

**TASK 3 SEARCH - INDEFINITE QUANTITY CONTRACT
SECTION A –REQUEST FOR TASK ORDER PROPOSAL (RFTOP)**

Population, Health and Nutrition Technical Assistance and Support Task Order

1	RFTOP Number	620-08-010
2	Date RFTOP Issued	September 22, 2008
3	Issuing Office	Beatrice Diah/Abdullahi Sadiq Acquisition & Assistance Specialists
4	Contracting Officer	<i>Michael Glees</i> Office: 202 216 6242 / 234 9 461 9306 Fax: 234 9 461 9400 E-mail: mglees@usaid.gov
5	Proposals to be Submitted to	<i>Beatrice Diah/Abdullahi Sadiq (See detailed information in Section L.2)</i> Office: 202 216 6242 / 234 9 461 9429 Fax: 234 9 461 9400 Email: abujasolicitations@usaid.gov Email: asadiq@usaid.gov
6	Proposals Due	October 23, 2008
7	Payment Office	See Section G.4 Invoices
8	Name of Firm	
9	IQC Task Order Number	
10	DUNS number	
11	Tax Identification Number	
12	Address of Firm	
13	RFTOP Point of Contact	Name: Phone: Fax: Email:
14	Person Authorized to Sign RFTOP	
15	Signature	
16	Date	

SECTION B – SUPPLIES OR SERVICES AND PRICE/COSTS

B.1 PURPOSE

The United States Agency for International Development (USAID), USAID/Nigeria requires support to provide technical assistance in data synthesis and utilization, and strategic planning and evaluation of prevention programs in order to inform current and future HIV/AIDS prevention efforts in Nigeria as further detailed in Section C below.

B.2 CONTRACT TYPE

This is a Cost Plus Fixed Fee Task Order for the consideration set forth in the award, the Contractor shall provide the deliverables or outputs described in Section C and comply with all award requirements.

B.3 BUDGET

The Total Estimated Cost including Fixed Fee of this acquisition shall not exceed \$1,000,000.00

For Workdays Ordered	\$	<input type="text"/>
For Other Direct Costs	\$	<input type="text"/>
Ceiling Price	\$	<input type="text"/>

The Total Estimated Cost of this acquisition is \$_____. The fixed fee is \$_____. The contractor will not be paid any sum in excess of the ceiling price of \$_____.

See instructions for budget preparation in Section L.6 below.

B.4 PAYMENT

The paying office information is provided in Section G.4.

B.5 OTHER RFTOP INFORMATION

The final statement of work for the task order that will result from this RFTOP will be incorporated at the time of award and shall be based on the proposal by the successful Offeror.

END OF SECTION B

SECTION C – DESCRIPTION / SPECIFICATIONS/STATEMENT OF WORK

C.1 BACKGROUND

The USG Nigeria Prevention Technical Working Group (TWG), in dialogue with the OGAC Prevention TWG and OHA, and with recommendations from technical assistance assessments has identified a need for a strategic review of the sexual transmission prevention program in Nigeria. There is a need to evaluate program effectiveness and identify the specific packages of sexual transmission prevention services and intensity of implementation that result in the greatest impact for targeted populations.

Nigeria's population is estimated between 140 to 150 million people and recent survey data suggest an estimated HIV sero-prevalence rate between 4% and 5%. Heterosexual transmission accounts for up to 95% of HIV infections.¹ Female transactional sex workers represent a significant reservoir of HIV infection (~35% prevalence).² Reported condom use is increasing among brothel-based sex workers but is very low among casual, non-brothel-based transactional sex workers.

HIV infections in Nigeria are not distributed equally; there is a band of higher prevalence across the central part of the country, with a diversity of high-risk populations within specific geo-economic zones. Preliminary data from recent surveys highlight this variation across zones and the need for targeted responses to specific populations. Results from the Integrated Bio-Behavioral Surveillance Survey (IBBSS) conducted in 2007 were recently released and USG Nigeria expects the release of results from two other critical population-based surveys in the next year—the 2008 Antenatal Clinic Survey and the National AIDS and Reproductive Health Survey (NARHS+). Data from the next Nigeria Demographic and Health Survey (DHS) are anticipated early in 2009.

While a number of studies and research activities have been done in the area of HIV/AIDS risk behaviors, attitudes, and knowledge, there is still knowledge to be gained from a close examination of what makes for effective behavioral change and sexual prevention programming targeted at specific population groups.

Background documents attached include:

- A) The Government of Nigeria National HIV/AIDS Prevention Plan 2007-2009 (Attachment J.1).
- B) PEPFAR/Nigeria geographical coverage and scope of implementing partner programs (Attachment J.2).
- C) COP08 Program Area Contexts for "Abstinence & Being Faithful" and "Condoms & Other Prevention" program areas (Attachment J.3).

¹ Olusoji Adeyi, et al, editors. 2006. *AIDS in Nigeria; A Nation on the Threshold* (Harvard University Press, Harvard Series on Population and International Health).

² Joseph Nnorom. "Highlights of World Bank Funded HIV/AIDS Epidemiology and Response Synthesis Paper for Nigeria."

C.2. STATEMENT OF NEED

USAID Nigeria seeks the services of a contractor to provide technical assistance in data synthesis and utilization, and strategic planning and evaluation of prevention programs in order to inform current and future HIV/AIDS prevention efforts in Nigeria.

C.3 OBJECTIVES

1. To synthesize and analyze all available data, including quantitative as well as qualitative research findings, and other sources of information toward evidence-based recommendations for improved prevention programming, strategic planning and targeting, and any necessary programmatic shifts and/or new programming and policy development needs, to the USG and, as requested, to the GoN.
2. To identify and evaluate the apparent impact of the PEPFAR prevention program in Nigeria, cost effectiveness of interventions, best practices and lessons learned, and opportunities for scale-up, through a focused impact analysis based on available data.
3. To build in-country capacity for data triangulation and utilization related to strategic planning for HIV prevention interventions.
4. To recommend priorities for addressing any information gaps, as identified through a data triangulation process. A proposal for future formative research, additional focused assessments, and possible small-scale studies (e.g., network analysis, mapping, other data collection and analysis activities) is not in the scope of this contract; however general recommendations as to how to address information gaps with the aim of refining and informing HIV/AIDS prevention program design and policy are anticipated as part of the final report.

C.4 SCOPE OF WORK

The Contractor shall undertake a series of activities for PEPFAR/Nigeria that will focus primarily on a data triangulation and synthesis exercise toward an evaluation of PEPFAR/Nigeria's sexual transmission prevention portfolio, and recommendations for improved priority setting and strategic planning. The final report shall include results of operations research, as required to fill gaps identified in the data triangulation exercise. The PEPFAR/Nigeria's sexual transmission prevention portfolio will be assessed within the context of current Government of Nigeria (GoN) policies and guidelines, and the nature and trends of the epidemic in Nigeria. Study results from the contractor's activities in the initial data triangulation and synthesis stage will inform recommendations for new programming and a matrix outlining priority target populations and behaviors for specific prevention programming. The data triangulation process involves the development and refinement specific hypotheses, as well as the identification of any information gaps that could be filled by additional data collection activities, as required. The Project SEARCH partner shall support the Mission, other prevention partners, and the PEPFAR Nigeria program overall in data synthesis and analysis of available data toward strategic planning and implementation. The contractor's report shall include general recommendations for addressing any potential information gaps uncovered through the data triangulation process

C.5. TASKS

The task order includes program evaluation and will consist of specific activities, as outlined below. Based on the results of the triangulation exercise, emerging USG HIV/AIDS priorities, subsequent data collection, analysis, and synthesis activities based in part on the findings of this task order may be funded through another mechanism in the second or third year following this activity.

Contract activities for the duration of the project shall include:

1. A systematic, participatory data triangulation and synthesis exercise that utilizes all available and appropriate data, research findings, and other sources of information in order to identify sexual transmission prevention priorities to ensure that USG/Nigeria's programming is aligned with and responsive to the Nigerian HIV/AIDS epidemic. The data triangulation exercise shall contribute to the identification of a key questions for a focused and realistic impact evaluation (with likely attribution rather than statistically evident attribution) utilizing a quasi- or non-experimental design informed by existing/secondary data toward evaluating the effectiveness of PEPFAR/Nigeria's implementation of the National HIV/AIDS Prevention Plan 2007-2009. The plan, available to download at: <http://www.naca.gov.ng/index.php/View-document-details/1-National-Prevention-Plan-2007-2009.html> specifies that programs reach individuals with a minimum of three prevention intervention services from a pool of established best practices appropriate to the population being targeted. Reaching individuals with a minimum of three interventions will increase the likelihood that the intended behavioral change outcomes are achieved.

The primary aim is to utilize available data for evidence-based recommendations for improved prevention programming and targeting, including necessary programmatic shifts and/or new programming needs. The Nigeria National HIV/AIDS Prevention Plan 2007-2008 will serve as a reference point to data synthesis efforts; however, the data triangulation exercise will not be limited to the data sources utilized in developing the plan, but will identify, through a participatory and in-depth process, additional sources of information available for the conduct of a data triangulation exercise and additional data utilization and analytical methods. As a result of the collaborative data compilation, review, and analysis process, additional indicators will likely be identified. It is anticipated that several key indicators and indicator reference sheets will be developed, with clear data collection and analysis methods included in the deliverables. Data analysis activities are expected to focus on but are not limited to the following:

- a. Clinical, household, community-level, and population-based epidemiologic, demographic and surveillance data, as well as qualitative, ethnographic data on targeted populations and the perceptions, attitudes, and behaviors that challenge and/or facilitate improved risk reduction
- b. Geo-political regional incidence of new infections and characteristics of targeted populations within the different geo-political zones
- c. Selected behavioral change outcomes with likely attribution, at least in part, to PEPFAR/Nigeria sexual prevention programming

- d. Behavioral change and risk reduction interventions for sexual transmission prevention that are most effective for specific targeted populations

The contractor under Project SEARCH shall work collaboratively with stakeholders to build on the work that has already been achieved as part of the process that resulted in a National HIV/AIDS Prevention Plan 2007-2009. It is expected that stakeholders shall be part of an iterative data triangulation process to identify questions, develop hypotheses, and identify and review data for analysis and refinement of hypotheses.

Data "triangulation" refers broadly to the process of collecting, arraying, examining, and interpreting data from multiple sources through inductive reasoning to refine and modify explanations of a public health problem based on empirical observations, and in this way guide programmatic decision-making (see, for example, the 12-step data triangulation method developed by the Institute for Global Health at the University of California, San Francisco; <http://www.igh.org/triangulation/>). A data triangulation approach has been identified as a way to meet the objectives of PEPFAR/Nigeria at this time. Rather than generating new data to answer a specific research hypothesis, the triangulation exercise envisioned will be a participatory process of identifying and refining questions and hypotheses in an iterative process (i.e., through several cycles of identifying and refining questions and hypotheses) with Nigerian stakeholders to make the best possible public health decisions based on the available evidence. Triangulation follows the principles of Second Generation HIV Surveillance by focusing on trends over time and by combining data on the prevalence of HIV and STIs, risk behaviors, and program delivery. Similar to Second Generation HIV Surveillance, triangulation emphasizes the rapid use of data and can incorporate programmatic data as well as additional, small-scale data collection activities designed to fill specific information gaps as required by the questions and hypotheses generated.

This activity shall involve a thorough review of available data, including perceptual and behavioral challenges and/or enabling factors to positive behavioral change, the current 5-year USG strategy, and portfolio of prevention activities. The review should be guided by questions identified collaboratively with stakeholders and the USG Team (specifically the USG Prevention TWG and Strategic Information Team). The contractor shall develop and refine research hypotheses collaboratively with stakeholders and USG, through an iterative process.

This task shall lead to the following results:

- a. Identification of priority target populations and effective interventions and communication channels to target behaviors specific to these populations within the various geo-political regions.
- b. Identification of gaps that exist in the current PEPFAR sexual prevention activities and analysis of adequacy and effectiveness of current program implementation and outcomes.
- c. Identification of gaps that exist in the current PEPFAR sexual prevention portfolio and evidence-based recommendations for programmatic shifts and/or new programming needs with strategies to put study results into action.

2. Technical skills capacity building in country (e.g., among National Population Commission researchers), specifically in program evaluation design and data triangulation methodology. Specific results include:
 - a. Improved capacity of GoN partners and key prevention program stakeholders to identify data capture needs in response to specific policy and program strategy questions
 - b. Strengthened data utilization capacity at national, state, and local government area (LGA) levels
3. Identification, design, and preparation of a report. Included in this report shall be recommendations for priority information gaps as well as results of a focused program outcome or impact evaluation on specific aspects of ongoing HIV prevention programs. Recommendations on the utility and impact of a core set of prevention interventions for best practices and opportunities for scale-up should be addressed in the report.

General recommendations for filling identified information gaps are not expected to detail exactly how future research will be conducted; however the report is expected to identify specific information gaps and learning objectives, such as:

- a. Gaps in existing knowledge regarding barriers to positive behavior change, through qualitative, ethnographic data on perceptions, attitudes, self-efficacy, etc., that challenge and/or facilitate improved risk reduction
- b. Specific challenges to risk reduction interventions among high prevalence groups and/or populations exhibiting high-density sexual networks

C. 6. PROGRAM MANAGEMENT

The roles and responsibilities of the successful contractor and USAID are as follows:

Contractor

1. Within 30 days after the signing of the task order, provide a revised overall work plan and a monitoring and evaluation plan, to be approved by USAID, that describes all activities, their sequence and time frames, output/milestone and performance indicators against which the results achieved by the contractor will be measured.
2. Submit monthly progress reports to the CTO no later than the tenth working day following the end of the quarter. The reports shall include a summary of current activities, presentation of problem areas and recommendations for resolving these problems and attendant schedules for their resolution and anticipated activities for the next month.
3. Submit monthly financial summaries for the Task Order contract [and each subcontract] showing cost to date, budget estimate, advances, contractual obligation, variations and cost to complete. The contractor will track the level of funding available and utilized for sub-grants (if any) and the level of funding available and utilized for administrative support and oversight

4. Submit monthly implementation reports to USAID that describe progress in implementing the program in accordance with the terms of the Task Order.
5. Submit monthly reports on performance, measured against results as specified in the overall work plan.

USAID and the Strategic Management Team (SMT) (See Section F.3 below)

1. Specification of the directions will be included in a CTO letter of which a copy will be provided to the contractor.
2. Any substantive changes to the Task Order activities or key personnel must be authorized by the Contracting Officer in writing.
3. USAID through the designated Cognizant Technical Officer will provide programmatic and financial oversight of the Task Order.

C.7 EXPECTED DELIVERABLES

Deliverables include:

1. **A matrix of priority target populations/behaviors informed by the data triangulation exercise and gap analysis**

This deliverable is to be completed in country with sufficient time to allow for data dissemination and discussion for action planning with relevant stakeholders. The in-country team is expected to include a local hire prevention program expert who, with the data triangulation facilitation expertise of other members of the team, will lead the participatory data triangulation and analysis exercise. This exercise will draw on the expertise of prevention program experts in the Government of Nigeria and PEPFAR toward evidence-based recommendations for targeting effective prevention programs to specific populations. This will be captured in the matrix which will be shared with partners, including the Government of Nigeria and other multi-national donors, to obtain their feedback and buy-in to the proposed shifts in strategic direction of prevention efforts.

2. **Preliminary recommendations on programmatic shifts and/or new programming needs**

This deliverable, based on an initial analysis of available data and stakeholder discussions of the matrix of priority target populations and behaviors, must be completed in time for the COP10 planning that begins in July, 2009. It should provide evidence-based recommendations for improved sexual prevention programming and targeting, including necessary programmatic shifts and/or new programming needs.

3. **A final report that outlines recommended programmatic shifts and/or new programming needs for use and dissemination through a National HIV/AIDS Prevention Stakeholder's Forum.**

This deliverable is required in country and comes at the completion of the data triangulation exercise and stakeholder discussions (forum) of the matrix of priority target populations and behaviors. Through both individual meetings with partners and a joint prevention partners' meeting, the new strategy will be integrated into partner-specific performance plans to better leverage the comparative advantage of existing partners and to fill current missed opportunities vis-à-vis proposed strategic shifts in program direction. These meetings will also provide forums to explore how partners can coordinate more closely, better exploit synergies across their programs, harmonize prevention messages, and enhance geographic and population coverage. The results of these discussions with partners and within the USG team will contribute to a strategic reorientation of the USG portfolio for prevention of sexual transmission of HIV.

If the data triangulation exercise identifies information gaps that have high priority for sexual prevention programming in Nigeria, the final report should include: 1) identified information gaps; and 2) clearly articulated methodologies for addressing information gaps, both qualitative and quantitative, including such options as focused assessments, interviews and observational studies, network analysis, mapping, or other data collection and analysis activities, with the aim of refining and informing HIV/AIDS prevention program design and policy.

4. Indicator reference sheets of key behavioral change indicators responsive to assessing change in risk reduction and positive behavioral change for prevention of sexual transmission among targeted populations, with documented field methodology for their collection.

This deliverable must be completed in country. One, two, or three Indicators must have been identified and field-tested in country as part of the data triangulation exercise to address key hypotheses). Indicators must be in line with new PEPFAR indicators; they must feed into the Nigeria National Response Information Management System (NNRIMS), and should be accompanied by documentation clearly outlining a methodology for collection and analysis.

C. 8. REPORTING REQUIREMENTS

The contractor shall submit monthly progress and performance reports, and monthly financial reports to USAID in compliance with the terms of the Task Order. The contractor shall meet monthly with the USAID Prevention focal person.

The monthly implementation report format will be provided by USAID. The report shall contain, at a minimum, the following information:

- Progress (achievements) since the last report
- Problems described in previous report solved or still outstanding and intentions to address outstanding problems
- New problems encountered since previous report
- Proposed solutions to outstanding and new problems
- Plan for next quarter
- Documentation of better practices that can be replicated or taken to scale

- Briefing: The contractor shall brief the mission and the cooperating country officials on the principal activities, accomplishments and funding during the implementation period, unless not desired by mission

The monthly performance report shall be measured against results of the approved work plan. USAID shall provide a format for monthly reporting.

The financial report format shall be provided by USAID. The report should contain at a minimum the following information:

- Total Estimated Amount of the Task Order
- Total funds Obligated to date by USAID into the Task Order
- Total funds expended by the Contractor to date, including direct and indirect administrative costs
- Pipeline (funds obligated minus expended funds)
- Funds required or remaining to be obligated and Award period covered by such funds.

In addition, a final report shall be provided by the Contractor to USAID ninety days after the completion of the Task Order contract, based on a format provided by USAID.

C.9 PERFORMANCE MONITORING PLAN

The contractor's performance shall be evaluated based on the completion of specific tasks as outlined in the Task Order, adherence to the work plan, and reports submitted to the Cognizant Technical Officer (CTO).

END OF SECTION C

SECTION D – PACKAGING AND MARKING

D.1 AIDAR 752.7009 MARKING (JAN 1993)

(a) It is USAID policy that USAID-financed commodities and shipping containers, and project construction sites and other project locations be suitably marked with the USAID emblem. Shipping containers are also to be marked with the last five digits of the USAID financing document number. As a general rule, marking is not required for raw materials shipped in bulk (such as coal, grain, etc.), or for semifinished products which are not packaged.

(b) Specific guidance on marking requirements should be obtained prior to procurement of commodities to be shipped, and as early as possible for project construction sites and other project locations. This guidance will be provided through the cognizant technical office indicated on the cover page of this contract, or by the Mission Director in the Cooperating Country to which commodities are being shipped, or in which the project site is located.

(c) Authority to waive marking requirements is vested with the Regional Assistant Administrators, and with Mission Directors.

(d) A copy of any specific marking instructions or waivers from marking requirements is to be sent to the Contracting Officer; the original should be retained by the Contractor.

D.2 BRANDING

The Contractor shall comply with the requirements of the USAID "Graphic Standards Manual" available at www.usaid.gov/branding, or any successor branding policy.

END OF SECTION D

SECTION E - INSPECTION AND ACCEPTANCE

E.1 TASK ORDER PERFORMANCE EVALUATION

Task order performance evaluation shall be performed in accordance with terms and conditions of the task order and TASK 3 SEARCH IQC Sections E.2 – Inspection and Acceptance and Section F.7 – Monitoring and Evaluation plan.

END OF SECTION E

SECTION F – DELIVERIES OR PERFORMANCE

F.1 PERIOD OF PERFORMANCE

The estimated period of performance for this task order shall not exceed 12 months.

The period of performance is from 8 to 12 months, with a maximum not to exceed 12 months. A complete work plan, with timeline, will be expected within one (1) month of commencement of activities under this IQC. Subject to the availability of funds, the period of performance is the effective date of the Task Order and the completion date is no later than March 31, 2010. The actual period of performance shall be reflected in the resultant Task Order.

F.2. DELIVERABLES

See Section C.6 – Expected Deliverables for full information and definitive listing. All of the evaluation findings, conclusions, and recommendations shall be documented in the Final Report. All written deliverables shall also be submitted electronically to the CTO. Bound/color printed deliverables may also be required, as directed by the CTO.

F.3 TECHNICAL DIRECTION AND DESIGNATION OF RESPONSIBLE USAID OFFICIALS

Technical Directions during the performance of this task order shall be provided by the designated Task Order Cognizant Technical Officer (CTO) in the USAID/Nigeria Office of HIV/AIDS & TB, and in his/her absence, his/her designee, the Alternate CTO, as designated by the Contracting Officer. The CTO and A/CTO will be designated separately by the Contracting Officer. The technical office is:

U.S. Agency for International Development
Nigeria
No. 7-9 Mambilla Street
Off Aso Drive, Abuja
Telephone: 234 9 461 9300
Telephone: 202 216 6276
Fax: 234 9 4619400

The contractor shall work closely with senior management team (SMT), which includes key staff from USAID, NACA, participating SACA, as well as USG Prevention technical leads. Specification of the directions will be included in a CTO letter to the contractor.

The Contracting Office is:

Michael Glees
Contracting Officer
U.S. Agency for International Development
Nigeria
No. 7-9 Mambilla Street
Off Aso Drive, Abuja
Telephone: 234 9 461 9306
Fax: 234 9 4619400
Email: mglees@usaid.gov

F.4 PLACE OF PERFORMANCE

Performance of this contract shall be in Nigeria, primarily in Abuja where USG and national-level stakeholders are located, and will include activities at multiple Government of Nigeria locations (e.g., NACA, FMOH, etc.). Additional data gathering efforts (secondary and selected, small-scaled primary research studies) may require travel to other locations within Nigeria.

F.5 AUTHORIZED WORK DAY / WEEK

A 6 day workweek with no premium pay is authorized under this Task Order.

F.6 REPORTS AND DELIVERABLES OR OUTPUTS

In addition to the requirements set forth for submission of reports in Sections I and J, and in accordance with AIDAR clause 752.242-70, Periodic Progress Reports, the Contractor shall submit reports, deliverables or outputs as further described below to the CTO (referenced in Sections F.2 and G). All reports and other deliverables shall be in the English language, unless otherwise specified by the CTO.

The contractor will be required to submit monthly progress and performance reports, and monthly financial reports to USAID in compliance with the terms of the Task Order. The contractor will also be required to meet monthly with the USAID Prevention focal person.

The monthly implementation report format will be provided by USAID. The report will contain, at a minimum, the following information:

- Progress (achievements) since the last report
- Problems described in previous report solved or still outstanding and intentions to address outstanding problems
- New problems encountered since previous report
- Proposed solutions to outstanding and new problems
- Plan for next quarter
- Documentation of better practices that can be replicated or taken to scale
- Briefing: The contractor shall brief the mission and the cooperating country officials on the principal activities, accomplishments and funding during the implementation period, unless not desired by mission

The monthly performance report will be measured against results of the approved work plan. USAID will provide a format for monthly reporting.

The financial report format will be provided by USAID. The report should contain at a minimum the following information:

- Total Estimated Amount of the Task Order
- Total funds Obligated to date by USAID into the Task Order
- Total funds expended by the Contractor to date, including direct and indirect administrative costs
- Pipeline (funds obligated minus expended funds)

- Funds required or remaining to be obligated and Award period covered by such funds.

This report shall also include monthly financial summaries for the Task Order contract [and each subcontract] showing cost to date, budget estimate, advances, contractual obligation, variations and cost to complete. The contractor will track the level of funding available and utilized for sub-grants (if any) and the level of funding available and utilized for administrative support and oversight

- Within 30 days after the signing of the task order, provide a revised overall work plan and a monitoring and evaluation plan, to be approved by USAID, that describes all activities, their sequence and time frames, output/milestone and performance indicators against which the results achieved by the contractor will be measured.
- Submit monthly progress reports to the CTO no later than the tenth working day following the end of the quarter. The reports shall include a summary of current activities, presentation of problem areas and recommendations for resolving these problems and attendant schedules for their resolution and anticipated activities for the next month.
- A final report will be provided by the Contractor to USAID ninety days after the completion of the Task Order contract, based on a format provided by USAID. The Final Report shall match accomplishments to the specific paragraphs of the Scope of Work. The final report will be drafted to allow for incremental improvements in the process, both generally within USAID and specifically with respect to this contract.

F.7 AIDAR 752.7005 SUBMISSION REQUIREMENTS FOR DEVELOPMENT EXPERIENCE DOCUMENTS (JAN 2004) (AAPD 04-06)

(a) Contract Reports and Information/Intellectual Products.

(1) The Contractor shall submit to USAID's Development Experience Clearinghouse (DEC) copies of reports and information products which describe, communicate or organize program/project development assistance activities, methods, technologies, management, research, results and experience as outlined in the Agency's ADS Chapter 540. Information may be obtained from the Cognizant Technical Officer (CTO). These reports include: assessments, evaluations, studies, development experience documents, technical reports and annual reports. The Contractor shall also submit to copies of information products including training materials, publications, databases, computer software programs, videos and other intellectual deliverable materials required under the Contract Schedule. Time-sensitive materials such as newsletters, brochures, bulletins or periodic reports covering periods of less than a year are not to be submitted.

(2) Upon contract completion, the Contractor shall submit to DEC an index of all reports and information/intellectual products referenced in paragraph (a)(1) of this clause.

(b) Submission requirements.

(1) Distribution.

(i) At the same time submission is made to the CTO, the Contractor shall submit, one copy each, of contract reports and information/intellectual products (referenced in paragraph (a)(1) of this clause) in either electronic(preferred) or paper form to one of the following:

(A) Via E-mail: docsubmit@dec.cdie.org;

(B) Via U.S. Postal Service: Development Experience Clearinghouse, 8403 Colesville Road, Suite 210, Silver Spring, MD 20910, USA;

(C) Via Fax: (301) 588-7787; or

(D) Online: <http://www.dec.org/index.cfm?fuseaction=docSubmit.home>

(ii) The Contractor shall submit the reports index referenced in paragraph (a)(2) of this clause and any reports referenced in paragraph (a)(1) of this clause that have not been previously submitted to DEC, within 30 days after completion of the contract to one of the address cited in paragraph (b)(1)(i) of this clause.

(2) Format.

(i) Descriptive information is required for all Contractor products submitted. The title page of all reports and information products shall include the contract number(s), Contractor name(s), name of the USAID cognizant technical office, the publication or issuance date of the document, document title, author name(s), and strategic objective or activity title and associated number. In addition, all materials submitted in accordance with this clause shall have attached on a separate coversheet the name, organization, address, telephone number, fax number, and Internet address of the submitting party.

(ii) The report in paper form shall be prepared using non-glossy paper (preferably recycled and white or off-white using black ink. Elaborate art work, multicolor printing and expensive bindings are not to be used. Whenever possible, pages shall be printed on both sides.

(iii) The electronic document submitted shall consist of only one electronic file which comprises the complete and final equivalent of the paper copy.

(iv) Acceptable software formats for electronic documents include WordPerfect, Microsoft Word, and Portable Document Format (PDF). Submission in PDF is encouraged.

(v) The electronic document submission shall include the following descriptive information:

(A) Name and version of the application software used to create the file, e.g., MSWord6.0 or Acrobat Version 5.0.

(B) The format for any graphic and/or image file submitted, e.g., TIFF-compatible.

(C) Any other necessary information, e.g. special backup or data compression routines, software used for storing/retrieving submitted data or program installation instructions.

END OF SECTION F

SECTION G – TASK ORDER ADMINISTRATION DATA

G.1 CONTRACTING OFFICER'S AUTHORITY

The Contracting Officer is the only person authorized to make or approve any changes in the requirements of this task order and notwithstanding any provisions contained elsewhere in this task order, the said authority remains solely in the Contracting Officer. In the event the Contractor makes any changes at the direction of any person other than the Contracting Officer, the change shall be considered to have been made without authority and no adjustment shall be made in the contract terms and conditions, including price.

G.2 TECHNICAL DIRECTION

USAID/Nigeria/HIV/AIDS & Tuberculosis Team shall provide technical oversight to the Contractor through the designated Cognizant Technical Officer (CTO). The Contracting Officer shall issue a letter appointing the CTO for the task order and provide a copy of the designation letter to the contractor.

G.3 ACCEPTANCE AND APPROVAL

In order to receive payment, all deliverables must be accepted and approved by the designated Cognizant Technical Officer.

G.4 INVOICES

One (1) original of each invoice shall be submitted on an SF-1034 Public Voucher for Purchases and Services Other Than Personal to the Controller, USAID/Nigeria. One copy of the voucher and the invoice shall also be submitted to the Contracting Officer and the CTO.

Electronic submission of invoices is encouraged. Submit invoices to the Controller, Darlene Cutshall, E-mail address: dcutshall@usaid.gov or Deputy Controller, Valerie Smith, E-mail address: vsmith@usaid.gov. (other e-mail addresses will be provided during post award orientation).

The SF-1034 must be signed, and it must be submitted along with the invoice and any other documentation in Adobe.

Paper Invoices shall be sent to the following address:

The Controller
Office of Financial Management
USAID/Nigeria
8320 Abuja Place
Dulles, VA 20189-8320

If submitting invoices electronically, do not send a paper copy.

END OF SECTION G

SECTION H – SPECIAL TASK ORDER REQUIREMENTS

H.1 KEY PERSONNEL

The contractor shall provide the following key personnel for the performance of this task order: *(The Offerors shall propose the key personnel to be furnished under the proposed Task Order. The positions must be only those personnel directly responsible for management of the contract, or whose professional/technical skills are certified by the CTO as being essential for the successful implementation of the activity)*

USAID reserves the right to adjust the level of key personnel during the performance of this task order.

H.2 LANGUAGE REQUIREMENTS

The contractor personnel and/or consultant shall have English language proficiency to perform the technical services. All deliverables shall be produced in English, unless otherwise notified by the designated Cognizant Technical Officer.

H.3 GOVERNMENT FURNISHED FACILITIES OR PROPERTY

The Contractor and any employee or consultant of the Contractor is prohibited from using U.S. Government facilities (such as office space or equipment) or U.S. Government clerical or technical personnel in the performance of the services specified in the Task Order unless the use of Government facilities or personnel is specifically authorized in the Task Order or is authorized in advance, in writing, by the CTO.

H.4 SECURITY

Travel within certain regions of Nigeria may be restricted and/or require special escort requirements.

H.5. REFERENCE DOCUMENTS

Proposals must be consistent with policies and guidelines of Nigeria's HIV/AIDS prevention strategy and USAID/Nigeria's HIV/AIDS prevention strategy. A copy of the National HIV/AIDS Prevention Plan 2007-2009 is available and will be provided upon request.

H.6 CONFIDENTIALITY AND OWNERSHIP OF INTELLECTUAL PROPERTY

All reports generated and data collected during this project shall be considered the property of USAID and shall not be reproduced, disseminated or discussed in open forum, other than for the purposes of completing the tasks described in this document, without the express written approval of a duly-authorized representative of USAID. All findings, conclusions and recommendations shall be considered confidential and proprietary.

H.7 CONTRACTOR'S STAFF SUPPORT, AND ADMINISTRATIVE AND LOGISTICS ARRANGEMENTS

The Contractor shall be responsible for all administrative support and logistics required to fulfill the requirements of this task order. These shall include all travel arrangements, appointment scheduling, secretarial services, report preparations services, printing, and duplicating.

H.8 PERIODIC PROGRESS REPORTS (July 1998) (CIB 98-21)

(a) The contractor shall prepare and submit progress reports as specified in the Schedule of this contract. These reports are separate from the interim and final performance evaluation reports prepared by USAID in accordance with (48 CFR) FAR 42.15 and internal Agency procedures, but they may be used by USAID personnel or their authorized representatives when evaluating the contractor's performance.

(b) During any delay in furnishing a progress report required under this contract, the contracting officer may withhold from payment an amount not to exceed US\$25,000 (or local currency equivalent) or 5 percent of the amount of this contract, whichever is less, until such time as the contracting officer determines that the delay no longer has a detrimental effect on the Government's ability to monitor the contractor's progress.

H.9 VOLUNTARY POPULATION PLANNING ACTIVITIES (JUNE 2008) PROHIBITION ON THE PROMOTION OR ADVOCACY OF THE LEGALIZATION OR PRACTICE OF PROSTITUTION OR SEX TRAFFICKING (ACQUISITION) (OCTOBER 2007)

(a) This contract is authorized under the United States Leadership Against HIV/AIDS, Tuberculosis and Malaria Act of 2003 (P.L. 108-25). This Act enunciates that the U.S. Government is opposed to prostitution and related activities, which are inherently harmful and dehumanizing, and contribute to the phenomenon of trafficking in persons. The contractor shall not use any of the funds made available under this contract to promote or advocate the legalization or practice of prostitution or sex trafficking. Nothing in the preceding sentence shall be construed to preclude the provision to individuals of palliative care, treatment, or post-exposure pharmaceutical prophylaxis, and necessary pharmaceuticals and commodities, including test kits, condoms, and, when proven effective, microbicides.

(b)(1) Except as provided in (b)(2) and (b)(3), as a condition of being awarded USAID funds for HIV/AIDS activities under this contract or subcontract, a non-governmental organization or public international organization contractor/subcontractor must have a policy explicitly opposing prostitution and sex trafficking. (b)(2) The following organizations are exempt from (b)(1): the Global Fund to Fight AIDS, Tuberculosis and Malaria; the World Health Organization; the International AIDS Vaccine Initiative; and any United Nations agency. (b)(3) Contractors and subcontractors are exempt from (b)(1) if the contract or subcontract is for commercial items and services as defined in FAR 2.101, such as pharmaceuticals, medical supplies, logistics support, data management, and freight forwarding. (b)(4) Notwithstanding section (b)(3), not exempt from (b)(1) are contractors and subcontractors that implement HIV/AIDS programs under this contract or subcontract by: (i) providing supplies or services directly to the final populations receiving such supplies or services in host countries; (ii) providing technical assistance and training directly to host country individuals or entities on the provision of supplies or services to the final populations receiving such supplies and services; or (iii) providing the types of services listed in FAR 37.203(b)(1)-(6) that involve giving advice about substantive policies of a recipient, giving advice regarding the activities referenced in (i) and (ii), or making decisions or functioning in a recipient's chain of command (e.g., providing managerial or supervisory services approving financial transactions, personnel actions).

(c) The following definition applies for purposes of this provision: "Sex trafficking" means the recruitment, harboring, transportation, provision, or obtaining of a person for the purpose of a commercial sex act. 22 U.S.C. 7102(9).

(d) The contractor shall insert this clause in all subcontracts. AAPD 05-04 Amendment 02
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(e) Any violation of this clause will result in the immediate termination of this contract by USAID.

(f) This clause does not affect the applicability of FAR 52.222-50 to this contract."

H.10 VOLUNTARY POPULATION PLANNING ACTIVITIES (JUNE 2008)

(a) *Requirements for Voluntary Sterilization Program.* None of the funds made available under this contract shall be used to pay for the performance of involuntary sterilization as a method of family planning or to coerce or provide any financial incentive to any individual to practice sterilization.

(b) *Prohibition on Abortion-Related Activities.*

(1) No funds made available under this contract will be used to finance, support, or be attributed to the following activities: (i) procurement or distribution of equipment intended to be used for the purpose of inducing abortions as a method of family planning; (ii) special fees or incentives to any person to coerce or motivate them to have abortions; (iii) payments to persons to perform abortions or to solicit persons to undergo abortions; (iv) information, education, training, or communication programs that seek to promote abortion as a method of family planning; and (v) lobbying for or against abortion. The term "motivate", as it relates to family planning assistance, shall not be construed to prohibit the provision, consistent with local law, of information or counseling about all pregnancy options.

(2) No funds made available under this contract will be used to pay for any biomedical research which relates, in whole or in part, to methods of, or the performance of, abortions or involuntary sterilizations as a means of family planning. Epidemiologic or descriptive research to assess the incidence, extent or consequences of abortions is not precluded.

(c) The contractor shall insert this provision in all subcontracts.

(End of clause)

END OF SECTION H

SECTION I – CONTRACT CLAUSES

I.1 Reference: Population, Health and Nutrition Technical Assistance and Support IQC.

END OF SECTION I

SECTION J – LIST OF DOCUMENTS EXHIBITS AND OTHER ATTACHEMENTS**SECTION J - LIST OF ATTACHMENTS**

Attachment Number	Title
J.1	The Government of Nigeria National HIV/AIDS Prevention Plan 2007-2009
J.2	PEPFAR/Nigeria geographical coverage and scope of implementing partner programs
J.3	COP08 Program Area Contexts for “Abstinence & Being Faithful” and “Condoms & Other Prevention” program areas
J.4	USAID FORM 1420-17 Contractor Biographical Data Sheet*

*Electronic copy of the form is located at: <http://www.usaid.gov/forms/AID1420-17.doc>

END OF SECTION J

SECTION K – REPRESENTATIONS, CERTIFICATIONS, AND OTHER STATEMENTS

Not required.

SECTION L - INSTRUCTIONS, CONDITIONS, AND NOTICES TO OFFERORS

L.1 GENERAL

The Government anticipates the award of one (1) cost plus fixed fees task order as a result of this RFTOP; however, it reserves the right to make multiple awards or no award.

L.2 ACQUISITION SCHEDULE

The schedule for this acquisition is anticipated to be as follows:

Action	Date
RFTOP issued	September 22, 2008
Questions due	October 03, 2008
Answers to questions disseminated	October 08, 2008
Proposals due	October 23, 2008
Technical evaluation	October 24, - 31, 2008
Award of task order	November 21, 2008
Performance begins	December 1, 2008
Debriefings begin (if required)	November 25, 2008

Questions Due:

All Questions relating to this RFTOP must be submitted to Beatrice Diah/Abdullahi Sadiq at abujasolicitations@usaid.gov and asadiq@usaid.gov via email no later than October 03, 2008 by 15:00 local Nigeria time. Unless otherwise notified by an amendment to the RFTOP, no questions will be accepted after this date. Offerors must not submit questions to any other USAID staff, including the technical office for either the Task Order or the basic IQC.

L.3 PROPOSAL INSTRUCTIONS

Technical and cost proposals must be submitted separately. Both technical and cost proposals will be evaluated. On a relative basis, cost is less significant than all technical factors combined.

(a) The technical proposal will be scored by a Technical Evaluation Committee (TEC) using the criteria shown in Section L.5 below.

(b) Evaluation points are not assigned for cost; the evaluation will include level of effort estimated, identified by name for each labor category and proposed rate. A detailed breakdown of other direct costs (transportation, travel, per diem, DBA, etc.) must be accompanied by notes explaining the basis for the estimate for each category of cost in sufficient detail to facilitate determination of cost reasonableness. Supporting documents must be provided, as necessary. For proposed costs over \$500,000, the Offeror must also submit a subcontracting plan.

(c) The criteria below are presented by major category, with relative order of importance, so that Offerors will know which areas require emphasis in the preparation of proposals.

Offerors should note that these criteria: (1) serve as the standard against which all proposals will be evaluated, and (2) serve to identify the significant matters which should be addressed in the proposals.

Questions submission:

All Questions and requests for clarification relating to this RFTOP must be directed to Beatrice Diah/Abdullahi Sadiq at abujasolicitations@usaid.gov and asadiq@usaid.gov no later than 15:00 hours local Nigeria time on the due date specified in Section L2 above.

Proposal Submission:

The Offerors must submit the proposals by the due date specified in Section L2 above by 15:00 hours local Nigeria to the following address:

Technical and cost submission in separate binders to:

Abdullahi Sadiq
Acquisition & Assistance Specialist
U.S. Agency for International Development
No. 7-9 Mambilla Street
Off Aso Drive, Abuja
Telephone: 234 9 461 9429 or 9312

In addition to the hard copy submission, an electronic submission must be sent to: abujasolicitations@usaid.gov and asadiq@usaid.gov

L.4 GENERAL INSTRUCTIONS TO OFFERORS

- (a) RFTOP Instructions: If an Offeror does not follow the instructions set forth herein, the Offeror's proposal may be eliminated from further consideration or the proposal may be down-graded and not receive full or partial credit under the applicable evaluation criteria.
- (a) Accurate and Complete Information: Offerors must set forth full, accurate and complete information as required by this RFTOP. The penalty for making false statements to the Government is prescribed in 18 U.S.C. 1001.
- (b) Offer Acceptability: The Government may determine an offer to be unacceptable if the offer does not comply with all of the terms and conditions of the RFTOP.
- (c) Proposal Preparation Costs: The U.S. Government will not pay for any proposal preparation costs.

L.5 INSTRUCTIONS FOR THE PREPARATION OF THE TECHNICAL PROPOSAL

Technical Proposal Submission Format

Proposals submitted must be in English and shall be submitted in Times New Roman format with a font size of 12 only. Final proposals shall not exceed 20 single-spaced typed pages (excluding attachments). Attachments (annexures) should not exceed 15 pages and must be lettered (e.g., Attachment "A") and can include the resumes of key personnel, letters of support, letters from public entities, and other supporting documents, such as tables or charts.

- Table of Contents listing all page numbers and attachments
- Acronym list, as necessary
- Project Abstract (not to exceed one page)

Proposals that provide all necessary information in 20 pages or fewer will be considered more responsive. The technical proposal shall include the following:

- A clearly outlined methodology that reflects both a depth of understanding of the complexity of a data synthesis and analysis, and that takes into consideration a wide range of available data and reflects an understanding of the HIV epidemic in Nigeria
- Outline of long-term personnel skills and background that bring a high degree of expertise to the proposed project
- Involvement of Nigerian institutions and individual stakeholders
- Evidence of relevant organizational experience and ability
- Past Performance information relevant to this type of work.

(1) TECHNICAL APPROACH (40 Points)

The technical approach should reflect a clear and realistic methodology and timeline toward achieving the expected scope and deliverables. Offerors are encouraged to present creative and innovative approaches, with the potential for replication, to deal with variety of available data and geographic-specific differences of sexual transmission prevention and risk reduction behaviors in the targeted populations. The sequence and timing of activities to be undertaken should be realistic. Proposals shall answer the following questions:

- 1) What methodology will be employed to identify all available, appropriate data sources for triangulation/synthesis and analysis toward evidence-based recommendations for improved HIV sexual transmission prevention programming, strategic planning and targeting, including necessary programmatic shifts and/or new programming and policy development needs?
- 2) What type of plans are there to build in-country capacity for data utilization and research relevant to HIV prevention interventions?
- 3) How will the entire data synthesis/triangulation and analysis process and deliverables be completed effectively within a realistic timeline?

Proposals shall be evaluated in accordance with the methodologies put forward in the technical approach, showing the phasing or dates by which planned activities would be carried out as well as proposed benchmarks to assess the progress of the program. The implementation plan shall include the following:

- Description of all planned activities for the 8- to 12-months activity (annual work plan), including:
 - Sequence of activities;
 - Timeframes for implementing each activity;
 - Inputs required for each activity;
 - Outcome of each activity;
 - Method for utilization and application to improved prevention programming;
 - Linkage with district, provincial and national policies, guidelines, and plans;
 - Impact on technical capacity of local institutions and individuals
- Description of the program evaluation design and strategies that will be employed in best utilizing available information for an outcome or impact assessment (with likely attribution);
 - Timeframes for implementing each activity;
 - Outcome of each activity;
 - Analytical tools and software employed in the analysis
 - Compatibility with changing dimensions of the HIV epidemic in Nigeria

The technical approach shall include gender considerations with a focus on the participation and benefits of males and females within targeted populations. In addition, proposals shall indicate how the proposed activities will integrate and support disadvantaged gender groups and show how progress and impact will be tracked, measured and reported.

A clear understanding of the diversity of programmatic approaches and information/data analysis needs within geographic zones and target populations shall be demonstrated in the technical approach. Innovative and creative methodologies for identifying, reviewing, synthesizing, and analyzing all available data in an iterative, participatory manner with stakeholders must be outlined. Proposals that outline a clear data triangulation (synthesis and analysis) approach and its integration into sexual transmission prevention programming, and provide information on creative skills transfer scenarios are recommended.

(2) PARTICIPATORY APPROACH (25 Points)

Proposals shall address the integration of the personnel with the GoN counterparts and other stakeholders (including USG and its implementing partners).

Because of the availability of highly skilled personnel and institutions in Nigeria, and a specific objective of capacity building and skills transfer, the contractor should seek to involve Nigerian organizations and individuals whenever fully qualified candidates are available. In order to be able to better assess local organizations and their capabilities, it is

advantageous for the successful Offeror to have extensive experience in the local situation and context. This principle includes emphasis on well-qualified, historically disadvantaged individuals and institutions, where appropriate.

Integration of activities with existing Nigerian counterparts and stakeholders is critical and shall be addressed in this proposal.

(3) RELEVANT PERFORMANCE AND EXPERIENCE (25 Points)

The proposal shall demonstrate the organization's effectiveness in undertaking data triangulation activities, in terms of internal structure, technical capacity, and adaptability, flexibility, and creativity.

The caliber, quality and experience of key personnel are critical. Personnel should have demonstrated field experience relevant to activities and data triangulation methodology to be undertaken. They should have demonstrated ability to develop collaborative relationships with counterparts, partners and other stakeholders.

It is anticipated that expatriate involvement will be utilized for specific activities in the role of technical facilitator and in capacity-building and skills transfer, with key personnel assigned adequate time in country for effective management, interaction, facilitation, and implementation of the activities.

Resumes (CVs) for all personnel will indicate relevant experience and specific technical, educational and professional experience, including specific local experience. Names of individuals for long-term assignments shall be coupled with their respective professional assignments and their budgeted time per task. A maximum of five key personnel shall be identified, including those of any subcontractors or consultants, and the approximate period of time each will be available for this project. Key personnel who are proposed will be responsible for overall project implementation, management, coordination, and monitoring. The successful Offeror shall submit a complete staffing plan and organogram with their offer. Key personnel shall be identified, including those of any subcontractors or consultants. Scores for the individual team members will be based primarily upon appropriate methodological, technical, managerial, interpersonal and capacity building skills, relevant Nigerian experience, and relevant academic training. Relevant technical and methodological skills will receive relatively higher weight than academic training. Other personnel with Nigeria-specific experience will receive more weight than candidates without working experience in the region. The Offeror must demonstrate capacity and experience in successful data triangulation toward HIV/AIDS programming in African contexts. Evidence of past experience in implementing programs of similar type and complexity, especially in Africa, is critical and should be provided.

Proposals shall address:

- Staffing Plan, including
 - Key personnel plan (to include a Resident Advisor, Financial/Administrative Manager, and a minimum of 1 [100% FTE] and maximum of 3 Program Specialists for a maximum of five in-country staff, in addition the key personnel identified in the original contract [as senior technical advisor at <100% FTE])
 - Demonstrated capabilities, qualifications, specific local experiences, and education for each member of the key personnel plan;
 - Staffing plan and organogram
 - Any subcontractor staffing plans
- A dedicated Resident Advisor (100% FTE for the duration of the project, resident in country) must be named who will be devoted to the management of the activity proposed in the application. The Resident Advisor should have extensive experience in areas relevant to the successful implementation of the proposed activity. A minimum of 4 staff members, including the Resident Advisor, HQ Senior Technical Advisor, F/A Manager, and Program Specialist (at least one program specialist should be a prevention program specialist) shall be listed as key personnel. It is expected that among them, the Resident Advisor and Program Specialist(s) will have demonstrated, high-level skills in qualitative and quantitative data analysis, evaluation study design, and facilitation skills in data triangulation.
- Ability to manage multiple and diverse projects/tasks from planning through execution;
- Ability to effectively manage subcontracts, if applicable (describe how you have managed subcontractors in the past);
- Demonstrated performance in planning, scheduling, implementing, and monitoring data triangulation (synthesis and analysis) projects;
- Demonstrated performance in utilizing data toward strategic planning for effective HIV sexual transmission prevention programming;
- Demonstrated use of a variety of data collection and analysis tools and methods (e.g., quantitative surveys, surveillance, qualitative interview and observation data, cost/schedule, task management tools, analytical and modeling software packages, etc.).

The information presenting the capabilities of the firm or institution and of individuals to be assigned this work should spell out clearly the pertinent Nigerian and/or Sub-Saharan African work experience and representative accomplishments of both the firm/institution and the individuals in developing and conducting activities of the type required under this contract, as well as the specialized skills, professional competence, academic and training background, and relevant achievements of the personnel. Specific information on prior work in Nigeria and with USAID shall be included.

Offerors should demonstrate experience in providing planning or policy guidance, programmatic, and/or data collection, synthesis, and analysis support, and technical assistance in institutional strengthening and sustainability in Nigeria. The proposal shall also demonstrate experience in working collaboratively with diverse stakeholders in Nigeria.

(4) PAST PERFORMANCE (10 Points)

Offerors are required to provide past performance references for their work and that of each proposed major subcontractor. Past performance evaluations will focus on the following: quality of product; cost control; timeliness of performance; customer satisfaction; effectiveness of key personnel; current and prior work experience in multi-faceted data synthesis and analysis activities by key personnel; knowledge of Nigerian institutions; and knowledge of capacity development/institutional strengthening. Current experience and past performance in managing similar activities in Nigeria will be considered advantageous. Quality of performance exhibited in the execution of past contracts or cooperative agreements with emphasis on the technical, financial, and administrative aspects is important. Similar information for all proposed subcontractors (if applicable) shall be provided. Past performance reference checks will be conducted; therefore, contact information (names, e-mail and telephone numbers) is required. It is recommended that you alert the contacts whose names you have submitted.

L.6 COST PROPOSALS

The cost proposal shall be submitted under separate cover from the technical proposal and should be prepared in accordance with the basic IQC and the SOW. While there is no page limit, the Offerors are encouraged to be as concise as possible, but still provide the necessary detail to address the solicitation requirement. Provide detailed budget (breakdown) with narratives explaining the basis for the estimate for each category of cost in sufficient detail to facilitate determination of cost reasonableness. The cost proposal at a minimum should contain the following:

- A. A proposal for the period of performance.
- B. A certification that the proposed personnel were not suggested or requested by USAID.
- C. A detailed proposed personnel clearly indicating the level of effort estimated with a separate line item for each proposed individual. Identify each individual by name, by functional labor category and level of qualification with the proposed salary supported by CVs - in addition Offerors shall submit completed Biographical Data Sheets, Form AID 1420-17 as necessary).
- D. The following is the minimum information required in the budget to be accompanied by a budget narrative:
 - **Travel and Transportation** - The proposal should indicate the number of trips, domestic and international, and the estimated costs per trip. Specify the origin and destination, purpose for each proposed trip, duration of travel, and number of individuals traveling. Per diem should be based on the Offeror's normal travel policies (Offerors may choose to refer to the Federal Standardized Travel Regulations for cost estimates).

- **Communications** - Specific information regarding the type of communication cost at issue (i.e. mail, telephone, cellular phones, internet etc.) must be included in order to allow an assessment of the realism and reasonableness of these types of costs.
- **Subcontracts/Consultants** - Information sufficient to determine the reasonableness of the cost of each specific subcontract and consultant expected to be hired must be included. Similar information should be provided for all consultants as is provided under the category for personnel. Provide the subcontracting plan.
- **Allowances** - Allowances should be broken down by specific type and by person. Allowances should be in accordance with the Offeror's policies and the applicable regulations and policies.
- **Direct Facilities Costs** - Specific information regarding the cost of any facilities needed to implement the Task Order requirements. The information provided should include the unit cost (rent), the time period the facilities are needed and the number of facilities. Only facilities that directly benefit the program activities should be included in this category; all other facility costs should be included in the indirect cost category.
- **Other Direct Costs** This includes report preparation costs, passports and visas fees, medical exams and inoculations, insurance (other than insurance included in the Offeror's fringe benefits), as well as any other miscellaneous costs, which directly benefit the program proposed by the Offeror. The narrative should provide a breakdown and support for all other direct costs. If seminars and conferences are included, the Offeror should indicate the subject, venue and duration of proposed conferences and seminars, and their relationship to the objectives of the program, along with estimates of costs.
- **The procurement plan** for equipment to be purchased under the Task order. The Offeror should include a detailed procurement plan containing explicit information on how procurements will be accomplished. Specify all equipment to be purchased, including the type of equipment, the manufacturer, the unit cost, the number of units to be purchased and the expected geographic source. Goods and services provided by the Offerors under this USAID-financed award are expected to be subject to the 935 Geographic Code. Carefully read the guidance regarding Source Origin, Nationality Regulations in 22 CFR 228 at the following website: 22 CFR 228 USAID Source, Origin, Nationality Regulations
http://www.access.gpo.gov/nara/cfr/waisidx_01/22cfr228_01.html.

Sample Cost-Plus Fixed Fee

COST-PLUS-FIXED-FEE BUDGET

Total Direct Labor	
Salary and Wages	\$ _____
Fringe Benefits	\$ _____
Consultants	\$ _____
Travel, Transportation, and Per Diem	\$ _____
Equipment and Supplies	\$ _____
Subcontracts (see note below)	\$ _____
Allowances	\$ _____
Participant Training	\$ _____
Other Direct Cost	\$ _____
Overhead	\$ _____
G&A	\$ _____
Material Overhead	\$ _____
Total Estimated Cost	\$ _____
Fixed Fee	\$ _____
Total Est. Cost Plus Fixed Fee	\$ _____

Total Cost-Plus-Fixed-Fee \$

Note: Individual subcontractors as necessary should include the same cost element breakdowns in their budgets as applicable. All proposed budgets must contain budget narratives.

END OF SECTION L

SECTION M – EVALUATION FACTORS FOR AWARD

M.1 GENERAL INFORMATION

- (a) The Government may award a task order without discussions with Offerors.
- (b) The Government intends to evaluate task order proposals in accordance with Section M of this RFTOP and award to the responsible contractor(s) whose task order proposal(s) represents the best value to the U.S. Government. “Best value” is defined as the offer that results in the most advantageous solution for the Government, in consideration of technical, cost, and other factors.
- (c) The submitted technical information will be scored by a technical evaluation committee using the technical criteria shown below. The evaluation committee may include industry experts who are not employees of the Federal Government. When evaluating the competing Offerors, the Government will consider the written qualifications and capability information provided by the Offerors, and any other information obtained by the Government through its own research.

For overall evaluation purposes, technical factors are considered significantly more important than cost/price factors.

M.2 TECHNICAL PROPOSAL EVALUATION CRITERIA

The specific evaluation criteria below, tied to the Technical Proposal instructions in Section L are as follows:

CRITERIA		
Technical Approach (40 points)		
✓	Strength and clarity of proposed methodology	20
✓	Recognition of the diversity of issues to consider in the data synthesis and analysis, including, but not limited to: gender, socio-cultural context, differential economic, social, geographic, and religious impacts on prevention strategies and risk behaviors	10
✓	Understanding of the HIV epidemic in Nigeria	10
Participatory Approach (25 points)		
✓	Clear plan of involvement of Nigerian institutions and individuals	15
✓	Clear plan for skills transfer & capacity building	10
Relevant Performance and Experience (25 points)		
✓	Demonstrated Organizational and management capacity for the anticipated	15
✓	Quality of Proposed Personnel, Capabilities and Experience	10
Past Performance (10 points)		10
Total Points		100

A brief explanation of each criterion is provided in the subsections below the criteria summary.

M.3 TECHNICAL APPROACH (40 POINTS) [SEE SECTION L.5 (1)]

M.4 PARTICIPATORY APPROACH (25 POINTS) [SEE SECTION L.5 (2)]

M.5 RELEVANT PERFORMANCE AND EXPERIENCE (25 POINTS) [SEE SECTION L.5 (3)]

M.6 PAST PERFORMANCE (10 POINTS) [SEE SECTION L.5 (4)]

M.7 COST PROPOSAL EVALUATION (0 POINTS) [SEE SECTION L.6]

Cost Effectiveness and Realism

The proposed Task Order ceiling is provided to all Offerors and although evaluation points are not assigned for cost, the review of the cost proposal shall include: a cost realism analysis to determine what the Government should realistically expect to pay for the proposed effort; the contractor's understanding of the tasks; and the contractor's ability to perform the task order. These will consist of a review of the cost portion of the contractor's proposal to determine if the overall costs proposed are reasonable and realistic for the work to be performed, if the costs reflect the contractor's understandings of the requirements, and if the costs are consistent with the technical proposal. A cost-realism analysis will be conducted on the highest ranked technical proposals.

Evaluation of cost proposals will consider but not be limited to the following:

- Cost realism and completeness of cost proposal and supporting documentation
- Overall cost control evidenced by proposal (such as avoidance of excessive high salaried staff, excessive home office staff, and other costs in excess of reasonable requirements)
- Appropriateness of the total resource allocation for the proposed tasks
- Cost Effectiveness and efficiency of the organization's approach and its ability to perform the statement of work:
 1. Effectiveness of proposed cost control structure
 2. Cost efficiency of proposed other direct costs
 3. Subcontracting Plans/making methods are clearly defined
 4. Competitiveness of pricing and sound purchase methods of international and in-country air travel and surface transportation
 5. Reasonableness of the proposed fixed fee

END OF SECTION M