



Digital Frontiers

Modification 01

to

Request for Proposals (RFP)

No. 2022-12

Digital Agriculture Ecosystem Assessments 2023

Issue Date: September 27, 2022

1. Purpose

Modification 01 adds Attachment I to this RFP, consisting of responses to questions and requests for clarifications received by October 3, 2022.

2. Attachment I: Responses to Questions and Requests for Clarification

1. In the event that a prospective offeror proposes to conduct multiple ecosystem assessments, will DAI consider awarding only the countries proposed or will DAI 'mix and match' across offerors?

Each proposal will be evaluated and scored against the evaluation criteria stated in the RFP. If selected, offerors should be prepared to implement the number of assessments and activities included in their proposal.

2. While each country-specific plan will capture local contextualization and innovation efforts in each market, a common underlying framework will help standardize and benchmark the ecosystem assessments across markets. Does a common framework exist, or is it incumbent upon the offeror to propose such a framework?

Yes, there is a framework which will be shared during the kickoff phase after the contract is signed. The selected firm(s) will be able to customize that framework as appropriate, although they are not expected to create a new framework from scratch.

3. The 65% local team content applies solely to individual contributors or can this include local partner firms or institutions?

Of all the Labor proposed in the budget, at least 65% of the LOE days should be given to local team members, this would include team members from partner institutions.

4. Does the estimated budget include editing and design work?

Yes, offerors are expected to include editing and design costs within their cost proposal. All costs including editing and design work should stay within the \$40,000-\$52,500 budget ceiling specified in the RFP. Vendors are encouraged to present all costs required to complete the work within the RFP ceiling.

5. The RFP mentions prior missions and digital agriculture assessments. Could DAI share the previous assessments for review?

The public versions of all previously completed assessments can be found online at <https://www.agrilinks.org/activities/digital-frontiers-digital-resilience-and-food-security/resources>

6. Ethical approvals and research permit - the RFP does not mention the need for ethical approvals for the qualitative KIIs. Is this a task/deliverable that needs to be completed by the firm?

Offerors are expected to provide consent forms for all interviews.

7. Location of KIIs - based on the DECA completed in other countries, it seems that all the KIIs will happen in one city. In the case of Tanzania, it would be Dar es Salaam. Is this assumption correct?

Offerors are encouraged to consider all locations relevant to the completion of the assessment.

8. Estimated number of KIs - based on the DECA completed in other countries, the number of KIs are between 50-80. Is there an expected number of KIs to be completed for Tanzania? This would help for budgeting purposes.

Past assessments have included a range of 25-35 interviews.

9. Digital agriculture ecosystem assessment guide - the RFP states that the guide can be modified as per the context but will the guide need to be translated in Swahili or will a Swahili guide be provided?

The guide is currently available in English.

10. The RFP specifies a page limit of 8-14 pages for proposals, excluding the cover letter, past performance examples, CVs, and the workplan.

- In the case that a consultant is applying to carry out an assessment in only one country, is the page limit still up to 14 pages or should it be shorter? The page limit in the RFP applies to both consultants and vendors. *Each country-specific plan should not exceed 2 pages, so a proposal for one assessment can be less than 14 pages.*
- What is the intended format of the workplan (e.g., a Gantt chart)? *A Gantt chart is preferred.*
- Does the 8-14 pages include front and back covers? *Cover letters are excluded from the page limit.*

11. Can we confirm the following RFP requirements:

- Each country-specific plan in the implementation plan should have a maximum of 2 pages. In the case that a bidder is applying to only one country, does this mean that the narrative summary of the firm's implementation plan should not exceed 2 pages (not including the workplan)? *No, The firm's implementation plan may exceed 2 pages if it includes additional information about the technical approach to supplement the country-specific plan.*
- Country-specific past performance narrative summaries should not exceed one page per country assessment. So if a bidder is applying for one country assessment, does this mean that only one page is allowed to describe the consultant's past performance? *The offeror can submit a one-page narrative summary of country-specific past performance relevant to that country as part of its technical proposal. Separately, the offeror should also include a comprehensive table of the offeror's experience conducting relevant assessment reports of similar scope using the Past Performance table in Attachment E of the RFP.*

12. Would DAI consider more advantageous bidding for all the Assessments?

DAI will consider all applications in alignment with the evaluation criteria provided in the RFP, regardless of the number of assessments proposed.

13. Para 1.3. page 4 states four potential awarding mechanisms (Firm Fixed Price, Time and Materials, or Cost Reimbursable contract) to be agreed during negotiation. In the budget narrative template it is asked to specify what pricing approach we are offering. Could you please confirm the offerors will suggest the preferred awarding mechanism.

Yes, offerors can suggest in the cost proposal their preferred mechanism

14. Para 1.3. page 4 states four potential awarding mechanisms (Firm Fixed Price, Time and Materials, or Cost Reimbursable contract) however page 18 lists Cost Plus-Fixed Fee (CPFF). Could you please confirm if CPFF is an option.

No, fee is not allowable under a subaward.

15. Could DAI please specify what they mean by "Per 2 CFR 700.13, for-profit Offerors must exclude profit from cost proposals." Is it possible for a profit organisation to include a fixed fee into this contract?

No, profit is not allowable under a subaward.

16. Could you please confirm if this contract is a grant and what are the eligible costs?

This contract has been classified as a subaward. All costs must be aligned with federal cost principles as defined by the CFR.

17. Do we need to submit a separate technical proposal for each assessment? Or could proposals be in the same document with a page limit of 8-14 pages per each assessment proposal?

No, Technical proposals limited to eight to fourteen (8-14) pages, excluding workplan, CVs of proposed personnel, past performance examples and cover letter should be submitted. The Past Performance Narrative Summary (maximum 1 page per country) is included in the 14-page limit. Page length of proposals will depend on how many of the four country assessments for which the offeror is applying. Offerors can apply for one or up to four assessments. The technical proposal must include country-specific plans for each country that the offeror is interested in conducting Assessments for (maximum 2 pages per country, included in the overall page limit).

18. Could DAI please clarify if we need to submit separate budgets for each assessment proposal?

Offerors should not submit separate budgets for each assessment proposal.

19. Attachment F lists the terms and conditions the offeror will agree with by submitting an offer. Could you please confirm no further documentation is requested to submit as evidence?

No further documentation needed.

20. Please clarify the Past Performance requirements. Attachment E is a table, could you please confirm if Attachment E is the "narrative summary of previous work" and thus included as a sub-section of the Implementation plan and included in the page count (page 5, first bullet point of Past Performance paragraph) or submitted as an annex and thus excluded from the page count.

There are two elements to the Past Performance requirements. The first element, to be included in the Technical Approach and counted against the overall page limit, is a brief narrative summary (1 page maximum per country) of relevant country-specific experience for the country assessment(s) for which the offeror is applying. The second element, annexed to the Technical Approach using Attachment E of this RFP and not counted against the page limit, is a comprehensive table of the offeror's experience conducting relevant assessment reports of similar scope.

21. Could DAI please confirm what format the "Past Performance Example of Reports of Similar Scope" should be?

Past Performance Examples of Reports of Similar Scope should use Attachment E of the RFP. This table should be included as an attachment to the proposal (and thus not counted against the page limit) or can be provided in the form of links. Reports of similar scope should only be shared if relevant.

22. Key objectives, tasks and deliverables are outlined on page 12-14. To what extent will these objectives and tasks change according to the country context and support required as outlined on pages 10-11?

Offerors should assume that the country descriptions in page 10-11 will remain the same in order to complete the tasks and deliverables on pages 12-14. Any changes that may take place during implementation will be communicated to implementers and will be taken into consideration for expected deliverables.

23. The timelines are noted on pages 14-15 but seemingly doesn't include time for review by DAI and any other relevant stakeholders. Are bidders expected to allocate review periods and, if so, at which stages will reviews be required and what amount of time should be allocated?

Bidders should anticipate review periods during the 5-week period stated in the Deliverables table. All draft and final deliverables will be reviewed by USAID and Digital Frontiers prior to finalization.

24. A number of concurrent or established initiatives are mentioned in the country introductions on pages 10-11. To what extent is the bidder expected to collaborate with existing initiatives? To what extent will the existing initiatives provide support for DAI Assessments (i.e., provide connections to local actors, contact details, existing reports and analysis)?

The bidder is not expected to collaborate with existing initiatives, per se. However, it may be worthwhile for the bidder to speak with staff from those initiatives during the key informant phase and to review relevant work they have done. To the extent that USAID and/or DAI has relationships with those initiatives, they can help to make introductions to the bidder or share relevant contact information.

25. For Mozambique, there is mention of the with support and involvement of the Mission's junior economist (page 10). What is the anticipated role or level of involvement of the junior economist in the Assessment? Is this specific to Mozambique or are there similar representatives in each of the countries that would be involved in the Assessment?

Each Mission will have a primary point of contact that will coordinate the Mission's engagement with the assessment team. In the case of Mozambique, it happens to be the Mission's junior economist. Other countries may have other staff serving in that point of contact role.

26. For Mozambique, on the third area of interest: "Inclusivity in the digital economy: The Mission is specifically interested in job creation, digital literacy, and integration of women, youth, and marginalized groups into the digital economy." - please could this be elaborated further? What specifically is this point aiming to understand?

This should also be in the context of the agriculture sector. The Mission is interested in understanding these factors as they relate to inclusivity in the digital economy in Mozambique's agriculture sector.

27. Can you clarify if the Digital Frontiers Team anticipates (or has a preference for) contracting a single firm to conduct multiple assessments or multiple firms? Can you please share the evaluation criteria for choosing one vs. multiple firms? Will the countries be evaluated individually?

DAI will consider all applications in alignment with the evaluation criteria provided in the RFP and will prioritize country coverage and technical quality when determining how many contracts to issue.

All other RFP terms remain unchanged. The deadline for submission of proposals remains October 24, 2022, no later than 5pm EST, to DigitalFrontiers@dai.com