



USAID | PHILIPPINES

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REQUEST FOR QUOTATION Solicitation 72043820Q00002 Posting Date: November 25, 2019

USAID/PHILIPPINES on behalf of the United States Embassy in Mongolia is soliciting quotations from qualified local Mongolian individuals or firms (bi-lingual in English and Mongolian languages) to provide training facilitation and logistics support as described in the attached Statement of Work.

All responsible sources may submit a response which, if timely received, shall be considered by the agency. A Purchase Order (P.O.) will be awarded to the selected vendor.

Electronic copies should be submitted to the Contracting Officer, Executive Office, USAID/Philippines (email address: philippinesmanilaexopsd@usaid.gov) by December 26, 2019 at 3PM (Philippine Standard Time).

Detailed information about this solicitation is included herein.

Note: For all actions which are over \$25K, prospective vendors must be registered within the Central Contractor Registration (CCR) which is now under System for Award Management (SAM). Refer to this site for details on the registration process:

https://www.fsd.gov/fsd-gov/answer.do?sysparm_number=KB0012240

Signed: Original Copy

Thomas G. Bayer
Contracting Officer

STATEMENT OF WORK

- I. **Title:** Training Facilitation and Logistics Support – Transparency Agreement Education and Training Program Implementation
- II. **Period of Performance:** February 1, 2020 to July 30, 2020; six months engagement (intermittent)
- III. **Technical Direction:** Executive Office (in consultation with U.S. Embassy Mongolia, United States Trade Representative, and the United States Agency for International Development)
- IV. **Purpose and Objectives:**

Provide management, facilitation, logistics and documentation services to conduct a study tour and training workshops that will gather key stakeholders from around Mongolia. This involves the coordination and conduct of an educational and training program based on best practices relating to the publication of final measures and handling of public comment periods for proposed measures and the use of a **new and improved** single portal. The program will capitalize on U.S. government expertise on transparent and non-discriminatory trade and investment regulatory systems implementation.

It will involve: 1) a study tour to Washington D.C. for high-level decision-makers from the Government of Mongolia; 2) training for agencies responsible for drafting measures that relate to trade and investment; and 3) training for the single portal user community-at-large.

The education and training program aims to expose Mongolian stakeholders to U.S. values and systems relating to rulemaking, capacitate government ministries and agencies on the use of the single journal of national circulation, and inform the public about the enhanced **LegalInfo.mn** and its functionality as a portal for handling public comment for proposed measures that could affect them.

For purposes of this statement of work, “Facilitation and Logistics Partner” can refer to an individual or a firm.

USAID/Philippines seeks a Facilitation and Logistics Partner to design, manage, and document a Study Tour and Stakeholder Workshops.

The Facilitation and Logistics Partner will collaborate with USAID in the identification and invitation of relevant stakeholders; the design and implementation of the workshop; and the preparation of a report summarizing workshop outcomes, including a synthesis of the relevant points for USAID to consider for future programming.

- V. The Study Tour will involve the participation of up to 10 high-level Mongolian officials travelling to Washington to visit and engage in meetings with representatives involved in the Transparency Agreement and U.S. rule-making process (to include the United States Congress, Federal Register, Office of Management and Budget, National Archive and Records Administration and the United States Agency for International Development for example) to garner a first-hand account of how US rule-making is executed to encourage compliance.

For the education and training on the use of the portal, approximately 80 representatives from all 39 Mongolian government ministries and agencies that have responsibility for drafting measures that relate to international trade and investment will potentially take part. It will also involve the participation of 125 representatives from civil society organizations, the business community, academia, and other non-government organizations. These activities will be led by US government subject matter experts and the IT contractor. Consistent with U.S. government policy, affirmative steps should be made to include women, LGBTI persons, and persons with disabilities in these training activities

The proposed participant breakdown is as follows:

<i>A. Invitational Study Tour</i>	
Mongolian Officials	10
<i>B. Educational training and system usage for Initiators</i>	
Participants from 39 Mongolian Government Agencies	80
<i>C. Educational training and system usage for User-Community</i>	
Business Community	50
Civil Society and Non-Governmental Organizations	50
Academia	25
Total	215 potential invitees

The one-week study tour is to be held between February 2020 and March 2020 and the one-week education and training workshops are to be held between March 2020 and June 2020. The numbers and types of participants are estimates and will be finalized in discussions with USAID but should reflect a diverse group of relevant stakeholders. The venue for the education and training component will be in Ulaanbaatar, Mongolia and should be chosen to maximize participation from invitees, and requires USAID approval.

VI. Background

The U.S.-Mongolia transparency agreement applies to matters relating to international trade and investment and includes joint commitments to provide opportunities for public comment on proposed laws and regulations and to publish final laws and regulations. This publication commitment includes the obligation to publish final laws and regulations in English, which should make it easier for U.S. and other foreign enterprises to do business in, and invest in, Mongolia. The transparency agreement also commits the two parties to ensure that administrative agencies apply fair, impartial and reasonable procedures and that persons affected by the decisions of administrative agencies have a right to appeal those decisions. Additional commitments address the application of disciplines on bribery and corruption.

As part of the agreement, the United States government (USG) has agreed to provide technical assistance to Mongolia to help build up their technical capabilities.

USAID/Mongolia's support to the implementation of the Transparency Agreement aligns with Mongolia's Integrated Country Strategy (ICS) Mission Objective 2.1: *Improve Mongolia's investment climate for U.S. businesses through increased transparency, reduced corruption, and adherence to international-standard regulatory, environmental, and business best practices.* This activity also supports the Economic and Governance Pillars of the Indo-Pacific Strategy (IPS). By supporting the implementation of the Transparency Agreement, USAID will enable Mongolia to meet internationally accepted standards for transparency, thus levelling the playing field for trade and investment, removing red tape, and confronting corruption.

Within this framework, USAID/Mongolia will work with the Mongolian government to institutionalize transparency and fully implement the Transparency Agreement, which entered into force in March 2017.

Expected Results from the Study Tour:

- Up to ten high-level Mongolian officials take-away a greater understanding of U.S. public information and comment procedures.

Expected Results from the Educational training and system on the Use of the Portal:

- Training participants demonstrate an understanding of the rule-making process and are actively using the single journal of national circulation in publishing new laws and legal documents, handling public comment periods, providing and addressing significant comments consistent with the provision of the Transparency Agreement.
- Substantive outreach to use the single journal of national circulation has taken place.

VII. Scope of Work

Under this statement of work, the Facilitation and Logistics Partner will engage in the design, preparation, management, implementation, and reporting of the study tour and education and training programs. The Facilitation and Logistics Partner will work closely with USAID/Philippines and participants throughout the preparation and implementation.

a. Workshop design and preparation:

The Facilitation Partner will work with USAID/Philippines to plan and facilitate the study tour, education and training including:

- Identify relevant stakeholders;
- Arrange and coordinate visits/meetings;
- Send meeting/training invitations;
- Arrange travel and transportation to include flights, accommodations, visas, insurance, etc.
- Identify venue options and obtain USAID approval for venue site;
- Make other logistical arrangements for the workshops, including arrangements for out-of-town participants (e.g. USG Subject Matter Experts);
- Design and develop the format, activities, and agenda for the workshop; and
- Develop and procure collateral materials, if necessary.

b. Implementation and facilitation:

The Facilitation and Logistics Partner will run the entire workshop and ensure that the sessions are relevant and engaging. This might include plenary and breakout sessions, interactive activities, icebreakers, group exercises, session recaps, and other participatory methods to maintain momentum, engage all participants, conduct productive discussions, and ensure that USAID receives meaningful data and information. Facilitation and Logistics Partner will ensure participants understand the objectives of the workshops and are able to provide input in multiple ways (written, oral, individually, in groups, etc.).

The Facilitation and Logistics Partner will be appropriately staffed to support the implementation of the training, handle logistics, and writing a final report. The Facilitation and Logistics Partner will also debrief USAID/Philippines at the end of each day to ensure the activities are progressing in a positive direction, discuss any issues or possible risks, and make any corresponding adjustments to the agenda.

While the pre-designed agenda will drive the education and training program implementation, it is envisioned that session topics and formats will be adjusted throughout based on participant feedback, facilitator/organizer observations, and prior session outcomes to ensure the event remains relevant and productive.

c. Final Report:

The Facilitation Partner will initially be responsible for capturing the workshop discussions and outputs in a well formatted and easy-to-read executive summary (not to exceed 5 pages). The summary will synthesize the discussions and will be submitted within two weeks of the study tour and education and training workshops' conclusion. USAID/Philippines will review the summary and provide feedback and comments that will be incorporated into the final report.

The final report will be a more comprehensive document that is meant for an internal audience. The Facilitation and Logistics Partner will work with USAID/Philippines to remove any sensitive information and develop a version that is suitable for sharing with a broader audience. The formats of the reports will be finalized in collaboration with USAID/Philippines.

d. The proposed schedule is below:

Initial Planning Meetings with USAID	by February 15, 2020
Study Tour and Training Schedule and Agenda Developed and Finalized	by March 15, 2020
Participants Confirmed	by March 31, 2020
Stakeholder Workshops Conducted	By April to June 2020
Workshop Initial Executive Summary Submitted	by July 1, 2020
Workshop Full Reports (Internal and External) Submitted	by July 15, 2020

The dates listed here are still subject to final confirmation upon discussions between the Facilitation and Logistics Partner and USAID/Philippines.

VIII. Deliverables and Payment Terms

a. Deliverables

Description of Deliverables	Due Date	Percentage for Payment
Study Tour Program and List of Confirmed Participants	February 29, 2020	20%
Education curriculum and system training Draft Agenda/Program	March 31, 2020	20%

List of Confirmed Participants for the Education and Training Program Implementation	March 31, 2020	20%
Initial Training Workshop Reports	May 30, 2020	20%
Final Training Workshop Reports	July 15, 2020	20%
TOTAL		100%

b. Payment Terms

USAID/Philippines will process the payment once the service provider has submitted a letter requesting for payment/invoice, duly accepted and signed by the Executive Office (EXO) to signify that the required deliverable/s have been completed as described above. Payment shall be made through electronic fund transfer (EFT).

IX. Submission Process

Interested individual/firms should email electronic copies of the following to the Contracting Officer, Executive Office, USAID/Philippines (email address: philippinesmanilaexopsd@usaid.gov) by December 26, 2019 at 3PM (Philippine Standard Time):

- (1) A letter of interest indicating capacity and experience;
- (2) A Curriculum Vitae outlining professional background and experience of the Lead Facilitator and/or Lead Logistics Partner;
- (3) Three recent references
- (4) A VAT Exempt quotation (including professional fees/labor and materials, translators, cost related to travel, per diem, accommodation, workshop venue rental/meals package and other logistical requirements for the workshop participants (use 215 participants for the estimate).

X. Contract Type

This will be a Firm Fixed Price Purchase Order within the Simplified Acquisition Threshold of USD \$250,000.

XI. System Award Management (SAM) Registration

Prospective vendors must be registered within the Central Contractor Registration (CCR) which is now under System for Award Management (SAM). Refer to the attached guides or this site for details on the registration process: <https://sam.gov/portal/SAM/##11>.