Cost Proposal that should be prepared as separate files for independent evaluation, as follows below. Technical proposals should be submitted as a Word document of no more than seventeen (17) pages, 12-point font minimum. Submissions in Word or PDF are acceptable, although PDF is preferred along with an accompanying Word document. Please provide a copy of your cost proposal in Excel format.

Part 1 – Technical Proposal

The technical proposal is composed of the following three (3) sections:

1. **Technical Approach (6 pages)** – The offeror will detail their approach to fulfilling the accompanying Statement of Work (SOW). The approach will clearly indicate how the proposed activities will result in the successful completion of all deliverables and milestones.
2. **Past Performance (3 pages)**– Offerors must submit exactly three (3) past performance reports describing relevant experience to the RESTORE baseline. Each past performance report must include at minimum an overall description of the scope of work, period of performance, the results of the activity, the budget of the activity, and contact information for a reference from that assignment. This experience should reflect institutional capacity, not just that of individual team members. Of particular importance is relevant work in the management and implementation of these data collection methods and analysis on the three RESTORE landscapes. DAI reserves the right to contact references provided in these past performance reports.
3. **Personnel and Staffing (2 pages personnel and 6 pages for CVs)** – Offerors must describe the qualifications of their proposed key personnel against the requirements listed below and must provide CVs for key personnel as part of the technical proposal. The key personnel for this assignment must include a Team Leader and Two field Managers-- one for forest ecology and soil sampling, and one for animal biodiversity data collection, and any other personnel as deemed needed by the Offeror (for example, a forest ecology expert or animal biodiversity expert to supplement the expertise of the Team Lead).
 - a. **Team Lead:** Required qualifications include 8+ years of relevant experience managing large-scale ecological data collection and analysis exercises in West Africa, including forest ecology and animal biodiversity. Advanced degree in forest ecology or related field. Experience with donors or multi-lateral clients also preferred. Fluency in English required.
 - b. **Field Manager – Forest ecology and social sampling:** Required at least 5 years of relevant experience managing large-scale data collection exercises in West Africa, including conducting quality control and managing teams for ecological data collection. Master's degree ecology or related field. Experience with US Government donors (USAID; MCC; Dept. of State), UN agencies (e.g. UNICEF), World Bank is highly preferred. Fluency in English is required.
 - c. **Field Manager – Animal biodiversity data collection:** Required at least 5 years of relevant experience managing large-scale data collection exercises in West Africa, including conducting quality control and managing teams for ecological data collection. Master's degree ecology or related field. Experience with US Government donors (USAID; MCC; Dept. of State), UN agencies (e.g. UNICEF), World Bank is highly preferred. Fluency in English is required.

Offerors must also describe their approach to ensure that well-qualified team members for data collection and analysis are hired. Offerors must specify the total number of supervisors/ specialists and field teams will conduct each activity. Offerors should state what their minimum qualifications are for field staff. Describe contingencies for staff replacement, should the need arise, during data collection.

Any other positions deemed essential for the successful implementation of the activity should be listed here as well along with required qualifications, approach to recruiting qualified individuals to fill the position(s), and their proposed responsibilities as part of the RESTORE baseline.

A cover page will be considered a non-counting page, should the offeror choose to include one. No additional annexes or documentation are requested now.

Part 2 – Cost Proposal

The contract type for the presumptive subcontract will be a Firm Fixed Price Subcontract, awarded by DAI Global, LLC. Please include your total proposed fixed price along with details for specific deliverable pricing. Cost proposals shall consist of a budget in Excel with traceable, transparent formulas and must include notes/assumptions related to budget inputs. Offerors are required to use the budget template provided. The template must not be substantively altered.

Offerors are also required to submit a Budget Narrative (Word or PDF, 3-page maximum) summarizing key assumptions and inputs in the budget. The Offeror must propose costs that it believes are realistic and reasonable for the work in accordance with the Offeror's technical approach. All cost and financial data should be fully supported, complete in detail, and organized in a manner that facilitates review and permits cost analysis. Budget narrative should include the costs for start-up, training/piloting, data collection, analysis and overall management of each activity (Forest plot, soil sample, transect walk and camera trapping) to facilitate fair comparison.

Bidders must budget for DBA insurance as applicable. Please see AAPD-22-01 for more information on obtaining DBA and cost rates. Please limit file submissions to 10 megabytes or less.

As payment will be made from the United States, our understanding is that VAT is not applicable and should not be included in the cost proposal.

- III. **Evaluation of Proposal:** DAI will use best value determination for the award of this Request for Proposals. A best value determination means that, in DAI's estimation, the selected offer will provide the greatest overall benefit to USAID in response to the requirements stated in this RFP. Cost/Price proposals are not

assigned points, but for overall evaluation purposes of this RFP, technical evaluation factors other than cost/price, when combined, are considered significantly more important than cost/ price factors. DAI may also exclude an offer from consideration if it determines that an Offeror is "not responsible", i.e., that it does not have the management and financial capabilities required to perform the work required. Proposals will be evaluated against a stated number of factors, including the overall proposed approach, past performance, specific qualifications in the identified sectors and other evidence substantiating the bidder's ability to deliver, including budget and time frame considerations.

1. **Technical Proposal:** The Technical Proposal will be scored and evaluated separately from the cost proposal. Technical panel reviewers will evaluate offerors on the following factors, consistent with the offerors' technical proposal. The Technical Proposal will be evaluated against the following criteria:

a. **Technical Approach (40 Points):** This section will be evaluated based on the information presented in the technical approach. The offeror will be scored based on its presentation of a clear and thoughtful approach which reflects the requirements of the scope of work and incorporates the offeror's competencies. The technical approach should clearly set forth *how* offerors plan to develop inception, scoping and final reports. A timeline for carrying out the activity must be included. Specifically Technical proposals will be scored based on

- Adequacy and clarity of technical approach for baseline data collection
- Adequacy and clarity of technical approach for baseline data analysis
- Overall approach to fieldwork preparations & data collection team training
- Approach to quality control before, during, and after data collection
- Clear capability for on-time delivery
- Mitigation strategies for any anticipated challenges, risks, limitations

b. **Past Performance (30 Points):** This section will be evaluated based on information presented in the corresponding section of the proposal and any submitted examples of past performance. DAI is seeking a Subcontractor with past experience working on similar large-scale data collection.

c. **Management Plan / Staffing Structure (30 Points):** This section will be evaluated based on the qualifications and relevant experience of proposed staff. Qualifications and experience of proposed key personnel as well as the quality of overall team composition. The proposals should present a clear delineation of the roles and responsibilities of each proposed staff, and the demonstrated efficacy and clarity of the management plan against the proposed milestone schedule.

2. **Cost Proposal:** Cost will be evaluated separately from the technical approach, with due consideration for realism, price reasonableness, and allowability consistent with US Government cost principles. Evaluation for this section will be dependent upon all information presented by the Offeror in their deliverable table and supporting cost information, as well as its alignment with the proposed technical approach.

IV. **Offeror's Agreement with Terms and Conditions:** The completion of all RFP requirements in accordance with the instructions in this RFP and submission to DAI of the technical and price proposals will constitute an offer and indicate the Offeror's agreement to the terms and conditions in this RFP and any attachments hereto. DAI is not required to accept and/or evaluate proposals that do not conform to the instructions of the RFP, and additionally, DAI may reject all proposals and not award a subcontract for this RFP. DAI reserves the right to award a subcontract without discussion and/or negotiation; however, DAI also reserves the right to conduct discussions and/or negotiations, which among other things may require an Offeror(s) to revise its proposal (technical and/or price). By submitting an offer, Offerors agree to comply with the general terms and conditions for an award, including Representations and Certifications compliance. Offerors must provide full, accurate, and complete information in response to this solicitation. By submitting an offer, Offerors certify that they have not/will not attempt to bribe or make any payment to DAI employees in return for preference. Issuance of this RFP in no way obligates DAI to award a subcontract, nor does it commit DAI to pay any costs incurred by the Offeror in preparing and submitting the proposal. DAI reserves the right to award a subcontract to one organization or to issue multiple awards to different organizations based on the results of our evaluation.

Thank you,

DAI INRM Team

INRM_Procurement@dai.com

Scope of Work

1. Background & Purpose

The United States Agency for International Development (USAID) has commissioned a team under the Integrated Natural Resource Management (INRM) Task Order to design and implement the baseline for an impact evaluation (IE) of the Resilient Ecosystem and Sustainable Transformation of Rural Economies (RESTORE) Activity in 2023. The RESTORE Activity include forest restoration components, that will be established and supported in three selected target areas in the Guinean forest with one landscape in Ghana and two landscapes in Côte d'Ivoire.

DAI is responsible for the design and overall technical oversight of the RESTORE IE baseline and intends to subcontract the baseline data collection of ecological data to a local West Africa-based firm or organization. The objective of this request for proposals (RPF) is to solicit technical and cost proposals for this data collection.

The sections that follow further detail the scope of work and technical requirements for this assignment, as well as guidelines for proposal submission. Note that the parameters outlined in this scope of work represent the scope of work currently anticipated but is subject to adjustment. DAI may request updated cost proposals from top offerors based on final details of the scope and sample size following initial review of technical and cost proposals.

2. Scope of Work

DAI is seeking to subcontract a firm able to work in both Cote d'Ivoire and Ghana that is highly experienced in carrying out large-scale soil and tree plot sampling and analysis, and animal biodiversity data collection and processing through transect walks and camera trapping in September-October 2023. Offerors must submit proposals that demonstrate a clear understanding of the assignment, address all aspects of the scope of work detailed in the following sections, and clearly demonstrate their ability to complete the work without sacrificing quality, explicitly discussing any relevant trade-offs to be considered as part of the technical approach.

2.1 Technical Approach

Baseline data collection and analysis will include the following key activities: (1) Ground-based forest plot sampling and forest carbon and forest quality analysis; (2) Soil pedon profiling and laboratory analysis; (3) Camera traps and transect walks, and analysis of animal species richness and abundance; In addition, Offerors with GIS capabilities may propose complementary remote sensing approaches to estimating forest condition and forest carbon flux (including emissions and removals), and biodiversity. Offerors should be aware that as the evaluation design is still being finalized, activity details are subject to change prior to final award. The sampled program and control plot are to be determined in late-May and early June 2023. The Offeror should assume a sample of 60 forest plots distributed near and/or in Protected Areas across the three RESTORE program landscapes.

Offerors' technical proposals must be structured into the following sections, addressing all required points described below.

2.1.1. Technical Approach

2.1.1.A. Fieldwork Preparations

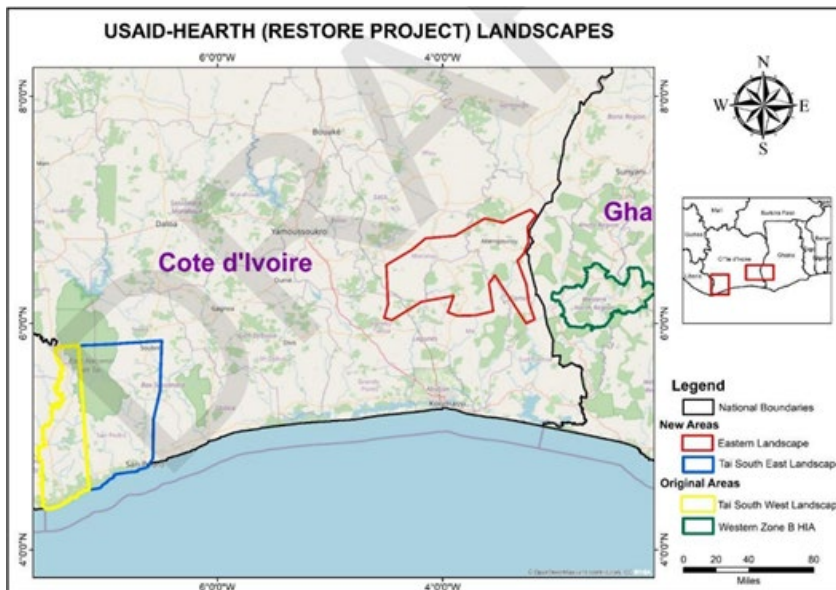
Prior to the start of data collection, the Contractor will be required to complete the following tasks. Technical proposals must briefly describe the Offerors' approach to each, as well as any practical or logistical challenges or risks that would be encountered with proposed mitigation strategies.

- Develop data collection manuals for each data collection activity
- Conduct data collection team recruitment and training for each data collection activity.

2.1.1.B. Data Collection

Offerors should describe in depth as part of the technical proposal their procedures for conducting the following data collection activities and include a timeline to complete each data collection activities in all three landscapes, taken into account possible site accessibility changes due to seasonality. The three landscapes are (1) Tai National Park Landscape (Côte d'Ivoire), (2) Beki-Bossematie Eastern CDI Landscape (Côte d'Ivoire), (3) Sui River Landscape (Western Zone B HIA) (Ghana) as show below.

Figure 1: USAID-HEARTH RESTORE Project Landscape



The data collection and analysis activities include:

- 1) Ground-based forest plot sampling and forest carbon and forest quality analysis;
- 2) Soil pedon profiling and laboratory analysis;
- 3) Camera traps and transect walks, and analysis of animal species richness and abundance;
- 4) Optional: complementary remote sensing approaches to estimating forest condition and forest carbon flux (including emissions and removals), and biodiversity

2.1.1.C. Data Quality and Monitoring

Offerors should describe in depth as part of the technical proposal their procedures for ensuring quality and monitoring interviewer performance throughout data collection. Required aspects of quality control include daily team debriefs, supervisor direct observation, accompaniments, and back-checks documented according to a tool or form developed by DAI and the firm collaboratively.

At minimum, this section must address measures taken to ensure that data collection teams are properly trained and have adequate comprehension of the procedures before starting data collection; measures to monitor, supervise, and course-correct the performance of interviewers during data collection; and corrective measures that will be taken in the event of any discrepancies or performance issues during data collection. Note that DAI may at its discretion request replacement of enumerators deemed to be performing inadequately in training or in the field.

2.1.1.D. Data Processing and Sharing

All data collected as part of this SOW must be made available to the evaluation team for integration with other data sources as part of the RESTORE activity evaluation. Raw image files and other forms of data must be processed to a format suitable for analysis in statistical software, and data must be shared with sufficient geographic information to be analyzed together with other geospatial data sources (e.g., remote sensing data on land use, tree cover, etc.). Offerors should include in their proposal whether programs and command files for analysis and outcome construction can be shared to ensure a standardized approach across RESTORE evaluation rounds and replicability. The Offerors should describe in-depth the data processing and sharing approach and timeline, as well as a description of final datasets and analysis to be delivered to DAI for each activity.

2.1.1.E. Challenges / Risks

Describe any other potential challenges anticipated in successfully implementing the data collection not otherwise included above, as well as proposed ways to mitigate these challenges. This could include challenges, risks, or limitations related to seasonality, holidays or observances, or others.

3. Reporting and Deliverables

The subcontractor will be required to submit the following reports. DAI will provide report templates as guidance to the Subcontractor following execution of a subcontract.

- Inception Report: 1 week after contract signing
- Fieldwork Preparations Completed and memo summarizing field preparations: following completion of preparations
- Weekly Fieldwork Reports: throughout entirety of data collection
- Final Fieldwork Data Collection Report: following completion of all data collection
- Final processed Datasets: 2 weeks after completion of all data collection

4. Deliverables and Payment Schedule

The Subcontractor will submit invoices according to the payments listed below. Weeks are estimated, and relative to contract signing. Submission dates for each deliverable invoiced and DAI approval dates should be specified on the invoice. Invoices will not be processed prior to DAI accepting deliverables/milestones in writing.

Payment	Deliverables / Milestones	Week	%
1	Inception Report	1	15
2	Fieldwork Preparations Completed and memo summarizing field preparations	3	15
3	Weekly Fieldwork Reports Final Data Collection Completed	11	25
4	Final Fieldwork Data Collection Report	13	25
5	Final, Processed Datasets	15	20
Total	--	--	100%

The subcontractor should budget for all costs associated with performing this work including any travel or other direct costs. Additionally, all deliverables should be in compliance with the INRM Branding and Marking Plan

Attachment B: Templates and Information

[Budget Template](#)

Terms and Conditions

Quick Start Guide for Getting a Unique Entity ID

INRM Branding and Marking Plan

DBA Information (see section IV Guidance)