

Request for Proposal

Consultancy to support Literature Review for Gender Analysis in Food Safety



RFP Release Date 16th February 2021

Question/Inquiry Submission Deadline 19th February 2021

Proposal Submission Deadline 26th February 2021

1. INTRODUCTION.

Company Background.

Tanager, an ACIDI/VOCA affiliate, is an international nonprofit that brings people together at the table, on the ground, and across supply chains to co-create economic and social opportunities that change lives. Working closely with our partners, we align interests to expand market access and unlock the full potential of shared market opportunities that result in reliable supply chains, stable incomes, healthy families, and resilient communities. Established in 1993, we work with the ACIDI/VOCA family of companies to make agriculture work better for people. We offer a focused and diligent team of locally based experts and international advisors who work with our partners to reach common goals.

For more information, please visit www.tanagerintl.org.

Program Background.

Our client is a program charged with coordination of aflatoxin mitigation in the continent and providing technical support to advance the food safety work in Africa. Their role is to provide leadership and coordination for Africa's aflatoxin control efforts, acting primarily as a catalyst, facilitator, partnership and knowledge broker, project developer and information clearinghouse. Additionally, this client advocates for the establishment of enabling policies and institutions, increased investment, and the mobilization of resources, and acts as a grant maker to support priority aflatoxin control activities. The program will focus on 12 countries to help create and execute national aflatoxin control action plans, and develop, cost, evidence-based aflatoxin control action plans. The 12 countries aim to mainstream the aflatoxin control action plans in their national strategies and are all scaling up aflatoxin surveillance and enforcement.

2. PURPOSE.

Tanager seeks to support our client to integrate gender in its food safety work and this process will begin by conducting a gender analysis to understand key gender issues that have implications for food safety. The overall purpose of the gender analysis is to examine value chains to understand gender issues that have implications for food safety, i.e., understand women's and men's roles in food value chains affected by aflatoxin and the food safety systems, investigate gender-based barriers to adoption of food safety measures/practices and technologies, and understand the gender-differentiated impact of existing food safety policies, rules/regulations, and laws. The findings of the gender analysis will be integrated into those of the country situational analysis, and both would inform the development of the Continental Food Safety Strategy.

2.1 Scope of Work.

An important objective for this gender analysis would be to examine the current food safety policy environment in each of the countries to understand amongst many others: 1) the participation of women actors (individuals or groups) in the development of food safety policies; 2) how existing policies, laws/rules and regulations may be having differential impacts on men and women actors along the value chains, with potential consequences for adoption of safe practices.

The fundamental question that the gender analysis will seek to answer is: What are the barriers and opportunities of male and female farmers and traders in relation to food safety and what is women's involvement in the value chains affected by aflatoxin?

In the context of this overarching question the gender analysis will investigate the following critical areas:

- **Conduct value chain mapping** of the value chains under consideration; understanding the food safety challenges/issues at each node of the value chain and exploring the gender dimensions of these challenges/issues.

- **Explore intrahousehold dynamics** in terms of the gender division of roles in “farm/household level’ tasks or activities where food safety considerations are key. For example, for groundnuts, risk of aflatoxin contamination often starts with harvesting and post-harvest handling practices (when the nut is harvested, how they are dried, stored/bagged, etc.). Looking at the division of roles in these activities and knowledge of the characteristics of who is responsible for the task can lead to some recommendations on who should be involved in household-level training on food safety practices, etc.
- Identify **actors and institutions that are involved in food safety management**, what role these actors and institutions play in food safety, and how they are currently considering gender actors and institutions that address gender gaps and barriers related to food safety.
- Explore the **current policy environment to understand existing laws, policies, rules, and regulations on food safety** and how these affects (enable or hinder) the ability of men and women value chain actors to adopt good food safety practices and technologies.

The gender analysis study will cover 12 countries: Ghana, Burkina Faso, Angola, Rwanda, Kenya, Ethiopia, Mozambique, Sudan, Mauritius, Egypt, Mali, and Zambia.

2.2 Methodology.

The methodology for the gender analysis will be qualitative. The qualitative data will be supplemented by quantitative data on demographics to provide contextual information on gender dynamics within the country data and secondary sources on gender for example previous gender analyses, assessments, or research papers to inform on proportion of women who have adopted a given food safety practice or technology or cost of adopting certain practices (e.g. time/labor, monetary cost while qualitative data will be used to explain why the number is either low or high within countries and regions.

Additionally, a literature review of the value chains targeted in each country to help identify the specific knowledge gaps to address in the gender analysis.

2.3 Task.

Tanager is seeking to contract a consultant with the capacity to:

- 1) Complete a literature review presenting the gender situation in the context of food safety in select value chains per country to influence the next steps for conducting a full gender analysis.

Under the supervision of Tanager’s IGNITE Gender Expert, the consultant will undertake document review of available and relevant literature on gender in food systems in selected value chains in the 12 countries. The consultant will lead the analysis and reporting, which will include information gaps from existing literature as well as recommendations on the possible methodology for data collection. The consultant will also lead the development of data collection tools that will be used for data collection during the actual gender analysis.

2.4 Timeframe.

The assignment is for a period of a maximum of 20 days with March 19th, 2021 as the final date for the submission of the report. An estimated breakdown of general activities and days is as follows:

Activities	Deliverable No	No of days	Deliverable
Develop an inception report including annotated Bibliography	1	5	Inception Report
Research, Document Review and writing the Literature review report	2	12	Report
Development of the gender analysis data collection tools	3	3	Draft data collection tools
Total Number of Days		20	

2.5 Deliverables.

Key deliverables for this assignment include:

1. Inception report (maximum of 15 pages) outlining key annotated bibliographies and sources of data that will be explored in the literature review.
2. The final deliverable of this assignment is a comprehensive literature review report presenting the gender in food

safety situation analysis per country to influence the next steps of the gender analysis process of data collection and analysis.

2.6 Supervision and Communication.

The overall supervisor of this assignment will be IGNITE's Gender Expert.

2.7 Skills and Experience.

The following skills and competencies are required:

- a) At least a University/ master's degree in Gender or relevant social science field or development studies for the lead researcher and relevant bachelor's degree for other members of the team. Previous experience in social research / programming is essential.
- b) High quality skills in research, analysis, and presentation of findings for development work, with at least three years of demonstrated experience in gender analysis.
- c) Advanced skills in qualitative data analysis.
- d) Demonstrated understanding of the gender policy environment and experience in the African context as well as good knowledge of and contacts with key gender actors in the countries.
- e) Excellent analytical and report writing skills.
- f) Fluency in spoken and written English – French will be an added advantage.

4. CONTRACT MECHANISM & TERMS OF PAYMENT.

TANAGER anticipates issuing a fixed price purchase order to an offeror.

TANAGER will issue fixed payment(s) based on submission and TANAGER acceptance of the deliverables(s). Once an award is issued, it will include a fixed price payment schedule for the deliverables(s) specified above. A copy of the purchase order terms and conditions are attached to this RFP for informational purposes.

4. PROPOSAL PREPARATION AND SUBMISSION REQUIREMENTS.

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 Offerors' risk. Interested Offerors must provide the following documentation:

#	Documentation	Maximum pages
1	Technical Proposal Submission Sheet (Appendix B).	1
2	Detailed technical qualifications and cost proposal sheet (Appendix C).	8
4	Individual CV.	4
5	Three references reviewing the offeror's recent performance, including contact information for follow-up.	2
6	Budget and cost proposal (to be submitted using offeror's own budget template).	N/a
	Total	15 pages excluding budget

Proposals must be submitted in English. Budgets for proposals must be submitted in US Dollars (\$). The selected firm will be paid in US Dollars (\$). Documents 1-5 must be submitted via Microsoft Word, while document 6 must be submitted via Microsoft Excel. The total number of pages for the full proposal, excluding budget, shall not exceed 15 pages. The application must be signed by an officer of the Applicant organization who is duly authorized to represent the organization in further discussions and/or negotiations on the application.

Proposal Submission Deadline and Information.

Proposals must be submitted with all relevant documents on email to kenyainfo@tanagerintl.org not later than 12 noon EAT on **26th February 2021**, with the subject line "**Consultancy to support a Gender Analysis in Food Safety.**"

Tanager is not responsible for failure of transmission by any applicant.

Proposals received after the submission deadline stated may not be considered. Offerors will be held responsible for ensuring their proposals are received according to the instructions stated herein. A late offer will be considered if the cause was attributable to Tanager or its employees/agents, or if it is in the best interest of Tanager and the project.

Tanager reserves the right to accept or reject any or all proposals received. Applicants will be informed in writing of the decision made regarding their proposal.

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

Questions

Interested parties that have questions or seek clarifications on this scope of work can contact kenyainfo@tanagerintl.org. Questions regarding this request for proposals will be answered until **19th February 2021**.

5. ELIGIBILITY.

All applicants must be able to state that they meet the following mandatory eligibility requirements:

1. Legally recognized to operate in one of the 12 countries and legally able to implement the scope of this award in the regions indicated if awarded.
2. Does not appear on the Specially Designated Nationals (SDN) and Blocked Persons List maintained by the U.S. Treasury for the Office of Foreign Assets Control, or "OFAC List".
3. Not listed in the United Nations Security designation list.
4. Demonstration of adequate management and financial resources to perform the contract.
5. Satisfactory records of performance history, integrity, and business ethics.

Tanager reserves the right to request proof of legal registration and/or any other documents to verify eligibility. Proposals from firms and organizations managed by women or youth are also highly encouraged.

6. CRITERIA FOR EVALUATION.

Tanager will evaluate proposals based on a best-value determination. The successful Offeror will be selected based on the proposal that represents the best value to TANAGER. Superior weight will be given to the technical services than to price, but price remains an important determinant for selection. Evaluation of the proposals may include the following criteria (not in any order):

Specific Criteria	Maximum Score
<i>Technical Merits and interpretation of the RFP</i>	45
1. Proposed methodology, including your proposed approach for data collection.	20/40
2. Proposed workplan, spanning 20 days, for completion of the full SOW	25/40
<i>Individual capacity and past performance</i>	25
Demonstrated experience conducting Literature review like the research in the SOW in the past 5 years	15/30
CV of the individual consultant	10/30
<i>Cost Effectiveness and Cost Realism</i>	30
Clarity of budget	10/30
Reasonability of budget	10/30
Extent to which the budget reflects the best use of resources	10/30
Total	100

These evaluation criteria elements are described more fully below.

A. *Technical Merits and interpretation of the RFP*: The quality and feasibility of the application in terms of the accuracy in the interpretation of the request for proposal, i.e., the appropriateness of the proposed methodology, and the work plan for achieving objectives. **45 points.**

B. *Individual Capacity and past performance*: Evidence of the capability to undertake and accomplish the scope of work and achieve the required objectives. This examines an Applicant's experience, which is a critical factor in assessing the capacity of the organization to implement the activity. **25 points.**

C. *Cost effectiveness and Cost Realism*: The degree to which budgeting is clear and reasonable and reflects best use of resources. **30 points.**

The evaluation committee will review the Technical Offer based upon the criteria listed above and suitability to meet the deliverables listed in Section 2.4 above. The quotations will be reviewed to ensure they are complete and free of computational errors. The committee will also assess the reasonableness of costs. A contract will be offered to the responsible Offeror whose proposal follows the RFP instructions and is judged to be the most advantageous to Tanager.

7. SOLICITATION PROCESS.

Once the RFP is released, the Offeror must submit a formal proposal to be sent to the contact person at TANAGER as indicated in Section 4. The submitted proposals will be reviewed against the criteria for evaluation defined in Section V above and rated on their ability to satisfy the requirements stated in this RFP document. A preferred Offeror will be chosen and formally notified. A formal contract will be negotiated with the selected Offeror and, if endorsed, the Offeror will deliver the proposed good(s).

8. TERMS AND CONDITIONS.

A. Late Submissions.

Proposals received after the submission deadline stated in the cover page of this RFP may not be considered. Offerors will be held responsible for ensuring their proposals are received according to the instructions stated herein. A late offer will be considered if the cause was attributable to TANAGER or its employees/agents, or if it is in the best interest of Tanager and the project.

B. Modification of RFP Requirements.

TANAGER retains the right to terminate the RFP or modify the requirements upon notification of the Offeror.

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 the 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. TANAGER 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.

TANAGER 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. TANAGER may reserve the right to waive any minor discrepancies in a proposal.

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

E. Validity of Proposal.

Proposals submitted shall remain open for acceptance for 30 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 based on formal incorporation in contract document.

F. Minimum Offeror Qualifications.

Offerors submitting proposals must (1) be officially licensed to do such business in the country of residence, (2) not have been identified as a terrorist. 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;
- Evidence of undertaking similar assignments – references from clients delivered for similar assignments.

G. Intellectual Property Rights.

All tangible or intangible property created or acquired under this contract shall be the exclusive property of ASI and the donor. The term "property" includes all data and reports associated with this engagement. The awardee is not allowed to hire another firm/individual to accomplish the objectives of the scope, as outlined above.

9. ATTACHMENTS.

- Appendix A: Purchase Order General Terms and Conditions.
- Appendix B: Technical Proposal Submission Sheet.
- Appendix C: Technical Qualifications and Cost Proposal.

APPENDIX A- GENERAL TERMS AND CONDITIONS.

- 1. Offer & Agreement.** The rights and obligations of both Parties shall be subject to and governed by the following documents in order listed: (a) This Purchase Order, including all attachments; (b) the Prime award noted at Block 9; (c) Vendor's proposal, including all certifications and representations. Any conflict occurring among these documents will be resolved in the stated order of precedence. **2. Assignment:** Vendor shall not have any right to assign this order or any benefits arising from this order without the prior written consent of TANAGER.
- 3. Proprietary Information & Confidentiality.** Vendor shall consider all data, documentation, drawings, specifications software and other information furnished by TANAGER to be confidential and proprietary and shall not disclose any such information to any other person or use such information itself for any purpose other than that for which it was intended in completing this order, unless Vendor obtains written permission from TANAGER to do so. Vendor agrees to execute TANAGER's standard Non-Disclosure Agreement upon request.
- 4. Terms of Payment.** Subject to any superseding terms on the face hereof, Vendor shall invoice TANAGER at 50 F ST. NW, Suite 1075, NW, Washington, D.C. 20001, Attn: TANAGER Purchase Agent (Block 10) or at the local office address as directed by the authorized TANAGER personnel and be paid upon completion/acceptance of the required supplies/services. Vendor shall be paid not later than thirty (30) days after TANAGER's receipt of an acceptable invoice and TANAGER's receipt of the completed products/services in accordance with paragraph 7 "Inspection" below, together with any required documents.
- 5. Compliance with Law.** Vendor's performance of work hereunder and all products to be delivered hereunder shall be in accordance with all applicable executive orders, Federal, State, municipal, and local laws and ordinances, and rules, orders, requirements, and regulations. Such Federal laws shall include, but not be limited to, the Fair Labor Standards Act of 1938 as amended, E.O. 11246, "Equal Opportunity," as amended by E.O. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and as supplemented by regulations at 41 CFR Chapter 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor", the Copeland "Anti-Kickback" Act (18USC874 and 40USC276c and 18USC874 as supplemented by Department of Labor regulations at 29CFRpart 3, the Davis-Bacon Act, as amended (40USC276a-a7) and as supplemented by Department of Labor at 29CFRpart 5, the Contract Work Hours and Safety Standards Act (40USC327-333), and the Byrd Anti-Lobbying Amendment (31USC1352). Unless otherwise agreed, governing law shall be that of the District of Columbia. **6. Title and Risk of Loss.** Title to and risk of loss of, each product and/or service to be delivered/provided hereunder shall, unless otherwise provided herein, pass from Vendor to TANAGER upon acceptance of such product/service by TANAGER.
- 7. Inspection.** (a) Vendor shall work within professional standards and limitations specified on work statements, drawings and specifications covering the work and shall make such inspections as are deemed necessary to ensure Vendor compliance, unless deviation there from is authorized in writing by TANAGER. (b) All shipments of materials shall be subject to final inspection by TANAGER after receipt by TANAGER at destination. If material supplied or work performed by Vendor is found to be defective, Vendor shall be given the opportunity to correct any deficiencies within a reasonable period. If correction of such work is impracticable, Vendor shall bear all risk after notice of rejection and shall, if so, requested by TANAGER and at its own expense, promptly make all necessary replacements. Vendor shall provide immediate notice to TANAGER of any potential failure on the part of its suppliers to provide supplies/services required hereunder. Vendor is responsible for any deficiency on the part of its suppliers. VENDOR SHALL BE RESPONSIBLE FOR ANY COSTS OF REPROCUREMENT AS MAY BE NECESSARY FOR TANAGER TO SECURE THE SUPPLIES/SERVICES AS A RESULT OF VENDOR'S INABILITY TO PERFORM THAT EXCEED THE AGREED UPON PRICE HEREIN. (d) Final inspection and acceptance by TANAGER shall be conclusive except for latent defects, fraud, or for any rights provided by any product warranty.
- 8. Force Majeure.** Neither Party shall be liable by reason of any failure in performance of this Agreement in accordance with its terms if such failure arises out of causes beyond the control and without the fault or negligence of Vendor. Such cases may include, but are not restricted to, acts of God, acts of government or municipal or other authorities, fires, floods, epidemics, quarantines, strikes, and labor disputes. Such causes do not include deficiencies on the part of its suppliers.
- 9. General Warranty.** Vendor warrants all supplies/services to be free from all materials defects and expressly represents that all such required supplies/services can providing/perform the function service for which they were intended. Vendor agrees to pass on all manufacturer's warranties to TANAGER.
- 10. Liens.** Vendor agrees to deliver/provide the products/services which are the subject-matter of this order to TANAGER free and clear of all liens, claims, and encumbrances.
- 11. Stop Work and Termination.** (a) TANAGER shall have the right to direct Vendor to stop work at any time. Such direction must be in writing and shall be effective for a period of no more than 30 days after which time Vendor may continue work absent direction to do so or a notice of termination. Vendor may be paid for work completed and/or reasonable actual costs for work in process incurred to time of termination notification Under no circumstances shall Vendor receive more than the original value of this Order. In the event of failure of the Vendor to deliver/complete any part of this order, then TANAGER shall, at its sole discretion, have the right to accept any delivered/completed part and unilaterally reduce the agreed upon price accordingly. (e) TANAGER acceptance of partial deliveries shall not constitute a waiver of any of the Vendor's remaining obligations hereunder. (f) The preceding paragraph (e) shall not limit any legal rights of either party to cancel this order by reason of any default, and TANAGER further reserves the right to cancel this order without further liability for articles not accepted by TANAGER in the event Vendor commits an act of bankruptcy, files or has filed against the petition of bankruptcy or insolvency or suffers any receivership or other similar petition to be filed for or against it, or assignment.
- 12. Insurance & Work on TANAGER's or TANAGER Client Premises.** When Vendor performs work on TANAGER's premises during the performance of this order, the Vendor agrees to maintain the standard amount of General Liability Insurance and such other insurance as may be required in writing by the TANAGER Client. Vendor, however, shall maintain adequate insurance coverage against claims arising from injuries sustained by Vendor on TANAGER's facilities and agrees to be liable for all damages & claims arising against TANAGER for which the Vendor is responsible.
- 13. Independent Relationship.** Nothing in this Agreement shall be construed as creating anything other than an independent Contractor/Vendor relationship between TANAGER and the Vendor. Vendor shall comply with all applicable laws and assume all risks incident to its status as an independent contractor. This includes, but is not limited to compliance with all applicable laws, responsibility for all applicable taxes, licenses, fees, insurance, etc.
- 14. Work Product Presumptive TANAGER Property.** All writings, books, articles, computer programs, databases, source and object codes, and other material of any nature whatsoever, including trademarks, trade names, and logos, that is subject to copyright protection and reduced to tangible form in whole or in part by Vendor during Vendor's service to TANAGER shall be considered a work made for hire, or otherwise TANAGER property. During this agreement and thereafter, Vendor agrees to take all actions and execute any documents that TANAGER may consider necessary to obtain or maintain copyrights, whether during the application for copyright or during the conduct of an interference, infringement, litigation, or other matter (TANAGER shall pay all related expenses). Vendor shall identify all materials in which Vendor intends to exempt from this provision prior to the use or development of such materials.
- 15. Rights in Data.** The Vendor understands and agrees that TANAGER may itself and permit others, including government agencies of the United States and other foreign governments, to reproduce any provided publications and materials through but not limited to the publication, broadcast, translation, creation of other versions, quotations there from, and otherwise utilize this work and material based on this work. During the agreement and thereafter, Vendor agrees to take all actions and execute any documents that TANAGER may consider necessary to obtain or maintain copyrights, whether during the application for copyright or during the conduct of an interference, infringement, litigation, or other matter (all related expenses to be borne by TANAGER). The Vendor shall identify all materials it intends to exempt from this provision prior to the use or development of such materials. The Vendor shall defend, indemnify, and hold harmless TANAGER against all claims, suits, costs, damages, and expenses that TANAGER may sustain by reason of any scandalous, libelous, or unlawful matter contained or alleged to be contained in the work, or any infringement or violation by the work of any copyright or property right; and until such claim or suit has been settled or withdrawn, TANAGER may withhold any sums due the Vendor under this agreement. Vendor agrees to specifically identify to TANAGER all computer software licenses ("including shrink-wrap") as may convey to the TANAGER. Vendor agrees that all computer software developed in the performance of this order using TANAGER monies shall, unless otherwise agreed, become, and remain the property of TANAGER.
- 16. Indemnification.** The Vendor shall defend, indemnify, and hold harmless TANAGER against all claims, suits, costs, damages, and expenses that TANAGER may sustain by reason of Vendor's negligent or unlawful actions resulting from Vendor's performance under this agreement.
- 17. Liquidated Damages.** If the Vendor fails to deliver the supplies or perform the services within the time specified in this agreement, TANAGER may require that Vendor pay, in place of actual damages, liquidated damages in the amount of one percent (1%) of the agreement value for each day of delay. If TANAGER terminates this agreement in whole or in part for default, as provided under section 11 above, Vendor is liable for liquidated damages accruing until such time that TANAGER reasonably obtains delivery or performance from another vendor. These liquidated damages shall be in addition to any excess costs for re-purchase. Vendor will not be charged with liquidated damages when delay of delivery or performance is beyond the control and without the fault or negligence of the Vendor.
- 18. Debarment, Suspension, Ineligibility, and Voluntary Exclusion.** Vendor certifies by acceptance of this agreement that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any U.S. Federal Government department of agency.
- 19. Drug Trafficking.** TANAGER and/or the US Government reserve the right to terminate this purchase order/subcontract to demand a refund or take other appropriate measures if the vendor is found to have been convicted of a narcotics offense or to have been engaged in drug trafficking as defined in 22 CFR Part 140.
- 20. Terrorism E.O. 13224.** Vendor agrees and certifies to take all necessary actions to comply with Executive Order No. 13224 on Terrorist Financing; blocking and prohibiting transactions with persons who commit, threaten to commit, or support terrorism.(E.O.13224 text available at: <http://www.whitehouse.gov/news/releases/2001/09/20010924-1.html>) Note: Vendor is required to obtain the updated lists at the time of procurement of goods or services. The updated lists are available at: <http://treasury.gov/offices/enforcement/ofac/sanctions/terrorism.htm> and <http://www.un.org/Docs/sc/committees/1267>
- 21. Claims and Disputes.** In the event of any dispute, a claim by the Vendor must be made in writing and submitted to the TANAGER Vice President of Contracts and Grants for a written decision. A claim by the Vendor is subject to a written decision by the Vice President of Contracts and Grants, who shall render a decision within 60 days of receipt of the Vendor's claim. If an equitable resolution cannot be resolved, both Parties agree to settlement by arbitration in accordance with the regulations of the American Arbitration Association in the District of Columbia, USA. The Subcontractor will proceed with performance of this purchase order pending final resolution of any claim.
- 22. Non-Liability.** Vendor shall defend, indemnify and hold harmless TANAGER against all claims, suits, costs, damages and expenses that may be sustain by reason of the negligent or unlawful actions of the Vendor..

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

Click here to enter text.

RFP Title

Click here to enter text.

We offer to provide the good described in the deliverables (Section II (A)), 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 Click here to enter text. days/weeks/months from the time and date of the submission deadline.

Type of Business/Institution

Offeror certifies that it is

Non-U.S. owned/operated

Government owned/operated

Note: If Non-U.S. owned/operated is selected, continue to anti-terrorism certification.

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 TANAGER.

Proposal Authorized By

Signature

Name

Click here to enter text.

Title

Click here to enter text.

Date

Click here to enter text.

Authorized for and on behalf of

Company

Click here to enter text.

Address

Click here to enter text.

DUNS No.

Click here to enter text.

Business
Registration No.

Click here to enter text.

APPENDIX C. TECHNICAL QUALIFICATIONS AND COST PROPOSAL.

- 1. Corporate Information
- 2. Name of Vendor Address Click or tap here to enter the name of the vendor
- 3. Telephone Number Click or tap here to enter the address
- 4. Name of Signatory Authority Click or tap here to enter the telephone number
- 5. Position/Title Telephone Number Click or tap to enter the name of signatory authority
- 6. Email Address Click or tap here to enter the position/title of signatory authority

7. As it relates to the SOW above, describe your proposed literature review methodology, including your proposed approach for data collection,

8. Please attach a proposed workplan, spanning 20 days, for completion of the full SOW. Please include any narrative description of your workplan below.

9. Please describe your experience conducting research like the research in the SOW in the past 5 years. Please note that Tanager will cross-reference this response with the references that you provide in your full application.

10. Please attach your CVs. Please include any additional comments of your capacity below.

11. Cost Proposal: Please confirm whether you can meet the following requirements.

Confirm that you you have the capacity to pre-finance 50% of the cost of the assignment:

If you do not have the ability to pre-finance 50% of the cost of the assignment, please explain:

12. Confirm that your company has the ability to develop and issue an invoice:

If you do not have the ability to develop and issue invoice, please explain:

13. **Cost Proposal:** Please provide an MS-Excel sheet outlining the details of the budget, including expenses. Submit this on your own template, as necessary. **ALL COSTS IN USD.** Please include any budget narrative information in the box below: