



## **Iraq Governance and Performance Accountability Project (IGPA)**

Request For Proposals (RFP)

RFP-DAI-IGPA-BAG-21-001  
Conduct training courses for Landfill Operations

Issue Date: January 11, 2021

**(UPDATE: Extended deadline of proposal submission to February 1<sup>st</sup>, 2021)**

**WARNING:** Prospective Offerors who have received this document from a source other than the (Iraq Governance and Performance Accountability Project (IGPA), Baghdad-Iraq), should immediately contact ([ProcurementIGPA@dai.com](mailto:ProcurementIGPA@dai.com)) and provide their name and mailing address in order that amendments to the RFQ or other communications can be sent directly to them. Any prospective Offeror who fails to register their interest assumes complete responsibility in the event that they do not receive communications prior to the closing date. Any amendments to this solicitation will be issued and posted in the same announcing website, where offerors are encouraged to check the website periodically.

DAI conducts business under the strictest ethical standards to assure fairness in competition, reasonable prices and successful performance or delivery of quality goods and equipment. DAI does not tolerate corruption, bribery, collusion or conflicts of interest. Any requests for payment or favors by DAI employees should be reported as soon as possible to [ethics@dai.com](mailto:ethics@dai.com) or by visiting [www.dai.ethicspoint.com](http://www.dai.ethicspoint.com). Further, any attempts by an offeror or subcontractor to offer inducements to a DAI employee to influence a decision will not be tolerated and will be grounds for disqualification, termination and possible debarment. See provision No. 9 for more details.

## Table of Contents

<b>1. Synopsis of the RFP .....</b>	<b>3</b>
<b>2. Introduction and Purpose .....</b>	<b>4</b>
2.1 Purpose .....	4
2.2 Issuing Office .....	4
2.3 Type of Award Anticipated .....	4
<b>3. General Instructions to Offerors .....</b>	<b>4</b>
3.1 General Instructions.....	4
3.2 Proposal Cover Letter .....	5
3.3 Questions regarding the RFP .....	5
<b>4. Instructions for the Preparation of Technical Proposals .....</b>	<b>5</b>
4.1 Services Specified.....	5
4.2 Technical Evaluation Criteria .....	5
<b>5. Instructions for the Preparation of Price Proposals .....</b>	<b>8</b>
<b>6. Basis of Award.....</b>	<b>8</b>
6.1 Best Value Determination.....	8
6.2 Responsibility Determination .....	8
<b>7. Anticipated post-award Deliverables.....</b>	<b>9</b>
<b>8. Inspection &amp; Acceptance .....</b>	<b>10</b>
<b>9. Compliance with Terms and Conditions.....</b>	<b>11</b>
9.1 General Terms and Conditions .....	11
9.2 Prohibited Technology .....	11
9.3 Source and Nationality.....	11
9.4 Data Universal Numbering System (DUNS) .....	11
<b>10. Anti-Corruption and Anti-Bribery Policy and Reporting Responsibilities.....</b>	<b>12</b>
<b>11. Attachments.....</b>	<b>13</b>
11.1 Attachment A: Scope of Work for Services or Technical Specifications .....	13
11.2 Attachment B: Proposal Cover Letter .....	26
11.3 Attachment C: Detailed Budget and Price Schedule.....	27
11.4 Attachment D: Instructions for Obtaining a DUNS Number - DAI'S Vendors, Subcontractors...	29
11.5 Attachment E: Self Certification for Exemption from DUNS Requirement' .....	37
11.6 Attachment F: Past Performance Form .....	38
11.7 Attachment G: Representations and Certifications of Compliance.....	39
11.8 Attachment H: Branding and Marking Plan .....	40
11.9 Attachment I: Insurance and Risk Allocation .....	42
11.10 Attachment J: Proposal Checklist.....	44

## 1. Synopsis of the RFP

RFP No.	RFP-DAI-IGPA-BAG-21-001
Issue Date	January 11, 2021
Title	Conduct training courses for Landfill Operations
Issuing Office & Email Address for Submission of Proposals	DAI - Iraq Governance and Performance Accountability Project, Baghdad Office Al Rasheed Tulip Hotel - Baghdad, Iraq <i>(only electronic copy of the proposals will be accepted)</i> <a href="mailto:IGPAProcurementINBOX@dai.com">IGPAProcurementINBOX@dai.com</a>
Deadline for Receipt of Questions	January 18, 2021, 12:00 PM Baghdad Time zone <i>E-mail subject line must contain solicitation number and title:</i> <i>"RFP-DAI-IGPA-BAG-21-001 Conduct training courses for Landfill Operations"</i> All questions received will be compiled and answered in writing and distributed to all interested Offerors and will be announced publicly.
Deadline for Receipt of Proposals	January 25, 2021, 12:00 PM Baghdad Time zone <b>UPDATE: Extended deadline of proposal submission to February 1<sup>st</sup>, 2021, 12:00 PM Baghdad Time zone</b> <i>E-mail subject line must contain solicitation number and title:</i> <i>"RFP-DAI-IGPA-BAG-21-001 Conduct training courses for Landfill Operations"</i>
Point of Contact	Please send your questions <i>only</i> to <a href="mailto:ProcurementIGPA@dai.com">ProcurementIGPA@dai.com</a>
Anticipated Award Type	DAI anticipates issuing a Firm Fixed Price Purchase Order agreement Issuance of this RFP in no way obligates DAI to award a subcontract or purchase order, and offerors will not be reimbursed for any costs associated with the preparation of their bid.
Basis for Award	An award will be made based on the Trade-Off Method. The award will be issued to the responsible and reasonable Offeror who provides the best value to DAI and its client using a combination of technical and price factors.

## 2. Introduction and Purpose

### 2.1 Purpose

DAI, the implementer of the USAID-funded Iraq Governance and Performance Accountability (IGPA), invites qualified offerors to submit proposals to conduct training courses for Landfill Operations in support of program implementation.

### 2.2 Issuing Office

The Issuing Office and Contact Person noted in the above synopsis is the sole point of contact at DAI for purposes of this RFP. Any prospective offeror who fails to register their interest with this office assumes complete responsibility in the event that they do not receive direct communications (amendments, answers to questions, etc.) prior to the closing date.

### 2.3 Type of Award Anticipated

DAI anticipates awarding a Firm Fixed Price Purchase Order, This subcontract type is subject to change during the course of negotiations.

A Firm Fixed Price Purchase Order is: An award for a total firm fixed price, for values less than \$150,000, for the provision of specific services, goods, or deliverables and is not adjusted if the actual costs are higher or lower than the fixed price amount. Offerors are expected to include all costs, direct and indirect, into their total proposed price.

## 3. General Instructions to Offerors

### 3.1 General Instructions

“Offeror”, “Subcontractor”, and/or “Bidder” means a firm proposing the work under this RFP. “Offer” and/or “Proposal” means the package of documents the firm submits to propose the work.

Offerors wishing to respond to this RFP must submit proposals, in English, in accordance with the following instructions. Offerors are required to review all instructions and specifications contained in this RFP. Failure to do so will be at the Offeror’s risk. If the solicitation is amended, then all terms and conditions not modified in the amendment shall remain unchanged.

Issuance of this RFP in no way obligates DAI to award a subcontract or purchase order. Offerors will not be reimbursed for any costs associated with the preparation or submission of their proposal. DAI shall in no case be responsible for liable for these costs.

Proposals are due no later than **February 1<sup>st</sup>, 2021, at 12:00 Baghdad Time**. An electronic copy of the Technical Proposal and an electronic copy of the Price proposal to be submitted to ([IGPAProcurementINBOX@dai.com](mailto:IGPAProcurementINBOX@dai.com)) (this is a strict access controlled e-mail account set up ONLY to receive solicitation responses), RFP number and title of the activity must be stated in the subject line of the e-mail.

Late offers will be rejected except under extraordinary circumstances at DAI’s discretion.

The submission to DAI of a proposal in response to this RFP will constitute an offer and indicates the Offeror’s agreement to the terms and conditions in this RFP and any attachments hereto. DAI reserves the right not to evaluate a non-responsive or incomplete proposal.

**Offerors are required to review all instructions and specifications included in this RFP thoroughly. Failure to agree and comply with the specifications of this RFP will result in offerors being considered unresponsive, and the proposal may be rejected.**

### 3.2 Proposal Cover Letter

A cover letter shall be included with the proposal on the Offeror's company letterhead with a duly authorized signature and company stamp/seal using Attachment B as a template for the format. The cover letter shall include the following items:

- The Offeror will certify a validity period of 90calendar days for the prices provided.
- Acknowledge the solicitation amendments received, if any.

### 3.3 Questions regarding the RFP

Each Offeror is responsible for reading and complying with the terms and conditions of this RFP. Requests for clarification or additional information must be submitted in writing via e-mail to [ProcurementIGPA@dai.com](mailto:ProcurementIGPA@dai.com) by no later than the date/time specified above. No questions will be answered by phone. Any verbal information received from a DAI or (IGPA) employee or other entity shall not be considered as an official response to any question regarding this RFP.

Copies of questions and responses will be distributed in writing to all prospective bidders who are on record as having received this RFP after the submission date specified in the Synopsis above.

## 4. Instructions for the Preparation of Technical Proposals

Technical proposals shall be sealed in a separate envelope from price proposals, and shall be clearly labeled as "VOLUME I: TECHNICAL PROPOSAL".

Technical proposals shall include the following contents

1. **Technical Approach** - Description of the proposed services that meets or exceeds the stated technical specifications or scope of work. The proposal must show how the Offeror plans to complete the work and describe an approach that demonstrates the achievement of timely and acceptable performance of the work. The Technical Approach under this RFP consists of two evaluation criteria;
  - Problem statement and evidence of local knowledge
  - Methodology
2. **Management approach** – Description of the Offeror's staff assigned to the project. The proposal should describe how the proposed team members have the necessary experience and capabilities to carry out the Technical Approach. The Management Approach consists of two evaluation criteria;
  - Organizational Management
  - Staffing
3. **Past Performance** –Provide a list of at least three (3) awards of similar scope and duration implemented over the past five years. The information shall be supplied as a table and shall include the legal name and address of the organization for which services were performed, a description of work performed, the duration of the work and the value of the contract, a description of any problems encountered and how it was resolved, and a current contact phone number of a responsible and knowledgeable representative of the organization.  
See Attachment F.

### 4.1 Services Specified

For this RFP, DAI is in need of the services described in Attachment A.

### 4.2 Technical Evaluation Criteria

Each proposal will be evaluated and scored against the evaluation criteria stated in the table below. Price proposals are not assigned points, but for overall evaluation purposes of this RFP,

technical evaluation factors other than price, when combined, are considered significantly more important than price factors. The award will be made to the Offeror whose offer presents the best value and is the optimal combination of technical merits and reasonable cost.

Proposals will be evaluated and scored on technical aspects first. Only the price proposals of those offers that pass the minimum qualifying score of 70 points in the technical evaluation will advance to price evaluation. Proposals not reaching this qualifying score in the technical evaluation will be considered non-competitive and will not be evaluated.

Technical Competence as presented in the Technical Proposal with the possible 100 points in total made up as follows:

**Technical Competence** – presented in the Technical Proposal **(100 points in total)**

**Technical Approach** **(25 points)**

**Management Approach** **(45 points)**

**Past performance** **(30 points)**

Offerors shall provide a clear, specific and concise technical proposal that covers both the conceptual and practical approaches and address the following, in the order specified below:

Item	Requirement	Points Available
<b>TECHNICAL APPROACH</b>		
1) Problem statement and evidence of local knowledge	<p>Bidder needs to demonstrate an understanding of current SWM general acknowledgment as it relates to landfill development and operation, and in particular:</p> <ul style="list-style-type: none"> <li>a) Landfill development requirements (2 points)</li> <li>b) Operations knowledge and skills including special waste management (3 points)</li> <li>c) Local landfill equipment requirements/availability/shortcomings (3 points)</li> </ul> <p>Waste diversion impacts on landfill operations (2 points)</p>	10 points
2) Methodology	<p>Considering the Statement of Work, please describe in detail the following:</p> <ul style="list-style-type: none"> <li>a) The steps, in chronological order, that you will take to implement the work. Make sure to describe any innovative approaches or technology you plan to use. This section should demonstrate the vendor implementation strategy at the five workshops. (5 points)</li> <li>b) A description of similar training projects you implemented in the past and lessons learned that will be incorporated into the activity described in this RFP. (10 points)</li> </ul> <p>Methodologies that indicate a greater practical understanding of implementing the work and more innovative yet realistic ways of carrying out the work will be scored more favorably than those</p>	15 points

	that do not consider these factors. <b>(One to two pages maximum for items (a) through (b))</b>	
<b>MANAGEMENT APPROACH</b>		
3) Organizational Management	<p>Please provide and describe:</p> <p>a) An organizational chart that describes the proposed structure including the staff assigned to the project. The Vendor should describe how the proposed team members have the necessary experience and capabilities to carry out the technical approach. (3 points)</p> <p>b) Description of the systematic management approach that demonstrates the capacity to complete work in a timely, satisfactory fashion, especially when covering the five Municipalities to be involved. (7 points)</p>	10 points
4) Staffing	<p>Please provide the following, in order:</p> <p>a) A staffing plan for this activity that includes the following information for each proposed staff member (3 points):</p> <ul style="list-style-type: none"> <li>- Name and Proposed position on the team:</li> <li>- Summary of relevant expertise and experience</li> </ul> <p>b) CVs for the two Key Personnel should be provided below and should be no longer than one page in length.</p> <p>1. One overall Project Manager requiring university-level education and at least 10 years' experience in managing similar projects involving technology and operational workshops and on-site demonstrations and training. (15 points)</p> <p>2. One SWM specialist/trainer with at least 10 years' broad SWM experience, a master's degree or equivalent, and experience running the same or very similar training programs in Iraq or similar environments (20 points)</p> <p>Staffing plans that propose staff with qualifications and experience related to the tasks stated in this RFP will be evaluated more favorably than staffing plans that do not consider these factors.</p>	35 points
<b>PAST PERFORMANCE</b>		
	Document and summarize your proven track record of successfully implementing exactly the same or similar activities.	30 points

5) Past performance	<p>Using the table format provided below, please list only the projects you have implemented within the past 5 years, a brief description of how each is relevant to this RFP and the contact details for each previous client or donor. You may also include recommendation/appreciation letters and certificates as attachments</p> <p>Offerors with past performance with similar projects, in the same geographic area and/or of similar scale to the activity described in this RFP, will be given higher scores than offerors that do not meet these criteria. If an Offeror has current/past performance working with DAI, they cannot be positively evaluated on this experience unless it is provided in the Offeror's proposal.</p>	
<b>Total</b>		<b>100 points</b>

## 5. Instructions for the Preparation of Price Proposals

Cost/Price proposals shall be sealed in a separate envelope/file from technical proposals, and shall be clearly labeled as "VOLUME II: PRICE PROPOSAL".

Provided in Attachment C is a template for the Detailed Budget and price Schedule for firm-fixed-price awards. Offerors shall complete the template, including as much detailed information as possible and submit in PDF and Excel formats.

It is important to note that the Value Added Tax (VAT) should not be included in the budget. The Subcontractor is responsible for all applicable taxes and fees, as prescribed under the applicable laws for income, compensation, permits, licenses, and other taxes and fees due as required.

## 6. Basis of Award

### 6.1 Best Value Determination

DAI will review all proposals, and make an award based on the technical and price evaluation criteria stated above, and select the offeror whose proposal provides the best value to DAI. DAI may also exclude an offer from consideration if it determines that an Offeror is "not responsible", i.e., that it does not have the management and financial capabilities required to perform the work required.

**Evaluation points will not be awarded for price.** The price will primarily be evaluated for realism and reasonableness. DAI may award to a higher-priced offeror if a determination is made that the higher technical evaluation of that Offeror merits the additional price.

DAI may award to an Offeror without discussions. Therefore, the initial offer **must contain the Offeror's best price and technical terms.**

### 6.2 Responsibility Determination

DAI will not enter into any type of Agreement with an Offeror prior to ensuring the Offeror's responsibility. When assessing an Offeror's responsibility, the following factors are taken into consideration:

1. Business Registration: Please provide a copy of official Iraqi business registration and required license(s) to operate in Iraq (e.g., organization registration in Iraq, or/and the organization proxy registration in Iraq – in case of non-Iraqi organization, please submit home country business



registration as well), the organization also must be eligible to perform work under applicable laws and regulations of Iraq.

2. Evidence of a DUNS number (explained below in section 8.4).
3. Provide confirmation that the source, origin, and nationality of the products or services are not from a Prohibited Country (explained below in section 8.3).
4. Offerors must have adequate financial resources to finance and perform the work or deliver goods or the ability to obtain financial resources without receiving advance funds from DAI (e.g. Bank Statement, ... etc.).
5. Ability to comply with required or proposed delivery or performance schedules (e.g. detailed price schedule, ... etc.)
6. Have a satisfactory past performance record (e.g. appreciation letters or previous performance evidence, ... etc.).
7. Provide evidence to have the necessary organization, experience, accounting, and operational controls and technical skills (e.g. organizational structure, origination operation manual ... etc.).
8. Insurance and Risk Allocation (as defined in **Attachment I**)
9. The Vendor is to submit proof of manuals, standard operating procedures, and/or internal policies, including human resource policies, which reflect a commitment to non-discrimination, equity and inclusion, and reporting mechanisms, including a whistleblower policy, for non-compliance with internal policies. If the Vendor is unable to produce the required documentation, the Vendor must be willing to work with IGPA/Takamul to receive training and support in the development of relevant policies.

## 7. Anticipated post-award Deliverables

Upon award of a subcontract, the payment will be made upon receipt of a properly executed tranche payment request, complete with a milestone report and applicable documentation for each deliverable as listed below. The Offeror should detail the proposed prices per deliverable in the Price Schedule. Payment shall be made only in accordance with approved milestones/deliverables and payment schedule, upon Technical Monitor approval of required documentation.

IGPA anticipates a period of performance of 16 weeks for this scope of work.

Requirements of this Statement of Work – as per deliverables included in the table below

Milestone #	Milestone Description and Required Documentation	Payment Amount (%)	Anticipated Completion Dates
1	<b>Inception report and workshop materials</b> <ul style="list-style-type: none"> <li>• Kickoff meeting minutes for the meeting held with IGPA/Takamul. The report should include the agenda, points of discussion, and decisions made.</li> <li>• The activity plan will consist of a 5 pages (maximum) report that presents the Vendor roadmap for the activity stages regarding designing, planning,</li> </ul>	25%	End of Contract week 4

	<p>implementation, and deliverables, and dates agreed for the 5 workshops.</p> <ul style="list-style-type: none"> <li>Updated presentation materials submitted for IGPA/TAKAMUL approval, following incorporation of issues associated with the women, disadvantaged groups and minority actors involved in site operations at the landfills</li> <li>Monthly report number 1 (covering the period of week 1-4)</li> </ul>		
2	<p><b>First 2 workshops</b></p> <ul style="list-style-type: none"> <li>Vendor to run the first 2 three-day workshops for 25 attendees in the first 2 provinces</li> <li>Provide the required documentation upon workshop completion</li> <li>Monthly report number 2 (covering the period of week 5-8)</li> </ul>	50%	End of Contract week 8
	<p><b>Last 3 workshops</b></p> <ul style="list-style-type: none"> <li>Vendor to run the last 3 three-day workshops for 25 attendees in the remaining 3 provinces</li> <li>Provide the required documentation upon workshop completion</li> <li>Monthly report number 3 (covering the period of week 9-12)</li> </ul>		End of Contract week 12
3	<p><b>Final Report</b></p> <ul style="list-style-type: none"> <li>Deliverable consists of a 10-page (maximum) report that includes the following sections and annexes: <ul style="list-style-type: none"> <li>a. Background and objective of the project and associated workshops</li> <li>b. Results of the workshops in terms of the number of attendees and percentage increase in attendees' knowledge based on the pre-and post-event questionnaires.</li> <li>c. Implementation feedback and recommended changes to workshops</li> <li>d. Other materials as may be reasonably be requested</li> <li>e. Conclusions and recommendations</li> </ul> </li> </ul>	25%	End of Contract week 16

## 8. Inspection & Acceptance

The designated DAI Project Manager will inspect from time to time the services being performed to determine whether the activities are being performed in a satisfactory manner, and that all equipment or supplies are of acceptable quality and standards. The subcontractor shall be responsible for any countermeasures or corrective action, within the scope of this RFP, which may be required by the DAI Chief of Party as a result of such inspection.

## 9. Compliance with Terms and Conditions

### 9.1 General Terms and Conditions

Offerors agree to comply with the general terms and conditions for an award resulting from this RFP. The selected Offeror shall comply with all Representations and Certifications of Compliance listed in Attachment G.

### 9.2 Prohibited Technology

Bidders MUST NOT provide any goods and/or services that utilize telecommunications and video surveillance products from the following companies: Huawei Technologies Company, ZTE Corporation, Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company, or any subsidiary or affiliate thereof, in compliance with FAR 52.204-25.

### 8.3 Source and Nationality

Under the authorized geographic code for its contract DAI may only procure goods and services from the following countries.

**Geographic Code 935:** Goods and services from any area or country, including the cooperating country, but excluding Prohibited Countries.

DAI must verify the source and nationality of goods and services and ensure (to the fullest extent possible) that DAI does not procure any goods or services from prohibited countries listed by the Office of Foreign Assets Control (OFAC) as sanctioned countries. OFAC sanctioned countries may be searched within the System for Award Management (SAM) at [www.SAM.gov](http://www.SAM.gov). The current list of countries under comprehensive sanctions include: Cuba, Iran, North Korea, Sudan, and Syria. Goods may not transit through or be assembled in comprehensive sanctioned origin or nationality countries nor can the vendor be owned or controlled by a prohibited country. DAI is prohibited from facilitating any transaction by a third party if that transaction would be prohibited if performed by DAI.

By submitting a proposal in response to this RFP, Offerors confirm that they are not violating the Source and Nationality requirements of the goods or services being offered and that the goods and services comply with the Geographic Code and the exclusions for prohibited countries outlined above.

### 8.4 Data Universal Numbering System (DUNS)

There is a **mandatory** requirement for your organization to provide a DUNS number to DAI. The Data Universal Numbering System is a system developed and regulated by Dun & Bradstreet (D&B) that assigns a unique numeric identifier, referred to as a "DUNS number" to a single business entity. Without a DUNS number, DAI cannot deem an Offeror "responsible" to conduct business with and therefore, DAI will not enter into a subcontract/purchase order or monetary agreement with any organization. The determination of a successful offeror/applicant resulting from this RFP/RFQ/RFA is contingent upon the winner providing a DUNS number to DAI. Offerors who fail to provide a DUNS number will not receive an award and DAI will select an alternate Offeror.

All U.S. and foreign organizations which receive first-tier subcontracts/ purchase orders with a value of \$30,000 and above **are required** to obtain a DUNS number prior to signing of the agreement. Organizations are exempt from this requirement if the gross income received from all sources in the previous tax year was under \$300,000. DAI requires that Offerors sign the self-certification statement if the Offeror claims exemption for this reason.

For those required to obtain a DUNS number, see Attachment D - Instructions for Obtaining a DUNS Number - DAI'S Vendors, Subcontractors

For those not required to obtain a DUNS number, see Attachment E: Self Certification for Exemption from DUNS Requirement

#### **10. Anti-Corruption and Anti-Bribery Policy and Reporting Responsibilities**

DAI conducts business under the strictest ethical standards to assure fairness in competition, reasonable prices and successful performance or delivery of quality goods and equipment. **DAI does not tolerate the following acts of corruption:**

- Any requests for a bribe, kickback, facilitation payment or gratuity in the form of payment, gift or special consideration by a DAI employee, Government official, or their representatives, to influence an award or approval decision.
- Any offer of a bribe, kickback, facilitation payment or gratuity in the form of payment, gift or special consideration by an offeror or subcontractor to influence an award or approval decision.
- Any fraud, such as mis-stating or withholding information to benefit the offeror or subcontractor.
- Any collusion or conflicts of interest in which a DAI employee, consultant, or representative has a business or personal relationship with a principal or owner of the offeror or subcontractor that may appear to unfairly favor the offeror or subcontractor. Subcontractors must also avoid collusion or conflicts of interest in their procurements from vendors. Any such relationship must be disclosed immediately to DAI management for review and appropriate action, including possible exclusion from award.

These acts of corruption are not tolerated and may result in serious consequences, including termination of the award and possible suspension and debarment by the U.S. Government, excluding the offeror or subcontractor from participating in future U.S. Government business.

Any attempted or actual corruption should be reported immediately by either the offeror, subcontractor or DAI staff to:

- Toll-free Ethics and Compliance Anonymous Hotline at (U.S.) +1-503-597-4328
- Hotline website – [www.DAI.ethicspoint.com](http://www.DAI.ethicspoint.com), or
- Email to [Ethics@DAI.com](mailto:Ethics@DAI.com)
- USAID's Office of the Inspector General Hotline at [hotline@usaid.gov](mailto:hotline@usaid.gov).

By signing this proposal, the offeror confirms adherence to this standard and ensures that no attempts shall be made to influence DAI or Government staff through bribes, gratuities, facilitation payments, kickbacks or fraud. The offeror also acknowledges that violation of this policy may result in termination, repayment of funds disallowed by the corrupt actions and possible suspension and debarment by the U.S. Government.

## 11. Attachments

### 11.1 Attachment A: Scope of Work for Services or Technical Specifications

#### Conduct training courses for Landfill Operations

##### 1. ACTIVITY PURPOSE

The purpose of the activity is to expose personnel working at landfills to the correct procedures and operational methods to be applied at functioning landfills. Responsible staff will be provided with both a lecture room and hands-on training at an operating landfill to understand the correct operating equipment method at a landfill site and the correct layout and scheduling of landfill cells and general site development.

Operators and their managers at most landfills in Iraq are in dire need for such technical support, given the poor standard of landfilling locally.

This activity will provide this required essential support at three-day workshops for 25 participants in five provinces, over a total of 16 weeks. Classroom sessions will also address critical aspects such as waste characterization and waste types, front end control of waste entering the landfill site, controls for special wastes including medical waste, landfill design basics, and the elements involved.

##### 2. BACKGROUND AND RATIONALE

Most landfills that are prone to failure are generally failing due to poor operation rather than poor design. Almost all landfill design shortcomings can largely be overcome during implementation. Some basic operational training as well production of a practical plain-language landfill Operations Manual will at least partially address this issue.

Most municipalities globally advise that their SWM systems are operating sub-optimally because of a lack of operational expenditure (OPEX) funds. This may be partially due to inefficiencies in billing, debtor control, billing protocols, and methods, but it is sometimes merely due to poor implementation.

For example, the sub-standard operation at landfills is cost-inefficient (when considering poor operation consumes more landfill capacity than is necessary) as well as resulting in potential environmental and health harm. It is a very common problem globally, with inadequate operator training and lack of site planning contributing.

The general Table of Contents for the Landfill Operations Manual follows, indicating the extent of topics to be covered during the workshop and hands-on training:

1 Policy statement and license agreement	2 Staffing and facilities
3 Reporting requirements	4 Preparation of a cell
5 Acceptance of waste	6 Operation of a cell
7 Leachate management	8 Stormwater systems
9 Litter control	10 Pest control
11 Dust control	12 Noise control
13 Fire control	14 Signage
15 Emergency contact phone numbers	

Front end control of what waste is allowed into the landfill is critical, so presentation material extracted from the manual are devoted to expanding on the overview below. Details are to be provided on how to manage particular and difficult waste and lists provided of prohibited wastes, to guide the landfill operators and management:

The waste entering the Landfill may be categorized as follows, with some examples given;

- *Acceptable Wastes (General)* – general household and commercial waste
- *Acceptable Wastes (but Difficult)* – tyres, mattresses
- *Special Wastes (Sometimes Acceptable)* – asbestos, liquid waste
- *Prohibited Wastes* – radioactive waste

The first two categories are always accepted, but the second category requires some special management.

The third category may be acceptable based on quantities involved, actual waste characteristics and so on, and is decided on a case-by-case basis.

Prohibited wastes are never allowed into the Landfill.

Basic operations of waste management at the tipping face are critical, so sections such as the following on proper equipment use will be prepared. Heavy equipment operators familiar with bulk excavations and earthworks will need to be retrained on how to work with waste most efficiently, as waste placement and compaction is very different to operating equipment on bulk earthworks projects.

Previous workshops held by IGPA/Takamul at several municipalities indicated that they were not at all well trained or advised on how a landfill should operate. One of the most commonly requested components was how to correctly operate the heavy equipment on-site, and what the overall landfill shape and profile should be. Experience from the five Landfill Operations training workshops run to date by IGPA/Takamul would indicate that many heavy equipment operators have not been trained even on the basics of equipment operation, let alone for the special requirements of working with waste at a landfill.

The following section is an extract presenting the key elements on how a bulldozer should be operated when working with municipal waste, as an example of the training content and level of detail required

The most efficient use of equipment will result if the following guidelines are followed:

- **WASTE IS SPREAD IN LAYERS LESS THAN 600 MM THICK**
- **EACH LAYER SHOULD BE GIVEN 3 - 6 PASSES.**
- each lift should be between 2 - 3 metres high
- don't try to push big heaps of waste, eat away at the sides of heaps
- if there is not much waste arriving at the face, park the equipment and do other work
- use a bulldozer for spreading cover not a landfill compactor
- keep the width of the face to the minimum necessary to avoid queuing of tipping vehicles
- two faces may be necessary to allow appropriate access for waste pickers or scavengers
- to get better compaction, have waste tipped at the bottom of the face
- tip cover material at the top of the batter or face.

This operating manual is supplemented by an Environmental Management and Monitoring Plan (EMMP) for landfill operations. EMMPs guide the operators on how to manage environmental issues as well as comply with any monitoring requirements.

The EMMP chapters for the sample provided is presented below:

1. Introduction	2. Waste Acceptance Criteria
3. Compaction	4. Cover
5. Vegetation	6. Dust Control
7. Mud Control	8. Pest Control
9. Litter Control	10. Fire Control
11. Noise Control	12. Visual Control
13. Odor Control	14. Complaints Register
15. Landfill Gas Control	16. Stormwater Management
17. Leachate Control	18. Post Closure Management Plan
19. EMMP - Summary Table	

The present legislation does not require the development and implementation of an environmental monitoring and management plan. However, overview training should be given on this aspect to allow operators to understand what future requirements may involve making them aware that ongoing operations that violate socio-environmental expectations would not be accepted.

### 3. Workshop implementation approach

The required training method will be a mixture of office-based presentations, including PowerPoints, videos, and open discussion, followed by observation and hands-on experience at an actual functioning landfill, watching the trained bulldozer/compactor operator and then being trained by operating the bulldozer/compactor one by one. The municipality will provide the bulldozer/landfill compactor to facilitate the training at no cost to the Vendor.

The three-day training course is to be structured, as follows.

- *Day one - morning - classroom:* General waste management theory and need for and constructing perimeter bunds, waste placement, and pushing.
- *Day one - afternoon - on-site:* Demonstrations on building external bunds and how to place waste, push it, and shape it.
- *Day two - morning - classroom:* Completion of general waste management theory including special waste management and all operations issues plus landfill design basics
- *Day two - afternoon - on-site:* Demonstrations and hands-on practice on-site with waste lift and cell development, including compaction with both bulldozers and compactors.
- *Day three - all-day – on-site:* Review previous two-day theory and on-site experience to date, then hands-on experience with perimeter bund construction, waste placement including slopes, compaction, lift construction, and cell closure, together with cover soil application.

The office-based training activities will be suitable not only for the actual heavy equipment operators and site supervisors but also for more senior management involved in solid waste. This training will ensure that senior management understands how the site should be operated in the long term to ensure that the field operators perform to an appropriate standard and within the general guidelines and directives presented in the Operations Manual and the EMMP.

The afternoon training sessions using the actual heavy equipment supplied by the Municipality on site will be more appropriate for the field staff and site supervisors and foremen. However, senior management may wish to attend just one of the sessions to understand the operational imperatives and observe that the skill set required for heavy equipment operators on a landfill site is different from the requirements for a bulk earthworks' operation.

### 4. OBJECTIVES

The general objective of the scope of work is to support municipalities in improving the standard of operation at waste disposal sites over a period of 16 weeks:

- to ensure, through an inclusive and staged process, that the municipality has a complete understanding both of theory and on-site operational training on how their current dumpsites can be correctly operated
- to ensure that this knowledge is imparted not only at the critical operators' level but also at the management level so that the experience and knowledge is vertically integrated throughout the organization
- to substantially reduce the current environmental and health impacts from substandard dumpsite operation
- to extend the life of the disposal site
- to ensure that gender and disadvantaged community concerns are mainstreamed and addressed at all stages, such as for any waste pickers or scavengers working at the landfill.

## 5. STATEMENT OF WORK

1. **Kickoff meeting.** Selected Vendor to attend with the IGPA specialists to discuss the workshop material supplied by IGPA/TAKAMUL, including the electronic version of the landfill Operations Manuals, EMMP, and the set of PowerPoint slides and videos. At this meeting, the parties will agree on an overview of what changes are to be made to the presentation material. IGPA/TAKAMUL will provide letters of introduction to the government officials for the five provinces/municipalities and recommendations on which staff should attend the training program's various components. IGPA/TAKAMUL will advise all required IGPA/TAKAMUL reporting requirements such as appropriate attendance sheets, photographic responsibilities, pre-and post-workshop questionnaires, social survey questionnaires, and any other reporting requirements required by the MEL or other IGPA/TAKAMUL departments.

2. **The selected Vendor to contact the 5 provinces/municipalities listed in Table 1 – Selected Provinces and Likely Municipalities and agree on all logistics**, such as the exact schedule for training, confirm landfill site, equipment availability and operational status, suitable training hall, transport requirements to access the landfill, etc. Vendor to make the various bookings as required.

**Table 1 – Selected Provinces and Likely Municipalities**

Province	Likely Municipality
Wasit	Kut
Najef	Najef
Muthana	Samawah
Maysan	Amarah
Diyala	Baqubah

3. **The selected Vendor to prepare a summary of the women, disadvantaged groups, and minority actors involved in site operations** at the landfills and within the communities impacted by program activities for each municipality. This is to be done through a basic structured questionnaire to be submitted to the municipalities and self-completed. The Vendor will then ensure that responses to these aspects are included in the overall training program package as



required. Responses are likely to focus on improving the livelihoods of the waste pickers or scavengers and identifying the opportunity for placement of representatives from these groups in enhanced roles, such as the possibility of becoming a heavy equipment operator. The responses can be generic to all municipalities and not have to be site-specific.

**4. The selected Vendor to update and submit the final presentation materials for IGPA/TAKAMUL approval**, including addressing the issues agreed upon at the kickoff meeting and the social survey. The materials will include a detailed schedule for the 3-day training program. The Vendor shall confirm that all required IGPA/TAKAMUL reporting requirements are addressed, such as appropriate attendance sheets, photographic responsibilities, pre-and post-survey questionnaires, etc.

**5. The selected Vendor to travel to each municipality prior to workshop** commencement to:

- confirm all logistics are in place, including landfill and heavy equipment availability, training room setup (including desks, seating, projector, screen, flipcharts/whiteboards, etc.), all printouts prepared, any transport to the landfill organized, snacks and meals organized, etc..
- ensure that sufficient waste is stockpiled near the working face for the on-site demonstrations if the incoming waste tonnages are low.
- Direct the landfill operator to prepare sample areas with appropriate external batters and cover soil-applied perimeter bunds, and develop internal waste lifts with proper gradients and the correct height prior to the workshop's first day. These will be used to demonstrate the required operational aspects on workshop days 1 through 3.

**6. The selected Vendor to run the 5 training programs and manage all logistics and reporting**, including packaging the IGPA/TAKAMUL workshop reporting requirements as agreed during the kickoff meeting and submitting these requirements within the specified period after completion of the workshop. The Vendor will arrange, supply, and pay for all items required to run the workshop both in the lecture room environment and on-site, and should budget for **25 attendees at each of the 3 day workshops in the listed 5 provinces/municipalities:**

- A. Provide collated hardcopy versions of the PowerPoint presentation printed with two PPT slides per page, double-sided, on A4 paper in color for all workshop attendees.
- B. Prepare five bound hardcopies of the small Landfill Operations Manual, large Landfill Operations Manual, and the Environmental Management and Monitoring Plan for passing around to the attendees for perusal and return during the workshops. Reuse the same 5 copies of each at all 5 workshops.
- C. Provide access to electronic copies of all presentations, including videos, manuals, and plans in English and Arabic for distribution to all attendees who wish to retain an electronic copy.
- D. Provide a morning snack with tea/coffee plus lunch on all 3 days of each workshop for all attendees.
- E. Provide transport from the municipal office to the landfill site on all 3 days if the landfill is remote from where the training room is located.

- F. If a suitable room or hall is not available at the municipality for the room-based presentations, then the Vendor will rent a suitable room/hall for the first 2 days.
- G. Provide a projector and screen for the room-based presentations
- H. Provide a whiteboard/flipchart and relevant pens for presenting notes and explanations during the workshop, as required
- I. Provide workshop pre-and post- questionnaire, attendance sheets, etc., as detailed during the kickoff meeting.

7. **The selected Vendor to prepare an overall project completion report** summarizing the activities and issues at each of the workshops and recommending what changes could or should be made to improve the program, including comments on the audiovisual package of presentation material as well as the Landfill Operations Manual and the EMMP documents.

**Note that all reports and updated presentations /workshop materials must be submitted in both English and Arabic.**

#### 6. WORKSHOP MATERIALS (TO BE PROVIDED BY IGPA/TAKAMUL)

IGPA/TAKAMUL will supply the following materials in an electronic form to the selected Vendor. The material will be provided in both English and Arabic:

- PowerPoint presentation and videos for use in the classroom-based presentations.. The Vendor may add additional material to this presentation and video selection but can only remove material following the IGPA/TAKAMUL SWM specialists' approval.
- Two different Landfill Operations Manuals have been prepared, and it will be up to the Vendor to decide which manual is the most appropriate to give to the attendees at each workshop based on the local landfill characteristics:
  - The first is for smaller facilities where heavy equipment, such as bulldozers and excavators, is not permanently stationed on site and is just brought to site intermittently.
  - The second manual is for a traditional landfill where heavy equipment is permanently available on site
- A generic Environmental Monitoring and Management Plan

Bidder should note that the training materials that will be used during the training were developed by (DAI/IGPA) during implementing previous five workshops **and will provide almost all of the material required. This will be provided to the successful Vendor at no cost and the IGPA/TAKAMUL specialists will meet with the selected Vendor to present and describe the material in detail and describe how it was delivered and received by the workshop audiences.**

#### 7. ACTIVITY LOCATION

The training program is to be undertaken in five different provinces, as listed below. The relevant municipality has also been preliminarily identified; however, it will be the Vendor's responsibility to confirm the actual landfill site, and it's suitability as part of their initial round of investigations.

Province	Likely Municipality

Wasit	Kut
Najef	Najef
Muthana	Samawah
Maysan	Amarah
Diyala	Baqubah

## **8. MONITORING AND EVALUATION**

### **IGPA/TAKAMUL standard documentation requirements**

The Monitoring, Evaluation, and Learning (MEL) Plan is a critical tool used by IGPA/Takamul for assessing and reporting progress towards achieving key program outcomes and results, as well as for planning, managing, and documenting the collection and use of performance data. The MEL Plan enables tracking progress towards pre-determined milestones and targets, make mid-course adjustments (monitoring), assess and report the results of its major components, analyze intended and unintended results and the impact of the program as a whole (evaluation).

The Vendor will report on a number of qualitative and quantitative indicators – selected by IGPA/Takamul staff - assessing the impact of the proposed initiatives and monitoring the project's progress.

The Vendor's indicators have been selected in line with IGPA/Takamul MEL Plan indicators based on their utility and efficiency in measuring progress in the most efficient way and the fact that they can be independently validated or verified. The gender percentages and total numbers of participants will be refined following the initial meetings with the provincial/municipal representatives, but indicative numbers are presented in the table below.

**TABLE 1: Proposed Indicators**

USAID Indicator	Definition	Male	Female	Total
2. Number of improved business processes implemented by provincial governments as a result of IGPA/Takamul support	<p>Improved: Improved means the procedures or process has been revised, re-engineered, modified or updated with support from IGPA/Takamul with the aim to accelerate business activities aimed at improving service delivery.</p> <p>Process: process is a set of related procedures or regulatory procedures established by provincial governments with support from IGPA/Takamul that are implemented by provincial governments with technical assistance or support from IGPA/Takamul.</p> <p>Implemented: Implemented means the business process has been undertaken or applied by the provincial government</p>	N/A	N/A	N/A
13. Number of individuals trained by IGPA/Takamul	<p>This indicator counts the number of individuals to whom significant knowledge or skills have been imparted through interactions that are intentional, structured, and purposed for imparting knowledge or skills to improve service delivery in Iraq.</p> <p>The indicator includes GOI officials at the central and provincial levels, CSOs, private and public sectors actors who receive training or technical assistance in a variety of skills sets to improve service delivery.</p> <p>Through the IGPA/Takamul project, USAID will provide mentoring, and coaching to key Iraqi actors to enable them to apply newly acquired skills, to implement strategies, and facilitate behavior change (institutional and individual) that will lead to sustainable improvements in Iraq's governance and service delivery to citizens. The indicator will contribute data for counting the number of trainees who gained knowledge through structured trainings only, these include structured training sessions and on-the-job training sessions.</p> <p>For trainings and on-the-job trainings: participants will be counted as individuals to avoid double-counting. For example, if one participant attends more than one training regardless of the topic of the training, the participant will be counted only once (simply because s/he is the same individual).</p>	TBD	25% if possible	TBC - but 5 locations by 1 workshop by 25 individuals making 125 in total. (No individuals will attend more than 1 workshop)

	Requirements for satisfactory completion of training: Individuals who participate in any structured training course offered by IGPA, whether the training is a face-to-face or online training, are expected to attend 100% of the training. Successful completion requires that a trainee participates at least 75% of the training length. (For instance, participants have to have attended at least 4.5-days of training on a 6-day training course; 4-days of training on a 5-day training course; 3-days of training on a 4-day training course; 1.5-days of training on a 2-day training course)			
14 Number of participants attending IGPA/Takamul interventions	<p>This indicator counts the number of participants attending IGPA/Takamul's interventions. Interventions include workshops, conferences, seminars, follow-up sessions and any other events excluding trainings and on-the-job trainings. The indicator includes GOI officials at the central (Federal) and Provincial levels, CSOs, private and public sectors actors.</p> <p>Through the IGPA/Takamul project, USAID will provide technical expertise, mentoring, and coaching to key Iraqi actors to enable them to apply newly acquired skills, to implement strategies, and facilitate behavior change (on both institutional and individual levels) that will lead to sustainable improvements in Iraq's governance and service delivery to citizens.</p> <p>The indicator will contribute data for counting the number of participants who attended IGPA/Takamul's events. Participants at meetings are not counted under this indicator.</p> <p>Under this indicator, individuals will be counted multiple times, and this will not be considered double counting. Because unlike IGPA Indicator 13 (Number of individuals trained by IGPA/Takamul), this indicator will focus on tracking and measuring the participations rather than the persons.</p>	TBD	25% if possible	TBC - but 5 locations by 1 workshop by 25 participants making 125 in total

The selected vendor will utilize the standardized IGPA/Takamul MEL tools of data collection: sign-in sheet, home letters, training evaluation form, and short report letterhead. IGPA/Takamul will provide the templates and protocols for the vendor's use when submitting deliverables:

Reports, approvals, meeting notes, etc. may be submitted electronically. Sign-in sheets, home letters, pre- and post-training tests, and training evaluation forms must be submitted in both original hardcopy and electronically.

The selected vendor must ensure that all relevant information detailed in this section is provided to IGPA no later than 10 working days prior to each event:

- For assessments: The selected vendor must coordinate with IGPA to provide the following documents:
  1. Assessment questionnaire to be shared with MEL team three days in advance of the survey/assessment.
  2. Filled assessment forms.
  3. Following the event completion, the following documents should be provided by the selected vendor: sign-in sheets, questionnaire, photos, event/assessment report.

- For Training Events:

MEL forms required: sign-in sheets, training evaluation forms.

Pre-post tests should be designed by the trainer and shared with MEL and E&I team three days in advance of the training event, pre-post test findings should be included in the event report. MEL team is responsible for designing the coding for technical team's pre/posttests while technical team is responsible for uploading on DAI Collect.

During the last day of the training, the trainer will distribute a "Home Letter" to each participant, collect the cards, and submit to MEL team.

Following the event completion, the following documents should be provided by the selected vendor: sign-in sheets, training evaluation forms, training materials (including presentations and handouts), photos, event report, detailed budget and agenda.

- For on-the-job trainings (OJT):

MEL forms required: sign in sheets, training evaluation forms.

Following the event completion, the following documents should be provided by the selected vendor: sign-in sheets, training evaluation forms, photos, event report, detailed budget, training materials, handouts and agenda.

Vendors are to coordinate with IGPA TAKAMUL CA&I to ensure training materials, outreach, data collection, etc. are all appropriate.

All photos and videos of civilians and participants must comply with international best practices.

Documentation described in the Detailed Delivery/Payment Schedule shall serve as deliverables and are not considered complete until written approval is provided by the IGPA/Takamul Team Lead. The following section also notes when key government stakeholder approval is also required. Approvals will not be considered valid unless they are in writing.

## **9. Vendor documentation requirements**

The Vendor is to submit proof of manuals, standard operating procedures, and/or internal policies, including human resource policies, which reflect a commitment to non-discrimination, equity and

inclusion, and reporting mechanisms, including a whistleblower policy, for non-compliance with internal policies. If the Vendor is unable to produce the required documentation, the Vendor must be willing to work with IGPA/Takamul to receive training and support in the development of relevant policies.

#### 10. TECHNICAL DIRECTION

The Regional Service Delivery Coordinator is responsible for day-to-day supervisory work and coordination (e.g., receives initial submission of all communications, weekly reports, deliverables, and approval requests including meeting and event dates, etc.). The IGPA/Takamul Service Delivery Team Lead is responsible for providing written technical approval for all deliverables.

#### 11. SPECIAL CONSIDERATIONS

IGPA/Takamul supports vendors which do not discriminate based on race, religion, gender, ethnicity, political party affiliation, disability, or any other minority/vulnerability/marginalized identity. In line with this policy, IGPA/Takamul aims to have equal access to training as well as participation. For the selection criteria, IGPA/Takamul attempts to reflect the demographics of the target communities and government institution in the composition of training participants. The identification with any minority/vulnerable population/marginalized group does not supersede the need to select participants who meet the minimum requirements.

#### 12. DETAILED DELIVERY/PAYMENT SCHEDULE

Upon award of a Fixed Price Purchase Order, the payment will be made upon receipt of a properly executed tranche payment request, complete with a milestone report and applicable documentation for each deliverable as listed below. The Offeror should detail the proposed costs per deliverable in the Price Schedule. Payment shall be made only in accordance with approved milestones/deliverables and payment schedule, upon Technical Monitor approval of required documentation.

Milestone #	Milestone Description and Required Documentation	Payment Amount (%)	Anticipated Completion Dates
1	<b>Inception report and workshop materials</b> <ul style="list-style-type: none"> <li>Kickoff meeting minutes for the meeting held with IGPA/Takamul. The report should include the agenda, points of discussion, and decisions made.</li> <li>The activity plan will consist of a 5 pages (maximum) report that presents the Vendor roadmap for the activity stages regarding designing, planning, implementation, and deliverables, and dates agreed for the 5 workshops.</li> <li>Updated presentation materials submitted for IGPA/TAKAMUL approval, following incorporation of issues associated with the women, disadvantaged groups and minority actors involved in site operations at the landfills</li> <li>Monthly report number 1 (covering the period of week 1-4)</li> </ul>	25%	End of Contract week 4
2	<b>First 2 workshops</b> <ul style="list-style-type: none"> <li>Vendor to run the first 2 three-day workshops for 25 attendees in the first 2 provinces</li> </ul>	50%	End of Contract week 8

	<ul style="list-style-type: none"> <li>• Provide the required documentation upon workshop completion</li> <li>• Monthly report number 2 (covering the period of week 5-8)</li> </ul>		
	<b>Last 3 workshops</b> <ul style="list-style-type: none"> <li>• Vendor to run the last 3 three-day workshops for 25 attendees in the remaining 3 provinces</li> <li>• Provide the required documentation upon workshop completion</li> <li>• Monthly report number 3 (covering the period of week 9-12)</li> </ul>		End of Contract week 12
<b>3</b>	<b>Final Report</b> <ul style="list-style-type: none"> <li>• Deliverable consists of a 10-page (maximum) report that includes the following sections and annexes:               <ol style="list-style-type: none"> <li>a. Background and objective of the project and associated workshops</li> <li>b. Results of the workshops in terms of the number of attendees and percentage increase in attendees' knowledge based on the pre-and post-event questionnaires.</li> <li>c. Implementation feedback and recommended changes to workshops</li> <li>d. Other materials as may be reasonably be requested</li> <li>e. Conclusions and recommendations</li> </ol> </li> </ul>	25%	End of Contract week 16

### 13. Vendor Requirements

#### Required Profile/Experience

The core team will be a project manager to lead the project and be responsible for overall implementation, and a solid waste engineer to deliver the training, and non-scoring support staff to arrange logistics and generally assist the SWM specialist preparing for and during the workshop events.

#### Project Manager

- Engineering or similar university-level qualification
- At least 10 years' experience in managing similar donor projects involving technology transfer and operational workshops, including on-site demonstrations and hands-on training
- Knowledge of SWM would be an advantage
- Regional or international experience desirable
- Master's degree or equivalent in engineering or a related discipline is desirable
- Must be fluent in both English and Arabic.

#### Solid Waste Management Specialist

- At least 10 years' experience in all aspects of municipal solid waste management is essential, including:
  - waste categories and relevant management at landfills, leachate and stormwater management, etc.



- theoretical and practical knowledge of controlled landfill development and cell staging, including application of perimeter buffers, lift development, height limits, external batter construction and cover application
- Experience with landfill operations, especially relating to front end controls, cell planning and scheduling, equipment selection for different tasks, waste and cover placement, waste pushing and compacting, slopes required, and overall landfill site operations
- Direct experience with hands-on directing of heavy equipment, including bulldozers and landfill compactors
- Direct experience in presenting both classroom and hands-on training programs for municipal managers, supervisors and site operators
- Lecturing in SWM at university level is desirable
- Master's degree or equivalent in engineering or a related discipline is desirable
- Fluency in both English and Arabic is desirable.

#### **14. Project inputs and timing**

The project is to be completed within sixteen (16) weeks of commissioning.

The amount of professional inputs required is anticipated to be in the order of the following:

- 12 person-weeks for the project manager
- 12 person-weeks for the SWM specialist (0.5 months finalizing materials and 0.5 months per workshop event)
- 16 person-weeks for the support and logistics staff

## 11.2 Attachment B: Proposal Cover Letter

[On Firm's Letterhead]

<Insert date>

TO: Click here to enter text.

DAI Global, LLC

We, the undersigned, provide the attached proposal in accordance with **RFP**-Click here to enter text.-Click here to enter text. issued on Click here to enter text.. Our attached proposal is for the total price of <Sum in Words (\$0.00 Sum in Figures) >.

I certify a validity period of Click here to enter text. days for the prices provided in the attached Price Schedule/Bill of Quantities. Our proposal shall be binding upon us subject to the modifications resulting from any discussions.

*Offeror shall verify here the items specified in this RFP document.*

We understand that DAI is not bound to accept any proposal it receives.

Yours sincerely,

Authorized Signature:

Name and Title of Signatory: Click here to enter text.

Name of Firm: Click here to enter text.

Address: Click here to enter text.

Telephone: Click here to enter text.

Email: Click here to enter text.

Company Seal/Stamp:

**11.3 Attachment C: Detailed Budget and Price Schedule**

The budget below includes examples of the types of costs that may be included in the budget. Actual budget submissions may include different costs and should be prepared in line with the offerors' technical proposal. Please provide a budget per directorate included in the proposal.

Please include an accompanying budget narrative linking costs with the work required in Attachment A. Additional supporting documentation for any of the costs included below may be requested.

**Detailed Budget Template:**

Line Item	Unit	Quantity	Unit Price	Total Cost	Budget notes (details, calculation, specification, and/or justification)
<b>LABOR</b>					
For example, Team Leader and project manager	(e.g., day)	(e.g., # of days)	(e.g., cost per day)		
For example, expert					
Other staff					
Other staff					
<b>Staff Subtotal</b>					
<b>Fringes and benefits</b>					
G&A					
Fringes					
<b>Staff Subtotal</b>					
<b>TRAVEL COSTS</b>					
For example, local transportation					
For example, per diem					
For example, international travel					
For example, hotel costs					
Other travel cost					
<b>Travel Subtotal</b>					
<b>OTHER DIRECT COSTS (ODC)</b>					
For example, workshops and Meetings					
For example, Room rental (1 day in a local hotel)					
For example, Printing documents/maps					
For example, Anticipated ODC					
<b>ODC Subtotal</b>					
<b>Total Program Expenses Subtotal</b>					
<b>INDIRECT COSTS AND FEE</b>					
Fee					
<b>GRAND TOTAL (USD)</b>					

**Price Schedule**

<b>Milestone No.</b>	<b>Milestone Description and Required Documentation</b>	<b>Payment Amount (%)</b>	<b>Price (USD)</b>
Milestone No. 1		25 %	\$
Milestone No. 2		50 %	\$
Milestone No. 3		25 %	\$
<b>Total</b>		100%	\$

**Offerors must submit** comprehensive budget narrative/ budget notes that provide information on each of the line items in the budget and explain why these items are needed to implement the activity.

If indirect rates are charged, Offerors must provide supporting computations for the allocation for indirect/overhead costs. A copy of an audit report and balance sheet and a profit and loss (P&L)/income & expenditure/revenue & expenditure statement OR a copy of the current Negotiated Indirect Cost Rate Agreement (NICRA).

#### 11.4 Attachment D: Instructions for Obtaining a DUNS Number - DAI'S Vendors, Subcontractors

**Note: There is a Mandatory Requirement for your to Provide a DUNS number to DAI**

**I. SUBCONTRACTS/PURCHASE ORDERS: Organization** All domestic and foreign organizations which receive first-tier subcontracts/ purchase orders with a value of \$30,000 and above are required to obtain a DUNS number prior to signing of the agreement. *Your organization is exempt from this requirement if the gross income received from all sources in the previous tax year was under \$300,000. Please see the self-certification form attached.*

**II. MONETARY GRANTS:** All foreign entities receiving first-tier monetary grants (standard, simplified and FOGs) with a value equal to or over \$25,000 and performing work outside the U.S. must obtain a DUNS number prior to signing of the grant. All U.S. organizations who are recipients of first-tier monetary grants of any value are required to obtain a DUNS number; the exemption for under \$25,000 applies to foreign organizations only.

**NO SUBCONTRACTS/POs (\$30,000 + above) or MONETARY GRANTS WILL BE SIGNED BY DAI WITHOUT PRIOR RECEIPT OF A DUNS NUMBER.**

*Note: The determination of a successful offeror/applicant resulting from this RFP/RFQ/RFA is contingent upon the winner providing a DUNS number to DAI. Organizations who fail to provide a DUNS number will not receive an award and DAI will select an alternate vendor/subcontractor/grantee.*

-----

#### **Background:**

#### **Summary of Current U.S. Government Requirements- DUNS**

The Data Universal Numbering System (DUNS) is a system developed and managed by Dun and Bradstreet that assigns a unique nine-digit identifier to a business entity. It is a common standard world-wide and users include the U.S. Government, European Commission and the United Nations. The DUNS number will be used to better identify related organizations that are receiving U.S. federal funding, and to provide consistent name and address data for electronic application systems.

**Instructions detailing the process to be followed in order to obtain a DUNS number for your organization begin on the next page.**

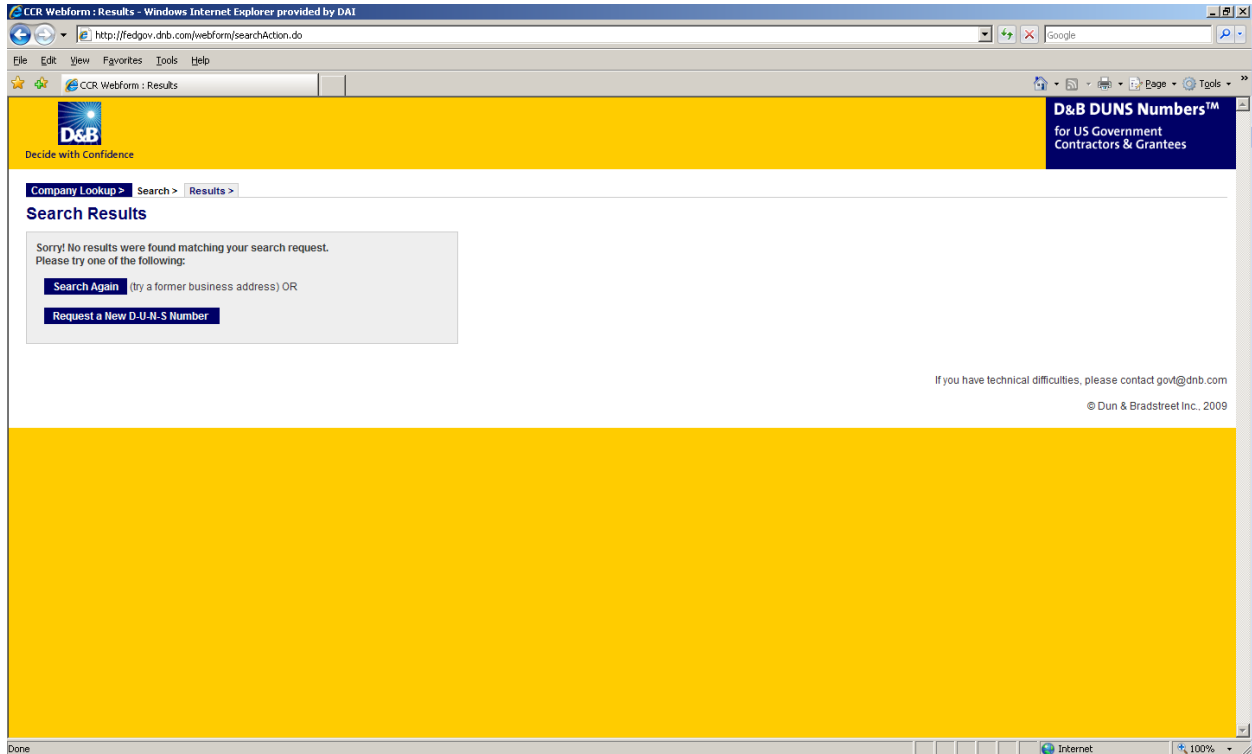
**THE PROCESS FOR OBTAINING A DUNS NUMBER IS OUTLINED BELOW:**

1. Log on to the D&B (Dun & Bradstreet) DUNS registration website to begin the process of obtaining a DUNS number free of charge.

<http://fedgov.dnb.com/webform/index.jsp>

Please note there is a bar on the left for Frequently Asked Questions as well as e-mails and telephone numbers for persons at Dun & Bradstreet for you to contact if you have any questions or difficulties completing the application on-line. DAI is not authorized to complete the application on your organization's behalf; the required data must be entered by an authorized official of your organization.

2. Select the Country where your company is physically located.
3. You will first be asked to search the existing DUNS database to see whether a DUNS number already exists for your organization/entity. Subcontractors/grantees who already have a DUNS number may verify/update their DUNS records.
4. Potential DAI subcontractors/vendors/grantees who do not already have a DUNS number will be shown the screen below. To request a new DUNS Number, the "Request a New D-U-N-S Number" button needs to be selected.



5. Enter the information regarding your organization listed on the next three screens. (See screen shots below.) Make sure you have the following information available (in English) prior to beginning the process of entering this Section in order to ensure successful registration.
  - Legal Business Name (commas are allowed, periods are not allowed)
  - Address
  - Phone
  - Name of Owner/Executive
  - Total Number of Employees
  - Annual Sales or Revenue (US Dollar equivalent)
  - Description of Operations
6. Note that some fields are Optional, however all other fields must be completed to proceed further with the application process. For example, all applicants must complete the Organization Information sections. The Company Name and Physical Address fields are self-populated based on information previously entered during the initial DUNS search. The question marks to the left of the field provide additional information when you click on them.

CCR Webform : New Duns Number Request. - Windows Internet Explorer provided by DAI

http://fedgov.dnb.com/webform/newReq.do?hdncompanynumber=1&browser=&hdnCompanyName=&hdnAddress=&hdnCity=&hdnState=&hdnZip=&hdnCountry=&hdnDuns=&hdnTradeStyleName=&newComp=

CCR Webform : New Duns Number Request.

**D&B DUNS Numbers™**  
for US Government  
Contractors & Grantees

**D-U-N-S Number Request >** Search > Enter Your Company Information >

**Request for New D-U-N-S Number**

Any affiliated companies at the same address, will not be affected. If there are affiliated companies at the same address, please specify in the Notes section.

Complete the information below to obtain a new D-U-N-S Number for your company's physical location.

Note: All fields are required unless otherwise indicated.

**Company Name**

? Legal Name

? Legal Structure

? Tradestyle Name 1 (optional)

Tradestyle Name 2

Tradestyle Name 3

? Phone Number of Business

**Physical Address**

? Street

? City

? State

? Zip Code + 4/Postal Code

Country

**Mailing Address (optional)** ☐ Same as Physical Address

? Street/ P.O. Box

City

7. You must select the legal structure of your organization from the pull down menu. To assist you in selecting the appropriate structure that best represents your organization, a brief description of the various types follows:

- **Corporation** – A firm that meets certain legal requirements to be chartered by the state/province in which it is headquartered by the filing of articles of incorporation. A corporation is considered by law to be an entity separate and distinct from its owners. It can be taxed; it can be sued; it can enter into contractual agreements.
- **Government** - central, province/state, district, municipal and other U.S. or local government entities. Includes universities, schools and vocational centers owned and operated by the government.
- **Limited Liability Company (LLC)** - This is a type of business ownership combining several features of corporation and partnership structures. It is designed to provide the limited liability features of a corporation and the tax efficiencies and operational flexibility of a partnership. Its owners have limited personal liability for the LLC's debts and obligations, similar to the status of shareholders in a corporation. If your firm is an LLC, this will be noted on the organizations registration and licensing documents.
- **Non-profit** - An entity which exists for charitable reasons and is not conducted or maintained for the purpose of making a profit. Any money earned must be retained by the organization, and used for its own expenses, operations, and programs. Most organizations which are registered in the host country as a non-governmental organization (NGO) rather than as a commercial business are non-profit entities.

**Community based organizations, trade associations, community development councils, and similar entities which are not organized as a profit making organization should select this status, even if your organization is not registered formally in Country as an NGO.**

- **Partnership**- a legal form of operation in which two or more individuals carry on a continuing business for profit as co-owners. The profits and losses are shared proportionally.
  - **Proprietorship**-These firms are owned by one person, usually the individual who has day-to-day responsibility for running the business. Sole proprietors own all the assets of the business and the profits generated by it.
8. One of the most important fields that must be filled in is the Primary SIC code field. (See screen shot below.) The Primary Standard Industrial Code classifies the business' most relevant industry and function.



## RFP-DAI-IGPA-BAG-21-001 Conduct training courses for Landfill Operations

CCR Webform: New Duns Number Request. - Windows Internet Explorer provided by DAI

http://fedgov.dnb.com/webform/newReq.do?hdncompanynumber=1&browser=8&hdnCompanyName=8&hdnAddress=8&hdnCity=8&hdnState=8&hdnZip=8&hdnCountry=8&hdnDuns=8&hdnTradeStyleName=8newComp

Street/ P.O. Box  
City  
State  
Zip Code + 4/Postal Code  
Country

Organization Information

Executive Name  
Title  
Primary SIC code  
Description of Operations  
Socioeconomic Data  
Number of Employees(includes owners, partners, and/or officers)  
Annual Sales or Revenue

Parent Organization (optional)

Name  
Street  
City  
State  
Zip Code + 4/Postal Code  
Country

Notes (optional)

Submit Your Request

If you have technical difficulties, please contact gov@dnb.com

9. If you are unsure of which SIC Code your organization's core business falls under, please refer to the following website: <http://www.osha.gov/oshstats/sicser.html>

Standard Industrial Classification (SIC) System Search - Windows Internet Explorer provided by DAI

http://www.osha.gov/pls/ins/sicsearch.html

Standard Industrial Classification (SIC) System Search

UNITED STATES DEPARTMENT OF LABOR

OSHA

Occupational Safety & Health Administration

Enter a SIC CODE:

Enter the search keyword(s):

Submit Clear

Search Help and Examples

Freedom of Information Act | Privacy & Security Statement | Disclaimers | Customer Survey | Important Web Site Notices | International | Contact Us

U.S. Department of Labor | Occupational Safety & Health Administration | 200 Constitution Ave., NW, Washington, DC 20210  
Telephone: 800-321-OSHA (6742) | TTY: 877-889-5627  
www.OSHA.gov

You will need to enter certain keywords to bring up the potential SIC Codes. In the case above, “Research” was entered as the keyword, and resulted in the following:

Standard Industrial Classification (SIC) System Search - Windows Internet Explorer provided by DAI

Http://www.osha.gov/pls/inis/sicsearch.html?ip\_sic=bp\_search=Research

File Edit View Favorites Tools Help

Standard Industrial Classification (SIC) System Search

STATISTICS & DATA | [SIC MANUAL](#)

This page allows the user to search the 1987 version SIC manual by keyword, to access descriptive information for a specified 2,3,4-digit SIC, and to [examine the manual structure](#).

Enter a SIC CODE:

Enter the search keyword(s):

[Search Help and Examples](#)

- 3721 Aircraft
- 3724 Aircraft Engines and Engine Parts
- 3728 Aircraft Parts and Auxiliary Equipment, Not Elsewhere Classified
- 3761 Guided Missiles and Space Vehicles
- 3764 Guided Missile and Space Vehicle Propulsion Units and Propulsion Unit Parts
- 3769 Guided Missile Space Vehicle Parts and Auxiliary Equipment, Not Elsewhere Classified
- 3844 X-Ray Apparatus and Tubes and Related Irradiation Apparatus
- 6282 Investment Advice
- 6411 Insurance Agents, Brokers, and Service
- 6732 Educational, Religious, and Charitable Trusts
- 6733 Trusts, Except Educational, Religious, and Charitable
- 6731 Commercial Physical and Biological Research
- 8732 Commercial Economic, Sociological, and Educational Research
- 8733 Noncommercial Research Organizations
- 8742 Management Consulting Services
- 9511 Air and Water Resource and Solid Waste Management
- 9531 Administration of Housing Programs
- 9532 Administration of Urban Planning and Community and Rural Development
- 9641 Regulation of Agricultural Marketing and Commodities
- 9661 Space and Research and Technology

Freedom of Information Act | Privacy & Security Statement | Disclaimers | Customer Survey | Important Web Site Notices | International | Contact Us

U.S. Department of Labor | Occupational Safety & Health Administration | 200 Constitution Ave., NW, Washington, DC 20210  
Telephone: 800-321-OSHA (6742) | TTY: 877-889-5627

www.OSHA.gov

PLEASE NOTE: Many of the DAI subcontractors and grantees fall under one of the following SIC codes:

**8742** Management Consulting Services

1542 General Contractors-Nonresidential Buildings, Other than Industrial Buildings and Warehouses or one of the codes within:

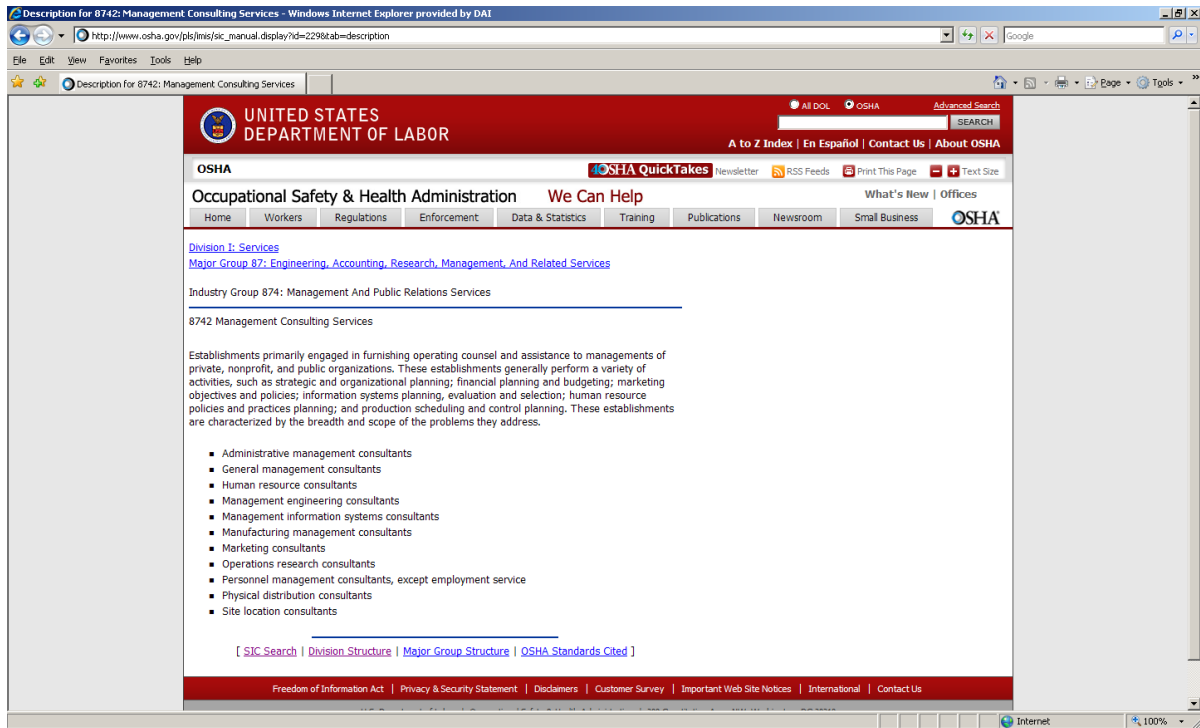
Industry Group 357: Computer And Office Equipment

Industry Group 355: Special Industry Machinery, Except Metalworking

Industry Group 356: General Industrial Machinery And Equipment

Industry Group 359: Miscellaneous Industrial And Commercial

## RFP-DAI-IGPA-BAG-21-001 Conduct training courses for Landfill Operations



10. Description of Operations- Enter a brief description of the primary services you provide the example below, “agricultural technical assistance” was chosen as the primary function of the business.

The screenshot shows the CCR Webform: New Duns Number Request form with the following fields:

- Country:** AFGHANISTAN
- Mailing Address (optional):**
  - Street/ P. O. Box: [Empty]
  - City: [Empty]
  - State: [Empty]
  - Zip Code + 4/Postal Code: [Empty]
  - Country: Select one
- Organization Information:**
  - Executive Name: Mohammad Ali
  - Title: Owner
  - Primary SIC code: [Empty]
  - Description of Operations: Agricultural Technical Assistance
  - Socioeconomic Data: No special Ownership Status
  - Number of Employees (includes owners, partners, and/or officers): 10
  - Annual Sales or Revenue: USD 500,000
- Parent Organization (optional):**
  - Name: [Empty]
  - Street: [Empty]
  - City: [Empty]
  - State: [Empty]
  - Zip Code + 4/Postal Code: [Empty]
  - Country: Select one
- Notes (optional):** [Empty text area]
- Submit Your Request** button.

11. The Annual Sales or Revenue figure should be provided in USD (US Dollar) equivalent.

12. Once all of the fields have been completed, click on “Submit Your Request” to be taken to the Verification page.
13. Note: Representative (Principal, Owner or Officer) needs to verify and provide affirmation regarding the accuracy of the data under criminal or civil penalties as per Title 18, Section 1001 of the US Criminal Code.
14. Once “Yes, Continue” button is clicked, the registration application is sent to D&B, and a DUNS number should be available within 24-48 hours. DUNS database can be checked in 24-48 hours by entering the Business Information in the Search window – which should now display a valid result with the new DUNS number for the entity.

CCR Webform: verification page - Windows Internet Explorer provided by DAI

http://fedgov.dnb.com/webform/NewDunsRequest.do

File Edit View Favorites Tools Help

CCR Webform: verification page

D&B DUNS Numbers™ for US Government Contractors & Grantees

D-U-N-S Number Request > Search > Enter Your Company Information > Verify Information Page >

### Verification Page

**Company Name**

Legal Name: DNB TEST, INC

Phone Number of Business: 20-555-1212

**Physical Address**

Street: 100 Jalan Abdul Rahman

City: Kabul

State:

Zip Code + 4/Postal Code:

Country: AFGHANISTAN

**Organization Information**

Executive Name: Mohammad Ali

You affirm that you are a principal, owner or officer of the entity for which you are submitting proposed information and/or changes and that you are properly authorized to submit these changes. You also agree not to knowingly provide any false or misleading information to D&B. Knowingly providing false or misleading information may result in criminal or civil penalties as per [Title 18, Section 1001 of the US Criminal Code](#), and may negatively impact the status of the D&B report maintained on this company.

This also includes the use of a Shelf Corporation. D&B defines a Shelf Corporation as one that exhibits either of the following characteristics: (1) An aged corporation where no prior business activities could be confirmed or (2) An aged corporation that was revoked, dissolved or went to a dormant status, and is subsequently reinstated and is under new control. It is D&B's policy that the historical business activity of a Shelf Corporation, if any, will not be factored into the determination of such Shelf Corporation's start date. As such, any individual who attempts to misrepresent the start date of their business through the use of a Shelf Corporation or any other means is immediately put on information alert status or higher-risk status. In addition, the criminal penalties mentioned above may apply.

Done Internet 100%

**11.5 Attachment E: Self Certification for Exemption from DUNS Requirement'**

Legal Business Name:

---

Physical Address:

---

Physical City:

---

Physical Foreign Province (if applicable):

---

Physical Country:

---

Signature of Certifier

---

Full Name of Certifier (Last Name, First/Middle Names):

---

Title of Certifier:

---

Date of Certification (mm/dd/yyyy):

---

The sub-contractor/vendor whose legal business name is provided herein, certifies that we are an organization exempt from obtaining a DUNS number, as the gross income received from all sources in the previous tax year is under USD \$300,000.

\*By submitting this certification, the certifier attests to the accuracy of the representations and certifications contained herein. The certifier understands that s/he and/or the sub-contractor/vendor may be subject to penalties, if s/he misrepresents the sub-contractor/vendor in any of the representations or certifications to the Prime Contractor and/or the US Government.

The sub-contractor/vendor agrees to allow the Prime Contractor and/or the US Government to verify the company name, physical address, or other information provided herein. Certification validity is for one year from the date of certification.

**11.6 Attachment F: Past Performance Form**

Include projects that best illustrate your work experience relevant to this RFP, sorted by decreasing order of completion date.

Projects should have been undertaken in the past three years. Projects undertaken in the past six years may be taken into consideration at the discretion of the evaluation committee.

#	Project Title	Description of Activities	Location Province/ District	Client Name/Tel No/Email	Cost in US\$	Start-End Dates	Completed on schedule (Yes/No)	Completion Letter Received? (Yes/No)	Type of Agreement, Subcontract, Grant, PO (fixed price, cost reimbursable)
1									
2									
3									
4									
5									

### 11.7 Attachment G: Representations and Certifications of Compliance

1. Federal Excluded Parties List - The Bidder Select is not presently debarred, suspended, or determined ineligible for an award of a contract by any Federal agency.
2. Executive Compensation Certification- FAR 52.204-10 requires DAI, as prime contractor of U.S. federal government contracts, to report compensation levels of the five most highly compensated subcontractor executives to the Federal Funding Accountability and Transparency Act Sub-Award Report System (FSRS)
3. Executive Order on Terrorism Financing- The Contractor is reminded that U.S. Executive Orders and U.S. law prohibits transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. It is the legal responsibility of the Contractor/Recipient to ensure compliance with these Executive Orders and laws. Recipients may not engage with, or provide resources or support to, individuals and organizations associated with terrorism. No support or resources may be provided to individuals or entities that appear on the Specially Designated Nationals and Blocked persons List maintained by the US Treasury (online at [www.SAM.gov](http://www.SAM.gov)) or the United Nations Security Designation List (online at: [http://www.un.org/sc/committees/1267/aq\\_sanctions\\_list.shtml](http://www.un.org/sc/committees/1267/aq_sanctions_list.shtml)). This provision must be included in all subcontracts/sub awards issued under this Contract.
4. Trafficking of Persons – The Contractor may not traffic in persons (as defined in the Protocol to Prevent, Suppress, and Punish Trafficking of persons, especially Women and Children, supplementing the UN Convention against Transnational Organized Crime), procure commercial sex, and use forced labor during the period of this award.
5. Certification and Disclosure Regarding Payment to Influence Certain Federal Transactions – The Bidder certifies that it currently is and will remain in compliance with FAR 52.203-11, Certification and Disclosure Regarding Payment to Influence Certain Federal Transactions.
6. Organizational Conflict of Interest – The Bidder certifies that will comply FAR Part 9.5, Organizational Conflict of Interest. The Bidder certifies that is not aware of any information bearing on the existence of any potential organizational conflict of interest. The Bidder further certifies that if the Bidder becomes aware of information bearing on whether a potential conflict may exist, that Bidder shall immediately provide DAI with a disclosure statement describing this information.
7. Prohibition of Segregated Facilities - The Bidder certifies that it is compliant with FAR 52.222-21, Prohibition of Segregated Facilities.
8. Equal Opportunity – The Bidder certifies that it does not discriminate against any employee or applicant for employment because of age, sex, religion, handicap, race, creed, color or national origin.
9. Labor Laws – The Bidder certifies that it is in compliance with all labor laws.
10. Federal Acquisition Regulation (FAR) – The Bidder certifies that it is familiar with the Federal Acquisition Regulation (FAR) and is in not in violation of any certifications required in the applicable clauses of the FAR, including but not limited to certifications regarding lobbying, kickbacks, equal employment opportunity, affirmation action, and payments to influence Federal transactions.
11. Employee Compliance – The Bidder warrants that it will require all employees, entities and individuals providing services in connection with the performance of an DAI Purchase Order to comply with the provisions of the resulting Purchase Order and with all Federal, State, and local laws and regulations in connection with the work associated therein.

By submitting a proposal, offerors agree to fully comply with the terms and conditions above and all applicable U.S. federal government clauses included herein, and will be asked to sign these Representations and Certifications upon award.

**11.8 Attachment H: Branding and Marking Plan**

Note: This is not required as part of the proposal. It is included as information for the Offeror. Upon subcontract award, this will be the first deliverable due.

**Appendix N: Marking Plan**

Sub Project Number and Name: \_\_\_\_\_

Name of Implementing Partner: \_\_\_\_\_

Name and Title of Partner's Agent: \_\_\_\_\_

Name and Title of DAI Project Manager: \_\_\_\_\_

**Instructions:** This form has been created to provide implementing partners (subcontractors and grantees) and DAI Project Managers with a summary of marking requirements found in the Project's Branding Implementation Plan (BIP). This form must be completed by the DAI Project Manager in conjunction with the agent of the implementing partner.

**Subproject Activities**

Provide a short summary of the activities to be completed including the project location. For example, what materials or equipment will be purchased? What events will take place?

<p>Include 2-3 sentence summary here:</p>
---

Please place an "X" below for each activity that will take place as part of this Sub project. The implementing partner will be responsible for ensuring the Marking noted in the table below is implemented according to standards and templates provided.

Mark "X"	Activity/Documents	Required Marking
Activities		



Mark "X"	Activity/Documents	Required Marking
Documents		
	Reports	
	Certificates (training	
	Invitations	
	Other	

Co- Branding and Co-Marking:

DAI logo must not appear on any USAID funded programmatic material.

**Requests for Exceptions or Waivers of Marking Requirements** – If you do not feel it is possible to mark one or more of the items or events listed above, please describe below (1) what marking you want to be exempt from (2) how the activity or item meets the requirement for an exception or waiver.

Include full detailed justification here:

### **11.9 Attachment I: Insurance and Risk Allocation**

By submitting an offer to this RFP, you agree to the following Insurance and Risk Allocation requirements:

**1- Insurance:** The Subcontractor shall purchase and maintain through the course of the Work such insurance as will protect the Subcontractor, Client and Contractor from the following claims which may arise out of or result from its operations hereunder (whether by itself, any Subcontractors, anyone directly or indirectly employed by any of them, or anyone for whose acts any of them may be liable): claims under workmen's compensation, disability benefit, and other similar employee benefit acts; claims for damages because of bodily injury, occupational sickness or disease, or death, of its employees or any other person; claims which are sustained by any person as a result of the actions of the Subcontractor or by any other person; and claims for damages because of injury to or destruction of tangible property, including loss of use resulting there from. If requested, the Subcontractor will provide the Contractor with satisfactory evidence of compliance with this requirement.

The Subcontractor further agrees that if DAI should legally incur any reasonable cost whatsoever resulting from the lack of the aforementioned Insurance, on the part of the Subcontractor, while engaged in work, the Subcontractor will, to the extent permitted by applicable law, indemnify, and hold harmless DAI and the Client Organization from any such costs which they may legally be required to pay. The Subcontractor agrees to flow down the substance of this clause to all applicable consultants.

**2- Indemnification:** To the extent permitted by applicable law, the Subcontractor shall defend, indemnify, and hold harmless the Client and the Contractor, and its agents, officers and directors and employees from and against any and all claims, liability, losses, cost or expenses, including attorney's fees, arising out of the acts, errors or omissions of the Subcontractor, its officers, agents, employees, and anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable. This indemnification obligation shall not be limited in any way by required, actual, or available insurance coverage. The Subcontractor agrees to flow down the substance of this clause to all applicable consultants.

Likewise, DAI shall defend, indemnify, and hold harmless the Subcontractor and their agents, officers and directors, and employees from and against all claims, liability, losses, cost or expenses, including attorney's fees, arising out of the acts, errors or omissions of DAI, its officers, agents, employees, subcontractors, and anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable.

**3- Intellectual Property Rights:** Intellectual Property Rights: The Subcontractor warrants that it is not aware of any copyright, patent, trademark, trade secret or other proprietary right that it might infringe upon in providing the work required under the Agreement. The Parties shall indemnify and save each other harmless from any and all claims, suits, liability, expense or damages for any alleged or actual infringement of any copyright, patent, trademark, trade secret or other proprietary right arising in connection with the work provided by the Subcontractor under this Agreement.

Any deliverable produced under this subcontract shall be the property of DAI's Client, if applicable and as defined in DAI's prime contract with its Client. Additionally, any pre-existing item from either party shall remain the property of that party throughout the life of this subcontract agreement, and said party shall retain all rights and privileges to ownership. Any item that is jointly developed during the course of this subcontract agreement shall be either owned by DAI's Client or jointly owned by both parties, dependent upon the terms and conditions of DAI's prime contract with its Client.

**4- DBA Insurance:** Subcontractor shall, throughout the period when work is performed and until final acceptance by DAI, carry and maintain, and ensure that all Subcontractors carry and maintain, DBA insurance in accordance with the applicable laws. It is required that a copy of DBA insurance policies shall be submitted to the DAI Contract Administrator prior to the commencement of any overseas work. To meet this requirement, the Subcontractor is requested to immediately submit the copy of Subcontractor's existing DBA insurance policies and DBA insurance certification to the DAI Contract Administrator.

**5- Proof of Insurance.** Prior to the commencement of the Work, Subcontractor shall provide for Contractor's review evidence of Insurance reflecting full compliance with the requirements set forth in Article 7, as applicable in the form of a Certificate of Insurance and other related documents. Such documents shall be kept current and in compliance throughout the period when work is being performed and until final acceptance by Contractor, and shall, based on Subcontractor's best efforts, provide for thirty (30) days advance written notice to Contractor in the event of cancellation. Failure of Subcontractor or any Subcontractors to furnish Proof of Insurance, or to procure and maintain the Insurance required herein, or failure of Contractor to request such proof of coverage shall not constitute a waiver of the respective Subcontractors obligations hereunder.

### 11.10 Attachment J: Proposal Checklist

Offeror: \_\_\_\_\_

Have you?

- ☐ Submitted your proposal to DAI electronic E-mail address [IGPAProcurementINBOX@dai.com](mailto:IGPAProcurementINBOX@dai.com) (as specified in General Instructions above?)

Does your proposal include the following?

- ☐ Signed Cover Letter (*use template in Attachment B*)
- ☐ Price Proposal (submitted in PDF and Excel format as described in section 4 and a comprehensive budget narrative/notes)
- ☐ Technical Proposal
- ☐ Past Performance (*use template in Attachment F*).
- ☐ Documents use to determine Responsibility (As required in section “Responsibility Determination”):
1. Business Registration: Please provide a copy of official Iraqi business registration and required license(s) to operate in Iraq (e.g., organization registration in Iraq, or/and the organization proxy registration in Iraq – in case of non-Iraqi organization, please submit home country business registration as well), the organization also must be eligible to perform work under applicable laws and regulations of Iraq.
  2. Evidence of a DUNS number (explained below in section 8.4).
  3. The source, origin, and nationality of the products or services are not from a Prohibited Country (explained below in section 8.3).
  4. Offerors must have adequate financial resources to finance and perform the work or deliver goods or the ability to obtain financial resources without receiving advance funds from DAI (e.g. Bank Statement, ... etc.).
  5. Ability to comply with required or proposed delivery or performance schedules (e.g. detailed price schedule, ... etc.)
  6. Have a satisfactory past performance record (e.g. appreciation letters or previous performance evidence, ... etc.).
  7. Have the necessary organization, experience, accounting, and operational controls and technical skills (e.g. organizational structure, ... etc.).
  8. Insurance and Risk Allocation (as defined in **Attachment I**)
  9. The Vendor is to submit proof of manuals, standard operating procedures, and/or internal policies, including human resource policies, which reflect a commitment to non-discrimination, equity and inclusion, and reporting mechanisms, including a whistleblower policy, for non-compliance with internal policies. If the Vendor is unable to produce the required documentation, the Vendor must be willing to work with IGPA/Takamul to receive training and support in the development of relevant policies.