



REQUEST FOR PROPOSAL (RFP)

A. RFP no. and Date:	004/2016 – February 8, 2016
B. Subject:	Quarterly Retreat for Office of Public Health
C. Issuing Office/Section:	USAID RDMA, Executive Office 25th Fl, Athenee Tower 63 Wireless Road, Bangkok 10330, Thailand
D. Closing date for receipt of proposals:	February 19, 2016 – (5pm, Bangkok Time)
E. Type of Award:	Fixed Price – Purchase Order
F. Basis for Award:	Soliciting competition, evaluation of proposals or offers, award and documentation (FAR Part 13.106)

Description of Requirements

The United States Government, represented by the U.S. Agency for International Development (USAID), invites qualified companies/individuals to submit technical and cost proposal of the services specified below. This is to support the operation of USAID Regional Development Mission Asia in Bangkok Thailand.

Questions regarding this Request for Proposal (RFP) and proposal submission must be via email only to spoomtong@usaid.gov by the time/date specified above.

The award of a contract hereunder is subject to the availability of funds. Issuance of this RFP does not constitute an award or commitment on the part of the U.S. Government, nor does it commit the U.S. Government to pay for costs incurred in the preparation and submission of a proposal. **Please be advised that all interested parties are required to be registered in Dun and Bradstreet and are subject to SAM registration before an award can be made.** Information on obtaining the Data Universal Numbering System (DUNS), can be found at this website: <http://fedgov.dnb.com/webform>. Offerors are also required to register their business

on the U.S. Government's System for Award Management (SAM) at www.sam.gov. Information on this process for foreign vendors is available [here](#). Prospective offerors are encouraged to register in SAM prior to the submittal of quotations.

Scope of Work – OPH Quarterly Retreats

I. Introduction and Objectives

The United States Agency for International Development (USAID)/Regional Development Mission for Asia (RDMA) is located in Bangkok, Thailand. The RDMA Office of Public Health (OPH) works to mitigate public health threats in the region. OPH is currently implementing a new five-year strategy, a new five-year Project Approval Document, and a new Regional Development Cooperation Strategy. In order to fulfill the objectives outlined in these documents, OPH must work as a team to ensure all objectives are covered and that adequate progress is being made. OPH staff will need to collaborate more with each other across disease areas than was done under the previous strategy. Crosscutting issues need to be clearly defined and progress against deliverables must be closely tracked using clearly defined metrics. It is absolutely vital that all staff understand clearly their roles and responsibilities implementing this strategy as a team. A better understanding within the team of OPH's direction and professional commitments will enhance the efficiency and effectiveness of OPH as a unit. The OPH team is comprised of six Americans and nine Thai staff.

To this end, all OPH team members will meet together outside the office four (4) times over the coming year, as office retreats, under the guidance and assistance of a professional team meeting facilitator. Each retreat will last approximately four (4) hours.

These retreats will be in addition to regularly scheduled staff meetings organized internally by OPH. The goal of this consultancy is to build a stronger sense of team within OPH. Group work, discussions, brainstorming and other exercises will foster cohesiveness and help improve the coverage of crosscutting issues, as well as the overall functioning of the office.

II. Nature of Services Required

RDMA seeks professional services to facilitate the retreat, which will achieve the following objectives:

- OPH team members understand and agree on its strategic vision, emphasis, and work stream over the coming year;
- OPH team members will collaborate more closely with each other across disease areas;
- OPH members define and agree on their individual roles, expectations, and responsibilities;
- Team spirit and cohesion are increased through informal off-site team-building exercises.

A. Approach and Tentative Timeline

The consultant will meet with OPH staff individually, prepare an agenda for a four-hour session, and produce a short report documenting the outcomes of each session. The agenda will be shared at least 48 hours before the retreat, to allow for the team to review it and suggest revisions, if any.

There will be four sessions in one year, to be held on a quarterly basis. These sessions will take place approximately at the end of March, the end of May/June, the end of August/September, and the end of/early November (sessions will be firmed up approximately four weeks ahead of the appointed time). The initial session will include an emphasis on the fact that people can openly share their thoughts and opinions without repercussions.

B. Scope of Work

For each retreat, the consultant will perform the following:

1. Meet each OPH team member individually to discuss agenda items and interests;
2. Distribute draft retreat agenda, collect responses, and finalize per input;
3. Professionally facilitate afternoon retreat sessions (four hours); and
4. Produce a summary report of outcomes of each retreat (2-4 pages) for distribution throughout OPH.

Specific activities for each retreat session would be designed based upon initial consultations with OPH team members, as well as any other proposed needs assessments and/or diagnostics as proposed by the facilitator to gather additional background information on potential issues and areas for further development. Also during each retreat, the consultant will facilitate discussions designed to improve communications within the team, and help define team and individual work objectives that support the OPH multi-year strategies.

C. Logistics

OPH will be responsible for scheduling the retreats and securing a suitable venue. OPH team members will make themselves available during an agreed upon date prior to each retreat so that the consultant can conduct the discussions called for above.

The contractor will be responsible for his/her own transportation to/from RDMA and the retreat site. The retreats will be held in Bangkok near RDMA's office.

The contractor will provide soft [protected] copies of documents and OPH will reproduce them for its team members.

III. Level of Effort

- Three workdays per quarter in calendar year 2016, for a **total of 12 days**.
- These days are anticipated to consist of:
 - pre-retreat consultations and agenda drafting/meeting members individually;

- final agenda and presentation / exercises development;
- retreat facilitation on-site; and
- writing each quarterly report.

IV. Selection Criteria

The required qualifications of the *Retreats Facilitator* are:

- Demonstrated skills in strategic planning, and workshop facilitation among multi-disciplinary professional groups.
- Demonstrated understanding of the challenges and opportunities of working dynamics with international organizations employing multi-ethnic staff in multicultural work environments.
- Demonstrated excellent teamwork and teambuilding skills as well as excellent communications skill.
- Experience facilitating organizational retreats and promoting leadership development, demonstrated experience in organizational process design and improvement, communications, team building, change management, and organizational design.
- Experience in Asia, and specifically Bangkok, is preferred.
- Residence in Bangkok is preferred.

V. Deliverables

A. Pre-retreat: Required documentation includes the following:

1. A draft retreat agenda which will be circulated for review and comment;
2. A final agenda based on comments received, and approved by OPH Office Director; and
3. Any retreat materials deemed necessary by the consultant for successful retreat team exercises.

B. Retreat: Facilitation and Session Coordination

C. Post-Retreat: A final “Quarterly Retreat Report” providing a record of retreat proceedings, professional evaluation results, and recommendations for OPH leadership and team members resulting from each retreat.

VI. Period of Performance:

Time period: Approximately within one calendar year beginning on/about February 2016 through December 2016.

Payment schedule: Payment will be made based upon a receipt of a valid invoice within 30 days after the successful completion of the retreat sessions 1, 2 and 3 (25% each). The final payment (25%) will be made upon successful completion of the retreat session 4 as well as submission and acceptance of final Quarterly Retreat Report.

VII. Submission Requirements

Offeror shall include:

- Description of expertise of the proposed facilitator for retreats and executive coaching. Résumés (three pages maximum) must be included.
- Three references where similar services have been provided.

VIII. Cost Proposal

Price quotations shall include the hourly rate for the facilitator; the level of effort in hours for preparation prior to the retreat, retreat delivery, and for preparation of post-event report and retreat evaluation preparation. The price quote should list and detail separately any other anticipated miscellaneous costs.

The evaluation of the offeror's price proposal shall deal with whether the price is fair and reasonable in relation with the Independent Government Cost Estimate.

The USAID Contracting Officer will determine the "Best Value to the Government" based on prices that are realistic, fair and reasonable in relation with the Independent Government Cost Estimate. The Contracting Officer may enter into negotiations with the offeror to discuss areas where the proposal could be improved and costs reduced. Upon successful negotiations with the offeror, a fixed-price Purchase Order will be used to procure the services. Payment will be made upon acceptance of deliverables and within 30 days of receipt of invoice, in accordance with the payment schedule.