



**USAID**  
FROM THE AMERICAN PEOPLE

**MADAGASCAR**

SOLICITATION FOR PO # 72068721P00002

ISSUANCE DATE: October 27, 2020

CLOSING DATE: November 5, 2020 18:00 Local Time

**SUBJECT: Solicitation for due diligence data collection Consultant**

Dear Prospective Offerors,

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking a Malagasy consultant to collect data and information that will be analyzed to conduct due diligence on potential private sector partners.

The Health, Ecosystems and Agriculture for Resilient, Thriving Societies (HEARTH) Global Development Alliances (GDAs) are high impact activities that conserve biodiverse ecosystems and improve the well-being and prosperity of communities that depend on them by helping the private sector.

USAID/Madagascar's Sustainable Environment and Economic Development (SEED) Office is planning to implement three HEARTH GDAs with several local and international private sector partners.

For this purpose, the SEED Office seeks a Malagasy consultant to collect data and information that the SEED Office will then analyze to conduct due diligence on potential private sector partners in those HEARTH GDAs. Due diligence refers to the actions USAID takes to thoroughly vet and evaluate the risks and benefits of working with a potential private sector partner before committing to do so.

The consultant will provide their expertise in conducting literature reviews, research, and interviews (this includes supporting the design of the tools to be used based on USAID's due diligence guidance). The due diligence data collection will be conducted under the supervision of USAID Madagascar's SEED Office. The Malagasy consultant shall be able to communicate in professional English, French and Malagasy.

Offers must be in accordance with the Attachment, Sections I through V of this solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records.

This solicitation in no way obligates USAID to award a contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the offer.

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

Sincerely,

Debbie Jackson  
Contracting Officer

C/O American Embassy, Lot 207 A Point Liberty  
Andranoro Antehiroka – Antananarivo 105  
PO Box 5253  
Madagascar

## ATTACHMENT

### SOLICITATION FOR DUE DILIGENCE DATA COLLECTION CONSULTANT

#### SECTION I: GENERAL INFORMATION

1. **SOLICITATION NUMBER:** FOR PO # 72068721P00002
2. **ISSUANCE DATE:** October 27, 2020
3. **CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** November 5, 2020 – 18h00 local time
4. **POINT OF CONTACT:** Serge Rafanotsimiva, email at [srafanotsimiva@usaid.gov](mailto:srafanotsimiva@usaid.gov)
5. **POSITION TITLE:** Due Diligence Data Collection Consultant
6. **MARKET VALUE:** -
7. **PERIOD OF PERFORMANCE:** 45 working days from start date of contract
8. **PLACE OF PERFORMANCE:** Antananarivo, Madagascar  
With possible travel as stated in the Statement of Duties
9. **ELIGIBLE OFFERORS:** This vacancy is open to Malagasy Citizens
10. **SECURITY LEVEL REQUIRED:** Facility and Computer Access
11. **STATEMENT OF DUTIES**

#### **11.1 Development of Investigation Methodology and instruments**

Based on USAID's guidance on due diligence, examples of due diligence from other countries, the list of private sector actors to investigate, and the proposed methodology from the consultant's technical proposal, the consultant will:

- Propose a methodology and investigation strategy;
- Carry out a testing of the interview questionnaire;
- Present improved methodology and tools to USAID;
- Incorporate USAID's feedback from the presentation into the final methodology;

- Finalize the design of the methodology and the investigation instruments;
- Return the methodology and the investigation instruments by e-mail to USAID for approval.

Interviews shall not start until USAID/Madagascar's SEED Office approves the methodology and the instruments. If updates happen to be requested after approval, the consultant will make sure to include them and take the needed adjustments to the extent possible.

### **11.2. Conduct literature review, investigation and data collection**

After the test is concluded and all related recommendations are included in the revised methodology and interview instruments, the contractor will conduct the full investigation, which will consist of a literature review, interviews and other activities as relevant. Some interviews will be carried out outside Antananarivo and will require traveling. The consultant will be responsible for making sure that the travels and investigations go in a smooth and professional way.

The consultant will carry introduction letters from USAID during the survey. The contractor will follow the investigation methodology and data collection plan approved by USAID when conducting this investigation. Any issues or incidents arising during the investigation must be immediately reported to USAID/Madagascar's SEED and Program Office point of contact.

### **11.3. Data Analysis and Reporting**

The consultant is required to provide :

- A literature review report;
- A synthesis of collected data and information from travel and institution interviews;
- Propositions and analysis of potential risks and benefits per private sector entity;
- A list of all contact persons for any future due diligence per private sector.
- A structured electronic versions of interview files.

The above list will be shared with USAID through a presentation of investigation results, then in a draft report package, and finally in a final reporting package.

## 12. DELIVERABLES APPROXIMATE TIMELINE and APPROVAL

The Contractor is required to produce the following deliverables and reports, as per the table below:

<b>Deliverable</b>	<b>Details</b>	<b>Estimated due date</b>
Presentation of the methodology	<ul style="list-style-type: none"> <li>- Review of the interview questionnaire and literature review guide in the technical proposal,</li> <li>- Online presentation for USAID</li> </ul>	5 working days after the effective award date, equivalent to 30% of the total amount
Presentation of investigation results	<ul style="list-style-type: none"> <li>- A literature review report</li> <li>- A synthesis of collected data and information from travel, network and institution interviews</li> <li>- Propositions and analysis of potential risks and benefits per private sector</li> </ul>	25 working days after the effective award date
Draft reporting package of due diligence data collection	<ul style="list-style-type: none"> <li>- A draft report per private sector including the synthesis of collected data and information, as well as the propositions and analysis of potential risks and benefits</li> <li>- The draft list of all contact persons for any future due diligence per private sector</li> <li>- A draft structured electronic versions of interview files</li> </ul>	30 working days after the effective award date
Final reporting package of due diligence data collection	<ul style="list-style-type: none"> <li>- A final report per private sector including the synthesis of collected data and information, as well as the propositions and analysis of potential risks and benefits</li> <li>- The final list of all contact persons for any future due diligence per private sector</li> <li>- A final structured electronic versions of interviews</li> </ul>	45 working days after the effective award date, equivalent to 70% of the total amount

The deliverables will undergo a quality check and review by the requesting office and will be turned back to the contractor for edits and/or correction. The requesting office has 14 days to approve or return the deliverables. All deliverables will be subject to the approval of the USAID designated Contracting Officer Representative (COR) for this contract

The delivery schedule and work plan will be agreed between the contractor and the Contracting Officer Representative (COR) after the signature of the contract.

## 13. DATA COLLECTION MANAGEMENT

### 13.1. LOGISTICS

Location: Some tasks will have to be carried out from Antananarivo. Others will require travel to the sites where the private entities intervene.

Associated costs: The consultant will be in charge of all expenses, including communication and internet, transportation and access to information etc. The consultant will need to have good internet access for regular or unexpected conferences with USAID. As such, the consultant will be in charge of any need for:

- Translation, communication and information/technology, equipment or materials for meeting, for submitting deliverables and materials to USAID;
- Transportation, supplies and logistics, office, printing, material for data collection;
- Travel, lodging, per diem and any related travel expenses.

### **13.2. QUALITY CONTROL**

USAID staff might participate as observers during the investigation. The Contractor must outline its own quality control process in the proposal.

### **13.3. ETHICAL CONSIDERATIONS**

The Consultant shall assure to not be influenced by any relationship with the parties involved in this process, and to provide a professional and objective service.

The Contractor shall ensure protection of the confidentiality of the respondents from the data collection phase through data analysis to report writing. Electronic devices used for data collection, as well as storage devices for data transfer must be cleaned of the datasets, when the data processing ends.

The contractor is expected to adhere to the requirements of Section 889 of the 2019 National Defense Authorization Act, which prohibits USAID from entering into a contract with an entity that uses any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system. Covered equipment includes devices manufactured by Huawei, ZTE, Dahua, Hikvision, and Hytera corporations.

All respondents will receive a copy of the informed consent forms for the investigation. The form will request permission from the interviewee while being transparent about the purpose of the investigation. It will also clarify that the USAID Mission staff might contact the source for follow up questions in case of need. The information offered the consent form must be used solely for this intended purpose.

## **14. PHYSICAL DEMANDS**

The work requested does not involve undue physical demands.

## **SECTION II: MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION**

### **Education**

The Malagasy consultant must have a Graduate degree in economics, international development, environment, rural development or similar disciplines

### Prior Relevant Work Experience

The Malagasy consultant must have at least five years of progressive experience in managing similar investigations or research activities, specifically in designing, implementing, collecting, and analyzing similarly collected information.

### Language Proficiency

The Malagasy consultant must be proficient in English, French, and Malagasy.

## **SECTION III: EVALUATION AND SELECTION FACTORS**

The Government may award a contract without discussions with offerors in accordance with FAR 52.215-1. The Contracting Officer (CO) reserves the right at any point in the evaluation process to establish a competitive range of offerors with whom negotiations will be conducted pursuant to FAR 15.306(c). In accordance with FAR 52.215-1, if the CO determines that the number of offers that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the CO may limit the number of offerors in the competitive range to the greatest number that will permit an efficient competition among the most highly rated offers. FAR provisions of this solicitation are available at <https://www.acquisition.gov/browse/index/far>.

Applicants who meet the minimum qualifications will be further evaluated based on the evaluation criteria listed below. Applicants are strongly encouraged to address each of the factors on a separate sheet describing specifically and accurately the experience, training, and/or education that are relevant to each factor.

### **III. A. INSTRUCTIONS TO OFFERORS**

#### **III. A. 1. PROPOSAL**

Each offeror must submit a technical proposal and one financial proposal.

The technical proposal must not exceed five (5) pages. Any additional pages will not be evaluated. Proposals can be written in English or in French and must be typed on standard A4 size paper, single spaced, Times New Roman 12 point font, with one-inch margins and each page numbered consecutively. Items such as cover pages, table of contents, acronyms list, and dividers are not included in the page limitation. The technical proposal should be organized as follows:

1. Table of Contents
2. Acronyms List
3. Technical Approach
4. Work Plan
5. Summary of relevant experience
6. Annex:
  - A. Interview guides and questionnaires,
  - B. Literature review guides,
  - C. A three-page resume (Not included in the 5 pages).

Any other annex, attachment or appendix will be included in the five pages. Any additional pages will not be evaluated.

More details on the technical proposal are provided through the evaluation criteria below. Apart from the five-page technical proposal, detailed and overall budget must be included in a financial proposal.

**III. A. 2. EVALUATION CRITERIA**

This section explains the Evaluation Criteria for the due diligence data collection.

**III. A. 2. a. Factor Identification**

The technical evaluation will evaluate the Offerors use of the following factors:

Table 1 – Factor Identification

FACTOR	FACTOR NAME
Factor 1	Technical Merit of the Proposal
Factor 2	Qualification and Experience of Consultant

**III. A. 2. b. Factor Instructions & Evaluation Criteria**

FACTOR 1	FACTOR NAME:	Technical Merit of the Proposal	IMPORTANCE or WEIGHT:	50 out of 100
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a. Instructions to Offeror:

The Offeror must provide the following:

- A detailed methodology to answer the Statement Of Work;
- A GANTT diagram of the planned work, which is a chart showing activities displayed against time. The unit of time will be weeks and days.

b. Evaluation Criteria:

Evaluation under this factor will focus on the soundness, relevance, realism and overall technical approach presented in the proposal. The following considerations will be considered in the evaluation of this factor:

- Extent to which the proposed methodology answers the Statement Of Work,
- Realism as compared to the cost and completeness of the guides and questionnaires;
- Clarity, logic in sequence, and completeness of the work plan in implementing the tasks

<b>FACTOR 2</b>	<b>FACTOR NAME:</b>	<b>Qualification and Experience</b>	<b>IMPORTANCE or WEIGHT:</b>	<b>50 out of 100</b>
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a. Instructions to Offeror:

For the qualification and experience criteria, the Offeror must submit the following:

- A summary of relevant experience, as requested in item #5 under section 1., clearly mentioning the roles that the consultant held during the relevant prior experience (e.g. assisted VS led the task etc.)
- As requested in item under section 1, in Annex C: include a resume including education, experience, background, accomplishments, at least three references in the past 5 years and other pertinent information. The resume will not exceed three (3) pages.

b. Evaluation Criteria:

- Evaluation under this factor will focus on the quality and completeness of the consultant’s experience, and will consider the extent to which the quality and the experience of the consultant answer the Statement Of Work.

**SECTION IV: SUBMITTING OFFER**

- Offers may be submitted in paper form at the U.S. Embassy Consular Service entrance or electronically to the e-mail address: [srafanotsimiva@usaid.gov](mailto:srafanotsimiva@usaid.gov).
- Offers must be received by the closing date and time specified in Section I, item 3.
- To ensure consideration of offers for the intended position, Offerors must prominently reference the solicitation in the offer submission, as follows:
  - if submitting in paper form, mark the envelope with  
**“Recruitment-USAID Due Diligence Data Collection”**
  - If submitting electronically, mark your e-mail subject line with  
**“Recruitment USAID Due Diligence Data Collection [your name]”**

If submitting electronically, all documents should be in Adobe Acrobat Reader format (.pdf) and/or Word format (.doc or .docx) ONLY.

**END OF SOLICITATION**

**Clearance:**

**Agathe Sector: By email      Date: October 15, 2020**

**Sustainable Environment and Economic Development (SEED) Office Director**