SUBJECT: Recruitment of Local Notetaker Services

Dear Prospective Offerors:

The United States Government, represented by the U.S. Agency for International Development Mission to Madagascar (USAID/Madagascar), is seeking offeror (multiple positions) from local qualified candidates to provide services as Notetaker as described in this solicitation.

Incomplete or unsigned offers will not be considered. Offeror should retain copies of all offer materials for their records.

This solicitation in no way obligates USAID to pay any cost incurred in the preparation and submission of the offers.

Any questions must be directed in writing to the USAID/Madagascar Point of Contact specified in the attached information.

Sincerely,

Serge Y. Rafanotsimiva,  
Procurement Agent  
Executive Office  
USAID/Madagascar  
Phone: +261-33-443-2668
I. GENERAL INFORMATION

2. ISSUANCE DATE January 24, 2020
3. CLOSING DATE/TIME January 30, 2020
   FOR RECEIPT OF OFFERS 18:00 local time
4. POSITION TITLE Notetaker Consultant
5. PERIOD OF PERFORMANCE: The services provided under this contract is five (05) days

II. BACKGROUND

USAID/Madagascar will hire local notetaker contractor (multiple positions) for up to three (03) business days (o/a February 11-15, 2020) to support the Program Office within the Madagascar United States Agency for International Development (USAID) Mission during the stakeholder workshops to develop USAID’s Country Development Cooperation Strategy (CDCS) for Madagascar. The workshops will include participants, such as the U.S. Government interagency, implementing partners, donors and development partners, and host government agencies. The contractor will ensure the completion of the notetaking tasks during these workshop days.

III. PURPOSE OF THE CONTRACT

The USAID/Madagascar is seeking services from local contractor (multiple positions) to perform the tasks as described underneath.

IV. SCOPE OF WORK

The contractor will engage in the following tasks:

- Attend the stakeholder consultation workshops o/a February 11-12, 2020 and take notes of the discussions and ideas during the working group sessions.
- Compile the group sessions’ notes to provide a detailed report of the working group sessions.

V. DELIVERABLES

This contract’s key deliverable will be a workshop report, which must capture the main discussions and relevant findings shared by the participants in the working groups. All session reports must be drafted in English and following the templates provided by USAID/Madagascar’s Program Office.

The contractor will work closely with the Program Office’s USAID/Madagascar.
VI. APPROVAL PROCESS

Deliverable from the contractor will be subject to the approval of the Contracting Officer’s Representative (COR) of this activity. The Mission will have five (05) business days after submission of the deliverable to review and approve. In cases where the Mission’s expectations are not correctly met, the COR will send to the contractor the Mission’s comments on the issues that need to be addressed before the deliverable can be approved. Upon receipt of the Mission’s comments, the contractor will have two (02) business days to address the comments and re-submit a corrected version.

VII. TIME, PLACE AND MATERIALS OF PERFORMANCE

During the period of the assignment, the contractor will work outside the USAID office building. The contractor will use his/her own materials and resources (e.g. a laptop computer, ground transportation, telephone, etc.). Furthermore, s/he will work for up to three days (i.e., o/a February 11-15, 2020).

VIII. ESTIMATED BUDGET AND PAYMENT

This is a fixed-price purchase order of $2,000. Payment will be made upon completion of the deliverable.

IX. EVALUATION CRITERIA

Offerors will be evaluated on their prior experience in database management and on their demonstrated knowledge of data analysis and data presentation techniques, as well as their ability to read, write and speak English.

X. REQUIRED DOCUMENTS

Offerors should provide a detailed description of their experience and skills, samples of any work products that demonstrate their experience and skills in similar assignments, copies of relevant proof of educational degrees or certifications. Applications can only be provided in English.

Offers should include the proposed total cost.

XI. PRESENTING AN OFFER

Eligible Offerors are required to submit the following, otherwise the offer will not be considered as eligible, and these are:

- **Cover Letter**: Can be in French or in English, which provides more details about how the applicant’s skills make him/her qualified for the position;

- **Curriculum vitae (CV) or resume**: in French or in English, with telephone number and e-mail address;
- **Diplomas and certificates**: photocopies of relevant education evidence and certificates demonstrating that the applicant meets the minimum requirements. Applicants are encouraged to submit photocopies. Originals will not be returned;

**USAID e-mail address to submit offers**: srafanotsimiva@usaid.gov

Offers must be received by **January 30, 2020 – 18:00 local time**. Any offers that will be received after this date will not be considered as eligible.